

Responses to Questions for RFP # 2018-22
Workforce Development Demonstration Project (WDDP)

Q1	In response to RFP#2018-22 Workforce Development Demo Project, will there be the option to provide similarly defined services to counties in New York City as part of the existing or upcoming cycles?
A1	No, OCFS is targeting the areas specified In Section 2.3, Purpose and Funding Availability , on pages 8-9 in the RFP.
Q2	I have two questions on the above-referenced RFP: Am I reading correctly that sites in NYC are not eligible for this project? And if so, is there a reason why?
A2	There are no NYC sites targeted in this RFP. This RFP is targeting other geographic areas of the State that have high rates of violent crime, justice involved youth and comprise the highest OCFS placement rates of adjudicated youth.
Q3	Can you please confirm if this grant application applies to NYC and specifically to Kings County in Brooklyn?
A3	See answer to question 1 and 2.
Q4	Is there any concern with partnering with other community organizations who have ties and experience with some of the target populations? (Page 7, section 2.1)
A4	<p>As stated in this solicitation, OCFS will provide awards to agencies with a demonstrated history of effectiveness in providing community-based vocational/occupational training and alternative to educational programming to high risk youth and young adults. All applicants must meet the Section 3.1 Minimum Qualifications to bid. Section 3.1 Minimum Qualifications has been amended to allow applicants to meet the following two experience requirements either on their own or in combination with the experience of subcontractor(s) that have worked with the applicant for at least 3 years.</p> <ul style="list-style-type: none"> o Have at least three (3) years of experience teaching youth occupational skills in high demand industries. o Have at least three (3) years of experience providing credentialed or registered educational services, including fostering post-secondary opportunities, to high-risk youth. <p>The term “partner” as used in this RFP means subcontractor. Applicants may enter into subcontract agreements with other community not-for-profit or charitable organizations they deem to be qualified to deliver WDDP program services. The amended RFP is available for download at the OCFS Website https://ocfs.ny.gov/main/bcm/rfp.asp, the NYS Contract Reporter https://www.nyscr.ny.gov, and the NYS Grants Gateway at https://grantsgateway.ny.gov. Please see the amended RFP for additional information and submission requirements.</p>
Q5	What is required to demonstrate experience and success at providing high demand occupational skills training.... (page 8 section 2.1)?
A5	Examples of documentation to be submitted may include, but are not limited to; Aggregate number of youth who received: industry recognized certifications, high school equivalency diploma and youth who obtain post program employment opportunities.
Q6	Would ACCES VR report be a valid “third party evaluation of past performance” (page 9, section 2.3)?
A6	Yes, if ACCESS-VR completed an evaluation of the success/outcomes of the program.
Q7	Can you clarify what it means that “OCFS reserves the right to negotiate the awardee’s use of the additional 5% of the award amount” (page 10, Award Info section)?
A7	OCFS reserves this right to have input into how State funds are being used by the applicant.

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Q8	For minimum qualifications, can we partner with or consult with an organization who has elements of the eligibility criteria that we may not (3 years' experience providing credentialed/ registered educational services, etc.) or can we hire someone (for example a former teacher) (page 12, Section 3.0)?
A8	See the answer to question four.
Q9	Can stipends/ incentives be built into the budget, and if so, recommendations on how to do that? (page 20, section 5.0, guidelines for each section)
A9	Stipends/Incentives intended for the youth to be served, can be built into the budget as a line item expenditure in the Other Expenses category, per Section 5.2, Proposed Budget instructions.
Q10	Please define “financial reimbursements to youth to enable participates to take part in the program full time” (can participants still be in school)? Are there guidelines to the number of hours this program must be run each week? If a youth is still in school, activities must take place outside of school hours, what constitutes full time participation?
A10	'Financial reimbursement to youth to enable participants to take part in the program full time' leaves room for the bidder to develop programming establishing incentives to encourage full time participation by youth. Bidders are encouraged to develop programming with sufficient hours required to successfully achieve the goals of their programs. Youth are only eligible to be served by this program if they meet at least one of the identified risk factors on page 7 of the RFP and are not currently being served by other traditional school and workforce or apprenticeship training programs. Full time students are not eligible. There are no specific number of hours required for the program. As long as the RFP requirements are being fulfilled for youth, they will be considered full time.
Q11	On page 21 of the RFP, it states the applicants must submit a letter of agreement signed by both the applicant and each subcontractor or partner providing any of the direct participant services proposed in the application. Can we submit our current executed contracts with our vendors that provide those services?
A11	No, a letter of agreement must be submitted from current contractors that are tailored to WDDP specifications listed in the RFP. A letter of agreement must also be submitted for any new partners or subcontractors that are proposed to provide services for WDDP.
Q12	The RFP requests the applicant to document 3 years of experience teaching youth occupational skills in high demand industries. Are there any particular youth occupational skills training models that OCFS is specifically looking for?
A12	No, we are looking for occupational skills in high demand areas in your local community that would lead to a career pathway for youth. See the answer to question 18 for the definition of high demand.
Q13	As a government agency, can tax levy dollars be considered the cash match?
A13	No, tax levies would not be allowable as they are not private funds.
Q14	Can we submit a waiver request for MWBE participation goals?
A14	The MWBE participation goal on this RFP is 15% MBE and 15% WBE on the non-personal service portion of the budget with NYS MWBE certified vendors. See Section 7.10, Minority and Women-Owned Business Enterprises (MWBE) for requirements and a link to the MWBE directory. The applicant <u>must</u> submit a completed OCFS-4631 <i>MWBE Utilization Plan</i> in the “ Pre-Submission Uploads ” section of the online application. If a waiver request

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	is additionally submitted, please note that such waiver must comply with the Executive Law Article 15-A requirement demonstrating that the applicant has made a documented “good faith effort” to achieve the goals prior to waiver consideration by OCFS. Please note: If a waiver request is additionally submitted, please upload it to the “ Grantee Document Folder ” section of your online application in the NYS Grants Gateway. The OCFS-4442 <i>Request for Waiver Form</i> is available at the OCFS Forms Page or here (direct link).
Q15	Will the slides be available for participants?
A15	Yes, the slides will be posted on the NYS Grants Gateway, OCFS and NYS Contract Reporter websites.
Q16	If they are disabled must they meet the other criteria as well?
A16	No, the youth with disabilities to be served do not have to meet the other risk factors identified on page seven of the RFP. However, the program must have the ability to serve youth and young adults in all risk categories identified. In addition, applicants should note the Section 4.0 Program Outcome Requirements .
Q17	If any, under what circumstances are applicants/awardees prohibited from subcontracting the academic and occupational skills components of the initiative to their local BOCES?
A17	There is no prohibition to sub-contracting with a local BOCES to provide components of this initiative. Please note, however, that applicants must be able to meet the mandatory eligibility criteria under the RFP as stated in Section 3.1.
Q18	How is "high demand" determined?
A18	Please see the NYS DOL website at https://www.labor.ny.gov/stats/ and view the “Regional Labor Market Information” report for high demand occupations in your local area. An example of high demand is a targeted locality with a large aging population that may have a high demand for Personal Care Aides. This would be considered a “high demand” industry for that locality.
Q19	Could you please give examples of what you mean by "private source" funds in regard to the 5% match?
A19	Existing cash resources or funding streams already in the bidder’s possession, including private donations, or fundraising proceeds that are unrestricted or given to support the WDDP program. However, funds must not be from a government source. See Section 3.1, Minimum Qualifications for documentation requirements.
Q20	Is a Housing Authority Eligible to apply?
A20	Yes, if they meet the Section 3.1 Minimum Qualifications of the RFP.
Q21	Can an applicant, such as a county, utilize county funds for the 5% match?
A21	County funds will be considered a government source and cannot be used to meet the match requirement. However, if the funds have been donated to the county by a private organization, they may be used to meet the match requirements as long as the Section 3.1 Minimum Qualifications requirements have been met.
Q22	If you're working with the Youth with Disabilities Category Youth/Young Adults and have a location nearby one of the target localities can you pull youth from multiple target localities? Or must the youth come from the target locality and the provider be based in one of the target locality?
A22	Please note that bidders can submit proposals to serve more than one targeted city or town, or the Village of Spring Valley, if they meet all of the other requirements listed within this

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	RFP, but are required to submit a separate proposal for each targeted city or town, or the Village of Spring Valley, proposed to be served. RFP Section 2.3 Purpose and Funding Availability has been amended to reflect this. Applicants must fulfill all components of the WDDP model in the target communities identified in this RFP. WDDP funds awarded under this RFP can only be used for services provided to youth in the targeted localities (counties) in this RFP. Priority should be given to youth in the city first, then expand to the county. The program must have the ability to serve youth and young adults in all risk categories identified in the RFP. Youth may only receive services outside the target locality when those services are not available in the targeted town/city/village/county as documented and justified by the applicant. Additionally, youth located in a target locality may not be transported a distance more than 30 miles in order to receive services in a neighboring community. The amended RFP is available for download at the OCFS Website https://ocfs.ny.gov/main/bcm/rfp.asp , the NYS Contract Reporter https://www.nyscr.ny.gov , and the NYS Grants Gateway at https://grantsgateway.ny.gov . Please see the amended RFP for additional information and submission requirements.
Q23	We operate a residential program so in the event the youth must come from the target locality, could the youth be temporary residents of said locality?
A23	If this question is asking if an applicant can apply to operate a WDDP residential program in a non-targeted county and youth from the proposed targeted city or town, or the Village of Spring Valley, to be served can attend, the answer is no. The WDDP program is intended to provide youth with the RFP services in the county in which they reside. This proposal is intended for youth and young adults who are residing in their homes in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this program. However, youth in community-based settings such as foster care, Runaway & Homeless Youth shelters, group homes & independent living programs that are located in the target community are eligible. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q24	eligible to be enrolled, 2) cash match be a line of credit?
A24	We are unsure what is being asked in the question “eligible to be enrolled”, so we cannot provide a response to that portion of the question. With regard to cash match requirements, an applicant meeting the Section 3.1 Minimum Qualifications , may use an existing line of credit for the match. To do so, the applicant must submit a letter or an agreement from the entity that is extending the line of credit. The documentation must indicate that the funds will be available during the term of the contract. Such letter must be signed and dated before a notary by the individual authorized by law to bind the entity providing the line of credit. OCFS reserves the right to verify the availability of match funds at any time.
Q25	Can the mandatory eligibility requirements be met by multiple partnering agencies?
A25	See answer to question four.
Q26	Can a residential facility, licensed by OCFS, that services such youth at risk apply?
A26	This proposal is intended for youth and young adults who are residing in their homes and in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this

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	program. However, youth in community-based settings such as foster care, runaway & homeless youth shelters, group homes & independent living programs that are located in the target community are eligible. An applicant that is licensed by OCFS to operate one of the eligible community-based settings mentioned here may apply if they meet all of the RFP requirements. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q27	If a County applies through its WIA office to serve 2 high need cities (both listed in the RFP), does programming have to be provided locally in each city?
A27	Yes. Additionally, applicants must submit separate applications for each targeted city or town, or the Village of Spring Valley, that they propose to serve.
Q28	Can soft skills training fit under occupational skills training
A28	No, soft skills should be provided under support services or be an adjunct service provided to youth receiving occupational skills
Q29	Is there a minimum/maximum grant award that can be requested? Is there a maximum grant amount?
A29	No, there is no minimum maximum grant award amount that can be requested for any targeted city or town, or the Village of Spring Valley, listed in this RFP. However, a separate application must be submitted for every city or town, or the Village of Spring Valley, that the applicant is proposing to serve. The maximum total funding amount for the targeted localities is set forth in Section 2.3, Purpose and Funding Availability .
Q30	If our organization has a federally approved indirect cost rate can we list this under Administrative Expense, while providing a copy of our approved rate?
A30	No. This is a State funded solicitation so the rules for indirect cost rates in Section 5.2.5.f.B., Administrative Expense For State-Funded Awards apply. Section 5.2 of the RFP has been amended to clarify this. The amended RFP is available for download at the OCFS Website https://ocfs.ny.gov/main/bcm/rfp.asp , the NYS Contract Reporter https://www.nyscr.ny.gov , and the NYS Grants Gateway at https://grantsgateway.ny.gov . Please see the amended RFP for additional information and submission requirements.
Q31	Page 48, criminal background seems to disproportionately eliminate AA agencies, why is this added if we are a ban the box state?
A31	New York State is committed to fair chance hiring practices. To that end, New York law prohibits employers and public agencies from denying employment to an applicant based solely on his or her conviction history. There is a legal analysis that takes place to determine appropriateness of the hire. If an applicant has been convicted of one or more criminal offenses, then an employer must consider several factors in determining whether to hire the applicant. It is the responsibility of the awardee to conduct the criminal background checks when hiring. It does not impact the initial grant of an award because the RFP requires the completion of all criminal history screening after the grant of an award, but prior to the anticipated start of the contract. And while OCFS believes strongly in the benefits of credible messengers and understands why hiring individuals with backgrounds similar to the youth they are trying to serve is important, the safety of youth served is paramount, and criminal history screening of individuals with the potential for regular and substantial contact with youth receiving services promotes their safety.

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Q32	What is the process for reimbursement of expenses?
A32	The contract will have a line-item budget. This means receipts, cancelled checks, invoices, payroll registers records, etc. are to be submitted with a Claim for Payment form.
Q33	Can one of the partners be a government office/agency?
A33	Yes, a government office/agency may be a subcontractor of the applicant. Please see answer to question four for additional information.
Q34	Can funds from the grant be used to pay students a stipend for internship participation or should these be outside sources?
A34	Yes, grant funds may be used for stipends.
Q35	Since targeted areas include counties and cities within them, is it your expectation that the entire county would be served, with a focus on the city?
A35	Priority must be given to the cities highlighted in the RFP. The focus must start with the cities and, if space is available, enrollment could then be opened up to youth residing in the rest of the county.
Q36	Can partners/subrecipients contribute to the 5% match?
A36	Yes, a subcontractor (partner), may contribute the 5% cash match as long as the source of funds is non-governmental and the documentation submission requirements in Section 3.1, Minimum Qualifications , are met.
Q37	On page 48 section on Background Checks. The evaluation process also brings concern since it states that if there is a tie between two bidders in the same region that the one with the lowest budget will get the higher score. My question is what if the bidder with the higher budget is providing more services and incentives for success than the lowest bidder? How does this play out?
A37	The applications are scored on the basis of 80% technical component and 20% budget component. The scoring takes into consideration the amount of services and incentives for success. Once the scores are totaled based on the responses to the technical and budget components of the proposals, if a tie exists, the proposal with the lowest budget cost will win the tiebreaker. This is consistent with NYS procurement guidelines.
Q38	If we have a past performance outcomes from a federal funded program source can we use that information to demonstrate past performance?
A38	If you are referring to the Section 5.4, Program Content , question B.1, yes, this information may demonstrate past accomplishments that are predictive of your success. If you are referring to question B.2., it would need to be a federal evaluation of specific performance targets that have been measured in the organization's current programs.
Q39	How is in-kind support considered?
A39	There is no consideration of in-kind with this initiative. The RFP cash match requirement must be fulfilled by cash funds from a non-government source, in-kind contributions do not meet this requirement.
Q40	does the applicant need to meet the eligibility criteria itself or can partners/sub recipient meet some of them?
A40	See answer to question four.
Q41	Can funds from the grant be used to pay students a stipend for internship participation or should these be outside sources?
A41	See the answer to question 34.
Q42	Are there minimum required outcomes under each of the 4 key components?

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A42	No, as stated in Section 4.1, Program Outcome Requirements , applicants are encouraged to propose reasonable goals, as the outcome measurements are a scored component of your application.
Q43	Are eligible participants only those from within city limits of the particular locality? i.e if Rochester is the locality we're serving, do participants have to be from within the city of Rochester or can they come from surrounding communities?
A43	See the answer to question 35.
Q44	Will the deferred questions be sent out after this webinar or will they be included only in the written questions out on 12/14?
A44	All questions will be answered and uploaded to RFP portal on or about December 14, 2018.
Q45	Can you give an example of forms of incentives for youth to take part in the program?
A45	Some examples include, but are not limited to; Gift cards, cash, and subway/bus tokens.
Q46	Is there a cost per participant cap for this RFP?
A46	No, however the budget will be reviewed and issued a score based on its consistency and reasonableness with the proposed workplan. See RFP section 5.4.E. Budget Section for additional proposal evaluation information.
Q47	Should the budget be developed on a one year or two-year cycle?
A47	The proposed budget must be for the entire 2-year program.
Q48	Is there one particular city in Long Island?
A48	For Nassau County the Town of Hempstead is targeted for this initiative. For Suffolk County, the Towns of Islip, Huntington and Babylon are targeted. Bidders can submit proposals to serve more than one targeted city or town, or the Village of Spring Valley, if they meet all other requirements listed within this RFP, but are <u>required to submit a separate proposal for each targeted city or town, or the Village of Spring Valley</u> . Proposals to serve an entire county or multiple locations within one proposal will not be accepted. Section 2.3 Purpose and Funding Availability has been amended to reflect these changes.
Q49	Would a non-profit be ineligible for partnering with a for-profit?
A49	As stated in the answer to question four, all applicants must meet the Section 3.1 Minimum Qualifications to bid. The term "partner" as used in this RFP means subcontractor. For profit entities may not apply as the prime contractor. For profit entities may be a subcontractor to the applicant only for evaluation of or ancillary activities related to the administration of these programs.
Q50	Do partners/subcontractors have to be physically located in the same County if they provide services in multiple locations?
A50	No, but the applicant must demonstrate the ability of the subcontractor to provide services in the targeted county of the city or town, or the Village of Spring Valley, that the application is proposing to serve.
Q51	Can students travel to other surrounding Counties for services?
A51	Youth may only receive services outside the target locality when those services are not available in the targeted town/city/village/county as documented and justified by the applicant. Youth located in a target locality may not be transported more than 30 miles in order to receive services from a neighboring community.
Q52	I see transportation as an allowable expense for participants, can housing stipends be allowable or housing costs while in program?
A52	Yes, housing stipends and costs may be funded with grant funds.

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Q53	On page 18 it states under the Program Requirement for Page 18, Category A, that a percentage of Youth will have 3 identified risk factors of the 6? Is there a minimum of how many youths they want to meet this requirement?
A53	No, there is no minimum.
Q54	If the budget totals are for a two-year cycle how would you submit that, show budget totals for year one and then budget total for year two? Or combine the two years into one total budget?
A54	Combine both years into one budget.
Q55	please define eligible to be enrolled in school...can this be a person that is not attending? School aged dropout?
A55	Yes, any youth who are between the ages of 16 and 24 and have not received a HS diploma or GED whether a drop out or currently not attending would be eligible. In addition, see the answer to question 10.
Q56	Are undocumented youth eligible
A56	Yes. Any youth who is in one of the categories designated under the RFP is eligible. If the applicant is proposing to serve undocumented youth, then the applicant must demonstrate an ability to refer such youth to appropriate immigration services if that youth requires such services.
Q57	Space and property, can you give examples of what is allowed if you own the space/property?
A57	The prorated portion of costs associated with maintaining the space used for operations of this program would be allowed costs.
Q58	Bottom of page 37 of RFP requests that the complete operating budget be uploaded. Do you mean this WDDP program budget or the organization's full operating budget?
A58	The budget for the WDDP project should be uploaded.
Q59	RFP page 15 - Are County governments required to submit a Vendor Responsibility Questionnaire?
A59	No, county governments are not required to submit the Vendor Responsibility Questionnaire.
Q60	Gateway Question 12 – Is your charity registration current? Y/N How do we answer this question if we are not a charity?
A60	If this question is not applicable to your organization because you are not a not-for-profit, then you can answer no. However, for information on determining if your organization is required to file with the Charities Bureau visit https://www.charitiesnys.com/faqs_reg_new.html for further information. In accordance with Section 3.2, Prequalification Process , not-for-profit organizations must be pre-qualified at the time of bid submission to be eligible to bid. Charities registration is required for prequalification for organizations as applicable.
Q61	Gateway Question 14 – Is an upload required if we have a policy in place? Do you want the full policy uploaded?
A61	No, you do not need to upload the policy. By responding affirmatively to this question, you are confirming that you have a policy in place that meets the requirements of section two hundred one-g of the labor law and State Finance Law section 139-l.
Q62	Page 12: Can you please explain what “credentialed or registered educational services” means?

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A62	OCFS is expecting proposers to include any authorizations, certifications, or registrations, that demonstrate or document that your organization has the qualifications and is authorized to provide these services.
Q63	Page 12: Can you please elaborate on the match? Is it cash in the bank that remains there for the life of the contract?
A63	The required match is funds that must be available throughout the life of the contract to support purchases identified in the budget in the Local Share/Local Match column as being made from the match funds. See the Section 3.1, Minimum Qualifications for match documentation requirements.
Q64	Will the webinar be available online?
A64	Yes, see answer to question 15.
Q65	On page 12, section 3.1 states the minimum qualifications of the applicant must: <ul style="list-style-type: none"> • Have at least three (3) years of experience teaching youth with occupational skills in high demand industries. • Have at least three (3) years of experience providing credentialed or registered educational services, including fostering post-secondary opportunities, to high-risk youth. Our organization does not meet these requirements on our own, however, the project we are proposing includes partnerships and subcontracting with agencies that do meet the requirements. Would our organization be eligible to apply?
A65	See answer to question four.
Q66	Can a portion of the funds from this grant be used to support students currently enrolled in school who are court-involved, gang involved, disconnected or at risk of becoming court-involved?
A66	Yes, WDDP grant funds can be used to support programming costs for youth that meet the risk factors identified in the RFP, are between the ages of 16 – 24, and are currently enrolled in school as long as the program provided meets all of the RFP requirements and does not replace existing funds supporting the current program. See Section 2.3 of the RFP which has been amended to provide additional information on funding limitations. The amended RFP is available for download at the OCFS Website https://ocfs.ny.gov/main/bcm/rfp.asp , the NYS Contract Reporter https://www.nyscr.ny.gov , and the NYS Grants Gateway at https://grantsgateway.ny.gov . Please see the amended RFP for additional information and submission requirements.
Q67	Can an organization submit more than one application using only one tax ID number? The Salvation Army has many locations throughout New York State. The organization has only one tax ID number (13-5562351) and several NYS Vendor ID numbers. Could two or more Salvation Army locations submit applications for their separate programs under this RFP if they are using the same tax ID? This issue is addressed briefly on pages 13-14 of the PDF file, but there is no indication whether the same tax ID could be used.
A67	Yes. Any applicant may apply to any location. The only requirement is that a separate application is required for each location. In addition, in counties where there are two cities to be served, a separate application must be submitted for each city an applicant proposes to serve.

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Q68	If you were looking to apply for a County that had two cities listed do you have to service both locations under this RFP? or can you choose one of the locations to serve?
A68	No, eligible bidders do not have to propose to serve both targeted cities within a targeted county. However, if bidders are proposing to serve both cities, they must submit a separate proposal for each of the cities.
Q69	When we are responding to the RFP and laying out our model for the Pay for Success do we have
A69	This question is incomplete, we cannot provide a response.
Q70	Is there be a required data platform that OCFS will have providers use OR we will respond with the current web-based case management system we are using to track participant data within our programs?
A70	Applicants can use their own program. OCFS will not be providing a data base.
Q71	Is there a page limit for our response to the RFP?
A71	All applications are required to be completed in the NYS Grants Gateway application. Applicants are expected to answer each question in order for OCFS to determine eligibility and scoring. There is no limitation on the length of a response. If the Grants Gateway system will not accept your complete response you may upload it and reference it in the field for that question.
Q72	Will food and refreshments for youth be an allowable cost under this RFP?
A72	Yes, food and refreshments are allowable costs.
Q73	Is the only part at risk for this RFP the 5% cash match & the 5% bonus?
A73	Awardees may lose their 5% cash match because it will not be reimbursed to awardees if they do not meet their proposed targets for the performance outcomes required by the RFP. In contrast, the 5% bonus is a potential monetary windfall to awardees who exceed all of their proposed performance targets for the performance outcomes required by the RFP.
Q74	Is the grant 100% performance-based or 60% performance based as I read that all contractors who are awarded are eligible for 40% advancement of the funds?
A74	The contracts resulting from this opportunity will be line item budget based. There will be no performance based payments as it pertains to the budget. Awardees will have an opportunity to receive 40% advances.
Q75	Please confirm the 5% cash match calculation: From the webinar, the 5% match instruction example given was that if your total program expense = \$100,000, the OCFS award = \$95,000 and the match = \$5,000, so the match is 5% of the total project budgeted cost. Is this correct?
A75	Yes. The match is 5% of the total budget for the program.
A76	MWBE 30% of discretionary expenses: Is funding directed towards non-profits for service delivery budgeted under the contractual/consultant line considered discretionary?
A76	Yes, the contractual/consultant line will be considered discretionary if it is determined that NYS Certified MWBEs are available to perform the required contractual services. If NYS Certified MWBEs are available and can provide the services as required, the amount will be determined to be discretionary and MWBE goals will apply. An MWBE goal is determined by calculating 30% of the discretionary expenses in the non-personal service costs section of the budget

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Q77	Please confirm MWBE - Completing the Discretionary Budget Narrative Worksheet: a) Are the amounts to be shown in the Total OCFS Funds the amounts we have budgeted? b) Is the Total discretionary funds column used to show the amount we would consider discretionary and the narrative then used to explain the amount that we would like to exempt from this calculation? c) Is the \$ amount shown (30%) considered our goal or actual spend?
A77	<p>a) Yes, the amounts shown in the Total OCFS funds should match the amounts shown on the Appendix B, Budget Summary OCFS Funds Column.</p> <p>b) Yes, the Total Discretionary Funds column should reflect 30% of the Non-Personal Services Expenses. If the amount of the Total Discretionary Funds is less than the Total OCFS Funds available, an explanation for the exclusion or exemption of items from MWBE consideration must be provided. The explanation must include the dollar amount, a description of the goods or services to be procured and a detailed explanation why it is not included as part of the MWBE spending goal.</p> <p>c) The 'Total M/WBE Spend Amount' shown (30%) is considered the goal for OCFS review.</p>
Q78	Should staff positions be shown under personal services if the staff are purchased from an organization that is acting as the employer of record? These would be staff that are hired by an outsourced staffing organization but are 100% dedicated to the project.
A78	In this situation, such costs are considered to be contractual services under a subcontract agreement and should be shown on a line of the contractual/consultant section of the budget. The budget narrative section should be used to explain the staffing arrangement.
Q79	Do all contractors or consultants need to be identified by name or can we allocate an amount of funding to be used to fill gaps in services/needs that arise, allocating those funds via a local RFP process post-award?
A79	All subcontractors or consultants known at the time of the proposal must be identified in the budget. If there are additional agreements yet to be finalized they can be included in the budget with the name of the service to be obtained (for example "accounting services) and the amount anticipated to be spent. Amounts cannot be included as miscellaneous or other gap fillers. If those situations arise after an award is made and a contract is approved then a budget modification may be considered.
Q80	Supporting documentation – please clarify what is acceptable documentation of experience in teaching youth occupational skills; can you provide a few examples? Does this documentation only need to be provided for organizations receiving funding (lead and subcontractors)?
A80	See response to question five.
Q81	This question was asked on the webinar but not answered – Can the eligibility requirements for the proposal be met by multiple organizations who are submitting a partnership proposal with an identified Lead Applicant?
A81	See response to question four.
Q82	RFP Page 57, Section 8, Contract Documents: D. Is the "Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance" Attachment required to be submitted with the proposal? If yes, where is this form to be uploaded?
A82	Yes, this is a requirement. Bidders responses to the SDVOB questions in the Attachment should be uploaded in the "Grantee Document Folder" section of their application.

Responses to Questions for RFP # 2018-22
Workforce Development Demonstration Project (WDDP)

	Awardees must be prepared to spend at least 6% of discretionary non-personal budget expenditures with Service Disabled Veteran-Owned Businesses. This goal will be established during contract development.
Q83	Question B2: Ability to collect, analyze & report all proposed outcome measures– if our proposal involves multiple partners and subcontracts providing services (i.e. Education – Academic component), do we need to provide each organization’s most recent evaluation or can we provide evaluations from only the subcontracts?
A83	The most recent independent/third party evaluation or organization’s internal evaluation of specific performance targets that have been measured in the organization’s current programs must be supplied for the applicant and subcontractors who are also referred to as partners in this RFP.
Q84	RFP page 9 states that participating youth will be involved in structured programming dividing their time between occupational work sites and an alternative educational setting – a) Are participants required to be in full time structured programming? Are there a certain number of days per week and/or hours per week required? b) Are participants required to be enrolled in both of these components? Can a youth be enrolled in only occupational skill development and not the academic component?
A84	Youth should be involved in educational programs as required. Youth may be involved only in the occupational programs if they have already met the educational requirements necessary to participate in the occupational programs and, upon completion, will be placed in an occupation related to their training. There are no required minimum number of days or hours. Applicants should refer to the Section 4.1 Program Requirements that must be available to youth served by the proposed applicant as needed by each participant. The goal of WDDP is to provide a comprehensive structured program to fully prepare youth to be successful in their placement or to continue on with post-secondary education. A proposal that does not offer all of the four key program components to youth would not meet the RFP requirements.
Q85	Are we allowed to serve all of Ulster County, rather than just people who live in Kingston, without submitting a separate proposal? (see pg. 10) If not, could we serve “the greater Kingston area” including e.g. anyone who lives within 15 or 20 miles of Kingston?
A85	See answer to question 35.
Q86	Are incentive payments allowed to be paid to participants when they reach milestones and/or performance outcomes?
A86	Incentives should be used to encourage program participation to allow them to cover costs they need to cover in order to attend. Additional incentives may be offered to participants upon the achievement of milestones and/or performance outcomes.
Q87	Are there definitions for the following from section 2.1 or are we able to define them locally: at-risk of involvement in the youth or criminal justice system, disconnected from positive supports, high needs communities, not receiving positive family support, at-risk of being gang involved, lacking the skills necessary to obtain education or employment.
A87	There are no definitions. Organizations can describe their criteria in their proposal.

Responses to Questions for RFP # 2018-22
Workforce Development Demonstration Project (WDDP)

Q88	Section 2.1 Do underemployed youth meet the definition of “not engaged in traditional employment”?
A88	Yes, underemployed youth meet the definition of “not engaged in traditional employment.”
Q89	Does the term “aging out of foster care” include youth up to age 24 who had been in foster care, but have already aged out?
A89	Yes, youth up to age 24 who aged out of foster care are eligible to be served.
Q90	Section 4.1 Regarding the program enrollment outcome measure that asks for the percentage of youth enrolled who will have at least 3 of the risk factors in section 2.1; the risk factors are in a bulleted list in that section. Does this measure assume that there are 5 risk factors, one for each bullet point, or for example, would a youth who is disabled, in foster care, and a member of a high needs community meet this measure even though all three of those are in the same bullet point?
A90	Section 2.1 sets forth six bullet points and each of the bullet points should be interpreted to be one risk category. In the example you provided, the youth would need two additional risk factors in order to qualify as having 3 risk factors and to be included in the performance measure percentage.
Q91	Section 4.1 Does the academic outcome measure for literacy/numeracy include only youth who initially test below a certain grade level, 9.0 for example, or is it a percentage of everyone including those whose initial test leaves no room for improvement (e.g. 12.9+ on the TABE)
A91	Proposer must demonstrate that youth have experienced literacy/numeracy gains to be counted in that performance measure percentage.
Q92	How long do we have to meet the post-program placement measure for employment/apprenticeship/higher education? Does that have to be completed by the end of the 2-year grant, or are we able to provide services until the end of the grant, and then track employment/education?
A92	Performance outcomes must be provided at the end of the two-year contract term.
Q93	Would you please give more detail about the Pay for Success approach? Does this mean that money will be withheld unless performance measures are met?
A93	An awarded vendor should expect to be reimbursed 95% of the total budget amount. The 5% cash match will be reimbursed if all the goals for the RFP required program outcome measures are met at the end of the contract. The 5% bonus will be paid if the awardee exceeds all of the RFP required performance outcome targets submitted in the applicant's proposal.
Q94	Do all participants have to be high school drop-outs, or may we serve youth who have a diploma or HSE?
A94	Youth who have a diploma or HSE can be served, as long as they have the risk factors identified in the RFP.
Q95	We believe that if possible, it would be best for the students we (hope to) serve to provide them with the opportunity to earn their high school degree rather than just prepping them for the GED. To that end, we plan to partner with a private school (accredited by AdvancedED) to offer students a blended online learning model. Students will complete their high school degree within the two years of the grant period. We will use our facility for the face-to-face instruction when necessary. We are writing to ensure that is a permissible model according to the terms of the RFP.

Responses to Questions for RFP # 2018-22
Workforce Development Demonstration Project (WDDP)

A95	Applicants must propose a program that makes available to youth all of the Section 4.1 key components and they must propose targets for each of the RFP required Program outcome requirements. An applicant's method of providing the academic component cannot be fully evaluated without the information necessary to make a determination of whether this model is permissible.
Q96	Because we are offering a full high school diploma for our students as part of our program, the first cohort of the program will have the opportunity to earn the diploma in 2 years, potentially finishing on the last day of the program's first round of funding. Our question relates to the second cohort of students who will start 12 months into program. To be clear, we are not asking for additional funding, we are asking for ample time before we report our diploma statistics. The time it takes the students to earn their diploma is dependent upon what they have previously learned. But, in regard to the students who will begin with only 12 months until the end of the program, will it be acceptable that the reported diploma achievement rates are presented 2 years after the start of the second cohort?
A96	Performance measures will be credited only for the successes that occur and are reported during the two- year grant cycle.
Q97	My name is Eriko Augustus of Waterview Consulting Group Inc. a NYS MWBE certified company at 777 Westchester Ave. #101, White Plains, NY 10604. Our websites are www.waterviewcoaching.com and www.waterviewelm.com. My contact information is (914) 433-1447 and eriko@waterviewcoaching.com. I participated in yesterday's call and wonder if you will distribute the attendees' list. I heard that one of the community based organizations asked about the exempt of MWBE participation, and we would like to contact them to discuss if our service proposal would fit their overall proposal. Waterview develops educational eLearning courses and we would like to participate in this RFP as a subcontractor in charge of the part of "Occupational skills training component" in eLearning format.
A97	No, OCFS will not distribute the list of attendees from the webinar due to privacy considerations. However, prospective applicants to this RFP that seek MWBE certified firms to utilize may choose to contact you are the information you provided above. Prospective applicants are also encouraged to visit the NYS MWBE Directory of Certified Firms at https://ny.newnycontracts.com/ .
Q98	Can you clarify how the number of youth served will be calculated when calculations result in fractions for purposes of the reimbursement of the 5% match and 5% bonus payment?
A98	In all cases where the calculation of percent of youth served results in a fraction of an individual, the number of youth to be served will be rounded up to the next whole number to determine the actual target for purposes of the 5% match and 5% bonus payment calculations. See example below and note that the numbers used below are for illustrative purposes only and do not reflect any expectation of targets or success rate percentages by OCFS: Number of youth served equals 78 Target success rate proposed is 80% Number of youth required to meet target equals 62.40 (78 youth x 80%)

Responses to Questions for RFP # 2018-22
Workforce Development Demonstration Project (WDDP)

	<p>In this case to meet the objective the vendor would need to serve 63 youth to fully meet the 80% target and be eligible for the 5% reimbursement of matching funds.</p> <p>If the vendor only served 62 youth they would not be eligible for the 5% match reimbursement nor the 5% bonus payment.</p> <p>In this example, if the vendor served 64 (or more youth) they would be eligible for the 5% bonus payment as long as all other required RFP performance measures also exceeded the proposed targets.</p>
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**Office of Children
and Family Services**

Request for Proposals

**Division of Juvenile Justice and Opportunities for Youth
Office of Community Partnerships
Workforce Development Demonstration Project**

November 29, 2018

WDDP Bidders Conference

Webinar Objectives

- Introduction of the Workforce Development Demonstration Project (WDDP)
- Program Purpose
- Program Model
- Eligibility Requirements
- Funding Availability
- Performance Outcomes
- Evaluation Process
- Questions and Answers



Introduction of WDDP

- A community-based alternative education/workforce development program that balances project-based learning and occupational skills training to prepare disadvantaged youth for long-term career success and opportunities for post-secondary education.
- This program will utilize a Pay for Success (PFS) model, which is a performance-based approach. OCFS will require applicants to provide verification of past success in delivering services.

WDDP Program Purpose



WDDP Program Purpose

- Support the goal of increasing positive youth opportunities within targeted communities
- Steer young people toward positive achievements and their future plans or endeavors

WDDP Program Purpose

- OCFS is prioritizing this alternative education/workforce development approach to provide opportunities for youth ages 16 to 24 with the following specific risk factors:
 - Court-involved or at risk of involvement in the justice system
 - Disconnected from positive supports
 - Residing in high-need communities
 - Currently in (or aging out of) foster care
 - Disabled or migrant youth
 - Not engaged in traditional education and/or employment opportunities and lacking the skills necessary to obtain education or employment
 - Participating in gangs or at risk of gang involvement
- Combinations of these risk factors place youth at a greater risk to become justice involved.

WDDP Program Purpose

Successful awardees will have:

- Experience providing alternative educational programming and workforce development to at-risk youth between the ages of 16-24;
- A strong, comprehensive approach to providing youth opportunities to learn and develop vocational skills; and
- Provided OCFS with an evaluation of past performance outcomes.

Note: Those applicants who provide an independent/third party evaluation will be given preference during the evaluation process.



WDDP Program Model



WDDP Program Model

- Academic/Educational Support
- Occupational Skill Training
- Supportive Services
- Post-Program Job Support



WDDP Program Model

Academic/Educational Support

Successful awardees will be required to:

- Provide an alternative education/workforce development program to youth functioning below grade level, or who have dropped out of school, to obtain a high school diploma or state high school equivalency credential; and
- Demonstrate the ability to develop local partnerships that enable youth to pursue post-secondary educational opportunities.



WDDP Program Model – Occupational Skills Training

Successful awardees will be required to:

- Provide occupational skill instruction that may include, but is not limited to, building trades, service industries, information technology, healthcare, security, and maintenance;
- Prepare youth for further education and/or or training opportunities and develop career pathway strategies; and
- Provide a hands-on training component to demonstrate skill competencies through paid or unpaid internships/apprenticeships.

WDDP Program Model – Supportive Services

- Successful awardees will be required to effectively assess and meet each participant's support needs outside of educational and vocational domains.
- This may be accomplished through the following:
 - Case management
 - Direct support services on site
 - Partnerships with external social service agencies
 - Instruction around basic life skills such as financial literacy

WDDP Program Model – Post-Program Job Support

Successful awardees will be required to assist graduating participants in the following:

- Completing college applications
- Searching for online jobs and completing online applications
- Developing effective interviewing skills
- Career exploration/guidance
- Applying for apprenticeship opportunities

WDDP Eligibility Requirements



WDDP Eligibility Requirements

Successful awardees must meet these mandatory eligibility criteria:

- Be a not-for-profit organization, charitable foundation, or a government entity.
 - The Pay For Success (PFS) budget appropriation funding this opportunity precludes for-profit entities from applying.
- Have at least three (3) years experience teaching youth occupational skills in high demand industries.
- Have at least three (3) years experience providing credentialed or registered educational services, including fostering post-secondary opportunities to high-risk youth.
- Propose to serve one of the eligible counties/sites listed in the RFP and on the next slide.
- Provide a 5% cash match.



WDDP Eligibility Requirements

- OCFS is initially allocating up to \$5.5 million, with \$1 million to applicants proposing to serve **Long Island (Nassau and/or Suffolk Counties)**.
- The remaining funds will be available to the following cities:

Albany County – City of Albany	Erie County – City of Buffalo
Rockland County – Village of Spring Valley	Schenectady County – City of Schenectady
Broome County – City of Binghamton	Monroe County – City of Rochester
Orange County – City of Newburg & City of Middletown	Westchester County – City of Yonkers and Mt. Vernon
Chautauqua County – City of Jamestown	Niagara County – City of Niagara Falls
Rensselaer County – City of Troy	Ulster County – City of Kingston
Dutchess County – City of Poughkeepsie	Oneida County – City of Utica
Onondaga County – City of Syracuse	



WDDP Eligibility Requirements

- The 5% match is a cash contribution from a private funding source to support the total program budget.
 - **They must be private funds from a non-governmental source.**
- The documentation must be in the form of a **letter or an agreement** that is **dated and signed before a notary.**
- The documentation must indicate that the funds will be available during the term of the contract and, if the signatory to the document is signing on behalf of the donor of funds, then the documentation must be signed by an individual authorized by law to bind the donor.

WDDP Eligibility Requirements

Agencies that are encouraged to apply include, but are not limited to:

- Faith-based and community organizations
- An entity carrying out activities under the Workforce Innovation and Opportunity Act (WIOA), such as a local workforce investment board or American Job Center
- An educational institution, including a local school board, public school district, or community college
- A community action agency
- A state or local housing development agency
- An Indian tribe or other agency primarily serving American Indians
- A state or local youth service conservation corps
- Any other public or private non-profit entity that is eligible to provide education or employment training under a federal program

WDDP Outcome Measures



Organization's Demonstrated Performance

Bidders will provide documentation of their program's current performance outcomes by **one** of the following methods:

The organization's most recent independent/third party evaluation which is defined as:

- *An individual evaluation consultant,*
- *Or a firm specializing in program/project evaluation.*

OR

The organization's internal evaluation of specific performance targets that have been measured in the agency's programs.

Performance outcomes to be reported are:

- *Program enrollment and completion*
- *Academic achievement*
- *Post-program placement*
- *Skill training*

WDDP Outcome Measures

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	% of youth who will complete the program experience literacy/ numeracy gains	% of youth who will demonstrate basic competency in entry-level occupational skills	% of youth who will successfully complete program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
% of enrollees who will successfully complete the program within 2 years	% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	% of enrolled youth who will earn an industry recognized certificate	% of youth who will have previous justice involvement will have no arrests while in the program	% of youth who will receive services for needs identified

- Provide the percentage being proposed for each of the outcome targets on attachment 3 of this RFP and describe how the proposed outcome measures are reasonable and realistic.
- The outcome measurements are a scored component of the application.

WDDP Evaluation Process



WDDP Evaluation Process

- All proposals will be reviewed and scored by a select group of OCFS personnel based upon criteria outlined in the RFP.
- Scoring will be based upon the following:
 - Project Description
 - Performance Measures
 - Organizational Experience and Capacity
 - Budget

Mandatory 5% Match

- WDDP awardees are required to provide a 5% cash match.
- This cash match may be reflected in any budget category *and must be*
 - From a private funding source to support the total program budget, and
 - From a non-government source.
- Awardees that meet all their proposed program performance outcome targets by the end of the contract term will be reimbursed their 5% match.

Potential Additional 5% Bonus

Contract awardees who exceed all their proposed performance outcome targets will be paid an additional 5% of the initial contract award amount at the end of the contract term.



Example of Performance Outcome Targets from a Contract Awardee

- The performance outcome percentages and contract value included in this example are for demonstration purposes only.

Contract Awardee

\$100,000 Contract Budget

\$95,000

\$5,000 (5% Private Cash Match)

Contract awardee performance outcome targets established at the start of the contract term.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
20% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	20% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	25% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	25% of youth who will receive services for needs identified

Contract awardee performance outcome targets achieved at the end of the contract term. As a result, the contract awardee will be reimbursed their 5% cash match.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
20% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	20% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	25% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	25% of youth who will receive services for needs identified

Contract awardee performance outcome targets achieved at the end of the contract term. As a result, the contract awardee will be reimbursed their 5% cash match, but not the additional 5%.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
22% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	23% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	28% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	29% of youth who will receive services for needs identified



Contract awardee performance outcome targets achieved at the end of contract term. Contract Awardee will be reimbursed their 5% cash match and will also be paid the additional 5%.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
22% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	24% of youth who will complete the program experience literacy/ numeracy gains	24% of youth who will demonstrate basic competency in entry-level occupational skills	23% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	26% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
27% of enrollees who will successfully complete the program within 2 years	28% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	29% of enrolled youth who will earn an industry recognized certificate	30% of youth who will have previous justice involvement will have no arrests while in the program	29% of youth who will receive services for needs identified

Minority and Women Owned Business Enterprise Compliance Information

<https://ocfs.ny.gov/main/bcm/Presentation-MWBE-Understanding-Compliance.pdf>



Timeline Review

Deadline for Submission of Written Questions	12/05/2018 by 5 p.m. EST
Responses to Written Questions Posted in the Grants Gateway (on or about)	12/14/2018
Recommended Deadline to Prequalify in the Grants Gateway	12/14/2018
Deadline for Submission of Proposals	12/28/2018 by 4 p.m. EST
Interviews/Site Visits, (optional) (not earlier than the week of)	Not Applicable
Anticipated Notification of Award (not earlier than)	1/15/2019
Anticipated Contract Start Date (not earlier than)	5/1/2019



Questions

