

Request for Applications - Entrepreneurship Assistance Centers
Addendum # 2 - Questions & Answers

Release Date: May 7, 2021

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the Request for Applications - Entrepreneurship Assistance Centers

Addendum # 2 - Responses to Questions

No.	Question	Answer
1	If a regional planning board needs to work jointly with a community organization, is there any definition you can give about what type of community organization would qualify?	<p>Eligible organizations:</p> <ul style="list-style-type: none"> • A not-for-profit corporation, operated by a board of directors representing community leaders in business, education, finance and government; • A community college or university; • A Board of Cooperative Educational Services; or • Joint ventures between community-based organizations, local government, private and public lenders, or other service providers in the region. <p>Community based organizations in a joint venture can be New York based not-for-profit organizations, charities, incorporated associations, or co-operatives, etc. local non-profit groups that work to generate improvements within a community.</p> <p>Please refer to pages 3-4 of EAC RFP Regulations and Guidelines for a fuller detail of eligibility requirements.</p>
2	On page 2 of RFA, The Project, 3 rd bullet point, please explain what is meant by “electronic outreach and consumption”.	Help businesses increase marketing strategies through the use of electronic outreach.

3	On Page 4 of RFA – Proposal Scoring – what is meant by “Diversity Practices”?	Actively engaging in hiring, working with, promoting, supporting minority groups—ref: EAC RFP Regulations and Guidelines, pages 13-14, definitions for Minority and Women owned businesses (MWBs), Service Veteran owned businesses (SVOBs), Service Disabled Veteran owned businesses (SDVOBs), and minority group members.
4	On Page 7 (Application), does Total Clients served equal New Client Enrolled plus Prior Client Served? If not, how should Total Clients be calculated? Is Total Graduates equal to # of Firms which developed a business plan? If not, how should Total Graduates be calculated?	If your organization was an EAC in years indicated, the total number of clients served under the EAC program as per the “Client Status Report” Total graduates are the number of clients who successfully completed the business plan training course.
5	Section 1- Organization Information – Should this section include information pertaining to the parent organization or to the office that will be delivering the services?	Should include a description of the organization’s ownership structure and how that may connect to the applicant organization delivering the services. Ref. EAC RFP Regulations and Guidelines, page 8-9, Organization Information.
6	OSCD-1 = What MWBE and SDVOB goals, if any, should be entered on page 3 of the form?	This is an agreement by your organization to make good faith efforts to practice and adhere to ESD’s mandatory non-discrimination and equal opportunity requirements. If your organization is a recipient of a contract and a certified MWBE or SDVOB, please indicate the goals for sub-contracting to MWBEs or SDVOBs. If this does not apply to your organization, you may leave just this section of the page blank and sign this agreement. Ref: EAC RFP Regulations and Guidelines, pages 16-25, c. Contractor Requirements and Procedures for Business Participation Opportunities for New

		York State Certified Minority and Women Owned Business Enterprises.
7	Should OSCD-5 and OSCD-6 be completed and uploaded in in Part II: Administrative Proposal Documentation File? They are not listed as attachments on RFA page 20.	No, they are referenced for your further information.
8	Please give an example or list the types of information that should appear in a client report in order to demonstrate the capability of our tracking systems.	What, if any, client contact databases or record management systems are used by your organization? What types of client demographic data might you collect?
9	We are currently undergoing our first required audit due to our budget growth in 2020. This audit will encompass both 2019 and 2020. Given this, can we submit the 990 information from 2019 and unaudited financial statements for 2020 and still be eligible for the opportunity?	Yes, copies of your IRS 990 for 2019 and unaudited financial statements for 2020 may be submitted.

10	<p>We may be submitting an application in partnership with a local BOCES center. May we include both institutions as applicants?</p>	<p>Please refer to EAC RFP Regulations and Guidelines, page 16, Grantor staff -- <i>“The Agreement resulting from this RFA is intended to secure the professional services of the Grantor because of its ability and shall not be assigned, conveyed, transferred, or disposed of by the Grantor.The Grantor agrees not to subgrant any of its services, unless as indicated in its proposal, without the prior written approval of ESD’s Director or Project Manager.”</i> As such the nature of the partnership must be a legal entity to apply as one partnership entity.</p>
11	<p>Are we allowed to charge clients for actually doing the work required to establish their small business? What is the level of free service and time given to entrepreneurs in the grant?</p>	<p>All 1-on-1 business counseling is free as well as workshops that may be provided by various ESD programs or partnerships for informational purposes. A sliding scale fee structure should apply for Business Training courses or specially designed workshops.</p>
12	<p>We are listed as a "Recipient Beneficiary" Section 1, C. of assistance organization which is the Applicant Organization: (which is us) I do not see a place to list this collaboration. How do I go about describing the relationship?</p>	<p>The “other” field under Section 1 Item #8 should include a field to further describe your entity type. If this is not the case, please submit an email request to EAC2122RFA@esd.ny.gov for a fresh copy of the EAC RFP Application.</p>

13	Please explain what is meant by Item #24 on the application – Organization’s three year strategic plan demonstrating capacity to operate that will not be dependent on assistance solely on this program.	The organization’s funding cannot rely solely on this grant to survive; you must provide sufficient evidence in your 3 year strategic plan that both describes your capabilities to support and EAC program and identifies areas that need may need shoring up; that the organization has the capacity to secure other general and <u>non</u> NYS funding to provide 100% match for this program.
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