

# Venture V Program for SNAP Participants (Venture V) Request for Proposals (RFP) Questions and Answers

## **IMPORTANT**

**The Subcontractor and Supplier Identification Form is missing from the Pre-Submission Uploads Section. The form was inadvertently left off and is included on the final page of this Q&A. Please complete this form and upload it to the corresponding area of the Pre-Submission Uploads section. It is important to note that you will not be able to submit your application without the corresponding upload.**

## **Section 1: General**

**Question 1: Can selected providers collaborate with more than one District?**

**Answer:**

Yes. Providers can collaborate with as many Districts as they wish. A District Partnership Form must be signed by the social services district (District) representative for each District the applicant is proposing to serve. Completion of the District Partnership Form substantiates that the District has participated in the design of the proposal and agrees to identify and/or refer participants in receipt of SNAP during the program period.

**Question 2: Does OTDA expect to extend the proposal due date?**

**Answer:**

No. OTDA does not anticipate a need to extend the proposal due date.

**Question 3: Is there an expected average cost per participant?**

**Answer:**

Flexibility exists in how and what services are offered and delivered. Since program design and services can differ significantly, there is no average cost per participant. The expectation is that costs will be reasonable and necessary to provide the services outlined in each individual proposal.

**Question 4: Is there an expected number of participants served?**

**Answer:**

There is no expected number of participants served. The total budget and anticipated number of participants placed in employment and who advance through employment will be evaluated for reasonableness when scoring proposals.

**Question 5: Should applicants project numbers and program services based on the pandemic being over?**

**Answer:**

Applicants should project numbers and program services based on what they anticipate they will be able to provide at the program start, December 1, 2021. Program services can be modified with OTDA approval on an as needed basis. In addition, flexibility to increase annual budgets is available based on performance at each contract renewal if funds are available.

**Question 6: How much of the funding will be allocated to NYC?**

**Answer:**

The method of selection will be based on a point system. Awards will be based on the highest total points, but to best maximize funding, OTDA reserves the right to consider lower ranked proposals in the cases where multiple proposals are received for one county or to achieve a greater geographical diversity.

**Question 7: Is information about current programs (in terms of participants served or milestones reached) available to review?**

**Answer:**

No. Data about milestones and participant engagement from the current program is not available for review.

**Question 8: The RFP was issued in June and then reissued in August. Are there any differences between the two versions of the RFP?**

**Answer:**

Yes. Language was added to clarify the policy on supplanting state, county, or local funds for educational programs. This information can be found on page 9 of the RFP.

**Question 9: Can provider staff have read-only access to the Welfare Management System (WMS) to assist with participant eligibility?**

**Answer:**

No. WMS access is only available to District and State staff on an as needed basis.

**Question 10: Can electronic signatures be accepted in lieu of wet signatures on participant documents?**

**Answer:**

Wet signatures are the preferred method for all participant forms however, electronic, telephonic, verbal attestations, and typed signatures are also acceptable. Verbal and typed signatures are the least preferred and should only be used as a last resort.

**Question 11: On page 25 of the RFP, it says all materials funded by the state become part of the state. Could you clarify the intellectual property component and how it would be tracked? Also, there are parts of grants that overlap. Would this violate any government regulations?**

**Answer:**

Purchases of tangible equipment including printers, copiers, and office furniture become the property of the State at the end of the contract term. The State maintains the authority to repossess these items should they deem it necessary. An example of intellectual property might include such things as unique computer programming/systems developed specific for the contract with grant funds. The State maintains the authority to obtain intellectual property at the end of a contract term as well, should they deem it necessary. These items are tracked through the vouchering process. Items purchased in whole for the Venture V Program should be utilized solely for the Program.

**Question 12: On page 9 the RFP states: At a minimum each Venture V Program must contain case management and at least one SNAP E&T work activity component as well as a job development component that identifies how job opportunities will be secured to provide for permanent job placement. Which of the services/activities listed on pages 11 and 12 of the RFP are considered work activity components and which are considered job development components?**

**Answer:**

All of the components listed on pages 11 and 12 are work activities except case management. Job development strategies should be built into programs and include efforts which solicit the types of jobs available in in-demand fields that can lead to career opportunities and financial stability.

**Question 13: Are referrals to the Venture V Program only coming through the local social services district(s) or can SNAP recipients also be referred to Venture V from other agencies?**

**Answer:**

At a minimum, selected providers are expected to coordinate with their local District(s) to receive referrals for the Program. Referrals can also come from other community-based organizations, word of mouth, and self-referral/participant walk-ins.

**Question 14: Can program participants attend school and work at the same time?**

**Answer:**

Yes. Program participants may engage in more than one program component at once, however cannot be required to engage in activities that exceed 120 hours per month (unless the individual volunteers to participate for the additional hours).

**Question 15: Is the education component optional or necessary?**

**Answer:**

The education component is not necessary but is strongly encouraged. At a minimum, program proposals must include case management, a job development component that identifies how job opportunities will be secured to provide for permanent job placement, and at least one work activity outlined on pages 11 and 12 of the RFP.

**Question 16: We plan to refer participants to an outside agency for educational components. Does our proposed program still need to include an additional work activity?**

**Answer:**

It is up to the agency to determine if a partnership would be the most beneficial to the operation of the program. If federal SNAP E&T funds are not being used to sub-contract educational components for the program, it would not be considered a sub-contract and part of the Venture V Program, rather a separate service outside of the program. Therefore, an additional work activity as outlined on pages 11 and 12 of the RFP would need to be included.

**Question 17: Our subcontracted partner is a Woman Owned Business Enterprise (WBE) by the New York City Department of Small Business Services (SBS). For purposes of this RFP does that qualify them as a State Certified M/WBE?**

**Answer:**

No. Vendors must be certified as a Minority Business Enterprise or Women Business Enterprise through New York State.

**Question 18: Should proposals only include credentials that have been verified/approved by a Local Workforce Development Board (LWDB) (prior to submission of proposal to OTDA)? Is a combination of New York State Workforce Eligible Training Provider List (ETPL) and non-ETPL trainings allowed?**

**Answer:**

In general, you must have LWDB approval of your proposed training offerings at the time you submit your application. Most, but not all, training offerings will be listed on the ETPL site. If your organization operates a course that does not appear on the list, we recommend completing an on-line application to have your course listed. The list of eligible courses as well as the on-line application can be found at <https://applications.labor.ny.gov/ETPL/> under the heading Eligible Training Providers. Regardless of inclusion on the ETPL website, agencies are required to include all training offerings they intend to provide on the LWDB Certification Approval Form. If a course is not listed on the ETPL, applicants should indicate that on the Form.

**Question 19: Does the prospective provider have to be listed on the ETPL? Or can the prospective provider utilize training programs on the ETPL as a part of the proposed training services?**

**Answer:**

No. The prospective provider does not have to be listed on the ETPL. We would expect that any courses your participants engage in are part of your program or are offered by a partner agency as outlined in your proposal. The partner agency's training would need to be on the ETPL and approved by your LWDB.

**Question 20: On page 11 of the RFP, there is an instruction that job skills training must include training courses that are listed on the New York State Workforce Eligible Training Provider List (ETPL). It appears that this list is for programs that charge tuition. Is this requirement waived for programs that have no-cost to participants? For example, if we are a 501(c)(3) that charges no tuition and are running a certification program on site, do we need to be listed on the ETPL?**

**Answer:**

We understand in many cases your agency will be funding the tuition or providing the training yourself tuition free. This is not an issue. It is more important that any training offered through the Venture V Program receives approval from your LWDB and is included on the LWDB Certification Approval Form.

**Question 21: Would a program designed to target a specific target population such as ex-offenders or person's with mental health issues be funded?**

**Answer:**

Yes. Programs that are designed to target a specific target population may be selected.

**Question 22: Can you clarify what is meant by enrollment?**

**Answer:**

Enrollment begins when a participant signs the Enrollment Consent Form and agrees to participate in the Venture V Program.

## **Section 2: Eligibility**

**Question 23: What is the difference between TANF and Safety Net Assistance?**

**Answer:**

Temporary Assistance for Needy Families (TANF) households, often referred to as Family Assistance, are households with pregnant women and/or minor children. TANF is funded by a federal block grant. Safety Net Assistance can include single adults, adult couples, and families with minor children. Safety Net Assistance is funded with state dollars.

**Question 24: Are TANF participants in receipt of SNAP benefits eligible for services or only Non-Temporary Assistance (NTA) and Safety Net recipients?**

**Answer:**

TANF participants in receipt of SNAP are **not** eligible to participate under the Venture V program, based on federal SNAP E&T rules. Eligible individuals include those who are an applicant or recipient of Safety Net Assistance (including Safety Net families) and SNAP, as well as SNAP applicants and recipients not receiving temporary assistance.

**Question 25: Is there an age requirement to participate in Venture V?**

**Answer:**

To participate in Venture V, an individual must be considered an adult, 18-years or older. In addition, 16-18 year-olds who are considered by the District to be heads of household can also participate.

**Question 26: Describe the difference between mandatory and voluntary participants?**

**Answer:**

The District is responsible for determining a SNAP recipients' status as mandatory or voluntary.

These two participant categories are described below:

- **Mandatory:** SNAP recipients who have not met any Federal exemption from the SNAP work requirements, are work registered in the State, and are required by the District to participate in the Venture V Program.
- **Voluntary:** SNAP recipients who do meet a Federal exemption from the SNAP work requirements and/or are not required by the District to participate.

Both mandatory and voluntary participants are equally eligible to participate in Venture V.

**Question 27: Do voluntary program participants also need to be in receipt of SNAP?**

**Answer:**

Yes. Mandatory and voluntary program participants must either be a SNAP applicant or recipient in order to engage in Venture V.

**Question 28: Can services be provided to participants outside your District?**

**Answer:**

Selected providers may serve participants from any District as long as the District Partnership Form is completed by each District in which program participants reside. This form acknowledges their support of your program and serves as the basis for ongoing coordination and exchange of information.

**Section 3: Technical**

**Question 29: The Evaluation Criteria section that begins on page 19 of the RFP only adds up to 85 points. Where will the other 15 points be allocated?**

**Answer:**

This was an error. The points will be distributed as follows:

- Case Management (25 points)
- Project Strategy, Design and Training Methodology (30 points)
- Organizational Experience and Past Accomplishments (25 points)
- Budget Section (20 points)

**Question 30: The Subcontractor and Supplier Identification Form is missing from the Pre-Submission Uploads Section. Is there a form or template that providers should use?**

**Answer:**

The form was inadvertently left off and is included on the final page of this Q&A. Please complete this form and upload it to the corresponding area of the pre-submissions upload section. It is important to note that you will not be able to submit your application without the corresponding upload.

**Question 31: Are electronic signatures acceptable on the attachment forms for the RFP?**

**Answer:**

Yes. Electronic signatures are acceptable.

**Question 32: I am only able to enter one site address, but my agency has multiple locations. Which address should I use?**

**Answer:**

Please utilize the address your agency has listed with the Statewide Financial System for payments. All other locations should be noted in the Work Plan section.

**Question 33: In the Work Plan Properties section, do we need to identify a Task for each Objective, or just provide an integer response for each of the provided Objectives?**

**Answer:**

To start, choose an objective from the drop-down menu and click "Go." Next, click View/Add. Enter the name of the objective you chose in the Task Name field, then enter the number of participants who will achieve that objective in the Task Description field. The same information should be entered in the performance measure section as well. For instance, for the 30-Day Job Retention objective, type "30-Day Job Retention". Each objective then requires a numeric response.

**Question 34: For program-specific question 13, are current Venture IV contractors allowed to upload supplemental information such as letters from other funding sources with evidence of performance to strengthen their response, or should they simply indicate that they are a current contractor?**

**Answer:**

Yes. However, any additional information uploaded by current Venture IV providers will not be utilized in scoring question 13.

#### **Section 4: Budget/Funding**

**Question 35: Can funds from the following sources be used as the local contribution?**

- **Workforce Investment Act (WIOA)**
- **Employment Preparation Education (EPE)**
- **State Adult Literacy Education (ALE)**
- **State Workforce Education Program (WEP)**

**Answer:**

Since WIOA funds are federal funds, they could not be used toward the local contribution. ALE, EPE and WEP are comprised of State funds, but most of these funds are already being used to leverage federal funds. If the non-federal funding you are proposing to use is already used as a match or to otherwise leverage federal funds, this would preclude its use for the SNAP E&T Venture V Program. We suggest you contact your representative at the State Education Department for direction as to whether or not the funds are used to match or leverage federal funds.

**Question 36: Can you receive reimbursement through the Venture V Program for SNAP Participants for training outcomes if someone receives Pell or TAP tuition assistance?**

**Answer:**

If the participant's educational component is being fully covered by Pell and/or TAP then the provider cannot claim the educational component under the Venture V Program. Other allowable services and activities that are not covered by Pell and/or TAP can be claimed if they are part of the approved budget.

**Question 37: Can dollars spent by the applying organization to provide Venture V services be used toward the match requirement? In other words, if we're absorbing some of the cost to provide these services, can that be used toward the match?**

**Answer:**

These would be considered in-kind contributions. Only government entities may be reimbursed for in-kind contributions per SNAP E&T rules. In-kind contributions are defined by the federal government as non-cash transactions and are usually charges for volunteers or space. These expenses must be directly related to the Venture V Program. All funding sources must be listed on the Local Funding Agreement.

**Question 38: Can tuition for educational activities be included in the "other" section of the budget?**

**Answer:**

Yes. Tuition for educational activities can be included in the "other" section of the budget.

**Question 39: Will an applicant have to provide non-governmental match funds for all 5 years of the contract in their proposal?**

**Answer:**

The Local Funding Agreement need only reflect support for the one-year period of December 1, 2021 through November 30, 2022. Selected providers will be required to complete a Local Funding Agreement for each subsequent year funds are awarded.

**Question 40: How often are providers expected to voucher?**

**Answer:**

Selected providers should plan to voucher at least quarterly but no more than monthly.

**Question 41: When it states that organizations may request up to \$500,000 in federal SNAP E&T funds for each 12-month period does that mean the organization could be paid \$500,000 and needs \$500,000 as a local match or does that mean the organization could be paid \$250,00 and needs \$250,000 as a local match?**

**Answer:**

Organizations are eligible to apply for up to \$500,000 annually in federal SNAP E&T funds to support a total annual program budget of up to \$1,000,000. For every federal SNAP E&T dollar requested, a non-federal dollar from an eligible source must be contributed by the applicant agency. For example, a request for \$500,000 per year in federal SNAP E&T funds would need to be accompanied with \$500,000 per year from an eligible non-federal source.

**Question 42: Will cost-based or performance-based reimbursement only occur after the local funding dollars have been received by the agency?**

**Answer:**

Federal SNAP E&T funds are available to reimburse 50% of the costs of eligible services. Selected providers will submit voucher claims for services rendered and receive 50% reimbursement in SNAP E&T funds.

**Question 43: Are there opportunities for an advance of awarded funds?**

**Answer:**

No. Federal SNAP E&T funds do not allow for advances. This is a reimbursement program. Selected providers are expected to cover costs up front for services rendered. 50% of allowable costs will be reimbursed utilizing Federal SNAP E&T funds and the other 50% will be covered by the local funding identified by the selected providers.

**Question 44: In balancing milestones and costs, we need to reduce the charge for milestones to cover some basic costs. Thus, the number of participants we are charging for employment milestones in the budget is lower than the actual achievement targets we project. Is it better to charge fully for milestones and less for costs?**

**Answer:**

For planning purposes applicants must estimate the number of milestones to be achieved at the highest reimbursement level for all employment milestones.

- Job Entry: \$1,500
- 30-Day Job Retention: \$3,000
- 90-Day Job Retention: \$3,500

If funds remain available in the employment milestone categories, selected providers can continue to draw down on those funds beyond the milestone projections. We expect variation in how milestone funds will be drawn down, but for equitable scoring purposes require each applicant to utilize the maximum reimbursement level to create a budget.

As an example, the approved budget indicates a total of 20 30-Day Job Retention milestones at \$3,000 each for a total of \$60,000. The provider agency has submitted voucher claims for 20 Level 1 30-Day Job Retention milestones at \$2,000 each for a total of \$40,000. While the

provider has reached their goal of 20, they still have \$20,000 remaining in the 30-Day Job Retention milestone in which they can continue to draw down on.

**Question 45: How will it be determined which providers qualify for 40%, 50% or 60% reimbursements?**

**Answer:**

All applicants are required to split their budget between the cost-based and performance-based components. No more than 60% of the requested funding can be allocated to the cost-based portion of the budget. If an applicant chooses to allocate less than 60% of the requested funding to the cost-based component they may do so. The remaining funds would then need to be allocated to the performance-based components of the budget.

**Question 46: What types of funding are acceptable for the local funding requirement?**

**Answer:**

State general funds, local tax levies, donations from private firms or non-profit organizations are appropriate sources for the State share of E&T funding. Subrecipients of a State agency, or third-party funders and providers of approved E&T services, can fund E&T activities and the State agency can reimburse them with 50% Federal funds. For nongovernmental organizations, there must be a cash outlay for the SNAP E&T goods or services provided in order to receive a 50% reimbursement. In-kind contributions from non-government organizations are not allowable as charges. The State share of E&T funding for a 50% reimbursement cannot be from a Federal source. Federal E&T funds cannot be used to reimburse expenses paid with other Federal funds unless specified by Federal legislation.

**Question 47: The pre-populated calculation in grants gateway is Match Funds divided by Grant Funds. If the grant funds equals \$300k and the match funds are \$150k, then that match calculation is 50% which meets the threshold. Is that correct?**

**Answer:**

The match funds must equal the total grant funds. The local share/match makes up 50% of your total budget. If the applicant is requesting \$150,000 in Federal SNAP E&T funds they must have \$150,000 in local share. When completing the budget, the Total Grant Funds field should include only the SNAP E&T Portion of the funds. The Total Match Funds field should always be equal to what is entered in the Total Grant Funds field and represents the local share available to support the program. As an example, if an applicant is budgeting \$10,000 for equipment they would enter \$5,000 in the Total Grant Funds field and \$5,000 in the Total Match Funds field for a total of \$10,000 for that line item.

**Question 48: Please confirm that the maximum total award for a nonprofit agency is \$1,000,000 – that's \$500,000 grant funds plus \$500,000 match funds.**

**Answer:**

Yes. An applicant may request up to \$500,000 in SNAP E&T funds as long as they have \$500,000 in eligible local funds to support the program, making the program total for each award year \$1,000,000.

**Question 49: Can we submit a budget that is 100% performance-based? If so, then please confirm that the only category of expense on the Expenditure Summary that needs to be completed is “Other”.**

**Answer:**

Employment milestones are the only claimable performance measures. If an applicant chose to allocate 100% of their funds to employment related milestones, then they could submit a 100% performance-based budget using the “Other” expense category on the budget. Budgets will be examined to determine the extent to which expense projections are reasonable, necessary, and allowable for delivery of services. Selected providers will be asked to provide detail on how performance funds will be spent.

**Question 50: What is the difference between administrative expenses and indirect costs?**

**Answer:**

Indirect costs, including Federally issued indirect cost letters, are not allowable in this program. Administrative costs are those operating costs related to operating the contract that do not directly impact the contract and are limited to 15 percent of the contract total.

**Question 51: In the salary detail form, what do the following fields mean: “# in Title” and “% Funded”?**

**Answer:**

The “# in Title” field is seeking how many individuals who are working on the contract, have the same job title and are included on the line item. The “% Funded” field is seeking what percentage of the staff person’s salary will be funded by this program.

To complete the salary section of the budget applicants should:

- Enter the job title for each staff person whose salary will be covered in whole or part with Venture V funding in the Position/Title field
- Enter a brief description of the staff person’s responsibilities in the Role/Responsibility field
- Enter the number of staff people in the title included in the line item in the # in Title field. We recommend one staff person per line item even if there is more than one staff person per job title
- Enter the staff person’s annual salary in the Annualized Salary Per Position field
- Enter the standard work week hours for the position in the STD Work Week (hrs) field
- Enter the percentage of the position that will be funded in the % Funded field
- Enter the number of months funded in the # Months Funded field. This should not exceed 12 months
- Enter the total amount of the staff person’s salary that will be funded with the cost-based portion of funding in the Total Grant Funds field. This should not include the expected local share. As an example, if a Case Manager earns \$50,000 annually and 50% of their salary will be charged to the cost-based portion of the contract for a total of \$25,000, \$12,500 should be entered in the Total Grant Funds field

- Enter the total local share in the Total Match Funds field. This amount should be equal to the amount entered in the Total Grant Funds field. To follow the example above, \$12,500 would be entered in the Total Match Funds field.

These steps should be repeated for each staff person whose salary will be funded in whole or part by the Venture V Program.

**Question 52: Personal Services – Salary: “An entry must be made for each employee that will be paid in full or in part from contract funds”. If the salary of a staff person is being covered by the performance-based portion of the budget (“other”) then does this staff line need to be represented in the personal services section of the budget?**

**Answer:**

No. If staff salaries are being covered by the performance-based portion of the budget, the staff information does not need to be included in the Personal Services – Salary section of the budget.

**Question 53: What is meant by FTE?**

**Answer:**

FTE stands for Full Time Employment.

**Question 54: Can the same staff person’s salary be funded in part under the cost-based portion and in part under the performance-based portion of the budget?**

**Answer:**

Yes. Ensure that the proportions are being allocated accurately and provide an explanation in the Work Plan section of the application.

**Question 55: If awarded this grant, the organization would receive the monies from the grant and additional funds based on milestone payments?**

**Answer:**

Yes. Selected providers will receive 50% reimbursement for both the cost-based portion and performance-based portion of their program. Venture V participants do not receive the milestone reimbursements.

**Question 56: According to Part B, Expenditure Budget, in the RFP, the application must be reflected in a cost-based manner. Can you confirm that 100% of the initiative expenses should be entered into each budget line in the Grants Gateway, and that we are not only entering the 60% cost-based portion of OTDA match funding?**

**Answer:**

Both the cost-based and performance-based components must be entered into the budget. The performance-based components should be entered into the “Other” section. Instructions for entering the performance-component can be found on page 43 of the RFP. In addition, the

Reimbursement Schedule, which can be found in the Pre-Submission Uploads section of the Grants Gateway, must be completed for the performance-based components.

**Question 57: In reference to the Reimbursement Schedule, should the total milestone values requested under this initiative (Total SNAP E&T Funds) equal the total request to OTDA under the SNAP Venture V program as entered in the line-item expenditure budget?**

**Answer:**

The Total Grant Funds field should include 50% of the total milestone value. The other 50% must be entered into the Total Match Funds field.

### **Section 5: Use of Funds**

**Question 58: Can MiFi hotspots and cell phones be purchased and issued to all Venture V staff?**

**Answer:**

Yes. MiFi and cell phones can be purchased and issued to Venture V staff if the following conditions apply:

- Must directly relate to an approved E&T component or service, i.e., allocable;
- Must be necessary and reasonable;
- Must not be for products or services that are outside the scope of the E&T program; and
- Must not be a general expense required to carry out the overall responsibilities of a State or local government, such as a State's funding for education provided for by statute

**Question 59: Can selected providers be reimbursed for the following participant reimbursements:**

- **Childcare**
- **Car repairs**
- **Parking fees (school and work related)**
- **Work Clothing (uniforms, scrubs, shoes, etc.)**
- **Gas Cards**

**Answer:**

Yes. The participant reimbursements must be deemed reasonable and necessary for participating in the Venture V Program. In addition, they cannot:

- Be available through another government program or available at no cost to the participant through a private source,
- Be used to support a client's regular employment unless the participant is enrolled in the job retention component and the participant reimbursements are linked to participation in that component, and
- Be used to, among other things, pay bad debt such as outstanding fines or fees, or make on-going regular payments.

**Question 60: Can gift cards be purchased for participants and used as incentives?**

**Answer:**

No. Gift cards as incentives are not an allowable expense.

**Question 61: Can SNAP E&T funds be used to purchase tools and equipment for use in educational activities?**

**Answer:**

Yes. Tools and equipment for use in educational activities may be purchased if the following conditions apply:

- Must directly relate to an approved E&T component or service, i.e., allocable;
- Must be necessary and reasonable;
- Must not be for products or services that are outside the scope of the E&T program; and
- Must not be a general expense required to carry out the overall responsibilities of a State or local government, such as a State's funding for education provided for by statute

**Question 62: Is subsidized employment a reimbursable expenditure?**

**Answer:**

Under Venture V wage subsidies are not reimbursable, however the administrative expenses associated with operating a wage subsidy program are. Venture V funds that are allocated to wage subsidy administrative expenses will be applied to the 15% administrative cap.

**Question 63: Are internship stipends a reimbursable expenditure?**

**Answer:**

No. Internship stipends are not a reimbursable expenditure.

**Question 64: In addition to paying staff to support the program, can we use grant funds to pay agencies to set up on the job trainings and work experiences (example of agency providing this service in Rochester NY would be Rochester Works)?**

**Answer:**

Yes. Contractual agreements would need to be in place between the selected provider and the agency providing additional services.

**Question 65: Does education refer to Test Assessing Secondary Completion (formerly called GED) or does it also cover vocational training and Associates Degrees?**

**Answer:**

Education includes:

- Adult Basic Education (ABE);
- Adult Secondary Education (ASE);
- High School Equivalency (HSE) Diploma preparation;
- English for Speakers of Other Languages (ESOL); and,
- Course or programs of study that are part of career and technical education (as defined in section 3 of the Carl D. Perkins Act of 2006).

**Question 66: How can performance-based reimbursements be spent by the agency?**

**Answer:**

Reimbursement for the performance-based components of the program must be spent on allowable SNAP Employment and Training expenditures. Selected providers will be asked to demonstrate how performance-based funding will be utilized.

**Question 67: Now that there is no milestone for Credentials, how will the cost of vocational trainings be handled?**

**Answer:**

Tuition expenses for vocational trainings can be entered into the “Other” category of the expenditure budget.

**Section 6: Milestones**

**Question 68: Is there a number of hours that participants have to be enrolled in the Venture V Program before we could claim a Job entry milestone?**

**Answer:**

No. If a participant is employed at the time of enrollment into Venture V, the Job Entry milestone can only be claimed if a new job was obtained with increased hours and pay of at least 10% or a promotion was achieved with the current employer increasing wages at least 20%.

**Question 69: Are the Career Plan +60, Educational Gains and Credential milestones still reimbursable under Venture V?**

**Answer:**

No. The services associated with developing a Career Plan (employability plan), 60 hours of attendance, educational gains and credential milestones including tuition expenses are reimbursable through cost-based budgeting. Documentation of these activities and services should be kept in participant case files.

**Question 70: What is meant by “The first 30 days of employment may be subsidized employment” in the performance-based reimbursement section of the RFP?**

**Answer:**

If a participant is engaged in subsidized employment, only 30 days of that subsidized employment can count towards the 90 days needed for the 90-Day Job Retention milestone. Reimbursement must not be used to pay the wage subsidy but may be used to pay administrative expenses related to operating the wage subsidy program and/or other allowable SNAP E&T expenditures as outlined in the RFP.

**Question 71: Is it 20 hours per week or earning an amount equal to at least the minimum wage times 20 hours per week for eligibility to claim job retention milestones?**

**Answer:**

Either scenario would be reimbursable. The minimum requirement for a Level 1 reimbursement would be 20 hours per week at minimum wage. Reimbursement levels increase with increased earnings which could come from hours above 20 and/or a higher rate of pay.

**Question 72: In Venture IV we were required to show a participant had 60 hours of attendance and a career plan before we could be reimbursed for other milestones. Is this still going to be required?**

**Answer:**

No. Venture V does not require a Career Plan and 60 hours of attendance before employment milestones can be claimed.

**Question 73: On page 13 of the RFP, it lists milestones of \$1,500, \$3,000, and \$3,500. Do we obtain the full amount or are these matched funds? For example, if a student reaches the \$1500 milestone, do we get \$750 or \$1500?**

**Answer:**

SNAP E&T funds will be used to reimburse 50% of the total milestone payment, the other 50% will come from the selected provider's local share to cover allowable SNAP E&T costs.

**Question 74: How many days of participation in a wage subsidy program can be included in the 90-Day Job Retention milestone?**

**Answer:**

Only 30 days of participation in wage subsidy is countable towards the 90-Day Job Retention milestone.

**Question 75: Can we still claim a Job Entry milestone for enrolled clients who have disengaged or have been inactive in the last 90 days of enrollment, as long as we can show proof of attendance/activity within the last 90 days?**

**Answer:**

The participant must have secured employment after or while receiving other E&T services. There is no limit to the number of times an individual may receive job retention services, as long as the individual has re-engaged with E&T prior to obtaining new employment.

## **Section 7: Documentation**

**Question 76: We are a current Venture IV provider. Can pre-existing Local Workforce Development Board Certification Approval forms be submitted as part of our application?**

**Answer:**

No. A new Local Workforce Development Board Certification Approval form must be completed for the new program.

**Question 77: Do we need Local Workforce Development Board Certification Approval Forms for all districts or just where sites are located?**

**Answer:**

Each form signifies the Local Workforce Development Board assurance that the training being offered is related to employment in demand within the local workforce investment area. Therefore, it is important to have certifications approved by LWDBs in the districts participants reside.

**Question 78: Eligibility verification is required every thirty days, as well as updated Enrollment Consent for participants enrolled in Venture V beyond six-months. Is that required for vocational training programs that are over six months in length (i.e. License Practical Nurse, Barbering, Cosmetology, etc.)?**

**Answer:**

Yes. As long as a participant is actively engaged in Venture V which could include participation in a vocational education component lasting more than 6 months, then eligibility verification and Enrollment Consent must continue to be updated.

**Question 79: Applicants must obtain a District Partnership Form from local District(s). How does that apply to providers that offer 100% online educational training/services and for potential participants who do not reside in the District where partnerships were obtained?**

**Answer:**

Selected providers may only serve participants through Venture V from districts in which they hold a partnership.

**Question 80: Can a selected provider utilize an employability plan completed by the local District or other partner agency for a participant's case file?**

**Answer:**

A District employability plan would be acceptable as it would contain the minimum amount of information. Any other partner agency employability plan must contain the following:

- Include an assessment of individual aptitudes, interests, education, background, work history and acquired job skills;
- Address the barriers that have prevented the participant from successfully

- participating in employment and training activities or obtaining/retaining a job;
- Identify the individual's employment goals and how the services provided will help the individual attain those goals;
  - Identify work skills and skill gaps;
  - Contain measurable and verifiable long and short-term goals, such as educational gain, credential achievement, completion of job readiness program, vocational training, job placement/retention or job improvement;
  - Specify a timeframe for completing program components and meeting goals;
  - For those programs intending to claim for educational gains, include pre-test and post-test results with the corresponding NRS educational functioning level as an indicator of the individual's proficiency at intake and any educational gains made as the result of instruction;
  - Describe an individualized and contextualized course of instruction for all pre and/or post-employment components; and,
  - Include a description of type, method and location of services and instruction.

Any employability plan not completed directly between the participant and the Venture V provider should be revisited and updated as needed before being included in the participant's case file.

## SUBCONTRACTOR AND SUPPLIER IDENTIFICATION FORM

**INSTRUCTIONS:** The Subcontractor and Supplier Identification Form must be submitted with any bid, proposal, or proposed negotiated contract. This form must contain a detailed description of the supplies and/or services to be provided by each subcontractor or supplier under the contract. Offerors must indicate by checking the box(es) below which business designation(s) each listed Subcontractor/Supplier meets. Attach additional sheets if necessary. Failure to submit this form may result in the Offeror's application being deemed non-responsive.

<b>Offeror's Name:</b>	<b>Procurement Title/ Contract #:</b>
<b>Address:</b>	<b>Region/Location of Work:</b>
<b>Email and Telephone #:</b>	<b>Federal ID #:</b>

Subcontractors/Suppliers Information	Detailed description of service/product to be provided	Business Designation <small>*check all that apply</small>	Dollar Value of Subcontract <small>*over the term of the contract</small>
Business Name: Federal ID #: Address: Email & Telephone No.:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> NYS Small Business	
Business Name: Federal ID #: Address: Email & Telephone No.:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> NYS Small Business	
Business Name: Federal ID #: Address: Email & Telephone No.:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> NYS Small Business	

Identify ALL subcontracting and supplier purchasing opportunities.

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State Small Businesses and New York State Certified Service Disabled Veteran Owned Businesses (SDVOBS) in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Offerors need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use New York State Certified Minority and Women-Owned Business Enterprises (MWBES) in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize MWBEs, consistent with current State law.

Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

<b>NAME AND TITLE OF PREPARER</b> (Print or Type):	
Signature: Authorized Signature	
Date:	
Email:	
Telephone #:	