

New York State Department of Labor (NYSDOL)
New York State Pre-Apprenticeship Request for Proposals Bid #W-15
Questions and Answers Pertaining to the Request for Proposals
(Updated 08/04/16 and 08/24/16)

Request for Proposals (RFPs) are available at the New York State Department of Labor website at:
<https://www.labor.ny.gov/businessservices/funding.shtm>.

Q1. Where can we get a list of NYS Registered Apprenticeship programs?

A1. The list of active Registered Apprenticeship Program sponsors may be found at the following link:
<http://www.labor.ny.gov/apprenticeship/activesponsorlist.shtm>

Q2. Can you advise me of the process to have a Pre-Apprentice program be approved as a Direct Entry Program?

A2. The process for pre-apprenticeship programs to apply to become approved as Direct Entry Programs may be found at the following link:
<http://www.labor.ny.gov/apprenticeship/direct-entry.shtm>

Q3. When completing an application for the Pre-Apprenticeship Program, do the contents of Attachment #1 - Technical Proposal make up the Proposal Narrative referenced on page 8 of the RFP that cannot exceed 10 pages?

A3. Attachment #1 may serve as your technical/narrative proposal. Please note that it has been modified for ease of use. If desired, applicants may replicate Attachment #1 but should include all the same information.

Q4. I am writing from a Housing Authority, a Public Benefits Corporation, with numerous community based office in New York City. We would qualify to apply for this grant as a community-based organization? Is there a definition of community-based organization?

A4. Yes, Public Housing Authorities are eligible applicants. For purposes of this RFP, a 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 community.

Q5. Are public school districts eligible to apply? The RFP doesn't say that nonprofit organizations must be 501c3s.

A5. Yes, non-profit organizations, including public schools and BOCES, are eligible applicants.

Q6. Under this RFP, will training providers be reimbursed for their indirect costs, as that term is defined in the federal Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards?

A6. As required by OMB's Uniform Guidance, applicants awarded under this RFP are eligible to be reimbursed for their indirect costs. Indirect costs may be reimbursed in one of two ways:

- If the applicant has a Federally approved indirect cost rate, the applicant may be reimbursed at that rate; or
- If no Federally approved indirect cost rate exists, the applicant may be reimbursed for indirect costs at a rate of up to 10% of the total cost of the program.

If indirect costs are being requested, they should be included in the costs noted on the submitted Budget Proposal (Attachment 2).

Q7. There are two seemingly-conflicting items in the RFP. The RFP states that, "pre-apprenticeship training is a great way for participants to obtain basic safety training and address the physical requirements of the trade," but under the section on non-allowable costs it includes, "training required as part of a Federal, State or local government mandate." OSHA training is a mandate in state and municipal public work jobs. Can this RFP pay for the cost of OSHA training?

A7. The costs for OSHA training are an allowable expense and the RFP has been revised to reflect this change.

Q8. What are the qualifications for a construction training program site to be given Direct Entry status? As DREAMS YouthBuild is the only YouthBuild affiliate in the state with this status, yet many of the 16 YouthBuild affiliates have indirect relationships with unions across the state that take their trained students into their apprenticeship programs. How do we formalize those relationships?

A8. The process for pre-apprenticeship programs to apply to become approved as Direct Entry Programs may be found at the following link: <http://www.labor.ny.gov/apprenticeship/direct-entry.shtm>

Q9. Does the TEN 13-12 (United States Department of Labor's (USDOL) Training and Employment Notice (TEN 13-12) dated November 30, 2012 entitled "Define a Quality Pre-Apprenticeship Program and Related Tools and Resources") provide any leverage for YouthBuild affiliates that are interested in responding to the RFP and requesting direct entry status?

A9. Although the Training and Employment Notice (TEN) referenced above may be a helpful document when learning about pre-apprenticeship programs and resources, it will not have an impact on the review of the applications. All applications must be evaluated according to the review criteria outlined in the RFP.

Q10. Are the 100 slots available to be given to only one program, or can various programs apply for a certain number of those 100 slots, for example, DREAMS would like to apply for 25 of the 100 slots, or a collaborative of YouthBuild affiliates statewide would apply for 60 of the 100 slots?

A10. The RFP does not stipulate the number or amount of awards nor does it restrict the number of participants an applicant may propose to train. However, as stated in the RFP, the NYS Pre-Apprenticeship program limits reimbursement to training providers to a maximum of \$7,500 per successful trainee.

Q 11. Are BOCES eligible to apply?

A11. Please see the answer to Q5.

Q12. Are undocumented students eligible (including DACA students and Dreamers)?

A12. Pre-apprenticeship Program participants will enter into a Registered Apprenticeship upon completion of the program for employment. Program participants need to be able to provide their prospective employers with appropriate documentation to obtain employment in the United States.

Q13. Do students need to have a high school diploma or GED?

A13. As indicated in the RFP, the pre-apprenticeship program needs to have a relationship with Registered Apprenticeship Program sponsors. This question should be posed to the sponsors applicants are working with as each sponsor establishes minimum qualifications ([Apprentice Training Recruitment Notification and Minimum Qualifications \(Form AT-505\)](#)) specific to their trade.

Q14. Are fields such as health, hospitality, and technology eligible? Are there Registered Apprenticeship programs in these fields or other programs that are considered acceptable equivalents?

A14. There is no restriction on the industries or trades participating in this RFP, however, the RFP does state that pre-apprenticeship programs must result in participants being enrolled into Registered Apprenticeship positions with sponsors who will provide work assignments on State Funded Projects.

The answer to Q1 provides a link to the current list of Registered Apprenticeship Programs and trades. Any industry or occupation may be apprenticeable provided it meets the definition of an apprenticeable occupation as described in the regulations [Part 601 Registration of Apprenticeship Programs and Agreements](#).

Q15. Can a WIOA grant recipient also participate in this? Can a YouthBuild grant participant participate?

A15. It is unclear what is meant by “participate” in the RFP. However, WIOA grant recipients and YouthBuild programs may apply provided they meet the definitions of eligible applicants as outlined in the RFP and Qs & As.

If programs are already receiving other public or private funding for pre-apprenticeship training, awardees will need to use this award to support an increase in the number of individuals targeted by this RFP.

Q16. Regarding the apprenticeship's customized training, might this include pre vocational services - i.e. appropriate job conduct, interviewing skills, completing a job application and resolving conflicts on the job, etc.

A16. Work readiness skills are identified in the RFP as part of pre-apprenticeship programs.

New questions as of 08/24/16 start below:

Q17. Could a group of YouthBuild affiliates across the state with existing yet not yet formal relationships with various construction trades unions, respond to this RFP as a group – collaboratively?

A17. Yes, a group can respond collaboratively but they must identify one fiscal agent and only one award will be allocated to the fiscal agent. The fiscal agent must be approvable as indicated in the RFP, which includes being an approved direct entry provider.

Q18. Will funds only be reimbursed to a grant recipient should a pre-apprentice participant be placed in an apprenticeship program?

A18. No, the RFP will be modified to clarify that 60% of the award will be available on a cost reimbursement basis with the remaining funds available once participants have been enrolled into a Registered Apprenticeship Program. Sponsors of RA programs must submit Apprenticeship Agreements (Form AT-401) showing the registration of pre-apprentices into a Registered Apprenticeship Training Program.

Q19. May proposals include letters of support?

A19. A NYS Registered Apprenticeship sponsor letter of support is a required attachment to this RFP. Proposals may include other types of letters of support as attachments. However, these letters will not be factored into the evaluation of proposals. All applications must be evaluated according to the review criteria outlined in the RFP.

Q20. Is there any restriction on subcontracting?

A20. There is no restriction on subcontracting, however if a program intends to subcontract any part of its services, this should be described in detail in their proposal. If the subcontract is not detailed in advance, it will not be included in the contract, and expenses may not be reimbursed.

Q21. For Attachment 10 “Other Attachment – Minority and Women Owned Business Policy Statement” the RFP indicates this is required to be completed and submitted with signature. Is there a specific form that needs to be submitted? If not, what is required for this attachment?

A21. Attachment 10 has been updated for use. It must be printed, completed, signed, and submitted with the proposal.

Q22. Is there an existing template of the reimbursement voucher that we can see?

A22. Vouchers will be developed for this program as the award process moves forward.

Q23. What is the timeframe between submission of the voucher and final reimbursement?

A23. Vouchers are normally processed within three to four weeks if all of the appropriate forms and documentation are submitted. Contractors may submit vouchers monthly if they wish to receive regular reimbursements.

Q24. In the budget, are columns "C" and "D" costs per individual participant, or per total number of participants?

A24. Columns "C" and "D" are total costs, not costs per individual. Column "B" indicates the "Number of Trainees." Total cost will be divided by the number of trainees to find cost per participant.

Q25. The Request for Proposal states that, "Applicants may only apply for one New York State Pre-Apprenticeship Program grant under this RFP, not one per location." Our pre-apprenticeship program has community organization partners (that refer participants) from different parts of New York City, including, for example, Harlem and Red Hook Brooklyn. Can we submit one proposal that includes different locations in the City?

A25. Please see the answer to Q17.