

New York State Department of Labor (NYSDOL) Consolidated Funding Application (CFA)

Questions and Answers Pertaining to the Request for Proposals (RFP)

(Final - Updated July 24, 2015. New questions and answers are highlighted in yellow.)

General Questions

G Q #1. We had a clarification question regarding the submission process for the CFA Department of Labor Workforce Development program. Looking at the documents at <http://www.labor.ny.gov/cfa/>, the “General Narrative” indicates that proposals may be submitted online only, but the Notice to individuals submitting applications says to “hand-deliver or mail the proposal”. Does this mean that the entire proposal needs to be submitted in hard copy, in addition to submitting online?

G A #1. Proposals must be submitted electronically through the Regional Councils web site (<https://apps.cio.ny.gov/apps/cfa/>). The “Notice to Individuals Submitting Proposals” form that is attached to the RFP has standard wording that should have been changed to reflect the submission requirements of the CFA. We apologize for the oversight. There is no requirement for the CFA that hard copies be hand delivered or mailed.

G Q #2. We are a nonprofit, operating a 22-week workforce development program for young adults, aged 18-21 in an urban setting. Participants receive several certifications through the program and complete paid work experience as part of their training program. Our program training provides occupational skills training which connects directly to landscaping and grounds work, a field identified by the NYS Dept of Labor as one of the five careers projected to grow the most in the upcoming year for the Finger Lakes region. Our classroom varies from the traditional classroom, to on-site training at multiple locations.

- 1) Is on-site training, for example a greenhouse classroom, a qualifying training classroom?**
- 2) We have our own training staff, may we use our existing training staff?**
- 3) We are concerned that our program may be misconstrued as providing seasonal employment. Our program training encompasses greenhouse management, urban agriculture, and landscaping in an effort to connect participants to full time year round job opportunities, fueling a workforce for the growing career area for the Finger Lakes region. Is the landscaping and grounds field an acceptable workforce development program for this funding stream?**

G A #2. 1) Yes, training a class of students on-site would still qualify as classroom training; 2) existing training staff may be used to deliver training; and 3) the application narrative should clearly demonstrate how the positions for which the participants are being trained are permanent, year-round employment.

G Q #3. We have a client who has multiple locations (3) in NYS. Would they be able to submit a single application or should they submit 3 separate applications?

G A #3. An applicant with multiple locations can (and should) submit one application that includes all of their training needs.

G Q #4. Are we able to utilize Internet based university programs for RN to BSN or RN to MSN for the DOL – Workforce Development grant?

G A #4. Yes. Section V (B)(2) of the RFP presents examples of credentials that are acceptable outcomes of the proposed training. It states,

“The term “credential” refers to an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. It does not refer to a certificate of completion for a course of study. Examples of credentials include:

- *Educational diplomas and certificates (typically for one academic year or less of study);*
- *Educational degrees, such as an associate’s (2-year) or bachelor’s (4-year) degree;*
- *Occupational licenses (typically, but not always, awarded by state government agencies; and*
- *Industry-recognized or professional association certifications.”*

However, please be aware that contracts will be awarded for a period of up to one year. Applicants must include only those training needs that can be reasonably accomplished within a one-year time period. This time constraint must be carefully considered when proposing degree-level training.

G Q #5. Is it allowable for third party non training providers to write the training grants for companies?

G A #5. No. The applicant businesses must write their own narrative. The application requires that applicants attest that, “None of the training providers listed in the proposal, any consultant, or any other third party has written or contributed wording to the proposal or solicited the applicant, as their customer, to apply for these monies.”

G Q #6. Are management classes allowable costs?

G A #6. Yes, management classes are allowable.

G Q #7. Can a for-profit business apply for a DOL grant if it is a single-owner LLC (myself) and two sub-contractors that work for the business on a regular part-time basis? I do not have any employees per se, but do pay my sub-contractors monthly for various projects.

G A #7. No. Subcontractors cannot be counted as employees for qualification purposes.

G Q #8. Per a handout at last week’s workshop, for-profits and not-for profits must have two or more employees to be eligible for a Labor Department workforce development grant. I don’t see that same eligibility requirement on the web site anywhere. Please confirm that is correct. Many non-profits operate with one paid employee and a large volunteer work force. Does that mean we are ineligible?

G A #8. Section I (C) of the RFP states, “Eligible applicants are private for-profit businesses (including LLPs and LLCs), private not-for-profit businesses, local workforce development boards, and training providers which: Have two or more employees (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion).” In addition, the eligibility questions at the beginning of the application ask each applicant to attest that they are a private for-profit business (including corporations, LLCs and LLPs), a private not-for-profit business, a

local workforce investment board, or a training provider (this list varies slightly by program) and that they have two (2) or more employees. If, as indicated in the question, a not-for-profit has only one paid employee and a large volunteer work force, they would not be eligible.

G Q #9. I understand that the award date for this RFP is in Fall 2015. Can you tell me the approximate contract start date? This would be helpful in determining the type of training that would be eligible given the one year contract period.

G A #9. Although prior history does not necessarily dictate the timeline for this year's grant, awards under the CFA initiative have been announced in early December in each of the last 4 years. NYSDOL issues its award letters shortly thereafter. The earliest start date for the contract would be the date of the award letter.

G Q #10. My business is a single owner LLC (me) with two people with whom I work on a contractual basis. Does this qualify as "an organization with 2 employees"?

G A #10. No. Contractors are not considered employees for the purposes of determining eligibility under the RFP.

G Q #11. We have a program under which we have been training young people in traditional dry wall stone masonry building techniques. For big projects we contract with master stone masons. The trainees have an opportunity to learn from these masters. Is it possible that this program could be considered or further developed for state support?

G A #11. The stone mason training that is described does not sound like something for which the CFA would pay. All four programs specifically prohibit paying for apprenticeship programs, and there is no provision in the CFA for on-the-job training for existing employees.

G Q #12. I have been studying both the online application and the documents posted at <http://labor.ny.gov/cfa/>. It is unclear to me whether there is a separate narrative that needs to be submitted, in addition to the online question responses, and if so - where would the narrative(s) be uploaded?

Some questions are duplicated in the DOL description of proposal evaluation (for example, The Vision corresponds to the questions numbered 4111 and 4134 for Special Populations and Unemployed Worker training in my case) but others would not be answered by simply completing the online application (for example, Opportunity Agenda is not reflected in the online version, but rather there is a question regarding alignment to the Regional Economic Development Council's Strategic Plan, which is not the same thing).

If there is a narrative submission, should the questions that are duplicated online be answered again, repeating the answer, or left out - assuming the answers will be pulled from the online version- or should a different version of the answer be provided?

If there is no additional narrative submission, how does an applicant provide answers to the questions posed in DOL's documents that are not duplicated in the online version?

G A #12. Answers to the application questions are all that is needed – no separate narrative needs to be uploaded. Some questions appear under more than one NYSDOL program because the answers may be

different. An opportunity must be given to provide answers that pertain to the specific program. In addition, the training that is being proposed under each program must be clear to the application reviewers so that they can accurately score each program.

If the answer for a question is the same under more than one program, please feel free to copy and paste the answer into other sections of the application.

There are two “Basic” questions that pertain to all CFA applicants that cover the Opportunity Agenda: Question 3763, which asks “How does your project seek to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda? Please describe any efforts to collaborate at the local or regional level (i.e. public, private, labor, philanthropic sectors)”, and Question 3764, which asks, “How does your project build workforce development programs, improve physical infrastructure, and/or establish social services that connect people in poverty in your region with skilled employment, in correspondence with the economic revitalization priorities, distressed community targets, and the industry growth areas identified in the Opportunity Agenda and Strategic Plan?” Please provide complete answers to these and all of the questions posed in the application. Your application will be scored based on the narrative provided in those responses.

G Q #13. We are applying for some DOL grants through the CFA application process and here is a question. We just received notification of award of the unemployed worker training program which we applied for separately before the CFA process began. How can we include this information in the CFA process? It will strengthen our NC REDC to include this, but should I include our application or upload the award notice?

G A #13. Question # 2362 in this year’s application asks, “If funding was awarded in prior CFA rounds, what are the CFA numbers for which funding was awarded?” You may identify last year’s award in this section of the application. It allows for an answer of up to 400 characters. The REDCs will have access to this and all other answers that you provide in your application.

G Q #14. Please confirm for me that the eligibility requirement for all Consolidated Funding Applications for Labor Department Workforce Development Grants is that there are two or more employees. Our non-profit organization only has one employee and I’m trying to determine how solid the two or more employees requirement is. Any guidance is appreciated!

G A #14. The eligibility criteria listed in the RFP are firm – there must be a minimum of two employees in order to be eligible to apply.

G Q #15. One of the training programs that our organization would like to offer through this proposed CFA is currently provided by a vendor via a subcontract to our organization to provide this training to the public. Is this relationship allowable under CFA funding?

G A #15. Subcontracting arrangements are allowable. This is essentially the same relationship any contractor would have with a vendor providing training under their contract. The training would be identified as being provided by the specific vendor (including the vendor’s Federal Employer Identification Number) on the budget pages.

G Q #16. Would OSHA training as part of the Green Jobs program be allowed?

G A #16. NYSDOL training programs will not pay for basic safety training, but in general, will allow OSHA training. It is not clear which Green Jobs program is being referenced, but please note that, per Section IV (C) of the RFP, "If costs for the training program are being shared, the proposal must identify the other funding source(s) and explain the methodology used to allocate costs among funding sources." NYSDOL will evaluate these explanations on a case-by-case basis. Also, if you are referencing the former "Green Jobs/Green New York" program (now known as the "Clean Energy On-the-Job Training" program), please be advised that a business must have an agreement to be a NYS Energy Research and Development Authority (NYSERDA) contractor to participate in the program. Please see NYSEDA's web site at <http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities/PON-2033-Clean-Energy-On-the-Job-Training> for more information.

G Q #17. By law, we are precluded from asking job candidates about their race or ethnicity. If employed, we can ask, but the employee has the option of not responding to the query. Consequently, we do not have complete EEO information on our employees. How can we respond to the requirement to upload a completed EEO100, when we do not have the information with which to complete the form?

G A #17. All applicants must complete this form to the best of their ability and submit it as part of their proposal package. It may include just those employees who will be working on the contract (should an award be made). If the workforce to be utilized in the performance of the contract cannot be separated out from the total workforce, the applicant must complete the form for its total work force.

Please note that, per the form's instructions, "race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging."

G Q #18. Our grant application will require some tests to be taken. If the testing takes place in the year 2017, will the funds carry over from 2016?

G A #18. Section V (D) of the RFP states, "*The start date for all contracts resulting from this RFP may be no earlier than the date of the award letter issued by NYSDOL and no later than six months from the date of the award letter.*"

Contracts will be awarded for a period of up to one year. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. The length of the extension is dependent on the original contract duration; however, under no circumstances may the length of the contract plus the extension exceed a total of fifteen months."

Although the question does not make clear when in 2017 the testing will take place, based on the time frames given in the RFP, and depending upon when awards are made, it is likely that some contracts will end in 2017.

G Q #19. As people are being trained and having to travel to various places for the trainings, can the travel time/mileage be submitted as an expense to be covered?

G A #19. Travel expenses are not listed among the costs allowed under the CFA.

G Q #20. Is there a budget template form that should be uploaded into the CFA application?

G A #20. No, there is no separate budget document to complete and upload. However, applicants must complete the fields found under the "Funding" tab of the online application.

G Q #21. Are educational materials such as laminated cards/flyers that are associated with the training but used to reinforce learning and placed throughout the business an allowable cost?

G A #21. NYSDOL cannot pre-approve any specific courses or costs associated with training that will be proposed. All costs must be evaluated in the context of a complete application. Please note that some of NYSDOL's programs list textbooks and training materials as allowable costs. If an applicant feels that some of their costs fall under that category of expense, they should list those costs in the budget and fully explain/justify their inclusion in their budget narrative.

G Q #22. In the General Narrative, page 4, section c, Certificate uploads due June 26, 2015. However CFA is due 7/31/15. Do uploads need to be submitted before hand or on same date as whole CFA, 7/31?

G A #22. Uploads and applications are due on the same day – July 31, 2015 at 4:00 PM ET.

G Q #23. Q3297 – Notice to Individuals Submitting Proposals – this document is dated with a application submission date of 6/16/2014 – is there an updated document available for 2015?

G A #23 NYSDOL had technical difficulties that made it impossible to replace this document before the release of the RFP. Please complete and upload the document that is there. You may, but are not required to, cross out the old due date.

G Q #24. As we prepare the grant, there are many directions in which we hope to head. If we do not move forward with what our application states, due to it not being a feasible way to proceed beyond our control, will portions of the grant that we do move forward with be covered and the balance not be?

G A #24. The CFA is a competitive grant. Applications are scored based on what is being proposed and those scores determine which applications are funded. After awards have been made, some changes are allowed. For example, a different training provider may be used to deliver one of the proposed courses, as long as the new provider's costs are the same or less than those of the original provider. However, some changes are not allowed. Changing the type of training being provided is not allowable, because it cannot be determined if the new training would have been scored as highly during the review process, and would therefore be unfair to the applicants that did not receive an award.

G Q #25. Q.3306 – General Information for Successful Bidders – see page 1 A.1 on MWBE – does the MWBE goal apply to subcontracted training providers or only as state in this document to supplies, travel, and/or equipment?

G A #25. The MWBE goals apply to any subcontracts that could result from this RFP, including trainers, suppliers, travel providers, etc.

G Q #26. My question is as follows: how would a grantee go about documenting staff time for an employee's salary partially funded via this grant? In other words, if funded, we'd use the grant to have

an existing staff member perform ongoing hard skills training with staff within our organization. For vouchering purposes, would we need to submit staff timesheets, or payroll documentation, etc?

G A #26. The RFP states that, *“For cost reimbursement to be approved, certain records must be kept and specific documents submitted. Reimbursement requirements will include: project training costs incurred during the period covered by the voucher; cumulative project training costs; trainee wage data and trainer wage data (for those projects that include in-house trainers) such as employee name, Social Security number, payroll check number, date and amount; and the period covered by the check.”*

G Q #27. We are considering our options for grant opportunities after attending a recent CFA Workshop and had a question. As a non-profit, we are registered for the Grants Gateway but are not yet pre-qualified, though we are diligently working to get all the required paperwork submitted to the documents portal. At what stage do we need to be to have eligibility to apply for the CFA Workforce Development Grants – registered or actually pre-qualified?

G A #27. Per Section I (C) of the RFP, *“Both registration and prequalification must be completed by not-for-profit organizations no later than the application due date.”*

G Q #28. The training that we are interested in does not post training dates for 2016 until January 2016. With the projected notification of awards being late fall 2015, and the courses are required to start within 6 months of notification date, how should we handle this? We do not know when the specific courses we want to take will be offered next year until January 2016. For example, if we find out in January 2016 that the courses are offered in September and October of 2016, how would this be handled as this would fall outside of the 6 month start date?

G A #28. The RFP states that, *“The start date for all contracts resulting from this RFP may be no earlier than the date of the award letter issued by NYSDOL and no later than six months from the date of the award letter. Any awardee that is unable or unwilling to begin their contracted training activities within that six-month period may have their award rescinded.”* Therefore, if, as in past years, the awards are announced in mid-December 2015, the latest start date of the contract would be in mid-June 2016. The contract would be in effect for up to one year until mid-June 2017, and could be extended for up to 3 additional months (to mid-September 2017) if requested by the awardee and at NYSDOL’s discretion. If this timeline does not accommodate the proposed training, it may be that an application should be submitted for next year’s CFA.

G Q 28 A. What if the course we want to take is offered in September every year? How is this handled as it is not before mid-June?

G A 28 A. As described in answer # 28 above, the potential contract dates (original 12 months plus an extension of 3 months) can accommodate a course that starts in September and ends the following September. Any course longer than one year in duration would not be appropriate for the CFA.

G Q #29. After reviewing the solicitation with our team we would like to talk more about becoming a subcontractor with the awardee. Please link us to organizations that are seeking collaboration opportunities.

G A #29. Awards made by NYSDOL and other participating agencies will be announced on the Regional Councils web site (<http://regionalcouncils.ny.gov/>) during Fall 2015. However, please note that NYSDOL does not act as an intermediary between its awardees and any potential subcontractors.

G Q #30. I have a question regarding the required documents for the CFA this round. I do not see the document requirement to be uploaded for MBWE certification. It was on the last CFA but I don't see it as part of the 6 required documents for this round.

G A #30. The state's goals for MWBE participation remain in effect, but the MWBE certification is not a required form this year.

G Q #31. Quick question regarding the EEO-100 form: Should the totals/breakdowns reflect all employees in the organization, or just those in NY locations?

G A #31. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's total work force, the Offeror may complete the form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated from the contractor's total work force, the Offeror must complete the form for the contractor's total work force.

G Q #32. The CFA RFP this year says that everything should be submitted on line. One of the forms themselves says to send hard copies to you. Do you need the hard copies sent to you or do we just file on line?

G A #32. All CFA documents should be submitted on-line. Nothing needs to be sent in hard copy format.

G Q #33. Is there anywhere in the CFA application to upload letters of support such as letters from our labor unions? If not, can the letters be addressed and mailed to Andrew Gehr at NYSDOL? Also, are letters of support from local NYS Assembly and Senate representatives allowed?

G A #33. Letters of support from unions, senators, assemblypersons, and others are not required, but are allowed. They may be mailed to:

Andrew Gehr, Workforce Programs Specialist
New York State Department of Labor
Division of Employment and Workforce Solutions
State Office Campus
Building 12, Room 440
Albany, New York 12240

Please be sure to identify the applicant name and/or the application number in or with the letter.

G Q #34. On the Application for Competitively Bid Contracts Form, Question C – Contracts with New York State Entities – How many years should we go back if we have had contracts with New York State Entities?

G A #34. Five years.

G Q #35. Quick question regarding the EEO-100 form: Should the totals/breakdowns reflect all employees in the organization, or just those in NY locations?

G A #35. Per the instructions on the form, the totals may include just those employees who will be working on the contract (should an award be made). If an applicant with locations at a national or

international level cannot break the numbers down that far, the numbers for their New York State locations are acceptable.

G Q #36. Where do I find the “Eligible Training Provider List”?

G A #36. The Eligible Training Provider List is on NYSDOL’s web site at:
<https://applications.labor.ny.gov/ETPL/>.

G Q #37. Is grant money received at the completion of the Project?

G A #37. No. Once a contract has been developed and formally executed, funds will be released to the business on a cost reimbursement basis, meaning that a grantee must first pay the trainer and then submit a voucher to NYSDOL for reimbursement.

G Q # 38. The documentation for the 2015 CFA, under allowable costs, indicates that credentialing exams are an allowable cost. Many credentialing exams (PMP, LEED GA & AP) are administered individually through electronic testing facilities. Can you tell me how the logistics would work regarding companies being reimbursed for the exam fees after the individuals sit for the exam?

G A #38. Contracts are paid on a reimbursement basis, therefore the grantee would have to demonstrate that they paid for the exam expense. This would be done by providing NYSDOL with an invoice which clearly shows the date of the test so that it is evident that the test took place during the contract period. Ideally the invoice should be marked as paid. NYSDOL would also need a check number and amount, or a transaction number if the payment is made electronically (again, proof that the payment was actually made).

G Q #39. Is the cost of an administrative staff person to conduct data collection, tabulation, recording and coordinating functions allowable?

G A #39. No. Administrative costs are not allowable.

G Q #40. I will be submitting a CFA for our organization. Is the staffing plan for the organization or our Contractor doing the construction work? And, how is a solicitation number generated.

G A #40. The Equal Employment Opportunity Staffing Plan form pertains to the staff of the applicant organization. The word “contractor” is used because awardees under the grant will enter into a contract with the NYS Department of Labor that will cover the training activities included in the application. The Staffing Plan may include the requested information on just those employees who will be working on the contract (should an award be made). If the workforce to be utilized in the performance of the contract cannot be separated out from the total workforce, the applicant must complete the form for its total work force.

The CFA RFP does not have a solicitation number. “CFA Round 5” may be used in place of the solicitation number.

G Q #41. How often does this grant become available? Is it just this one time a year or are there seasonal applications available?

G A #41. Most of the programs available under the CFA, including the four being offered by the NYS Department of Labor, are available once a year during the defined application period. There are a few programs that go year round or have rolling application deadlines. For example, there is a NYSERDA grant (Photovoltaic and Electric Vehicle Supply Equipment Permitting Incentives) that is available until September 30, 2019 or until funds are exhausted.

The best source for information on funding is the 2015 Available CFA Resources guide, which is available on-line at

https://www.ny.gov/sites/ny.gov/files/atoms/files/RESOURCES_AVAILABLE_GUIDE_FINAL_V3.pdf.

G Q #42. On the Federal Certifications attachment there is a place at the bottom of each page marked Contract #. Do we need to fill that in or will the committee who is reviewing these?

G A #42. The field for "Contract Number" should be left blank. If an award is made, NYSDOL's contract development staff will fill that in once a number has been assigned.

G Q #43. How much of the New York State Department of Labor Combined Attachment A-1 Program Specific Terms and Conditions Attachment should we fill in? Or is this attachment Office Use Only?

G A #43. The Combined Terms and Conditions (A-1 and A-2) have been attached for informational purposes only. They do not need to be completed during the application period. If awarded, these forms will need to be completed during the contracting process.

G Q #44. In regards to the question reading "provide a list of all federal, state, and local reviews, approvals, or permits needed or completed", is this reviews and approvals needed for the project specifically or for the company as a whole? We wrote that we are approved by the Department of Education due to the process we went through in order to be approved for a Federal EIN, but otherwise I am not sure what this is in reference to.

G A #44. This question refers to project-specific needs, and pertains to programs other than those offered by NYSDOL. If you are only applying for NYSDOL programs, you may enter "Not applicable" as a response.

G Q #45. Regarding the Program Budget, when identifying the source of funds, we find the options of Federal, Private, In Kind, and Other. However, we are unsure what category should be selected, for those funds requested via the Consolidated Funding Application. When we attempt to access the hyperlink provided in the "?" help link, it is broken and brings us back to the same page. Please advise which option is appropriate for budget items to be paid for with CFA grant funding.

G A #45. Any CFA grant funds being requested should use "federal" as their source, as the funding for the program comes from the federal Workforce Innovation and Opportunity Act.

G Q #46. The document titled *General Information for Successful Bidders* states, "In accordance with Article 15-A of the Executive Law of the State of New York, the Department has established a goal of 11% participation by New York Certified Minority and 9% participation by New York State Women-Owned Business Enterprises (M/WBEs) as subcontractors and/or suppliers in the proposed project to be awarded through this RFP. This requirement can be met through normal purchasing of supplies, travel services, and/or equipment.

- a. Is this collective 20% a percentage of the total Program cost, or a percentage of the award amount?
- b. Given that this is a training grant, rather than a contract where entities are providing services to the State of New York, please clarify options for meeting MWBE goals, especially in cases where the training provider could be a public or private university or where there might not be MWBE certified training entities appropriate to our needs.
- c. Do the expenditures to MWBEs need to be exclusively related to a contract awarded subject to the grant, or can expenditures for non-program related general business expenses be used to satisfy the MWBE goals?
- d. Are registration fees for training courses consider to be subcontracts? If not, there likely won't be any subcontracts directly related to this project, which again makes it challenging to meet MWBE goals.

G A #46. Because NYSDOL's funding opportunities under the CFA are 100% federally funded and are 100% training, they are exempt from the normal MWBE participation goals and the normal MWBE forms have not been attached to the RFP.

G Q #47. In the Federal Certifications Document, Can I leave the "If you have any current or previous contracts w/ the Department have you met....?" question blank since it is Not Applicable to us as we are not a minority or women owned business?

G A #47. It is not clear where this question appears in the referenced document, but if a question does not apply, you may write "N/A" as an answer, if space allows.

G Q #48. The applicant understands that training contracts for Workforce Development Grants for Job Creation and Retention will be awarded for a period of up to one year and that the date of an award letter is the earliest date for awardees to begin training. However we have additional questions regarding the time frames.

- a. If a trainee enrolls in a course prior to the end of the one year grant period, but does not finish it until after the grant period ends, will the costs for that course still be reimbursed?
- b. Will costs be reimbursed when documentation of registration for training is submitted or when documentation of training completion is provided?
- c. Please clarify whether training can begin prior to the full execution of a contract with DOL. There is also some mention of the date of the award letter as the earliest date for awardees to begin training, so it is a bit confusing as to when training can "officially" begin.

G A #48. a) WIA/WIOA regulations direct that only training that occurs during the period of the contract is eligible for reimbursement. Any training that occurs outside the contract period would have its reimbursable cost prorated to what occurred only in the contract period;

b) Costs are reimbursed when proof of payment is provided in a Detailed Reimbursement Request - DRR – or a voucher as it is called. At the time of reimbursement, the training could still conceivably be going on. If the complete period of training is not identified in the DRR, final review of contract expenditures by the Department's Fiscal Oversight and Technical Assistance (FOTA) Staff will determine the exact cost attributable to the contract and, if any of the training occurred outside the period of the contract, the resulting finding against the contractor and would require repayment to the Department for training that occurred outside of the contract period;

c) The contract based on an award may begin at any time on or after the award date, at the awardee's/contractor's discretion. Training must take place during the contract period and therefore, if the chosen contract start date is the award date, training could start as early as the date of the award. If that were to be the case, in all probability the contract would not have been fully executed by its start date. Any contract activities, including training, would be done at the risk of the awardee without an executed contract. If a course (that started upon award) is disallowed during contract development or if a contract never proceeds to execution, the awardee would be solely responsible for the costs incurred. Also, reimbursement for courses may not take place until after the contract is executed.

Existing Employee Training (EET) Program Questions

EET Q #1. This question is in regard to the DOL – Workforce Development grant that was just released on the REDC CFA. We would be interested in the Existing Employee Training Program and distance education for masters in nursing. Page 170 of 2015 Available CFA Resources indicates that “Any award must be expended on program activities in NYS.” The nurses would be employed in NYS and attending a distance learning program at home or work via the Internet. Is there a problem with an Internet-based university whose main site would be outside NYS?

EET A #1. There is no problem with the training as presented. It is often the case that distance learning sources are outside of New York State. In addition, Section III of the EET RFP states, “Training can take place outside of New York State, but please note that the travel and salary costs would still have to be paid by the applicant business.”

EET Q #2. Can a for-profit business apply to the Dept. of Labor for an Existing Employee Training grant if that business will be the provider of training to other businesses? The training program would not be for my own employees but rather for employees of other businesses.

EET A #2. No. Section IV (C) of the EET RFP states, “Consultants, training providers, trade organizations and other third party entities are not eligible to apply for Existing Employee Training Program funds on behalf of other organizations. Training providers are only eligible to apply for this funding to train their own employees if the training is conducted by an outside vendor or school.”

EET Q #3. Is online training media allowable?

EET A #3. The Existing Employee Training Program is the only one that we offer that will pay for virtual learning. Section IV (C)(1) of the RFP lists the following as an allowable cost: “Distance learning fees (i.e., the fee for the training slot and software that is required to deliver the program of training) for occupational skills training. This grant will not pay for the cost of any hardware that may need to be purchased in order to access the instruction.”

Because of the nature of the populations being trained, the Unemployed Worker and Special Populations Training Programs focus on classroom-based training, and the New Hire Training Program is only for on-the-job training.

EET Q #4. Can the people we train workers who were hired as independent contractors?

EET A #4. The program will not pay to train independent contractors. Section IV (C) of the RFP also states, “The Existing Employee Training Program is intended to fund training for the business’

employees. If the business has no employees or if the workers are independent contractors or contract employees, they are not eligible.”

EET Q #5. If classroom training is proposed for the Existing Employee training category and the type of training proposed is not found by a provider listed on the NYSDOL Eligible Training Provider List, may another training provider (not on the list) be selected?

EET A #5. Yes. The RFP states, “Classroom training under the Existing Employee, Unemployed Worker, and Special Populations training programs *should* be provided by the training providers on the Eligible Training Provider List,” but it is not *required* to be.

EET Q #6. How would a grantee go about documenting staff time for an employee's salary partially funded via this grant? In other words, if funded, we'd use the grant to have an existing staff member perform ongoing hard skills training with staff within our organization. For vouchering purposes, would we need to submit staff timesheets, or payroll documentation, etc?

EET A #6. In developing the budget the contractor would be identifying the person providing the training, including SS#, and their hourly wage rate. The budget page calculation for the particular training would be based on the number of hours of training times the hourly wage rate. In processing a reimbursement request NYSDOL would require the instructions on the reimburse request be followed and the specific forms for in-house training wages be completed. A Reimbursement Request form with instructions would be provided.

EET Q #7. Q3.863 – Master List of Trainees – is this available in a Word or fillable PDF document? Or do we re-create?

EET A #7. The Master List of Trainees is not available in a fillable PDF document. Most applicants have been scanning the completed document and uploading the resulting PDF.

EET Q #8. We are looking to send two of our employees for training services in August. I am reviewing the Education/Workforce Development section of the Available CFA Resources link. Can you please provide additional information, so I may understand if the training we are sending our employees to will qualify for this funding.

EET A #8. The complete description of the Existing Employee Training Program can be found on our web site at <http://www.labor.ny.gov/cfa/>. However, please note that training may not begin until after an award is made (i.e., once the due date has passed, reviews have been completed, due diligence has been completed, EEO Staffing plan approvals have been made, awardees have been determined and award letters have been issued). The earliest start date for any contract resulting from this RFP is the date of the award letter. Any training that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement. Awards under the CFA are not expected to be made until Fall 2015.

EET Q #9. Q.3859, Q.3860 – Do we just upload the RFA General Narrative and Existing Employee Program documents? Or do we develop and upload a narrative response to the RFA documents? In the case of the Existing Employee Program document, do we develop and upload to the CFA a narrative in response to pages 4-8 under Program Design and Program Cost? Or are these responses to be included in other CFA responses?

EET A #9. Under the “Documents” tab of the application, document numbers 3859 and 3860 are informational attachments (the RFP itself) that describe NYSDOL’s CFA program. There is nothing in those documents that must be completed and they do not need to be uploaded to the application. The questions under the “Questionnaire” tab of the application cover all of the information/narrative required by the RFP.

EET Q #10. Can eligible training include “train the trainer”?

EET A #10. Yes.

EET Q #11. Travel expenses are not allowable costs under CFA. If the organization will pay for travel expenses for existing employees to attend trainings, can the expenses be counted as leveraged resources?

EET A #11. Yes.

EET Q #12. We are applying for training funds through the Existing Employee Training Program. I just registered to begin the CFA Application process and I found the Budget form under the Funding tab. If we are applying for multiple types of training courses, each with their own cost breakdown, do we add them all together and then input the totals for each Use on the budget form? Or is there a way to separate out the cost of each training course? If there is not and we combine all training course costs for the budget form, do you want the breakdown of costs for each type of training course in the Project Description question of the narrative? Or do you want us to add a budget narrative somewhere?

EET A #12. Because of the limitations of the CFA budget forms, it is acceptable to input the totals for each use. When using that option, please enter the breakdown of costs for each course in the application narrative where the course descriptions are provided.

EET Q #13. In the Funding section for Existing Employee Training Program Budget the possible sources listed are Federal, Private, In-Kind and Other. Is this section then meant to only include items other than what is being requested from the State, and the Funding Requested section does not require a Use breakdown, only the total amount being requested? The Source ? link to “View all sources with descriptions” only takes us back up to the top of the Funding page (tried in all browsers).

EET A #13. Any grant funds being requested should be listed and should use “federal” as their source, as the funding for the program comes from the federal Workforce Innovation and Opportunity Act. Match would fall into “private”, “in-kind” or “other”, depending upon what is being used.

“Total Project Cost” should be the total of all grant funds being requested plus all match. “Funding Requested from Program” should be just the amount of grant funds being requested under that program. “Program Budget” should include the breakdown of grant and matching funds for that specific program. Please note that the “Program Budget” section includes a “Source / Comments” field in which costs can be briefly described.

EET Q #14. I am writing to inquire about a Workforce Development Grant for Job Creation and Retention. Specifically, we are interested in developing an Existing Employee Training Program. Would healthcare providers, such as nurses, physicians, and midwives, be eligible trainees?

EET A #14. Yes. There are no restrictions on industries or professions.

EET Q #15. Does the “classroom setting” also include online learning and the development of online educational materials?

EET A #15. Per Section IV (C)(1)(b) of the RFP, allowable costs include “Distance learning fees (i.e., the fee for the training slot and software that is required to deliver the program of training) for occupational skills training.” Please note that the grant will not pay for the cost of any hardware that may need to be purchased in order to access the instruction, nor will it pay for curriculum development costs.

EET Q #16. Does the “classroom setting” also permit the use of computerized mannequins that serve as simulated patients? (I understand that we could NOT purchase mannequins with the grant.)

EET A #16. There is no restriction in the RFP regarding the use of mannequins or other machines in training courses. As indicated in the question, purchase of such machines with CFA grant funds would not be allowable.

EET Q #17. Would allowable training include training existing employees how to diagnose and treat patients who experience significant hemorrhage during childbirth?

EET A #17. NYSDOL cannot pre-approve courses outside the context of a full application. However, if a course of study is for specific occupational skills (instruction conducted in an institutional or worksite setting designed to provide individuals with, or upgrade them in, the skills required to perform a specific job or group of jobs needed by the business) that lead to job advancement, it can be considered.

EET Q #18. Hello, I was sent the grant opportunity from one of our employees. As a non-profit that seeks to empower women, we do a lot for the population that we serve. However, we are looking for opportunities to train staff in doing the work, providing seminars that will increase their effectiveness and provide learning opportunities that lead to a greater feeling of job satisfaction that would directly impact the population that we serve. Please let me know if the NYS REDC Consolidated Funding Application and Workforce Development Program Funding is something that is applicable to us.

EET A #18. One of NYSDOL’s programs under this year’s CFA - the Existing Employee Training Program – provides funds to for-profit and not-for-profit businesses to train their existing employees in specific occupational skills that lead to job advancement. Occupational skills training is defined as instruction conducted in an institutional or worksite setting designed to provide individuals with, or upgrade them in, the skills required to perform a specific job or group of jobs needed by the business. A full description of the Existing Employee Training Program is available on-line at <http://www.labor.ny.gov/CFA/training-program-narrative5.pdf>.

EET Q #19. We intend to submit an application for Round V due 7/31 under the Existing Training Program. However, the more I read the criteria, I’m not sure this is the appropriate category and would like to run a summary by you to help determine best fit. We attended the workshop and briefly discussed our proposal and was encouraged to apply. We also read the entire 2015 CFA Resources document.

EET A #19. NYSDOL cannot pre-approve any proposed training. In general, there are two NYSDOL programs for training your staff: the EET provides funds for classroom-based training of existing staff,

whereas the NHT program provides funds to reimburse a portion of a new employees salary for a period during which they are being trained on-the-job (work-based training).

EET Q #20. We are a medical center, currently applying to the Existing Employee Training Program to allow employees to become certified in Healthcare Risk Management and Patient Safety. The Healthcare Risk Management training requires travel to the training, as the only option for training this year is scheduled to be held in Tampa, Florida. Would travel expenses to the training and the cost of staying in a hotel be something we can include in our application? If so, what documentation would be required to justify the expense?

EET A #20. No. Travel and hotel expenses are not eligible for reimbursement.

EET Q #21. Regarding the “Program Cost” (#3 page 8 of the *NYSDOL CFA 5.0 RFP-EET Narrative*) for the Existing Employee Training Program, can you please provide an example illustrating how the cost score will be calculated? We can see where you could identify the “lowest cost per participant of the proposals within the applicable skill level.” However when it is to be “divided by the cost per participant of the proposal being scored,” how will this work if there are various training costs within the proposal being scored rather than one homogenous one?

EET A #21. The cost score is calculated based upon the overall average cost per participant of the application. After these averages have been calculated for all of the proposals received, NYSDOL will divide them into groups by program and the overall skill level of the trainees. For example, EET Program, Medium Skill Level – if the lowest average cost per participant of all applicants in that group was \$500, an EET applicant with an average cost per participant of \$1,000.00 would have their cost calculated as follows: $\$500 \div \$1,000 = 0.5$. $0.5 \times 20 \text{ points} = 10 \text{ points for cost}$.

New Hire Training (NHT) Program Questions

NH Q #1. Please clarify that on the CFA DOL Workforce Development New Hire Training funding, the \$5,000 per person cost cap applies only to training expenses. OR Is that \$5,000 inclusive of the (up to) 50% match of new hire salary for the 6 month allowable full training period? If we can include new hire salaries that is above and beyond the \$5,000 per person for training, is there a dollar cap on that or only the 6 month timeframe? Our agency pays above the \$10/hour minimum.

NH A #1. The only training expenses that are allowable under the New Hire Training program are up to 50% of the trainee’s wages while they are being trained on-the-job. In order for an applicant business to be reimbursed the maximum of \$5,000 for an individual trainee, the trainee would have had to have earned a salary of \$10,000 (or more) during the training period.

NHT Q #2. My question relates to the CFA for Workforce Development. I am in the process of opening a new restaurant in the East New York section of Brooklyn (zip code 11239). As part of this project, I will be hiring approximately 30 persons to operate the business. The scheduled opening is for September 2015 and many of these new employees will have to be trained in the tasks to be performed. Will this training qualify for funding via the Workforce Innovation & Opportunity Act?

NHT A #2. NYSDOL cannot pre-approve any specific types of training or costs associated with training that will be proposed. All proposed activities must be evaluated in the context of a complete application. We encourage you to apply for funding to train your new employees. However, please note that it is unlikely that the awards will be made as early as September. The RFP states, “*training*

may not begin until after an award is made (i.e., once the due date has passed, reviews have been completed, due diligence has been completed, EEO Staffing plan approvals have been made, awardees have been determined and award letters have been issued). The earliest start date for any contract resulting from this RFP is the date of the award letter. Any training that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement. Awards under the CFA are not expected to be made until Fall 2015."

NH Q #3. Can we work with clothing manufacturers who pay via piece work?

NH A #3. The New Hire Training Program requires an hourly wage, and it must be \$10 per hour or more.

Unemployed Worker Training (UWT) Program Questions

UWT Q #1. I'm working with a not-for-profit in Albany City focused on preparing unemployed or underemployed, disconnected youths for occupational skills training enrollments (and job placements subsequently), using WorkKeys assessment and remedial skills gap instruction. This effort leads young people to be better able to succeed in occupational skills training but it is not job skills training in and of itself. Am I right to see no way to support this effort through the present CFA announcement?

UWT A #1. Although the program described above has obvious value, it would not be a fit for NYSDOL's offerings under the CFA:

- Per Section IV (C)(1) of the RFP, the program will only pay for classroom-based occupational skills training, credentialing exam fees, textbooks or training materials, and software that is required to deliver the program of training. It will not pay for assessment of the potential trainees.
- Per Section III of the RFP, the training must be for "occupational skills", which "is defined as up to one year of instruction in a classroom setting designed to provide participants with the skills required to be proficient in a specific job needed by the business or group of businesses."
- Per Section IV (C)(2) of the RFP, the program will not pay for soft skills training (including but not limited to resume writing, punctuality, pre-literacy, grooming, attendance).
- It is unclear if the targeted youth have sufficient ties to the labor market to be considered eligible under the Unemployed Worker, Special Populations, or New Hire training programs. All three require that the participants be Dislocated Workers. Per Section III of the RFP, a "Dislocated Worker" is defined as an individual who:
 - Has been terminated or laid off, or who has received notice of termination or layoff, and is unlikely to return to a previous industry or occupation;
 - Has been terminated or laid off, or has received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
 - Was self-employed, but is unemployed as a result of general economic conditions or because of natural disasters;
 - Is a displaced homemaker; **or**
 - Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

UWT Q #2. In the past DOL has requested that employers who have agreed to interview trainees provide a letter of support. Is this no longer required? If required, how are these letters to be submitted?

UWT A #2. Letters are not required. However, in the application narrative, the applicants under the UWT and SPT programs must provide the names and addresses of the local businesses that have committed to interview program graduates, job titles and O*NET codes of the open positions with these local businesses, the number of openings for each title, and the projected number of dislocated workers who will complete the proposed training and be interviewed for the open positions.

UWT Q #3. Would uniforms that are required by the employers to fill positions for which the participants are trained be an allowable expense under the Unemployed worker and/or Special Populations grants?

UWT A #3. No. The UWT and SPT programs will only cover the following: the costs of training providers to provide classroom-based occupational skills training to dislocated workers, the cost of credentialing exam fees, the costs of textbooks or training materials directly associated with the training, and the cost of software that is required to deliver the program of training.

UWT Q #4. Job interviews and placement for the trainees will be the responsibility of and organized by the local Career Center with employers in their database. Therefore, is it sufficient to list the name and address of the Career Center (with O*NET Codes etc.) instead of the names of the employers working with the Career Center?

UWT A #4. No. The SPT and UWT programs require trainers to provide “a listing of the names and addresses of the local businesses that have committed to interview program graduates, job titles and O*NET codes of the open positions with these local businesses, the number of openings for each title, and the projected number of dislocated workers who will complete the proposed training and be interviewed for the open positions”.

UWT Q #5. My organization is applying for this funding in the Unemployed Worker category. I would like to get clarification on the difference between these two questions found in the application: Q_930 – Explain what makes your project a regional economic priority – for example, creates jobs, economic investment, sustainability and community revitalization, government efficiency or consolidation, etc.; and Q_3852 – Describe how the proposed program of training aligns with the Regional Economic Development Council’s (REDC’s) five-year strategic plan. (Copies of each region’s REDC strategic plan can be accessed at <http://regionalcouncils.ny.gov>. Click on the “Regional Councils” button and go to the page for your region). Should Q_930 also refer back to the five-year strategic plan for New York City in addressing specific regional economic priorities, and if so, how should the content of these two answers differ from each other?

UWT A #5. The answer to Q_930 may be used again to answer Q_3852. We apologize for the redundancy.

UWT Q #6. We have read the posted General Questions and Answers for the Round 5 Consolidated Funding Application for NYS Department of Labor funds. General Question #5 asks about who can write a proposal narrative and the answer was basically that the applicant business must write their own narrative. Our question is, “Does the prohibition on third party narrative writers apply to the Unemployed Worker Training Program and if so, where does one attest that the narrative was prepared solely by the applicant?” The online application for the unemployed Worker Training

Program did not include Program Question # 2925 which addresses this issue. It is among the program questions for the Existing Employee Training Program.

UWT A #6. The UWT portion of the RFP and its application questions do not specifically prohibit third parties from contributing wording. However, NYSDOL strongly recommends that third party contributions be limited to course descriptions.

UWT Q #7. In regards to the question including the statement "For businesses - provide the titles and O*NET codes of the positions for which they have had difficulty finding qualified workers in the local labor pool" what are O*NET codes that we need? Do we get them from those students joining our training program or is there another place to get them from? Is the "they" referring to those who we will be training or our current employees? I guess I don't understand that question as a whole.

UWT A #7. If the applicant is a business applying for funds to train unemployed workers for openings that exist in their organization, please provide the job titles of the open positions, the O*NET codes of those titles (please see <http://www.onetonline.org/>), the number of openings for each title, and the projected number of individuals who will complete the training and be interviewed for those job openings.

If the applicant is a training provider applying for funds to train unemployed workers for openings that exist in the local labor market, please provide the names and addresses of the local businesses that have those openings and have committed to interviewing program graduates, the job titles and O*NET codes (please see <http://www.onetonline.org/>) of the open positions, the number of openings in each job title, and the projected number of individuals who will complete the training and be interviewed for those job openings.

UWT Q #8. I am emailing to seek clarification for indirect cost requests for the Unemployed Worker Training Program. I can see from the existing FAQ (updated 7/3) that indirect costs may not be requested under the Special Populations Training Program (pg. 12). Please advise whether this is also the case for the UWT program.

UWT A #8. Yes. Indirect costs are not allowed under any of the four NYSDOL CFA programs.

UWT Q #9. Under the CFA Unemployed Worker Training Program the company requesting funds is required to have at least 2 employees. Are these required to be full time employees or can they be part-time? If part-time is acceptable, is there a minimum amount of hours per week or months of the year? For example, we will be operating a private career school and we have potential to hire full-time teachers for 8 months of the year or administrative assistants for weekly part time work.

UWT A #9. Part time employment would count toward eligibility as long as it is year-round (not seasonal or temporary). No threshold for the minimum amount of hours has been established.

Special Populations Training (SPT) Program Questions

SPT Q #1. We have been thinking about submitting an application in the area of workforce development. We would be looking to fund:

- a) **Culinary Arts for Self-Sufficiency which is primarily a training for refugees but has also been open to others trying to get into or back into the workforce**

- b) **Project Joseph which provides men from our shelter and supportive housing programs with a workforce readiness “platform” where individuals can move either directly into employment or are prepared to participate in the next level of workforce training.**

Reviewing the 2015 materials for workforce development for Special Populations, it looks like all of the funding is through the Department of Labor. It looks like the special populations category is restricted to dislocated workers, formerly self-employed people, displaced homemakers, or military spouses. Most of the folks in our two programs have either never held a full-time job (at least, not in this country) or are very long time unemployed, due to the same conditions that resulted in homelessness. Is there any way we might be able to fit programs serving these populations into this year’s Special Populations category?

SPT A #1. It appears that the proposed program participants may fit into a number of special population categories - displaced homemakers, low income individuals, individuals with disabilities, older individuals, ex-offenders, homeless individuals or homeless youth, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, single parents (including single pregnant women), etc. However, because of the funding source for the Special Populations Training Program, all of the individuals to be trained must be dislocated workers. Therefore, NYSDOL would need to know that the proposed participants qualify as dislocated workers – i.e., that they were:

- a) terminated or laid off, or received notice of termination or layoff, and are unlikely to return to a previous industry or occupation;
- b) terminated or laid off, or received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- self-employed, but are unemployed as a result of general economic conditions or because of natural disasters;
- a displaced homemaker; **or**
- the spouse of a member of the Armed Forces on active duty and who experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

The prospective participants can’t have quit their jobs (e.g., in order to join refugees or to seek asylum). Beyond that if they had one of the required separations detailed above, they would qualify.

There is no requirement that their employment or unemployment would have to be US-based. Even a self-employment situation may be workable to determine dislocated worker status if the individuals are unemployed due to general economic conditions or natural disasters.

SPT Q #2. Can funds be used for case management or indirect costs?

SPT A #2. Indirect costs and case management costs would not be allowable.

SPT Q #3. We are very interested in pursuing the CFA Education/Workforce Development Special Populations funding. One potential population we are looking to serve are young adults (ages 17/18 - 25) transitioning from youth services into adult services and who are having trouble finding and keeping jobs.

- a) **Would you and the DOL consider this population above "dislocated" as required by the grant? Would there have to be some sort of proof that their primary economic support will be or already is gone? (i.e., if they still live with their parents but their goal and the goal of the family is for the young adult to live independently--not dislocated yet)**
- b) **Is training for entry level positions such as Direct Support Professionals or commercial cleaning acceptable for this grant, as long as the positions available after training are for full time equivalent employment? Does the training have to be accepted by, or the employment positions opened have to be at agencies other than ours or can we train individuals for positions that we have opened in one of our businesses?**
- c) **Additionally, would you find individuals with disabilities eligible to fall under the "dislocated" category if it is their disability that has caused them to be unemployed/underemployed? OR, if they were previously not disabled and gainfully employed then a disabling event took place that caused the person to be unemployed / underemployed?**

SPT A #3.

- a) No, not based on the information given. In order to be considered a dislocated worker, the individuals must:
 - Have been terminated or laid off, or who has received notice of termination or layoff, and is unlikely to return to a previous industry or occupation;
 - Have been terminated or laid off, or has received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
 - Have been self-employed, but is unemployed as a result of general economic conditions or because of natural disasters;
 - Be a displaced homemaker; **or**
 - Be the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

Dislocated worker status does not require proof relating to economic support or income.

- b) The training can be for positions within your organization. The application will ask you to identify those job titles and the number of openings. If you are acting solely as the training provider, the application narrative will need to identify the local businesses that have committed to interview program graduates, job titles and O*NET codes of the open positions with these local businesses, and the number of openings for each title. Entry level, full-time positions would be acceptable.
- c) It does not matter whether the event that caused the dislocation was disability-related. As long as the individual is a dislocated worker and has one or more of the barriers to employment listed in the RFP, they would be an eligible participant.

SPT Q #4. In the past DOL has requested that employers who have agreed to interview trainees provide a letter of support. Is this no longer required? If required, how are these letters to be submitted?

SPT A #4. Letters are not required. However, in the application narrative, the applicants under the UWT and SPT programs must provide the names and addresses of the local businesses that have committed

to interview program graduates, job titles and O*NET codes of the open positions with these local businesses, the number of openings for each title, and the projected number of dislocated workers who will complete the proposed training and be interviewed for the open positions.

SPT Q #5. A person who oversees training programs for Refugees, wants to know if a training program for translator skills (refugees are trained to help out in the court system to translate for other refugees) would qualify when the trainees only work when they have cases therefore not a traditional full time position? The trainees would be hourly employees, not contract workers.

SPT A #5. The RFP states that the purpose of this grant is to *“fund the training of dislocated workers in special populations who require classroom-based occupational skills training in order to be qualified to be hired for full-time employment (35 or more hours per week) in the region.”* The program described above would result in intermittent employment and would not meet the full-time requirement of the RFP.

SPT Q #6. Regarding the special population & full time work requirement for this grant. The folks we work with have significant disabilities and will only be able to work part time. We are working towards transforming our in-house work center so that many people that are currently working here or may have come here to work have opportunities in our community to have jobs. New business is something we would like to create in Putnam so that integration can occur more readily for the folks that will be displaced from our work center as it changes.

SPT A #6. The Special Populations Training Program will only fund the training of dislocated workers in special populations who require classroom-based occupational skills training in order to be qualified to be hired for full-time employment (35 or more hours per week) in the region. This requirement cannot be changed for this year’s RFP. However, NYSDOL will take this comment under consideration when determining program parameters for next year’s CFA.

SPT Q #7. “Individuals with disabilities” are listed as a special population. Is substance abuse considered a disability?

SPT A #7. A person who is an alcoholic is an "individual with a disability" under the Americans with Disabilities Act (ADA). Addicts who are currently using drugs illegally are not covered. However, recovering addicts generally are. Persons "regarded as" addicts and illegal drug users are protected. For additional information on this topic, please go to the Job Accommodation Network’s Technical Assistance Manual for Title I of the ADA at: <https://askjan.org/links/ADAtam1.html#VIII>.

SPT Q #8. Regarding the dislocated worker requirement:

- a) **If a person was laid off but has had some sporadic or minimum wage work since, and are “unlikely to return to a previous industry or occupation,” are they still dislocated?**
- b) **If someone was laid off as a result of incarceration are they considered dislocated?**
- c) **If that lay-off occurred several years ago and the person is recently released from a long term prison sentence, are they dislocated?**
- d) **If that lay-off occurred several months ago and the person is recently released from jail, are they dislocated?**

SPT A #8. a) Individuals who have been unemployed, and then have taken temporary, short-term or stop-gap positions and subsequently returned to the ranks of the unemployed, would be eligible.

Individuals who are currently employed are not considered to be dislocated; b) Yes – if an individual was terminated as a result of incarceration, and is unlikely to return to a previous industry or occupation, he/she would be considered dislocated; c) Yes – the length of time from the qualifying termination from employment does not matter; d) Yes – the length of time from the qualifying termination from employment does not matter.

SPT Q #9. Regarding ex-offender status: if someone is on probation or parole, are they an ex-offender? If someone has not yet been adjudicated, but they expect to be convicted and sentenced to probation, are they an “ex-offender?”

SPT A #9. An ex-offender is an adult or juvenile— (A) who is or has been subject to any stage of the criminal justice process; or (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of conviction.

SPT Q #10. The RFP suggest that agencies work with the Career Center to determine eligibility for training. Does that mean that the Career Center will refer clients to us? Our mission is to serve persons involved with the criminal justice system, so that would be a requirement for us to accept someone. We have many viable candidates, pending clarification on the dislocated worker requirement.

SPT A #10. The Career Center can refer eligible participants and can make eligibility determinations.

SPT Q #11. We are a public nonprofit that works with the target population in the South Bronx (interest in the SPT program) – are we eligible to apply?

SPT A #11. The entity cited in the email is registered with the NYS Department of State’s Division of Corporations as a Domestic Not-for-Profit Corporation and is therefore eligible.

SPT Q #12. If eligible, are we required to hire the trained population directly or could we place them locally?

SPT A #12. Under the SPT program, businesses can apply to train individuals for openings that they have available, or training providers can apply to train individuals for openings that are available locally.

SPT Q #13. Would uniforms that are required by the employers to fill positions for which the participants are trained be an allowable expense under the Unemployed worker and/or Special Populations grants?

SPT A #13. No. The UWT and SPT programs will only cover the following: the costs of training providers to provide classroom-based occupational skills training to dislocated workers, the cost of credentialing exam fees, the costs of textbooks or training materials directly associated with the training, and the cost of software that is required to deliver the program of training.

SPT Q #14. Multiple credentials: It seems that most potential applicants have one or two trainings that they provide on-site. We would like to provide our participants with a choice of several credentials, mostly offsite, tailored to their individual strengths and capabilities, so as to increase the rates of completion and job placement. Is this an acceptable approach? May one participant receive more than one credential?

SPT A #14. Multiple training providers may be used, and participants may receive more than one credential, if time allows.

SPT Q #15. Travel expenses for trainees: I see that travel costs for employees are not allowable but what about travel costs for trainees who have to travel via public transit to an offsite training? Also, is a small stipend for lunch or breakfast allowed?

SPT A #15. Travel costs, whether by public or private transportation, are not covered by the grant. Stipends for meals would not be allowable.

SPT Q #16. Job interviews and placement for the trainees will be the responsibility of and organized by the local Career Center with employers in their database. Therefore, is it sufficient to list the name and address of the Career Center (with O*NET Codes etc.) instead of the names of the employers working with the Career Center?

SPT A #16. No. The SPT and UWT programs require trainers to provide “a listing of the names and addresses of the local businesses that have committed to interview program graduates, job titles and O*NET codes of the open positions with these local businesses, the number of openings for each title, and the projected number of dislocated workers who will complete the proposed training and be interviewed for the open positions”.

SPT Q #17. With regard to the Special Populations Training Program, eligible trainees are considered to be.

- **Special populations are those individuals with barriers to employment**

Among barriers to employment, listed qualifications for youth are

- **Homeless individuals or homeless youth**
- **Youth who are in or have aged out of the foster care system**

Is a young person who is in or aged out of foster care or who is homeless sufficient to qualify for this grant? Or does the qualification imply that the target population be both “dislocated” and have the barrier to employment?

SPT A #17. Participants must have one or more of the listed barriers *and* be a dislocated worker, which is defined as an individual who:

- Has been terminated or laid off, or who has received notice of termination or layoff, and is unlikely to return to a previous industry or occupation;
- Has been terminated or laid off, or has received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- Was self-employed, but is unemployed as a result of general economic conditions or because of natural disasters;
- Is a displaced homemaker; **or**
- Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

Dislocated worker status is due to federal requirements placed on the funds being used for this program.

SPT Q #18. In regards to the question including the statement "For businesses - provide the titles and O*NET codes of the positions for which they have had difficulty finding qualified workers in the local labor pool" what are O*NET codes that we need? Do we get them from those students joining our training program or is there another place to get them from? Is the "they" referring to those who we will be training or our current employees? I guess I don't understand that question as a whole.

SPT A #18. If the applicant is a business applying for funds to train unemployed workers for openings that exist in their organization, please provide the job titles of the open positions, the O*NET codes of those titles (please see <http://www.onetonline.org/>), the number of openings for each title, and the projected number of individuals who will complete the training and be interviewed for those job openings.

If the applicant is a training provider applying for funds to train unemployed workers for openings that exist in the local labor market, please provide the names and addresses of the local businesses that have those openings and have committed to interviewing program graduates, the job titles and O*NET codes (please see <http://www.onetonline.org/>) of the open positions, the number of openings in each job title, and the projected number of individuals who will complete the training and be interviewed for those job openings.

SPT Q #19. Do victims of domestic violence qualify as a "special population" under this program?

SPT A #19. Victims of domestic violence are not specifically designated as a special population under the SPT program. Individuals in special populations are those who have barriers to employment as defined under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines individuals with barriers to employment as a member of one or more of the following populations: displaced homemakers, low income individuals, Native Americans, individuals with disabilities, older individuals, ex-offenders, homeless individuals or homeless youth, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (Temporary Assistance for Needy Families), and single parents (including single pregnant women).

SPT Q #20. Because of the needs of our population, we envision our program as providing general workforce readiness training, including small group instruction in basic computer skills, resume and job search assistance, interview skills, etc. We would employ an educator or trainer to provide this basic instruction on-site at the agency, as well as to help connect participants to job opportunities in the community. Clients interested in training for particular fields would be referred to existing community-based training programs and classes. Is this kind of project eligible under the Special Populations Training Program?

SPT A #20. No. Section III of the RFP states that SPT funding is for classroom-based occupational skills training. Occupational skills training is defined as up to one year of instruction in a classroom setting designed to provide participants with the skills required to be proficient in a specific job needed by the business or group of businesses. Also, per Section IV (C)(2) of the RFP, stand-alone Microsoft Office applications (e.g., Word, Excel, PowerPoint, etc.) and other basic office software applications

(Quickbooks, Adobe, etc.), and soft skills training (including but not limited to resume writing, punctuality, pre-literacy, grooming, attendance) are specifically cited as ineligible costs.

SPT Q #21. Can funding be utilized to hire an educator/trainer, purchase supplies and equipment, assist clients with tuition/training fees, etc.?

SPT A #21. Allowable costs include the costs of training providers to provide classroom-based occupational skills training to dislocated workers in special populations, the cost of credentialing exam fees, the costs of textbooks or training materials directly associated with the training, and the cost of software that is required to deliver the program of training. Supplies and equipment are not allowable.

SPT Q #22. Because our clients come from diverse backgrounds and have very different skill sets, clients would require different forms of training based on their individual needs and abilities. While we may have multiple clients seeking training in a particular field (e.g. medical billing), we will likely not have a large group of workers who will be employed by the same industry cluster. Does this affect our eligibility? If this is permissible, how would we handle the requirement to have written commitments from hiring businesses?

SPT A #22. It does not impact eligibility. If you have a variety of courses that apply to one or more industries in the local labor market that have existing openings, you would need to get commitments from local businesses (with openings) in those industries to interview program graduates. You do not need to limit the application to one type of training or one industry.