**New York State Department of Labor (NYSDOL)**
**Consolidated Funding Application (CFA) Workforce Development Initiative (WDI)**
**Questions and Answers Pertaining to the Request for Applications (RFAs)**
(Updated 05/26/20.  New questions and answers are added weekly and indicated below after each revision date.)

Request for Applications (RFAs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging into CFA portal at https://apps.cio.ny.gov/apps/cfa/.

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**GENERAL QUESTIONS** ✦ **EXISTING EMPLOYEE TRAINING** ✦ **UNEMPLOYED/UNDEREMPLOYED WORKER TRAINING** ✦ **NEW HIRE TRAINING**

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# General Questions

**G Q #1)        Is the CFA WDI application process the same as when the CFA application was contained within the Regional Economic Development Councils (REDCs), i.e., REDC and State agency scoring?  Or are the REDCs no longer involved in scoring?**

> G A #1)        Under the CFA WDI, the application process will take place in two (2) phases. As part of Phase One, the Applicant will submit a general project plan for their proposal to the REDC in its region and the plan will be reviewed by the REDC Workforce Development Committee.  The REDC Workforce Development Committee will make recommendations to the REDC's executive committee, who will decide which applications to move into Phase Two.
>
> Phase Two will involve the specific State agency overseeing the CFA WDI program to review and score the application, as well as an interagency committee, comprised of staff from the State agencies participating in the CFA WDI, to review and make final approvals for funding.
>
> The REDCs will not provide points in scoring under the CFA WDI.  Additional information on CFA WDI selection criteria is found at https://www.ny.gov/workforce-development-initiative/workforce-development-initiative-process#project-identification.

**G Q #2)        Is there any additional information available for the Pay for Success program other than what is available in the CFA WDI Program Guidelines?**

> G A #2)        There is not currently any additional information on Pay for Success other than what is available in the CFA WDI Program Guidelines available at https://www.ny.gov/sites/ny.gov/files/atoms/files/WorkforceDevelopmentInitiativeProgramGuidelines.pdf.

## New Questions as of 6/4/19 start below:

**G Q #3)** **Can an Applicant submit for more than one CFA WDI project?  If so, do separate applications have to be submitted, or should the Applicant submit both applications under one CFA application?**

> G A #3)        Yes, an Applicant can apply for funding under more than one CFA WDI program. In the CFA Portal, the Applicant should complete Basic questions one time for all programs it applies to and must respond to the required Standard questions for each individual program it applies to.  This will be completed in one CFA application.
>
> Note that the Use of Funds sections (Section II.B.) of NYSDOL's RFAs specify that Applicants applying for multiple NYSDOL CFA WDI funding opportunities cannot combine any simultaneously awarded funds for use on the same trainees.  Each group of trainees must be remain separate and distinct and be trained solely under one NYSDOL CFA WDI program.

**G Q #4)** **How is your One-Stop Operating System (OSOS) system accessed?**

> G A #4)        Per Section III.C.5. of the RFA, the contractor must submit individual participant level data to NYSDOL.  NYSDOL staff will record this data in OSOS.

**G Q #5)** **Is there a knowledge expert on the Grants Gateway, that we can go to with questions as we work to assist businesses with this piece of the process?**

> G A #5)        For information on registration and prequalification, all applicants can log on to the Grants Gateway website at https://grantsmanagement.ny.gov.  For additional technical assistance with the Grants Gateway website, an applicant can email questions to grantsgateway@its.ny.gov or call 1-800-820-1890.

**G Q #6)** **Do "leveraged funds" include in-kind contributions?**

> G A #6)        Yes.  Leveraged funds can be both cash matches and in-kind resources.  Any in-kind contributions must be valued in accordance with 2 CFR 200.306.

## New Questions as of 6/19/19 start below:

**G Q #7)** **If a business applicant chooses to apply for both an EET and a NHT grant, the total maximum award for a small company with less than 50 employees would be $200,000 ($100,000 for EET and $100,000 for NHT), correct?**

> G A #7)        Yes.  A company with 50 or fewer employees is eligible to apply for up to $100,000 for EET and up to $100,000 for NHT.

**G Q #8)** **We currently have a CFA 8.0, Unemployed Worker Training (UWT) training opportunity running – several local businesses have committed to hiring the candidates following the completion of the training. Can the businesses utilize NHT funds for these candidates or is that considered double dipping?**

G A #8)　　　No, this is not considered "double dipping."  Businesses committed to hiring trainees from the CFA 8.0 UWT Program are encouraged to apply for NHT funds under the CFA WDI to train their newly hired employees.

**G Q #9)　　In previous on-the-job training (OJT) grant offerings there was a maximum reimbursement per trainee of $7,900. I do not see a cap in this RFA – is that correct?**

G A #9)　　　Correct.  There is no per trainee training cap in the CFA WDI RFAs.

**G Q #10)　　On the Detailed Budget Form - if a business Applicant is unsuccessful in filling a job title, is the Applicant able to shift the funds to another job title it is hiring for (but may not have anticipated/included on the budget)?  Under EET, would some modifications be allowed as well?**

G A #10)　　No, an Applicant may not shift funds to another job title it is hiring for if it is not able to fill the job title(s) proposed in the application.  Because award decisions are based on the job titles provided in the Detailed Budget Attachment (DBA), funds awarded for NHT can only be allowed for job titles included in the original application.

This is the same for the EET Program.  Changes in courses or employee job titles from those proposed in the application are not allowable.

Please note that per Section VI.A. of the RFA, Award Notices, Applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain.

**G Q #11)　　On supporting documentation such as the bid/invoice from the outside trainer, how specific does the invoice have to be on the number of candidates being trained?**

G A #11)　　The invoice from the training provider does not need to include the number of trainees, but the daily training attendance sheets must include the names and signatures of the trainees and the trainer.

**G Q #12)　　I have a business in the process of purchasing a new industry specific software management program and they would like to potentially use the EET funds to pay the vendor for staff training on the proprietary software. The business plans to apply for both EET and NHT funds - is it necessary for them to submit 2 MWBE-1 forms? If they are submitting only 1 – which contract goals do they use on the MWBE? Being that this is proprietary software training, I am assuming they will have to do a waiver for both the MWBE and SDVOB?**

G A #12)　　Yes, the Minority and Women-Owned Business Enterprises and Equal Opportunity Statement (MWBE-1) is a required document and would need to be submitted for each application.  If an Applicant requested over $25,000 or more in grant funds and anticipates the MWBE participation to be less than 15% in MBE and 15% in WBE, or Service Disabled Veteran Owned Business (SDVOB) participation is anticipated to be less than 6%, the Applicant would submit waivers for MWBE and/or SDVOB.

**G Q #13)　　We are planning on applying to the Unemployed/Underemployed Worker Training RFA (CFA WDI – UWT) under the Workforce Development Initiative. After logging on to the CFA Portal and creating a new application, and choosing WDI as our program, we are still not able to access the questions listed in the NYSDOL RFA. We also have not found any way to indicate that we are applying**

for the UWT funding stream rather than EET or NHT.  Instead, there is a different set of questions (for the Threshold Questions and the Standard Questions) listed in the online CFA for WDI. These questions do not reflect the RFA released by NYSDOL.  Can you explain which set of questions is correct to apply for the CFA WDI UWT funding stream? And how to access those questions?

> G A#13)        Applicants for WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.
>
> The questions you are currently seeing in the CFA Portal are those that need to be completed for Phase One.  If approved and advanced to Phase Two, the Applicant will then be able to access the questions listed in the NYSDOL RFAs for the EET, NHT, and UWT programs.
>
> For further information regarding the Workforce Development Initiative Process, refer to https://www.ny.gov/workforce-development-initiative/workforce-development-initiative-process#regional-workforce-strategies.

**G Q #14)        In the RFA, where do I find the attachment templates in the list of "Required application attachments and the requested submission format"?  Also, are these attachments to be uploaded to the CFA application and if so, where are they to be uploaded? I did not see an Attachment Section in the CFA application or anywhere in the Questionnaire section for uploading attachments.**

> G A #14)        The required application attachments can be found in Section VIII of the RFA, Attachments and Appendices by CFA Portal Question Number.
>
> As stated in G Q#13 above, Applicants for WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.
>
> The questions you are currently seeing in the CFA Portal are those that need to be completed for Phase One.  If approved and advanced to Phase Two, the Applicant will then be able to access the questions listed in the NYSDOL RFAs for the EET, NHT, and UWT programs and upload the required attachments.
>
> For further information regarding the Workforce Development Initiative Process, refer to https://www.ny.gov/workforce-development-initiative/workforce-development-initiative-process#regional-workforce-strategies.

**G Q #15)        I am trying to figure out where to attach the required attachments for the UWT program on the CFA portal.  I have logged onto my organization's account, selected "Workforce Development Initiative" as the program we'd like to apply for, and answered the threshold questions. However, I cannot find anywhere on the portal where I can upload the required attachments.**

G A #15)        Please refer to the response listed above, G A #14.

## New Questions as of 6/26/19 start below:

**G Q #16)        If an organization's Phase 1 application is accepted and it moves on to Phase 2, will a concrete "deadline" for us to apply for Phase 2 be set by NYSDOL and/or any other reviewers of the application? Or, keeping in mind the ongoing availability of funds, will we have as much time as we choose to submit the Phase 2 application?**

G A#16)        No, there will be no "concrete deadline" set to apply for Phase Two. Applications can be submitted on an ongoing basis until funds are exhausted.

**G Q #17)        If an Applicant completes the questions for a CFA 9.0 application (i.e., Parks, Recreation and Historic Preservation, Department of Environmental Conservation, etc.) by the 9.0 deadline of July 26, 2019, and then decides to submit a CFA WDI application, will the Applicant be required to complete all basic project questions in the CFA Portal again or will the information from the 9.0 application roll over to the WDI application?**

G A #17)        Yes, the Applicant will have to complete the basic project questions again, which will be completed on a separate WDI application.  The WDI program cannot be combined with another application in the CFA Portal.

**G Q #18)        Is the Federal Certifications attachment no longer required?**

G A #18)        The Federal Certifications information is still required.  However, the terms of both the Federal and State Certifications are now integrated into the standard Terms and Conditions included in each awardee's contract and included as Attachment CTC of the CFA WDI RFAs.

**G Q #19)        I recently attended a Workforce Initiative in Orange County that was very informative. I learned that the DOL has its own CFA, which was very helpful. However, I only see three RFAs listed on the website and wondering where I can get further information about all of the applications.**

G A #19)        The three RFAs currently posted on the NYSDOL website are for the CFA WDI programs NYSDOL is funding.  Information on the additional programs being funded by other State agencies and entities participating in the CFA WDI can be found at https://www.ny.gov/workforcedevelopment.

## New Questions as of 7/10/19 start below:

**G Q #20)        Is Phase 1 supposed to be submitted through the CFA portal or is that only for Phase 2?  If the latter, what is the template and how do we submit the Phase 1 project plan to the REDC to review?  Is that just an email or is there some other formal process?**

G A #20)        Phase One applications must be submitted through the CFA Portal, reviewed by the REDC Workforce Committee, and approved by the REDC Co-Chairs before the Applicant can complete and submit the Phase Two application in the CFA Portal.

**G Q #21)        Do we need a full budget breakdown for the Phase 1 application?**

G A #21) No, an Applicant is not required to provide a full budget breakdown in Phase One. For NYSDOL's programs, this will be required as part of Phase Two through completion of the Detailed Budget Attachment (DBA). However, Applicants are required to provide the Total Project Cost and funding requested from the WDI as part of the Phase One application.

**G Q #22) Do we need letters of support/commitment for the Phase 1 application?**

G A #22) No, an Applicant is not required to submit letters of support/commitment in Phase One.

**G Q #23) Will there be technical assistance workshops scheduled for this summer for applicants to attend that would provide more information and guidance on the application process?**

G A #23) There are no technical assistance workshops scheduled at this time. For information regarding the Workforce Development Initiative Process, refer to https://www.ny.gov/workforce-development-initiative/workforce-development-initiative-process#regional-workforce-strategies. Applicants should direct any technical questions about the CFA Portal to cfa-tech@ny.gov.

## *New Questions as of 7/30/19 start below:*

**G Q #24) Do we need to submit two separate applications if we want to apply under the Employer Driven Skills opportunity and the Workforce Solutions opportunity or can these be combined into one submission?**

G A #24) The funds made available in these categories are provided by different State agencies, but single Phase One and Phase Two applications are submitted.

During Phase Two, Applicants will answer questions specific to the Employer Driven Skills and/or Workforce Solutions opportunities, based on the Phase Two programs opened in the CFA Portal following the REDC's Phase One review.

**G Q #25) For a business Applicant that has both EET and NHT awards, when it comes time to voucher for the EET, is my understanding of the following scenario correct: NHT OJT trainees that participate in EET funded training as part of their OJT training plan (i.e. Lean Manufacturing) would not be included on the master training list form as the business is already being reimbursed for those candidates under NHT funds correct?**

G A #25) NHT OJT trainees still participating in their OJT training activities may not participate in EET funded training. NHT OJT reimbursement is based on wages for the time participants spend working and being trained in the actual job setting. NHT OJT wage reimbursement cannot be provided for time the participants spend away from work attending training courses. The Master Training List (MTL) for EET cannot include any active NHT OJT participants, and active NHT OJT participants cannot attend EET training.

However, once NHT OJT participants complete their OJT training program, an Applicant may submit a new CFA WDI application for EET training courses, if funding and time remain.

**G Q #26) I am interested in the Workforce Development Initiative. Is partnership with a State University of New York (SUNY) institution a requirement of this program? I work for a non-profit**

**organization that trains farmers in collaboration with many institutions (i.e., Cornell Cooperative Extension, NRCS, and other non-profits). The SUNY schools in our area are not involved in agriculture. Please advise.**

> G A #26)    No, partnership with a SUNY institution is not a requirement of the WDI.  Each WDI funding opportunity has its own set of guidelines, including required partnerships.  Refer to https://www.ny.gov/workforcedevelopment for each agency/authority's program guidelines.

**G Q #27)    I am reaching out to get some information answered about the Workforce Development Initiatives – Existing Employee and New Hire Employee Training.  I read through the boilerplates of both and am a bit confused.  We hire employees who usually have training in specific positions, but with a program like this we might be able to have the advantage of hiring employees and training them for a position.  What does our company have to do to get registered?  What does the project name mean?  We would hire them as a full-time employee, mostly year round, some winters we work through depending on jobs and weather.  Can we register existing employees that are possible getting trained for a higher position(s) and how would we submit records of that?**

> G A #27)    Information on registering, or creating an account, for the CFA WDI can be found at https://www.ny.gov/workforcedevelopment.  Details on both the Existing Employee Training (EET) and New Hire Training (NHT) programs can be found in the respective RFAs, available at  https://www.labor.ny.gov/cfa/.
>
> EET is for current employees of the Applicant business working in low and middle-skills positions.  The goal of the training is to enable these employees to attain or retain positions in middle-skills occupations.  As part of the WDI Phase Two application, Applicants are required to complete the Master List of Trainees (MLT) attachment, which must include the current job title, O*NET code, and Job Zone of each existing employee.
>
> NHT is for on-the-job training of newly hired employees, which means they were hired by the Applicant business within six (6) months of the start of the training.

### *New Questions as of 8/16/19 start below:*

**G Q #28)    Last year, the CFA portal had a tab for uploading documentation (called "DOCUMENTS").  This year, although the required documents are listed on the checklist, there is no place to upload them.  Will these documents be required only if we get past the initial review (Phase 1)?  Is the initial application complete without submitting the documents?**

> G A #28)    Refer to G Q #14.

**G Q #29)    As the RFA was released on May 8th and applications are ongoing, I wanted to ask if there is still funding available before we started working on an application?**

> G A #29)    Yes, funding is still available for the NYSDOL CFA WDI.  Applicants are currently in the Phase One process, as described in G Q #1.

**G Q #30)    At various points in the documentation for the WDI application, and specifically the NYSDOL WDI opportunities, it says that we can submit more than one project idea for WDI funding under one CFA application. In the NYSDOL Q&A, it indicates that to do this, the organization would answer the Basic questions once, and the Standard questions once per project.**

**If we want to apply for more than one project (i.e. – one skills training program for UWT, and one PD program for existing staff for EET), how do we answer the Standard questions twice in the portal? Is there a way to duplicate the questions, so we can answer them once per project?**

G A #30)　　　Based on the responses an Applicant provides to the Phase One application, the REDC Workforce Development Committee will determine whether one or more CFA WDI programs may be appropriate for the Applicant.  If this determination is made, the Office of Workforce Development will open the Phase Two application for each of the appropriate programs.  When completing the Phase Two application, the Applicant will answer the Standard questions for each of those programs within one Phase Two application.

Applicants are not able to duplicate Standard questions, as there are different sets of questions for each of the CFA WDI programs.

Note that the Use of Funds section (Section II.B.) of NYSDOL's RFAs specify that Applicants applying for multiple NYSDOL CFA WDI funding opportunities cannot combine any simultaneously awarded funds for use on the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL CFA WDI program.

**G Q #31)　　　Can an organization submit applications to participate in more than one WDI program?**

G A #31)　　　Refer to the response to G Q #3.

**G Q #32)　　　We are looking at our budget and the timing for our workplan. Given the rolling deadline, approximately how long will it take to receive the notification of award after the submission of an application?**

G A #32)　　　There is no set timeframe for the length of time between application submission and notice of an award.  The CFA WDI is a two-phase process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region. Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two. Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.

As each REDC Workforce Development Committee determines its own timeframe for reviewing and/or approving Phase One applications, and each agency has its own separate Phase Two review process, we are unable to provide a specific timeline for the application and subsequent award process.

**G Q #33)　　　Is there a way to read all of the application questions for each program without starting separate applications/opening each page in the CFA portal?**

G A #33)　　　NYSDOL is only able speak to the NYSDOL CFA WDI programs.  The specific Phase Two application questions for NYSDOL's programs can be found in the NYSDOL CFA WDI RFAs, available at https://www.labor.ny.gov/cfa/.  The questions may be found in Section V.C., Evaluation Criteria.

**G Q #34)　　　Is there more information available about the Pay for Success program and what a project would entail?**

G A #34)    Refer to the response to G Q #2.

**G Q #35)    Are organizations required to submit a general project plan to the REDC in their region through the CFA application portal?  If yes, please direct me to the appropriate page within the CFA portal.**

G A #35)    Yes, Applicants must submit their general project plan to the REDC in their region.  This is done through completing the Phase One application in the CFA Portal.  To create an Applicant registration/account to complete Phase One, Applicants should visit https://www.ny.gov/workforcedevelopment and click on "Apply Here."

**G Q #36)    Are organizations able to directly apply to a WDI program without submitting a general project plan to the REDC in their region?**

G A #36)    The Phase One application for WDI funding is the submission of the general project plan to the REDC.  Therefore, Applicants must complete the Phase One application so the REDC in their region may determine which WDI program(s) may be appropriate for the Applicant's Phase Two submission.

**G Q #37)    I am working on an application for the CFA Workforce Development Initiatives and Pay for Success. Is the new employee's salary an eligible cost for this program or is it limited to the Trainer's salary? Additionally, as we are applying for our Network (more than 10 hospitals), is there a cap in funding awarded?**

G A #37)    Eligible costs depend on each specific CFA WDI program.  Allowable costs for each of NYSDOL's CFA WDI programs may be found in Section II.B.1. of each RFA, found at https://www.labor.ny.gov/cfa/.  Additional details on the other State agency/authority WDI programs is found at https://www.ny.gov/workforcedevelopment.

If an Applicant applies for all three of NYSDOL's CFA WDI programs, the cap in funding awarded is a maximum of up to $600,000.  However, the Use of Funds sections (Section II.B.) of NYSDOL's RFAs specify that Applicants applying for multiple NYSDOL CFA WDI funding opportunities cannot combine any awarded funds for use on the same trainees. Each group of trainees must be remain separate and distinct and be trained solely under one NYSDOL CFA WDI program.

Note that per Section III.A. of the RFAs, Applicant is defined by the possession of a Federal Employer Identification Number (FEIN), so entities with multiple FEINs may submit separate applications under each FEIN. Further per section VI.A. of the RFA, "applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain." These subsequent applications may also request up to the maximum award for each NYSDOL program applied to.

**G Q #38)    Currently, our partners are working towards gaining funding through the Workforce Development Initiative for the New Hire Training Program ("NHT") and the Unemployed/ Underemployed Worker Training Program ("UWT"). In an effort to present our best possible proposal, we would like to address the following questions regarding the application:**

**(1)  We are applying for two programs under the Workforce Development Initiative and seek clarity on whether or not we need to fill out an application for each program, or if one application for both the NHT and UWT is sufficient?**

**(2) Additionally, since we are made up of multiple partnerships, whether we can apply as a consortium or if each party must submit individually?**

**(3) How can we accurately convey in the CFA application that our employer driven skills initiative is targeting funding from NHT and UWT and which targets are best for our goal?**

> G A #38)          (1) Applicants for WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.

> Based on the responses an Applicant provides to the Phase One application, the REDC Workforce Development Committee will determine whether one or more CFA WDI programs may be appropriate for the Applicant.  If this determination is made, the Office of Workforce Development will open the Phase Two application for each of the appropriate programs.  When completing the Phase Two application, the Applicant will answer the Standard questions for each of those programs within one Phase Two application.

> Note that the Use of Funds sections (Section II.B.) of NYSDOL's RFAs specify that Applicants applying for multiple NYSDOL CFA WDI funding opportunities cannot combine any simultaneously awarded funds for use on the same trainees. Each group of trainees must be remain separate and distinct and be trained solely under one NYSDOL CFA WDI program.

> (2) Consortium applications are not allowable under any of NYSDOL's CFA WDI programs.  Per Section III.A. of the NYSDOL RFAs, Applicant is defined by the possession of a Federal Employer Identification Number (FEIN), so entities with multiple FEINs may submit separate applications under each FEIN.

> (3) As stated in the response to (1), the Phase One application determines which program(s) will be opened for the Phase Two application.  It is important for the Applicant to clearly identify its program objective and target trainee population in the Phase One application to make it clear it is a NHT and/or UWT program application.

## *New Questions as of 9/24/19 start below:*

**G Q #39)          I'm a grant writer filling out the application for the CFA NYS Workforce Development Initiative and have a question about the application.  In the CFA Questionnaire, question number Q_3764 references priorities identified in Opportunity Agenda and Strategic Plan.  I am wondering if the Opportunity Agenda and Strategic Plan is a separate document we did not receive and also where it can be found on the CFA website?**

> G A #39)          The Opportunity Agenda and Strategic Plans are separate documents from the CFA WDI Phase 1 application.  The REDC Strategic Plans, which are also mentioned in Phase 1 application Q_2366, can be found at https://regionalcouncils.ny.gov/.  Information on the Opportunity Agenda is located at https://www.ny.gov/programs/2015-opportunity-agenda.

## *New Questions as of 10/8/19 start below:*

**G Q #40)        For organizations that have already submitted an application under Phase 1, at about what time after submission can we expect to hear back from individuals reviewing proposals?**

> G A #40)        The CFA WDI is a two-phase process. During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region. Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  While each REDC Workforce Development Committee determines its own timeframe for reviewing and/or approving Phase One applications, and is committed to doing so as quickly as possible, we are unable to provide a specific timeline from application submission to approval to advance to Phase 2, if applicable.

**G Q #41)        Regarding the Workforce Development Initiative Program, are municipalities eligible to apply for all three NYSDOL programs - EET, NHT or UWT?  If not, what program (s) are we limited to?**

> G A #41)        Municipalities are only eligible to apply for the Unemployed/Underemployed Worker Training (UWT) Program.  Section III.A. of each RFA, Applicant Eligibility, details the entities eligible to apply for each program.

**G Q #42)        What about in the case of a town acting as a Local Workforce Development Board on behalf of private sector institutions that are interested in applying for the EET or NHT programs?  Can the town/Local Workforce Development Board be the applicant in that capacity, applying on behalf of others as opposed to its own workforce?**

> G A #42)        Local Workforce Development Boards (LWDBs) are not eligible to apply for the EET or NHT programs.  Section III.A., Applicant Eligibility, in both the NHT and EET RFAs states that eligible Applicants include for-profit entities, including corporations, LLCs and LLPs; and private sector not-for-profit entities.

**G Q #43)        How can one become an eligible training provider?**

> G A #43)        For information on the Eligible Training Provider List (ETPL), please refer to https://applications.labor.ny.gov/ETPL/ and Technical Advisory (TA) #18-2.2, found at https://labor.ny.gov/workforcenypartners/ta/ta18-2.2.pdf.

**G Q #44)        I am writing to inquire if my organization would qualify for an opportunity to submit for the NYSDOL Workforce Development Initiatives Program.  Will a long-term care facility located in a geographically isolated, low socially economic class county be able to apply for the grant to help offset the cost of providing CNA Training Classes?**

> G A #44)        The purpose of NYSDOL's three WDI programs is to provide occupational skills training to existing employees, new hires, or unemployed/underemployed workers.  As long as the Applicant intends to provide occupational skills training, defined as up to one year of instruction in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business, and meets all other eligibility criteria as described in Section III.A. of NYSDOL's RFAs, the facility is eligible to apply.

## *New Questions as of 10/18/19 start below:*

**G Q #45)      I was wondering if different divisions of an Applicant can submit substantially different proposals for the same CFA opportunity (such as two NHT applications)?**

> G A #45)      Per Section III.A. of the RFA, Applicant Eligibility, an Applicant and its components are only eligible for one award under this RFA, not one per location, and are subject as a whole to the funding limitations described in this RFA. Separate operations or locations of an eligible Applicant may apply separately, but only if they have different FEINs. However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole.

**G Q #46)      Question 4160 in the Phase 1 application asks for a description of "each program to which you are applying under the CFA."  Does this mean there is only one Phase 1 application submitted for both proposals (EET and Unemployed/Underemployed)?**

> G A #46)      Yes, there is one Phase 1 CFA WDI application submitted for all WDI programs to which an Applicant wishes to apply.   Refer to G Q #3 for further details.

**G Q #47)      Our trainings are short, from one day to four weeks.  We have many like this.  Some are in-house trainers, some out-of-house.  Does the total of one year just accrue for all the various trainings?  And I assume that one year of training for EET is for the life of a given employee?**

> G A #47)      Per Section II.D. of the EET RFA, Contracts, all contracts resulting from this solicitation will be awarded for a period of up to one year.  This can include various types and lengths of trainings.  Applicants must provide all training/course names to be funded in the Master List of Trainees (MLT), as well as indicate which employees in low and middle-skills positions will participate in each training/course.

> Section VI.A. of the RFA, Award Notices, indicates that Applicants receiving an award under the CFA WDI who successfully serve at least 75% of the planned participants, and expend at least 75% of the awarded funds, may apply again, if funding and time remain.  However, note that if the second application is for a training program identical to the one already funded, only new trainees can be funded with the second award.

**G Q #48)      Can an Applicant use itself as the SDVOB in that portion of the application?  We are certified through the Office of General Services.**

> G A #48)      Yes, if the Applicant is awarded and begins the contracting process, and is certified SDVOB, it meets the criteria to use itself as the SDVOB.

**G Q #49)      Can a new hire complete a year of training and then be trained under the EET Program?**

> G A #49)      Once an NHT trainee completes his/her training program, an Applicant may submit a new CFA WDI application for EET training courses, if funding and time remain.

**G Q #50)      I am applying on behalf of my nonprofit for a CFA WDI (first phase). I need help in understanding application questions 9113, 9120, 9121, and 9122 about job creation.  Our program connects youth with disabilities to jobs. I don't think that we create new jobs (as in 9113) or help retain workers in jobs (as in 9120) or help workers secure construction jobs (as in 9121). We do, however, help youth with disabilities prepare for, get, and keep jobs. Should we therefore enter the**

**number of youth that we anticipate placing in jobs (those youth who will be hired) in 9122, ancillary or other jobs?**

      G A #50)      No.  Ancillary positions normally provide necessary support to the primary activities or operation of an organization.  If you do not feel the referenced Phase 1 application questions apply to your organization, indicate "0" or "N/A"  in the response.

**G Q #51)      Do you know if there are any lists of eligible training providers for the Workforce Development Initiatives (Existing Employee Training Program, New Hire Training Program, Unemployed/Underemployed Worker Training Program)?**

      G A #51)      There are no lists of eligible training providers created specifically for the WDI. As indicated in Section II.B.1. of the RFA, Use of Funds, applicants that do not have their own in-house training programs are encouraged to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. NYSDOL encourages applicants to utilize training providers on the ETPL, available at https://applications.labor.ny.gov/ETPL/.

## *New Questions as of 11/13/19 start below:*

**G Q #52)      We are considering applying to the NYS Workforce Development Initiative for a program that provides film production training to young adults from low income neighborhoods and places them in paid positions in the New York City (NYC) media and entertainment industry.  We have received a New York State Council on the Arts (NYSCA) REDC grant for this program and have applied for a renewal in 2020.  Is there any conflict between these two sources of funding that would make us ineligible to apply to the NYS Workforce Development Initiative for support in 2020?**

      G A #52)      No, there is not a conflict between the two sources of funding.  The NYSCA program is a CFA Round 9.0 program, while the WDI is a separate initiative.  If applying for one of NYSDOL's WDI programs, the trainees must receive occupational skills training, defined as instruction conducted in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.

**G Q #53)      Regarding the Bid Worksheet, if we cannot provide comparison bids, will we be disqualified from consideration?  If we cannot provide comparison bids, will we lose 20 points?**

      G A #53)      Please note that as of the November 8, 2019 reposting of the NYSDOL CFA WDI RFAs, the Bid Worksheet (BW) attachment is now the Cost Comparison Worksheet (CCW) attachment for the EET and UWT programs.  Updated language is included to notify potential Applicants that sufficient narrative justification must be provided if the Applicant does not provide required cost comparison information in the CCW.  NYSDOL staff will make a determination on whether the justification is sufficient to receive 20 points for the Program Cost score.

**G Q #54)      Regarding the MWBE attachments, we are a non-profit organization that partners with public schools, the City University of New York (CUNY) system, unions, and employers.  Most of our employer partners are large media companies, and few are owned by minorities or women.  Given the makeup of our partner network, will we still be required to complete this attachment? If we**

**cannot demonstrate participation of MWBEs, will we be disqualified or lose points on our application? Must we have a minimum number of MWBEs as partners?**

> G A #54)    Current goals are 30% for MWBE participation; 15% for NYS certified minority-owned business enterprises (MBE) and 15% for NYS certified women-owned business enterprises (WBE).  Per Section II.H.1. of the CFA WDI RFAs, Business Participation Opportunities for MWBEs, the submission of an application is the Applicant's agreement to demonstrate its good faith efforts to achieve applicable MWBE participation goals.  However, if an Applicant is unable to meet the required MWBE goals, it must submit a MWBE 101, Request for Waiver.  This is attachment MWBE-5 to the CFA WDI RFAs.

**G Q #55)    Can an Applicant re-apply to the CFA WDI after receiving an initial CFA WDI award?**

> G A #55)    Yes, per Section VI.A. of the CFA WDI RFAs, Award Notices, Applicants receiving an award under the CFA WDI, who successfully serve at least 75% of planned participants and have expended at least 75% of the awarded funds from the initial CFA WDI award may apply again, If funding and time remain.

## New Questions as of 11/22/19 start below:

**G Q #56)    When is the deadline to submit the phase two application?**

> G A #56)    Completed Phase Two applications with all required attachments can be submitted through the CFA portal on an ongoing basis until CFA WDI funds are exhausted.

**G Q #57)    In the CFA Portal Budget Table for Phase One, is the Total Project Cost under the Funding tab inclusive of any private funding sources?**

> G A #57)    Yes, the Total Project Cost in the Funding tab should include all costs associated with the proposed project/training program (funding requested by a NYSDOL program, any anticipated leveraged funds to be provided, private investment, etc.).

## New Questions as of 12/16/19 start below:

**G Q #58)    Our question pertains to Phase One application Q_929, which reads, "Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)."**

**We are confused about the intention and wording of this question. Does this question refer to the current state of development of capital projects only? The examples in parentheses lead us to believe this. Or, does this question apply to any kind of project?**

> G A # 58)    This question applies to any type of project/training program.  If you are currently in the planning/design phase of the curriculum, determining recruitment efforts, etc., we suggest indicating "planning."  If you have done this program before, we suggest "final design" or something similar.

**G Q # 59)    We have the same question about Phase One application Q_975, which reads, "Estimated Project Timeline: including project start/completion dates, estimates for design,**

**permitting and construction or other major steps. (You may enter N/A for non-Project related applications).”**

**Again, does this refer to capital projects only, or to any kind of project?**

> G A #59)    This can also be completed for any type of project/training program.  If you know when the training will begin and end, or at least your planned start and end dates, you can include them in this question.

**G Q #60)    Questions 9113, 9120, 9121, and 9122 reference the kinds of jobs we expect to create. Could you please provide some more detail about how the RFA defines “retained jobs” and “ancillary or other jobs?”**

> G A #60)    These questions are relevant to your organization and whether the training program will create new jobs, retain current jobs, or create construction jobs or ancillary jobs at the organization.  Ancillary positions typically provide support to the primary activities or operation of an organization.  If none of these are relevant for your organization, we suggest you enter “0” or “N/A” in the response.

**G Q #61)    May I submit an application/budget that does not include training costs?**

> G A #61)    No.  Your application must include a training component and training costs need to be included in the Detailed Budget Attachment (DBA).

**G Q #62)    We are working on finalizing our CFA funding request. The request is for a training program in partnership with HR Works. Since the program has been designed by them we don’t really have quotes from 2 or 3 other organizations for cost comparison. Is this necessary? Last year we partnered with MCC for our grant request and just made a note that funding was for that specific program so bid comparisons were n/a. Is that ok to do?**

> G A #62)    Yes, it is a requirement to obtain two comparisons.  Language regarding Cost Comparison Worksheet (CCW) requirements can be found in both the EET and UWT Program RFAs, available at https://www.labor.ny.gov/cfa/.

**G Q #63)    Question 9120 states:  “Please enter the number of retained jobs associated with the project.”  I would appreciate it if you would clarify. We are providing training and plan to hire those who successfully complete the training program. Are you asking us to project the number of these jobs that would be retained by these individuals after a certain period of time?**

> G A #63)    No, this question does not require you to project the number of jobs to be retained by trainees after a certain period of time.  This question pertains to Applicants who may apply to a training program for their current employees.  If you do not feel this question pertains to your organization or potential training program, we suggest indicating “0” or “N/A” in the response.

**G Q #64)    If we are submitting the *Application for Waiver of MWBE Participation Goal* form, and the *Application for Waiver of the SDVOB* form, should we still submit the *SDVOB Utilization Plan* and the *MWBE Utilization Plan* forms?**

> 1. **If yes, how do we complete? Should we add the company information and a “see Application for Waiver” statement?**

2. **If no, should we upload the Application for Waivers in place of the Utilization Plans on the Application document upload page?**

G A #64)    If you plan to submit the waiver for both the MWBE and SDVOB requirements, you do not need to also submit the Utilization Plan forms.  The requirement is to complete either the Utilization Plan or the Waiver, if not able to meet the established goals.

**G Q #65)    The other day I received information on the Workforce Development Initiative.  My question is when looking at who is eligible it says private-sector not-for-profit entities.  We are a State-chartered credit union.  Would we qualify?**

G A #65)    Applicant eligibility depends on the NYSDOL CFA WDI program an organization may want to apply for (EET, UWT, or NHT).  For the specific Applicant eligibility requirements for each program, see Section III.A. of each of the RFAs, available at https://www.labor.ny.gov/cfa/.

## *New Questions as of 12/30/19 start below:*

**G Q #66)    I own a marina on Lake George and received an email from NYSDOL about workforce development grants. We send our mechanics to various training schools to upgrade their skills and allow them to work on a larger variety of motors and be up to date with their technical abilities.  Is this something that would be applicable to the grant fund?**

G A #66)    This may be a training program that could qualify for NYSDOL's EET Program, but we suggest you review the full RFA to determine whether your organization is fully eligible. See the EET RFA as well as other resource documents, including a two-page matrix and webinar at https://www.labor.ny.gov/cfa/ under CFA Workforce Development Initiatives.

## *New Questions as of 1/14/20 start below:*

**G Q #67)    How long do both phases take to complete when we submit the application to be awarded the funding?**

G A #67)    Refer to G A #32 for information on the timing of the two phases of the CFA WDI.

**G Q #68)    I have a question on the Work Plan Attachment.  What is NYSDOL's definition of a performance measure?  And is there a difference between a performance measure and an objective? Does the following example properly address the question?**

**Objective #1: Successfully enroll 10 students in the Adult Practical Nursing Program (LPN); during grant period spring 2020 to spring 2021.**

**Performance Measure: Ensure 100% of ten students pass LPN program entrance exam by offering remedial and test prep. services (spring 2020-summer 2020).**

G A #68)    Per Section V.C.3. of the CFA WDI RFAs, the Work Plan requires the Applicant to define the objectives, tasks, and performance measures detailing the proposed training plan. There is a difference between an objective and a performance measure.  The objective(s) should include what the training program will accomplish.  Performance measures may include, but are not limited to, the number of trainees obtaining employment after training; the number of trainees receiving career development services; the number of trainees attaining

licensing/credential; trainee participation and satisfaction; the increase in trainee wages; training assessment outcomes; and trainee enrollment in advanced education.

Unfortunately we are not able to indicate whether your current answer properly addresses the objective and performance standard requirements.  We have a specific review process established and it is up to the review teams to determine whether the responses address the requirements.  However, note that because this is a rolling application, if necessary, applicants who do not meet the 70 point threshold in scoring will be contacted with technical assistance so they may re-submit those questions they did not receive points on and work to meet the 70 point threshold.

**G Q #69)        We are moving forward with Phase 2 of our NYS Department of Labor CFA application. In reviewing the Required & Optional documents, we have a number of questions:**

**List of Key Contacts**

- **Who/what should be listed on this form?**

- **Are they related to contacts we'll be listing on the Business Engagement form?**

- **How will we know who to contact for Contract Development and program/budget questions if we haven't yet submitted the application?**

**MWBE & SDVOB Forms**

- **The Documents page of the online application shows that uploading the MWBE and SDVOB forms is optional.  However, in reading through the list of required and optional documents, it seems like they're also required.  Please clarify whether these are truly optional.**

G A #69)        The Key Contacts (KC) attachment requires the Applicant to provide NYSDOL with its staff person(s) who is the main contact for each of the categories listed in the attachment.  Therefore, the Applicant should provide the contact information for each relevant staff person and then place a "X" in the corresponding field that person(s) should be contacted for (i.e., the staff person(s) who should be contacted for Contract Development and/or program/budget questions).  This is not related to the contacts listed on the Business Engagement attachment.

The MWBE and SDVOB forms have to be optional in the CFA Portal because Applicants are only required to submit one MWBE form and one SDVOB form.  Applicants must submit either the MWBE-4, if complying with MWBE established goals, or the MWBE-5, if requesting a waiver from complying with MWBE established goals.  This is also the case for SDVOB-1 and SDVOB-3.

**G Q #70)        We are in Phase 2 of our application.  We have letters of support from NYS Assembly members.  How do we upload these?  Or is there someone we should email or mail them to?**

G A #70)        There is not currently a location in the CFA Portal to upload letters of support.  Please send them CFA@labor.ny.gov and NYSDOL will keep them in the relevant Applicant file.

## *New Questions as of 2/4/20 start below:*

**G Q #71)        On the Cost Comparison Worksheet under "Quoted Cost per Trainee," does "Quoted" stand for the price quoted to clients vs. quoted cost per trainee to the potential funder?  For example,**

**if we are awarded, we will provide the proposed services at no cost to our client, so our "Quoted Cost per Trainee" will be $0. We have reached out to other providers and their client-facing rates are a few hundred dollars.**

> G A #71)     The Quoted Cost per Trainee is what the cost per trainee will be for each of the three providers shown on the Cost Comparison Worksheet (CCW). Regardless of whether services are provides to trainees free of charge upon award, the Applicant organization should have a calculated tuition rate for its training program (see the Tuition Rate attachment for information on what is included in a calculated tuition rate).
>
> For example, an organization's tuition rate might be $2,000 for Course X, training 20 individuals. Therefore, the Quoted Cost per Trainee is $100.

## *New Questions as of 3/2/20 start below:*

**G Q #72)     I am currently working on the Phase One application for the new and existing employee training under WDI and have a few questions. The application refers to a "project," but we are requesting funds to train new and existing employees. Do we need to provide a specific project for training funds? Are we supposed to refer to the training as a project? Would the project area be our main office? Q_976 refers to "funding gaps." Can you please clarify?**

> G A #72)     Although the application uses the term "project," this also includes the proposed training program. Anywhere it mentions a project, Applicants should include information on their training program.
>
> The project area does not have to be your main office. If training will be provided in multiple locations throughout the State, the application should identify one main region and one or more counties where training will take place.
>
> The "funding gaps" referenced in Q_976 asks Applicants to identify funding gaps or the reasons WDI funding is required for the training program (i.e., the training program will not be able to move forward without this funding, the Applicant will not train as many employees/new hires without the funding, etc.).

**G Q #73)     I am in the process of completing Phase Two and cannot locate where to upload additional documents (i.e., letters of support and a student survey) in the CFA Portal. Where should these be sent?**

> G A #73)     When submitting the application in the CFA Portal, the additional documents can be sent to CFA@labor.ny.gov at the same time. NYSDOL staff will ensure they are kept with the other review documents.

**G Q #74)     Has a deadline been established for the CFA WDI?**

> G A #74)     All Phase One applications for Fiscal Year (FY) 2020 must be submitted by April 30, 2020 and all FY 2020 Phase Two applications must be submitted by May 29, 2020. The Office of Workforce Development will issue new guidelines for the FY 2021 CFA WDI in early May 2020. Additional information on deadlines and program guidelines can be found at https://workforcedevelopment.ny.gov/.

### New Questions as of 3/24/20 start below:

**G Q #75)        If applying for a training program that offers more than one training certificate, should a CCW be completed for each certificate or just one for all certificates?**

> G A #75)        A CCW should be completed for each course/certificate listed on the DBA.  If multiple CCWs are completed, each one must contain two comparison bids and the required documentation for each bid.

**G Q #76)        Does the MWBE percentage apply only to funding other than our salaries and space costs?**

> G A #76)        For not-for-profit Applicants, personal services, rent, utilities and self-performance are exempted from the total contract value or grant amount.  The entire remainder of the funds are assessed for MWBE/SDVOB contract goals.

> If the Applicant is a for-profit entity, the total contract value or grant amount is assessed for MWBE/SDVOB contract goals.

### New Questions as of 4/22/20 start below:

**G Q #77)        Will electronic signatures be accepted where signatures are required?**

> G A #77)        Yes, electronic signatures are acceptable for application documents.

**G Q #78)        Is there a guide that connects with the response/questions or is Phase 1 more of a general, and Phase 2 the outline of questions, report etc.?**

> G A #78)        There is not a guide to the Phase One questions.  Responses to Phase One questions provide a general project plan where the Phase Two questions are specific to the CFA WDI program.  For the questions related to the specific NYSDOL program you are planning to apply to, please see Section V.C. of the Request for Applications (RFAs) for each program.

**G Q #79)        Does the DBA have to include Training Costs?**

> G A #79)        Yes, the DBA for both the EET and UWT programs must include Training Costs (item 1. of the DBA).  DBAs that request only Non-Personal Service Costs, Miscellaneous Trainee Expenses/Supportive Services Costs, or Incentives/Stipends Costs will not be accepted.

### New Questions as of 5/19/20 start below:

**G Q #80)        I noticed there is a required M/WBE Equal Employment Opportunity (EEO) policy form to complete. If there are no M/WBE subcontractors performing on a project, should I just list 0% on the form and then fill out and submit the M/WBE waiver? Is it mandatory to have M/WBE subs on the project?**

> G A #80)        It is not mandatory to have MWBE subcontractors on a project.  However, per Section II.H.1.a. of the RFA, "A Contractor awarded funds from this RFA must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract. To that end, by submitting a response to this RFA, the Applicant

agrees that NYSDOL may withhold payment pursuant to any contract awarded as a result of this RFA pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: https://ny.newnycontracts.com. For guidance on how NYSDOL will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR §142.8."

If Applicants are able to document good faith efforts and are not able to utilize MWBE subcontractors, they should complete and submit the waiver.

**G Q #81)       There are several ways for us to demonstrate good faith efforts. Are we expected to submit documentation for all of them or at least one?**

G A #81) No, Applicants do not need to provide evidence to meet every action listed on the waiver request.  However, waiver requests must be supported by evidence of the Applicant's good faith efforts to achieve the maximum feasible MWBE participation towards the applicable MWBE Contract Goals. Applicants must show supporting evidence/documentation to justify their specific reason for the waiver request.  The documentation included with the waiver request will be reviewed by the MWBE/SDVOB Program post award.  The MWBE/SDVOB Program will correspond during contract development if any documentation is missing or insufficient.

**G Q #82)       One of the required documents for WDI is that I complete the EEO Staffing Plan. Do I need to fill this out in advance? Or, just fill it out if we are granted the funding by NYS? Also, we are a hospice organization that is looking to launch a palliative care program, and are lucky enough to have the ability to use our existing space. We will not be utilizing contractors to physically construct anything. We will be hiring around 26 clinical and admin staff to support our new palliative care line, so I was unsure how to proceed with this form.**

G A #82)        Yes, Applicants are required to submit the Equal Employment Opportunity Staffing Plan – Form EEO 100, with the application or proposal, identifying the anticipated work force to be utilized on the Contract.  However, when submitting as part of the bid or proposal package, Applicants may submit Form EEO 100 for the contractor's total workforce at time of application submission.

**G Q #83)       We have a network of businesses that provides paid internships for our participants. This network includes more than 40 employers, ranging from companies such as HBO/Warner Media to film production companies, and so on. While some of these smaller companies are minority-owned, none of them would be considered "contractors" as the RFA defines them, as we don't pay them. The way MWBE requirements are written, a contractor is considered someone who is paid. Further, none of these businesses are owned by service-disabled veterans. And if they were, they still would not be considered contractors as the RFA defines them because we would not pay them.**

**The way our project will operate, it won't make sense or be feasible to send out bids to prospective contractors, as the waivers seem to require. We won't be making announcements for bids and considering them—that does not fit how our project operates.**

**Our intention would be to apply for MWBE and SDVOB waivers, but we could not provide any of the attachments (other than MWBE Waiver Attachment F: "Other Information Deemed Relevant" and SDVOB waiver Attachment E: "Other Information Deemed Relevant to the Request.") We could certainly include this written explanation as an attachment for each.**

**So we have the following questions:**

- **Would the Office of Workforce Development consider these waivers with just Attachments F/E as a written explanation of our circumstances? Would this suffice?**

- **Should we include the two contractors as MWBEs even if they aren't certified?**

G A #83) The justification provided is considered relevant information to support your waivers.  Justification should be written out as Attachment F (MWBE) and Attachment E (SDVOB) as other information deemed relevant to the waiver request. If any further information is needed post award, the MWBE/SDVOB Program will reach out to you directly.

No, MWBE contractors should not be included if they are not certified.

### *New Questions as of 5/26/20 start below:*

**G Q #84)        We are having difficulty getting some training quotes back due to COVID-19.  Is it ok to estimate the training costs if we are still waiting for quotes?**

G A #84)         You cannot estimate the costs because the CCW requires documentation of the comparison training costs.  If you are not able to obtain the comparison information, please indicate the comparison providers you reached out to on the CCW and in the narrative portion at the bottom, please detail that you have not received the comparison bids due to Covid-19.  You should also include emails or other requests you sent to the providers as your documentation so the Finance Office can verify you did reach out to others.

**G Q #85)        If an Applicant does not need to submit an MWBE or SDVOB utilization plan because they are requesting less than $25,000, do they still have to submit the MWBE and EEO Policy Statement?  If so, do they just enter 0% in the goals section?**

G A #85)         If Applicants request less than $25,000, there is no need for them to submit any MWBE or SDVOB documents as Articles 15-A and 17-B are not applicable.

**G Q #86)        Is there a specific way to acknowledge a vendor that is only a WBE on the vendor page?**

G A #86)         The Applicant should indicate somewhere in the application that it is a WBE.  They should also complete a Utilization Plan (attachment MWBE-4) for WBE as well as the waiver (attachment MWBE-5) for the MBE portion, indicating a total waiver for MBE.

### *RETURN TO TOP*

## Existing Employee Training (EET) Questions

**EET Q #1)        My organization provides residential and educational services for children and adults with disabilities.  We have around 2,000 employees.  The CFA WDI states that emphasis should be on programs that are involved with business, tech, and other industries.  As a human services organization, can we apply for staff training only in our field or must it be related to a more commercial; industrial; or Science, Technology, Engineering, Arts, and Math (STEAM)-oriented service?**

EET A #1)         There is no restriction on the industry the Applicant belongs to.  Section III.A. of the EET RFA, Applicant Eligibility, states that, "Eligible Applicants for EET funding include: for

profit entities, including corporations, LLC, and LLPs; and private sector not-for-profit entities" which (1) need occupational skills training course(s), which can be completed in one year or less, in order for the employees in low and middle-skills occupations to attain or retain positions in middle-skills occupations; (2) have two or more employees or the equivalent of two full-time employees; and (3) are in good standing with regard to the laws, rules, and regulations for Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.

## *New Questions as of 6/4/19 start below:*

**EET Q #2)** **If we apply for this CFA WDI EET, must the training obtained for our target population be sourced first through a NYS certified Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) training vendor/institution?**

> EET A #2)         Per attachment MWBE in Section VIII of this RFA, NYSDOL established an overall goal of 30% for MWBE participation.  For purposes of providing meaningful participation by MWBEs, the applicant should reference the directory of MWBEs found at http://www.esd.ny.gov/MWBE.html.  The applicant must demonstrate good faith efforts to provide meaningful participation by MWBEs.  If the applicant, after making good faith efforts, is unable to achieve the MWBE Contract Goals stated herein, the Contractor may submit a request for a waiver.  Such waiver request must be supported by evidence of the Contractor's good faith efforts to achieve the maximum feasible MWBE participation towards the applicable MWBE Contract Goals.

**EET Q #3)** **If we apply for this CFA WDI EET, are you asking that the company provide you an extensive list of all our vendors that we use to run our business that are NYS certified MBE and WBE?**

> EET A #3)         No, the applicant is not asked to provide a list of all vendors used to run the business.  An applicant is required to make good faith attempts to utilize NYS certified  MBE or WBE on the State Contract.  The identified MBE and WBE vendors are to be listed on the MWBE Utilization Plan.

**EET Q #4)** **If the company is unable to find a training vendor/institution that falls under NYS certified MBE and WBE for the target population, and provided we sent over the Request for Waiver (MWBE-5), does the company need to submit an EEO 100 – EEO Staffing Plan for the target population or the entire company?**

> EET A #4)         Based on the instructions on page two of the MWBE-2 attachment (EEO-100 Staffing Plan), where the workforce to be utilized in the performance of the State contract can be separated out from the contractor's total workforce, the applicant shall complete this form only for the anticipated workforce to be utilized on the State contract.  Where the workforce to be utilized in the performance of the State contract cannot be separated out from the contractor's total workforce, the applicant shall complete this form only for the contractor's total workforce. For further details, refer to Attachment MWBE-2 in Section VIII of the RFA.

**EET Q #5)** **Can EET training be run 1 day per week over the course of several months, or must it be offered in consecutive days?**

EET A #5)　　　There is no restriction in the EET RFA indicating the frequency of training.  Training may take place on a schedule as determined by the Applicant business as long as it is complete within one (1) year.  Section II.D. of the RFA, Contracts, states that, "Applicants must include only the training opportunities that can be reasonably accomplished within a one-year time period."

**EET Q #6)　　　On page 7 of the RFA, under Leveraged Funding, it states that "The amount the Applicant is required to contribute is at least…" My question concerns the phrase "at least." Are you inferring that Applicants may not get the full 90%, 75% or 50% reimbursement? Reimbursement could be up to 90%, 75% or 50% but may be less? Under previous grants I worked with, the term "Required Match" was used,  which clearly stated what the "match" was based on the company size.**

EET A #6)　　　Leveraged funding is not the same as reimbursement. Per the definition provided on page 35 of the EET RFA, leveraged funding is a percentage of "non-federal" financial commitment of either a portion of the training costs or the wages of the workers while they attend training based on the size of the Applicant's business:

- 10% for Applicants with 50 or less employees;

- 25% for Applicants with 100 or less employees; or

- 50% for Applicants with more than 100 employees

Therefore, based on the size of the business, the Applicant is required to contribute at least 10%, 25%, or 50% in additional resources to the requested funding amount for its training program.

## New Questions as of 6/19/19 start below:

**EET Q #7)　　　Can companies request an extension on the training start date if something should happen to prevent them from starting within six (6) months of the award letter date?**

EET A #7)　　　The CFA WDI is an ongoing application issued through RFAs.  Because funding is available under this RFA until it is exhausted, businesses should delay application submission until they are certain they can commit to a contract start date within the six (6) month award letter date window.  This will give Applicants committed to holding the training a greater opportunity to receive funds.

However, Applicants should note that, per Section II.D. of the EET RFA, contracts resulting from this solicitation will be awarded for a period of up to one (1) year.  The contract start date at the beginning of this one (1) year period is the first day that contract-funded activities can begin, but training activities are not required to commence on that same day.  For example, if the contract start date is 7/1/2019, the cost of training materials purchased for the program on that day can be reimbursed, and if training happens on that day, the cost of training for that day can be reimbursed, but training activities are not required to begin at that time.  Training may begin on or after the contract start date and continue to occur through the contract end date of 6/30/2020.

## New Questions as of 7/10/19 start below:

**EET Q #8)　　　I can select the WDI program in the CFA Portal, but I cannot access the EET Program.  Will EET become available in the CFA Portal?  Can we use our cloned EET application?**

EET A #8)        EET will not be available until you first apply for Phase One of the WDI, the Phase One application is reviewed, and EET is recommended as a potential funding source.  If EET is recommended, you will not be able to clone a previous year's EET application.  You will have to start the EET application "from scratch."

## New Questions as of 7/30/19 start below:

**EET Q #9)        I will be submitting an application for the Existing Employee Training program.  The RFA references 11 required documents to include with the application (Master Training List, Detailed Budget, Bid Worksheet, etc.).  However, I do not see a place to upload these documents for the application. Would you please advise where I upload these documents for the application?**

EET A #9)        Applicants for WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.

The questions you are currently seeing in the CFA Portal are those that need to be completed for Phase One.  If approved and advanced to Phase Two, the Applicant will then be able to access the questions listed in the NYSDOL RFAs for the EET, NHT, and UWT programs and upload the required attachments.

For further information regarding the Workforce Development Initiative Process, refer to https://www.ny.gov/workforce-development-initiative/workforce-development-initiative-process#regional-workforce-strategies.

**EET Q #10)        We are looking to purchase equipment such as gages, tooling etc. for training through the CFA WDI EET grant.  Can this equipment be used in our facility or does this equipment have to be used exclusively for training purposes?**

EET A #10)        Per Section II.B.3. of the EET RFA, Restrictions on the Use of Funds, EET funding will not pay for the purchase of any equipment.

## New Questions as of 8/16/19 start below:

**EET Q #11)        I am working with a company interested in applying for a NYS EET grant for 2019/20.  They want to know if they can include 2 technical courses in their training program:**

1.  **Espirit CNC Software training**
2.  **Welder Certification training**

**Both of these courses would be taught on-site at their NYS facility and taught by 3rd Party Training Providers.  Would these courses be considered for approval as part of a larger EET skills training program?**

EET A #11)        Yes, these courses can be included in the EET training program as long as they contain occupational skills training.  Per Section II.B. of the EET RFA, the EET Program funds occupational skills training for existing employees of the Applicant who are currently employed in

low or middle-skills occupations.  Allowable costs include the costs of outside vendors or in-house trainers to provide on-site or off-site classroom training.

**EET Q #12)**        **I have a couple of questions on the Existing Employee Training (CFA WDI - EET) Grant, as it has some changes and we have a re-submission and want to ensure that we have all the required information and are not doing more re-work than necessary.**

**Is the Federal Certifications Form still in use? I don't see it on the list on pages 39 and 40 of the EET grant.**

**We assume that the company must re-register and re-prequalify in the Grants Gateway with each resubmission. Is this correct?**

> EET A #12)        Regarding the Federal Certifications form, refer to the response for G Q#18.
>
> Regarding Grants Gateway, all Applicants are required to register in the Grants Gateway system in order to enter into a contract with NYS.  If your organization completed this step previously, you do not need to re-register.  If you have not registered, follow the steps provided in Section II.E. of the RFA to do so.
>
> Not-for-profit (NFP) organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents.  You do not need to re-prequalify if you previously prequalified, but all NFP organizations must keep their information current throughout a three-year period, including uploading annual documents.  Government entities and public authorities are not currently required to complete the prequalification process.
>
> For additional information on registration and prequalification, please log on to the Grants Gateway website at https://grantsmanagement.ny.gov or www.grantsmanagement.ny.gov/resources-grantapplicants. For additional technical assistance with the Grants Gateway website, please note:
>
> > • Hours of Operation: Monday through Friday, 8:00 A.M. to 8:00 P.M. NYS Time.
> >
> > • Phone Number: 1-800-820-1890
> >
> > • Email: grantsgateway@its.ny.gov.

## New Questions as of 9/24/19 start below:

**EET Q #13)**        **A company is seeking to provide their employees food defense training, with some parts of the training being required under OSHA. They were wondering if having part of the training government mandated would make them ineligible for funding through the WDI?**

> EET A Q#13)      No, part of the training being government mandated would not make an Applicant ineligible for funding through WDI.  An Applicant could still apply to the funding opportunity to cover only the cost of the non-government mandated portions of the training if all other eligibility requirements are met.  As per Section II.B.2 of the EET RFA, EET funding will only pay for the eligible costs identified in Section II.B.1.  Training(s) required as part of a federal, NYS, or local government mandate (i.e., OSHA) cannot be paid for with government funds.

## New Questions as of 10/8/19 start below:

**EET Q#14)     I am a grant writer and I have a question from one of my clients. They have a project that would require 2 years of training for their Existing Employees. Would there be any consideration to allow for a 2-year project instead of a 1-year project?**

> EET A#14)     If there is a distinct one-year component of the training program, it could be funded as such.  However, as per Section II.D. of the EET RFA, Contracts, contracts resulting from this solicitation will only be awarded for a period of up to one year.  Applicants must include only the training opportunities that can be reasonably accomplished within a one-year time period.

> Note that Section VI.A. of the RFA, Award Notices, states that Applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain. Therefore, the Applicant could re-apply for a second distinct training component if funding and time remain once the first component is at least 75% complete.

**EET Q #15)     What are the reporting requirements for the EET grant? What kind of information will you need from us and how often?**

> EET A#15)     Per Section III.C.5. of the RFA, Reporting Requirements, the contractor must submit individual participant level data to NYSDOL.  NYSDOL staff will record this data in the One-Stop Operating System (OSOS).  OSOS is NYSDOL's case management system and is used to record basic participant information, as well as to track the provision of required services. NYSDOL may require quarterly reports on program updates, progress, and success. This may include information beyond the available data in OSOS.

> Additionally, Section VI.B. of the RFA, Payment, states that once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis.  A Contractor must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted.  Contractors must provide documentation that the service was provided. This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Name of the Trainee, Signature of the Trainee, Signature of the Trainer, and Date and Hours of Training.

**EET Q#16)     Is there any commitment after receiving the funding through EET? Are there any recapture requirements for the grant (i.e.,  what do we have to give back as a company?)? Do we have to create jobs for example?**

> EET A#16)     The purpose of the EET RFA is to provide occupational skills training, commensurate with Regional Economic Development Council (REDC) priorities, to existing employees who are in low and middle-skills occupations leading to job advancement and retention.  Therefore, applicants must commit to advance and/or retain their low and middle-skills employees.

> There are no recapture requirements related to EET funding and Applicants for EET are not required to create jobs.

**EET Q#17)** **I will be assisting a client with the application development process for FY 2019 EET Training Grant Program. Can you clarify Q_10197 for me: "In the first phase of the application, you were asked to describe your overall project including the location, what will be planned, designed acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Please indicate if any of these items have changed since your original submission." What does "In the first phase of the application" refer to? Is this the section where we describe the training program, issues to be addressed, outcomes, deliverables, etc.? Is this last year's Q_575?**

EET A#17) "In the first phase of the application" refers to Phase One of the CFA WDI process. Applicants for WDI go through a two-phase approval process. During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region. Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two. Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.

Question 10197 is located in Phase Two. It is asking if any of your responses from the Phase One application regarding overall project description, location, what will be planned, etc. changed since submission of Phase One. If any items changed, this question provides the opportunity to indicate what changed.

The information asked in last year's question, Q_575, is asked throughout the Phase One application in various new questions.

**EET Q#18)** **Are there any other significant changes between this and last year's EET application?**

EET A#18) The most significant change is that Applicants will go through the two-phase approval process, as described in the answer to G Q #1.

## *New Questions as of 10/18/19 start below:*

**EET Q#19)** **Can grant funds through the EET Program be used to train government employees, or only private sector employees?**

EET A#19) No, government employees are not eligible trainees for the EET Program. As stated in in section III.B. of the EET RFA, Trainee Eligibility, temporary employees, seasonal employees, public (federal, state, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFA. For the CFA WDI, government employees are eligible trainees in NYSDOL's UWT Program only.

**EET Q#20)** **As a municipal healthcare center, are we eligible to apply for the Existing Employee Training Program Grant?**

EET A#20) Refer to the response in EET A#19.

**EET Q#21)** **For the EET Program, is there a monetary cap on each training?**

EET A#21) There is a cap on the amount that can be requested for one EET application. Section II.A. of the RFA, Funding, indicates that EET awards may not exceed $100,000 for

Applicants with 2-50 employees; $200,000 for Applicants with 51-100 employees; or $300,000 for Applicants with 101 or more employees.

**EET Q#22)     If travel is required for trainees to participate in a specific training program, may these costs contribute to meeting the required "matching?"**

EET A#22)     Yes, travel costs can be considered a "match."  As indicated in Section II.C. of the RFA, Leveraged Funding Requirement, applicants funded under the EET RFA are required to pay for a portion of the costs of their training program using leveraged funds. Leveraged funds used for travel must be documented.

**EET Q#23)     If a training vendor includes meal costs (i.e. lunch) for trainees in a total training package cost, is the total training package cost eligible for reimbursement?**

EET A#23)     No, the total training package cost is not eligible for reimbursement in this scenario.  Per Section II.B.3. of the EET RFA, Restrictions on the Use of Funds, trainee meals cannot be funded with CFA EET funds.  Therefore, the Applicant must arrange a separate charge for meals that will be paid with funds outside of the CFA award or contract.

## *New Questions as of 10/23/19 start below:*

**EET Q#24)     The way we have structured our programs, we require an employee to commit time to the organization after he/she graduates.  Is this acceptable to receiving funding from the grant?**

EET A#24)     Per Section III.B. of the RFA, Trainee Eligibility, trainees cannot be mandated to remain with the business for a set time period upon completion of the training.  If the trainee leaves the business during or upon completion of the occupational skills training, the trainee cannot be mandated to reimburse the business for the cost of the training.

**EET Q#25)     We have a question about the eligibility of our application to the Consolidated Funding Application for Workforce Development Initiatives Existing Employee Training (CFA WDI – EET).  The training program for which we would like to request funding does not target any specific workforce population, but does upskill our current workforce (direct care staff working with at-risk youth), allows them to obtain a higher rate of pay after becoming certified, and gives them a national accreditation certificate that they take with them throughout their career.  Would this training program be eligible for CFA WDI – EET funding?**

EET A#25)     Funding for the EET Program is available to private for-profit or not-for-profit entities to provide occupational skills training courses to existing employees of the Applicant who are currently employed in low or middle-skills occupations (defined as Job Zones 1, 2, or 3 as described in Sections III.C. and VII of the EET RFA), and which will lead to the advancement or retention of trainees in middle-skills occupations.

During review and scoring of the application, points are awarded to Applicants who provide detail on the average hourly wage the majority (51% or more) of trainees will receive upon completion of the training, as well as for programs resulting in a nationally accredited credential.

**EET Q#26)     Currently we are doing Crane Training, IPC (electrical), and forklift in-house training.  Would these be covered by EET funding, and do they have to be in a classroom?**

EET A#26)        The term classroom is used in the broadest sense.  As long as the Applicant does not intend to do an "on-the-job training" program and request wage reimbursement (this would fall under NYSDOL's NHT Program), classroom training can take place at the work place, at a training institution, or through distance learning.

**EET Q#27)        We have a partnership with the Institute for Advanced Manufacturing Center at Clinton Community College where we developed a comprehensive training for all new employees (contingent and permanent) to make sure they all have the same level of knowledge.  The training includes safety, blueprint reading, torqueing, and crimping.  Would we be able to use EET funding for this training?**

EET A#27)        EET funded training programs must provide occupational skills training to the trainees, defined as instruction conducted in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.  If the skills described in the question are skills required by the business to perform the job, these would be considered occupational skills.  Note that per Section II.B.2. of the EET RFA, Restrictions on the Use of Funds, Basic Safety training is not allowable under EET funding.  However, if provided as part of a larger occupational skills training, it can be included.

## New Questions as of 11/13/19 start below:

**EET Q#28)        Are the salaries of employees while they are participating in training considered an allowable cost for this CFA?**

EET A#28)        No, the salaries of trainees are not an allowable cost under the EET Program.  Per Section II.B.1. of the EET RFA, allowable costs include the following:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training;

- Textbooks or training materials directly associated with the training;

- Distance learning fees; and

- Credentialing exam fees.

## New Questions as of 12/16/19 start below:

**EET Q #29)        Regarding the EET RFA section that states the potential award amounts are also based on company size ($100,000 for Applicants with 2-50 employees; $200,000 for Applicants with 51-100 employees; or $300,000 for Applicants with 101 or more employees), could you clarify whether the number of employees have to work for one location/site or would all employees working in NYS be the correct number to go with?**

EET A #29)        The total number of employees working for the organization in NYS is the correct number to use to determine the amount of funding to request, as long as all locations fall under the same Federal Employer Identification Number (FEIN).

**EET Q #30)        Our application anticipates we will work with local companies to identify the types of training that would benefit their employees, work cooperatively with eligible training providers to develop appropriate training, coordinate deliverance of the training, pay for the training, and complete and submit the required documentation for reimbursement. We will develop a contract for**

the employer to sign that commits them to co-funding of the training as required for the size of their organization and to the retention of the employee upon completion of the training.

As we reviewed the threshold questions, they appeared to be phrased as if we would be funding training for our own employees, which is not the intention of our program. My question is, are we able to train employees as intended in our application, or can the funds only be used for the training of our own organization's staff?

EET A #30)     EET training funds can only be used to train current employees of the Applicant's own organization.

Per Section III.B. of the EET RFA, Trainee Eligibility, existing employees of the Applicant are eligible trainees if they are:

• Working in NYS;

• In low-skills or middle-skills occupations, defined as occupations with Job Zones 1, 2, or 3. Individuals in high-skills occupations (i.e., Job Zones 4 and 5) are not eligible for training under this RFA. For additional information on the classification of occupations as low-skills and middle-skills with Job Zones, see the Program Services Section (III.C.) of this RFA;

• Full-time or part-time and have a permanent, year-round attachment to the business. Temporary employees, seasonal employees, public (federal, state, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFA; and

• Employed by the Applicant for at least six (6) months prior to the start of the training or are in a cohort of trainees in which the majority of the cohort has been employed by the Applicant for at least six (6) months prior to the start of the training."

## New Questions as of 12/30/19 start below:

**EET Q #31)     My organization is considering applying for the Existing Employee Program. I understand that applicants must provide leveraged funding, based on the number of employees in our organization.  I also read in the RFA that "Wages paid to trainees during training may be used toward satisfying leveraged funds." Can you provide some guidance on how this would work? Would we need to provide wage statements, along with trainee sign-in sheets showing hours trained, per trainee as part of this process?**

EET A #31)     No, Applicants do not need to provide wage statements related to leveraged funding.  Leveraged funds to be provided by the Applicant must be included in Column J (Applicant Funded Amount) of the EET DBA.

Note that if awarded training funds, Contractors must provide documentation that the training service was provided, per Section VI.B. of the EET RFA, Payment. This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Name of the Trainee, Signature of the Trainee, Signature of the Trainer, and Date and Hours of Training.

**EET Q #32)** **Does an employee need to be employed more than 6 months in order to qualify for an EET application?  We have some external vendors that all trainees, new and existing, will be attending in 2020.**

> **EET A #32)** Per Section III.B. of the EET RFA, eligible trainees are those employed by the Applicant for at least six (6) months prior to the start of the training or are in a cohort of trainees in which the majority of the cohort has been employed by the Applicant for at least six (6) months prior to the start of the training.

**EET Q #33)** **Are any percentage of employee wages eligible for reimbursement with the EET Program?**

> **EET A #33)** No, employee wages cannot be reimbursed under the EET Program.  EET funding can only pay for those items listed in Section II.B.1. of the EET RFA.

> Note that per Section II.C. of the EET RFA, there is a leveraged funding requirement for the EET Program, of which wages paid to trainees while participating in training may satisfy this requirement.

## New Questions as of 1/14/20 start below:

**EET Q #34)** **If we do not reach 50% overall on wages for leveraged funding, would the business just cover the remaining funds and receive less of an award?**

> **EET A #34)** No, Applicants will not receive less of an award, but they must provide the required leveraged funding to receive an award.  Note that business-provided leveraged funding of at least 50% for businesses with 101 or more employees is a requirement of Workforce Innovation and Opportunity Act (WIOA) law under Section 134(d)(4)(D).  This requirement may be met by wages paid to trainees while participating in training and/or a portion of the training costs.

**EET Q #35)** **Are contracted training coordinators an allowable expense to help manage paperwork, certifications, and other training programs?  We may have one or two.**

> **EET A #35)** No, contracted training coordinators who manage paperwork, certifications, and other training programs are not an allowable expense, as direct and indirect administrative costs are restricted per Section II.B.3. of the EET RFA.  However, the costs of outside vendors or in-house trainers to provide on-site or off-site classroom training is allowable.

> Additional allowable costs under the EET Program are detailed at Section II.B.1. of the EET RFA.

**EET Q #36)** **In April 2019 we began an Apprenticeship training program.  Our funding streams do not cover the cost of textbooks for instruction for our program so we paid for these textbooks out-of-pocket.  Can we apply to the CFA WDI EET Program to request reimbursement for these textbooks?  What type of documentation would be required?**

> **EET A #36)** Textbooks are an allowable expense of the EET Program, as per Section II.B.1 of the EET RFA.  However, Applicants cannot specifically apply for EET funding just to cover the cost of textbooks.  There has to be an occupational skills training component for the Applicant's existing employees.  Occupational skills training is defined as instruction conducted in an

institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.

Specific documentation for textbooks will not be required, but Applicants should include costs for items like textbooks in the Non-Personal Service Costs section of the EET DBA.

## New Questions as of 3/2/20 start below:

**EET Q #37)      For this program, would funding for training programs for existing employees be available if the training event occurs outside of NY State? What about if it is an international event?**

EET A #37)      Per Section II.B.1. of the Existing Employee Training (EET) Request for Applications (RFA), training may take place outside of NYS; however trainees must work in NYS upon completion of the training. Travel and salary costs for any trainings taking place outside of NYS must be paid by the Applicant using non-CFA funds.

## New Questions as of 4/22/20 start below:

**EET Q #38)      Is an EET applicant allowed to use a grant writer for its application?  Can the funding requested be used to pay the grant writer?**

EET A #38)      EET applicants are able to use a grant writer for the application, but the applicant has to attest it will run the training program, not the grant writer.

Grant writers cannot be funded using EET funds. Allowable costs under EET are:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training. Training provided by in-house staff may not be billed at a per trainee rate. The EET program will only reimburse the actual hourly wage rate (salary only, no fringe benefits) of the in-house trainer. Training by the in-house staff must be for a minimum of two trainees per course;

- Textbooks or training materials directly associated with the training;

- Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and

- Credentialing exam fees.

## New Questions as of 5/26/20 start below:

**EET Q #39)      If the trainee names change from when the grant is applied for to when training occurs, is that an issue?   Many times production and maintenance bid from area to area and the names may change.**

EET A #39)      No, this is not an issue.  Please submit the MTL as closely as possible to what will take place during training.  However, if awarded, a final MTL will be worked out in the Contracting phase so names of trainees that may have changed will be finalized at that time.

**EET Q #40)      Our employees will not be on the work clock while they are in class at the College.  Is the requirement that they be paid, i.e. given release time, to attend classes?  This was not clear on the initial RFP.**

EET A #40)    Yes, per Section II.B.1. of the EET RFA, "Training must take place during regular business hours and trainees must be paid wages at no less than their normal rate of pay while attending training."

# Unemployed/Underemployed Worker Training (UWT) Questions

**UWT Q #1)    May a non-profit train developmentally disabled people to work in a business owned/run by the same non-profit?  Would this meet the requirement of having a commitment from businesses to hire the trainees?**

> UWT A #1)    Yes, a non-profit may train developmentally disabled people to work in a business owned/run by the same non-profit.  Per Section III.A. of the UWT RFA, Applicant Eligibility, eligible applicants include non-profit entities who "are, or have partnerships with, business(es) that commit to interview and consider trainees for employment."
>
> Yes, this would meet the requirement of having a commitment from business to hire the trainees as the non-profit entity is the business committing to interview and consider trainees for employment.

**UWT Q #2)    We are a trade school that wishes to apply to the UWT Program and under the requirements of the RFA, we are qualified.  However, for supporting attachments you are asking for Service-Disabled Veteran-Owned Businesses/Minority and Women-Owned Business Enterprises (SDVOB/MWBE) plans or a waiver, and we cannot be a participant of MWBE as our school is not owned or partnered by a minority.  We try to participate on the MWBE but we do not comply with the requirements.  Can we still apply or do we need to participate with MWBE to be eligible for this grant?**

> UWT A #2)    Yes, your organization is eligible to apply for UWT Program funding if you meet the eligibility requirements stated in Section III.A. of the UWT RFA, Applicant Eligibility.  You do not have to participate with MWBE to be eligible and apply for this program.  As stated in Section II.H. of the RFA, Participation Requirements, "A Contractor awarded funds from this RFA must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract."  However, Contractors unable to fulfill the MWBE goals established may request a full or partial waiver, provided as Attachment MWBE-5 to the RFA.

## *New Questions as of 6/4/19 start below:*

**UWT Q #3)    [REVISED 6/19/19] Page 4 of the CFA Workforce Development Initiative RFA states that funds may be used for occupational skills training, as well as other areas such as career development services, work readiness, employability and job retention skills.  The RFA also states that these areas cannot be taught as stand-alone courses.  Can the hours of providing these services to individual participants also be counted as direct training hours for payment?  For example, we are going to provide occupational skills training for a machine operator that requires 90 direct training hours per participant.  We would also like to provide 10 hours of Career Development services for a total of 100 hours per participant.  When we calculate our tuition rate should it be based only on the 90 hours for the machine operator occupational skills training or should it also include the 10 hours of Career Development services training?  When we submit our training hours, should we just submit for**

**the 90 training hours (just the occupational skills training) or 100 training hours (to include the career development services training)?**

UWT A #3)    When developing a "calculated tuition rate" the total cost can include both occupational skills training costs and career development services costs.  Per Section II.B. in the RFA, as part of the occupational skills training course, the UWT Program will fund career development services, which teach job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills.  The tuition rate may include cost of: occupational skills trainings; admissions; career development services such as job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills.  For further details regarding calculating a tuition rate, refer to the TR attachment in Section VIII of the RFA.

However, it is very important to note that the training hours submitted in the application for budget development and reimbursement should only include the total hours of occupational skills training that a participant will receive.  The number of hours of providing career development services to individual participants after the training ends will not be tracked or counted as direct occupational skills training hours for calculating tuition reimbursement payments.  The tuition reimbursement will be based only on direct occupational skills training hours provided to each trainee and the "calculated tuition rate".  This is because the number of career development services hours required by trainees would vary based on the individual's needs, and the time involved/cost of these post-training services are estimated in average (similar to pre-training admissions costs) when calculating the tuition rate.

## New Questions as of 6/19/19 start below:

**UWT Q#4)    [REVISED 11/13/19]  In reviewing the CFA WDI UWT RFA, and preparing our planned application, we noticed this minimum threshold requirement: "Applicant understands that if it has an existing contract with NYSDOL and is applying for funding for services identical to those in the existing contract, it must have completed at least 75% of the existing contract for participant services and expenditures."  We currently have a NYSDOL UWT contract through last year's CFA process, providing funding for identical services to those we would apply for, which started on May 1, 2019. Can you clarify whether we need to have completed 75% of our existing contract by the date we submit our application, by the date that we receive our award letter, or by the date that our new contract begins?**

**Ideally, we would like to apply and arrange for a contract that would start on May 1, 2020, as that is when our current contract ends. In this RFA, once again, it gives a maximum space of 6 months from the time of the award letter to the time of the contract start date. Given the time required to review submissions, and the rolling application period, we would like to apply in the next few months to ensure that our application is competitive and that we can potentially begin a new contract on May 1, 2020. If we submit our application in August 2019, we will only be three months into our current contract and cannot have completed 75% of it in that time; however, we will have completed 100% of it by the time we hope to begin our new contract. Is that acceptable?**

UWT A #4)    The goal of the CFA WDI UWT RFA is to make a wide variety of awards to new Applicants, as well as current awardees, that can be implemented expeditiously to serve individuals that require occupational skills training.

The requirement that Applicants with existing or pending NYSDOL contracts complete 75% of these NYSDOL contracts, if providing identical services to the proposed CFA WDI training program and prior to a CFA WDI award, was removed from the CFA WDI RFAs on November 8, 2019. These Applicants may apply, and be awarded for, CFA WDI funds prior to expending 75% of their current contract.

## *New Questions as of 6/26/19 start below:*

**UWT Q #5)     [REVISED 11/13/19]  As a follow-up question to UWT Q #4, does this mean applications will be reviewed, awarded, and contracted within a three (3) month period (i.e., 25% of a year-long grant once 75% is expended)?  Are we able to submit the Phase One application earlier so Phase Two can be submitted on time for the 75% requirement?**

UWT A #5)     Applications will be reviewed, awarded, and contracted as quickly as possible given the two-phase process but we cannot guarantee it will occur within a three (3) month period.

Regarding the second question, Applicants are able to submit both their Phase One and Phase Two applications at their convenience while carrying out training activities under a previous contract.

**UWT Q #6)     Are there a number of hours per participant that are required for training? Could a training program, for example, be 40 hours long and take place over 7 days? Would that be sufficient if it led to meaningful employment for the priority population?**

UWT A #6)     No, there is no requirement in the UWT RFA indicating a required number of training hours per participant.  A training program could be 40 hours and take place over 7 days as long as it leads to meaningful employment for the priority population.

**UWT Q #7)     Is it allowable for the training to be given by the same for-profit organization that will then hire graduates?**

UWT A #7)     Yes, a for-profit organization may train individuals who will be hired by the same organization.  Per Section III.A. of the UWT RFA, Applicant Eligibility, eligible applicants include for-profit entities, including corporations, LLCs, LLPs, etc. who "are, or have partnerships with, business(es) that commit to interview and consider trainees for employment."

**UWT Q #8)     Are there a number of hours per participant that are required for soft skills?**

UWT A #8)      There is no required number of soft skills hours.  Per Section II.B.3. of the UWT RFA, stand-alone remedial training, including "soft skills", do not constitute occupational skills training for this RFA and are not allowed.  Instruction on soft skills may be provided as an optional part of a larger training program, but time spent doing so should not be reported as occupational skills training.

**UWT Q #9)     Are supportive services required?**

UWT A #9)     No, supportive services are not a requirement.  As indicated in Section II.B.2. of the UWT RFA, this RFA intends to fund supportive services for unemployed/underemployed workers to remove barriers they face in successfully completing occupational skills training.  If

supportive services are budgeted, the Applicant must provide a full description of the strategies that will be used to offer these services.

## *New Questions as of 7/10/19 start below:*

**UWT Q #10)      We were trying to start a UWT proposal under CFA 9.0, but only the CFA-WDI application with the $200,000 cap was available.  This occurred on both platforms, the CFA and the new WDI.  Does that mean that the CFA-WDI-UWT is replacing the CFA 9.0-UWT application?  And if so, can we apply for $200,000?**

> UWT A #10)      No, the CFA WDI is not replacing CFA 9.0.  However, NYSDOL is only participating in the WDI this year.  Applicants can apply for up to $200,000 under NYSDOL's CFA WDI UWT program.

**UWT Q #11)      I'm reaching out to request more information on the 2019/2020 version of the NYSDOL Unemployed Worker Training program. I can't seem to find the latest version of the RFP or information similar to this that I have from last year's RFP. Can you please point me in the right direction and share some resources with more information?**

**Additionally, will there be more opportunities similar to [CFA 74197 - Empowering New Yorkers to Thrive In Green Jobs?](#)**

> UWT A #11)      Under the CFA WDI, NYSDOL issued RFAs instead of the RFPs issued during the typical CFA Rounds.  NYSDOL's RFAs are available at [https://labor.ny.gov/cfa/](https://labor.ny.gov/cfa/).  Additional resources for the CFA WDI are available at [https://www.ny.gov/workforcedevelopment](https://www.ny.gov/workforcedevelopment).
>
> NYSDOL is unable to verify whether a program similar to CFA 74197 – Empowering New Yorkers to Thrive in Green Jobs, will be proposed under the CFA WDI.  Until approved Phase One applicants submit their Phase Two applications, NYSDOL does not know the specifics of an applicant's program.

**UWT Q #12)      I am working on securing funding for a non-profit organization in Brooklyn, NY that provides culinary industry training and job placement for refugees and survivors of human trafficking (a population that hits several points on the state's priority list).  It looks like the organization qualifies for two categories: the Pay for Success Program and Unemployed/Underemployed Worker Training Program.  Can we apply for both?**

**Also, part of our program's success in retaining and graduating students for job placement is that we provide a stipend to students during training.  Is funding through either of those grant categories eligible to help pay for student stipends?**

> UWT A #12)      Applicants for WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit.  If the REDC's Executive Committee reviews the proposed program and feels it aligns with both the Pay for Success and UWT programs, the Office of Workforce Development will notify you to apply to both funding streams.

Per Section II.B.2. of the UWT RFA, Allowable Costs Under Supportive Services, stipends are an allowable cost as part of supportive services and can be funded as part of the UWT program.

NYSDOL does not oversee the Pay for Success program. Additional information on Pay for Success is available at https://www.ny.gov/workforcedevelopment.

## New Questions as of 7/30/19 start below:

**UWT Q #13)     The UWT Program used to have a maximum award of $100,000.  Is this now a max award of $200,000?**

> UWT A #13)     Yes, the maximum award available under the CFA WDI UWT Program is $200,000.

**UWT Q #14)     The RFA states the maximum award is "per Applicant."  Does this mean the Applicant (not the application) cannot exceed $200,000?  For example, we have several applications we are submitting under this program, so can each one have a budget up to $200,000 or as an Applicant, are we not able to exceed a $200,000 total award, regardless of the number of applications we submit?**

> UWT A #14)     Per Section III.A. of the UWT RFA, Applicant is defined by the possession of a FEIN, so entities with multiple FEINs may submit separate applications under each FEIN. Further per section VI.A. of the UWT RFA, "applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain."  These subsequent applications may also request up to the $200,000 maximum award.

**UWT Q #15)     We previously applied for the Unemployed/Underemployed Worker Training Program RFA.  We completed the application process in May 2019 and see that it is still ongoing.  What is the next step?  Who will notify us if any decision is taken with the application?  How long do we wait for an answer?**

> UWT A #15)     Applicants for the WDI will go through a two-phase approval process.  During Phase One, an interested Applicant will submit a general project plan for its proposal to the REDC in its region.  This is the application you submitted in May 2019.  Submitted project plans will be reviewed by the REDC Workforce Development Committee, and if approved, will be recommended to the REDC's Executive Committee to be advanced to Phase Two.  Once advanced to Phase Two, the Applicant will be notified by the Office of Workforce Development and provided with a CFA to complete and submit. There is no defined timeline for notification of advancement to Phase Two as this is dependent on each REDC's review timeframe.

## New Questions as of 8/16/19 start below:

**UWT Q #16)     We have a tuition rate that we charge for students currently, for the occupational skills training program. But, using CFA funds, we'd like to add to the program a new required 3-weeks of career readiness development, including job search and attainment skills, employability, career awareness, etc. That new 3-week portion would be delivered by a new non-profit partner (that is a DOL eligible training provider, if it matters).**

**Can we ask for funds to cover the program's original tuition rate, plus additional salary/benefits and related costs for the non-profit partner, which will be delivering the new 3-week portion?**

**If not, can we ask for grant funds to cover two tuition rates for the program: one for the original occupational skills training, and a second tuition rate for the 3-week portion being delivered by our non-profit partner?**

> UWT A #16)    Per Section II.B. of the UWT RFA, "As part of the occupational skills training course, the UWT Program will fund career development services, which teach job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills. These additional services may be part of the occupational skills training course(s) but these cannot be stand-alone course(s)."

> Therefore, such career development services, in addition to the occupational training, cannot be a separate course or tuition rate.  Further, we note that generally such services are provided in a one-on-one counseling environment after the occupational skills training is completed, with some participants needing more of such services than others, depending on whether they have already received a job offer or not.  A participant that has completed the occupational training and has a job offer in hand is not likely to participate in a mandatory multi-week career development services course.  Thus, such services must be optional.

> If you wish to offer career development services to those completing your training, and receive funding for these services under the contract, we advise you to publish a new or second tuition rate for your course, factoring in the sub-contracted career development services cost (based on an estimated average usage by those who completed training) noting that the new rate is higher because it includes a budgeted cost for optional career development services.

> Payment for the new tuition rate will be based on classroom attendance records for the hours of the occupational training course only which are standard, excluding the actual hours of career development services counseling, which will vary based on individual need.

**UWT Q #17)    [REVISED 11/13/19]  We have a question about the timing of submitting our proposal. On page 15, the RFA states: "If existing contracts are for services identical to those proposed under this UWT RFA, applicants must attest that they completed at least 75% of the existing contract for participant services and expenditures." Our most recent contract under CFA 8 just started June 1. For the new proposal, we are thinking to continue the current training but also possibly add another training track. When is the earliest we can submit our application?**

> UWT A #17)    The requirement that Applicants with existing or pending NYSDOL contracts complete 75% of these NYSDOL contracts, if providing identical services to the proposed CFA WDI training program and prior to receiving a CFA WDI award, was removed from the CFA WDI RFAs on November 8, 2019.  These Applicants may apply, and be awarded for, CFA WDI funds prior to expending 75% of their current contract.

**UWT Q #18)    For the UWT occupational skills training, do the participant numbers have to be un-duplicated? (We ask because sometimes our job seekers want to do two training courses within a grant funded year.)**

> UWT A #18)    No, participant numbers do not have to be un-duplicated in the UWT Program.  Per Section II.A. of the UWT RFA, the amount of funding requested must be based on the number of unemployed/underemployed workers to be trained, but there is no per participant cap for training.  In the Detailed Budget Attachment (DBA), Applicants must provide

a published or calculated tuition rate for each training course with the planned number of trainees for each course, but do not need to provide the names of the trainees in each course.

Trainees in the UWT Program may take more than one training course, as long as each occupational skills training course qualifies them for full-time or part-time employment, or a higher level of employment in the occupation being trained for, and aligned with the in-demand job opportunities provided by the business(es) who committed to interview as per the Business Engagement (BE) attachment.  Throughout the contract period, Contractors must provide NYSDOL with documentation that the training service was provided, including attendance sheets for each course (Section VI.B. of the UWT RFA).

## New Questions as of 10/8/19 start below:

**UWT Q #19)**     **The RFA for the Unemployed/Underemployed Worker Training Program lists "stipends, incentives, and miscellaneous participant expenses" under allowable costs.  Could these items include fringe benefits (i.e., vacation/sick time, health insurance, retirement benefits) for employees who will, because of their participation in the training program, drop below full time employment status and would otherwise be ineligible for fringe benefits?  The applicant intends to submit these costs as leveraged funds as the employers will maintain the employees' fringe benefits during the program period, but wanted to make sure it is an allowable cost.**

UWT A#19)     Fringe benefits are not included as part of stipends, incentives, and miscellaneous participant expenses, and are therefore not an allowable cost for the UWT Program.  However, the Applicant is able to include these fringe benefits as part of the leveraged funding provided as a supplement to any potentially awarded UWT funds.

**UWT Q #20)**     **For the NYSDOL UWT Proposal what kind of documentation is required? Specifically, will we need to provide pay stubs? Exam results?**

UWT A #20)     If an Applicant is awarded UWT funds and becomes a Contractor, documentation related to the UWT Program is required at intervals specified by NYSDOL, to prove the training service was provided. This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Name of the Trainee, Signature of the Trainee, Signature of the Trainer, and Date and Hours of Training. Any additional required documentation will be detailed during contract development.

**UWT Q #21)**     **How will we be asked to report the priority population? Proof of Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP)? Any kind of Income verification, etc.?**

UWT A #21)     Applicants are not required to report on or provide documentation regarding serving priority populations, including benefit eligibility or income verification.  As indicated in Section I.A. of the RFA, Purpose, additional points in scoring will be given to programs that train unemployed/underemployed individuals in priority populations.  Phase Two application questions Q_9335 and Q_937 require applicants to indicate one or more priority populations to be served under the proposed training program and provide the percentage of trainees who are part of a priority population.

**UWT Q #22)** **When the CFA Portal asks if our program will create NET new jobs, does that only apply to businesses hiring or as a non-profit does that apply to the number of people we train and place in jobs?**

> UWT A #22)    This is a Phase One application question.  "Net new jobs" applies to any jobs to be directly created by the project or training program.

**UWT Q #23)** **The clientele we work with has in the past been unwilling to provide social security numbers - will that be a requirement?**

> UWT A #23)    Contractors are required to submit individual participant level data to NYSDOL. NYSDOL staff will record this data in the One-Stop Operating System (OSOS), NYSDOL's case management system used to record basic participant information, as well as to track the provision of required services. Although Social Security Numbers (SSNs) are not required as part of participant data, it is strongly recommended that SSNs be provided to support performance outcomes.

**UWT Q #24)** **If we project an amount of salary increase, will we have to show a pay stub or other documentation? Our clientele will likely not share those with us.**

> UWT A #24)    NYSDOL does not require Applicants or trainees to provide documentation of a projected wage increase.

**UWT Q #25)** **We have strong partnerships with many businesses.  Will we have to share potential job openings on a public forum? We are concerned that employers will be hesitant to do so.**

> UWT A #25)    Per Section V.C.1. of the RFA, Minimum Threshold Requirements, Applicants are asked to attest that if awarded, job openings that occur during the contract period will be listed with the NYSDOL Job Bank. This attestation only applies to job openings of the Applicant and not to those businesses it may partner with.
>
> To place a job order visit www.labor.ny.gov/businessservices/services/perm.shtm.

**UWT Q #26)** **If we look to train and place the mentally disabled population, the cost per trainee will rise. Will that be considered when looking at the application? Will we be asked to publicize potential job openings?**

> UWT A #26)    The cost per trainee is a required element of the Detailed Budget Attachment (DBA) and will be reviewed as part of review of the Phase Two application.  Per section V.C.4 applicants must also provide two (2) comparison bids for the training program tuition rate in the Bid Worksheet (BW) attachment.  As long as the Applicant provides comparison bids for training programs serving a similar priority population, the cost per trainee will be evaluated fairly during the review of the application.
>
> The Applicant's job openings that occur during the contract period are required to be placed on the NYSDOL Job Bank at www.labor.ny.gov/businessservices/services/perm.shtm.

**UWT Q #27)** **The NYSDOL UWT RFA states that job openings will need to be posted on the NYSDOL website. Can you please clarify if you mean the job postings that become available at the Applicant's organization or do you mean at the Partner business organizations (the ones described in the Business**

Engagement attachment form)? If it is the partner organization, how does the applicant acquire the permission to post their openings?

> UWT A #27)    This refers to job openings that become available at the Applicant's organization during the contract period.  Please refer to UWT A #25 and A #26.

**UWT Q #28)    The UWT application asks about the number of job placements we will make. Will we need to show pay stubs to document these placements or will we document it another way?**

> UWT A #28)    This is a Phase One application question, which asks the Applicant to estimate the number of job placements it will make.  Documentation is not required related to this.

**UWT Q #29)    In the RFA, Q_10153 states: If individuals trained through your proposal are expected to receive increased wages, what is your target wage increase?   Upon award, will we need to collect pay stubs to document these increases?**

> UWT A #29)    Refer to UWT A #25.

**UWT Q #30)    Our applications are for LPN training, and we're not requesting funds to cover the full cost of the one-year training, only certain courses. For the courses covered under CFA funds, no costs would be passed on to the student; those particular courses would be completely covered. However, other courses outside of CFA funding might impose a cost on the student depending on the student's particular financial aid situation.  Would it be accurate for us to answer "yes" to Threshold question Q_9265, "Applicant will not charge or expect any trainee served under this proposed training program to pay any tuition charges or other fees?"**

> UWT A #30)    Yes, an Applicant can answer "yes" to Threshold question Q_9265 as long as all courses provided to trainees with UWT funding are covered by the Applicant. Per Section II.B. of the UWT RFA, Use of Funds, tuition and other fees may not be charged to the unemployed or underemployed workers served under this UWT funding opportunity.  This means no fees can be charged to trainees enrolled in courses funded by the UWT Program.

**UWT Q #31)    I have read the guidance regarding the Underemployed Worker Training Program initiative and have the following eligibility question: Is this funding appropriate for local governments who have employees needing training in order to advance to more advanced positions? For example, if municipalities have DPW workers who, with additional training, could be eligible for higher level DPW positions. Is this the type of training program these grants are intended to fund?**

> UWT A #31)    Yes, UWT funding intends to fund training programs to advance workers to a higher level of employment.  Per Section II.B. of the UWT RFA, Use of Funds, the UWT Program is intended to fund occupational skills training commensurate with REDC priorities to unemployed/underemployed workers to qualify them for full-time or part-time employment, or a higher level of employment.  The example you provide could lead to a higher level of employment for DPW workers, if they are currently considered underemployed.

## *New Questions as of 10/23/19 start below:*

**UWT Q #32)    Under the Unemployed/Underemployed Worker Training (UWT) Program, can we submit for more than one training program?**

UWT A #32)     Per Section III.A. of the RFA, Applicant Eligibility, an Applicant and its components are only eligible for one award under this RFA, and are subject as a whole to the funding limitations described in this RFA. Separate operations or locations of an eligible Applicant may apply separately, but only if they have different FEINs. However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole.

Note that per Section VI. of the RFA, Award Notices, Applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain.

## *New Questions as of 11/13/19 start below:*

**UWT Q #33)     For the Phase 2 application, does an Applicant need to resubmit a revised budget to align with the cap on UWT or can they use their original budget proposal? Their Phase 1 was a 2-year $1 million dollar budget providing supportive services (childcare, transportation, etc.).**

UWT A #33)     Yes, a new Phase Two budget must be submitted.  The Phase Two application requires submission of the Detailed Budget Attachment (DBA), which contains a breakdown of all costs associated with the proposed training program for which funds are being requested.

Note that the funding cap on the UWT Program is $200,000 per Applicant.

**UWT Q #34)     If the budget needs to be revised to reflect the cap, they could revise their scope of the project to a 1-year timeline instead of the 2-year timeline that was originally submitted. Would changing this on Phase 2 change how the project is scored?**

UWT A #34)     Two-year projects are not currently allowable under NYSDOL's CFA WDI programs.  Per Section II.D. of the UWT RFA, Contracts, Applicants must include only the training opportunities that can be reasonably accomplished within a one-year timeframe.  However, Applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain.

## *New Questions as of 11/22/19 start below:*

**UWT Q #35)     In which section of the detailed budget form can I include the personnel costs for program support?**

UWT A #35)     Personnel costs for program support can be included as part of the tuition rate, included in the Training Costs portion of the DBA.  See the Tuition Rate (TR) attachment for allowable costs.

**UWT Q #36)     We're applying for a grant to support our occupational skills training program for low-income, unemployed, and underemployed individuals. We will serve 180 individuals in total. The training courses we mentioned in the phase one application are: OSHA 10-hour and 30-hour (40 clients), Flagger (40 clients), Scaffolding (40 clients), Security 8-hour and 16-hour (40 clients), and ServSafe (20 clients).   If there is a slight change in the number of individuals served in the select occupational skills training programs, would that be okay? Also, based on current need/demand for the training courses, we want to combine the OSHA 30-hour and Flagger courses, and remove the**

**OSHA 10-hour course. Please note, the total number of individuals served that we mentioned in the phase one application will remain unchanged.**

> UWT A #36)    Changes between information provided in Phase One to information submitted for Phase Two are allowed.  In the Phase Two application, question 10197 asks that you indicate if any of the items listed have changed since the original submission.  In your response, you can indicate the training course changes and the number of individuals served in the select occupational skills training courses.  Scores will be based on the information submitted in the Phase Two application.

**UWT Q #37)    Can you please clarify the difference between priority industries that A) we are providing training for (such as Office and Administrative Support and Nonretail Stores etc.) listed in the industry priority attachment AND the B) industries and sectors we are training students to enter such as healthcare, technology etc.?**

> UWT A #37)    Healthcare and technology are examples of sectors.  The priority industries listed in the attachment are categories of industries that fall under a broader sector.

**UWT Q #38)    Is there a need to train individuals in the priority industries AND to have them enter those same priority industries listed?  Is there a separate list of industries that participants would have to be trained to enter?**

> UWT A #38)    It is not a requirement to train trainees in a priority industry and have them enter the same priority industry. However, per Section III.D.5. of the RFA, Program Services, Applicants that align their proposed occupational skills training program with the priorities outlined in WIOA Regional Workforce Plans regarding priority industries and sector strategies will be awarded additional points in scoring.  Applicants can propose training for multiple titles within a selected industry or across industries based on the occupational skill training need of the partnering business(es). While the identification of multiple industries is allowed, Applicants must indicate a single industry to which the majority of the proposed program will serve.
>
> There is not a separate list of industries participants have to be trained to enter.

**UWT Q #39)    Our organization received an award from NYSDOL for a UWT training initiative, which began in April 2019 and extends through March 2020. We applied through one of the Regional Economic Development Councils as it pertained to the geographic location of the individuals we wished to train.  We would like to apply for the NYSDOL-WDI for a UWT training initiative again, through the current CFA opportunity – this time, through a different Regional Economic Development Council as the new proposal pertains to training a population in a different geographic location.  Are we eligible to apply again at this time if it would be under the auspices of a different REDC?**

> UWT A #39)    Yes, you are eligible to apply for the CFA WDI if your application does not propose the same services to the same individuals as the existing or pending NYSDOL contract(s).  Per Section III.A. of the RFA, Applicant Eligibility, UWT funds are separate from any other workforce development funding an Applicant may have received from NYSDOL. Applicants with existing or pending contracts with NYSDOL remain eligible to apply for funding under this UWT RFA, but the application must not propose the same services to the same individuals as the existing or pending NYSDOL contract(s).

## *New Questions as of 12/16/19 start below:*

**UWT Q #40)       The UWT RFA says that educational institutions are eligible applicants, however, the threshold application question regarding applicant eligibility in the CFA system specifically references colleges and universities. I'm assuming that the school district qualifies as an eligible applicant under this program, otherwise it would not have been invited to apply, correct?**

> UWT A #40)       Yes, per Section III.A. of the UWT RFA, Applicant Eligibility, educational institutions, which include school districts, colleges, and universities are eligible applicants.

**UWT Q #41)       Our read of the RFA tells us that this proposal focuses on adults only—ages 18 and up. Our programs serve youth from middle school well into college years and beyond. Just to be certain, we wanted to ask: Must proposals focus only on projects that serve young people 18 and up, or can we include students in high school or younger? Is there a minimum age of participant for this RFA?**

> UWT A #41)       There is not a minimum age requirement for the CFA WDI.  However, NYSDOL's UWT Program must include occupational skills training, defined as instruction conducted in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.

> Additionally, UWT Applicants must complete the Business Engagement (BE) attachment, which provides names and contact information for businesses who agree to interview trainees for employment upon the completion of the training program.  If your program's intent is not to assist trainees with finding employment upon completion, it is not eligible for this program.

**UWT Q #42)       I noticed a discrepancy in the options listed for Phase Two application questions Q_9379 and Q_9380 in the UWT RFA and CFA Portal. There is a gap between the choices of "50% or less" and "51.01% to 100%."  Should it be "50% or less" and "50.01% to 100%?"**

> UWT A#42)       Yes, the ranges should be "50% or less" and "50.01% to 100%."  In both Q_9379 and Q9380, there was an error made when listing the options in the CFA Portal.  If an Applicant's answer is 50.01% or above, it should use the "51.01% to 100%" option.

## *New Questions as of 1/14/20 start below:*

**UWT Q #43)       I am working on a CFA application that has been advanced to Phase 2 and we've been told we are eligible to apply to WDI Unemployed/Underemployed Worker Training Program funds and Pay for Success funds.  In the "CFA Work Plan Attachment," should we be including objectives, tasks, and performance measures for the UWT funds only?  Or for Pay for Success funds as well?**

**In Q_9329, "indicate the exact number of trainees who will be trained under this application" – should we list the number of trainees impacted by the UWT funds only?  Or those who would be trained under either UWT or Pay for Success funds?**

> UWT A #43)       NYSDOL does not oversee the Pay for Success program and is not able to answer questions related to it.  Therefore, in the CFA Work Plan Attachment, include only the objectives, tasks, and performance measures for the UWT Program.

> Likewise, Q_9329 is a Standard Question for the UWT Program only, so Applicants should list the number of trainees to be trained with just UWT funds.

**UWT Q #44)      I have a question regarding the Detailed Budget Attachment.  My client does not have a published tuition rate, as they do not charge students for their education services.  I am using the instructions to generate a tuition rate using the project costs.  When I fill out the Detailed Budget Attachment, should I just enter my calculated tuition rate, or should I break down all the costs that were used to generate my tuition rate?**

> UWT A #44)      The calculated tuition rate should be entered in Column F of the Training Costs portion of the DBA.  This does not need to include a breakdown of all of the costs used to generate the tuition rate.  For information on costs that may be included in the calculated tuition rate, see the Tuition Rate attachment, linked within Section VIII of the UWT RFA.

**UWT Q #45)      Q_9370 of the Phase Two application requests a tremendous amount of information; however, according to the online application, one can only use up to 1,000 characters (the question itself has nearly 1,200 characters!).  Is the 1,000-character limit a mistake?  The equivalent question in the 2018 CFA UWT application had no character limit.  It will be very difficult to answer this question with the current character restrictions.**

> UWT A #45)      This is correct; there is a 1,000 character limit to the response to Q_9370.  If you require additional characters for this response, please send a Word document to CFA@labor.ny.gov with the full response.  NYSDOL will add this to the documents uploaded and/or submitted in the CFA Portal for scoring.

**UWT Q #46)      My question is specifically related to Trainee Eligibility – and if full-time high school students – those that are low-income – are considered an eligible trainee and/or a priority population under this CFA?**

**For purposes of this question, let's assume that these full-time high school students are under the age of 18, are enrolled in public high schools, and are not homeless, do not have disabilities, are not currently or formerly involved in the justice system, and are not in or aged out of the foster care system.  The student profile would be one who is on-track for high school graduation and may be a member of a household that qualifies as low-income (may receive TANF or SNAP).**

> UWT A #46)      Per Section III.B. of the UWT RFA, Trainee Eligibility, low income unemployed/underemployed individuals are considered a priority population, and eligible under the UWT Program.
>
> However, note that UWT Applicants must complete the Business Engagement (BE) attachment, which provides names and contact information for businesses who agree to interview trainees for employment upon the completion of the training program.  If the intent of the program is not for these youth to become employed upon completion of the training, they are not eligible trainees.

## New Questions as of 2/4/20 start below:

**UWT Q #47)      What is included as fees in the UWT tuition and fees exclusion (i.e., course fee, parking fee, books and materials)?**

> UWT A #47)      Per Section II.B.1. of the UWT Program RFA, allowable fees include credentialing exam fees, textbooks or training materials directly associated with the training, and distance

learning fees (i.e., the fee for the training slot and software required to deliver the training program).  Restrictions on the use of funds may be found in Section II.B.4. of this RFA.

Additionally, the items that may be included in a tuition rate can be found in the Tuition Rate (TR) attachment of this RFA.

**UWT Q #48)      Do we have to have a partnership established with a business?**

UWT A #48)      Applicants for the UWT Program must complete the Business Engagement (BE) attachment, which requires applicants to demonstrate there are organizations willing to interview trainees upon completion of the training program.  Please see Section III.D.3. of the RFA for more information on business partnerships.

Please also note that Section III.A. of the RFA, Applicant Eligibility, indicates that applicants themselves may be the business committing to interview trainees for employment upon completion of the training program.

**UWT Q #49)      If a business partner is required, how do we establish the agreement?  MOU or another way?**

UWT A #49)      As per the previous response, you do not have to have a partnership established with a business if you are the business that will interview trainees upon program completion.  However, evidence of your organization interviewing trainees or partnership(s) with business(es) is done through the BE attachment by providing the name and contact information of those businesses willing to interview trainees upon completion of the training program.  NYSDOL does not require UWT applicants to demonstrate this partnership through a Memorandum of Understanding (MOU).

## *New Questions as of 3/2/20 start below:*

**UWT Q #50)      Are costs allocated to hire personnel, such as a job coach to support program participants, considered supportive services?**

UWT A #50)      The UWT RFA provides details on what is allowable under supportive services, and this includes miscellaneous participant expenses, such as child and dependent care, housing, and trainee transportation; incentives; and stipends.  Supportive services do not include personnel.

However, your tuition rate may include items such as staff salaries or contracted services, which both include personnel.  Please see the Tuition Rate (TR) attachment to the RFA for additional information on allowable costs within the tuition rate.

**UWT Q #51)      The CFA WDI webinar notes that the training program must be 12 months long. Would a proposal that offered a training program that is an 8-week Project Management Fundamentals course coupled with support services (i.e., English Language Learner, resume building, employer networking, soft skills coaching) be allowable?**

UWT A # 51)      Yes, an 8-week Project Management Fundamentals course with career development services incorporated is allowable.  Under the UWT Program, contracts resulting from the RFA will be awarded for a period of up to one year (12 months).  Career development

services, which teach job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills  may be part of the occupational skills training course but cannot be funded as stand-alone courses.

**UWT Q #52**        **Is there a cap on the cost per participant trained or cost of participant placed?**

UWT A #52)        No, there is no cap on the cost per participant trained or placed under the UWT RFA.

**UWT Q #53)        How does the reimbursement process work?  Are there any available up-front payments to offset start-up costs?  And when can we request reimbursement; after training completion, or mid-way or before?**

UWT A #53)        Per Section VI.B. of the UWT RFA, Payments, once a contract is developed and formally executed, funds will be released to the Contractor on a cost reimbursable basis.  This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement.

Not-for-profit organizations and municipalities funded under the UWT Program are eligible for a cash advance of their award, up to 25% of the total contract value, at the sole discretion of NYSDOL and subject to the availability of funds under this RFA.

Reimbursement may be requested after a service is provided, as Contractors must provide documentation that services were provided.  This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training.

Expenditure reimbursement is based on individual participant attendance at occupational skills trainings.  If the trainees attend up to and including 50% of the course, the reimbursement will be at the CFA WDI Unemployed/Underemployed Worker Training level of attendance achieved (i.e., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate).  For trainee attendance of 51% and above, the reimbursement will be for 100% of the tuition rate.

**UWT Q #54)        If we input out budget request at the RFP amount, $200,000, are we tied to that amount in Phase Two?  Could we go higher or lower?**

UWT A #54)        If entering a funding requested amount of $200,000 in the Phase One application, Applicants are not tied to that amount in Phase Two.  During Phase Two, Applicants will complete the DBA, which will be the correct funding requested amount, which may be lower than $200,000.

Note that $200,000 is the maximum amount an organization can request under the UWT Program, so any costs in addition to the $200,000 must be provided by the Applicant.

## *New Questions as of 3/24/20 start below:*

**UWT Q #55)        On the Cost Comparison Worksheet, does the Tuition Rate include leveraged funding or only the tuition rate requested from NYSDOL UWT? We are providing the training in-house. The**

**Detailed Budget worksheet indicates that the tuition rate is only the funding requested per trainee. Can you please clarify?**

> UWT A #55)    The Cost Comparison Worksheet (CCW) should detail only what is included in the tuition rate.  Leveraged funding is separate of what is requested in NYSDOL funding.  The costs/tuition rate should be the same on both the CCW and Detailed Budget Attachment (DBA) for the selected training provider, including when utilizing in-house training.

> For details on what can be included in a tuition rate, if there is not a published rate, please see the Tuition Rate ([TR](#)) attachment.

**UWT Q #56)    Is it required that grantees provide career development services in addition to occupational skills training, or is this optional? The full RFA calls them "additional services" and says that career development cannot be provided as a standalone training course. If career development services are required, are grantees expected to embed these services directly into the occupational skills training, or is it sufficient that career development services in a variety of flexible formats are available to trainees should they choose to utilize them? For example, if a worker is in a 40-hour technical training course to earn an industry certification in energy auditing, would part of that required 40 hours need to specifically include some kind of career development service for the trainee to be considered having completed the course?**

> UWT A #56)    Career development services are not required as part of the UWT Program.  Additional points in scoring are awarded if applicants provide career development services.  However, as noted, career development services cannot be provided as standalone training.  There must also be an occupational skills training component to the program.

## New Questions as of 4/22/20 start below:

**UWT Q #57)    The application asks the Threshold question, "Does the Applicant attest, if awarded, it will list any job openings that occur during the contract period with the New York State Department of Labor Job Bank?" We would be happy to promote our internship program through the labor job bank but it wouldn't be feasible to list every potential individual internship through the job bank, as we require applicants to complete our general program application prior to viewing specific job opportunities at our company partners. Also, our program is limited to college/graduate students who either attend a university in NYC or who are NYC residents enrolled anywhere. Is that an issue?**

> UWT A #57)    Eligible trainees for the UWT Program are unemployed and underemployed individuals.  The intent of the program is to fund occupational skills training for these individuals, leading to employment.  This is why we require the Business Engagement (BE) attachment.  The applicant must obtain a commitment from businesses willing to interview trainees upon completion of the program.  If these are college/graduate students completing an internship, it does not seem feasible to obtain this commitment from businesses, and therefore, the applicant is not eligible for this program.

**UWT Q #58)    We would primarily be using any incremental funding provided by UWT to pay intern salaries, as we require that interns are paid at least $15/hour. The requirement that "Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement" is a concern, as we would not be able to advance large sums of money ($6,000+/intern) to cover salaries for 30+ interns for the summer prior to being reimbursed. Might it be possible for there to be flexibility with this requirement?**

UWT A #58)    Paying the salaries of interns is not an allowable cost for the UWT Program.  Funding provided under UWT can only be used for those items listed in Sections II.B.1. and II.B.2. of the UWT Request for Applications.

**UWT Q #59)    Our organization intends to apply for a renewal grant - our Phase 1 application has already been approved. We are working on finalizing Phase 2 of our application but wanted to ask whether the Business Engagement Form is still a requirement of the application given the current economic climate. While we have strong relationships with a number of employers, we are concerned about asking employers in this complicated moment about committing to interview participants in the future.**

**While we have every expectation that our employer partners will continue to work with us following this crisis, we wonder whether a commitment to interview participants is needed right now or whether an exception is being made for applications submitted after COVID-19 - either through a waiver of this form or an abbreviated version?**

UWT A #59)    As of this time, the BE attachment is still required for the Phase Two application.  Under the current scoring guidelines, information provided in the BE attachment is worth 12 points of a possible 65, so it is important to submit a complete document.

We understand that it may be difficult at this time to secure commitments from businesses to interview trainees upon the completion of training, but the program is specifically targeted to assist unemployed/underemployed individuals to gain employment or a higher level of employment.  Therefore, an emphasis is placed on these business partnerships.

## New Questions as of 5/19/20 start below:

**UWT Q #60)    Do the number of job openings or the number of trainees businesses are willing to interview (from the BE form) need to align in any way with the number of project trainees/enrollees?**

UWT A #60)    Yes, the number of trainees indicated in the application should align with the number of job openings and the number of individuals businesses intend to interview on the BE attachment.  During scoring, points are awarded if the cumulative number of job openings between all businesses on the BE is greater than or equal to the number of trainees in the program.  Likewise, points are awarded if the number of individuals the businesses are willing to interview is greater than or equal to the number of trainees in the program.

Note that the numbers provided for both categories in the BE should be concrete numbers and not a range.

## New Questions as of 5/26/20 start below:

**UWT Q #61)    Are indirect costs included in a non-published tuition rate capped or can we use our federally negotiated rate?**

UWT A #61)    Per the TR attachment to the RFA, "Indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the Applicant and the Federal government; if no such rate exists, then 10% of the modified total direct cost of the proposed program of training."

**UWT Q #62)    Our training program has two different courses. In the CCW, can I list tuition rates for comparable programs to each of courses?**

> UWT A #62)    Yes, there should be two CCWs if there are two separate courses. Each CCW should list the chosen provider for the course and two comparison program costs.
>
> Documentation of the costs for the chosen provider and each comparison is required as well, and can be in the form of an email from the training provider, a screenshot of its website with the costs documented, a screenshot of the provider's page on the ETPL, etc.

**UWT Q #63)    When we calculate our tuition rate, should we omit the cost of stipends we pay to participants?**

> UWT A #63)    The items that can be included in a non-published tuition rate can be found in the TR attachment to the RFA, and does not include stipends. However, funding for stipends for participants is allowable for the UWT Program.

**UWT Q #64)    We do not have a published tuition rate. Within the DBA, how do we reflect costs of staff to deliver job readiness services and provide supportive services including career development, business follow-up, and follow-up with placed participants?**

> UWT A #64)    Job readiness/career development services may be wrapped into the established tuition rate provided in Section 1. of the DBA, Training Costs. See the TR attachment to the RFA for additional details on what can be included in a non-published tuition rate.
>
> Note that only supportive services which include items such as transportation, childcare, mental health assistance/referrals, etc. that will enable trainees to remain the program should be included in Section 3. of the DBA, Miscellaneous Trainee Expenses/Supportive Services Costs.

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# New Hire Training (NHT) Questions

**NHT Q #1)    Regarding the NHT Project Budget, is the cost of each trainee's salary for one year on-the-job training period (with percentage of salary based on size of business) an eligible expense and the only expense to include in the Project Budget? Or must the Project Budget itemize the training costs of the on-the-job training program for each type of training for each trainee?**

> NHT A #1)    As stated in Section II.B. of the NHT RFA, Use of Funds, permissible training activities under this RFA are on-the-job occupational skills training for newly hired workers. The applicable reimbursement, depending on the size of the business, and any leveraged resources the Applicant plans to provide, are the costs to be included in the CFA Portal Budget Table.
>
> There is also a separate Detailed Budget Attachment (DBA), which must be completed by each Applicant. The DBA requires the Applicant to provide information such as the job title(s) of the newly hired employee(s), the number of trainees in that job title, and the expected hourly wage rate of the trainee(s) in the job title. Applicants do not need to itemize the training costs for each type of training for each trainee in the DBA.

**NHT Q #2)** **[REVISED 6/19/19]** **Is there documentation to be completed by the Applicant or trainee at the start of the NHT program or upon completion? What is that documentation?**

> NHT A #2) Per Section VI.B. of the NHT RFA, Payment, Applicants who are awarded funds under the NHT Program and become successful Contractors are required to keep records and submit specific documents at intervals determined by the New York State Department of Labor (NYSDOL). This will include a signed on-the-job training (OJT) Training Plan prior to the start of the training and actual trainee wage records as the OJT takes place.

## New Questions as of 6/4/19 start below:

**NHT Q #3)** **I received this solicitation for the New Hire Training Grant Program and am very interested. It looks like I don't quite meet the required number of employees, however. I recently had one employee but had to lay them off because I could not continue to bear the massive cost for training which was required. I now operate as a sole proprietor however I am actively searching for a replacement or two. I am already set up with payroll, workers compensation and NYS unemployment registration. Would it still be worthwhile to apply for this grant opportunity? If not, would you be able to point me to a different grant that may fit better?**

> NHT Q #3) Per Section III.A. of the NHT RFA, eligible applicants must have two (2) or more employees or the equivalent of two (2) or more full-time employees. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. An Applicant is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors or contract employees. However, due to the continuous nature of this RFA, you may be eligible to apply at a later date if your business hires two (2) employees before funding is exhausted.
>
> For additional NYSDOL funding opportunities, refer to https://labor.ny.gov/businessservices/funding.shtm.

**NHT Q #4)** **What is the process going to be to determine eligible trainees? How will this work for Business Applicants that want to utilize the funds for a trainee that started prior to the award letter?**

> NHT A #4) Eligible trainees are those hired as an employee of the Applicant business within six (6) months of the start of the training program, not the date of the award letter, and who require on-the-job occupational skills training to complete their duties. Applicants may use awarded funds for trainees hired within that six (6) month timeframe, even if those trainees started working at the business prior to the date the training program began.

**NHT Q #5)** **If eligible trainees were hired prior to the award letter (in the 6 month window allowed), and were already part of a grant-funded training program, are they still considered "eligible" for the NHT Program?**

> NHT A #5) Eligible trainees must have been hired as an employee of the Applicant business within six (6) months of the start of the training and not the date of the award letter. If a trainee was already part of a grant funded training program, he/she is eligible for the NHT program as long as the trainee meets the requirements described in Section III.B. of the NHT RFA, Trainee Eligibility. However, Applicants should note that Section II.B. of the NHT RFA specifies that Applicants applying for multiple NYSDOL CFA WDI funding opportunities cannot

combine any awarded funds for use on the same trainees.  Each group of trainees must be remain separate and distinct and be trained solely under one NYSDOL CFA WDI program.

## *New Questions as of 6/19/19 start below:*

**NHT Q #6)        This is a follow-up question to NHT Q#4.  For the NHT, since it is on-the-job training, the "training program" you referred to will have a unique start date for each trainee, assuming they don't start on the same date.  Is that correct?**

> NHT A #6)        Yes, that is correct.  If there are multiple trainees under a contract, and they do not all begin their on-the-job training (OJT) program on the same date, each trainee's "training program," as documented in the unique OJT Training Plan, could begin on a unique date.  The OJT training start date for each trainee could be the same date he/she is hired, or up to six (6) months after the trainee was hired.
>
> In addition, per Section II.D. of the NHT RFA, contracts resulting from this solicitation will be awarded for a period of up to one (1) year, beginning with the contract start date. The contract start date is the first day that contract-funded activities, such as OJT programs, can begin, but training activities are not required to commence on that same day.  Therefore, some OJT programs could begin on the start date, with others beginning days, weeks, or months later, through to the end of the contract term, provided each trainee begin the OJT within six (6) months of being hired.

## *New Questions as of 8/16/19 start below:*

**NHT Q #7)        Can NHT funding support the training of new hires for fast food industry locations?**

> NHT A #7)        NHT funding may support the training of new hires for fast food industry locations, as it is for newly hired workers in need of skills upgrade training for their job responsibilities immediately after hire.  However, additional information on the specific training required for these workers is necessary to determine whether NHT funding is appropriate.
>
> As stated in Section III.C.3. of the NHT RFA, Applicants that align their proposed occupational skills training program with the priorities outlined in WIOA Regional Workforce Plans regarding priority industries and sector strategies will be awarded additional points in scoring.  You may wish to verify whether the food/beverage industry is a priority industry in your region.  Regional Plans from 2016 may be found at https://labor.ny.gov/workforcenypartners/lwda/regional-plans.shtm.  A spreadsheet of priority industries by region from the 2016 Regional Plans is also attached to this RFA (PIR Attachment).

**NHT Q #8)        As part of the funded program services: is it mandatory to provide OJT training in addition to the credential service? Or is it possible to just provide on the job training?**

> NHT A #8)        An Applicant can provide on-the-job training only.  However, as stated in Section III.C.2. of the NHT RFA, while an Applicant can apply if the proposed training program does not provide a credential, additional points will be awarded during the scoring process to those programs that help trainees achieve credential(s) given by third-party issuers or accredited institutions.

**NHT Q #9)       As the applicant of the RFA, can we submit a proposal for the training of new hires of various businesses, i.e. various fast food restaurants, educational programs (after school program staff), or is the funding only for employees that will be hired under my company?**

NHT A #9)       No, the application cannot be for new hires of various businesses.  Per Section III.B. of the NHT RFA, a newly hired worker must have been hired as an employee of the Applicant business within six (6) months of the start of training.  Newly hired workers must be hired as full-time employees of the Applicant's business and not independent contractors or contract employees.

**NHT Q #10)      What is the overhead percentage that can be requested?**

NHT A #10)      There is no percentage allowed for overhead.  The NHT program is intended to fund on-the-job occupational skills training for newly hired workers in need of skill upgrade training for their job responsibilities immediately after hire.  As indicated in Section II.B. of the NHT RFA, no funds are available for any other costs, including administrative costs, direct and indirect.  This RFA does not involve a sub-recipient relationship between the Applicant and NYSDOL, which makes payment of indirect costs unwarranted in this situation.

**NHT Q #11)      Is there any allocation for the supervision of the program?**

NHT A #11)      Per Section II.B.3. of the NHT RFA, Restrictions on the Use of Funds, funding will not pay for the supervision costs of the trainees.

**NHT Q #12)      Can classroom training (either an outside vendor or in-house trainer) be included as a reimbursable expense, either as a stand alone training or an on-site OJT program through the NHT program?**

NHT A #12)      No, classroom training is not a reimbursable expense under the NHT Program.  NHT funds may only be used for on-the-job occupational skills training for newly hired workers in need of skill upgrade training for their job responsibilities immediately after hire.

## *New Questions as of 10/18/19 start below:*

**NHT Q #13)      If a business uses temp agencies to hire employees temporary to permanent, would new employees who start temporary to permanent for their first three to four months still fall under the NHT timeline (hired within six months) or would the NHT six-month timeframe start from the date of actual permanent employment with the business?**

NHT A #13)      Per Section III.B. of the NHT RFA, Trainee Eligibility, a newly hired worker must have been hired as an employee of the Applicant business within six (6) months of the start of the training.  Therefore, the six (6) month timeframe will begin when the worker is hired as an employee of the business and not when he/she is employed by the temp agency.

**NHT Q #14)      For the NHT Program, what constitutes a new hire?  Can I include a new hire that has already been hired and started training before the application is submitted?  Can it be a former employee who is re-hired?**

NHT A #14)      A new hire is an employee hired by the Applicant business within six (6) months of the start of the training program.  This can include a trainee who was hired prior to the start

of the training, as long as the training program begins within six (6) months of hire.  It can also include a former employee who is re-hired, as long as the occupational skills required of that trainee are different than those previously required of the trainee when he/she was an employee.

## *New Questions as of 11/13/19 start below:*

**NHT Q #15)** **Is our Regional Transportation Authority an eligible applicant?**

NHT A #15)     Per Section III.A. of the NHT RFA, Applicant Eligibility, eligible applicants for the NHT Program are for-profit entities, including corporations, LLCs, and LLPs; and private sector NFP entities.

**NHT Q #16)** **Would training 30 hours a week be considered full-time and eligible for a 5-10 week period?**

NHT A #16)     Training under the NHT Program may take place for a number of hours, as determined by the Applicant business, to ensure the new hire(s) becomes proficient in the required occupational skills.  As per the example, this may be 30 hours per week for 5-10 weeks or can take place for up to one year, the maximum contract period.  However, note that as per Section II.B.1. of the NHT RFA, training must take place during the newly hired employee's work hours only.

**NHT Q #17)** **If NHT trainees are placed at part-time (25-30 hours/week) are they eligible? Full-time?**

NHT A #17)     Per Section II.B. of the RFA, Use of Funds, newly hired employees who receive training through this opportunity must be hired for full-time employment in NYS, defined as 35 hours per week.

**NHT Q #18)** **[REVISED 12/16/19] Our training starts in April 2020. Is there time to apply? Can the application be after the fact?**

NHT A #18)     Yes, there is still time to apply for an April 2020 start date.  Eligible trainees are those hired as an employee of the business within six (6) months of the start of the training.  However, the training program funded with NHT funds cannot begin prior to the contract start date.  Therefore, the application should be submitted prior to hiring a new employee and the start of the training program.

**NHT Q #19)** **Would the cost of contractors to do the training be covered?**

NHT A #19)     No, the cost of contractors to conduct the training is not covered under the NHT Program.  NHT funds may only be used to reimburse the Applicant business for a percentage of the newly hired employees' wages for a period of time appropriate for the employee to become proficient in the occupational skill(s), not to exceed one year.

## *New Questions as of 12/16/19 start below:*

**NHT Q #20)** **For NHT consideration (i.e. 75% reimbursement of trainees wages), we plan to open positions after/at certification, but may be incented to do so earlier (would help us train in advance of**

**need and strengthen our operations) if we could pre-quality *in advance* for this opportunity. Is this a possibility, or is the NHT only for already hired individuals?**

> NHT A #20)    No, the NHT is not only for already hired individuals. There is no pre-qualification for the CFA WDI. Applicants must complete a Phase One application to detail the specific occupational skills training program they plan to provide before being recommended to move to Phase Two. For additional information on the two-phase CFA WDI process, see G A #1 in this document.

> Per Section III.B of the NHT RFA, a newly hired worker must have been hired as an employee of the Applicant business within six (6) months of the start of the training. However, the training program funded with NHT funds cannot begin prior to the contract start date. Therefore, the application should be submitted prior to hiring a new employee and the start of the training program.

**NHT Q #21)    My question is partially answered by NHT Q & A #14 regarding what constitutes a new hire and whether it can include a former employee. Is there a minimum amount of time a former employee has to be separated from the business before he/she can be re-hired and enter an NHT program? Can this include newly hired employees who were formerly independent contractors of the business?**

> NHT A #21)    No, there is not a minimum amount of time a former employee has to be separated from the business before he/she can be re-hired and enter an NHT program. However, as per NHT A #14, NHTs that include former employees who are re-hired must train the employee in occupational skills different than those previously required.

> Per Section III.B. of the NHT RFA, independent contractors are not eligible trainees. However, if the independent contractor is now working as an employee of the Applicant business, he/she is eligible for the NHT Program as long as the occupational skills to be acquired are different than those he/she was required to have as an independent contractor.

## *New Questions as of 1/14/20 start below:*

**NHT Q #23)    Are municipalities eligible for the NHT Program?**

> NHT A #23)    Per Section III.A. of the NHT RFA, Applicant Eligibility, eligible applicants for NHT funding are for-profit entities and private sector not-for-profit entities. Municipalities do not fall under either of these categories, and are therefore not eligible for NHT. Municipalities are eligible for NYSDOL's UWT Program only.