

**NYS Department of State
Division of Community Services
Community Services Block Grant (CSBG) Workforce Development
Discretionary Grants- Consolidated Funding Application
Request for Applications #14-CSBG-8**

RFA Updates May 19, 2014

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 #14-CSBG-8 issued on May 1, 2014. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Q1: Can the 25% match be from State funding or other non-federal sources?

A1: The 25% match must be from non-federal sources such as State, local, and private dollars. This can also include donated goods and services.

Q2: On page 6, under "Organizational Experience and Capacity" it says that we should include resumes of key staff. However, in the CFA I cannot find a place where we would attach resumes. Last year, we squeezed bios of key staff into the text box for this question. Should we proceed the same way? Or should we include resumes with the logic model and attach as one file under documents?

A2: Resumes are not required, however, if an applicant chooses to submit them in response to questions regarding organizational experience and capacity please submit a summary of qualifications/resumes of key staff into the text box for this question.

Q3: We would appreciate your sending us a listing of the Pre-Proposal Conferences being held in NYS regarding the Community Services Block Grant (CSBG) Workforce Development Discretionary Grants - Consolidated Funding Application Request for Applications - RFA # 14-CSBG-8.

A3: Meeting schedules can be found at the bottom left of the page www.regionalcouncils.ny.gov

Q4: Are we eligible to apply to the current round of the CSBG Workforce Development grant if have a CSBG Workforce Development grant still open?

A4: Yes, an agency is eligible to apply for the current round of the CSBG Workforce Development grant if they have a current CSBG Workforce Development Grant and fit the eligibility criteria.

Q5: We were funded in 2012 and still have two years left on the grant. If we are eligible, would the project need to be significantly different from the one we are currently operating?

A5: The scope of services funded under this RFA have been modified from the previous RFA. The proposed project must fit within the scope of the services outlined in this RFA to be eligible for funding. Please consult the scope of services outlined in this RFA to determine whether your current activities fit within the scope of this RFA.

Q6: On the website for the NYS CFA, questions for all the applications can be found at <https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions>. I'm having difficulty finding the ones for the Department of State- Workforce Development Grants. Could you please send a link to those questions so that we could determine if this application is appropriate for us?

A6: An applicant must complete the initial screening and if eligible, will be directed to the grants you will be eligible to compete for.

Q7: In our region, the Opportunity Agenda specifies a very small part of the overall region. The RFA says that proposals must address itself to "an area identified as an Opportunity Area by a regional Economic Development Council" (pg. 4). The RFA further states that "Proposals must adhere to the parameters for growth industries and geographic location (if specified) in your region's Strategic Plan and Opportunity Agenda (pg. 4). If the Opportunity Agenda defines a smaller geographic area, is that area the only area in which services can be targeted or may applicants target areas specified in the Strategic Plan?

A7: Scoring on individual regions will be based on meeting the region's goals and priorities. Failure to meet the goals of the region may impact final scoring. The proposed project service area should cover, either exclusively or in part, a geographic area identified as an Opportunity Area by a regional Economic Development Council.

Q8: Does a proposal need to address all 4 priorities identified on pg. 4 or is it sufficient to address only one or more?

A8: No, an applicant does not need to address all 4 priorities identified, it is sufficient to address only one priority.

Q9: The RFA refers to "skilled employment" (pg. 4) – where is that defined in the RFA?

A9: Skilled employment refers to jobs in which employees have special skills, knowledge, or (usually acquired) ability in order to perform the work.

Q10: The RFA refers to "growth industries" identified in the region's Strategic Plan and Opportunity Agenda. This term, "growth industries" appears in neither the Opportunity Agenda nor the Strategic Plan for our region. How are we to interpret it?

A10: Growth Industries are sectors of the economy experiencing a higher-than-average growth rate. Growth industries are often associated with new or pioneer industries that did not exist in the past and their growth is related to consumer demand for the new products or services offered by the firms within the industry

Q11: The CFA for the NYSDOS in the NY Works 2014 Available CFA Resources Manual states that there is a required local share match of 25%. However, the 2014 CFA Application Instructions on the NYSDOS webpages states (on page 6) that a match of at least 25% of federal funds is required. Is the later correct, or was it to be a "non-federal" fund match?

A11: The 25% match is based on 25% of federal funds awarded and must be from non-federal sources such as State, local, and private dollars. This can also include donated goods and services.

Q12: We are interested in applying for the Entrepreneurial Development program under the CFA, but we are unsure if we are eligible. The Research Foundation for SUNY is a not for profit and we are an educational institution. But, do we qualify as a community-based organization?

A12: For the purposes of this RFA, a Community Based Organization is defined by Executive Law section 159-e(4) as: "any organization incorporated for the purpose of providing services or other assistance to economically or socially disadvantaged persons within its designated community. Such organization must have a board of directors of which more than half of the members reside in such designated community." In addition, for purposes of this RFA a Community Based Organization must be an entity with a 501(c)(3) designation that has been operating continuously for at least 5 years.

Q13: We are considering pursuing a CFA application for Entrepreneurial Development under the DOS Workforce Development Grants. Eligible organizations include not-for-profit 501(c)(3) community based organizations. The Fulton, Montgomery, and Schoharie Workforce Development Board Inc. is a 501(c)(3) although we don't refer to ourselves as a CBO. Our purpose/mission is to provide a quality workforce for business and employment training and opportunities for job seekers. Would we be eligible to apply under this definition?

A13: A 501(c)(3) is eligible to apply as long as the organization has been operating continuously for at least 5 years and meets the definition of a Community Based Organization as provided in Executive Law section 159-e(4) (stating, "'Community Based Organization' shall mean any organization incorporated for the purpose of providing services or other assistance to economically or socially disadvantaged persons within its designated community. Such organization must have a board of directors of which more than half of the members reside in such designated community.").

Q14: As a junior college, are we eligible to apply for the CSBG Workforce Development Grant?

A14: Eligible organizations are non-for-profit 501(c)(3) Community-Based Organizations (CBOs) and Community Action Agencies (CAAs), as defined in the RFA and explained in Answers 12 and 13 above.