

## **New York Youth Works (NYYW) RFAs/RFP Questions and Answers**

### **Applying**

**Q1. How will the Department identify training providers that are interested in serving eligible youth and working with certified businesses under this program?**

**A1.** The Department has issued two Requests for Application (RFAs) to identify and contract with such training providers. The RFAs are accessible via the NY Youth Works webpage at: <https://labor.ny.gov/businessservices/funding.shtm>

**Q2. Who is eligible to apply for the NY Youth Works Requests for Application (RFAs)?**

**A2.** Applicants include duly incorporated for-profit or not-for-profit organizations, including community-based organizations (CBOs) that are eligible to do business in New York State. They must be located within a reasonable proximity to at least one of the following cities or towns:

***City of:***

- New York • New Rochelle
- Yonkers • Mount Vernon
- Buffalo • Albany
- Rochester • Schenectady
- Syracuse • Utica

***Town Of:***

- Hempstead • Brookhaven

In addition, Local Workforce Investment Areas (LWIAs), counties and/or municipalities that are associated with the 12 targeted areas may apply. A LWIA grant recipient may apply on behalf of a Local Workforce Investment Board that is not incorporated.

**Q3. If an organization plans to serve participants in more than one city, is it necessary to file separate applications?**

**A3.** No, it is not necessary to file separate applications. Be sure to account for the youth participants from the different cities in your application so you do not go over the \$50,000 limitation.

**Q4. What determines whether an organization may apply for more than \$50,000? Is it the scope, the number of participants served, or some other measure? Are the required services the same under the RFA as the RFP, or are there additional services the organization must provide under the RFP?**

**A4.** If an organization applies for more than \$50,000, they would apply to the RFP (#T-03). We base the determination for the larger amount on the size of the program and the number of youth participants you expect to serve. You can determine this easily by looking at your program or by calculating the amount that appears on the Milestone Activity Table under section 3 on the application (Attachment 1).

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The services required under the Training and Placement RFP (#T-03) are the same services that are required under the Training and Placement RFA (#T-2).

### **Q5. Is there a per capita for number of participants?**

A5. There is no set cost per participant. The range of costs will depend upon the level of services provided and the milestone payments set by the program. For example, a work-ready youth who is placed prior to July 1st would have a cost to the grant of \$700 (\$400 for the placement payment and \$300 for the post-placement stipend). A youth who needs training, attains the National Work Readiness Credential (NWRC), and is placed prior to July 1<sup>st</sup>, would have a cost to the grant of \$2,200 (\$700 for work readiness and occupational skill training, \$600 for training stipends to the youth, \$200 for NWRC attainment, \$400 for the placement payment and \$300 for the post-placement stipend to the youth).

### **Q6. Is there a minimum number of youth that should be served by each provider in training and/or placement?**

A6. There is no minimum/maximum number of youth to be served by each proposer/applicant. However, depending on the grant for which you are applying and how many youth you have under each of the various activities, the funding limitations will result in there being an upper limit to the number of youth you will be able to serve.

### **Q7. Previously, the literature said providers could apply to both T1 for up to \$50k and T2 for up to \$50k. Is that still the case, or do providers need to solely apply through the RFP if seeking over \$50k?**

A7. Providers may apply to the Placement RFA (#T-1) for up to \$50,000 and the Training and Placement RFA (#T-2) for up to \$50,000. Providers also may apply to the Training and Placement RFP (#T-03) if they choose. An organization may apply for all three programs.

### **Q8. How rigid is the requirement to have previous experience with businesses?**

A8. Per the RFA/RFP, the applicant should “have demonstrable ties to the business community, e.g. have made previous placements in the business community.”

### **Q9. If the same organization is in three communities, can you apply for a larger grant to serve all those communities?**

A9. The funding amounts for contracts under the RFAs and RFP are on a per entity basis, regardless of the number of locations served by the entity.

### **Q10. My question is as follows: in the RFP, NYS DOL states that it wants us to provide occupational assessments under “program services sought.” Can you give more detail about this?**

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A10. Occupational assessments refer to the tools used to match the job seeker with job openings that align with their career objectives - e.g. career interest measures, work values tools, skills assessments, etc.

### **Q11. Can community colleges participate?**

A11. Yes. Community colleges can apply as a training provider and/or certify as a business under the New York Youth Works program.

### **Q12. Is there a pre-determined cap on overhead costs?**

A12. The funding opportunities under the NYYW program are performance based so there are no overhead costs to account for.

### **Q13. How soon after submission deadline will CBOs be contacted to announce award?**

A13. The RFP deadline is March 19<sup>th</sup> and ultimately the review process will depend on the number of proposals that are received. Since contracts over \$50,000 must be executed through the NYS Attorney General's Office and the Office of the State Comptroller this will add at least two months to the contract processing timeline. The RFA deadline is March 30 but because the funding amount is under \$50,000 the proposals are reviewed as soon as they are received by the agency and NYSDOL can enter into a contract at its own discretion. We strongly encourage organizations to first apply to the opportunity which it can most readily implement.

### **Q14. Can a school district and a school within the same district (e.g., Albany School District and Albany High) apply for a New York Youth Works award?**

A14. The determining factor is the federal employer identification number (FEIN) number. If the school district and the school share the same FEIN number then they are considered a single entity, and only one award may be made to that FEIN.

## **Funding/Milestones (Payments and Stipends)**

### **Q1. What are the payments training providers will be eligible to receive for successful training, credential attainment and placement of certified eligible youth with certified businesses?**

A1. Training providers selected for participation in the program will be eligible to receive the following payments for successful placement of a certified youth with a certified business:

- For providing work readiness/occupational skill training
  - \$700 per participant for delivery of the training (not-for- profits are eligible to receive up to a 25% advance at the start of classes).
- For youth obtaining National Work Readiness Credential
  - \$200 for each participant that receives a National Work Readiness Credential.

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- For placing work-ready youth

- \$400 for job placements with certified businesses by July 1, 2012.
- \$200 for job placements with certified businesses after July 1, 2012.

The business is not eligible for this tax credit if the youth is hired after July 1, 2012.

### **Q2. Will training providers be eligible for a placement payment if a certified Youth is placed with a non-certified business?**

**A2.** No. The placement payment is only for certified youth placed with a certified business.

### **Q3. Are organizations providing training and/or placement to youth under the NY Youth Works Program eligible for payment advances?**

**A3.** Not-for-profit organizations such as municipalities, school districts, boards of cooperative educational services and community based organizations may receive an initial advance of funds for contract disbursements from the Department of Labor in an amount of up to 25% of the annual contract amount, if deemed appropriate by the Department.

### **Q4. I am writing with regard to the NY Youth Works Placement Program - #T-1. Does the \$50,000 contract award include the \$300 stipends? Does the \$400 reimbursed to the placement organization include the \$300 stipend?**

**A4.** The \$50,000 limitation does include the payment of stipends. The \$400 placement payment is in addition to the stipend payment.

### **Q5. Regarding the \$300 stipend for youth after they are hired: does that stipend come out of the awardee's budget, or does it come directly from DOL? How does the youth receive payment?**

**A5.** Applicants must include stipends in their budgets. The Department will move funds (including stipends) to the awardees. The awardees are responsible to pay the stipends to the youth at the times and in the amounts prescribed by the Department (please see Section III of the RFAs).

### **Q6. Is there a cost per participant range/expectation?**

**A6.** There is no set cost per participant. The range of costs will depend upon the level of services provided and the milestone payments set by the program.

### **Q7. Are there any required qualifications for staff re: education/experience?**

**A7.** The NYYW program solicitations do not outline qualifications for individual staff. NYSDOL has outlined an important eligibility requirement that an organization must demonstrate history of two or more years as provider of youth services.

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**Q8. How can an organization demonstrate their capacity and experience in serving youth populations to be served in this RFA's? Can we include an organizational capacity section in the response application?**

A8. Yes. Examples of organizational capacity include but are not limited to reporting numbers of youth served in previous years; describing nature of prior youth service provision, cite prior contract/awards for youth service provision, etc.

**Q9. As the applicant and training provider under the New York Youth Works Training and Placement Program - #T-2, we would be eligible to receive \$700 per participant for delivering training. Should we use these funds for stipend payments to the participants?**

A9. No, the \$700 per participant payment is strictly for the delivery of the work readiness and occupational training. It is completely separate from the stipend payments to youth participants (please see Section III of the RFA, as well as number 3 on Attachment 1 for clarification).

**Q10. The total application budget is \$50,000? Are programmatic administrative costs to be included in the \$50,000 budget or should it only be used for participant stipend payments? Is this performance-based? Is that how the applicant organization earns the funds to pay the participant stipends?**

A10. The total amount that an applicant can be awarded under either RFA is \$50,000. Do not include administrative costs in your budget. Please see number 3 (Service Levels and Requested Funding) on attachment 1 of each RFA for what items to include.

**Q11. Will it be possible to change the projected milestones during the course of the program (i.e. if we propose a 50-50 breakdown between before and after July 1st, 2012, and realize that we can do 60% of the placements before and the remaining after or vice versa), or are we locked into what we propose?**

A11. To revise any of your service projections under the RFAs upward (i.e., in a positive direction), you must contact the Department's contract development staff to negotiate a modification to the contract. The RFP is a competitive procurement, so contractors are not allowed to make a change to their projected service levels.

**Q12. Will all payments to providers be made upon completion of these milestones, or is there some portion of the funding that will be paid out to cover the costs of running the program, regardless of outcomes?**

A12. The Department will make all payments to awardees upon completion of the milestones. Not-for-profit organizations will be eligible for a cash advance of up to 25% of the total contract amount. Please note that the 25% advance available to not-for-profits is an advance on the attainment of the milestones. It is not intended for -- nor can awardees spend it on -- any other activities or materials. All of the costs for these grants are milestone or performance-based, with

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the exception of the stipends. The Department will reimburse stipends, as incurred, when awardees submit a voucher.

### **Q13. Are there opportunities for renewal or funding after 2012?**

A13. There is no further information regarding this question at this time. However, certified youth participant job placements that take place after July 1, 2012 will have to be taken into consideration when formulating your Requested Funding in Attachment 1.

### **Q14. What happens if the young person achieves more than one job related certification?**

A14. Organizations can offer multiple trainings leading to job related certifications. However, there is only one milestone payment for work readiness/occupational skill training totaling \$700 per participant. In addition, there is only one milestone payment for each participant who receives an NWRC totaling \$200.

### **Q15. If we get the 25% in advance, then will we need to return that if we don't reach all the proposed milestones?**

A15. Correct, if any advanced funds exceeding the amount of milestones earned remain at the end of the contract period, the remaining advance will need to be refunded to DOL.

### **Q16. Can contractors use portions of the \$700 skills training to contract with training providers to provide certifications?**

A16. The \$700 award per participant is intended to be used by training providers to teach the youth work readiness skills/occupational skills training. How the training provider offers this work readiness training or occupational skills training is determined by the applicant and will need to be outlined in the RFA/RFP application.

Please note: Only not-for-profit organizations will be eligible for a cash advance of up to 25% of the total contract amount.

### **Q17. Are we required to provide the \$300 stipend for each youth placed or is it optional?**

A17. You are required to provide the \$300 placement stipend for each youth placed with a certified business. This is not optional. All applicants must include these stipends when submitting their applications.

### **Q18. If the employer is nonresponsive to our request to complete the employer verification but we have paystubs brought to us by the participant, may we still claim the milestone payment?**

A18. As noted in the T-2 RFA and the T-03 RFP, a confirmation of hire will be a requirement for payment of the first half (\$150) of the placement stipend. Awardees must complete the form

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entitled “Confirmation of Hire for New York Youth Works Program,” upon placement of a youth, and forward it to the Department. The balance of \$150 should be paid upon the youth providing a paystub or payroll record from the hiring business that demonstrates one full week of employment (employment verification document). Awardees may not claim these milestone payments/stipends without this information/documentation.

**Q19. Is the \$400 for placement of a certified youth with a certified business payment in excess of the up to \$50,000 grant award, or within that up to \$50,000 grant award?**

A19. The \$50,000 grant award does include the \$400 placement payments. Please see number 3 (Service Levels and Requested Funding) on attachment 1 of each RFA for what items are included in the \$50,000 limitation.

**Q20. Can the funds from NY Youth Works Program be used as an add on for youth enrolled in ACCES-VR, Ticket to Work and WIA?**

A20. Youth who are served through existing programs may also be served with NYYW program dollars as long as the services added on are unique and do not duplicate existing services.

### **Certifications**

**Q1. Who submits the application for business certification -- the vendor or the business?**

A1. Businesses must apply on their own behalf. Any business that is interested in applying for the certification should visit the Department of Labor’s website at <http://www.jobs.ny.gov/youthworks> for more information. You can submit the form online, or download it for completion and mail it in.

**Q2. Is there a list of certified businesses available to the general public or perhaps to award recipients?**

A2. When businesses apply for the NYYW program, we will post their job orders (openings) in the New York Job Bank at <http://newyork.us.jobs/index.asp>. Typing in “NYYW” will display all current job openings on file for the location (radius) selected.

**Q3. If an individual has already been certified to participate in a workforce development program run by the NYSDOL, must he or she recertify to participate in this program?**

A3. Yes. All youth participants must be certified specifically for the New York Youth Works program. Youth can apply here: <http://www.jobs.ny.gov/youthworks>

**Q4. Approximately how many certified businesses do you have at this point? How many youth positions does that equate to?**

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A4. Current New York Youth Works job openings with certified businesses can be found at: <http://newyork.us.jobs/results.asp?si=304132125>

### **Q5. Are there specific employers/businesses that are eligible for this program?**

A5. Businesses must first be certified by the NYS Department of Labor. The Department must receive business applications for certification between January 1 and June 1, 2012. The tax credit only applies to hiring employees, ages 16 to 24, who are certified to participate in the program. The Department of Labor will refer certified youth or help you get youth certified. The certified youth must start work between January 1 and July 1, 2012.

To qualify for certification, a business must be in good legal standing, located within a reasonable commuting distance for youth who live in the areas listed and filling job openings that meet one of the following conditions: considered an in-demand occupation, in a regional growth sector, and deemed a priority for the area's Regional Economic Development Council.

### **Q6. What type of entry level jobs do you expect to be offered?**

A6. The jobs offered for certified youth will cover a wide range of positions in a variety of companies including health care, clean energy, advanced manufacturing and conservation with opportunities for career advancement.

### **Q7. Can youth be certified after July 1<sup>st</sup>, trained and placed as long as it is within the 6-month contract period?**

A7: Yes. However, bear in mind that the fee for successfully placing certified youth with a certified business after July 1, 2012, drops from \$400 to \$200.

### **Q8. If the employer is unwilling to participate in the certification process may we still claim the milestone payment?**

A8. No. If a business is unwilling to participate in the certification process, you cannot claim the milestone payment. All placements must be with certified businesses to receive placement payments.

### **Q9: What is the impact of immigration status on the ability for youth to participate?**

A9. Businesses must have all new hires complete an I-9 form to confirm their authorization to work in the U.S. As such, the youth must have an immigration status that confirms they are authorized to work. The New York Youth Works Program will require the provision of a social security number for each youth being served.

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### **National Work Readiness Credential (NWRC)/Work Readiness Training & Curriculum**

**Q1. For the placement grant (#T-1), do our ‘ready to work’ youth have to have the NWRC or can they have gone through our career ready-to-work workshop series? We run the Career Pathways and HPOG program and do Career Service (job placement and retention up to one year) but we do not offer the NWRC.**

A1. Ready-to-work youth do not have to have the NWRC for you to place them into employment.

**Q2. Our program has an existing work readiness training curriculum. Would you recommend that we reconfigure our current curriculum with the NWRC or can our curriculum stand alone? If it can stand alone, can we develop a testing tool that would be approved by DOL? However, our agency will apply to become an authorized testing site.**

A2. While we recommend that Training Providers use the *WorkSkills* series developed by Steck-Vaughn (as it covers all content areas identified by the National Work Readiness Council and Assessed on the NWRC exam), it is not required. We will base application scoring for applicants who do not use the *WorkSkills* series on the content of the *WorkSkills* series materials. Ultimately, the work readiness training curriculum developed by a CBO may stand alone as long as it meets the requirements outlined in the RFA and documented through the *WorkSkills* pacing guide (See Application Document – Attachment 1).

No, you may not develop your own testing tool to use for this program. The NYYW program (under the #T-2 RFA) provides funding for eligible training providers to allow certified youth, who have completed work readiness training, to take the National Work Readiness Credential exam. Awardees can partner with existing authorized NWRC test sites, or become an authorized test site. Once a youth passes the NWRC exam, he/she will be able to present that work readiness certification to a potential business as evidence of work readiness skills.

**Q3. Our program has a question about the accessibility of the program materials that would be associated with the “New York Youth Works Training and Placement Program.” Our participants are blind or visually impaired, and before we apply for this program, we want to make sure that the workbooks and computer programs are accessible for our participants.**

A3. The Work Readiness Credential Exam is 508c compliant and accessible to the blind or visually impaired. The *WorkSkills* curriculum developed by Steck-Vaughn to support preparation for the Work Readiness Credential exam is not 508c compliant. Training providers may choose any work readiness training program to prepare youth for the Work Readiness Credential Exam, as long as it meets the requirements outlined in the RFA/RFP.

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**Q4. The T-2 RFA mentions that the T-1 RFA is intended to provide placement services to the current population of certified youth who are work-ready. Do students placed by #T-1 providers need to have participated in training or have specific credentials?**

A4. Under the New York Youth Works Placement Program (#T-1), we do not require that a student/youth participant have participated in training or have received any specific credentials. However, youth participants who receive placement services under the T-1 RFA must be work-ready.

**Q5. I have a question about the NYSDOL New York Youth Works Training and Placement Program #T-2. If participants in the program already have a National Work Readiness Credential (perhaps from a former DOL program), do they need to be recertified to be placed in employment under this grant?**

A5. If youth participants already have a National Work Readiness Credential, they should not be served under the Training and Placement RFA (#T-2), as they are *already* work-ready. You would better serve them under the Placement RFA (#T-1). If you mean the certification process to participate in the New York Youth Works program, yes they would still need to be certified. All youth must get certified to participate in the NYYW program. Youth can apply to be certified here: <http://www.jobs.ny.gov/youthworks>

**Q6. Does Workforce readiness training have to culminate in sitting for the National Work Readiness Credential?**

A6. The purpose of the Training and Placement RFA (#T-2) and RFP (#T-03) is to fund organizations under the NYYW program. One of the services is to have youth test for the National Work Readiness Credential (NWRC). Ideally, work readiness training would culminate in the youth sitting for the NWRC.

**Q7. Is there a minimum number of hours per week of training required for Work Readiness Credential training?**

A7. No. However, the *WorkSkills* curriculum pacing guide as been included in the RFA/RFP to illustrate the amount of time curriculum delivery would take.

**Q8. In regards to the program design evaluation criteria, is the NWRC Steck-Vaughn curriculum mandatory? Note, in the RFP it states, 50% of the eligible 40 points are weighted towards using the *WorkSkills* series developed by Steck-Vaughn. If we were to use our own training model alone, it appears we would therefore be at a disadvantage, is this a correct assumption?**

A8. While the Steck-Vaughn *WorkSkills* Series is the recommended curriculum, it is not mandatory. Although you will be awarded 20 points for using *WorkSkills*, you would not be at a disadvantage to use your chosen curriculum. It is also stated in the T-03 RFP that you can be awarded up to 20 points for your chosen curriculum, provided your curriculum meets

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requirements outlined in the RFP and is documented through the *WorkSkills* pacing guide (see Proposal document – Attachment 1).

### **Employment/Placement**

#### **Q1. With regard to the NY Youth Works Placement Program # T-1, does summer employment qualify for placement?**

A1. Yes, it does qualify. However, it is in the best interests of the employers (to maximize their tax credit) and youth (to provide stable employment, income and experience) to pursue year-round employment.

#### **Q2. Will the earnings affect individuals' benefits (SSI, SSDI, Public Assistance) once they become employed?**

A2. The answer to that question depends on the age of the youth being served. Please see the information our partners at the Office of Temporary and Disability Assistance (OTDA) have shared for the NYYW program.

#### *Public Assistance Eligibility*

Wages – Wages earned by dependent children under age 21 are exempt as income for families receiving public assistance (PA), and do not affect the family's PA eligibility. However the wages earned by youth age 21 or older and living on their own will count as income and may affect the youth's PA eligibility.

Stipends are paid to reimburse the youth for the costs they incur to participate in the program, and are excluded from income determinations. For more information contact the local Department of Social Services (by county)  
[http://www.health.ny.gov/health\\_care/medicaid/ldss.htm](http://www.health.ny.gov/health_care/medicaid/ldss.htm)

#### *Food Stamp (Supplemental Nutrition Assistance Program – SNAP) Eligibility*

Wages – Wages earned by a youth 16 to 17 years old who is in school or working toward a GED are excluded as income and are not included in determining a household's SNAP eligibility or benefit amount. Wages of any household member age 18 or older will be included in determining a household's SNAP eligibility or benefit amount.

Stipends – Stipends to a youth 16 to 17 years old who is in school or working toward a GED would not affect SNAP eligibility. Stipends to out-of-school (not in HS or pursuing GED) youth 18 and older are included in the family income calculation used to determine SNAP eligibility, and therefore could affect the youth's SNAP eligibility. Out-of-school youth 18 and older receiving SNAP benefits should contact their Local Department of Social Services (by county) to determine if the stipend affects their eligibility.  
[http://www.health.ny.gov/health\\_care/medicaid/ldss.htm](http://www.health.ny.gov/health_care/medicaid/ldss.htm)

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### **Q3. For the \$200 payment for placement, what is the deadline for the placement?**

A3. We award contracts for a period of up to six months. Thus, you must place a youth in a job within six months of the contract award. To receive the \$200 payment, the organizations should make the placement after July 1, 2012, and before the contract end date. The contract end date will be different for each awardee.

### **Q4. Can a not-for-profit organization apply as both a training provider and a worksite?**

A4. Yes. However, the job openings that you are filling with certified youth should focus on permanent employment as outlined in the New York Youth Works RFAs/RFP. The organization must also be certified by NYSDOL to participate in the program.

### **Q5. Can non-profits apply to become a certified business under the Youth Works program?**

A5. Yes. However, non-profits would very likely not be eligible for the tax credit offered under this program against the state franchise tax because generally non-profits are able to apply for and are granted an exemption from this tax.

### **Q6. Does placing a certified youth in a job in a certified non-profit count if we were to receive an award under this RFA?**

A6. Yes. However, as noted in response to question 5 in this section, the non-profit may not be eligible to receive the tax credit offered under the program.

### **Q7. Can a government apply as both a training provider and a worksite?**

A7. Yes. However, the job openings that you are filling with certified youth should focus on permanent employment as outlined in the New York Youth Works RFAs/RFP.

## **RFA Attachments**

### **Q1. Please advise regarding RFA Attachments 8-11. Must all applicants submit Attachments 8-11, or are they only required for applicants using MWBEs?**

A1. Please note that, per the Minority/Women-Owned Business Enterprises (MWBE) requirements (Section VI of the RFA), at the time of application you *must* submit the MWBE Utilization Plan (*Attachment 10* of the RFA), which should list the MWBEs you intend to use to perform the State contract, should one be awarded. You *must* also submit the EEO Staffing Plan (*Attachment 8* of the RFA) that identifies the work force you will use on the contract.

An applicant who documents good faith efforts to meet the goal requirements *may* submit a request for a partial or total waiver on the Proposal for Waiver of MWBE Participation Goal

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(Attachment 11 of this RFA) at the same time it submits its MWBE Utilization Plan (Attachment 10).

If we award you a contract, you must submit to the Department, upon request, a Workforce Employment Utilization/Compliance Report (Attachment 9 of the RFA) that identifies the workforce you used on the contract (if known). Contractors must submit a Contractor's Quarterly Compliance & Payment Report on Attachment 9 by the 10<sup>th</sup> day following the end of each quarter during the term of the contract.

### **Q2. What is the solicitation number for attachment #8?**

A2. The solicitation number is the number of the corresponding RFA (#T-1, or #T-2) for which you are applying.

### **Q3. Do you have a pre-formatted Milestone Activity Table or do you expect the proposers to create one themselves?**

A3. You can find the Milestone Activity Table that both RFAs refer to on Attachment 1 (the Application) of the corresponding RFA. It is embedded into the document, under Section 3-Service Levels and Requested Funding. To complete the table, just tab to the desired field and enter in the correct information.

### **Q4. The RFA states the following - Submission instructions: include 15 pages max, 12-point font and pages numbered. Should these responses be in a separate document or included in attachment #1? If the responses should be on attachment #1, please provide unlocking instructions to insert a page number in the document (attachment #1).**

A4. Include the responses to the questions on the application (attachment #1) right in the document. The document is a locked fillable form. You complete it by tabbing to the desired field to enter text. To start a new line/paragraph under the same question, press Shift and Enter at the same time.

Correct, the application does not have page numbers on it. Applicants do not need to unlock the document to add page numbers. Please be sure to stay within the 15-page limit – documents will be checked manually as they come in, to ensure applicants meet this requirement.

### **Q5. On the Application, Eligibility Attestation piece, concerning questions “b,” “c,” “e” and “h”: Besides checking off on the required box, I’m assuming that backup documentation is required? If so, should the response be attached to the application or will DOL allow us to provide this support material at some later date?**

A5. You must answer these questions separately, as an attachment to the application. This will not count against the page limits imposed on the application.

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**Q6. Do the attachments need to be received by March 30 or postmarked by March 30?**

A6. Neither. You submit the application for the RFAs, Attachment 1, via e-mail only. You may submit it any time between now and 4:00 PM on March 30, 2012. You must complete, sign and mail to the Department, the remaining required attachments. We must receive them within seven (7) calendar days of the electronically submitted application. Please see the RFA, Section V. Application Submission.

**Q7. I tried to input information into Attachment 8, Equal Opportunity Staffing Plan, and was unable to do so. What did I do wrong?**

A7. Attachment 8 is not a fillable form. In order to complete this document, it needs to be printed. It is to be completed and executed with original signatures and mailed into the Department with the other required attachments (Attachments 2, 3, 4 and 10) within 7 calendar days of emailing your application (Attachment 1).

**Q8. Will responding to the questions in attachment 1 constitute the narrative? There is no Separate narrative required, right?**

A8. Yes, responding to the questions in attachment 1 does make up the narrative of your application.

**Q9. The RFP states that “for purposes of this procurement, DOL hereby establishes an overall goal of 20% for Minority and Women Owned Business Enterprises (MWBE) participation, 11% for Minority Owned Business Enterprises (“MBE”) participation, and 9% for Women Owned Business Enterprises (“WBE”) participation.” If the MWBE participation is a goal, does that mean it is not a requirement?**

A9. MWBE participation goal is a requirement set forth by the initiatives of Governors Paterson and Cuomo.

**Q10. Will priority be given to applicants who have Minority and Women Owned Business Enterprises (MWBE) subcontractors?**

A10. No. Preference is not given to applicants who have MWBE subcontractors.

**Q11. Must the subcontractors be certified and part of the NYS directory of the Minority and Women Owned Business Enterprises (MWBE)?**

A11. Only certified MWBE’s appear in the NYS Empire State Development Directory.

**Q12. If we cannot determine Minority and Women Owned Business Enterprises (MWBE) that are suitable as subcontractors for this initiative, can you please clearly outline what steps we must take to demonstrate best efforts?**

## **New York Youth Works (NYYW) RFAs/RFP Questions and Answers**

A12. Please refer to Empire State Development's website at [http://www.empire.state.ny.us/MWBE/Data/122210\\_MWBE15-ARegs.pdf](http://www.empire.state.ny.us/MWBE/Data/122210_MWBE15-ARegs.pdf), Sections 142.7 Waivers and 142.8 Contractor's good faith efforts.

**Q13. The grid crosswalking between the applicant's work readiness curriculum and the suggested WorkSkills curriculum is not able to be filled electronically in its current format. What do you suggest?**

A13. The "Pacing Guide" that allows organizations to crosswalk their work readiness curriculum with the *Workskills* curriculum is not able to be filled electronically. Organizations have successfully copied this guide into Word or converted it to a PDF to complete this task. Please remember it must be submitted electronically.

**Q 14. If we are not using any subcontractors or suppliers to fulfill the services asked for in the application, how should we fill out Attachment 10: MWBE Utilization Plan?**

A14. If you are not using any subcontractors or suppliers to fulfill services, you must fill in the field at the top with your organization's information (name, address, FEIN, etc), and sign and submit when sending in with the other required attachments for the RFA or RFP you are applying to. As stated in the RFA/RFP you may then be required to submit Attachment 11, Application for Waiver of MWBE Participation Goal, so please consider completing this attachment as well.

### **Data Entry**

**Q1. If you are submitting placement stipend under the Work Readiness Training program, do you enter it on the NYYW Placement tab in One Stop Operating System (OSOS)?**

A1. Yes. The OSOS tabs were designed so that all placement related stipends would be recorded on the NYYW Placement tab and all training or credential related stipends would be recorded on the NYYW Training tab. Therefore, if you are recording the placement related stipend payments they should be recorded on the NYYW Placement tab.