

New York State Department of Labor (NYSDOL)

Consolidated Funding Application (CFA)

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

(Updated 05/18/18. Round 8. New questions and answers are added weekly and indicated below after each revision date.)

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

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General Questions

G Q #1) Where is the application?

G A # 1) The Consolidated Funding Applications (CFA) Round 8 Request for Proposals (RFPs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging onto the CFA portal at <https://apps.cio.ny.gov/apps/cfa/>. All proposals must be submitted via the CFA portal. Please find additional details about the proposal submission in Process for Proposal Submission section (IV) of the RFPs.

In addition, all bidders are required to register in the Grants Gateway System and non-profit bidders must also prequalify in the Grants Gateway System before October 1, 2018. Please find more information about the Grants Gateway System in the Contracting Process section (II.E.) of the RFPs.

Pre-recorded webinars on the various CFA programs can be found at <https://regionalcouncils.ny.gov/webinars>.

G Q #2) Would you know if the CFA Grant for this Round still has the lower/mid-level ONET Code requirement?

G A # 2) New York State Department of Labor is offering two funding opportunities in the CFA Round 8 funding program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. Yes. The EET program provides funds to train existing employees in specific occupational skills leading to attainment or retention of middle-skills occupations. As noted in section III.C.1. of the EET RFP, "Bidders must utilize the O*NET to identify middle-skills positions as targeted by this funding opportunity" and "In the Master Training List (Attachment 1), the Bidder must provide the O*NET codes of occupational titles that best match the tasks performed by trainees and the corresponding Job Zone code. Job Zone codes must be 1, 2, or 3."
2. No. The UWT program is not restricted to low or middle-skills occupations.

G Q #3) Please explain what the following means in the definition of occupational skills training course: “Result in attainment of a recognized postsecondary”.

G A # 3)The CFA-EET (page 35) and CFA-UWT (page 38) RFPs include a definition of the recognized postsecondary credential as:

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:

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

The Training and Employment Guidance Letter 10-16 Change 1(TEGL, page 13) includes more detailed definition of the recognized postsecondary definition as:

“A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual’s attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.”

G Q #4) Concerning the Education/Workforce Development portion of the recently released REDC RFP, are institutions of higher learning considered eligible applicants?

G A # 4)The New York State Department of Labor (NYSDOL) is offering two workforce development funding opportunities in the Consolidated Funding Application (CFA) Round 8

program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. Yes. As noted in section III.A. (Bidder Eligibility) of the **EET** Request for Proposal (RFP), eligible bidders include private not-for-profit businesses, including colleges and universities.
2. Yes. As noted in section III.A. (Bidder Eligibility) of the **UWT** RFP, eligible bidders include public or private not-for-profit training providers, including colleges and universities.

G Q #5) [REVISED 5/18/18] Can grant funds through the Existing Employee or New Hire Programs be used to train government employees, or only private sector employees?

G A # 5) In **CFA Round 8**, government employees are eligible participants in **the** New York State Department of Labor's **Unemployed Worker Training (UWT) program only**. As stated in section III.B. (Trainee Eligibility) of the Existing Employee Training (EET) **program Request for Proposal (RFP)**, **"Temporary employees, seasonal employees, public (federal, state, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFP."** There is no New Hire Training (NHT) program in CFA Round 8.

G Q #6) Though immigrants/refugees are not explicitly within your target populations for the RFP, given their LMI status are they eligible as accepted populations?

G A # 6) New York State Department of Labor is offering two funding opportunities in the CFA Round 8 funding program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. **EET:** Yes, immigrants/refugees may be eligible for training if they are legally able to work in the United States. Per Section III.B. in the RFP, Trainee Eligibility, trainees are eligible if they are existing employees of the Bidder or a consortium of businesses and if they are working: in NYS; in low-skills or middle-skills occupations, defined as occupations with Job Zones 1, 2, or 3; in full-time or part-time positions and have a permanent, year-round attachment to the business; and are employed by the Bidder or consortium business for at least six (6) months prior to the start of the training or are in a cohort of trainees in which the majority of the cohort has been employed by the Bidder for at least six (6) months prior to the start of the training.
2. **UWT:** Yes, immigrants/refugees may be eligible for training if they are legally able to work in the United States. Per Section III.B. in the RFP, 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 (35-hours per week or more) or part-time employment or to obtain higher level employment.

G Q #7) We are interested in applying for the Education Workforce Development as part of the NYS Consolidated Funding Application. I was wondering if there is a bidder's conference or webinar that will be part of this process to help provide guidance as needed?

G A # 7) In addition to Regional Workshop Events as indicated at the Regional Economic Development Council Resource Center webpage ([http://regionalcouncils.ny.gov/resources?type\[71\]=71](http://regionalcouncils.ny.gov/resources?type[71]=71)), pre-recorded webinars on the various CFA programs can be found at <https://regionalcouncils.ny.gov/webinars>.

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Existing Employee Training (EET) Questions

EET Q #1) Are unions eligible to apply for CFA EET funds?

EET A #1) Yes. As noted in section III.A. (Bidder Eligibility), trade organizations, such as labor unions and manufacturing associations, can apply for CFA-EET if they are training their own or a business consortium of existing employees.

EET Q #2) Please explain and/or give an example of leveraged funding.

EET A #2) As noted in section II.C, leveraged funding is required based on the sliding scale “non-federal share” match requirement for WIOA’s Incumbent Worker Training funds (WIOA section 134 (d) 4). Leveraged funding can include either a portion of the training cost or wages of the workers while they attend training. In-kind matches are not acceptable for the CFA-EET Leveraged Funding match requirement. Leveraged funding, based on the number of Bidder employees (10% for Bidders with 50 or less employees; 25% for Bidders with 100 or less employees; or 50% for Bidders with more than 100 employees), **MUST** be indicated in the CFA portal budget table described in section V.B.4 (Table 2) of the RFP.

EET Q #3) Can a County be a lead applicant as part of a business consortium that will subcontract with local educational institutions to provide the training?

EET A #3) Yes. A County can apply as the Lead Bidder of consortium of businesses that is applying to train “their own or a business consortium of existing employees”. Bidders, including Lead Bidders, not utilizing their own in-house trainers 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.

Please be aware, the lead bidder must indicate at the time of proposal submission: the exact number of trainees who will be trained under this proposal as well as the following for the individuals proposed to be trained under the proposed program of training: names of proposed trainees and their existing job titles; O*NET code of the occupation that the trainee will be trained; Job Zone code for the occupation; and the occupational skills training course(s) each trainee will attend. In addition, the lead bidder must provide other details summarizing the consortium of businesses, including: the number of current individuals working for the bidding consortium that belong to middle-skills occupations defined as occupations in Job Zones 1, 2, or 3 as well as how the proposed program of training will lead to advancement or retention of trainees in middle-skills occupations at the bidding businesses.

The lead Bidder will be the fiscal and administrative authority for the proposed project and accepts the responsibility to meet all contract terms and conditions in ensuring the successful completion of the projects as contracted. This includes the leveraged funding/match

requirement. Sub-entities of a bidding consortium are responsible to the lead Bidder to ensure their portion of the contracted activities and must submit documentation demonstrating their commitment to the project and acceptance of roles as indicated in the proposal.

EET Q #4) When will the Existing Employee Training Program grant guidance be posted to the NYS DOL website under funding opportunities? Or can I find it somewhere else?

EET A #4) The Consolidated Funding Applications (CFA) Round 8 Request for Proposals (RFPs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging onto the CFA portal at <https://apps.cio.ny.gov/apps/cfa> and starting a CFA application for EET funding. Attachment question, Q_7378, offers a download of the RFP.

EET Q #5) With understanding that middle skills occupations are those not requiring a bachelor's degree, iff the trainees are employed in an occupation that does not require a bachelor's degree, is it allowable to have trainees from that occupation who do possess a bachelor' degree?

EET A #5) Yes, it is allowable. As indicated in section III.B. (Trainee Eligibility) of the EET RFP, "Trainee eligibility is based on the typical education level of an individual in low and middle-skills occupations and not the current education attainment of the trainee."

EET Q #6) I checked the application questions on the CFA website and I need clarification on below question. I did not see anywhere in the CFA Resources Guide, under Existing Employee Training Program anything related to leverage/match percentage. Please clarify.

Q_7416 - Indicate the required leverage/match percentage as determined by the response to Q_6496 and the sliding scale rates defined in section II.C. [Choice Options: 10% for Bidders with 50 or less employees, 25% for Bidders with 100 or less employees, 50% for Bidders with more than 100 employees]

EET A #6) As stated in section II.C. of the EET RFP (Leveraged Funding (Match Requirement)), "Under WIOA (sec 134 (d) 4), CFA-EET funded training is subject to the following sliding scale "non-federal share" match requirement, which can include a portion of the training costs as well as the wages of the workers while they attend training:

- 10% for Bidders with 50 or less employees
- 25% for Bidders with 100 or less employees
- 50% for Bidders with more than 100 employees

Leveraged funding, based on the number of Bidder employees, must be indicated in the CFA portal budget table described in section V.B.4 (Table 2) of this RFP."

EET Q #7) Can an educational institution act as the lead bidder for a consortium?

EET A #7) Yes. An educational institution can apply as the Lead Bidder of consortium of businesses that is applying to train "their own or a business consortium of existing employees".

Please be aware, the lead bidder must indicate at the time of proposal submission: the exact number of trainees who will be trained under this proposal as well as the following for the individuals proposed to be trained under the proposed program of training: names of proposed trainees and their existing job titles; O*NET code of the occupation that the trainee will be

trained; Job Zone code for the occupation; and the occupational skills training course(s) each trainee will attend. In addition, the lead bidder must provide other details summarizing the consortium of businesses, including: the number of current individuals working for the bidding consortium that belong to middle-skills occupations defined as occupations in Job Zones 1, 2, or 3 as well as how the proposed program of training will lead to advancement or retention of trainees in middle-skills occupations at the bidding businesses.

The lead Bidder will be the fiscal and administrative authority for the proposed project and accepts the responsibility to meet all contract terms and conditions in ensuring the successful completion of the projects as contracted. This includes the leveraged funding/match requirement. Sub-entities of a bidding consortium are responsible to the lead Bidder to ensure their portion of the contracted activities and must submit documentation demonstrating their commitment to the project and acceptance of roles as indicated in the proposal.

EET Q #8) Is there a minimum or recommended number of businesses for the consortium?

EET A #8) A lead bidder of a business consortium must identify at least one other member of the consortium which has existing employees in need of occupational skills training.

EET Q #9) We are looking at training for positions that have significant turn over. Is it acceptable to only list the position titles?

EET A #9) No. Bidders requesting EET program funding must propose occupational skills training for existing employees. As stated in section III.B. (Trainee Eligibility) of the EET Request for Proposal (RFP), trainees must be “employed by the Bidder for at least six (6) months prior to the start of the training or in a cohort of trainees in which the majority of the cohort has been employed by the Bidder for at least six (6) months prior to the start of the training.”

EET Q #10) If an employee named on the list is no longer employed prior to the award announcement can we edit the names on the list with their replacement?

EET A #10) Yes. Successful Bidders can replace employees intended for training during the contract negotiation process as long as the replacement employees continue to meet the trainee eligibility requirements as stated in section III.B. (Trainee Eligibility) of the EET Request for Proposal (RFP).

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Unemployed Worker Training (UWT) Questions

UWT Q #1) Are unions eligible to apply for CFA UWT funds?

UWT A #1) Yes. While, as noted in section III.A. (Bidder Eligibility), “Consultants, trade organizations and other third-party entities are not eligible to apply for CFA-UWT Program funds on behalf of other organizations”, this “on behalf of” language does not disqualify unions from being a direct applicant. As noted in the third bullet in the Bidder Eligibility section, Bidders must be “have partnerships with business(es) that commit to interview and consider trainees for employment. The number of trainees cannot exceed the number of potential job openings.

UWT Q #2) Please explain and/or give an example of leveraged funding.

UWT A #2) As noted in section II.C, leveraged funding is NOT required but will result in additional points during the scoring process based on the percentage of leveraged funds being used (4 additional points in Question 18 on page 28 of the RFP). Leveraged resources can include either a cash match (such as another funding source that will cover a portion of the training cost) or in-kind resources (such as the cost of facility use, wages to provide supervision of program administration, etc.). Any leveraged funding MUST be indicated in the CFA portal budget table described in section V.B.4. of the RFP to be eligible for the additional points.

UWT Q #3) Is there possible clarification on what it means to have trainings provided in a classroom setting.

UWT A #3) The term classroom is utilized in the broadest sense. Classroom training can be at the work-place, at a training institution, or even through distance learning. This can also include a hybrid of in person and online trainings.

UWT Q #4) Since the RFP does not indicate any restrictions regarding re-applying and there is the new option this year of cloning your past application, I assume we can submit a continuation proposal. Please confirm.

UWT A #4) Yes. As noted in section III.A. (Bidder Eligibility) of the UWT RFP, "Bidders with open or pending contracts are encouraged to apply for CFA as long as the participants and staff to be funded under a proposed CFA project would differ from any existing or future NYSDOL awards."

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