

**NYS Department of State  
Division of Community Services  
Community Services Block Grant  
WORKFORCE DEVELOPMENT GRANTS – Targeted Areas  
Request for Applications #12-CSBG-10**

**RFA Updates**

The RFA was released on June 22 and updated on June 26, 2012. All changes are highlighted in yellow. Changes include:

- Page 3: increasing the services area to include the following counties: Broome, Hamilton, Rensselaer, Schenectady, and Ulster;
- Page 27: Addition of National Performance Indicators under **GOAL 2: The Conditions in Which Low-Income People Lives Are Improved;**
- Page 29: Update of Poverty Income Guideline values;
- The ROMA training will now be held on **July 25, 2012**. See the NYSCAA website for registration and details.

**Questions & Answers**

*The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated into RFA #12-CSBG-10 issued on June 22, 2012, updated June 26. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

**Q1:** Please confirm if CAA's that service Erie County, NY are eligible for this funding opportunity?

**A1:** Only eligible organizations as defined in **Section II. Eligible Applicants** and providing services in the counties listed in this section may apply. Erie County is not an eligible service area for this funding opportunity.

**Q2:** Under Item III. Eligible Activities, it states "Proposed eligible activities must consist of strategies to produce outcomes addressing one or more of the attached CSBG National Performance Indicators in...Workforce Development". On Attachment 3 of the RFP, National Performance Indicators 2.1.D through 2.1.I are highlighted in yellow. Why are these indicators highlighted? If there is any special relevance to these indicators, may applicants also use workforce development indicators under NPI's 1.1 and 1.2?

**A2:** The highlighting, as noted above in the updates section, indicates the changes made to update the RFA on June 26, 2012. These changes are listed above. Applicants should ascribe whatever National Performance Indicators (NPI) are appropriate to the services, activities or outcomes being proposed.

Q3: Are incentives (gift cards, etc.) for program participants an allowable expense for this grant?

**A3:** As stated on the bottom of the Budget Summary form, **Application PART G – Budget**, “CSBG funds must be used in accordance with the cost principles of OMB Circulars A-122 and A-110. Grantees must comply with the limitations and prohibitions as stated in federal *CSBG statute (42 U.S.C. 9901 et seq.)*, which includes Section 678F (42 U.S.C. 9918), and any subsequent amendments.” All proposed expenses will be considered within the context of the proposed activities. Additionally, providing gift cards, pre-paid cards, gas cards, etc. is a permissible use of CSBG funds, particularly in an emergency/disaster situations, so long as the expenditure can be justified as meeting one or more of the statutory purposes of the CSBG program. As these funds will not be designated for emergency service relief, the use of gift cards will not be an acceptable expenditure.

Q4: If our agency is the only local agency offering Family Development Credentialing, are we allowed to charge this grant for the fees involved in offering the instruction to our consumers?

**A2:** If the fees are reasonable and necessary to the cost of operating the proposed program, then yes, they would be allowed but still subject to the limitations and prohibitions as stated in federal *CSBG statute (42 U.S.C. 9901 et seq.)*, which includes Section 678F (42 U.S.C. 9918), and any subsequent amendments. All budget items should be fully justified and in support of activities outlined in the RFA.

Q5: Will applications be considered for award if request is less than \$100,000?

**A5:** Yes. Proposals requesting less than \$100,000 will be considered.

Q6: III. Eligible Activities (p. 4 of application) in defining programs for low income youth, -- what is the upper age limit for the youth category?

**A6:** In applying for funding, applicants should define the age categories of the populations that will be served. These categories will be reviewed within the context of the proposed program or services with consideration given to other youth service programs provided by the Applicant and other local youth service providers. The age range should not go beyond 24 years of age.

Q7: Targeted Activity #4 (p. 5) What is the definition that you are using for “Civic Literacy?” Does a program that has a strong financial education component also need to include a “civic literacy” piece under your definition?

**A7:** Applicants may propose programs that focus on Financial Literacy or Civic Literacy; or a combination of both.

- Q8:** Demonstration of Need (p. 8) How much detail does the phrase “precisely and consistently” require when applied to describing geographic area? If applicant serves a county – is it enough to list the county by name – and describe location -- or do you need more detailed description of the actual physical boundaries?
- A8:** Applicants should use their judgment in describing the geographic area. Responses should adhere to the page limitations for each applicable section.
- Q9:** Second Level Review – Additional Points (p. 9) What does the phrase “Demographic and geographic diversity” actually mean? Does the phrase refer to the achievement of demographic and geographic diversity with the grant proposal? Or the ability of the Secretary of State to achieve demographic and geographic diversity among all the granted proposals?
- A9:** As noted in the description of the second level review, the additional points may be granted by the Secretary of State to achieve demographic and geographic diversity in the aggregate amongst all the granted proposals. This is a standard to provide demographic and geographic diversity in the use of funds Statewide.
- Q10:** M/WBE Utilization Plan (p. 8 of application, also MWBE Forms, p. 1 & 5) Does the overall goal of 20% refer to all services purchased under the plan? What if most of the potential services to be purchased are from non-profits or from other agencies – and the total purchased from M/WBE is under the 20%?
- A10:** With regard to the M/WBE Utilization Plan, the M/WBE goal of 20% applies to grant expenditures for potential services/materials in excess of \$25,000. Applicants should consult the NYS Directory of Certified Minority-and Women-Owned Businesses to solicit bids from M/WBE firms who may be able to provide the potential services/materials needed, with a goal of awarding M/WBE vendors 20% of the services. Grantees are expected to comply with their individual procurement policies while making good faith efforts in meeting the 20% goal. If services/materials needed are less than \$25,000 or will be provided by non-profits or other state/local government agencies, then the M/WBE goals would not apply to such services/materials.
- Q11:** What triggers the need to file for a partial waiver? Full waiver?
- A11:** In filing for a partial or full waiver, an applicant should articulate any reason it believes will inhibit its ability to meet the M/WBE goal as outlined in the RFA. The Department will review the Applicant’s request and determine if the request should be approved.