

# **New York State Department of Labor (NYSDOL) Request for Applications (RFA) Education Stabilization Fund-Reimagine Workforce Preparation (ESF-RWP) Questions and Answers (Q&A)**

(Updated 12/19/22. New questions and answers are added frequently and indicated below after each revision date.)

The Request for Application (RFA) for the ESF-RWP program is available on NYSDOL's [Funding Opportunities webpage](#).

## **Q #1) What is the purpose of the Reimagine Workforce Preparation Request for Applications?**

A #1) The purpose of the Reimagine Workforce Preparation (RWP) Request for Applications ([RFA](#)) is to secure the services of eligible organizations that can assist the New York State Department of Labor (NYSDOL) in creating or expanding short-term education and training opportunities that help participants return to work, become entrepreneurs, or expand their small businesses.

## **Q #2) Is a nonprofit hospital system eligible to apply for the ESF-RWP Grant?**

A#2) Yes, a nonprofit hospital system is eligible to apply. Per [RFA](#) Section III. A., Applicant Eligibility, eligible applicants include Institutions of Higher Education (IHEs); Local Workforce Development Boards (LWDBs); business, trade, and professional organizations; business development organizations; non-IHE postsecondary and business-based education and training providers; third-party work-based learning or apprenticeship intermediaries; and state, regional, and local public, and private agencies.

## **Q #3) Can State University of New York (SUNY) and/or City University of New York (CUNY) campuses that have already received RWP funding apply for additional funding through this RFA?**

A #3) Yes, these campuses can apply if they are interested in expanding their programming. For instance, this RFA could fund additional training programs not currently funded by the SUNY RWP award or provide free training to more students in a popular training program. As an example to the latter instance, there could be a SUNY campus that currently funds 25 students through the SUNY RWP award, but wants to expand that free training to 100 additional eligible students through NYSDOL's funding opportunity.

Note that those campuses should be very clear in their NYSDOL RWP application that there is not a duplication of services with the current RWP program.

## **Q #4) I was recently made aware of this grant opportunity posted in the Grants Gateway for 2022 Reimagine Workforce Preparation (RWP) Request for Applications. It states a deadline for December 30, 2022 in the RFA, but the Grants Gateway states an anticipated award date of July 13, 2022. Can you please confirm the submission and award dates?**

A #4) The RWP [RFA](#) was released on June 15, 2022 with a submission deadline of December 30, 2022. Applications will be accepted, reviewed, and awarded on an ongoing basis during this timeframe. The July 13, 2022, date in the Grants Gateway is a projected date for the first set of awards, but this is subject to change based on actual application submissions and review timeframes.

***New Questions as of 7/11/2022 start below:***

**Q #5) Can you provide a summary on what type of training/educational programs NYSDOL would be looking for from staffing firms in the state?**

A #5) As per [RFA](#) Section III. C., Program Services, short-term educational programs are programs that provide not less than 150, and not more than 600, clock hours of instructional time per participant over a period of not less than 8 weeks and not more than 15 weeks.

Short-term educational programs created or expanded under this program must lead to certificates, badges, micro-credentials, licenses, or other workplace-relevant credentials that respond to the needs of businesses or facilitate entrepreneurship. These items are defined in Section VII.

Applicants that do not have their own programs of training are encouraged to enter into contracts with IHEs, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. Training may be provided by the training providers on the NYS Eligible Training Providers List (ETPL), available at <https://applications.labor.ny.gov/ETPL/>, but this is not a requirement.

**Q #6) In section II B “Use of Funds” at subsection 3. Restrictions on Types of Trainings, the RFA indicates “Training required as part of federal, state, or local government mandate” [emphasis added] are “not allowed.” Are we correct in assuming that New York City’s requirement, through its Department of Construction, that various types of workers at various levels of function achieve specific multi-hour certification (for example, the 4 Hour Supported Scaffolding User Certification or 10 Hours of Site Safety Training) is not a “mandate” and may be funded under this RFA, since not all workers must get all types of certifications for all types of jobs in construction?**

A #6) Yes, that is correct. The examples of trainings listed are specific to a type of certification within the profession and not a standard training for new hires or annual employee training, so can be funded through this funding opportunity.

Please note, training must be at least 150 hours, so a 4-hour Supported Scaffolding User Certification would need to be coupled with an additional 146 hours of training to meet the RFA qualifications.

**Q #7) Can I get clarification on how Mohawk Ltd. can benefit from the RWP? I’m unsure of the process and how our organization can benefit from it.**

A #7) The purpose of this RWP [RFA](#) is to secure the services of eligible organizations that can assist NYSDOL in creating or expanding short-term education and training opportunities that help participants return to work, become entrepreneurs, or expand their small businesses. These activities will assist businesses in addressing an insufficient supply of qualified workers in the wake of the COVID-19 pandemic and will prepare workers with the occupational skills and credentials that businesses so desperately need.

NYSDOL will provide funding for approved cross-collaboration between businesses, workforce development entities, and job seekers, to help create a local talent pool with relevant occupational skills for in-demand occupations and provide a reliable talent pipeline to businesses during these unprecedented times. Examples of this type of collaboration are apprenticeships, pre-apprenticeships, or similar work-based learning opportunities.

***New Questions as of 7/21/2022 start below:***

**Q #8) If we are a 501(c)(3) not-for-profit organization that has experience offering a training program for participants to earn their food handler's license, are we eligible?**

A #8) Per [RFA](#) Section III.A., Applicant Eligibility, eligible applicants for the RWP program are IHEs; LWDBs; business, trade, and professional organizations; business development organizations; non-IHE postsecondary and business-based education and training providers; third-party work-based learning or apprenticeship intermediaries; and state, regional, and local public and private agencies. 501(c)(3) not-for-profit agencies are included in these categories.

**Q #9) We would like to apply for funding under the Reimagine Workforce Preparation program and have a few questions:**

**Q #9a.) The maximum grant period is 18 months, and the maximum training length is 15 weeks. How many times are we expected to offer the training course?**

A #9a.) Per [RFA](#) Section II.D., the 18-month timeframe is the maximum length of a contract once an applicant is awarded. There is no expectation that applicants will offer their training program more than one time during the grant period.

**Q #9b.) Is there an anticipated number of individuals to be served, i.e. number of trainee participants, over the course of the grant period?**

A #9b.) No, there is no requirement on the number of individuals to be served.

**Q #9c.) Will you be giving preference to lower cost training?**

A #9c.) No, preference will not be given to any application over another. As this is a non-competitive solicitation, applications are not scored against one another, including in the Cost Review. Please see RFA Section V.B.4. for what is required for Cost Review.

**Q #9d.) Will you be giving preference to lower cost per participant?**

A #9d.) No, as per the response provided to Q #9c..

**Q #9.e.) What is the difference between a displaced worker and an unemployed worker?**

A #9e.) Displaced workers are those who lost their job due to the COVID-19 pandemic and are unlikely to return to their previous employment. Unemployed workers are those without a job and who want and are available for work. A displaced worker may also be unemployed.

**Q #9f.) What is the definition of an underemployed worker for this grant?**

A #9f.) Underemployed individuals, as defined by the Workforce Innovation and Opportunity Act (WIOA), may include (1) individuals employed less than full-time who are seeking full-time employment; (2) individuals who are employed in a position that is inadequate with respect to their skills and training; (3) individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and (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.

**Q #9g.) Can we apply for funding if our organization is currently running a training program funded by NYSDOL's Consolidated Funding Application for Workforce Development Initiatives – Unemployed/Underemployed Worker Training (CFA WDI – UWT) Program?**

A #9g.) Yes, applicants with current awards under the CFA WDI program may also apply for RWP funding.

***New Questions as of 8/17/2022 start below:***

**Q #10) We have a contract with NYSDOL for the CFA WDI program. Are we eligible for the Reimagine Program if we have a current contract with DOL?**

A #10) Yes, as per the response provided in A #9g.

**Q #11) We are a LWDB, and we have a couple of questions about the RWP request for applications:**

**Q #11a.) Can funds be allocated for administrative cost?**

A #11a.) Administrative costs cannot be separately allocated to RWP unless the Applicant develops a tuition rate for the training program because it does not have a published rate. Please see the Tuition Rate (TR) attachment for details on the other costs that can be included in a non-published tuition rate.

Please note that all requested funding must be directly related to the proposed training program and all proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services as described in the "Program Specific Questions" section in Grants Gateway under the "Forms" menu.

**Q #11b.) Can funds be utilized to assist entrepreneurs with their business start-up costs, and if so, what type of items can be purchased for this?**

A #11b.) No, funds cannot be used to assist entrepreneurs with their business start-up costs. Per [RFA](#) Section II.B.1., the allowable costs of the program are the tuition costs of short-term training programs; books, tools, or other materials directly associated with the training; credentialing exam fees; software required to deliver the training with an acquisition cost of up to \$999; and textbooks or training materials directly associated with the training, including electronic devices costing up to \$999 per device.

**Q #11c.) Can funds be utilized for supportive services after the course, during a business startup period?**

A #11c.) Yes, funds can be utilized for supportive services after the course. However, all awarded funds must be utilized during the agreed-upon contract period.

**Q #11d.) Can funds be utilized to create an apprenticeship?**

A #11d.) Per [RFA](#) Section II. B., only the costs of developing the Related Instruction (RI) portion of an apprenticeship program are allowable under this RFA. These costs can be calculated as the standard published tuition rate for RI multiplied by the number of apprentices in each course. If the RI portion of an apprenticeship is longer than 15 weeks, only the initial 15 weeks can be funded under this RFA.

**Q #12) We are a church (an established 501c3 non-profit), with a separate Community Development Corporation. We have a fully outfitted Computer Tech Lab where we'd offer career training/guidance and certification courses in computer languages that would prepare participants for entry-level positions or promotions in highly coveted, lucrative careers in Information Technology. Would we be considered as an eligible entity?**

A #12) Yes, as per the response provided in A #8.

**Q #13) My client is interested in the RWP opportunities, but we have questions:**

**Q #13a.) What is the difference between the RWP and WDI UWT opportunity?**

A #13a.) NYSDOL's RWP program is specifically targeting short-term education and training activities, defined as training that provides not less than 150, and not more than 600, clock hours of instructional time per participant over a period of not less than 8 weeks and not more than 15 weeks, designed to help participants return to work, become entrepreneurs, or expand their small business in the wake of the COVID-19 pandemic. RWP programs must also lead to a recognized credential, badge, certificate, license, etc.

Alternatively, the Consolidated Funding Application (CFA) Workforce Development Initiative (WDI) Unemployed/Underemployed Worker Training (UWT) Program is designed to provide training to unemployed/underemployed individuals to qualify them for full-time or part-time employment, or a higher level of employment. There is no restriction on the length of the training program as long as it fits within the one-year contract term, and there is no credential requirement.

**Q #13b.) My client offers training several times a year. Will RWP cover only one round of training or as many as can be delivered in the grant period?**

A #13b.) Depending on the length and cost of the program, and the potential award amount made, multiple rounds of training could take place within the grant period.

**Q #13c.) If the training program normally takes place over 6 weeks (200+ hours), can it be restructured to be extended to the 8-week minimum for RWP? Or can the weeks of mentored supervision on the job count toward the 8-week minimum? Or would it simply not be eligible?**

A #13c.) Yes, the program could be re-structured to become 8 weeks as long as it is at least 150, and not more than 600, hours of instructional time per participant.

Per RFA Section III.C.1., "short-term education and training programs may include career and employability skills development as well as job placement, job retention, and counseling in their tuition rates, and supportive services in the contracts but these activities cannot be stand-alone courses."

**Q #14) SCAP is based out of Schenectady, NY but we have established working relationships with three local community colleges – Schenectady County Community College, Hudson Valley Community College (in Troy, NY in Rensselaer County), and Fulton Montgomery Community College (in Fulton County) – to provide short-term education and training opportunities to our clients to whom we provide supportive services to assist in removing barriers faced by unemployed or underemployed workers. We will be offering these services to the target population described in the RFA, including underserved/underrepresented populations and individuals in priority populations; long-term unemployed workers; TANF and SNAP recipients; and Veterans. We will also be reaching out to students living in rural areas and those in communities designated as Federal Opportunity Zones.**

**My question is this: are we able to work with these community colleges and other organizations even though we are not all in the same county? Are we able to provide services to students from multiple counties?**

A #14) Yes, you are able to work with community colleges and other organizations even though you are not in the same county. Per Section III.C. of the RWP RFA, "Applicants that do not have their own programs of training are encouraged to enter into contracts with IHEs, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations."

You may also provide services to students from multiple counties. Please note that per Section II.B. of the RFA, students must be NYS residents.

**Q #15) For the eligibility criteria, can you clarify what is meant by "local public and private agencies"? We are a 501(c)3 nonprofit that provides Peer workforce development training in New York City, would we be eligible to apply?**

A #15). A local public agency is an agency that is run by the government and paid for by taxpayers. A private agency is an agency owned and operated by individuals and for-profit companies. As a not-for-profit, your organization is eligible to apply as per the responses provided to A #8.

**Q #16) We are hoping to apply for Reimagine Funding and would like to clarify the following questions:**

**Q #16a.) Can we provide multiple cycles, of up to 15 weeks each?**

A #16.a) Yes, as per the response provided in A #13b.

**Q #16b.) Can the 150 hours minimum of training include soft skills such as workforce readiness skills (e.g., workforce etiquette etc.)? We serve a hard-to-reach population who requires these soft skills to succeed.**

A #16b.) Yes, as per the response provided in A #13d.

**Q #16c.) Can the 150 hours include multiple training sessions – OSHA/Security Combo, for example – to give youth options?**

A #16c.) Yes, the 150 hours can include multiple training sessions as the hours are based on instructional time per participant and not on the specific course. Training must lead to recognized credentials, badges, certificates, licenses, etc.

Please note that per RFA Section II.B.3., basic safety training, including OSHA 10 and OSHA 30, cannot be funded with RWP funding.

**Q #16d.) Is there a required percentage of trainees that must complete the course completion or graduates who must be placed in jobs?**

A #16d.) No, there is no requirement as per the response provided in A #9b.

**Q #16e.) Are there priority sectors the DOL is interested in for this opportunity?**

A #16e.) Yes, NYSDOL priority sectors for this program include, but are not limited to, technology, healthcare, advanced manufacturing, and entrepreneurial skills. This RFA will also provide NYS businesses and training providers with the flexibility to design programs that address economic and workforce development needs that do not exist at the present time.

**Q #16f.) Can hours at an internship be considered as part of the 150-hour min?**

A #16f.) Internships are allowable as part of the 150-hour minimum if they are part of an applied learning situation (e.g., a lab or practicum). However, wage subsidies and on-the-job training (OJT) activities related to internships are not allowable under this program.

**Q #16g.) Are internships considered part of the training hours for training/certificates that require practicums?**

A #16g.) Yes, as per the response provided in A #16f.

**Q #17) Will the grant cover the costs of administrative personnel such as a Program Coordinator or is it just for tuition and other non-personnel costs?**

A #17) These costs may be included in a tuition rate the Applicant develops if one does not already exist for the training course/program. Please see the TR Attachment for more information on what can be included in a non-published tuition rate.

**Q #18) Where can I find the Attachments to the RFA?**

A #18) When starting an application in the Grants Gateway system, all RFA Attachments are in the “Upload Properties” module.

**Q #19) The application under “Restrictions on the Use of Funds” states that we cannot use funds for participant wage reimbursement, including the on-the-job training portion of an apprenticeship program. However, under Supportive Services we can provide stipends to participants that provide monetary assistance for continued participation in the short-term education and training program.**

**Can you let me know whether we should or should not provide stipends to participants?**

A #19) Yes, stipends can be provided to participants under Supportive Services, but just not in the form of wage subsidies.

**Q #20) What are the definitions and some examples of the required credentials, badges, certificates, or licenses?**

A #20) A credential is 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.

Examples of credentials include:

- **Badges** – Credentials designed to be displayed as a marker of accomplishment, activity, achievement, skill, interest, association, or identity.

Examples:

- Precision Machining Badge; and
- [Manufacturing Technology](#) Badge.

- **Certificates** – Credentials that designate requisite mastery of the knowledge and skills of an occupation, profession, or academic program.

Examples:

- Healthcare IT Technician Certificate; and

- Data Analytics Certificate.
- **Certifications** – Time-limited, renewable non-degree credentials awarded by an authoritative body to an individual or organization for demonstrating the designated knowledge, skills, and abilities to perform a specific job.  
 Examples:
  - Certified Manufacturing Engineer; and
  - Certified Phlebotomy Technician (CPT).
- **Licenses** – Credentials awarded by a government agency that constitute legal authority to do a specific job and/or utilize a specific item, system, or infrastructure and are typically earned through some combination of degree or certificate attainment, certifications, assessments, work experience, and/or fees. Licenses are time-limited and must be renewed periodically.  
 Examples:
  - Certified Nursing Assistant; and
  - Physical Therapy Assistant.

***New Questions as of 9/1/2022 start below:***

**Q #21) Can a company incorporated in NJ, serving students who live in NY apply for this grant? The training will be provided remotely.**

A #21) Yes, training can be principally delivered through distance education (remotely), but the student must be a NYS resident. Students cannot contribute to or otherwise reimburse the applicant for the cost of the training.

**Q #22) We have a training program that is exclusively for small-business owners to help them grow their businesses and become more resilient. Will we be required to show Business Engagement with businesses making commitments to interview our trainees? If yes, how would that work? These people are not looking for jobs, they own their own small businesses.**

A #22) Business Engagement under the RWP grant can include, but should not be limited to, business representatives as guest speakers or co-facilitators of training modules or business mentors strengthening student comprehension of the expectations of the workplace through one-on-one interactions. If the participant is a business owner or future business owner, Applicants themselves can commit to provide mock interviews to help prepare them for best hiring practices.

**Q #23) Are facility rentals an allowable cost under the RWP?**

A #23) Costs for facility rentals cannot be separately allocated to RWP unless they are wrapped up into a tuition rate developed by the Applicant for the training program, because it does not already have a published tuition rate. Please see the Tuition Rate (TR) attachment for details on the other costs that can be included in a non-published tuition rate.

Please note that all requested funding must be directly related to the proposed training program and all proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services as described in the “Program Specific Questions” section in Grants Gateway under the “Forms” menu.

**Q #24) If we were to receive an award and begin services in December, would we have 18 months to**

**complete the contract or only until September 29, 2023, unless granted an extension? If the latter, how likely is it that an extension would be granted?**

A #24) Currently, the period of performance is scheduled to end on September 29, 2023. However, it is NYSDOL's expectation that we will be granted an extension by US ED shortly. Therefore, at this time contracts can still be executed for up to 18 months.

**Q #25) Is this funding expected to be renewed/re-solicited once the performance period is complete in 2023, or is this a one-time only grant?**

A #25) It is not expected that the funding will be renewed once the period of performance is complete as this is a one-time grant.

**Q #26) I would like to submit the following questions for the Reimagine Workforce Preparation RFA:**

**Q #26a.) How is instructional time calculated for the purposes of this RFA? i.e. does the 40 hours per week max only account for lecture time or does it include self-study/homework/individual and group projects?**

A #26a.) The instructional time calculated for the purpose of this RFA can include the examples that you have stated above as long as those activities are supervised by an instructor. For instance, checking in with students, holding meetings and providing feedback on group projects. All instructional time must be documented and measurable, and lead to a credential. Applicants have the flexibility to create a program or more preferably utilize an existing program that meets the requirements within the RFA Section V. B. Evaluation Criteria.

**Q #26b.) On page 16, Section III Eligibility Information, A. Applicant Eligibility, the RFA states "Have two (2) or more full-time employees or the equivalent of two (2) full-time employees." Do the employees have to be U.S.-based employees for this requirement? (Our organization has a registered US Subsidiary but at the moment all the employees are based in Canada)**

A #26b.) There is no requirement that an applicant be headquartered in the United States. However, per Section II.B. of the RFA, students must be NYS residents. The applicant organization must also have a Federal Employer Identification Number (FEIN) and per Section III.A. of the RFA, must be in good standing in regards 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.

**Q #26c.) On page 4, the RFA states that "To maximize funds and minimize time to launch, scoring priority will be given to applications that modify or scale existing programs with a track record of success rather than developing new programs. Because of the need for fast, responsive training programs, priority will be given to fast-to-market apprenticeship, pre-apprenticeship, or similar opportunities. "Does existing programs with a track record of success" mean that training providers have to have a track record of success in the state of New York, or are you open to replicating successful program that took place outside of the state/US(Canada)?**

A #26c.) There is no requirement that programs with a track record of success took place within NYS.

**Q #26d.) For training that takes place online, do all participants have to be in the same classroom or can participants access online training 100% from home and/or from another location?**

A #26d.) Yes, participants can access online training 100% virtually from home and/or from

another location. Please note that although training can be principally delivered through distance education, the student must be a NYS resident.

**Q #26e.) How does this RFA define the disabilities in "individuals with disabilities"?**

A #26e.) NYSDOL follows the Americans with Disabilities Act (ADA) requirements. The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.

**Q #27) I own and operate a New York State Department of Health certified Article 28 Diagnostic & Treatment Center (D&TC), Union Square EyeCenter (USEC), which is an outpatient healthcare clinic that provides ophthalmology and optometry (eye) services. USEC trains healthcare workers, specifically ophthalmic and optometric (eye care) technicians and assistants. Would USEC qualify as an Eligible Applicant for this RFA?**

A #27) Yes, per RFA Section III.A., Applicant Eligibility, eligible applicants for the RWP program are IHEs; LWDBs; business, trade, and professional organizations; business development organizations; non-IHE postsecondary and business-based education and training providers; third-party work-based learning or apprenticeship intermediaries; and state, regional, and local public and private agencies. 501(c)(3) not-for-profit agencies are included in these categories. Please note that training programs funded through the RWP RFA must lead to a recognized credential, badge, certificate, license, etc.

**New Questions as of 9/21/2022 start below:**

**Q #28) Are we obligated to complete the Expenditure Summary Form? It seems like we are since the form is telling us the total cannot be \$0.00. However, we are unable to populate the form. Please advise.**

A #28) Yes, the Expenditure Summary Form does need to be completed to submit an application. However, please note that this is a Grants Gateway-required form and not a NYSDOL form. For assistance in completing this form, please contact Grants Gateway at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or (518)474-5595.

**Amended as of 12/05/22: The Expenditure Summary page of the Forms Menu is automatically populated from information you enter in the budget. You will need to click on the Other Expenses Detail form in the Expenditure Budget section and enter the Grant and Match funds on that page. Once you save the Other Expenses Detail page, that information will populate the Expenditure Summary page.**

**If you enter a Match amount in the Other Expenses Detail page, you must also enter that same amount on the Match Worksheet form.**

**Q #29) Are we obligated to complete the Administrative Worksheet? We are also unable to populate this form?**

A #29) Yes, as per the response provided in A #28.

**Q #30) The Budget Detail Attachment form is confusing. There is an area for non-personnel cost, but not any area to include personnel cost. The form seems to only be concerned about training, incentive, and training support costs. Please advise where we should detail our personnel cost?**

A #30) It is expected that personnel costs are included in the training costs in section 1. of the DBA, as these costs should be included in the published tuition rate for the program. If the program does not currently have a published tuition rate, personnel costs may be included in a tuition rate the Applicant develops for the training course/program. Please see the TR Attachment for more information on what can be included in a non-published tuition rate.

**Q #31) Are we able to do On the Job Training (OJT)/Internships for in-demand occupations under this grant?**

A #31) No, OJT/internships cannot be funded under the RWP grant.

**Q #32) Our nonprofit is certified in NYS as a mentorship module workforce development program aiming at software development apprentices, but we are still in the process of gaining our 501(C)(3). My first question is whether we can start the application process prior to having the 501(C)(3) and whether that will complicate how we are graded and defined?**

A #32) Yes, you may begin the application process as long as your organization understands that all not-for-profit (NFP) organizations must be registered and must be in an acceptable pre-qualification status in the Grants Gateway system (<https://grantsgateway.ny.gov>) prior to application submission. Please review [RFA](#) Section II. E. for more information on Grants Gateway registration and pre-qualification.

**Q #33) How does this RFP define 'lease employment' and how is that different from a contracted employee, as that is not allowed?**

A #33) Leased employees perform work for a business on behalf of an organization or professional staffing firm. A contracted employee operates independently of any employer, and typically provides a service to a client who pays them directly for those services.

**Q #34) As all funds are reimbursed, what is the timeframe of that reimbursement process?**

A #34) There is no specific timeframe prescribed in the RFA for submitting requests for reimbursement, but contractors are advised to begin submitting vouchers for payment as soon as the first Trainee Information Forms (TIFs) are submitted.

Note that per RFA Section VI.B., expenditure reimbursement is based on individual participant attendance at the short-term education and training program(s). If the students attend up to and including 50% of the course, the reimbursement will be at the level of attendance achieved (e.g., individual student attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate). For student attendance of 51% and above, the reimbursement will be for 100% of the tuition rate.

**Q #35) Our programming provides participants with credentials for entry-level IT roles in state government agencies. Is there an ability to have NY state agency IT departments serve as the businesses that commit to interviewing training program participants? If so, is this something DOL would be willing to help us coordinate so that we can understand which O \*Net codes are in the highest demand?**

A #35) We are unable to advise on whether NYS Agency IT departments can serve as the businesses committing to interview participants as NYS Information Technology Services (ITS) is the overarching agency overseeing IT staff at each NYS Agency. Please contact ITS at [human.resources.its@ogs.ny.gov](mailto:human.resources.its@ogs.ny.gov) to determine if they would be willing to commit to this.

**Q #36) Our training program leverages some coursework from third party resources/platforms such as Pluralsight and Udemy. Is this allowed for the purposes of the RFA?**

A #36) Yes, funds may be used under this RFA to enlist the services of a separate training provider or platform to deliver short-term education and training programs to participants.

***New Questions as of 10/04/2022 start below:***

**Q #37) Our questions pertain to the completion of the Detailed Budget Attachment (DBA). On past DBAs, on the first tab under “1. Training Costs”, we listed each program name under the Course Name column on the same tab. Example: for our application under CFA WDI Round 2, we listed CNA, Medical Office Administration, Home Health Aide, and other programs all on one tab.**

**In the new RWP DBA, Section “1. Training Costs” of the form appears to require more information, and we want to make sure that we are interpreting the directions correctly. Are we now supposed to complete sections 1-4 for each individual program? If so, would we need to list each individual class within the program and then break down the hours and cost for each class?**

**In our CFA WDI application we listed Medical Billing Specialists at 180 hours and a tuition cost of \$3,010. Would we now need to list the individual courses that fall under Medical Billing Specialist? Example, Medical Terminology 1, 30 hours, \$500; Medical Terminology 2, 30 hours, \$500; etc.?**

A #37) In this example we recommend the applicant follow what was done under the CFA WDI application and list the program rather than listing out each course that falls under the overall training program. If each individual course is listed, documentation of two comparison costs for each course are required.

***New Questions as of 10/20/2022 start below:***

**Q #38) How narrowly do we have to make our target population? Can we serve people from any of these categories (displaced workers; new workers looking to enter jobs within in-demand industry sectors or occupations; unemployed or underemployed workers transitioning to new fields; small business owners who need skills to create new businesses or grow current businesses and become more resilient)? Or do we have to commit to a set grouping?**

A #38) Your target population(s) can consist of participants from any of the categories you have stated above, you do not have to commit to a set grouping. However, please note that individuals must be at least 18 years old. Please also review [RFA](#) Section III. B. for more information on target populations that are eligible for this grant.

***New Questions as of 11/16/2022 start below:***

**Q #39) Q&A #16e cites “technology, healthcare, advanced manufacturing, and entrepreneurial skills” as priority sectors for this RWP grant program. In light of the Bureau of Labor Statistics’ projection of 17% employment growth for estheticians and skincare specialists between 2021 and 2031, with some 13,400 new jobs opening up, will RWP grant applications for Appearance Enhancement training programs be eligible for award under this RFA?**

A #39) Yes, Appearance Enhancement training could be eligible for RWP funding if it is a short-term training program that leads to a credential. The sectors provided in A #16e are examples of in-demand/priority sectors but are not an exhaustive list.

**Q #40) MWBE & SDVOB – Are you asking we try to have 15% and 6% respectively of the overall contract deliverables or only of vendors we are purchasing materials from?**

A #40) Yes, the RWP RFA is requesting that these percentages be met, if possible, through good faith efforts for both subcontractors and suppliers in the performance of the contract. Please review [RFA](#) Section II.G. for more information on participation requirements.

**Q #41) Regarding Program Design question 4.1.e – A detailed description of how the newly gained occupational skills will help the student attain skills needed by business – I don't understand the use of the words 'skills' two times in this question. Are you asking what skills will the student learn to get a job in the construction industry (which has already been answered in detail) or what skills will the student learn to apply for a job in the construction industry, such as writing a resume, job interview skills, etc?**

A #41) Question 4.1.e is referring to the occupational skills that the participant will attain to help gain employment within that industry.

**Q #42) I am looking to respond to the Reimagine Workforce RFA, however I am not seeing where to start the application response process. Could someone please advise?**

A #42) Interested parties must apply online via the Grants Gateway website at <https://grantsmanagement.ny.gov/>. Additional information on how to Apply for a Grant in Grants Gateway can be found at <https://grantsmanagement.ny.gov/apply-grant>.

For further assistance in applying through Grants Gateway, please reach out to the Grants Gateway Help Desk:

Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.

Phone: (518) 474-5595

Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

**Q #43) Where exactly is the application itself? Am I going to simply fill out a word doc and download to the documents vault? Is there an administrator that I need to request a formal application from? When I try to use the Applications tab on the Gateway Portal, no specific search comes up.**

A #43) Interested parties must apply online via the Grants Gateway website at <https://grantsmanagement.ny.gov/>. All required pre-submission uploads are listed within the Grants Gateway with document templates provided.

Please review the response provided in A #42 for further Grants Gateway support information.

### ***New Questions as of 11/22/2022 start below:***

**Q #44) There are several businesses we will engage with that will not be interviewing graduates for job opportunities and do not have relevant job openings; they are training facilitators or enrollee recruitment social service organizations.**

**My question – do you want listed on the BE attachment ONLY those business engagements that are going to be job placement and/or internship partners or can we list ALL business engagements that will partner with us to make the program a success? If the latter, is putting down N/A an acceptable answer?**

A #44) Only those businesses that commit to at least interviewing trainees upon program completion should be listed on the BE attachment. Please review the [RFA](#) Section III. C. for more information on the implementation of business engagement.

***New Questions as of 12/13/2022 start below:***

**Q #45) I note that the RFA for Reimagine closes Dec. 30. It states awards are contingent on remaining funds. Are there remaining funds and will additional awards be made after the Dec. 30 close?**

A #45) Yes, there are funds remaining at this time.

NYSDOL has not made a formal decision as of yet on whether additional awards will be made after the closing date of December 30, 2022.

**Q #46) Regarding Program Design questions 1.3.b, 1.3.c, and 1.3.d – Are these supposed to be projected percentages and median earnings for trainees once the training program is complete?**

A#46) Yes, Program Design questions 1.3.b, 1.3.c, and 1.3.d are projected outcomes for your training program.

**Q #47) I am having difficulty filling out the required Administrative Worksheet. Are administrative costs allowed for this grant?**

A#47) The Administrative Worksheet is available, but it is not required If you have tried to enter information and are receiving an error code within the Administrative Worksheet, leave all areas blank and only fill in the column of "Total Grant Funds" you are requesting. This action should allow you to proceed to the next area to complete.

Administrative costs are permitted for this grant if they are included in the published tuition rate or as part of a tuition rate the applicant develops if it does not have a published rate. Please see the TR Attachment for more information on what can be included in a non-published tuition rate.

**Q #48) We are a nonprofit which provides workforce development and training opportunities for immigrant women and women of color in the food industry. Can NYSDOL clarify whether or not we would be considered an eligible applicant for the Reimagine Workforce Preparation RFA, as we are not sure if we would be considered a "business based education and training provider" or a "private agency" (or neither). Can you please help us determine this?**

A #48) A private agency is an agency owned and operated by individuals and for-profit companies. A business based education and training provider is a training provider that provides trainees with the skills and competencies to be successful in a specific industry or job.

As a not-for-profit, your organization is eligible to apply as per the response provided in A #8. Please note that training programs funded through the RWP RFA must lead to a recognized credential, badge, certificate, license, etc.

**Q #49) We have several workforce programs we train community members for. We are wondering if we would be allowed to fund a High School Equivalency (HSE) program with these funds and/or fund an HSE course combined with workforce development such as Security Guard Training or MOS specialist?**

A #49) Both programs listed above would be eligible for RWP grant funding, if meeting all other eligibility and program requirements, including that the programs lead to a recognized credential, badge, certificate, license, etc.

Please review [RFA](#) Section III.A. for full information on applicant eligibility.

**Q #50) I'm interested in submitting a proposal for the Reimagine Workforce Development RFA, but I'm not sure how to go about beginning or submitting an application. Can you give me some guidance on where in Grants Gateway we can begin that process?**

A #50) Please review the response provided in A#42 for guidance on application submission.

**Q #51) Will the RWP RFA end on Sept 2023, as per page 8, or will we still have the 18 months to complete the contract?**

A #51) Please review the response provided in A#24 for information on RWP grant period of performance.

***New Questions as of 12/19/2022 start below:***

**Q #52) We have a course curriculum that is awaiting State Education Department Bureau of Proprietary School Supervision approval, which may or may not occur before the December 30 submission deadline. Would a training program using that curriculum be eligible for RWP grant funding if approval occurs subsequent to submission of our RWP grant application?**

A #52) Yes, the curriculum for the training program could be approved by BPSS subsequent to submission of the RWP grant application. However, an award, if eligible, will not be made until NYSDOL receives applicant notification of the BPSS approval.