

New York State Department of Labor (NYSDOL) • Workforce Development Training Programs (WDT)

Programs	Employee Retention and Advancement Training (ERAT) Request for Applications (RFA)	Reemployment Training Grant (RTG) Request for Applications (RFA)	Work Readiness Training (WRT) Request for Proposals (RFP)
Funding	Awards may not exceed \$100,000 for applicants with 2-50 employees; \$200,000 for applicants with 51-100 employees; and \$300,000 for applicants with 101 or more employees.	Awards may not exceed \$250,000 per applicant.	Awards may not exceed \$350,000 per Bidder.
	<p>For Applicants that apply for RTG and/or ERAT funding in addition to WRT funds, please note funds cannot be combined for use for the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL program.</p> <p>Note: An exception to the above rule is permitted if a trainee completes a WRT program first and is then enrolled in a RTG occupational skills training program. However, if a trainee completes a RTG training program first, they cannot then be enrolled in a WRT program.</p> <p>Contracts may be renewed for one (1) additional one-year period at the discretion of NYSDOL. Near the end of the initial 12-month contract period, Contractors will be contacted by NYSDOL and asked to submit a budget for year two (2) of their program, if they plan on requesting a one-year renewal.</p>		
Eligible Applicants/Bidders	For-profit and private sector not-for profit entities with two (2) or more employees.	For-profit and not-for profit entities, municipalities, and educational institutions with two (2) or more employees. Applicants who are or have partnerships with business(es) that commit to interview and consider trainees for employment.	For-profit and not-for profit entities, municipalities, and educational institutions with two (2) or more employees.
Eligible Trainees	Existing employed workers, in low or middle-skills occupations, who will enter or remain in middle-skills occupations with the help of the training program.	Unemployed/underemployed workers. Extra points will be awarded to applicants who plan to serve priority populations as well as Veterans, long-term unemployed, TANF and SNAP recipients.	Participants must be individuals residing in NYS, who are 16 years and older, out-of-school, and are seeking workplace readiness skills to overcome barriers to employment.
Employment Status	Must be an employee of the applicant business for at least six (6) months prior to the start of the training.	Unemployed/underemployed workers residing in NYS.	Any employment status.
FT/PT	Full-time (35 or more hours per week) or part-time	Full-time or part-time	Full-time or part-time
Allowable Training	Occupational skills training with up to one year of instruction for existing employees to lead them to job advancement and retention in the middle-skills occupations.	Occupational skills training course(s). Career development services, which teach job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills. This may be part of the occupational skills training course(s) but cannot be standalone trainings.	Workplace readiness skills courses which must include the competencies of Professional Skill Development (e.g., communication, teamwork, problem-solving, and time management) and Workplace Culture and Etiquette (e.g., professional communication and behavioral expectations, dress code, punctuality, respect, accountability, and universal values in workplace settings). Other allowable WRT program competencies can include, but are not limited to, career exploration and planning, resume writing and job application process, interview preparation, financial literacy, digital literacy, networking and mentorship, continuous learning and adaptability, and communication skills.

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<p align="center">Allowable Costs</p>	<ul style="list-style-type: none"> • Outside vendors or in-house trainers to provide on- or off-site classroom training; • Textbooks or training materials directly associated with the training; • Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and • Credentialing exam fee(s). 	<ul style="list-style-type: none"> • The cost of providing occupational skills training course(s); • Textbooks and training materials directly associated with the training, including electronic devices required for training (i.e., tablets or laptops) with an acquisition cost of up to \$999 per electronic device; • Software required to deliver training; • Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); • Credentialing exam fee(s); and • Supportive services for trainees. 	<ul style="list-style-type: none"> • The costs of providing workplace readiness skills training course(s); • Textbooks or training materials directly associated with the training, including electronic devices required for training (i.e., tablets or laptops) with an acquisition cost of up to \$999 per electronic device; • Software required to deliver the program of training, even if over \$1,000; • Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and • Supportive services for trainees, including; <ul style="list-style-type: none"> ○ Incentives: Encouragement for participants that meet training benchmarks while participating in the program; and ○ Stipends or remuneration that address the needs of prospective trainees for services such as childcare, transportation, and housing.
<p align="center">Additional Information</p>	<p>Total funding for NYSDOL’s WDT programs is \$25M. Of the \$25M total available funding, \$5M of the funds will be dedicated to the WRT program and the remaining \$20M will be available for the RTG and ERAT programs. Funding for the RTG and ERAT programs will be available on a first-come, first-serve basis.</p> <p>Occupational skills training is defined as up to one year of instruction in a classroom setting designed to provide participants with the skills required to be proficient in a specific job needed by the business.</p> <p>Middle-skills occupations are those that require more than a high school diploma or equivalent and less than a bachelor’s degree, and some may require postsecondary education/training. Postsecondary education/training may include an associate’s degree, vocational certificates, significant on-the-job training, and previous work experience.</p> <p>Priority populations include displaced homemakers; low-income individuals; individuals with disabilities, including youth with disabilities; older individuals; individuals currently or formerly involved in the criminal justice system; homeless individuals, including homeless youth; youth who are in, or have aged out of, the foster care system; individuals with low levels of literacy; English language learners; individuals facing substantial cultural barriers; Native Americans, including Indians, Alaska Natives, and Native Hawaiians; Migrant and Seasonal Farmworkers; individuals within two (2) years of exhausting lifetime Temporary Assistance for Needy Families (TANF) benefits; long-term unemployed, and single parents, including single pregnant women. For the CFA, Veterans, TANF recipients, and Supplemental Nutrition Assistance Program (SNAP) recipients are also considered priority populations.</p> <p>Supportive services include miscellaneous participant expenses (transportation, childcare, housing, and dependent care), incentives, and stipends. They do not include wage subsidies.</p> <p>Work Readiness Skills is defined as a set of skills and behaviors that are necessary for any job and are commonly sought after by employers. These are sometimes referred to as soft skills, job readiness, or employability skills.</p> <p>Applications for RTG and ERAT are no longer being accepted at this time. Proposals for WRT are due in SFS no later than 4:00 P.M. EST on October 25, 2024.</p>		

Full WDT Solicitations can be found at <https://dol.ny.gov/funding-opportunities-0>.