Excerpts from the New York State Education Department's Q&A Document
Related to Submitting Attachment 5 to the Local Board

Please Note: This document is intended to help organizations applying for WIOA Title II funding in New York City have easy access to some of NYSED's answers related to questions about submitting Attachment 5 to the local workforce development board. However, this document is not meant to be a substitute for reading the entire set of questions and answers which provide guidance on a range of aspects of submitting a complete application.

- **Attachment 5 has been revised**

15. Is there a new set of deadlines for the Local Workforce Board review process because of the delay in the FAQ/A and A posting by NYSED?

    Yes, the new dates are: Applicants must submit Attachment 5 to the LWDB by _February 12, 2018_. LWDBs must review the Attachment 5 and return the Attachment to the applicants by _March 23, 2018._

41. Pages 8 and 22- Where should the WIOA Title II LWDB form be sent? It is by mail or electronically; please provide the address.

    Refer to Attachment 5 for this information. WIOA Title II LWDB Application Review Form needs to be sent to the Local Workforce Development Board in the area that services are to be provided. Applicants should contact their LWDB for submission preference (mail or email). Contact information for each LWDB can be found at NYS Department of Labor website.

    [Note from New York City Workforce Development Board: Please visit our web site at www.nyc.gov/wdb for all information about submitting Attachment 5 for applications for programs in New York City.]

42. Page 121- On LWDB form: Previous experience. The request for number served is not clear and does not indicate duration. Is it the last year of service or totality of program's inception?

    The intended time frame is FY2015-2016, July 1, 2015 through June 30, 2016.

58. Concerning Attachment 5: WIOA Title II LWDB Application Review Form, I need clarity in what is being asked in the 1st and 2nd row. At this point, we can only make projections. Should the second row be PROJECTED Outcomes? How does the Projected # to Enroll in Training in the first row differ from # Enrolled in Training in the second row? What is the different criteria (besides the 3-6 months) for the Projected # to Obtain Employment in row 1 and the # Obtained Employment within 3 to 6 Months of Completion? How does the Projected # to Obtain Industry-Recognized Credential in the first row differ from # # to Obtain Industry-Recognized Credential in the second row? How does the Projected # to Obtain Industry-Recognized Credential

in the first row differ from # # to Obtain Industry-Recognized Credential in the second row?

The duplicate section on Attachment 5 is eliminated, a revised Attachment 5 will be posted along with the Q & A. Applicants should fill in a complete "Sector for Contextualization" for each program that is being proposed. Training providers do not have to provide information on previous experience, only the academic provider being funded under WIOA Title 2.

76.   Reading the New York City LWDB Plan, there seems to be an emphasis on serving higher levels of literacy proficiency (ESL 5 and 6). The RFP, however, seems to put more emphasis on serving lower literacy levels. Will an applicant be penalized for emphasizing services that cater more to higher literacy levels which would be better aligned with NYC's LWDB Plan?

    No.

133.   Attachment 5: To whom at the NYC LWDB must the completed attachment be preliminary sent/mailed? What is that person's mail or email address?

    Each LWDB must be contacted directly. Please refer to the NYS DOL website for that information.

    [Note from New York City Workforce Development Board: Please visit our web site at www.nyc.gov/wdb for all information about submitting Attachment 5 for applications for programs in New York City.]

138.   The RFP indicates that we are to serve students and provide contextualized education in the top two areas of job demand and that pay a living wage in our area. The local workforce development board has identified six areas. Do we need to choose the top two, or are we able to choose any of the six identified areas?

    Any two of the list provided by the LWDB.

139.   Could you please provide additional information on the priority sectors? For example, when the local workforce development board's WIOA local plan mentions "health" as a priority sector, is it referring to jobs as licensed nurse's aides and home health aides, or is it referring to higher level positions? How are "sustainable income" and "economic self-sufficiency" defined? Could you please provide criteria as it relates to wage levels, number of hours worked per week, or number of months worked in a year?

    NYSED does not have this information. Please contact the LWDB in your area. Contact information for each LWDB can be found at NYS Department of Labor website.

[Note from New York City Workforce Development Board: Please visit our web site at www.nyc.gov/wdb for all information about submitting Attachment 5 for applications for programs in New York City.]

154. Where do we find the list of eligible training providers at the NYC LWDB for Program 2?

    The list of eligible training providers can be found at NYS Department of Labor website.

    [Note from New York City Workforce Development Board: Please visit our web site at www.nyc.gov/wdb for information about how to add a training program to the New York City eligible training provider list.]

184. Are there length limits for the fill-in questions on Attachment 5 (WIOA Title II LWDB Application Review Form)? The box at the bottom of the second page, in particular, is very small.

    The response is not limited to the box size.

185. Sectoral and outcome information on Attachment 5 (WIOA Title II LWDB Application Review Form) is repeated twice. Does this mean that we are required to select two sectors? Are we allowed to choose one, two, or four sectors?

    Attachment 5 has been revised and posted with the Q & A. Applicants may propose more than one program. Applicants should fill out an Attachment 5 for every program being proposed that requires contextualization. It is not required to choose more than one sector; however, it is allowed to have more than one.

186. What are the NY State Career Centers for New York City? Is this the same as the New York City Workforce 1 system, which is the web link for NYS career center NYC partners?

    Yes, they are the same. Please refer back to the LWDB link in response to question 139.

206. Please clarify throughout the RFP the difference between the American Job Center network, the New York State Career Center System, and local one-stop career centers. Additionally, throughout the RFP, there are references to "NYSDOL Career Centers," and it may not be clear to applicants that this is a reference to any one-stop career centers. Additionally, please clarify that applicants would work with their local workforce development boards to determine how best to coordinate with their local

one-stop career centers.

The reference to the American Job Center Network is in regard to the requirement that all funded programs need to meet federal and state workforce development branding requirements as outlined at the USDOL's website. Section 121(e)(4) of WIOA requires each career center and their partners to use the "American Job Center network" or "A Proud Partner of the American Job Center network" common identifier on all products, programs, activities, services, electronic resources, facilities, and related property and new materials.

Any statements in regard to the New York State Career Center System (NYSDOL Career Centers) is in reference to a Local One-Stop Career Center. The Attachment 5 review process is the first step in coordinating with the LWDB and the local One-Stop Career Center.

228. What happens if the Local Workforce Development Board does not complete its review in a timely manner?

    The applicant should still submit the application by April 11, 2018 and detail the problem on Attachment 5.

231. Additional Questions on Attachment 5:

    - Primary Next Step Chart in Attachment 5: If an organization offers an array of adult education courses at both "low" levels and "high" levels, how should they respond to this question? There is technically a primary next step for both of those groups; a single response would not cover both of these concentrations.

       Please provide the primary next steps for both of these concentrations.

    - It also states: "For those applicants proposing to offer **Integrated Education and Training (IET) programs** or applicants for **Integrated English Literacy and Civics Education (IELCE):"** Then there is a text box for a response. However, the question that applicants are expected to respond to is unclear. What should applicants state in the box?

       Follow the directions above the box for each program. Please provide a summary for each IET/IELCE program being applied for.

    - There is a section that begins: "Please describe the sector the proposed program will be contextualized in, and the rationale for selecting that sector including supporting documentation such as feedback received directly from next step partners or employers." This section is repeated verbatim. Is this repetition intentional? If so, for what purpose? To enable an applicant applying for IET or IECLE funding to indicate up to two sectors/occupations of focus or something else?

The purpose of the duplication is to accommodate programs with more than one sector. Using the Attachment 5 form posted with the Q & A, please provide a specific summary for each program and/or sector for contextualization.

- Previous experience. The table in Attachment 5 is confusing. What time period should be used for showing prior experience? Should programs list all experience, any relevant experience, or only the most recent experience? What should programs do if they have experience *beyond* experience with the proposed target population?

The most recent and relevant experience should be described. Experience beyond experience should only be described if directly relevant. Only experience from literacy providers who are delivering the contextualized academic component should provide previous experience.

- Previous experience.
  - Should *all* programs fill out this section, even they aren't applying for IET or IECLE?
  - This section of Attachment 5 asks for data demonstrating "previous experience as a literacy provider." Does that mean data should only be given about adult literacy programming and not about experience providing training programs? Even if you're applying for IET or IELCE?

In the revised form, all applicants fill out Part 1. Only those applying for IET and/or IELCE would fill out Part 2. The previous experience is only applicable for the academic/literacy component, not training.

- Item 4 in the IET/IELCE section: Projected Outcomes from This Training. The first row of data requested -- Projected # to Enroll in Training, etc. -- is asking for projected numbers. The Outcomes and Examples rows, however, seem to be asking for data pertaining to previous experience. Should *previous* experience be provided for these additional tables? (How would a program provide projections for job titles, employers, starting wages for placements, median wage of placed individuals, or length of relationship?)

The revised Attachment 5 clarifies this table. All of the data re job titles, employers, etc. would be available from NYSDOL JobZone/CareerZone, ONET, etc.

- Literacy Zones do not provide instruction. How can they comply with alignment with LWDB directions?

Literacy Zones provide critical, supplemental case management services to students in Program Areas 1 and 2, in addition to helping connect individuals with one-stop services, career pathways that are priorities in the LWDB plans and workforce activities.