



BUFFALO AND ERIE COUNTY
WORKFORCE INVESTMENT BOARD, INC.

WORKBOOK

2019 CFA

Workforce Development Initiative

Existing Employee Training

June 2019

<https://labor.ny.gov/cfa/index.shtm>

What follows is an informational guide to facilitate the drafting of the NYSDOL Workforce Development Initiative 2019 Consolidated Funding Application. It is not a substitute for carefully reading (and re-reading) the CFA and its Attachments in their entirety. Page references are to CFA 9.0 WDI-EET issued on May 8, 2019.

FUNDING OVERVIEW

Purpose: To provide occupational skills training to employees in low or middle-skill occupations that are aligned with REDC Industry priorities, and that will improve employee skills along career pathways.

Total Funding Amt.: Up to \$10 Million

CFA award: Maximum award determined by number of Applicant employees:

- \$100,000 for 2-50 employees
- \$200,000 for 51-100 employees
- \$300,000 for 101 or more employees

No maximum cost per trainee

No costs may be charged to trainee

Proposals may not be based on receiving complimentary funding from other CFA programs or agencies.

Contract term: Up to one year from date of award

Contracts are paid on a cost reimbursement basis (i.e. grantee pays for incurred expenses and then submits voucher to NYSDOL for reimbursement)

Leveraged Funding

Requirement:

Leveraged funding is required and based upon (1) a percentage of the total *project* cost and (2) the total number of Applicant employees.

The sliding scale is as follows:

- 10% for Applicants with 50 or less employees
- 25% for Applicants with 51-100 employees
- 50% for Applicants with more than 100 employees

Leverage funds can include the wages (but not benefits) paid to trainees during training.

Applicant

Eligibility:

Private for-profit businesses, including LLPs, and LLCs
Private not-for-profit businesses, including colleges and universities

Trade Organizations and Manufacturing Associations if they are training their own employees

Not eligible: Consultants, trade organization and other 3rd-party entities applying solely on behalf of another organization

In addition, the Applicant must:

- Have existing employee in need of occupational skills training (which may be completed in one year) to attain or retain positions in middle skills occupation
- Employ 2 or more employees or the equivalent of two full-time employees, and
- Be in good-standing, under the following laws: UI, WARN, Public Work, Labor Standards, Safety and Health, NYSDOS Division of Corporations, Workers Comp, and Disability Ins

Grants Gateway Registration:

Applicants must register with Grants Gateway prior to submitting their application

➤ <http://grantsmanagement.ny.gov>

- Registration form must be signed, notarized and mailed to Grants Gateway Administrator
- Not-for-Profits also must complete pre-qualification status in Grants Gateway

Trainee Eligibility:

Trainees must be

- Existing employees of the Applicant
- Working in NYS (but do not need to be NYS residents)
- In low-skill or middle-skill occupations (Job Zone 1, 2, or 3)
- Full-time or part-time and have a permanent, year-round attachment to the business (seasonal, temporary or volunteer employees not eligible)
- Employed by the Applicant for at least 6 months, or in a cohort of trainees in which the majority of the cohort have been employed by the Applicant for at least 6 months prior to the start of training
- The positions targeted for training must exist at the time the proposal is submitted

Training Providers:

- May be through in-house trainers or outside vendors or contractors
- If Applicant is not utilizing its own in-house trainers, they are encouraged to enter into contracts with institutions of higher education, such as community colleges or BOCES

- NYSDOL encourages applicants to utilize training providers on the Eligible Training Providers List (ETPL) (see p. 5)
 - <https://applications.labor.ny.gov/ETPL/>

Application Submission: Must be through the CFA Application Portal (see p.19)

- <http://apps.cio.ny.gov/apps/cfa>

KEY DATES

Topic	Deadline
Submission of Questions	October 25, 2019
Last posting of Answers	November 1, 2019
Proposal Submission	Ongoing submissions until 4:00 pm on November 15, 2019
Award Notification	Ongoing in order of receipt

PURPOSE OF EET FUNDING

To provide occupational skills training aligned with Regional Economic Development Council (REDC) industry priorities, leading to job retention and advancement for existing employees in low and middle-skill occupations.

Keep the Following in Mind When Developing Your Training Program

Training Need Assessment

- ❖ Applicants are expected to conduct an assessment of training needs of existing employees prior to submitting an application
- ❖ Portal Question 9275 (see p. 24 of RFA) requires Applicants to describe the method used to solicit input from trainees in developing the training program

Occupational Skills Training

- ❖ Instruction conducted in a classroom setting, either at an outside institution or at the worksite
- ❖ Designed to provide individuals with, or upgrade them in, the skills required to perform a specific job or group of jobs needed by the business

CFA-WDI Skills Training must be

- ❖ For occupations within O*Net Job Zones 1, 2, or 3
- ❖ Skills outcome oriented
- ❖ Of sufficient duration to impart the occupational skills need to meet the occupational goal
- ❖ Completed in one year or less
- ❖ **Additional points are awarded in scoring if** the proposed training program helps trainees achieve credentials given by third-party issuers or accredited institutions

Recognized Postsecondary Credential

- ❖ An attestation of qualification or competence issued by a third-party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority to issue such a credential
- ❖ Recognizes technical or industry/occupational skills for the specific industry/occupation
- ❖ Doesn't include general skill certifications broadly required to qualify for entry-level employment or advancement in employment, such as those related to safety and hygiene
- ❖ **Is not a certificate of completion** (See 17 of RFA)

Middle Skills Occupations

- ❖ Jobs requiring more than a high school education, but less than a bachelor's degree
- ❖ Such post-secondary education and/or training may include an associate's degree, vocational certificates, significant on-the-job training, previous work experience, or some college

Table summarizing occupational skill-levels, O-Net codes, and eligible trainees (p. 17 of RFA):

Skill level of Occupation	Job Zone based on O*Net	Required Occupational Preparation	Eligible Trainees
Low Skill	1 and 2	Some, little or no preparation is needed to work in the occupation (typically, a high school education or less)	Yes
Middle Skill	2	Medium preparation is required (typically more than a high school education, such as training in vocational schools, related on-the-job experience, or an associate's degree, but less than a bachelor's degree)	Yes
High Skill	4 and 5	Considerable to extensive training (bachelor's degree or more)	No

Career Pathway/Ladders

- ❖ A series of connected education/ training programs and support services that enable individuals to secure a job or advance in a demand industry or occupation
- ❖ Career pathway certificates and degrees are carefully aligned to skill sets needed in a given industry or occupational sector, and have relevance, credence and currency with employers
- ❖ Ideally, credentials are portable and stackable, to ensure participants receive credit for their education and experience as they progress along a career pathway

CFA PRIORITIES

The CFA 9.0 industry priorities align with the regional priorities of the Western New York Regional Economic Development Council (WNYREDC). These priorities must be reflected in your EET funding application, as appropriate.

WNYREDC Priority Industries Highlighted in the EET-WDI

Name of Industry	NAICS Code Number
Specialty Trade Contractors	238
Machinery Manufacturing	333
Computer and Electronic Product Manufacturing	334
Transportation Equipment Manufacturing	336
Ambulatory Health Care Services	621
Hospitals	622
Nursing and Residential Care Facilities	623
Amusement, gaming and recreation	713
Accommodations	721
Food Services and Drinking Places	722

MWBE and SDVOB Requirements of WDI-EET (RFA pages 9-14)

Minority and Women Owned-Business Enterprises (MWBE) and Equal Employment Opportunity (EEO)

Applicants awarded CFA EET funds must document good faith efforts (see 5 NYCRR Sec. 142.8) to provide meaningful participation by Minority and Women Owned Businesses (MWBEs) as subcontractors or suppliers in the performance of the contract. Sums paid to MWBE must be for a commercially useful function (see 5 NYCRR Sec. 140.1).

- ❖ The CFA- EET overall goal for MWBE is 30%
 - 15% for NYS certified minority-owned enterprises (MBE)
 - 15% for NYS certified women-owned business enterprises (WBE)
- ❖ Applicants are required to submit MWBE and EEO Policy Statement (Attachment MWBE-1), EEO Staffing Plan (Attachment MWBE-2) and the MWBE Utilization Plan (Attachment MWBE-4), with its application
- ❖ Directory of MWBEs can be viewed at: <http://ny.newnycontracts.com>
- ❖ **Waivers:**
A request for partial or total waiver of the MWBE participation goal requirement may be submitted on Attachment MWBE-5

Service Disabled Veteran Owned Businesses (SDVOB)

- ❖ Applicants are expected to consider the meaningful participation of SDVOB.
- ❖ The CFA EET overall goal for SDVOB is 6%
- ❖ Directory of NYS Certified SDVOBs may be found at <http://online.orgs.ny.gov/SDVOB/search>
- ❖ Applicants must submit the SDVOB Utilization Plan (Attachment SDVOB-1) with their Application
- ❖ **Waivers:**
A request for waiver of the SDVOB participation goal may be submitted on Attachment SDVOB-3

TARGETED GEOGRAPHY

- ❖ The CFA awards points (up to 4) based on NYSDOL's assessed level of county need
- ❖ Erie County is assessed as a medium-need county (see p. 33 of RFA)
- ❖ In the past, NYSDOL has given 2 points in scoring for medium-need communities

TRAINING FUNDS – USES and RESTRICTIONS (pages 4-7)

- ❖ Training must take place during regular business hours and trainees must be compensated at no less than their normal rate of pay while attending training
- ❖ Grant funds may not be used for training conducted on employee's own time
- ❖ Training may take place outside NYS, but travel and salary must be paid by Applicant. Training conducted in-house must have at least 2 trainees per occupational skills training course
- ❖ Training provided by outside vendors, no minimum number of trainees required, but one-on-one training not allowed. If using outside vendors, Applicants are encourage to contract with institutions of higher education (i.e. community colleges, BOCES)

Training Costs Allowed (p. 6)

- ❖ Costs of occupational skills training course(s)
- ❖ Books or training materials directly associated with the training
- ❖ Software required to deliver training
- ❖ Credentialing exam fee

Training Costs Not Allowed (p.7)

- ❖ Basic Safety training
- ❖ HR training
- ❖ Stand-alone remedial/soft skills training
- ❖ Government mandated training (e.g. OSHA)
- ❖ Stand-alone Microsoft Office applications
- ❖ English as a Second Language (ESL) training
- ❖ Sales training
- ❖ One-on-one training
- ❖ Training provided to independent contractors or contracted employees

Funding Restrictions (for a full list, see p. 7)

Funds cannot be used for administrative costs, supportive services, curriculum development and other start-up costs, advertising, entertainment, fund raising, conferences and seminars, purchase of equipment or videos, the acquisition, construction or renovation of real property, or training of undocumented workers.

GRANTS GATEWAY REGISTRATION PROCESS (p. 20 -21)

Applicants must register with Grants Gateway (see p. 9)

- ❖ This is the standardized statewide grant contracting system designed to facilitate contracting with NYS
- ❖ Follow the instructions on online
- ❖ Plan ahead to avoid potential delays in applying for funds
- ❖ Registration form must be signed, notarized and mailed to Gateway Administrators
- ❖ Non-profits must register and prequalify, before application is submitted
- ❖ Grants Gateway prequalification requirements are listed in Attachment GGPR of the RFA

Grants Gateway Resources (see p. 8 and 21)

Link to Grants Gateway Tutorial:	https://youtu.be/Nj61fwKf9gE
Link for For-Profit organizations:	http://grantsgateway.ny.gov
Link for Non-Profit organizations:	http://grantsgateway.ny.gov or www.grantsreform.ny.gov
Help desk/hotline:	1-800-820-1890 or (518) 474-5595 M-F 8:00 a.m. to 8:00 p.m. Best time to call is early AM
Email	grantsgateway@its.ny.gov

SUGGESTED DRAFTING PROCESS

Review and Prepare the Required Attachments

- ❖ These may be found in Section VIII on p.38 page of the RFA
- ❖ Click on the Attachments in the RFA to access them through their hyperlink
- ❖ Determine who on staff will be responsible for completing each attachment
- ❖ Completed Attachments can be uploaded as completed in the CFA Portal

Some Attachment Highlights:

Master Training List –Attachment MTL

Requires:

- ❖ Names of Eligible Trainees (not all employees)
- ❖ Job Title O*Net Code (This is based on the job duties the trainee performs - the organizational title of the employee does not need to be the same as the O*Net title)
- ❖ Job Zone level 1,2, or 3 (Detailed information about the Job Zones may be found at <https://www.onetonline.org/help/online/zones/? sm au =iVV8kWZnSq4MRMWi>)

Vendor Responsibility Applicant Questionnaire - Attachment VRAQ

- ❖ Submission instructions are in Part III of Attachment VRAQ

- ❖ You must have a NYS Vendor Identification number when enrolling
 - For a Vendor ID, contact the Office of the State Comptroller’s Help Desk Phone: 866-370-4672 or 518-408-4672
 - Email: ciohelpdesk@osc.state.ny.us
 - Recommended that VRAQ be filled out online:
http://www.osc.state.ny.us/vendrep/info_vrsystem.htm

Federal and State Certifications

Can you certify to the following?

- ❖ No Debarment, suspension, ineligibility and voluntary exclusion-lower tier covered transactions
- ❖ Lobbying prohibitions
- ❖ Providing a drug-free workplace
- ❖ Non-discrimination & equal opportunity assurance
- ❖ Assurance to buy American equipment and products purchase with WIOA funds
- ❖ Limitation on the use of funds to pay Salary and bonus -- can’t exceed Executive Level II (see Public Laws 110-161; and TEGL 5-06)
- ❖ Priority of service for job training must be provided to veterans and spouses of certain veterans (see TEGL 5-03 and 20 USC Part 1010)
- ❖ State Certifications – regarding nondiscrimination in Northern Ireland; MacBride Fair Employment Principles.
- ❖ Non-Collusive Bidding Certification
- ❖ Certification that you are not on the State’s list of “Entities determined to be non-responsive bidders/offerors” under the NYS Iran Divestment Act of 2012

EEO Staffing Plan (MWBE-2)

- ❖ Instructions are on the reverse side of attachment
- ❖ For further information see p. 11 of RFA

MWBE Utilization Plan (MWBE-4)

- ❖ If subcontracted supplies or services are to be provided, NYS requires you to fill out this form, certifying your utilization of Minority and Women-owned Business Enterprises (see p. 10 of the CFA-RFA for guidance)
- ❖ For this award, NYSDOL goal is 30% for MWBE (15% for minority-owned and 15% for women-owned)

Waiver of MWBE Participation Goals (MWBE-5)

- ❖ Required from those applicant that will not use MWBE subcontractors or suppliers or will not meet these goals

Buffalo and Erie County Workforce Investment Board, Inc.
Workforce Seminar, June 2019

Log onto the CFA Portal (see p. 19 – 20)

All fields of the Application (Portal Questions and Attachments) must be completed in the CFA portal online at <https://apps.cio.ny.gov/apps/cfa>

- ❖ At the CFA portal, you will be assigned a **Token Number**, which identifies your application. Make sure to “Save” that Token I.D. in the CFA portal (writing it down helps too). This avoids having to reapply for a token and starting over with your application.
- ❖ Click “**Programs**” located toward the left of the screen (just below the application number) to ensure that all questions specific to your application program are answered.
- ❖ You may be required to answer similar questions more than once. This is because different NYS agencies will be reviewing different portions of your application for scoring purposes. Repeating your answer is acceptable.
- ❖ You also may be directed to answer additional questions, not mentioned in the RFA.

Prepare the CFA-EET Proposal

The Proposal Is Drafted Through A Series Of Portal Questions & Answers.

- ❖ The required Portal Questions are listed in the RFA by topic on pages 22-26.
- ❖ Their answers are submitted online in the CFA Portal.

Review and Develop Answers to the Minimum Threshold Questions

- ❖ Threshold questions and their corresponding portal numbers are listed on page 22 of the RFA.
- ❖ They are the minimum requirements for an Application
- ❖ Failure to answer any threshold question will result in an automatic rejection of your application
- ❖ **CAVEAT:** Once you submit your Threshold answers you cannot change or edit them without beginning a new application

Review and Draft Your Answers to the Program Design Questions

- ❖ These questions and their corresponding portal numbers are listed on pages 23 – 26
- ❖ **Become fully acquainted with these questions before you begin drafting your training program. They will help direct your program design**
- ❖ Some portal answer boxes have character and space limits that must be kept in mind. You will see those restrictions when you begin typing in the answer box of the portal question. Edit accordingly.
- ❖ A good rule of thumb is to draft your answers in a word document (noting your character and space limits). When finalized, copy and paste each final answer into its numbered portal

Answer All Questions with Sufficient Detail to Maximize Your Overall Score

OVERVIEW OF EVALUATION CRITERIA (p. 22 -28)

Portal Questions	Description	Point
9411, 8746, 9260, 9261, 9262, 9302, 9303, 9304, 9265, 8749, 9412, 9305, 9306, 9301, 9263, 9264	1. MINIMUM REQUIREMENTS (pgs. 22-23) Establishes bidder qualifications and acknowledgements	0
	2. PROGRAM DESIGN (p.23-26)	65
	Business/Industry Demand (p.24)	10
2950, 9386, 9269, 9271, 9415	Includes: <ul style="list-style-type: none"> • FEIN • Priority Industry of proposed training • The compelling need for proposed training • Why employees need to gain the occupational skills proposed by the training program • How the proposed training will lead to advancement or retention of trainees in middle-skills occupations, including how the proposed training will assist in skills upgrade and retention of trainees and improve their productivity 	3 2 2 3

	Target Geography (p. 24)	4
9416	<p>The county where training will take place</p> <ul style="list-style-type: none"> Erie County is a medium need community In the past, NYSDOL has awarded 2 points for medium need communities 	
	Target Population (p. 24)	12
9417, 9272, 9272	<ul style="list-style-type: none"> Exact number of trainees Completion of MTL, with the following information: <ul style="list-style-type: none"> Names of proposed trainees O*Net code of occupation that matches tasks performed by trainee Job Zone code of O*Net code of occupation of trainee Characteristics of trainees (i.e. knowledge, abilities, skills, or educational levels, etc.) 	2 8 2
	Occupational Skills Training Course(s)/Career Development (p. 24, and see Sec. III.C.1 & 2 p.16-17)	19
9273 ,9274, 9275, , 9276, 9277, 9278, 9279	<ul style="list-style-type: none"> Title & description of skills training course(s): <ul style="list-style-type: none"> Describe the curriculum and educational strategy (materials to be used and duration of course(s)) List of occupational skills to be acquired for each course proposed How attainment of occupational skills will be assessed How educational strategy addresses the identified characteristics of the trainees Method used to solicit input from trainees in developing training program How information gained from skills training will be disseminated to others in the organization How the occupational skills to be acquired are recognized and transferable industry wide or across other industries (list other industries) How training will educate trainees about career development within and across industries, including the credentials or opportunities for advancement (see Sec. III.C.2, p.17) 	8 2 2 2 2

	<ul style="list-style-type: none"> Name, description, and authority/third party issuer of credential(s) to be received (for definition of credential see p. 33) 	3
	Outcomes	14
9280, 9281, 9283, 9282, 9284, 9285, 9286, 9278, 9288, 9290, 9292	<p>Has Applicant has provided a similar occupational skills training program in the past?</p> <ul style="list-style-type: none"> <u>If yes, provide:</u> % of trainees that attained a credential. 4 % of trainees that were retained in employment for at least one year. 4 <u>If no, provide:</u> Estimated % of trainees who will attain a credential. 4 Estimated % of trainees who will be retained in employment 4 <p><u>The % choices for the above yes/no questions are:</u> 0 – 25%; 25.01 – 75%; or 75.01 – 100%</p> <p>Does the proposed training result in a nationally recognized credential?</p> <ul style="list-style-type: none"> If yes, provide Name of the national accreditation entity 1 Describe how Applicant will evaluate that the skills learned will be utilized in the trainees work 2 <p>Select the Project location and the average hourly wage the majority (51% or more) of trainees will receive upon completion of occupational skills training</p> <ul style="list-style-type: none"> Located in the drop down menu) 3 	
	Leveraged Funding	2
9387	Indicate your leveraged fund percentage based on the sliding scale rates (see p. 7)	
	Organizational Capacity	4
9418, 9291, 9293, 9294	<p>Provide:</p> <ul style="list-style-type: none"> The # of full-time equivalent (FTE) workers currently employed 0 How many years has applicant offered similar 2 	

	<p>occupational skills training (choices: less than 1 yr.; 1-2 yrs.; 3 or more 3 yrs.)</p> <ul style="list-style-type: none"> • State Applicant’s annual revenue • What is that total organizational revenue in relation to the total CFA funding request (choices: 40.01% or more 10.01% to 40%; Less than or equal to 10%) 	<p>2</p> <p>2</p>
3. Work Plan		15
Work Plan Attachment (WPA)		
Work Plan Attachment (WPA)	<p>Describe in Work Plan Attachment (WPA):</p> <ul style="list-style-type: none"> • The objectives (i.e. realistic and aligned with activities proposed) • The tasks (i.e. aligned with associated objectives; critical tasks that will attained the objectives and performance measures) • The performance measures (i.e. measuring the associated objectives) • How performance measures will evaluate the project’s effectiveness (Must be SMART: Specific, Measurable, Achievable, Relevant and Time-oriented (i.e. who will do what, how it will be counted, how often, and when the tasks and objectives will be evaluated) <p>Performance measures may include:</p> <ul style="list-style-type: none"> • How training has influenced competencies on the job. • An increase in wages • Feedback from trainees • Improvement in trainees’ performance evaluations • Impact of training on business productivity • Number of trainees attaining licensing/credential 	
4. Program Costs		20
Portal Budget Table		
Portal Budget Table,	<p>Portal Budget <u>Table Columns</u> (Titles and Requirements):</p> <ul style="list-style-type: none"> • Use – Select “Proposed Program” • Source – Indicate whether the cost is requested from CFA funds of leveraged funds • Status – Indicate whether the funding included in the Source column is Anticipated or Secured • Amount – provide the dollar amount for each item from the Use column 	

	<ul style="list-style-type: none"> Indicate Source/Comments – Provide applicable specifics such as the source of leveraged funds and their use <p>Portal Budget <u>Table Rows</u>:</p> <ul style="list-style-type: none"> Allows Applicant to enter the source of the cost by using drop-down options Rows can be added to the table by clicking “Add Row” 	
	Detailed Budget Attachment	
Detailed Budget Attachment (DBA)	<p>DBA must be completed and submitted with Application. It will be incorporated into the award contract.</p> <p>Provide specific detail for:</p> <ul style="list-style-type: none"> Costs of occupational skills training course(s) (Training Costs) Allowed non-Personnel Costs of books or training materials directly associate with the training Software required to deliver training (distance learning fees) Credentialing exam fee <p>NOTE: If it’s determined that unallowable costs were included in the DBA, those costs may be removed during the award process or contract development and will not be included in the contract of the successful Applicant.</p>	
	Bid Worksheet	
Bid Worksheet Attachment (BWA)	<p>The BWA must be completed and submitted with the Application. This serves to document that:</p> <ul style="list-style-type: none"> 2 comparison bids were obtained on the tuition rate from training providers other than the selected training That lowest (or a comparable) tuition rate was selected, which demonstrates that the selected training provider’s tuition rate was reasonable <p>If Applicant fails to document that costs are reasonable, and NYSDOL can’t do so independently, then Applicant may not be eligible for the award, even if its technical score is the minimum score for the award.</p> <p>Applicant must provide compelling justification if Applicant fails to provide 2 required bids, or if the lowest cost was not selected.</p>	

Upload the Completed Required Attachments

- ❖ This may be done as you complete these forms.

SUBMITTING YOUR APPLICATION TO NYSDOL FOR EVALUATION

- ❖ The application must be marked “submitted” in the CFA portal in order to be reviewed.
- ❖ No faxed or hard copy proposals are accepted.

2019 CFA RESOURCES

Grants Gateway (p.8)	Registration Tutorial: https://youtu.be/Nj61fwKf9gE Registration For-Profit organization: http://grantsgateway.ny.gov Registration Non-Profit organization: http://grantsgateway.ny.gov or www.grantsreform.ny.gov
9.0 CFA-WDI	2019 CFA Resource Guide: https://regionalcouncils.ny.gov/sites/default/files/201904/2019CFAApplicationManual.pdf Program Guidelines: https://www.ny.gov/sites/ny.gov/files/atoms/files/Workforce%20CFA%20Programs%20FINAL%205.8.19.pdf RFA and posted Q & As: https://www.labor.ny.gov/businessservices/funding.shtm
CFA Application Portal	http://apps.cio.ny.gov/apps/cfa (p.19)
EET Attachments	See Section VIII of the RFA, pages 38-39, which provides the hyperlinks for these fillable electronic documents. For a list of only those required at submission see p. 20 of RFA
EET Definitions	See Section VII on page 32 of EET RFA
CFA-WDI Questions CFA Portal Qs	CFA@labor.ny.gov (p.19) cfa-tech@ny.gov
WNY Program Dev. Assistance:	Carolyn Bright, NYSDOL Carolyn.bright@labor.ny.gov (716) 851-2753
EET Workbook Qs:	Francine E. Nicholas Buffalo and Erie County Workforce Investment Board, Inc. nicholas@becwib.org 716) 504-1480 ext.1180

NOTES