

REQUEST FOR APPLICATIONS

**New York State Department of Labor (NYSDOL) Workforce Development Training
(WDT) Program**

Reemployment Training Grant (RTG)

Issued on
May 3, 2024

[Amended June 21, 2024 and August 7, 2024]

NYSDOL

Division of Employment and Workforce Solutions
Harriman Office Campus
Building 12, Room 440
Albany NY, 12226

Submission Deadline:
Ongoing, but no later than 4:00 P.M. EST on August 23, 2024

The New York State Department of Labor is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

Table of Contents

I. Funding Opportunity Description	3
A. Purpose.....	3
B. Background.....	3
II. Award Information	3
A. Funding.....	3
B. Use of Funds	4
C. Leveraged Funding	8
D. Contracts	8
E. Contracting Process.....	9
F. NYSDOL’s Responsibilities	9
G. Applicant Requirements.....	9
H. Participation Requirements.....	10
III. Eligibility Information	12
A. Applicant Eligibility	12
B. Trainee Eligibility	13
C. Partnering with Career Centers.....	13
D. Program Services	14
IV. Process for Application Submission	16
A. Questions Concerning this RFA	16
B. Assistance in Completing this RFA	17
C. Application Due Date	17
D. Application Submission Instructions and Format	17
E. SFS Registration and Prequalification Status	18
F. RFA Timetable	18
V. Application Review and Selection	19
A. Evaluation of Applications.....	19
B. Evaluation Criteria	19
C. Method of Selection	25
VI. Award Administration and Information	26
A. Award Notices	26
B. Payment.....	26
C. General Requirements	27
D. Buy American Requirements.....	27
E. Federal and NYS Executive Orders	27
F. Reservation Clauses.....	28
VII. Definitions	30
VIII. Attachments and Appendices	35

I. Funding Opportunity Description

A. Purpose

The purpose of this Reemployment Training Grant (RTG) Program Request for Applications (RFA) is to secure the services of eligible organizations that can assist the New York State Department of Labor (NYSDOL) by providing occupational skills training commensurate 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.

Additional points in scoring will be given to programs that train unemployed/underemployed individuals in priority populations, which include but are not limited to: veterans, individuals with disabilities, currently or formerly incarcerated individuals, long-term unemployed, and Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) recipients. The complete list of priority populations under this program is presented in the Determining Priority Populations ([DPP](#)) attachment of this RFA.

B. Background

Building on the eight-year success of the New York State (NYS) Consolidated Funding Application (CFA) for economic development, the CFA Workforce Development Initiative (WDI) was established in 2019 to support strategic regional efforts that met businesses' short-term workforce needs, improve regional talent pipelines, expand apprenticeships, and address the long-term needs of expanding industries. This investment strategy focused on emerging fields such as clean energy, health technology, and computer science, that have a growing demand for jobs. NYSDOL participated in the three (3) rounds of this initiative until it was fully phased out in June 2023. The NYSDOL programs that fell under CFA WDI will continue to be administered outside of that process, including through this solicitation.

NYSDOL is offering three (3) WDT funding opportunity programs, which will be applied for through the Statewide Financial System (SFS):

1. Reemployment Training Grant (RTG);
2. Employee Retention and Advancement Training (ERAT); and
3. Worker Readiness Training (WRT).

This RTG Program replaces our Unemployed/Underemployed Worker Training (UWT) program that fell under CFA WDI.

II. Award Information

A. Funding

Under NYSDOL's WDT programs, a total of \$25M in federal Workforce Innovation and Opportunity Act (WIOA) funding is being made available to provide occupational and/or work readiness skills training courses commensurate with regional priorities. Of the \$25M total available funding, \$5M of the funds will be dedicated to the WRT program and the remaining \$20M will be available for the RTG and ERAT programs. Funding for the RTG and ERAT programs will be available on a first-come, first-serve basis.

The RTG Program will provide funding for training to unemployed/underemployed workers to qualify them for full-time or part-time employment or a higher level of employment. Additional funding may be made available at a later date, depending on program need and the continued availability of funding. Any potential amendments to this RFA, including additional funding being made available, will be posted on NYSDOL's website and in the NYS Contract Reporter. Applications will be accepted and reviewed on an ongoing basis at any time while this funding opportunity is available. Unsuccessful Applicants have the option to modify their application and re-submit if funding and time remain.

RTG awards may not exceed \$250,000 per Applicant. Applications that request more than \$250,000 will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will proportionately reduce the project funding at the time of award to fit within the maximum funding amount. Applications unable to remain viable with the reduced funding will not proceed to contract execution. Therefore, it is highly recommended that Applicants keep the cost and scope of applications within the maximum award amount.

Applicants must draft their requests for NYSDOL funding as stand-alone training programs. The application must not be based in whole or in part on the assumption that the Applicant will receive complementary funding from other programs or from any other sources. The amount of funding requested of NYSDOL must be calculated based on the number of unemployed/underemployed workers to be trained. There is no minimum award amount per trainee under the RTG Program.

If the Applicant reduces the number of individuals to be trained at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced by NYSDOL.

All awards are subject to funding availability.

B. Use of Funds

The RTG Program is intended to fund occupational skills training commensurate with regional priorities to unemployed/underemployed workers to qualify them for full-time or part-time employment, or a higher level of employment. Funded training will focus on assisting trainees in completing the occupational skills training course(s), attaining credentials (if applicable), and entering and retaining employment. As part of the occupational skills training course, the RTG Program will fund career development services, including job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills. These additional services may be part of the occupational skills training course(s), but these cannot be stand-alone course(s). Program services are further described in [Section III.D](#). The full definition of career development services is found in [Section VII](#) of this RFA.

Funds may be used to provide a Contractor's own program or to enlist the services of a training provider to deliver occupational skills training to unemployed or underemployed workers. Tuition and other fees may not be charged to the unemployed or underemployed workers served under this RTG funding opportunity. Trainees cannot contribute to the cost of the training(s), which includes a prohibition against the procurement of student loans.

For those Applicants also applying for ERAT and/or WRT funding in addition to RTG funds, 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.

Trainings may take place outside of NYS; however, any participant travel costs must be paid by the Applicant using non-RTG funds. The Applicant must also provide adequate justification for any training that takes place outside of NYS. Training can also be a distance learning course, but the trainee must be a NYS resident.

Please note, while one-on-one training cannot be paid for through this RFA, there is no minimum number of trainees required and the cost will be reimbursed based on individual trainee attendance, tuition rate if applicable, and other allowable itemized budget costs. For example, a single trainee cannot be trained by an in-house trainer as the sole trainee, but RTG funding can pay for the tuition costs of a single trainee attending a class at a community college with other individuals who are not subject to RTG funding. This includes occupational skills training provided by outside vendors or sub-contractors wherein the cost will be reimbursed based on a per trainee tuition cost.

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 in high-demand occupations. Although NYSDOL encourages Applicants to utilize training providers on the Eligible Training Providers List (ETPL), available at <https://applications.labor.ny.gov/ETPL/>, this is not a requirement. In addition, NYSDOL will assist any Applicant seeking to register a proposed training program on the ETPL. For assistance, please email ETP@labor.ny.gov.

All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the proposed training program as described in the Program Design Section ([V.B.2.](#)) of this RFA. NYSDOL reserves the right to ask for justification of proposed expenditures and cost per trainee, both prior to award and during contract development.

1. Allowable Costs under the RTG program include the following:

- The cost of providing occupational skills training course(s) calculated as: the tuition rate of each course multiplied by the number of prospective trainees in each course. If an Applicant does not have a published tuition rate, the Applicant must create a tuition rate. Additional information on what costs may be included in a tuition rate can be found in the Tuition Rate ([TR](#)) attachment;
- Credentialing exam fees;
- Textbooks or training materials directly associated with the training, including electronic devices required for training (i.e., tablets or laptops) with an acquisition cost of up to \$999 per electronic device, provided that:
 - These types of electronic devices have a useful life longer than one (1) year. Applicants and awarded Contractors must document the long-term need for the item to demonstrate their benefit to WIOA programs, including, but not limited to:
 - Training longer than six (6) months; and
 - The continued need for the device post-training for job search and work purposes, once hired.
 - The number of devices charged to the contract cannot exceed the number of enrolled trainees confirmed with completed Trainee Information Forms (TIFs) and attendance records;
 - Electronic devices must be provided to participants at the start of training and services rather than at the end as a completion award;

- Documentation of trainee receipt of the devices must be submitted prior to reimbursement. As part of this documentation, participants must attest that they do not already own the requested electronic devices, or that they only possess old inadequate electronic devices and do not have sufficient personal funds to purchase these items;
- The Applicant/Contractor must follow their own purchase policy for the electronic devices in compliance with [Uniform Guidance](#). The Applicant/Contractor must also perform a cost comparison analysis to ensure the cost is reasonable;
- The cost of a single electronic device cannot exceed \$999, even if part of the cost is covered under a funding source outside of this RFA.
- Temporary loaning of such items to participants is also recommended, when appropriate, so that multiple participants can benefit from one purchase;
- The Applicant/Contractor can emulate and adapt other State agency and public-school loan policies as well as loan agreements that address things such as who periodically services the electronic device(s) and participant responsibilities for proper care. Examples include, but are not limited to:
 - [Guilderland Central School District Chromebook Handbook and User Guide](#);
 - https://ocfs.ny.gov/main/cb/equipment_loan.asp; and
 - <https://qhsls.org/wp-content/uploads/2020/03/QHSLs-Equipment-Loan-Agreement.pdf>.
- Due to potential drop-out rates, the Applicant/Contractor must have a policy to address recovery of electronic device(s) upon a participant's early withdrawal from training or services. Reasonable efforts to recover such items must be documented.

Note: As an alternative to line item budgeting, the Applicant/Contractor can include the cost of such items in the published or non-published tuition rate (Section [V.B.4](#), of this RFA), justified by course requirements that a laptop and/or tablet must be used to participate in the training.

- Software required to deliver the program of training, even if over \$1,000;
- Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and
- Supportive Services payments.
 - Incentives: Encouragement for participants that meet training benchmarks while participating in the program. Documentation of trainee receipt of the incentive must be submitted prior to reimbursement; and
 - Stipends or remuneration that address the needs of prospective trainees for services such as childcare, transportation, and housing.

2. Restrictions on Types of Trainings

RTG funding will only pay for the eligible costs identified in the Use of Funds Section ([II.B.](#)) of this RFA. The following types of trainings do not constitute occupational skills training(s) for this RFA and are not allowed:

- Trainings that do not result in employment, or an increase in wages if trainees are underemployed;

- Trainings which begin or occur prior to the contract start date. For additional details regarding the start date of trainings, please see [Section VI.B.](#) (Payment);
- One-on-one training;
- Human Resources training; Basic Safety training; Sexual Harassment training; Diversity training; or Orientation training (the provision of these types of training is a normal cost of doing business);
- Stand-alone remedial training (including but not limited to “soft skills” such as communication, team development, conflict resolution, etc.); and critical thinking);
- Stand-alone Microsoft Office applications (i.e., Word, Excel, PowerPoint, etc.) and other basic office software applications (i.e., QuickBooks, Adobe, etc.). Note: This refers to stand-alone courses in individual applications; it does not refer to larger certifications such as Microsoft Office Specialist or computer applications deemed an essential component of the occupational skills training program;
- English as a Second Language (ESL) training (as a standalone course); and
- **Any other trainings deemed inappropriate by NYSDOL**, such as training that does not result in a transferable skill, activities determined to be business consulting rather than training (i.e., coaching, reinforcement, etc.) and any other training(s) that do not meet the intent of the RFA.

If an Applicant is unsure about restricted trainings, it should consider asking specific questions before the Questions Deadline identified in [Section IV.A.](#) of this RFA and listed in the RFA Timetable ([Section IV.F.](#)).

3. Restrictions on the Use of Funds

RTG funding will only pay for the costs directly related to providing training. It will not pay for any of the following items:

- Training of undocumented workers;
- Participant wages;
- Supportive Services payments for participants who are receiving Unemployment Insurance benefits;
- 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;
- The purchase of operational software not directly associated with the training (the determination of being directly associated with the training is at NYSDOL’s discretion);
- Start-up costs, curriculum development, and assessment costs on the part of the Applicant not covered by tuition rates (these costs must be factored incrementally into tuition rates only); or
- Any other costs deemed inappropriate by NYSDOL and that do not meet the intent of the RFA.

Note that Tuition Rates and other contract budget lines must be free of:

- Extraordinary trainer travel costs, including transportation beyond 550 miles, lodging, and meal costs for relocating in-house or subcontracted trainers for the provision of the proposed training program;
- Advertising (except for recruitment efforts);
- Entertainment;

- Interest costs incurred by provider agencies;
- Costs of organized fundraising;
- Conferences, seminars, or payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations; and
- The acquisition, construction, or renovation of buildings or other real estate.

C. Leveraged Funding

Although leveraged funds from the Applicant are not required, additional points will be awarded during the scoring process based on the percentage of leveraged funds being used. Leveraged funding can be included on the [Detailed Budget Attachment \(DBA\)](#). Leveraged funds cannot include student loans or other NYSDOL funding.

D. Contracts

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. 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 also fall outside the contract period and will be ineligible for reimbursement.

After NYSDOL issues an award letter, the award must go through a contract development and contract execution process and ends with the final execution of the contract. Therefore, if an Applicant chooses a contract start date that begins prior to contract execution, the Applicant will be operating at risk for any activities performed prior to the date of final execution of the contract.

Initial contracts resulting from this solicitation will be awarded for a period of up to one (1) year. Applicants 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.

Once a contract is developed and formally executed, the successful Applicant will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. 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 at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in the Payment Section ([VI.B](#)) of this RFA.

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**. 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.

Please note that NYSDOL must adhere to NYS Prompt Contracting Law timeframes for executing contracts awarded to not-for-profits (NFP) entities. One of the provisions of the law allows for interest payments when contract payments are late due to untimely processing of contracts. However, if there are delays in

the contract process on the part of the Contractor, Suspension of Prompt Contracting timeframe letters may be issued to render the Contractor ineligible for interest for the number of days of delay.

In addition, the United States Department of Labor (USDOL) or NYSDOL may conduct an independent evaluation of the outcomes and benefits of RTG funding. By accepting an RTG Program award under this RFA, the Applicant agrees to participate in any such evaluation.

E. Contracting Process

In January 2024, NYS transitioned all grantmaking activities from Grants Gateway to SFS. Applicants are required to register in SFS to enter into a contract with NYS. To register an organization, Applicants must send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsreform@its.ny.gov.

NFP organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by NFP organizations prior to submitting an application.** Failure to do so will mean that their applications will not be reviewed. NFP organizations will be able to submit their responses online, and once reviewed and approved by a NYS agency prequalification specialist, the NFP organization will be able to submit an application. All information is stored in a virtual, secured vault. NFP organizations must keep their information current, including uploading annual documents (i.e., 990, etc.).

For additional information on registration and prequalification, please log on to the SFS Grants Management website at <https://grantsmanagement.ny.gov/register-your-organization-sfs> (registration) or <https://grantsmanagement.ny.gov/get-prequalified> (prequalification).

For additional technical assistance with the SFS Grants Management website, please note:

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number:(518) 457-7717 or (855) 233-8363 (toll free);
- Email: helpdesk@sfs.ny.gov ; and
- Grants Management Website: <https://grantsmanagement.ny.gov/>.

F. NYSDOL's Responsibilities

NYSDOL will oversee implementation of the contract(s) resulting from this RFA, including regular monitoring of implementation and performance of the contract(s).

Funding for the activities outlined in this RFA will come from funds available under WIOA and is subject to NYS and Federal legislative appropriation. NYSDOL staff will ensure accurate and timely reporting of program outcomes as well as Federal evaluation documentation as required by the USDOL.

G. Applicant Requirements

By submission of an application in response to this solicitation, Applicants agree with the Minimum Requirements Section ([V.B.1](#)) of this RFA and all of the terms and conditions set forth in the attachments to this RFA.

Applicants must comply with the Combined Terms and Conditions ([CTC](#)), which will be incorporated into the Master Contract ([MC](#)) of successful Applicants. These terms and conditions are included with no sections to be filled in. The process of downloading and uploading the CTC document confirms for NYSDOL that the Applicant has received, reviewed, and accepts the content of the document.

The Applicant shall be responsible for any costs incurred by the Applicant in the application preparation, or in activities related to the review of this application.

H. Participation Requirements

1. Business Participation Opportunities for Minority and Women-owned Business Enterprises (MWBEs)

Pursuant to NYS Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules, and Regulations (NYCRR), NYSDOL is required to promote opportunities for maximum feasible participation of NYS certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of the NYSDOL contracts.

For purposes of this solicitation, NYSDOL has determined that the Contract does not offer sufficient opportunities to set specific goals for participation by MWBEs as subcontractors, service providers, and suppliers to Applicant. NYSDOL hereby establishes an overall goal of 0% for MWBE participation, 0% for NYS certified minority-owned business enterprises (“MBE”) participation and 0% for NYS certified women-owned business enterprises (“WBE”) participation (based on the current availability of MBEs and WBEs). Nevertheless, Applicants are encouraged to make good faith efforts to promote and assist in the participation of MWBEs on Contracts. The directory of NYS Certified MWBEs can be viewed at <https://ny.newnycontracts.com/>.

Applicants are encouraged to contact the NYSDOL MWBE Administrator at 518-474-2678 or labor.sm.MWBEAdmin@labor.ny.gov to discuss methods of maximizing participation by MWBEs on contracts.

2. Equal Employment Opportunity Requirements (EEO100)

An Applicant will be required to submit EEO 100 (EEO 100, MWBE-2) with its application as evidence of compliance with the foregoing.

By submission of an application in response to this solicitation, the Applicant agrees with all of the terms and conditions of the Master Contract (MC) and the Combined Terms and Conditions (CTC), specifically Section VI.J. Contractors are required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the contract; or (ii) employment outside NYS.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (MWBE-1) to NYSDOL with its application.

If awarded a contract, Applicants shall submit a Workforce Utilization Report (EEO 101, MWBE-3) and shall require each of its subcontractors to submit a Workforce Utilization Report, in such format as shall be required by NYSDOL on a quarterly basis during the term of the contract.

Pursuant to Executive Order #6, which continues former Governor Andrew M. Cuomo's Executive Order #162 issued on January 9, 2017, Contractors and subcontractors will also be required to report the gross wages to each of their employees for the work performed by such employees on the contract utilizing the EEO 101 (MWBE-3) form on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other NYS and Federal statutory and constitutional non-discrimination provisions, the Contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, gender identity or gender expression, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the NYS Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the contract, leading to the withholding of funds, suspension or termination of the contract or such other actions or enforcement proceedings as allowed by the contract.

3. Participation Opportunities for Service-Disabled Veteran-Owned Businesses (SDVOBs)

Veteran's Services Law article 3 of the NYS Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into NYS's economy. NYSDOL recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSDOL contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in NYS, Applicants/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this solicitation, NYSDOL determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Applicant. Nevertheless, Applicants are encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of NYS Certified SDVOBs can be viewed at <https://online.ogs.ny.gov/SDVOB/search>.

Applicants are encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

III. Eligibility Information

A. Applicant Eligibility

Eligible Applicants for RTG funding include for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; and educational institutions, including colleges and universities which:

- 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. An Applicant is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors, or contract employees. However, if an Applicant 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;
- Are in good standing with regard to the laws, rules, and regulations for Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance; and
- Are, or have partnerships with, business(es) that commit to interview and consider trainees for employment.

Local Workforce Development Boards (LWDBs) have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers, to facilitate the training. LWDBs may not deliver training directly with these WIOA funds. Unincorporated LWDBs applying for funds pursuant to this RFA, must designate the local area's WIOA grant recipient or fiscal agent as the official Applicant for any proposal under this RFA.

RTG funds are separate from any other workforce development funding an Applicant may have received from NYSDOL. Applicants with existing or pending contracts with NYSDOL remain eligible to apply for funding under this RTG RFA, but the application must not propose the same services to the same individuals as the existing or pending NYSDOL contract(s). In addition, the payments requested from awarded contracts under this RFA cannot duplicate reimbursement that is requested or received from other sources of funding.

Consultants, trade organizations and other third-party entities are not eligible to apply for RTG Program funds on behalf of other organizations.

The use of a grant writer is acceptable if the Applicant, and not the grant writer, commits to implementing the proposed training program if the application is successful.

Eligible Applicants must attest to the Minimum Requirements as outlined in the Evaluation Criteria Section ([V.B.](#)) of this RFA.

An Applicant and its components are only eligible for one (1) award at a time under this RFA (see [Section VI.A.](#) for more information on when Applicants that have already received funding are eligible for an additional award), not one (1) per location, and are subject as a whole to the funding limitations described in this RFA. Separate operations or locations of an eligible Applicant may apply separately 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. The Research Foundations of the State University of New York (SUNY) and the City University of New York (CUNY), if they are submitting applications on behalf of more than one (1) college, are exempt from this requirement.

B. Trainee Eligibility

Trainees must be unemployed or underemployed workers residing in NYS that are seeking occupational skills training in order to qualify for full-time or part-time employment or to obtain higher level employment. For the full definition of underemployed, please see [Section VII](#).

In particular, this RTG RFA will provide additional points in scoring to applications indicating a plan to train unemployed or underemployed individuals in priority populations. Priority populations are defined, in Section VII, as individuals who meet the WIOA definition of individuals with barriers to employment and include: Displaced homemakers; Low income individuals; Native Americans; Individuals with disabilities (including youth with disabilities and recovering drug addicts); Older individuals; Individuals currently and formerly involved in the justice system; Homeless individuals or homeless youth; Youth who are in or have aged out of the foster care system; Individuals who are English language learners; Individuals who have low levels of literacy; Migrant and seasonal farm workers; and Single parents (including single pregnant women).

In addition, as permitted by WIOA Section 3(24), for this RTG funding opportunity, NYSDOL recognizes the following individuals as having barriers to employment: Long term unemployed workers (defined as individuals who, at the time the RTG-funded program starts, have been unemployed for 20 weeks or more); TANF and SNAP recipients; and Veterans.

Please note that this solicitation is federally funded, therefore all individuals assigned male at birth born on or after January 1, 1960, who will be served under this RFA, must be registered with Selective Service.

If a participant that was assigned male at birth is between the ages of 18 and 26, they may register online at <https://www.sss.gov/register/> and provide their registration number on the Trainee Information Form. If a participant that was assigned male at birth is not registered and is 26 years of age or older, they must sign an Attestation stating that their failure to register was not willful. The Trainee Information Form and the Attestation Form will be provided to each Applicant after an award is made.

A list of those who are required by law to register with Selective Service may be found online at <https://www.sss.gov/faq/#who-needs-to-register>.

C. Partnering with Career Centers

Career Centers in NYS offer a variety of reemployment services to unemployed and underemployed workers. These services include but are not limited to, an initial assessment; job search strategies and assistance; cover letter and resume assistance; interview skills; mock interviews; Job Zone access; referrals for eligible social services; programs for individuals involved in the justice system; immigrant worker programs; assistance to persons with disabilities; and other supports. Services such as comprehensive assessment, career guidance, job search, job matching, career counseling or supportive services may be provided when designed to help participants and to ensure long-term employment.

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 under this RFA. 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](#) for the full list of Career Center partners.

The Career Center may refer interested and eligible unemployed or underemployed worker(s) to Applicants who receive an award under this RFA. However, Applicants are fully responsible for the identification of eligible trainees for the awarded training program.

D. Program Services

1. Occupational Skills Training and Career Development Services

The proposed occupational skills training program must be designed to increase the employment of any unemployed trainees and/or increase the wages and hours of any underemployed trainees.

Applicants will also be required to describe their strategies to offer career development services, if applicable, which teach job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills in concert with occupational skills training.

Note: Career development services cannot be provided to trainees who are not also attending occupational skills training.

Applicants will also be awarded extra points for showing alignment with the 2023 WIOA Regional Plan Modification, available at <https://dol.ny.gov/workforce-development-plans>, and evidence of partnership with WIOA Career Center partners or other community-based organizations.

Occupational skills training and career development services are defined in Section VII.

2. Supportive Services

Strategies for providing supportive services may include but are not limited to:

- Implementing individual or group mentoring strategies, which may include utilizing program graduates and business representatives in training delivery and support groups;
- Providing robust monetary and non-monetary incentives for retention, and strategies related to concrete benchmarks as trainees move through the course(s) (if providing these incentives, include detail on the benchmarks and amount to be paid per benchmark);
- Providing services such as stipends or remuneration that address the needs of prospective trainees for services such as childcare, transportation, and housing (if providing these services, include detail on the services provided). Applicants may consider using the Employability Profile at JobZone (<https://dol.ny.gov/jobzone>);
- Establishing a strong and meaningful referral system with partner agencies to ensure supportive services are available to trainees and follow up with agencies and trainees takes place regularly;
- Providing case management of trainees with regular contact (weekly) at the onset of training and employment (in person, phone, social media) and gradually reducing this contact as new hires are acclimated to the job; or

- Maintaining regular contact with business(es) after hires are made to assist with any difficulties that may arise during the trainee’s transition to the position.

3. Business Engagement

Business engagement in the development of curriculum delivery and implementation ensures improved trainee outcomes and enhances the competitive edge for industry. This can include business representatives as guest speakers or co-facilitators of training modules or business mentors to strengthen trainee comprehension of the expectations of the workplace through one-on-one interactions. Applicants will be required to demonstrate business engagement in their occupational skills training and job placement efforts, using the Business Engagement (BE) attachment, and utilizing the Occupational Information Network (O*NET), which can be found online at <http://www.onetonline.org/>.

O*NET is an interactive application for exploring and searching occupations and their distinguishing key features. O*NET provides a universal classification of more than 900 occupations with key features required by workers, such as tasks performed, knowledge, abilities, skills, typical education, and work experience. O*NET also provides information on wages and employment prospects of each occupation. O*NET is developed under the sponsorship of the USDOL’s Employment and Training Administration (ETA). For further information regarding O*NET, please refer to [Section VII](#) of this RFA.

Applicants must utilize O*NET OnLine to identify the O*NET codes of the positions for which businesses commit to interview trainees and enter these codes in the BE attachment. Details on finding the O*NET code of an occupation is provided in the O*NET and JobZone Information ([OJZ](#)) attachment of this RFA.

4. Credentials

Occupational skills training may assist in the development of a career ladder which improves a trainee’s skills, often providing a credential to the trainee, while also leading to a long-term career in higher skills occupations.

Credential is defined as an attestation of qualifications or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. A credential is not a certificate of completion for a course. Examples of credentials include:

- A secondary school diploma or its recognized equivalent; and
- Recognized postsecondary credentials which include associate and bachelor’s degrees; occupational licensures; occupational certificates, including Registered Apprenticeship and Career and Technical Education educational certificates; occupational certifications; and other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Recognized postsecondary credentials must be awarded in recognition of an individual’s attainment of measurable technical or industry/occupational skills and not the attainment of work readiness or general skills only (i.e., safety, hygiene, and basic data security).

Credentials are generally achieved for skills improvements that are crucial to talent development for businesses and are often portable and transferable across multiple industries. Stackable credentials, which are part of a sequence of credentials that can be accumulated over time, build up an individual’s qualifications and help the individual to move along a career ladder to potentially higher-paying jobs.

While an Applicant can apply if the proposed training program does not provide a credential, additional points will be awarded during the scoring process to those programs that help trainees achieve credential(s) given by third-party issuers or accredited institutions.

Credential is defined in [Section VII](#) of this RFA.

5. Alignment with WIOA Regional Priorities

Applicants that align their proposed occupational skills training program with the priorities outlined in WIOA Regional Workforce Plans regarding priority industries and sector strategies will be awarded additional points in scoring. Regional Plan Modifications from 2023 may be found at <https://dol.ny.gov/workforce-development-plans>. Priority industries by region from the Regional Plans can be found on the NYSDOL Labor Market Information for Workforce Planning webpage (<https://dol.ny.gov/lmi-workforce-planning>).

Applicants can propose training for multiple titles within a selected industry or across industries based on the occupational skills training need of the partnering business(es). While the identification of multiple industries is allowed, Applicants must indicate a single industry to which the majority of the proposed program will serve.

6. Reporting Requirements

The Contractor must submit individual participant level data to NYSDOL. NYSDOL staff will record this data in the One-Stop Operating System (OSOS).

OSOS is NYSDOL's case management system and is used to record basic participant information, as well as to track the provision of required services. OSOS is a web-based job matching, case management, and reporting system that allows workforce professionals to effectively manage workforce development programs.

Contractors will be required to document trainee information specifically on Trainee Information Forms (TIFs). The personal information collected on the TIF is required for reporting purposes for federally funded grants, as well as by the State, and will be data entered into OSOS to report obtained employment. Personally Identifiable Information (PII) is securely stored on NYS servers, where only authorized individuals can access the necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS).

NYSDOL may also require quarterly reports on program updates, progress, and success. This may include information beyond the available data in OSOS.

IV. Process for Application Submission

A. Questions Concerning this RFA

Applicants may submit questions via electronic mail to CFA@labor.ny.gov. Questions regarding the RFA will be accepted on an ongoing basis, but no later than July 12, 2024. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "RTG Question." Answers to all questions will be posted on the NYSDOL [Funding Opportunities](#) website on an ongoing basis, but no later than July 19, 2024.

B. Assistance in Completing this RFA

Eligible Applicants may speak with a NYS Career Center Business Services Representative (BSR) for technical assistance or support during the development of the proposed training program. BSRs contact information may be found at the following link: [Contact Business Services | Department of Labor \(ny.gov\)](#).

C. Application Due Date

The completed application with all required attachments will be accepted immediately and on an ongoing basis through SFS until 4:00 pm EST on **August 23, 2024**. SFS will not accept any applications or unsolicited amendments to applications after the due date and time. No mailed, faxed, or emailed documents will be accepted. NYSDOL takes no responsibility for any third-party error in the delivery of applications (e.g., computer failure, power outages, etc.).

D. Application Submission Instructions and Format

Interested parties must apply online via the SFS website at:
https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&.

Completed applications must be submitted through SFS by the designated date and time. To apply, applicants must be registered and logged in to the SFS as detailed in [Section IV.E](#).

For an application to be considered, the applicant must meet the eligibility criteria outlined in [Section V.A.](#), complete all required parts, and upload all the documents or information requested in the forthcoming sections in the SFS system prior to the submission due date.

Required application [attachments](#) and the requested submission format are listed below:

- 1) Business Engagement (BE) – Excel format;
- 2) Detailed Budget Attachment (DBA) – Excel format;
- 3) Cost Comparison Worksheet (CCW) – Word format;
- 4) Key Contacts (KC) – Excel format;
- 5) Application for Competitively Bid Contract (ACBC) – Signed and in Word format;
- 6) Vendor Responsibility - Applicant Questionnaire (VRAQ)– Signed and in Word format;
- 7) NYS Executive Order 177 Certification (EO) – Signed and in Word format;
- 8) NYS Executive Order 16 Certification (EO 16) – Signed and in PDF format;
- 9) MWBE and EEO Policy Statement (MWBE-1) – Signed and in Word format; and
- 10) EEO Staffing Plan (MWBE-2) – Signed and in Word format.

The contact information for all business(es) committing to interview and consider trainees must be included in the BE attachment.

The required attachments can be found in SFS in the WDT RTG Program under Event Comments and Attachments and must be attached to the corresponding question in the event.

In addition, the following informational attachments can be found in the WDT Program RTG event in SFS under Event Comments and Attachments:

- 1) Appendix – Reemployment Training Grant Request for Application;
- 2) Appendix – Tuition Rate;
- 3) Appendix – SFS Prequalification Requirement;
- 4) Appendix – O*NET and Job Zone Information;
- 5) Appendix – Determining Priority Populations;
- 6) Appendix – WIOA Partner Contact Information;
- 7) Appendix – Standard Clauses for all NYS Contracts;
- 8) Appendix – Combined Terms and Conditions;
- 9) Appendix – General Information for Successful Bidders/Applicants;
- 10) Appendix – Master Contract; and
- 11) Appendix – WIOA References.

E. SFS Registration and Prequalification Status

As indicated in [Section II.E.](#) of this RFA, all interested parties must be registered in SFS prior to application submission and all non-governmental NFP Applicants must be designated as prequalified prior to application submission. SFS NFP applicants whose status is not prequalified prior to application submission will receive an error message when trying to submit grant applications.

If awarded, a prequalified NFP Contractor must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to Grants Management in order to maintain or regain prequalification status.

For more information about SFS and Prequalification, please visit the Grants Management website <http://grantsmanagement.ny.gov> or contact the Grants Management Team at: grantsreform@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 457-7717 or (855) 233-8363 (toll free).

NYSDOL will consider any application not meeting the registration or non-governmental NFP Applicant prequalification requirements prior to application submission to be non-responsive.

F. RFA Timetable

- RFA Release Date – May 3, 2024
- Deadline Date for Questions – Ongoing, no later than July 12, 2024
- Deadline Date for Responses to Questions – Ongoing, no later than July 19, 2024
- Application Due Date – Ongoing, no later than 4:00 P.M. EST on **August 23, 2024**
- Projected Notification of Awards – Ongoing as received.

V. Application Review and Selection

A. Evaluation of Applications

A complete application, including the DBA and all other required attachments, must be submitted via SFS so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the application will jeopardize the Applicant's potential for funding. NYSDOL will make an initial eligibility determination on each application received. Applications that do not meet NYSDOL minimum eligibility requirements will be disqualified. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 65% for Program Design, 15% for Work Plan, and 20% for Program Cost. Scoring of technical merit will award points based on a "criteria met" or "criteria not met" scale. NYSDOL reserves the right to make no awards.

Applications must first meet all Minimum Eligibility Requirements. Upon receipt of all required application documents and confirmation of Minimum Eligibility Requirement attainment, RTG applications will be evaluated by NYSDOL staff. NYSDOL staff score applications based on the Program Design, Work Plan, and Program Cost described in the Evaluation Criteria Section ([V.B.](#)) of this RFA.

Program outcomes based on past performance related to retention of employees after the completion of training, their attainment of credentials, and potential wage increases are considered in award determination.

B. Evaluation Criteria

The Evaluation Criteria has four (4) parts: Minimum Requirements, Program Design, Work Plan, and Program Cost. The evaluation of the application will consist of a review of each part independently.

Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 80% on Technical Merit (65% on Program Design and 15% on Work Plan) and 20% on Program Cost.

1. Minimum Requirements

Failure to attest to and document Minimum Requirements will result in an automatic rejection of the application and scoring will not proceed. No points will be awarded for Minimum Requirements.

Applicants must attest to each of the following:

- 1) Applicant is a for-profit entity, including a corporation, LLC, or LLP; not-for-profit (NFP) entity; municipality; or a college or university;
- 2) Applicant is in good standing with regard to the laws, rules, and regulations for UI, WARN, Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
- 3) Applicant has and will continue to have two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract (these equivalent employees may work part-time as long as it is a permanent, year-round position whose work performance is integral to the service or product provided by the business and who is economically dependent on the business);

- 4) The application was developed by the Applicant and all language therein is presented at the request of the Applicant. The use of a grant writer is acceptable, only if the Applicant and not the grant writer, commits to implementing the training listed in the application, if the application is successful;
- 5) Applicant agrees to submit reports to NYSDOL on an as needed basis for the purposes of meeting federal and NYS reporting requirements and understands such reporting may include personally identifiable information related to both the Applicant and the Trainee;
- 6) Applicant is or has partnerships with business(es) that commit to interview and consider trainees for employment;
- 7) Applicant is responsible for recruiting eligible unemployed/underemployed workers as defined in the RFA;
- 8) 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;
- 9) Applicant understands that all Applicants must register in SFS before application submission;
- 10) Applicant understands that all non-governmental NFP organizations must prequalify before application submission and must be in an acceptable pre-qualification status in the SFS system;
- 11) It is the intention of the Applicant that the workers to be trained will either seek full-time or part-time employment or a higher level of employment in NYS upon completion of the training;
- 12) Applicant will comply with NYS Labor law and Federal law for the protection of workers; and
- 13) If awarded, job openings that occur during the contract period will be listed with the NYSDOL Job Bank. To place a job order visit: www.labor.ny.gov/businessservices/services/perm.shtm.

Applicants must complete and upload each of the following required application [attachments](#) as listed below:

- 1) Business Engagement (BE) – Excel format;
- 2) Detailed Budget Attachment (DBA) – Excel format;
- 3) Cost Comparison Worksheet (CCW) – Word format;
- 4) Key Contacts (KC) – Excel format;
- 5) Application for Competitively Bid Contract (ACBC) – Signed and in Word format;
- 6) Vendor Responsibility – Applicant Questionnaire (VRAQ) – Signed and in Word format;
- 7) NYS Executive Order 177 Certification (EO) – Signed and in Word format;
- 8) NYS Executive Order 16 Certification (EO 16) – Signed and in PDF format;
- 9) MWBE and EEO Policy Statement (MWBE-1) – Signed and in Word format; and
- 10) EEO Staffing Plan (MWBE-2) – Signed and in Word format.

These required attachments are listed as questions in the Eligibility Review section. To respond to each attachment question, Applicants will go to the Events Comments and Attachments section in the event to find the corresponding attachment needed to be completed. Once completed, the Applicant will upload the attachment in response to the actual question.

2. Program Design – 65 Points

A total of 65 points are available in scoring for the Program Design part of the application. The Applicant must fully answer each part of the questions listed in SFS and submit applicable attachments.

Business/Industry Demand (16 points)

- 1) Enter your Federal Employer Identification Number (FEIN). (0 points)
- 2) Indicate the exact number of trainees who will be trained under this application. (1 point)
- 3) In the [BE attachment](#), provide the following for business(es) making commitments to interview the workers under this proposed training program:
 - a) Business name;
 - b) Contact information (Contact person, address, telephone number, and email address);
 - c) Occupational title(s);
 - d) O* NET code of the occupation(s) the trainee(s) will be trained for. The code must match the occupational title(s) or tasks to be performed by the trainee(s) upon the completion of the training. For more information regarding O*NET codes, please refer to Section III.D.3. of the RFA;
 - e) Number of available job openings at the business; and
 - f) Number of trainees the business has agreed to interview. (14 points)

Please see the [OJZ attachment](#) for details on obtaining the O*NET Code of each job title.

- 4) Indicate the priority industry the proposed training program will serve. (1 point)

For information regarding priority industries by region, please see [Section III.D.5.](#) or the NYSDOL Labor Market Information for Workforce Planning webpage (<https://dol.ny.gov/lmi-workforce-planning>).

Target Population (8 points)

- 5) Indicate one (1) or more priority population(s), if any, to be served under the proposed training program. For more information regarding priority populations, refer to the DPP Attachment in Section VIII of this RFA. (3 points)
- 6) Provide the percentage of trainees who are part of a priority population (Section III.B). (49.99% or less; 50% to 79.99%; 80% to 100%). (2 points)
- 7) Describe, using and citing local data sources, the characteristics, such as knowledge, abilities, education, literacy, and skill levels, language(s) spoken, and prior work experience of this application's unemployed/underemployed target population. (2 points)
- 8) Indicate the outreach and recruitment strategies that will ensure participation by the targeted unemployed or underemployed workers. (1 point)

Occupational Skills Training Course(s)/Career Development (28 points)

- 9) Provide a brief summary of each occupational skills training course, including:
 - a) The name of each course;

- b) The educational strategy for each course (i.e., classroom training, distance learning, etc.);
 - c) The materials to be used for each course (i.e., textbooks, presentations, guest speakers, etc.);
 - d) The duration for each course (i.e., the number of weeks and total number of hours for each course); and
 - e) A detailed description of the occupational skills the trainees will acquire for each occupational skills training course (8 points).
- 10) Provide a detailed description of how the applicant will assess the attainment of the trainees' occupational skills during the training course (i.e., quizzes, tests, presentations; etc.) (2 points).
 - 11) Provide a detailed description of how the occupational skills gained during the training course are similar to the skills needed by the business(es) committed to interview trainees served under this RFA (2 points).
 - 12) Provide a specific description of the career development services to be provided, if applicable, that will be provided to the priority population targeted for the training program and describe how these services will be integrated with the training. For examples of career development services, refer to [Section III.D.1.](#) (4 points).
 - 13) Describe how the occupational skills, as detailed in Question #9e to be acquired by the trainees are recognized and transferable, either industry-wide or used across multiple industries. If the skills are used across multiple industries, list those industries. (2 points)
 - 14) Provide the name, description(s), and the national accreditation or third-party issuer of the specific credential the trainees will receive at the conclusion of the training. For the definition of credential, see the Program Services Section [\(III.D.4.\)](#) and [Section VII](#) of this RFA. (3 points)
 - 15) 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. (3 points)
 - 16) Detail the plans or current actions undertaken to create alignment of the proposed training program with the WIOA Regional Plan Modification for the identified region as discussed in [Section III.D.5](#) of this RFA. (2 point)
 - 17) Describe the current partnership(s) with one (1) or more of the required Career Center System Partners or any community-based organizations in the local area or region, and how that partnership will support the proposed training program. (2 points)

Outcomes (5 points)

- 18) Has the Applicant provided a similar occupational skills training program in the past? If yes, provide the percentage of trainees from prior Applicant-sponsored occupational skills training course(s) that attained a credential. For a definition of credential see the Program Services Section [\(III.D.4.\)](#) and [Section VII](#) of this RFA. (Percentages of 50% or less; 50.01% to 100%) (If the Applicant did not provide a similar occupational skills training program in the past, Applicant will mark Not Applicable to this question.) (2 points)
- 19) Select the average hourly wage the majority (51% or more) of trainees will receive upon completion of the occupational skills training course(s). Minimum wage (\$15.00/\$16.00 (depending on location) to \$18.00; \$18.01 to \$20.00; \$20.01 to \$23.00; \$23.01 and up. (3 points)

Leveraged Funding (4 points)

- 20) On the Detailed Budget Attachment (DBA), identify the amount of leveraged funding, if any. For more information about leveraged funding, please refer to [Section II.C.](#) in this RFA. (Leveraged percentages of 0% to 25%; 25.01% to 50%; 50.01% to 75%; 75.01% and up). (4 points)

Organizational Capacity/Experience (4 points)

- 21) Identify the number of full-time equivalent (FTE) workers currently employed by the applicant business. Include the name and title of each full-time position if less than five (5) employees. (1 point)
- 22) How many years has the Applicant offered similar occupational skills training or service? (Less than 1 year; 1 to 2 years; 3 or more years). (2 points)
- 23) What is the Applicant's annual revenue? (1 point)

3. Work Plan – 15 points

A total of 15 points are available in scoring the Work Plan part of the application.

In the Work Plan, the Applicant will define the objectives, tasks, and performance measures that will detail the proposed plan to ensure training and service activities are as identified in the Program Design. The purpose of the Work Plan is to provide a road map and measurable criteria to ensure successful and timely implementation of the proposed program. As part of the Work Plan, Applicants can include objectives, tasks, and performance measures, including the following:

- The objectives are realistic and align with activities as proposed in the Program Design;
- The tasks as described align with the associated objective and upon completion will attain the objective (Applicant should include critical tasks to be performed for attaining the relevant objectives and performance measures);
- The performance measures, as proposed, will measure the successful completion of the task and attainment of the relevant associated objective; and
- The performance will evaluate project effectiveness. The performance measures must be SMART: Specific, Measurable, Achievable, Relevant and Time-oriented (who will do what, how it will be counted, how often, and when the tasks and objectives will be evaluated).

Performance measures may include, but are not limited to, the number of trainees obtaining employment after training; the number of trainees receiving career development services; the number of trainees attaining licensing/credential; trainee participation and satisfaction; the increase in trainee wages; training assessment outcomes; and trainee enrollment in advanced education. The Work Plan should only include objectives, tasks, and performance measures specific to the RTG-funded training program.

4. Program Cost – 20 Points

An Applicant may receive up to 20 points for the program cost.

Requested funding must be directly related to the program. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services in this program.

For a list of restricted use of funds, please see Restrictions on Types of Training ([III.B.2.](#)) and the Restrictions on the Use of Funds Sections ([II.B.3.](#)) of this RFA.

Detailed Budget Attachment

Applicants must complete and submit the [DBA](#) with their application. The DBA requires specific detail for the costs of occupational skills training course(s), including career development services (Training Costs); the allowed non-Personnel Costs of books or training materials directly associated with the training; software required to deliver the training (distance learning fees); credentialing exam fees; the miscellaneous trainee expenses, including supportive services costs; and the incentive or stipends costs. This detail will be incorporated into the contract of successful Applicants. The DBA should only be completed for one (1) year at the time of application, regardless of whether the Applicant plans to request a renewal for a second year.

Cost Comparison Worksheet

Applicants must also complete and submit the Cost Comparison Worksheet ([CCW](#)) attachment with their application. The CCW requires that the Applicant provide cost comparison information on the proposed tuition rate from two (2) training providers other than the selected training provider, which shows that a training provider with a comparable tuition rate was selected. This information will document that the costs of the selected occupational skills training program are reasonable and will be the basis for awarding points for program cost.

The requirements of this section are applicable to all Applicants, regardless of whether the proposed training program is to be delivered in-house by the Applicant or by an outside training provider. If the Applicant does not provide the required cost comparison information, or if a competitive tuition rate was not selected, a narrative justification must be provided in order to receive points for cost. This justification will be reviewed by NYSDOL and may result in program cost points being awarded.

Examples of acceptable reasons for not providing the required cost comparison information include, but are not limited to:

- If the Applicant developed its selected training program to respond to a lack of training capacity to serve the intended population in its area;
- If the proposed training is specialized or unique and there are no other training providers that deliver the proposed training;
- If there are mitigating factors for choosing a higher cost training program, such as additional benefit being provided to the trainee by the selected training program; or
- If in-house training capability is addressing the extensive needs for a timely, more frequent, and/or more comprehensive approach to meet the needs of the industry.

Note that this is not an exhaustive list of reasons that may be considered by NYSDOL during Program Cost review. The Applicant should describe any reason(s) for not providing the required cost comparison information in as much detail as possible to allow NYSDOL reviewers to conduct an accurate Program Cost review.

Comparisons should be from training programs for like or similar occupational skills job titles. Applicants are encouraged to use the Eligible Training Provider List (ETPL) as a resource for obtaining comparison

costs to their selected training program. A link to the ETPL can be found here:
<https://applications.labor.ny.gov/ETPL/>.

Applications that demonstrate the reasonableness of their selected training provider's tuition rate will receive 20 points for cost. Applications that do not demonstrate their selected training program's tuition cost is reasonable will receive no points for cost. If the Applicant fails to demonstrate that costs are reasonable, and NYSDOL cannot independently document that the costs are reasonable, the Applicant may not be eligible for award, even if the Application's technical score achieves the minimum score for award.

If any information on the CCW is unclear to the reviewer, NYSDOL reserves the right to contact the Applicant for additional clarification.

If it is determined unallowable costs were included in the DBA during the Program Cost review, those costs may be removed during the award process or contract development and will not be included in the contract of the successful Applicant.

C. Method of Selection

Applications must first meet all minimum eligibility requirements outlined in the Minimum Requirements Section ([V.B.1.](#)) of this RFA.

Applications that meet all minimum eligibility requirements will proceed to the review phase, where the application will be scored for Technical Merit (worth up to 80% of the total) by NYSDOL's Program Staff, and Program Cost (worth up to 20% of the total) by NYSDOL's Finance Bureau. Scores for each portion of the evaluation will be combined and result in the Application Final Score.

A complete response to each question is crucial to ensure full points are awarded.

Applications will be reviewed in the order they are received. Each application will be scored on its individual merit and will not be compared to other applications. Eligible applications that attain an Application Final Score of 70 points or more will be awarded funding. Successful Applicants will be awarded on a continuous basis until the funds allocated to NYSDOL's WDT programs are exhausted. Eligible Applicants that fail to attain a total score of 70 points will be notified via letter and are eligible to revise their applications and reapply if sufficient time and funding remain.

If an application achieves a score that would be awarded, but the costs are not reasonable to NYSDOL or the skills are not transferable, NYSDOL reserves the right to reject the application.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFA.

It is important to note that:

- Ineligible Applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All Applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet requirements will be disqualified; and

- NYSDOL reviews will result in a final score.

VI. Award Administration and Information

A. Award Notices

All Applicants will receive a letter informing them of the decision on their application and successful Applicants will be contacted by NYSDOL's contract development staff. If awarded, the Applicant will also be notified of the maximum amount it has been awarded.

Applicants who receive an award must be prepared to enter into contract negotiations immediately and begin trainings no later than six (6) months from the date of the award letter. NYSDOL reserves the right to rescind the award of any Applicant that is unable or unwilling to promptly engage in the contracting process or to begin conducting its trainings in accordance with the terms of the contract.

Applicants that received an award(s) under the past CFA WDI Initiative, or traditional CFA rounds, and who have completed services and expenditures, and closed out the contract(s) may apply. Applicants that received an award under the past CFA Initiative or 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. The Department reserves the right to request and receive prior contract participant outcome information and all due vouchering and reimbursement documentation before making awards for year one (1) and/or year two (2) funding.

Applicants not awarded are entitled to request a debriefing from NYSDOL, which may include the reason(s) for the non-award and general guidance on the part(s) of the evaluation criteria that were not met. Such debriefing shall be requested within 15 calendar days of the notice of non-award. NYSDOL will respond to the debriefing request within a reasonable amount of time.

B. Payment

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A Contractor must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Contractors must provide documentation that the service was provided. This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Course Name, Training Provider, Name of the Trainee, Signature of the Trainee, Signature of the Trainer, and Date and Hours of Training. Attendance verification is still required for remote courses, and will also need to include Course Name, Training Provider, Name of Trainees, Date and Hours of Training, and attestation of accuracy by the trainer.

Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If the trainees attend up to and including 50% of the course, the reimbursement will be at the level of attendance achieved (i.e., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate). For trainee attendance of 51% and above, the reimbursement will be for 100% of the tuition rate, as long as reimbursement is requested at the end of the training course. If partial reimbursement is requested throughout a course, reimbursement will be at the level of attendance achieved during the vouchering timeframe.

Please be advised that trainings may not begin until after an award is made. This includes the completion of application 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.

NFP organizations and municipalities funded under the RTG Program are eligible for a cash advance of their award, up to 25% of total contract value, at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

Electronic Payments – Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner’s sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary NYS procedures and practices. The Contractor shall comply with the NYS Comptroller’s procedures to authorize electronic payments. Authorization forms are available at the NYS Comptroller’s website at www.osc.state.ny.us/epay/index.htm, by email at helpdesk@sfs.ny.gov, or by telephone at 855-233-8363. The Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the NYS Comptroller’s electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

C. General Requirements

All applications and accompanying documentation will become the property of NYS and will not be returned. The content of each Applicant’s application will be held in strict confidence during the evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful Applicant’s application and portions of the RFA deemed applicable by NYSDOL will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the application.

D. Buy American Requirements

Applicants should be aware of the requirements of WIOA, section 502 which provides that none of the funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. sections 8301 through 8303). It is the sense of Congress that entities receiving assistance should, in expending the assistance, purchase only American-made equipment and products. See WIOA, section 502 – Buy American Requirements included in the WIOA References ([WIOA](#)) attachment of this RFA.

E. Federal and NYS Executive Orders

Please note that the Federal WIOA funds supporting this initiative are subject to the following federal and NYS Executive Orders:

- Executive Order 13513 – Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Sub-recipients. Contractors, subcontractors, and recipients and sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing official Government business or work on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.
- Executive Order 12928 – The recipients are strongly encouraged to provide contracting/subcontracting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Business Owned and Controlled by Socially and Economically Disadvantaged Individuals.
- Executive Order 13043 – Recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
- Executive Order 13166 – Recipients must take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to programs in accordance with USDOL’s Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with LEP Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.
- Executive Order 14005 – Recipients agree to comply with all applicable Made in America Laws (as defined in the Executive Order), including the Buy American Act at 41 USC sections 8301-8305. The recipient is required to maximize the use of goods, products, and materials produced in, and services offered in the United States, in accordance with the Made in America Laws.
- NYS Governor Cuomo’s Executive Order 177 – see [Section VIII](#) for further information.
- NYS Governor Hochul’s Executive Order 16 – see [Section VIII](#) for further information.

F. Reservation Clauses

NYS DOL, in order to serve the best interests of NYS, reserves the right to:

1. Make no award;
2. Postpone or cancel this RFA upon notification to all Applicants;
3. Amend the specifications after their release with appropriate notice to all Applicants;
4. Remove applications with unreasonable costs from award consideration;
5. Request Applicants to present supplemental information clarifying their application, either in writing or in formal presentation. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration;
6. Waive or modify minor irregularities in applications received after prior notification to the Applicant. This will in no way modify the RFA documents or excuse the Applicant from full compliance with the RFA terms and conditions;
7. Correct any arithmetic errors in any application;
8. Reject any and all applications received in response to this RFA;
9. Contact an Applicants’ references as a check on qualifications;

10. Award contracts to more than one (1) Applicant;
11. Negotiate with selected Applicant prior to contract award;
12. Rescind the award of any Applicant unable or unwilling to begin conducting its training activities immediately following contract execution. No Applicant will have any rights against NYSDOL arising from such negotiations;
13. Make any payment contingent upon the submission of specific deliverables; and
14. Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

VII. Definitions

1. **Business Services Representatives:** Staff across NYS dedicated to assist businesses with their workforce needs including the NYS Job Bank and NYTalent, tax credits and other hiring incentives, apprenticeship programs, HR consultation, and layoff aversion. To contact a Business Services Representative, please find their contact information at <https://dol.ny.gov/contact-business-services>.
2. **Career Center System Required Partners (AKA Career Center Partners):** NYS's Career Center System is funded by WIOA and is made up of 33 LWDBs that oversee their respective Local Workforce Development Areas (LWDAs) and 95 Career Centers. The System includes:

Core Program Partners:

- NYS Department of Labor – Responsible for delivering services under WIOA Titles I (Adult, Dislocated Workers, and Youth) and III (Wagner-Peyser);
- NYS Education Department – Responsible for delivering services under WIOA Titles II (Adult Education and Literacy) and IV (Vocational Rehabilitation); and
- NYS Office of Children and Family Services/NYS Commission for the Blind – Responsible for delivering services under WIOA Title IV (Vocational Rehabilitation).

Other Career Center Partners:

- Temporary Assistance for Needy Families (TANF);
- Career & Technical Education;
- Title V Older Americans Act;
- Job Corps;
- Native American Programs;
- National Farmworkers Job Programs/Migrant and Seasonal Farmworker Programs;
- Jobs for Veterans State Grants (Chapter 4 of Title 38);
- YouthBuild;
- Trade Adjustment Assistance activities under the Trade Act of 1974, as amended;
- Community Service Block Grant Employment and Training activities;
- Housing and Urban Development Employment and Training activities;
- Unemployment Compensation; and
- Second Chance Act Reentry Employment Opportunity (REO) programs.

The Career Center System may also include strategic partners from education, economic development, and industry.

3. **Career Development Services:** Include services provided to trainees along with occupational skills training to develop their:
 - Job search and attainment skills – Increase job placement potential by honing resume, cover letter, references development, mock interviews, networking, job search skills etc.;

- Career awareness, exploration, and enhancement skills – Career awareness begins the process of developing knowledge of careers and occupations available, their skill requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors. Career exploration increases trainees’ ability to explore career pathways and understand how their personal attributes (interests, skills, values, motivations, aptitudes, and abilities) affect their potential success and satisfaction with different career options and work environments. Career counseling or guidance provides advice and support in making decisions about what career paths to take; and
- Work readiness, employability, and job retention skills – Increase job retention with a variety of services provided to an individual to have the necessary competencies, capabilities, and readiness to acquire or maintain an appropriate job. Such services could include teaching workplace professionalism (i.e., basic computer skills, time management, workplace behavior, team building, mindfulness, and communication).

These services can be provided in a variety of ways such as individual, peer or group mentoring; presentations; career assessments and exploration, using JobZone (<https://dol.ny.gov/jobzone>); hands-on-activities; field trips; demonstrations; group exercises, career informational fairs, etc.

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

- A secondary school diploma or its recognized equivalent; and
- Recognized postsecondary credentials which include associate and bachelor’s degrees; occupational licensures; occupational certificates, including Registered Apprenticeship and Career and Technical Education educational certificates; occupational certifications; and other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Recognized postsecondary credentials must be awarded in recognition of an individual’s attainment of measurable technical or industry/occupational skills and not the attainment of work readiness or general skills only (i.e., safety, hygiene, and basic data security).

5. **Customized Training (WIOA Sec. 3 (14)):** Training that is:

- Designed to meet the specific requirements of a business (including a group of businesses);
- Conducted with a commitment by the business to employ an individual upon successful completion of the training; and
- For which the business pays:
 - a. A significant portion of the cost of training, as determined by the local board involved, taking into account the size of the business and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to competitiveness of a participant, and other business-provided training and advancement opportunities; and
 - b. In the case of customized training involving a business located in multiple local areas in NYS, a significant portion of the cost of training, as determined by the Governor of

NYS, taking into account the size of the business and such other factors as the Governor determines to be appropriate.

6. **Distance Learning:** A method of classroom instruction wherein the trainee receives lessons remotely such as over the internet, via email or by mail.
7. **Full-Time Employment:** 35 hours per week or more.
8. **Human Resources (HR) Training:** Trainings needed or required to be provided to employees to better understand the workplace to improve the work environment and are not specific to the job or occupation of the employees. The provision of these HR trainings is a normal cost of doing business and is the responsibility of the business. Examples include, but are not limited to, basic trainings about: sexual harassment, diversity, new employee orientation, accessing reasonable accommodation, cyber security, internal controls, internet security, workplace violence, human relations and sensitivity at the workplace, fire safety and evacuations, and workplace hazards that do not typically provide specific occupational skills.
9. **Incentives:** Encouragement for participants to meet certain benchmarks during the occupational skills training program.
10. **Individual with a Barrier to Employment (WIOA Sec. 3 (24)):** A member of one (1) or more of the following populations:
 - Displaced homemakers;
 - Low-income individuals;
 - Indians, Alaska Native, and Native Hawaiians as such terms are defined in 29 USCS § 3221;
 - Individuals with disabilities (including youth with disabilities and recovering addicts);
 - Older individuals;
 - Formerly incarcerated individuals;
 - Homeless individuals or homeless children and youth;
 - Youth who are in or have aged out of the foster care system;
 - Individuals who are English Language Learners, have low levels of literacy, or those facing substantial cultural barriers;
 - Eligible migrant and seasonal farmworkers;
 - Single parents (including single pregnant women);
 - Long-term unemployed individuals;
 - Individuals within two (2) years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act; or
 - Other groups as the Governor determines to have barriers to employment.

For purposes of the program, Veterans, Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients are also considered individuals with a barrier to employment.

11. **Leveraged Funding:** A financial commitment (cash or in-kind) used by the Applicant toward the costs of a project available from source(s) other than the granting organization or the application process. Leveraging can be achieved by a commitment from the Applicant or through various partnerships.

12. **Local Workforce Development Boards (LWDBs):** A board, established in each local area of NYS and certified by the Governor, made up of members from business; workforce; entities administering education and training activities; representatives of governmental, economic, and community development entities; and other individuals or representatives the chief elected official in the local area deems appropriate, tasked with creating a local plan, analyzing local labor market information and workforce development activities, engaging local business to develop linkages, developing career pathways, establishing best practices, and ensuring the appropriate use and management of funds in the local area.
13. **Long-Term Unemployed:** Individuals, who at the time the appropriate training begins, have been unemployed for 20 weeks or more.
14. **One-on-One Training:** A training provided in-house that consists of only one (1) trainee and one (1) trainer.
15. **Occupational Skills Training:** Instruction conducted in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.
16. **O*NET:** The nation’s primary source of occupational information, made up of a database with information on hundreds of standardized and occupation-specific descriptors, and O*NET Online, an interactive application for exploring and searching occupations. For more information, please visit the website at <https://www.onetonline.org/>.
17. **Priority Populations:** Individuals who meet the WIOA definition of Individual with a Barrier to Employment. Please refer to the Individual with a Barrier to Employment definition in [Section VII](#) and the [DPP attachment](#).
18. **Published Tuition Rate:** The rate for each occupational skills training course that is published in written materials or online by the training provider.
19. **Stand Alone Ineligible Training:** Training is considered “stand alone” when it is not part of a larger occupational skills training. This type of training is not allowable under the program. Examples of stand-alone training include:
 - Microsoft Office (this does not include computer applications deemed essential to the occupational skills training);
 - Basic safety training;
 - Sexual harassment training;
 - State or federally mandated training (OSHA), except when it is a component of the larger occupational skills training course; or
 - HR training.
20. **Stipend:** Monetary assistance for continued participation in the occupational skills training program.
21. **Supportive Services (also see Incentives and Stipends):** Assistance in removing barriers, faced by unemployed/underemployed workers, to participation in the program and entering employment or upgrading to a higher level of employment. Such services are monetary or non-monetary and could include transportation, childcare, dependent care, housing, linkages to partner agencies, peer/group/individual mentoring strategies. Under the program, these services may also include miscellaneous trainee expenses or robust incentives for meeting certain benchmarks during the course of the occupational skills training or stipends to assist with remaining in the program. These

services must be necessary to enable an individual to participate in the occupational skills training and career development services.

22. **Training Provider:** An entity that provides a training program with one (1) or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment.
23. **Underemployed:** Underemployed individuals, as defined by WIOA, may include one (1) individuals employed less than full-time who are seeking full-time employment; two (2) individuals who are employed in a position that is inadequate with respect to their skills and training; three (3) individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and four (4) individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State or local policy.
24. **Workforce Innovation and Opportunity Act (WIOA):** WIOA was signed into law in July 2014, taking effect in July 2015, and replaced the Workforce Investment Act (WIA). WIOA is intended to help job seekers and workers access employment, education, training, and support services to succeed in the labor market, and match businesses with the skilled workers they need to compete in the global economy. For more information, please visit the website at https://www.doleta.gov/WIOA/eta_default.cfm.
25. **WIOA Regional Workforce Plans:** Regional workforce plans are created by each LWDB, recognizing workforce as an integral part of economic development. Plans are intended to identify and leverage assets of the Career Center System, as well as support the REDC strategic planning and the role of NYS Workforce Investment Board (SWIB) in addressing workforce priorities. For more information, please visit the website at <https://dol.ny.gov/workforce-development-plans>.

VIII. Attachments and Appendices

Applicants must acknowledge that they have reviewed the informational attachments and upload the required attachments.

Acronym	Document Title	Required for submission?
BE	Business Engagement	Yes, Excel format
DBA	Detailed Budget Attachment	Yes, Excel format
CCW	Cost Comparison Worksheet	Yes, Word format
KC	Key Contacts	Yes, Excel format
ACBC	Application for Competitively Bid Contract	Yes, Word with original signatures
VRAQ	Vendor Responsibility Applicant Questionnaire	Yes, Word with original signatures
EO 177	Executive Order (EO) 177 Certification	Yes, Word with original signatures
EO 16	Executive Order (EO) 16 Certification	Yes, PDF with original signatures
TR	Appendix – Tuition Rate	No
SFSPR	Appendix – SFS Prequalification Requirement	No
OJZ	Appendix – O*NET and Job Zone Information	No
DPP	Appendix – Determining Priority Populations	No
WIOAPC	Appendix – WIOA Partner Contact Information	No
SCNYS	Appendix – Standard Clauses for NYS Contracts	No
CTC	Appendix – Combined Terms and Conditions	No
GISB	Appendix – General Information for Successful Bidders	No
MC	Appendix – Master Contract for Grants	No
WIOA	Appendix – WIOA References	No
MWBE-1	MWBE EEO Policy Statement	Yes, Word with original signatures
MWBE-2	EEO 100 – EEO Staffing Plan	Yes, Word with original signatures

The three (3) NYSDOL programs are: Employee Retention and Advancement Training (ERAT), Reemployment Training Grant (RTG), and Work Readiness Training (WRT). The Programs are funded by a federal grant of \$248.7 million, which constitutes 100% of the budget. 0%, or \$0 is funded by state or non-governmental sources.

Note: This workforce product is fully funded by a grant awarded by USDOL’s Employment and Training Administration (ETA). The product was created by NYSDOL and does not necessarily reflect the official position of USDOL. Neither USDOL nor NYSDOL make any guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.