

New York State Department of Labor (NYSDOL) Workforce Development Training (WDT) Program Questions and Answers

(Updated 10/15/2024. New questions and answers are added frequently and indicated below after each revision date.) The Request for Applications (RFAs) for both programs are available on NYSDOL's [Funding Opportunities webpage](#).

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Frequently Asked Questions (FAQ)

FAQ #1) Is there a deadline for applications for the NYSDOL Workforce Development Training (WDT) Program Employee Retention and Advancement Training (ERAT) and Reemployment Training Grant (RTG) RFAs?

FAQ A #1) Yes, the deadline for application submission for both the ERAT and RTG programs is August 2, 2024.

FAQ #2) How do I apply for the NYSDOL WDT programs?

FAQ A #2) Prospective Applicants must apply via the Statewide Financial System (SFS) website at: <https://esupplier.sfs.ny.gov/psp/fscm/?cmd=login&languageCd=ENG>.

All Applicants must be registered in SFS prior to submission, and all non-governmental not-for-profit (NFP) Applicants must be designated as prequalified prior to application submission. Please see Section IV. of the Requests for Application ([RFAs](#)) for additional application submission instructions.

FAQ #3) I have questions about the process of registering our organization in the Statewide Financial System so that we may apply for a WDT program. Where can questions about this process be directed?

FAQ A #3) SFS is a Statewide accounting and financial management system that is not specific to NYSDOL. For questions about this process please contact the SFS Helpdesk by calling (518) 457-7717 or (855) 233-8363 (toll free), or by emailing grantsreform@its.ny.gov.

FAQ #4) Where can I find the attachments I am required to submit with my application and how do I submit them in SFS?

FAQ A #4) All required application attachments, as outlined in Section IV.D. of the [RFAs](#), can be found in SFS under Event Comments and Attachments and must be attached to the corresponding question in the event.

FAQ #5) If our organization was awarded in previous rounds of the Consolidated Funding Application Workforce Development Initiative (CFA WDI) or past traditional CFA rounds, are we eligible to apply for WDT funding?

FAQ A #5) Yes, per Section VI.A. of the ERAT and RTG program RFAs, Applicants that received a previous award(s) under the CFA WDI Initiative or past traditional CFA rounds, and who have completed services and expenditures and closed out the contract(s) may apply for these funds.

Applicants that received a previous award under the CFA WDI Initiative or past traditional CFA rounds with a current open contract, who have successfully served at least 75% of the planned participants and have expended at least 75% of the previously awarded funds, may also apply for these funds, if funding and time remain.

FAQ #6) Are applicants able to train (upskill, reskill) individuals through NYSDOL's ERAT and RTG programs and still be eligible for other CFA programs available through participating agencies/authorities?

FAQ A #6) Yes, Applicants can train existing employees through ERAT and/or unemployed/underemployed individuals through RTG and may still be eligible for other CFA programs, depending on those programs' eligibility criteria.

FAQ #7) What is the best way to explain to potential applicants about intermixing programs and reimbursement for the NYSDOL WDT grant?

FAQ A #7) Applicants can reach out to the Business Services Representative (BSR) for their region for more information. A list of BSRs by region can be found [here](#).

Applicants can also submit questions to CFA@labor.ny.gov so that the NYSDOL Grants & Solicitations Unit may determine the appropriate entity to provide a response.

FAQ #8) How long is the application approval process from application submission?

FAQ A #8) We are unable to provide an actual timeline from application submission to approval as there are many factors involved that could make this timeframe shorter or longer.

FAQ #9) Our organization provides job training ourselves to our candidates. Will NYSDOL's programs fund the job trainers we use who are skilled creative technologists and educators or do we have to use outside facilitators?

FAQ A #9) Under both the ERAT and RTG programs, the Applicant organization is allowed to provide in-house training services or utilize outside training providers. Please note that regardless of the type of training provider utilized, the Applicant must provide cost comparison information for the chosen training provider and two additional training providers. Please see Section V. of the program [RFAs](#) for additional information on the Cost Comparison Worksheet (CCW).

FAQ #10) What is the difference in applying for ERAT versus RTG for underemployed workers in our business?

FAQ A #10) For ERAT, businesses are training their current employees who are working in low or middle-skills positions to enter or remain in middle-skills positions, or eventually receive promotional opportunities.

For RTG, underemployed workers may work in one field and want to transition to a better paying field after training completion. RTG Applicants have to have partnerships with businesses who will agree to at least interview the trainees, and it is not typically their own employees receiving the training.

FAQ #11) What is the maximum award that can be received if the Applicant organization chooses to do a contract renewal?

FAQ A #11) For ERAT, Applicant funding is based on the size of the organization. If a contract renewal is requested, Applicants with 2-50 employees may receive a maximum award amount of up to \$200,000; up to \$400,000 for Applicants with 51-100 employees; or up to \$600,000 for Applicants with 101 or more employees.

For RTG Applicants that choose to do a second-year contract renewal, the maximum amount of the award is up to \$500,000.

For WRT Applicants that choose to do a second-year contract renewal, the maximum amount of the award is up to \$700,000. **(AMENDED 9/30/2024)**

General Questions (GQ)

G Q #1) Are prospective grantees allowed to apply for all three of the funding opportunities (RTG, ERAT, and WRT)?

G Q A #1) Prospective Applicants are allowed to apply for both the ERAT and RTG programs at this time, as long as they meet each program's eligibility criteria, and can also apply for the upcoming Work Readiness Training (WRT) Program once it is released.

Note that for those applicants applying for ERAT and/or WRT in addition to RTG funds, the funds cannot be combined for the same trainees.

G Q #2) What is the maximum award amount per grantee/per project for ERAT and RTG?

G Q A#2) The maximum award amount per grantee varies between programs:

- For ERAT, Applicant funding is based on the size of organization. For Applicants with 2-50 employees the maximum award amount is up to \$100,000; up to \$200,000 for Applicants with 51-100 employees; and up to \$300,000 for Applicants with 101 or more employees;
- For RTG Applicants the maximum amount of the award is up to \$250,000; and
- For WRT, awards may not exceed \$350,000 per Bidder.

G Q A#3) We have a contract with NYSDOL's Workforce Development Initiatives Round 3 Unemployed/Underemployed Worker Training (CFA WDI UWT). As the contract ends on 08/07/2024, we would be eligible to apply for the RTG grant?

G Q A#3) Yes, per Section VI.A. of the ERAT and RTG program RFAs, Applicants that received a previous award(s) under the CFA WDI Initiative or past traditional CFA rounds, and who have completed services and expenditures, and closed out the contract(s) may apply for these funds.

Applicants that received an award under the CFA WDI Initiative or past traditional CFA rounds with a current open contract, who have successfully served at least 75% of the planned participants and have expended at least 75% of the previously awarded funds, may apply for these funds, if funding and time remain.

G Q #4) When will NYSDOL release the WRT Request for Proposals (RFP)?

G Q A#4) We do not currently have a release date for the WRT RFP. Please continue to check our Funding Opportunities webpage: <https://dol.ny.gov/funding-opportunities-0> for updates.

G Q #5) What are the overall goals for the training effort?

G Q A#5) For ERAT, the purpose is to provide occupational skills training, consistent with regional priorities, to incumbent workers who are currently in low and middle-skills occupations, leading to job advancement and retention.

For RTG, the purpose is for eligible organizations to provide occupational skills training consistent with regional priorities to unemployed/underemployed individuals to qualify them for full-time or part-time employment or if currently employed, a higher level of employment.

G Q #6) Is NYSDOL looking for in-person (on-site) training, virtual training, or a hybrid method?

G Q A#6) The training can be in-person, virtual, hybrid, or a combination if training in multiple courses. The training method is left up to the Applicant but must be indicated in the application and in the Detailed Budget Attachment (DBA) for each course. Any costs associated with a training that take place outside of NYS must be paid by the Applicant using non-grant funds. If the training takes place virtually, the trainee must be a NYS resident.

G Q #7) Can we partner with consultants to bring in relevant subject matter expertise?

G Q A# 7) Funds may be used to enlist the services of a training provider to deliver occupational skills training. Applicants that do not have their own 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.

G Q #8) Does the agency have internal specialists or subject matter experts that will need to be consulted?

G Q A#8) NYSDOL does not have internal specialists or subject matter experts that need to be consulted. However, NYSDOL does encourage Applicants to utilize training providers on the Eligible Training Providers List (ETPL, available at https://apps.labor.ny.gov/ETPL_V2/, those this is not required.

G Q #9) What is the start/end date of the trainings?

G Q A #9) The start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL, and no later than six (6) months after the date of the award letter. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and will be ineligible for reimbursement. Additionally, any training provided after the contract end date will fall outside the contract period and will be ineligible for reimbursement. Initial contracts will be awarded for a period of up to one (1) year with a renewal period for one (1) additional year at the discretion of NYSDOL.

G Q #10) Does NYSDOL use a Learning Management System? If yes, can we know what LMS is utilized?

G Q A#10) NYSDOL does not use a Learning Management System for grant activities.

G Q #11) Will the location have a training center with audio-visual equipment?

G Q A#11) The Applicant is responsible for the training center location. If the Applicant does not have its own in-house training staff, it is encouraged to enter into a contract with an external training provider(s) to facilitate the training (please also see the response in G Q A#7).

G Q #12) Will the agency be responsible for printing training materials required for the training?

G Q A#12) The Applicant or its selected training provider(s) is responsible for providing all materials directly associate with the training. The cost of any materials directly associated with the training is an allowable cost category under the ERAT and RTG RFAs.

G Q #13) Is there an incumbent vendor that has provided this training previously?

G Q A#13) Please see the response in G Q A#8.

G Q #14) Is there an MWBE participation rate targeted?

G Q A#14) There is not a specific goal for participation by Minority and Women-owned Business Enterprises (MWBEs). Applicants are encouraged to make good faith efforts to promote and assist in the participation of MWBEs.

G Q #15) When completing the required Executive Order 16 attachment, if a company checkmarks #3 as a response indicating they do conduct business operations in Russia, is this grounds for disqualification?

G Q A#15) If an Applicant checkmarks #3, it would be grounds for disqualification. However, if the Applicant can appropriately checkmark #2A on the attachment indicating they are taking actions to decrease/eliminate the need to conduct this business in Russia, they could be eligible to receive funds. Materials would need to be provided to NYSDOL explaining how operations in Russia are limited, including:

- A description of the extent of the Applicant's commercial dealings in Russia;
- How the material is being procured ethically and without contribution to the ongoing war in Ukraine;
- What specific steps the Applicant is taking to develop processes within the United States to create the raw material at the required specification and build a strategic stockpile;
- Whether if awarded, trainees funded under this grant would be working with the material procured from Russia;
- What the Applicant's plans are for procuring this material outside Russia, regardless of whether the federal funding is awarded or not; and
- The timeline for ceasing operations in Russia.

New Questions as of 06/14/24 start below:

G Q #16) I am currently running a program from a past CFA round. I am reapplying and would like to know if trainees who participated in the past can participate again (assuming they still qualify)?

G Q A#16) No, the trainees who participated in a past CFA program cannot participate again since the intention of the CFA WDI and the WDT programs is for trainees to immediately gain employment or a higher level of employment after the completion of the training.

G Q #17) Regarding the attachment "EEO Staffing Plan" is the "solicitation/Contract No." the same as the "event number"? Please advise.

G A #17) Yes, the solicitation/Contract No. is the same as the event number.

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Employee Retention and Advancement Training (ERAT) Questions

ERAT Q #1) My organization is interested in applying for the ERAT grant, as we could leverage funding to upskill our own employees. Can you clarify whether, if awarded, grant funds can also be used to train employees of our local business partners?

ERAT A #1) No, the funding cannot be used to train employees of local business partners. The purpose of the funding is to provide occupational skills training for incumbent workers of the Applicant who are currently employed in low or middle skills occupations, leading to job advancement and retention.

ERAT Q #2) Would we be eligible to apply for ERAT funding to support occupational training to employees in more than one title/position or JobZone (provided they are eligible positions under this RFA)?

ERAT A #2) Yes, ERAT funding can be used to support occupational training for trainees in more than one title/position or JobZone as long as they are in low to middle-skills occupations (JobZone codes 1,2, or 3). Trainees in high-skills occupations (JobZone codes 4 and 5) are not eligible for training under the ERAT RFA.

ERAT Q #3) The RFA states "ERAT 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." Could you clarify if the number of employees refers to the total number of employees of the applicant entity, or the number to be trained using the requested funds?

ERAT A #3) The number of employees refers to the total number of employees of the Applicant entity.

New Questions as of 6/14/24 start below:

ERAT Q #4) We are applying for the ERAT funding for our LPN program. I had a question about completing the master training list. How do we complete this document if we do not yet have specific employees identified for this training? (AMENDED 7/9/2024)

ERAT A #4) The Master Training List (MTL) should include a list of trainees intended to be trained under the proposed training program. It is preferred that it be completely filled out at the time of application submission. However, if the Applicant does not have specific employees identified for training when submitting the application, it can indicate "TBD" in the column for the trainees' names. A final MTL would need to be submitted with those trainees identified following award and during contract development.

ERAT Q #5) Could you confirm if learners in Middle Skills (Zone 3) may have a bachelor's degree? We have an employer partner who is interested in upskilling their incumbent workers through this grant but want to solidify that degree-holders will not be disqualified.

ERAT A #5) Yes, trainees in middle-skills occupations may have a bachelor's degree as long as they are not in a Job Zone 4 or 5 occupation.

ERAT Q #6) Could you please confirm that the employer does not need to guarantee a promotion for the graduate as part of this program? They'll have to report on career trajectory for the trainees, but there does not need to be a set promotion following the course?

ERAT A #6) Correct, the employer does not have to guarantee a promotion for the trainee, but does need to provide occupational skills training that will qualify the trainee for job retention and advancement.

ERAT Q #7) What is the highest ERAT award amount?

ERAT A #7) Please see the response in FAQ A#11 for the award amount scale based on the total number of employees in the organization.

ERAT Q #8) Is this grant available for startup businesses hiring staff?

ERAT Q #8) No, grant funds are not permitted for the hiring of staff. Per Section II.B.1. of the ERAT RFA, allowable costs include:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training;
 - Training provided by in-house staff of the Contractor may not be billed to NYSDOL at a per trainee rate. The ERAT Program will only reimburse the actual hourly wage rate (salary only, no fringe benefits) of the in-house trainer while engaged in hours of classroom training provision. Training by the in-house staff must be for a minimum of two (2) trainees per course.
 - While outside vendors can bill to the Contractor at a per trainee rate, or at an hourly, weekly, or per course rate, ERAT Program reimbursement will be based off of a budgeted per trainee rate times the actual number of attending trainees.
- 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.

ERAT Q #9) Our organization has IRS 501(c)(3) status. Per the RFA guidelines, "eligible applicants for ERAT funding include for-profit entities, including corporations, LLCs, and LLPs; and private sector NFP entities". Would our organization be eligible to apply based on these criteria?

ERAT Q #9) The organization would qualify for ERAT funding if it is a for-profit entity (including corporations, LLCs, and LLPs) or a private sector not-for-profit (NFP) entity, with two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract.

ERAT Q #10) We cannot find detail in the ERAT RFA about indirect rates, salary, and fringe, and how these costs can be added to the detailed budget attachment. Can you provide guidance on this?

ERAT A #10) Per Section II.B.3. of the ERAT RFA, funding does not cover administrative costs, direct or indirect. The RFA does not involve a sub-recipient relationship between the applicant and NYSDOL, which makes payment of indirect costs unwarranted. In addition, the ERAT program will only reimburse the actual hourly wage rate (salary only, no fringe benefits) of the in-house trainer.

ERAT Q #11) Can we submit a proposal to hire our employees and offer workforce development services to strengthen our organization management.

ERAT A #11) No, applications will not be accepted for the hiring of employees. The purpose of the ERAT RFA is to provide occupational skills training to incumbent workers who are currently in low and middle-skills occupations, leading to job retention and advancement.

In addition, per Section III.B. of the RFA, the incumbent workers must be 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 (at least 51%) 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 07/09/24 start below:

ERAT Q #12) My organization is exploring the possibility of submitting a request for support through the NYSDOL ERAT Program. Are public authorities eligible applicants for the program?

ERAT A #12) No, public authorities are not eligible applicants for the ERAT program as their employees do not meet the trainee eligibility requirements of the RFA. Per Section III.B. of the EET RFA, "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."

ERAT Q #13) Can funding be used to train existing staff for advancement in their career tracks?

ERAT A #13) Yes, ERAT funding must be used to support occupational skills training for existing employees' job advancement as long as their current occupation is in the low to middle-skills occupations (JobZone codes 1,2, or 3). Trainees in high-skills occupations (JobZone codes 4 and 5) are not eligible for training under the ERAT RFA.

ERAT Q #14) Can funding be used to train existing staff to move to new roles at an organization?

ERAT A #14) Please see the response in ERAT A #13.

New Questions as of 07/26/24 start below:

ERAT Q #15) We are seeking clarification on the specific requirements that our instructors need to meet to be in compliance with New York State regulations. We want to ensure that our training programs not only meet but exceed the expectations set by the ERAT grant. Additionally, we would appreciate any guidance or resources you could provide on the following:

- 1. The specific criteria or qualifications required for instructors under the ERAT grant.**
- 2. Any documentation or certification required for instructors.**

3. The process for validating and verifying instructor qualifications.

ERAT A #15) The ERAT RFA does not have specific requirements or criteria for instructors in regard to any NYS regulations.

ERAT Q #16) Does this grant cover 50% of the wages of the employees to attend in house and contracted (outsources) upskilled/advanced training? Do 50% of incumbent employee wages counts as applicant contribution and can 50% of their wages be funded by the grant?

ERAT A #16) No, grant funds cannot be used to cover a portion of the wages paid to the employees during the training program. However, wages paid to trainees while participating in the training may be used toward satisfying the leveraged funding requirement (See Section II.C of the [ERAT RFA](#) for details on this requirement).

ERAT Q #17) How many ERAT awards will be issued during this grant cycle? Is there a listing of prior ERAT award recipients?

ERAT A #17) There is no pre-determined number of awards to be made under the ERAT program during this funding cycle. Funding for both the ERAT and RTG programs is available on a first-come, first-serve basis. Applications will be accepted, reviewed, and awarded on an on-going basis and in the order they are received until funding is expended.

There are no prior ERAT awardees as this is a new program, but any awards will be posted on our Funding Opportunities [webpage](#) as they are announced.

ERAT Q #18) If an organization is also considering applying for RTG funding, will the pursuit of RTG funding negatively impact the organization's chances of receiving ERAT funding?

ERAT A #18) No, the pursuit of RTG funding will not negatively impact an organization's chance of receiving ERAT funding. Please see the response in G Q A#1 for more information.

ERAT Q #19) Our organization typically charges anywhere from 10% to 13.28% of a contract's direct costs for administrative overhead, as essential functions like quality assurance, fiscal management, payroll processing, liability insurance, and space costs are shared. Why does this RFA not allow administrative costs? The explanation on page 6 of the RFA does not take into consideration the fact that institutions that will be responding to the solicitation need a solid administrative infrastructure to support program service activities.

ERAT A #19) Administrative costs, direct and indirect are not an allowable cost in the ERAT RFA. The ERAT RFA does not involve a sub-recipient relationship between the Applicant and NYSDOL, which makes payment of indirect costs unwarranted in this situation.

ERAT Q #20) Is proof of matching support required? If so, what should that proof be?

ERAT A #20) There is no proof of matching required in the application process. Applicants are only required to indicate the required amount of leveraged funding in the Detailed Budget Attachment.

ERAT Q #21) This inquiry is in regard to the deadline for the ERAT deadline for submission, which replaced the CFA WDI EET. The past few years, for the CFA awards, there was no deadline for submission. According to the latest Funding Opportunity, the deadline for submission is August 2, 2024. Our current contract for CFA WDI EET Round 3 has not been executed yet, so we would not be eligible at this time to submit an ERAT application. Please let me know if there is anything we can do to apply for the ERAT.

ERAT A #21) Our CFA WDI programs were also rolling RFAs and always had a deadline date for submission. The deadline date for ERAT is August 2, 2024, so if the organization does not yet have an executed contract for a CFA WDI Round 3 program, it is not eligible to apply at this time. However, we anticipate continuing the WDT programs in the future, which would enable the organization to apply at another time. Please continue to visit the NYSDOL Funding Opportunities webpage for future releases and see the response in FAQ Q A#5 for additional information.

ERAT Q #22) What jobs are included in Job Zone codes 1, 2, and 3?

ERAT A #22) Applicants should utilize [O*NET](#) to identify the low-to-middle-skills/JobZone 1, 2, and/or 3 positions targeted by this funding opportunity.

Detailed information about the various JobZones may be found at https://www.onetonline.org/help/online/zones/?_sm_au=iVV8kWZnSq4MRMWj.

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Reemployment Training Grant (RTG) Questions

RTG Q #1) We are on the ETPL but are not yet a Registered Apprenticeship Program (RAP) with NYSDOL. We are a United States Department of Labor (USDOL) RAP and have National Program Standards (NPS) Standing. Are we still eligible to apply for and receive RTG funding?

RTG A #1) This RFA does not require an applicant to be a RAP. You would be eligible to apply if your organization meets the Applicant eligibility criteria outlined in Section III.A. of the RTG RFA.

Please note, the purpose of the RTG RFA is for eligible organizations to provide occupational skills training to unemployed/underemployed individuals to qualify them for full-time or part-time employment or if currently employed, a higher level of employment. On-the-Job training (OJT) is not an allowable activity under this program.

RTG Q #2) We were awarded a grant under the old unemployed/underemployed funding. Another school with common shareholders has a separate FEIN and is located in the same area. Would those two schools be able to apply for separate contracts for the RTG RFA?

RTG A #2) Yes, as long as the Applicants are two separate entities. Per Section III.A. of the RTG RFA, separate operations or locations of an eligible Applicant may apply separately if they have different Federal Employer Identification Numbers (FEINs). However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole.

New Questions as of 6/14/24 start below:

RTG Q #3) The O*NET code system has a specific category for our occupation. However, your spreadsheet for Priority Occupations does not list that code. Our school received an unemployment/underemployment grant last year from NYSDOL in its previous format. Will the fact that our occupation is not considered a Priority Occupation hurt us from a preference standpoint if most other applicants submit applications for Priority Occupation training?

RTG A #3) No, the fact that your occupation is not on the Priority Occupation list will not preclude your organization from an award. A total of 65 points are available in scoring for the Program Design part of the application. The question that refers to priority industries (question

number 4) in the Program Design is only worth 1 of the 65 points. Applications do not need to obtain full points in the Program Design to be awarded. For more information regarding the Application Review and Selection see Section V. of the RTG RFA.

RTG Q #4) In the section of the RFA designated "Restrictions on Use of Funds" - "interest costs incurred by provider agencies" is listed. Could you elaborate on what this provision precludes? Would this exclude interest expense incurred by the provider for financing (i.e., the costs of equipment and books), which could run into the thousands that would not be recoverable for several months at completion?

RTG A #4) RTG funding will only pay for costs directly related to providing training as per Section II.B.1. of the RFA. Interest costs incurred by the provider for financing items such as equipment and books are not an allowable cost.

RTG Q #5) The RFA does not set a specific percentage of the total number of trainees that must ultimately complete the training, get credentials, or be placed in employment. Is there an unwritten standard or expectation for each category? Would placement in a non-related occupational field to the credential obtained suffice as a successful outcome?

RTG A #5) There is no standard set for successful outcomes at this time.

RTG Q #6) We are in the process of obtaining an extension from the last round. Will this extension preclude us from consideration from grant award funding on our RTG application?

RTG A #6) Please see the response in FAQ A #5.

RTG Q #7) In SFS under the "Event Description" it states that "Multiple Bids Allowed". Does this mean that we can submit more than one program bid?

RTG A #7) While SFS does accept multiple applications from one applicant, under the RTG RFA an applicant and its components are only eligible for one (1) award at a time (see Section VI.A. for more information on when Applicants that have already received funding are eligible for an additional award). Separate operations or locations of an eligible Applicant may apply separately if they have different Federal Employer Identification Numbers (FEINs).

RTG Q #8) Question 1 in the SFS states – "Applicant is a for-profit entity, including a corporation, LLC, or LLP; not-for-profit (NFP) entity; municipality; or a college or university." On page 12 of the RFA, Applicant Eligibility states – "Eligible Applicants for RTG funding include for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities". "And educational institutions, including" was omitted from the SFS question. Should it be included?

RTG A #8) Yes, educational institutions are eligible applicants and should be included. Per section III.A. of the RFA, eligible applicants for RTG funding include for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities.

RTG Q #9) If our training program (located in the NYC region) trains students who live across multiple regions (for example, NYC and Mid-Hudson) can the jobs we are preparing them for be commensurate with the regional priorities across those multiple regions? Or does the priority industry need to align with the physical location of the training site?

RTG A #9) It is not a requirement that all training align with regional priorities. Instead, additional points in scoring will be awarded to applicants that provide training in priority industries commensurate with regional priorities. The priority industry will be scored based on the training location.

RTG Q #10) As an Eligible Training Provider (ETP) for NYS and prior awardee for CFA UWT grant, is the RTG grant a grant that a training provider can be an applicant for in partnership with businesses seeking to hire skilled employees?

RTG A #10) Yes, if your organization meets the eligibility criteria outlined in Section III.A. of the RTG RFA, which includes for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities, it is an eligible RTG Applicant

In addition, Applicants are required to demonstrate business engagement in their occupational skills training and job placement efforts via Attachment BE, Business Engagement.

RTG Q #11) The RFA refers to the Work Plan Attachment (WPA) on page 23, but the WPA is missing in the attachment and appendices section on page 35 of the RFA document.

RTG A #11) The Work Plan is available to fill out in your application in SFS and is not an attachment to the RFA. After answering the event questions in SFS you need to fill out your Budget and Work Plan.

To access the Budget and Work Plan, scroll to the bottom of the bid response and click on the link under “Lines” for Period Details-1 under the “Period” column. Once you click that link it will bring up a link for the Budget Properties and Work Plan Properties. To fill out the Work Plan click on the link for the Work Plan Properties. Both the Budget and Work Plan will need to be completed prior to submitting your application in SFS.

For more information, please refer to the Grantee Processing in SFS Handbook available in SFS Coach Training or contact the SFS Help Desk by emailing helpdesk@sfs.ny.gov or by phone at (518) 457-7717 or (855) 233-8363 (toll free).

RTG Q #12) Concerning the Business Engagement requirement, is it necessary for the business to be registered in New York State (NYS)? Alternatively, are companies located outside of NYS eligible for consideration? (i.e., companies located outside of NYS that have available job openings and are willing to interview trainees).

RTG A #12) There is no requirement that the business must be in located or registered in NYS. However, the trainees must be unemployed or underemployed workers residing in NYS.

RTG Q #13) Could you please provide clarity on the preferred duration for the training programs you are seeking?

RTG A #13) Applicants must only include training opportunities that can be reasonably accomplished within a one-year time period.

RTG Q #14) Are partnerships with NYC Career Centers required? The RFA says that formal agreements are not required but identifies them as “mandated” partners. Are they mandated or not?

RTG A #14) Partnerships with NYS Career Centers are not required, but extra points in scoring will be awarded to applicants providing evidence of a partnership with one (1) or more of the mandated Career Center partners. The mandated partners refer to the local partnerships

required under the Workforce Innovation and Opportunity Act (WIOA). Please refer to Section VII in the [RFA](#) for the full list of mandated local Career Center partners.

RTG Q #15) Are unemployed workers defined as people that do not currently have a job, therefore including young individuals entering the workforce?

RTG A #15) Per [WIOA](#), the term “unemployed individual” means an individual who is without a job and who wants and is available for work. If young individuals entering the workforce intend to gain employment immediately following the training and meet all other eligibility requirements, they could be eligible.

RTG Q #16) My organization provides career training for unemployed workers. We would also like to train our existing employees to advance their careers. Can we apply for both opportunities, Reemployment Training Grant and Employee Retention and Advancement Training?

RTG A #16) Yes, you can apply for both RTG and ERAT. Please note that funds cannot be combined for use for the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL program.

RTG Q #17) We have two programs that are strongly aligned with this RFA. They use a similar training curriculum, but serve two different populations which do not overlap, and offer different types of supportive services, based on the distinct needs of the two populations.

Would we be eligible to receive support for both of these two programs separately through this RFA, by submitting two different applications, one for each program? Or may an organization only receive one grant contract through this RFA?

RTG A #17) An Applicant and its components are only eligible for one award at a time under this RFA, not one per location or program, 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 if they have different Federal Employer Identification Numbers (FEINs). However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole.

However, multiple training programs may be applied for in the same application, as long as the request for funding covering both programs does not exceed the \$250,000 cap.

RTG Q #18) Our organization has IRS 501(c)(3) status. Per the RFA guidelines, "eligible applicants for RTG funding include for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities". Is our organization eligible to apply based on these criteria?

RTG A #18) If your organization qualifies as a NFP entity then you would be eligible to apply.

RTG Q #19) Our question concerns whether we can apply for funds to support two separate training programs under one application.

The RFA states, “Applicants must draft their requests for NYSDOL funding as stand-alone training programs”. Can you please clarify – can we include the training programs for both in one application or are we required to submit two separate applications, on behalf of each training program?

RTG A #19) Both programs can be included in one application. An applicant and its components are only eligible for one award at a time under this RFA (see the response in RTG A #17 for more information).

RTG Q #20) As grants are only for a one-year period (with potential 2nd year renewal), do the trainees need to be able to complete the program including certification within a one-year period? For instance, if the training program is a bachelor's degree program that requires a total of four years, can trainees complete one year of the program towards the degree? If so, does it matter if it is the first year or the final year (the one in which the degree is conferred)?

RTG A #20) Per Section II.D. of the RTG RFA, Applicants must only include training opportunities that can be reasonably accomplished within a one-year time period. Contracts may be renewed for one (1) additional one-year period at the discretion of NYSDOL, but this renewal must be for a different cohort of trainees.

Further, RTG funding is not intended to fund bachelor's degrees as the intent of the program is that trainees will obtain employment or a higher level of employment immediately following the training.

RTG Q #21) Can you confirm the required application partnerships needed for the grant as well as suggested partners?

RTG A #21) There are no required partnerships for the RTG RFA. While a formal partnership agreement is not required, partnering with one (1) or more of the WIOA mandated Career Center partners may complement the services provided by Applicants and enhance benefits available to trainees. In addition, Applicants providing evidence of partnership with one (1) or more of the mandated partners will receive extra points in scoring. Please refer to Section VII of the RTG [RFA](#) for the full list of Career Center partners.

New Questions as of 07/09/24 start below:

RTG Q #22) My organization is exploring the possibility of submitting a request for support through the NYSDOL Retraining Grant. Would you be able to let me know whether public authorities are eligible applicants?

RTG A #22) Eligible Applicants for RTG funding include for profit entities, including corporations, LLC, LLPs, etc.; NFP entities; municipalities; and educational institutions, including colleges and universities. If the organization falls into one of those categories, it is eligible for RTG funding.

RTG Q #23) Do we need letters of support to demonstrate partnerships, and if so, where should they be uploaded in SFS? Or will the partnerships just be described in the narrative answers?

RTG A #23) No, letters of support are not required to demonstrate partnerships. For further information please see the response in RTG A #21.

RTG Q #24) It appears in SFS that it asks applicants to upload the Business Engagement attachment twice in SFS under the question: 1) As a response to this question please complete and upload the Business Engagement attachment located in the Event Comments and Attachments section. And 2) In the Business Engagement (BE) attachment, provide the following for business(es) making commitments to interview the workers under this proposed training program..." where both questions ask to Enter File Attachment Response? Do we upload the attachment twice? (AMENDED 7/26/2024)

RTG A #24) Yes, the BE Attachment will need to be uploaded to SFS in response to Attachment Question #1 and for Program Design Question #3.

RTG Q #25) Can we include indirect and personnel expenses in our budget for the RTG grant?

RTG A #25) No, indirect costs and personnel expenses cannot be included directly on the DBA or in the budget in SFS. However, these costs may be included in a non-published tuition rate, should the Applicant not currently have a published tuition rate. Additional information on what costs may be included in a non-published tuition rate can be found in the Tuition Rate ([TR](#)) attachment.

RTG Q #26) My client has a CDL A/B heavy truck licensing program that by its nature requires only one person in a truck along with an instructor. Multiple students can enroll at the same time for the program, but any driving work must be done with just the instructor and student in the truck. Does this program qualify for funding, or does it fall under the one-on-one ineligible funding provision?

RTG A #26) This falls under the one-on-one training provision and would not be eligible for funding. Further, OJT is not an allowable activity under this program.

RTG Q #27) Would it be in scope to provide a service that could be leveraged at the New York State career centers (i.e. - Online skilling and jobs platform)? Or is this more for companies who are setting up their own centers in providing services?

RTG A #27) Per the response in RTG A #21, Applicants may partner with a NYS Career Center to leverage the services available there that may not be included in the Applicant's training program. However, RTG funding is not for organizations to set up their own centers; it is only for the allowable costs detailed in Section II.B.1. of the RTG [RFA](#).

New Questions as of 07/26/24 start below:

RTG Q #28) Our not-for-profit organization undertakes extensive contracting with New York State agencies including but not limited to OMH, DOH, OASAS, DASNY, etc. How broadly do you want us to speak to this on the Application for Competitively Bid Contract (ACBC) Attachment – and more importantly how far back in time should we reasonably be expected to go? Please provide some clarity to this question to help us to better frame our response.

RTG A #28) Please provide information on any contract with NYS entities from the last five (5) years.

RTG Q #29) Are students eligible for the training (Ages 16+ who are in HS or college)?

RTG A #29) Yes, students are eligible for training as long as they are unemployed or underemployed workers residing in NYS and following the completion of the training, intend to enter into full-time or part-time employment or obtain a higher level of employment.

Note: Students are not eligible for training if they will continue on in full-time education program following the completion of the training.

RTG Q #30) Are Internships and/or Apprenticeships considered occupational training and covered in the RTG opportunity? For example, if there are trainees completing an internship of 120 hours who then will be looking for full-time work after.

RTG A #30) Internships are allowed under the RTG program if part of an applied learning situation (i.e., a lab). For apprenticeships, only the Related Instruction (RI) would be considered an allowable activity under the RTG program. OJT is not allowed under this program.

RTG Q #31) If multiple participants are enrolled in the same training for the same number of hours, but the participants might train on different days/might have different start and end dates (so the dates on the attendance sheet won't match) would that be permitted?

RTG A #31) Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If different participants are attending trainings at different times, the records would just have to match for each individual participant.

RTG Q #32) In the SFS portal, for the budget properties section, I am not able to click on anything to fill out for any of the line items. I'm only able to click on the narrative - is there a narrative required? Is this budget properties section in the portal required, in addition to the budget attachment?

RTG A #32) Yes, the budget properties section in the SFS portal is required. However, the line-item details do not need to be filled in for this section. Applicants should use the Other category with the total amount of funds being requested and submit the DBA with all the additional details of the budget. A narrative is not required.

For more information about SFS, please refer to the Grantee Processing in SFS Handbook available in SFS Coach Training or contact the SFS Help Desk by emailing helpdesk@sfs.ny.gov or by phone at (518) 457-7717 or (855) 233-8363 (toll free).

RTG Q #33) We will be retaining the services of a minority-owned entity that will provide, among other things, assessments (for the selection process), case management, and job placement and career services. We are unsure where in the budget the expenses for this subcontractor should be reflected. Could you provide guidance on that and other expenses such as engagement fees to business professionals who will mentor our trainees?

RTG A #33) There is no specific line item or section on the DBA to include these costs. However, these costs may be included in a published or non-published tuition rate. Additional information on what costs may be included in a tuition rate can be found in the Tuition Rate (TR) attachment.

RTG Q #34) The WDI UWT program that was previously available through New York's CFA application recommended attaching optional Letters of Support. Does the RTG application recommend or allow for Letters of Support?

RTG A #34) Yes, letters of support are allowable under the RTG Program, but are not required. Should they choose to submit letters of support, organizations can upload them with their response to Program Design Question #17.

RTG Q #35) I wanted to clarify that the request for the DUNS number on the application is not a mistake. I was under the impression that DUNS was replaced with UEI.

RTG A #35) The DUNS number is not required in the application for the RTG RFA. The application only requests the organization's Federal Employer Identification Number (FEIN).

RTG Q #36) In a follow-up to the RTG Q #2 what would make NYSDOL decide that the two companies are part of a greater whole? What factors do you consider?

RTG A #36) Two companies can have separate FEINs but still be under an "umbrella company". For example, the State University of New York (SUNY) has its own FEIN, yet each individual SUNY college/university also has a separate FEIN. NYSDOL will have to confirm that all such branches, locations, and companies are not part of a greater whole. This would be done on a case-by-case basis.

RTG Q #37) Are institutions that prepare a response to this RFA allowed to charge for indirect expenses in the budget that will be submitted as part of the application package? If so, are institutions required to use the de minimus rate of 10% or can they use the rate they have negotiated with government agencies?

RTG A #37) Please see the response in RTG A #25. If utilizing a non-published tuition rate, indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the Applicant and the Federal government; or if no such rate exists, then 10% of the modified total direct cost of the proposed program of training.

RTG Q #38) The RFA notes that leveraged funds are not required but will result in applications receiving additional points. When responding institutions prepare applications, will they be required to provide proof of leveraged funds? If so, what proof will be required, i.e., a letter from the source of leveraged funds?

RTG A #38) No, proof of the leveraged funds is not required during the application process. If the organization is awarded, they may be required to provide proof during contract development.

RTG Q #39) Our institution has requested WIOA funding for job skills training from a local government agency. May we use those anticipated WIOA monies as leveraged funds, or must the funds already be on hand?

RTG A #39) Leveraged funding is a percentage of “non-federal” financial commitment of a portion of the training costs. Since this additional funding would be federal funds, you would not be able to utilize them for this purpose.

RTG Q #40) Can an organization offer occupational skills training in more than one area, i.e., certified nursing assistant, fire safety system, certified building maintenance technician, cybersecurity training?

RTG A #40) Yes, please see the response in RTG A #17.

RTG Q #41) The RFA references the use of O*Net data. Can responding institutions use labor market information from other sources as well? These may include the Local Area Unemployment Statistics (LAUS) data of the US Department of Labor in conjunction with NYSDOL, employment data from the American Community Survey of the Census Bureau, and labor market studies from think tanks or academic institutions.

RTG A #41) Applicants must utilize O*NET to identify the codes of the positions for which businesses commit to interview trainees and enter these codes in the BE attachment. If you are unable to find the prospective job titles in O*NET, you should use the title that most closely resembles the job (i.e., Community Health Workers, Mental Health and Substance Abuse Social Workers, etc.).

RTG Q #42) What are the prospects of RTG funding beyond the two-year window cited in the RFA?

RTG A #42) At this time, we anticipate continuing to release the WDT programs. Please continue to visit the NYSDOL [Funding Opportunities webpage](#) for future releases.

RTG Q #43) Is there a recording of the information session related to the RFA? If so, can a link be provided?

RTG A #43) There is not a recording of an information session related to this RFA. On our [Funding Opportunities webpage](#), you will find the RFA, a comparison chart of the programs, and this Questions and Answers (Q&A) document.

RTG Q #44) Are reference letters or support letters required for this solicitation? If reference letters or support letters are not required, is it optional for responding organizations to provide them?

RTG A #44) Please see the response in RTG A #34.

RTG Q #45) Regarding the Program Design component of the application, are there word or character limits for the Business/Industry Demand, Target Population, Occupational Skills Training Course(s), Outcomes, Leveraged Funding, and Organization Capacity sections?

RTG A #45) In SFS, there are character limits when responding to the questions. However, an applicant can attach a separate Word document if their response exceeds the character limit for that question.

RTG Q #46) How many RTG grants will NYSDOL issue as a result of this RFP?

RTG A #46) There is no established number of awards that will be issued. Funding for the RTG and ERAT programs is available on a first-come, first-serve basis until funds are expended.

RTG Q #47) Will NYSDOL give preference to applications that target New York State counties with high rates of poverty, i.e., counties whose poverty rates exceed the statewide average?

RTG A #47) NYSDOL does not give preference to applications that target specific geographic areas. However, additional points in scoring will be given to programs that train unemployed/underemployed individuals in priority populations. The complete list of priority populations under this program is presented in the Determining Priority Populations (DPP) attachment of the RTG RFA.

RTG Q #48) We are interested in applying for this opportunity. We are not going to be able to get the application ready for submission by the August 2nd deadline. Will there be an option to submit after August 2nd? Will funds continue to be distributed?

RTG A #48) The deadline for this round of applications is no later than 4:00pm EST on August 2, 2024, and applications will not be accepted after that time. However, NYSDOL anticipates releasing these solicitations in the future. Please continue to visit the NYSDOL [Funding Opportunities webpage](#) for future releases.

RTG Q #49) We are applying for the NYSDOL Reemployment Training Grant. Regarding most of the attachments, the guidelines are to upload them in a Word format. However, the only way we can add wet signatures is by scanning them. Once we scan the signatures it is a PDF File and not a Word File. Please advise.

RTG A #49) You can upload the documents as PDFs in the SFS system. The Word document file was only used as a suggested file format in the RFA.

RTG Q #50) Question 26 relates to business engagement and the BE attachment, specifically the number of available job openings at the business and the number of trainees the business has agreed to interview. We are not serving a particular business, but rather an industry, by teaching/preparing students in training for careers. Thus, the number of available jobs/interviews is not seemingly relevant.

RTG A #50) The BE attachment should include businesses in the industry of your proposed training program. You do not need to serve a particular business but need to demonstrate business engagement in your occupational skills training and job placement efforts.

There are questions related to the BE attachment in the Program Design portion of the application. It is permissible to enter "TBD" as a response to the questions, but an Applicant will not be awarded points for those questions during the review and scoring of their application.

RTG Q #51) The RFP instructs us to add leveraged funding into the Detailed Budget Attachment. I don't see a place in that attachment to add leveraged funding. Is there a place where we can add detailed information about the leveraged funding we are providing?

RTG A #51) Although leveraged funding is not a requirement of the RTG RFA it can be added to the DBA to the "Summary of Costs" section as an extra row under "Total Grant Funded Amount."

RTG Q #52) Related to this question in the RFA: "Identify the strategies the Applicant will use to offer supportive services to ensure trainees remain in the occupational skills training. Strategies should include but are not limited to strategies as identified in Section III.D.2. of this RFA. Acknowledge that trainees in receipt of Unemployment Insurance are not eligible for supportive services." Are trainees receiving Unemployment Insurance not eligible for participation in this contract? Or is the question asking us to confirm that DOL RTG funds will not be used to provide supportive services to trainees on Unemployment Insurance?

RTG A #52) Trainees who are receiving Unemployment Insurance (UI) are eligible trainees; however, funds cannot be used to provide supportive services to these trainees.

RTG Q #53) We see that in the RTG opportunity, that there is no longer priority consideration for training programs that work with "at-risk unemployed, underemployed, or out-of-school youth between the ages of 18 and 24" as there was in the former UWT program. Can you confirm that workforce training programs for youth aged 18-24 are still eligible for funding?

RTG A#53) Yes, the RTG program can fund workforce training programs for youth aged 18-24. Additional points in scoring are provided to applicants who indicate they plan to train unemployed/underemployed individuals in priority populations (defined in Section VII), but these are not the only populations that can be served by this grant.

RTG Q #54) Regarding the requirement to have served 75% of participants and expended 75% of funds to apply, as noted in the FAQs -- does this requirement need to be satisfied to apply OR to be awarded a contract AND/OR start up program?

RTG A #54) Applicants can apply for the grant if they have not yet served 75% of participants or expended 75% of funds from a previous contract, but prior to receiving an RTG award, the 75% requirement must be met or the prior contract must be closed (please see the response in FAQ A#5 for more details).

RTG Q #55) I am preparing the RTG grant we are asking about this:

Applicant will not charge or expect any trainee served under this proposed training program to pay any tuition charges or other fees, including the procurement of student loans. If we don't receive the grant, does this mean we are out the tuition costs?

RTG A #55) Yes, the organization will be out the tuition costs if charged to any trainee. Further, any training that begins or is paid for prior to the contract start date will fall outside the contract

period and will be ineligible for reimbursement. The contract start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL and no later than six (6) months after the date of the award letter. Additionally, any training provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

RTG Q #56) We run programs on the school calendar, will we get the money before the September start date?

RTG A #56) We are unable to provide an actual timeline from application submission to approval as there are many factors involved that could make this timeframe shorter or longer.

RTG Q #57) If the total budget of the training program exceeds the maximum award can we demonstrate leveraged funding will make up the amount that exceeds the maximum award? For example, for a budget of \$300,000 can we indicate \$100,000 or 30% of the DBA is coming from other sources?

RTG A #57) For RTG, the maximum amount of the award is up to \$250,000. On the DBA, an Applicant is only required to provide the total grant funded amount being requested and details of the costs associated with that funding.

Work Readiness Training (WRT) Questions

***The WRT Request for Proposals (RFP) is a competitive funding opportunity. Therefore, limited technical assistance can be provided in the interpretation of the RFP per NYS procurement rules. ***

WRT Q #1) Can we use this grant to “pre-train” participants (potential future employees) ready to work at any organization, including ours?

WRT A #1) Per Section III.B of the WRT RFP, participants must be individuals residing in NYS, who are 16 years of age and older and out of school, and who are seeking work readiness skills to overcome barriers to employment.

WRT Q #2) We provide vocational training for persons with intellectual and developmental disabilities (IDD). This includes most of the training and support to remove barriers to employment list in the RFP instructions. Our intent is to train and support these persons to get jobs at other organizations. Will this grant apply to that WRT activity?

WRT A #2) Please see the response in WRT A #1.

WRT Q #3) Do all participants served have to complete 100 hours of training during the grant period?

WRT A #3) Per Section II.B.1 of the WRT RFP, it is recommended that the program be at least 100 hours. However, this is not a requirement. Additional points in scoring will be awarded to Bidders whose programs meet this recommendation or provide justification on the how the program will meet the required competencies if the training is less than 100 hours.

WRT Q #4) Do individualized services count toward the total hours of participation? For example, does it count if a participant spends 2 hours adjusting their resume with staff one-on-one?

WRT A #4) One-on-one training does not count toward the total hours of participation. Per Section II.B.2 of the WRT RFP, training cannot include cohorts of less than five (5) participants.

WRT Q #5) Would different skills training for different groups of employees be eligible? Some aspects of the training would be universal to all trainees, and some would be specific to each group.

WRT A #5) Per Section II.B.2. of the WRT RFP, different groups of trainees can be trained in specific courses as long as the training cohorts are not less than five (5) participants.

WRT Q #6) Does leveraged fund also mean matching funds? Would committed funds from our agency's foundation for this training program be considered "leveraged" funds?

WRT A #6) Leveraged funding does not mean matching funds. Leveraged funding is a financial commitment (cash or in-kind) used by the Bidder towards the costs of a project available from sources other than the granting organization or the proposal process.

WRT Q #7) Is there a minimum % of leveraged funds you seek? For example, if overall cost for our training program is \$250,000, would \$125,000 in leveraged funding qualify for additional points during the scoring process?

WRT A #7) As leveraged funding is not a requirement of the WRT RFP, there is no minimum percentage required. Points will be awarded during the scoring process based on the percentage of leveraged funds identified by the Bidder. The percentages and the corresponding points are outlined in Section V.B.2. (Program Design) of the WRT RFP.

WRT Q #8) Is the minimum of 100 hours of training for the entire training program, or for each individual during a year-period?

WRT A #8) Per Section II.B.1. of the WRT RFP, the 100 hours of training is a recommendation for the training program and is not a requirement. If the organization is providing at least 100 hours of training, the expectation is that this would be for each individual enrolled in the training program.

WRT Q #9) We plan on all of the trainees in this program be currently employed by our agency. Is that acceptable for eligibility of this grant?

WRT A #9) Trainees can be current employees as long as they meet the Participant Eligibility requirement outlined in Section III.B. of the WRT RFP.

WRT Q #10) Can an eligible individual for the training be a documented non-US citizen residing in New York, here on a 3-year H1B visa?

WRT A #10) Individuals must have current work authorization in the United States during the duration of the training program and meet the Participant Eligibility requirement outlined in Section III.B. of the WRT RFP.

WRT Q #11) Are Public Secondary Schools eligible to apply?

WRT A #11) Educational institutions are eligible to apply. For more information regarding Bidder Eligibility, see Section III.A. of the WRT RFP.

WRT Q #12) We are looking to design a teacher residency program that helps to streamline new teachers into the district as seasoned teachers are able to provide mentorship and retire knowing they had a hand in hiring their replacement. For this purpose, we would like to use funding to train seasoned teachers on how to be mentors through professional development and how to properly provide on the job training to teacher residents entered into the program.

WRT A #12) A work readiness program eligible for WRT funding must include the required competencies of Professional Skills Development and Workplace Culture and Etiquette. Please review the required and additional allowable competencies in Section II.B.1. of the WRT RFP to see if your proposed program would meet the requirements.

WRT Q #13) We would like to use this funding to provide additional resources to our student body to include financial literacy, digital literacy, time management skills, workplace culture and etiquette inclusive of career exploration and planning, resume writing, the job application process, and interview preparation.

WRT A #13) WRT funds cannot be used to train current students. Per Section III.B. of the WRT RFP, eligible participants are individuals residing in NYS, who are 16 years of age and older and out of school.

WRT Q #14) Would we be eligible to apply as a school district to fund these types of services for current teachers and students in our district?

WRT A #14) Per Section III.A. of the WRT RFP, eligible Bidders for WRT funding include for-profit entities, such as corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities. As noted above in response WRT A #13, funding cannot be used for students in school.

WRT Q #15) We pay rent for our facility; can we prorate the amount of space used for classrooms and include that cost as direct training cost?

WRT A #15) For information on allowable costs, please refer to Section II.B.1. of the WRT RFP.

WRT Q #16) Can we allocate part of our receptionist's salary to the program since she will be fielding telephone calls and assisting the Program Manager?

WRT A #16) Please see the response in WRT A #15.

WRT Q #17) Is advertising to recruit participants an allowed cost?

WRT A #17) Please see the response in WRT A #15.

WRT Q #18) Contractual – the RFP says that a copy of an agreement should be attached to the application – however, we will only have a contract if the grant is awarded to us. Can we describe what we anticipate the contract will be or will the contractual costs be disallowed if we do not have a contract in place?

WRT A #18) If a Bidder uses an external entity to provide services, the agreement is to be a bona fide written contract and a copy must be attached. If details are not known, the Bidder is to include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, anticipated outcomes, and projected budget. See Section V.B.4. of the WRT RFP for additional information.

WRT Q #19) Will reimbursement be made on an ongoing basis, or will it be made only once a participant has completed a course or contractor has finished running the training cohort?

WRT A #19) Per Section VI.B. of the WRT RFP, 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.

WRT Q #20) We would appreciate any additional clarification you can provide as to exactly what milestones must be met for reimbursements to be paid.

WRT A #20) Please see the response in WRT A #19.

WRT Q #21) If awarded the contract, we plan to subcontract a trainer for the work readiness training. Are there any specific guidelines or requirements for subcontracting parts of the program to external organizations?

WRT A #21) Per Section II.B. of the WRT RFP, funds may be used to enlist the services of a training provider to deliver work readiness skills training to participants. Further, Section VI.B.4. discusses the budget and non-personal services including contractual services. Bidders must attach a copy of a written contract if entering into an agreement with an external entity to provide services. If details are not known, the Bidder can include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, anticipated outcomes and projected budget.

WRT Q #22) While distance learning is permitted, is a hybrid format (combining in-person and online components) acceptable?

WRT A #22). Yes, a hybrid training format is acceptable. However, some additional documentation is needed such as proof that the trainee completed the course. Please note, participants must be individuals residing in NYS.

WRT Q #23) Are there particular metrics or outcomes that will be used to evaluate the success of each participant in the program?

WRT A #23) There is no standard set of metrics or outcomes used to evaluate the success of the program participants.

WRT Q #24) Can companies train incumbent workers using the WRT program (in the required competencies of Professional Skill Development and Workplace Culture and Etiquette etc.) to increase skills and the trainees' chances of promotion? Or is this program only for work readiness for non-incumbent workers? If allowable for incumbent workers, are all trainees required to be trained in both competencies or is this need based as long as both are offered?

WRT A #24) Per Section III.B. of the WRT RFP, eligible participants must be individuals residing in NYS, who are 16 years of age and older and out of school, and who are seeking work readiness skills to overcome barriers to employment.

WRT Q #25) For the WDT grant, are there any restrictions on the level of O*Net zone (1-3 only for ERAT), or is it open to all levels?

WRT A #25) WRT participants are not required to fall within a specific O*Net JobZone.

WRT Q #26) Will the WDT timeframes be similar to other grants for award (2 mo.) and contract (3 mo.)?

WRT A #26) We are unable to provide a timeline from award to contract since there are many factors that affect the length of the review process a contract to be developed.

WRT Q #27) Can a company have both ERAT and WRT at the same time if their incumbent worker trainees are not receiving training for the same course through each grant?

WRT A #27) Per Section II.B. of the WRT RFP, for Applicants applying for RTG and/or ERAT funding in addition to WRT funds, please note funds cannot be combined for use on the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one (1) NYSDOL program.

WRT Q #28) Given that MWBE and SDVOB vendor bids are encouraged but not required, if not utilizing a MWBE or SDVOB vendor, is there a need or manner suggested to document bids received?

WRT A # 28) For information on the MWBE and SDVOB requirements, please refer to Section II.H. of the WRT RFP.

WRT Q #29) Would we need to create a new WRT program to apply for this funding, or could we provide additional funds for existing training centers that are already doing this work?

WRT A #29) For information on the Use of Funds, please refer to Section II.B. of the WRT RFP.

WRT Q #30) We applied for WRT funding and were wondering if this funding was only for 2025 or if we could use it until it ran out even if that was beyond the end of 2025.

WRT A #30) Per Section II.D. of the WRT RFP, initial contracts resulting from this solicitation will be awarded for a period of up to one (1) year. Contracts may be renewed for one (1) additional one-year period at the discretion of NYSDOL. This renewal must be for a different cohort of trainees than the initial 12-month contract period. Near the end of the initial 12-month contract period, Contractors will be contacted by NYSDOL and asked to submit a budget for year two (2) of their program if they plan on requesting a one-year renewal.

WRT Q #31) We are a volunteer ambulance agency supported by volunteer emergency medical personal and volunteer administrative staff. It is our intention to obtain two (2) full-time employees throughout the duration of the awarded contract for the purpose of Work Readiness Training (WRT); under this intention, do we meet the minimum requirement of V.B.1. (3)?

WRT A #31) Per Section III.A. of the WRT RFP, Bidders must have two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. Cooperative owner employees who do not serve on the board of directors are considered to be employees for this eligibility requirement. A Bidder is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors, or contract employees. However, if a Bidder leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing, and scheduling of workers, it is eligible for funding consideration.

WRT Q #32) Can the 25% fund advancement to NFP organizations be used for hiring staff for training as part of salaries/fringe, or for contract staff for training?

WRT A #32) Please see the response in WRT A #29.

WRT Q #33) Can the 25% fund advancement to NFP organizations be utilized for property-related improvement costs directly related and for the purpose of WRT for participants? The space would be remodeled for the purpose of hosting all WRT trainings, didactic instruction, and obtaining instructional supplies (tables, chairs, projector, screen, Wi-Fi, consumables, etc.).

WRT A #33) Please see the response in WRT A #29.

New Questions as of 10/11/24 start below:

WRT Q #34) Can WRT must be offered as a stand-alone course, or can it be woven into existing training programs to increase recruitment and retention efforts and employability post-completion?

WRT A #34) There is no requirement in the WRT RFP that the training provided needs to be stand-alone. However, per Section II.B.2. of the WRT RFP, occupational skills training is not an allowable type of training with WRT funding, so only the WRT portion of the program could be reimbursed with these funds should the organization receive an award.

Note that per Section II.B.1. of the WRT RFP, the work readiness training must include the competencies of Professional Skill Development and Workplace Culture and Etiquette.

WRT Q #35) Are there any requirements for the budget narrative – number of pages, formatting? Where does the budget narrative get uploaded in the SFS portal?

WRT A #35) Bidders must fully complete the budget in SFS, which can be accessed by scrolling to the bottom of the bid response and clicking on the link under “Lines” for Period Details-1 under the “Period” column. Once you click that link it will bring up a link for the Budget Properties and Work Plan Properties. To fill out the budget, click on the link for the Budget Properties. In the budget section, make sure to click the "View All" button to see all ten (10) budget categories. Your line items can be entered into the budget categories as applicable. The budget must be completed prior to submitting your application in SFS.

For more information on the budget, please see Section V.B.4. of the WRT RFP.

WRT Q #36) We will need an electronic educational white board for our training program. A white board is expensive and costs \$2,000-\$3,000. The RFP indicates that electronic devices that will be used by the students have a maximum cost of \$999. However, this is equipment that will be used by the teachers to teach ALL the students. Does the \$999 maximum apply to this type of equipment as well?

WRT A #36) Yes, the \$999 maximum does apply to this item, which is considered equipment and not an electronic device. Per Section II.B.3. of the WRT RFP, the purchase of any equipment, defined as an item having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit, is not allowable and cannot be funded with WRT funds.

WRT Q #37) “Resume writing and job application process” is an allowable work readiness training program competency. Is preparation for a specific job application (for example, if all trainees are preparing to apply for a specific municipal role) an allowable activity, or must the training be for application processes more broadly?

WRT A #37). There is no specific coursework that must be followed in the work readiness training. The only requirement is that the WRT program must include the required competencies of Professional Skills Development and Workplace Culture and Etiquette. Please review the required and additional allowable competencies in Section II.B.1. of the WRT RFP to determine if your proposed activity would meet the allowable requirements.

WRT Q #38) Is it required that all work readiness training take place through live instruction, or is some asynchronous learning, such as self-paced online modules, allowable?

WRT A #38) Please see the response in WRT A #22.

WRT Q #39) In the description of the proposal requirements and potential points awarded, it says, “19) Identify the strategies the Bidder will use to refer participants to employment opportunities, including apprenticeships; occupational skills training; or higher education upon the conclusion of the work readiness training. (If Bidder provides no strategies = 0 points; if Bidder provides one (1) strategy = 1 point; if Bidder provides 2 strategies= 2 points; if Bidder provides three (3) or more strategies = 3 points).”

This structure suggests that the only way to earn 3 points is to connect participants to apprenticeships, additional skills training, and higher education at the conclusion of the program. Is this what is intended by a “strategy” that gets counted during scoring?

WRT A #39) The question is asking what strategies the Bidder will use to further refer participants to employment opportunities, occupational skills training, or higher education. Doing so is not required but will preclude the Bidder from receiving points for this question.

WRT Q #40) For programs under 100 training hours and with justification for how the program will meet the Professional Skills Development and Workplace Culture and Etiquette competencies, how will providers be expected to substantiate these competencies?

WRT A #40) Bidders will substantiate these competencies are part of the proposed program when responding to certain questions in the Program Design section of the proposal and completing the Work Plan in SFS.

WRT Q #41) What are the expectations after completion of programs provided by funding?

WRT Q #41) There are no set standards following program completion. However, the goal of the program is to provide funding for organizations to conduct work readiness training, the development of skills and behaviors necessary for any job, and the skills employers seek from their employees and job candidates. The included competencies are essential in fostering a career path, job retention and success in modern workplaces. Additionally, these skills should prepare individuals to enter the workforce, enroll in an occupational skills training program, or attend an institution of higher education.

WRT Q #42) How do we identify a training partner?

WRT A #42) Per Section II.B. of the WRT RFP, funds may be used to enlist the services of a training provider to deliver work readiness skills training to participants, but this is not required. NYS DOL does not have specific guidelines on identifying training partners. However, Bidders may utilize training providers on the Eligible Training Providers List (ETPL, available at https://apps.labor.ny.gov/ETPL_V2/).

WRT Q #43) Can funding from this grant be used to scale an existing program? To this end, could funding go toward capacity building (such as hiring employees and paying salaries)? Could staff hired with grant funds count toward the two full-time employee minimum eligibility requirement?

WRT A #43) Please see the response in WRT A #29.

WRT Q #44) Can 501(c)(3) nonprofits partner with universities to apply for this grant? If so, would employees at the university count toward the two-employee minimum? Could you share more about the process of applying for this grant as a partnership?

WRT A #44) Multiple Bidders cannot apply as a partnership for WRT. Per Section III.A. of the WRT RFP, eligible Bidders for WRT funding include for-profit entities, such as corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities. Separate operations or locations of an eligible Bidder may apply separately if they have different Federal Employer Identification Numbers (FEINs). The Bidder itself must have the required two (2) full-time equivalent employees.

Bidders can however form partnerships for the coordination of services with local Career Centers and other funded career development programs offered in Local Workforce Development Areas (LWDAs). For more information, please refer to Section III.C. of the WRT RFP.

WRT Q #45) How long is the reimbursement period?

WRT A #45) Per Section IV.B. of the WRT RFP, 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.

Please be advised that trainings may not begin until after an award is made. This includes the completion of proposal reviews, due diligence being confirmed, awardees determined, and award letters being issued. The start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Further, all activities funded by the contract must end on or before the end date of the contract and any activities that occur after the end date of the contract will not be eligible for reimbursement.

WRT Q #46) "For program cost scoring purposes, proposals will be subdivided into two (2) groups according to what NYS region the Bidder is headquartered in: (1) for Bidders headquartered in New York City; and (2) for Bidders headquartered in the rest of NYS."

Based on this statement we'd like to know if the NYSDOL is only interested in proposals from NYC and NYS-headquartered organizations? Would proposals from virtual delivered programs with history serving participants across NYS be of interest to NYSDOL and competitive?

WRT A #46) Yes, per Section V.B.1. of the WRT RFP, part of the Minimum Eligibility Requirements is that the Bidder is in good standing with the NYS Department of State Division of Corporations. Additionally, as indicated above in your question, proposals will be subdivided into two (2) groups according to what NYS region the Bidder is headquartered in: (1) for Bidders headquartered in New York City; and (2) for Bidders headquartered in the rest of NYS so Bidders need to be headquartered in NYS.

WRT Q #47) We typically begin our fiscal year with a cohort of participants. They participate in varying hours of training at different paces and will reach 100 hours at differing intervals. Do all participants have to complete 100 hours of training at the same pace?

WRT A #47) Per Section II.B.1. of the WRT RFP, the 100 hours of training is a recommendation for the training program, not a requirement. All participants do not have to complete the training at the same pace. However, per Section II.D., Bidders must include only the training opportunities that can be reasonably accomplished within a one-year time period.

WRT Q #48) Our Workforce program provides work readiness skills during our 160-hour training program and as part of the one (1) year of job coaching and support offered post program completion.

Are the costs associated with providing the work readiness skills in the one (1) year of post program support eligible through this grant or only the services offered during the training program?

WRT A #48) Per Section II.D. of the WRT RFP, initial contracts resulting from this solicitation will be awarded for a period of up to one (1) year. Bidders must include only the training opportunities that can be reasonably accomplished within a one-year time period. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract.

Contracts may be renewed for one (1) additional one-year period at the discretion of NYSDOL. This renewal must be for a different cohort of trainees than the initial 12-month contract period.

WRT Q #49) If we receive funding from our Local Workforce Development Board or Career Center are we eligible for this grant funding if we can document that other funding does not support work readiness training costs?

WRT A #49) Yes, you would be eligible to apply for WRT funding if you meet all the eligibility requirements in Section III.A. of the WRT RFP. Funding received from your Local Workforce Development Board or Career Center would be Federal funds and would not come from NYSDOL.

WRT Q #50) Our proposed WRT program would address the manufacturing workforce crisis by supporting primarily young adult neurodiverse learners, including Intellectual and/or Developmental Disabilities (IDD) learners, to explore, prepare for, and enter skilled and in-demand positions. Is our proposed participant population considered a priority population for the Work Readiness Training RFP?

WRT A #50) Per Section III.B. of the WRT RFP, participants must be individuals residing in NYS, who are 16 years of age and older and out-of-school, and who are seeking work readiness skills to overcome barriers to employment. Being a member of a priority population is not a requirement under WRT.

WRT Q #51) Under Participant Eligibility it states, "Participants must be individuals residing in NYS, who are 16 years of age and older and out of school, and who are seeking work readiness skills to overcome barriers to employment".

The phrase "out of school" is extremely vague, can you provide a more concrete definition of the phrase? Or can a person who is 16 and older participate in the WRT Program while on summer break from school?

WRT A #51) WRT funds cannot be used to train current students on a school break. Out-of-school pertains to an individual not enrolled in any school.

WRT Q #52) Do we have to be a registered business in New York prior to contract award?

WRT A #52) Please see the response in WRT A #46.

WRT Q #53) Is there a specific geographical area that the contract will support?

WRT A #53) The program can support any region in NYS. Per Section II.B.1. of the WRT RFP, Bidders must be prepared to provide eligible individuals, residing in NYS, with work readiness skills.

WRT Q #54) Is there space in the Career Centers for the vendor or are we required to have office space?

WRT A #54) Bidders can partner with Career Centers to complement the services the Bidder is providing. However, the Career Center would not provide space for the Bidder. Please refer to Section V.B.4 in the WRT RFP for additional information.

WRT Q #55) Under Organizational Need, are you asking for any relevant training or programmatic experience, or are you asking about related experience in New York State only?

WRT A #55) Due to this being a competitive funding opportunity, we are unable to provide technical assistance on specific Program Design questions.

WRT Q #56) Are formal agreements with Career Center partners or other local organizations needed at the time of proposal submittal in order to be awarded extra points? If not, please further explain what kind of evidence of partnership would be acceptable?

WRT A #56) Per Section III.C. of the WRT RFP, partnerships with NYS Career Centers are not required, but extra points in scoring will be awarded to Bidders providing evidence of a partnership with one (1) or more of the mandated Career Center partners. However, if these partnerships are established, formal agreements are not required.

Note that the requirement for a formal partnership was erroneously included in Section III.D. of the RFP, which has since been amended.

WRT Q #57) Does NYSDOL have any specific performance measures in mind?

WRT A #57) Per Section V.B.3. of the WRT RFP, performance measures for the Work Plan may include, but are not limited to, the number of participants obtaining employment after training; the number of participants continuing on in occupational skills training courses; participant satisfaction; the increase in participant wages; training assessment outcomes; and participant enrollment in advanced education.

WRT Q #58) Does NYSDOL have a population subset they are most interested in training first, whether this be geographically or demographically based?

WRT A #58) No, NYSDOL does not have a population subset that we would be interested in seeing trained first. The only requirement in regard to participants is discussed in Section III.B. of the WRT RFP. This section indicates participants must be individuals residing in NYS, who are 16 years of age and older and out-of-school, and who are seeking work readiness skills to overcome barriers to employment.

WRT Q #59) We understand that the RTG funds were not intended to be used for BA degree programs. May bidders request WRT funds to support enrolled paraprofessionals in the first year of a job advancement program that includes work readiness skills training to prepare the participants to advance their careers within their schools? The program itself is designed to provide a job-embedded pathway to a BA degree and teacher certification. However, the work readiness skills training that is embedded into Year 1 of the program coursework will help the participants develop transferable skills and behaviors necessary for any job.

WRT A #59) Per Section III.B. of the WRT RFP, participants must be individuals residing in NYS, who are 16 years of age and older and out of school, and who are seeking work readiness skills to overcome barriers to employment. Participants who are in school are not eligible for WRT funding.

WRT Q #60) We are aware that the RFP states that "Bidders must only include training opportunities that can be reasonably accomplished within a one-year time period." (RFP p. 8). Can bidders request funding for the first year of training opportunities that are longer than one year in total length?

WRT A #60) Yes, the training program can be longer than one (1) year in total length, but only the first year of the training program can be funded through WRT funds per Section II.D. of the WRT RFP.

WRT Q #61) Is granting funding to an organization with a robust partnership network permissible? The grant allows for trainers but is silent on network partnerships.

WRT A #61) Yes, this is permissible. Note that there are no required partnerships for the WRT RFP, though partnering with one (1) or more of the WIOA mandated Career Center partners to complement the services provided by Bidders and enhance benefits available to trainees is encouraged. In addition, Bidders providing evidence of partnership with one (1) or more of the mandated partners will provide the Bidder extra points in scoring. Please refer to Section VII of the WRT RFP for the full list of Career Center partners.

WRT Q #62) The recommended training is for 100 hours. Would we be able to dedicate curricula across classes we currently provide, or does the funding only offer 100 hours of direct instruction? For example, if we have identified a partner that provides professional skills and development, but does not offer digital literacy, can we leverage the existing program with new funding through WRT?

WRT A #62) Per Section II.B.1. of the WRT RFP, at a minimum, Bidders must propose services that include the work readiness skills competencies of Professional Skill Development and Workplace Culture and Etiquette. Due to this being a competitive funding opportunity, we are unable to provide direct technical assistance on the development of a program.

WRT Q #63) Would the contract development space be appropriate to identify the specific areas, both direct and partnership programs, to which we would devote the grant?

WRT A #63) No, this should not occur during contract development. In the Program Design section of SFS, Bidders will need to fully describe their proposed program, including a detailed training design and summary of each training course. Additionally, there is opportunity for a Bidder to specifically discuss partnerships in response to Q #14.

WRT Q #64) We have submitted an application for funding through the ERAT RFA and are interested in also requesting funding through WRT. The ERAT funding, if awarded, would be used to support training for our existing staff while WRT would train candidates pre-employment. If we are awarded funding through both funding streams, would we be able to offer pre-employment training through WRT and then would those same candidates be eligible for ERAT-funded training after they are employed with us? Page 4 of the RFP notes that funding through these RFPs cannot be combined for use on the same trainees, and that "An exception to the above rule is permitted if a trainee completes a WDT WRT program first and is then enrolled in a WDT RTG occupational skills training program. However, if a trainee completes a WDT RTG program first, they cannot then be enrolled in a WDT WRT program." I was wondering whether this same exception applies for ERAT.

WRT A #64) No, this exception would not apply to ERAT. Per Section II.B. of the WRT RFP, for Applicants applying for RTG and/or ERAT funding in addition to WRT funds, please note funds cannot be combined for use on the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one (1) NYSDOL program.

A Bidder could apply for WRT for pre-employment candidates as these individuals would not be employed by the business, as long as the Bidder meets the eligibility requirements in Section III.A. of the WRT RFP. However, upon hire, these individuals cannot receive ERAT funding following WRT training.

WRT Q #65) Our workforce program is tailored specifically to the needs of domestic violence survivors. Would wraparound trauma-informed individual counseling sessions to participants, provided by our workforce program facilitators, count as an eligible supportive service? Or economic counseling specifically?

WRT A #65) Per Section VII. of the WRT RFP, supportive services are assistance in removing barriers, faced by unemployed/underemployed workers, to participate in the program and enter employment or upgrade to a higher level of employment. Such services are monetary or non-monetary and could include, but are not limited to, transportation, childcare, dependent care, housing, linkages to partner agencies, and peer/group/individual mentoring strategies.

WRT Q #66) What type of supportive services, in particular, are specifically not allowed for participants not receiving UI benefits? And which are specifically not allowed for participants who are receiving UI benefits? Do these restrictions only apply to monetary incentives and payments for third-party services? I could not tell based on the RFP language.

WRT A #66) Per Section II.B.3. of the WRT RFP, WRT funding cannot be used to pay for any supportive services or incentive payments for any participants who are receiving UI benefits.

WRT Q #67) Are the monthly reports mentioned on p.15 of the RFP fiscal or programmatic? Can you provide any information on what these reports will include?

WRT A #67) The reports will consist of both fiscal and programmatic information. The content of the reports will be discussed during the contract development process.

WRT Q #68) Does this funding only cover the salaries of staff during the time that they are directly providing the workforce training, or does it also cover time the staff spends on outreach, participant intake, partnership building, etc.? (For example: If a cohort meets for 4 hours/week but the actual time spent per week on the cohort for delivery, planning, coordination, data tracking, reporting, follow-up, etc. is 10 hours, - would we be able to fund that staff member's salary for 4 hours/week or 10 hours/week?)

WRT A #68) For information on the Use of Funds, please refer to Section II.B. of the WRT RFP.

WRT Q #69) For stipends, considering we don't know in advance what participants will need, how would you like it to be included in the budget? Would it be best practice to include a consistent set amount for every participant, with the expectation that each participant - in reality - may have the need to spend more or less than what is budgeted?

WRT A #69) Per Section II.A.1. of the WRT RFP, stipends should be included using the Other budget line item in SFS. For more information on the Budget, please refer to Section V.B.4.

Note that this is a preliminary Budget and NYS DOL is aware it may change during contract development and program implementation.

WRT Q #70) We provide students with payment to participate in our program. Would that fall into "Supportive services payments for participants who are not receiving Unemployment Insurance (UI) benefits"?

WRT A #70) Per Section III.B. of the WRT RFP, participants must be individuals residing in NYS, who are 16 years of age and older and out of school. Participants cannot be students.

WRT Q #71) Can we provide live online remote training through this grant?

WRT A #71) Yes, the training can be in-person, distance (virtual), hybrid, or a combination if training in multiple courses. The training method is left up to the Bidder but must be indicated in the proposal and for each course within the DBA. Note that per Section II.B. of the WRT RFP, trainees enrolled in a distance learning course must be NYS residents. In addition, per Section VI.B, attendance verification is required for distance courses, and will also need to include Course Name, Training Provider, Name of Participants, Date and Hours of Training, and attestation of accuracy by the trainer.

WRT Q #72) Is it required that we reclaim electronic devices under \$999?

WRT A #72) No, electronic devices under \$999 do not need to be reclaimed. Note that per Section II.B.1. of the WRT RFP, these devices must be provided to participants at the start of training and documentation of participant receipt must be submitted to NYSDOL prior to reimbursement for these devices.

WRT Q #73) Is it required that the career readiness training be provided in English? We provide a Spanish-language program for ESL learners that focuses on the importance of English fluency for career track jobs among other career readiness topics.

WRT A #73) No, there is no requirement for the training to be provided in English.

WRT Q #74) Do applicants who already receive another NYSDOL WDT grant (such as the RTG) have an advantage or disadvantage in seeking WRT funds?

WRT A #74) No, there is no advantage or disadvantage for those already Bidders receiving another WDT award. Per Section III.A. of the WRT RFP, WRT funds are separate from any other workforce development funding a Bidder may have received from NYSDOL. Bidders with existing or pending contracts with NYSDOL remain eligible to apply for funding under this WRT RFP, but the proposal must not propose the same services to the same individuals as the existing or pending NYSDOL contract(s).

Note: A trainee that first completes a WDT RTG occupational skills training program cannot then be enrolled in a WDT WRT program. However, if a trainee first completes a WDT WRT program, they can then be enrolled in a WDT RTG program.

WRT Q #75) Can we use this funding to provide Work Readiness (WR) Training and Digital Literacy (DL) training to cohorts that move on to job placement AND also to some of our cohorts who then move on to occupational training?

WRT A #75) Yes, this funding can be provided to cohorts that move on to job placement and to those moving on to occupational skills training as long as the program contains the required work readiness competencies of Professional Skill Development and Workplace Culture and Etiquette. Further, per the minimum requirements in Section V.B.1. of the WRT RFP, the intention of the Bidder should be that the participants will obtain full-time or part-time employment in NYS, obtain a higher level of employment in NYS, or receive additional occupational skills training upon completion of the WRT training.

WRT Q #76) We plan to provide similar but not exactly the same WR/DL training and additional supports to both cohorts moving to job placement and cohorts moving to occupational training with job placement. Do we have to clarify during the proposal stage how many are in each category?

WRT A #76) Yes, this should be clarified. In the Program Design section of the proposal, Bidders are asked to provide a description of the program including a detailed training design.

WRT Q #77) If so, how is the cost score on pg. 21 impacted by this? For example, if we serve more customers because we are leveraging other funding, will this count in the cost per participant scoring? Likewise, are the leveraged funds included in this scoring?

WRT A #77) Due to this being a competitive funding opportunity, limited technical assistance can be provided on how points will be awarded. Please see the response to WRT Q #7 in regard to leveraged funding.

WRT Q #78) What level of attendance must participants complete in order for the contractor to be eligible for reimbursement of expenses?

WRT A #78) The level of attendance participants must complete in order for the contractor to be eligible for reimbursement for the delivery of courses/classes/workshops depends on the delivery of services. Specific details will be discussed during the contract negotiations.