

**Workforce Development System
Program Guidance Letter #21-01
September 7, 2021**

To: Workforce Development Community

SUBJECT: Guidance for Local Workforce Development Boards (LWDBs) on the Gun Violence Prevention (GVP) Initiative

ACTION

1. Funding

The New York State Department of Labor (NYSDOL) will issue \$16M in State funding to applicable LWDBs for the GVP Initiative through a Notice of Obligational Authority (NOA) process. Issued State funding to LWDBs for the GVP Initiative is subject to the following Workforce Development System Technical Advisories (WDS TAs):

- [#11-2.4](#): UPDATED Financial Reporting and Cash Draw-down Policy and Procedures for Workforce Innovation and Opportunity Act, Workforce Investment Act, Trade Adjustment Act and Other Federal Funding;
- [#16-02](#): Retention of Records by Local Workforce Development Boards;
- [#17-03](#): Renovation Costs and Equipment Acquisitions Utilizing Workforce Innovation and Opportunity Act (WIOA) Funds;
*Note that for the GVP Initiative, prior approval from NYSDOL is required for any equipment acquisition costing \$1,000 or more.
- [#17-04](#): Final Fiscal Closeout of Expiring Federal Funds;
- [#21-04](#): Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL’s Monitoring Process; and
- [#21-05](#): Monitoring – Remote and/or Onsite Subrecipient Oversight and Monitoring Responsibilities for Chief Elected officials (CEOs) and Local Workforce Development Boards (LWDBs).

2. Allowable Costs

Allowable costs for the GVP Initiative include:

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- Program Staffing and Outreach Costs (i.e., salaries, fringe, outreach/ recruitment costs);
- Administration up to 10%;
- Equipment;
- Participant Payments (i.e., transitional job wages, stipends, incentive payments);
- On-the-Job Training (OJT) wage reimbursement to businesses of up to 90%, with the expectation employment will continue after the OJT period if the youth performs successfully;
- Classroom Training;
- Supportive Services (i.e., assistance with transportation, childcare, and housing; referrals to legal aid services and healthcare; and assistance with work and/or training-related items such as protective eye gear, school supplies, and electronic devices for participants if \$999 or less per unit); and
- Other Participant Needs (i.e., meals/snacks during program activities and other items not covered under the above categories).

3. OJT Guidelines

OJT is an allowable cost for the GVP Initiative. Wage reimbursement to businesses may be up to 90%, with an average cost per participant of \$5,000.

NYSDOL will streamline some aspects of the OJT portion of the GVP Initiative. LWDBs will not be required to strictly adhere to WIOA OJT requirements or the LWDB's local OJT policy. However, there are some WIOA OJT requirements that remain under the GVP Initiative, including:

- Due Diligence – LWDBs must:
 - Review responses to the business's Responsibility Questionnaire, or Attestation if the Responsibility Questionnaire was submitted within the last 12 months;
 - Ensure the business is registered with the New York State Department of State's [Division of Corporations](#);
 - Review the business's Federal Occupational Safety and Health ([OSHA](#)) records; and
 - Ensure the business complies with Unemployment Insurance (UI) records; Worker Adjustment and Retraining Notice (WARN) notices and/or participation in the Shared Work program; does not have any open investigations with NYSDOL's Public Work, Labor Standards, and/or Safety and Health Divisions; and has Workers' Compensation Insurance and Disability Insurance coverage.

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Requests for due diligence must be made to OJTDueDiligence@labor.ny.gov using the subject line, “GVP Initiative Due Diligence Request – [Business Name].” Please also CC the appropriate Business Services Representative (BSR) on the email request.

- Skill Gap Analysis – The business must provide information on its skill gap(s) and how it determined its need for OJT(s).
- Training Plans – The business must provide a training plan for each trainee that includes:
 - Trainee name and job title;
 - Supervisor name and job title;
 - Trainee wage and reimbursement percentage;
 - Start and end dates of training;
 - Number of hours of training;
 - Job description;
 - Skills and competencies to be learned; and
 - How the successful completion of training will be measured (i.e., minimum number of hours to be completed, a business evaluation, and/or mastery of skill(s)).

NYSDOL developed a template for the training plan, available by contacting the appropriate BSR.

- Monitoring – Monitoring of the OJT worksite must take place at the mid-point and end of the training period. Virtual OJT monitoring will be permitted.

4. Data Reporting

A GVP Initiative One-Stop Operating System (OSOS) [Desk Guide](#) was created to assist staff in recording services provided to youth participating in the initiative. All staff completing data entry must comply with WDS TA [#17-07](#): Use of One-Stop Operating System and Re-Employment Operating System.

BACKGROUND

On July 6, 2021 Executive Order No. [211](#): Declaration of a State Wide Disaster Emergency Due to Gun Violence was signed. On July 21, 2021, \$16M in State-issued funding to fund workforce training and job placement programs for 3,200 youth in 20 cities across NYS most impacted by gun violence was announced.

INQUIRIES

Questions regarding this WDS TA should be sent to LWDB@labor.ny.gov.

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