

New York State Department of Labor (NYSDOL) Consolidated Funding Application (CFA) Workforce Development Initiative (WDI) Round 2 Questions and Answers

(Updated 09/23/21. New questions and answers are added weekly and indicated below after each revision date.)

The Request for Applications (RFAs) for both programs are available on NYSDOL's [Funding Opportunities webpage](#).

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General Questions (G Q)

G Q #1) Are businesses able to train (upskill, reskill) individuals through NYSDOL's Existing Employee Training (EET) and Underemployed/Unemployed Worker Training (UWT) programs and still be eligible for other CFA WDI programs available through other participating agencies/authorities?

G A #1) Yes, businesses can train existing employees through EET or unemployed/underemployed individuals through UWT and still be eligible for other CFA WDI programs.

G Q #2) If businesses are interested in NYSDOL's two programs, what is the best way they should apply?

G A #2) The only way to apply for NYSDOL's CFA WDI programs is through the [CFA Portal](#).

G Q #3) What is the best way to explain to businesses about intermixing programs and reimbursement for the CFA WDI grant?

G A #3) Businesses should reach out to the Business Services Representative (BSR) for their region for more information. A list of BSRs by region can be found [here](#).

Businesses can also submit questions to CFA@labor.ny.gov.

G Q #4) Can an organization apply for more than one CFA WDI program and does one award or contract have to be completed before applying for additional funding?

G A #4) Organizations can apply for more than one NYSDOL CFA WDI program at a time. For example, this would mean the same organization can submit an application for the EET Program and the UWT Program at the same time. However, multiple applications for the same NYSDOL program (i.e., two UWT applications) cannot be submitted at the same time. If an organization has a current UWT contract, at least 75% of that contract's funds must be expended before a new UWT contract can be awarded.

G Q #5) Section VI.A. of the RFA states, “Applicants that receive an award under this program, successfully serve at least 75% of the planned participants, and have expended at least 75% of the awarded funds may apply again, if funding and time remain.” Does this mean if my organization received an award under CFA WDI Round 1 and we have not yet served 75% of the participants and/or expended 75% of that contract, we are not able to apply to Round 2?

G A #5) If an awarded organization from Round 1 of CFA WDI has not yet served 75% of its planned participants or expended 75% of its award amount, it is allowed to apply under Round 2. However, if the Round 2 application is approved for award, NYSDOL will hold the award letter until it is notified by the organization that 75% of the planned participants were served and 75% of the award amount was expended for the Round 1 contract.

G Q #6) In the first round, the application process consisted of two phases. Has this process been changed for this round?

G A #6) Yes, this process has been changed for Round 2 and there is now only one phase of review.

G Q #7) We have an approved WDI grant from a previous program year. If we want to edit and resubmit it for the next year, are there shortcuts, or do we need to start from scratch each year?

G A #7) No, you do not need to start from scratch each year. When logging into the [CFA Portal](#) there is an option to clone an application from a previous year above the “Log In” and “Register” options.

G Q #8) How can our organization decide which of the programs would fit our needs?

G A #8) Details on each agency’s available WDI programs can be found on the WDI [website](#) in both the 2021 [Guidebook](#) and [Program Guidelines](#). If the organization is interested in one or both programs offered by NYSDOL, please see the Funding Opportunities [webpage](#), which contains the full RFA for each program, as well as a short comparison chart that may be helpful in determining whether one of the programs is appropriate. Contact information for staff at the other participating agencies is available on the last page of both the Guidebook and Program Guidelines.

G Q #9) When are contracts expected to be awarded?

G A #9) Contracts will be developed as awards are made. Awards for the CFA WDI will be made on a rolling basis until funds are exhausted. A deadline for submission of Round 2 applications has not yet been announced.

G Q #10) Are there any mandatory salary increases/promotions that non-for-profit (NFP) organizations must give to trainees who complete either the EET or UWT program?

G A #10) There are no mandatory salary increases or promotions organizations must provide to trainees upon training program completion. However, as per Section I.A. of the EET [RFA](#), the purpose of EET is to provide occupational skills training to existing employees in low or middle-skills occupations leading to job advancement or retention in middle-skills occupations. Likewise, as per Section I.A. of the UWT [RFA](#), the purpose of UWT is provide occupational skills training to unemployed/underemployed individuals to qualify them for full-time or part-time employment, or if currently employed, a higher level of employment. Under both programs, additional points are awarded for the specific wage trainees will receive upon program completion, depending on geographic area of the State. Under UWT, applicants are also

required to gain commitments from businesses who agree to at least interview trainees upon program completion (Section III.D.3. of the UWT RFA).

G Q #11) As a not-for-profit (NFP) organization I have questions about the process of registering our organization in the Grants Gateway so that we may apply for a program; where can questions about this process be directed?

G A #11) The Grants Gateway is a Statewide contract management system that is not specific to NYSDOL. Please contact (518) 474-5595 or grantsgateway@its.ny.gov for technical assistance related to your registration.

G Q #12) Is it possible to apply for a CFA WDI program and partner with an academic institution, NFP, or corporate partner to deliver the developed training?

G A #12) It is permissible for an eligible Applicant to utilize another training provider for its program. This must be detailed in the Detailed Budget Attachment (DBA) to the application.

G Q #13) Can NYSDOL develop letters of support for Applicants?

G A #13) No, NYSDOL is not permitted to develop letters of support for Applicants as this may give the appearance of NYSDOL favoring one Applicant over others.

G Q #14) We are looking to do a career and market survey that would help us identify the employment outlook for training programs that we are already operating as well as identify new training to meet workforce needs for the future. Is this something that would be considered by NYSDOL for funding?

G A #14) This would not be eligible for either of NYSDOL's CFA WDI programs as there has to be an occupational skills training component to the program. Please see Section VII. of the [RFAs](#) for a definition of occupational skills training.

G Q #15) Could Commercial Driver's License (CDL) A or B training be covered under both NYSDOL programs?

G A #15) Yes, CDL can be approved for either NYSDOL CFA WDI program as long as there is an occupational skills training component to the program and the Applicant meets all Applicant eligibility criteria per Section III.A. of the [RFAs](#).

G Q #16) Are county/city government/school districts eligible for these programs?

G A #16) These types of Applicants are not eligible for EET as their employees are not eligible as trainees. Per Section III.B. of the EET [RFA](#), "Temporary employees, seasonal employees, public (federal, State, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFA."

However, they are eligible for UWT, as per Section III.A. of the UWT [RFA](#), "Eligible Applicants for UWT funding include for-profit entities, including corporations, LLCs, LLPs, etc.; NFP entities; municipalities; and educational institutions, including colleges and universities."

New Questions as of 8/27/21 start below:

G Q #17) Can original signatures include electronic signatures?

G A #17) Yes, electronic signatures are allowable for CFA WDI documents.

G Q #18) If an organization has not yet used 75% [of a previous CFA WDI contract] would you recommend applying when they are a few months from the 75% or would it be best to wait until they are at 75%?

G A #18) This determination is up to the organization and we cannot advise on the timing of an application submission.

G Q #19) Can you please break down the point system for cost? Is the cost comparison worksheet worth 20 points or are the 20 points for cost a combination of the budget, cost comparison, etc.?

G A #19) The cost score is worth 20 total points, which includes our Finance Office's review of both the Cost Comparison Worksheet (CCW) and Detailed Budget Attachment (DBA).

G Q #20) When extra points are given such as for leveraged funds, certification, high/low areas, are these points part of an overall score, or will these weigh the entire application differently?

G A #20) These are part of the overall score.

New Questions as of 9/13/21 start below:

G Q #21) In attempting to clone and re-submit our application, originally submitted in 2020, it seems that the program it was associated with is no longer an option (it was a New Hire Training (NHT) Program). Is this correct and do we now need to apply for EET?

G A #21) This is correct, there is not an NHT option offered this year. In that case, you will not be able to clone your application and will need to create a new application if applying to the EET Program to train your organization's current employees.

Please reach out to CFA-tech@ny.gov for technical assistance related to the CFA Portal.

G Q #22) I have two clients who are interested in the WDI. Before I begin applications for these clients, could you tell me if funding remains available?

G A #22) Yes, funding remains available for the NYSDOL EET and UWT Programs. You would need to contact the other participating agency [contacts](#) to determine whether funds remain for the other WDI Programs.

G Q #23) Can you please tell me how my organization can become a training provider for the WDI?

G A #23) We do not enlist training providers for the WDI. It would be up to the individual Applicants to determine which training provider they wish to utilize for their training program and to then reach out to you to inquire on your services. However, if you wish to become an eligible training provider on the state's Eligible Training Provider List (ETPL), which may be used for WDI but is also used for other training opportunities, please visit <https://applications.labor.ny.gov/ETPL/>.

G Q #24) How long is the application approval process from application submission?

G A #24) We are unable to provide an actual timeline from application submission to approval as there are many factors involved that could make this timeframe shorter or longer.

G Q #25) Is it correct to say if an Applicant has a current contract in place for CFA WDI UWT and did not expend 75% of the award amount, the Applicant can get awarded again for the current round and NYSDOL will wait until 75% is claimed? If yes, how long will NYSDOL hold the award for? If a second

entity is deemed award-worthy before the first organization files 75% of the current contract expended, will NYSDOL stop holding the award in order to serve the next organization?

G A #25) Yes, the Applicant could apply and be approved for award but NYSDOL will hold the award letter until it is notified that 75% of the planned participants were served and 75% of the award amount was expended from the current contract in place. NYSDOL will hold the award letter as long as funding remains available.

If a second entity is deemed awardable, NYSDOL will hold onto the award letter but we would proceed with awarding the next awardable entity, as funding for Round 2 is on a first-come, first-serve basis.

G Q #26) Is there a formal due date for the WDI submissions? It appears to be open enrollment and not limited to the October 1st date other funding proposals are due by, but wanted to confirm.

G A #26) There is not currently an application due date for EET and UWT. These programs are open on a rolling basis until funds are exhausted.

G Q #27) Do the two additional training providers listed on the CCW need to be in-state?

G A #27) No, training providers do not need to be in-state for the CCW.

G Q #28) We are offering a certified course with the exam conducted online, is this allowable?

G A #28) Yes, it is allowable to conduct an exam online.

G Q #29) Can we work with a certified training provider in a different area of NYS and trainees receive the certification by traveling to that part of the NYS for the final exam?

G A #29) Yes, this would be allowable as long as the cost to travel for the final exam was funded by grant funds as trainees cannot contribute to the cost of the training.

New Questions as of 9/23/21 start below:

G Q #30) We have some questions regarding what the state considers to be Human Resources (HR) training. Is there some sort of resource we could consult to help us better understand what the State defines as HR training?

G A # 30) For purposes of the CFA WDI, NYSDOL defines Human Resources (HR) trainings as trainings needed or required to be provided to employees to better understand the workplace to improve the work environment and are not specific to the job or occupation of the employees. The provision of these HR trainings is a normal cost of doing business and is the responsibility of the business. HR trainings, as standalone trainings and without occupational skills trainings, would typically not lead to career advancement of the employees or trainees.

Examples include, but are not limited to, basic trainings about: sexual harassment, diversity, new employee orientation, accessing reasonable accommodation, cyber security, internal controls, internet security, workplace violence, human relations and sensitivity at work place, fire safety and evacuations, and workplace hazards that do not typically provide specific occupational skills.

G Q #31) Will there be funding available for New Hire Training (NHT)? (NYSDOL had NHT funding which was not included this year)

G A # 31) For the current round of CFA WDI funding, there is no New Hire Training (NHT) Program.

G Q #32) Our organization provides job training ourselves to our candidates. Will NYSDOL's programs fund the job trainers we use who are skilled creative technologists and educators or do we have to use outside facilitators?

G A # 32) Under both programs, the Applicant organization is allowed to provide in-house training services or utilize outside training providers. Please note that regardless of the type of training provider utilized, the Applicant must provide cost comparison information for the chosen training provider and two additional training providers. Please see Section V. of the program Requests for Application ([RFAs](#)) for additional information on the CCW.

G Q #33) Our budget is little less than one million; are we still eligible to apply?

G A # 33) If you referring to the organization's annual budget, there is no minimum or maximum amount required for our programs.

G Q #34) Is there a minimum number of individuals that should be trained?

G A # 34) Per Section II.B.1. of the EET [RFA](#), an allowable cost of the program is, "The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training." However, "Training by the in-house staff must be for a minimum of two trainees per course."

Per Section II.B. of the UWT [RFA](#), "Please note, while one-on-one training cannot be paid for through this RFA, there is no minimum number of trainees required and the cost will be reimbursed based on individual trainee attendance; tuition rate, if applicable; and other allowable itemized budget costs. For example, a single trainee cannot be trained by an in-house trainer as the sole trainee, but UWT funding can pay for the tuition costs of a single trainee attending a class at a community college with other individuals who are not subject to UWT funding. This includes occupational skills training provided by outside vendors or subcontractors wherein the cost will be reimbursed based on a per trainee tuition cost."

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Existing Employee Training (EET) Questions

EET Q #1) Is the application for the Existing Worker Training program an open deadline this year or are there specific deadlines?

EET A #1) EET applications will be accepted on a rolling basis and there is not currently a specific submission deadline. Please continue to check the WDI [webpage](#) for updates on a deadline.

EET Q #2) My organization is interested in EET. We have a critical need for nurses (LPNs and RNs) and Behavior Intervention Specialists. We have many employees with a high-school diploma interested in furthering their careers and would be a good fit. Would this program provide tuition funding for employees to work towards those degrees?

EET A #2) See Section II.B. of the EET [RFA](#), which details the use of funds and allowable/unallowable costs for the EET Program, as well as Section III.B., which details trainee eligibility.

EET Q #3) Regarding the language from the RFA, “Separate operations or locations of an eligible Applicant may apply separately if they have different [Federal Employer Identification Numbers] FEINs. However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole,” it seems that organizations that have a relationship to each other can apply separately if each organization has a different FEIN. Please confirm this is correct.

EET A #3) That is correct; as per Section III.A. of the EET [RFA](#), separate operations or locations of the same Applicant organization may apply for funding if they have different FEINs.

EET Q #4) I’m working on the application for the EET Program and after reviewing the materials, I was wondering if additional information could please be provided about the applicant funding requirement. Our agency would fit within the 50% for applicants with more than 100 employees. As a result I just want to confirm that if we apply for \$100,000 we would need to cover \$50,000 of the project cost? Also, for this would it be correct that it’s looking for total employees within the organization and not the amount of employees that will benefit from the program? Additionally if awarded the funds, can you please let me know how you would like to see this amount come from the agency; would you expect to see documentation or would building it into a budget spreadsheet be sufficient?

EET A #4) Per Section II.C. of the EET [RFA](#), required leveraged funding is based on the total Applicant size and not just the number of employees who will receive training. It is also based on total project cost and not the amount the Applicant is requesting only from the EET Program.

The Detailed Budget Attachment (DBA), an attachment directly in the [CFA Portal](#), is where Applicants will enter the amount of leveraged funding to be provided. The DBA is set up to automatically calculate the leveraged funding an organization must provide once it enters its total number of employees, total training costs, and grant funded amount.

EET Q #5) Is there a clause for EET that the business has to keep the trainees employed upon training completion for a certain period of time?

EET A #5) There is not a specific timeframe trainees must remain with the business once training is complete. However, as per Section I.A. of the EET [RFA](#), the intention of EET is to “...provide occupational skills training, commensurate with Regional Economic Development Council (REDC) priorities, to existing employees who are in low and middle-skills occupations leading to job advancement and retention.” Therefore, it should be a goal of the business to retain these trainees and/or promote them following training completion.

New Questions as of 8/27/21 start below:

EET Q #6) Would you please confirm that grant funds are eligible for existing employees already enrolled in a qualified program but who could benefit from additional funding for out of pocket expenses? There are a number of individuals at our organization that receive tuition reimbursement for current courses but grant funds would ease their financial burden. Is this scenario acceptable?

EET A #6) No, EET funding is not available for trainees’ out of pocket expenses. Per Section II.B.1. of the EET [RFA](#), the only allowable costs for the EET Program are:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training. Training provided by in-house staff may not be billed at a per trainee rate. The EET Program will only reimburse the actual hourly wage rate (salary only, no fringe benefits) of the in-house trainer. Training by the in-house staff must be for a minimum of two trainees per course;

- 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 fees.

EET Q #7) Is it acceptable that participants work 40% or .4 Full-Time Equivalent (FTE) while they attend school?

EET A #7) Per Section III.B. if the EET RFA, eligible trainees include existing employees of the applicant who are working:

- Full-time or part-time* and have a permanent, year-round attachment to the business. Temporary employees, seasonal employees, public (federal, state, county, municipal, public authority, and public benefit corporation) employees and volunteers are not eligible for training under the RFA.

*For purposes of the CFA WDI, NYSDOL considers full-time to be 35 or more hours per week.

Please note that training must take place during regular business hours and trainees must be paid wages at no less than their normal rate of pay while attending training. Therefore, if trainees normally work 100%, they should still work and be paid at 100% during training.

EET Q #8) Is it expected that wages provided to employees after they complete the training will increase if they remain at the company that trained them?

EET A #8) There is no mandate on increasing employee wages following training completion. However, please note that per Section V.B.3. of the EET [RFA](#), an increase in wages can be used as one of the performance measure in the Work Plan to ensure a successful training program.

EET Q #9) Will this funding cover the cost of time for employee wages while they are in the training?

EET A #9) No, this funding will not cover the cost of time for employee wages while in training. Per Section II.B.1. of the EET [RFA](#), "Training must take place during regular business hours and trainees must be paid wages at no less than their normal rate of pay while attending training."

EET Q #10) Can remote employees whose primary residence is not in New York State (NYS) but who work for a NYS company qualify as trainees?

EET A #10) Per section III.B. of the EET [RFA](#), eligible trainees include existing employees who are working in NYS. However, trainees do not need to be NYS residents (i.e., they commute to NYS for work for a nearby state such as Connecticut or New Jersey).

Related to remote work, the jobs must be in NYS (i.e., the business is located/headquartered in NYS) if the employees are fully in-person or on a hybrid schedule where they work in the office a few days each week and remotely the other days. However, if the jobs are 100% remote, trainees need to be NYS residents.

EET Q #11) Will EET fund a training done remotely by an in-house trainer located outside of NYS?

EET A #11) Yes, EET funding can be used for a remote training done by an in-house trainer located outside of NYS. Per Section II.B.1. of the EET [RFA](#), allowable costs under the EET Program include:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training. Training provided by in-house staff may not be billed at a per trainee rate. The EET Program will only reimburse the actual hourly wage rate (salary only, no fringe benefits) of the in-house trainer. Training by the in-house staff must be for a minimum of two (2) trainees per course;
- 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 fees.

Further, this section also states, “Training can also be a distance learning course.”

New Questions as of 9/13/21 start below:

EET Q #12) We are interested in applying for the EET Program but do not want to use it for classroom training. We want to use on-the-job training (OJT) instead. Can we do this?

EET A #12) No, OJT is not permitted under the EET Program. Per Section II.B.1. of the EET [RFA](#), one of the allowable costs for the program is the costs of outside vendors or in-house trainers to provide on-site or off-site classroom training, which may include distance, or remote, learning. However, this does not include OJT.

EET Q #13) Minimum threshold question Q_9304 states, “Training will take place on company time and trainees will be paid wages at no less than their normal rate of pay while they attend training.”

Does this apply to classroom training held at community colleges (i.e. for an LPN nursing program) during normal classroom hours (even if nights and weekends) – would the employer be required to pay the employee to attend these classes as ‘time worked’, in addition to offsetting the tuition and fees for the coursework?

EET A #13) Per Section II.B.1. of the EET [RFA](#), “training must take place during regular business hours and trainees must be paid wages at no less than their normal rate of pay while attending training.” Therefore, if the training takes place at a community college, it must take place during regular business hours and the trainees must be paid for this time as “time worked.”

EET Q #14) For the trainees we list in the Master Training List (MTL) – if we are awarded funds and some of the employees listed change to where a few names are different, would this be acceptable as long as we track their attendance or are the names not able to change from the application?

EET A #14) The names listed in the MTL should be those that will be trained if the Applicant is awarded. However, the final list will be determined after the award is in the Contracting phase, and we know this may change slightly between application submission and contract development.

EET Q #15) For the matching funds aspect, we are planning to include the pay of the employees attending the training, but I’m wondering as the grant writer, should I also include my pay since I’ll be developing the reports if awarded or should we only include the pay for staff attending the trainings?

EET A #15) Only wages for employees attending training should be included in the leveraged funding calculation.

EET Q #16) Can you confirm that the 2021 WDI EET Program is no longer a Phase 1 and Phase 2 application?

EET A #16) Correct, there is no longer a Phase 1 and Phase 2 application. Applicants will complete one application for EET.

EET Q #17) Is there a link to detailed instructions on how to complete the WDI-EET application?

EET A #17) The CFA WDI EET [RFA](#) is available on the NYSDOL Funding Opportunities [webpage](#). Section IV.D. discusses application submission and format.

New Questions as of 9/23/21 start below:

EET Q #18) Is there any way to have existing employees with higher education participate in training programs companies are applying for through EET?

EET A #18) Per section II.B. of the EET [RFA](#), Use of Funds, "Training funded through the EET Program is intended to provide occupational skills training(s) to employee(s) in low or middle-skills occupations (defined as Job Zones 1, 2 or 3)." Occupations in Job Zones 1 and 2 are those with, "some, little or no preparation needed (typically requires high school education or less)," while Job Zone 3 occupations are those with "medium preparation required (typically requires more than high school education, training in vocational schools, related on-the-job experience, or an associate's degree but less than a bachelor's degree)." Training programs for existing employees with skills in Job Zones 4 or 5 are not currently allowable through EET.

EET Q #19) I'm working with a company putting together an EET program application through the WDI in the CFA portal. The company has run into a bit of a hiccup with the requirement in the application for three proposals for the training it intends to provide its employees. The training is fairly specialized, and the company has some concerns about finding someone else able to offer it in a timely manner.

EET A #19) Organizations are able to conduct the training themselves. The requirement related to the CCW is that the organization find two additional training providers offering a similar course to show the chosen training provider has the most reasonable cost, or provide justification for why they are unable to find two comparisons. Per Section V.C.4. of the EET [RFA](#), "Examples of acceptable reasons for not providing the required cost comparison information include, but are not limited to:

- If the Applicant developed its selected training program to respond to a lack of training capacity to serve the intended population in its area;
- If the proposed training is specialized or unique and there are no other training providers that deliver the proposed training;
- If there are mitigating factors for choosing a higher cost training program, such as additional benefit being provided to the trainee by the selected training program; or
- If in-house training capability is addressing the extensive needs for a timely, more frequent, and/or more comprehensive approach to meet the needs of the industry.

Note that this is not an exhaustive list of reasons that may be considered by NYSDOL during Program Cost review. The Applicant should describe any reason(s) for not providing the required cost comparison information in as much detail as possible to allow NYSDOL reviewers to conduct an accurate Program Cost review."

EET Q #20) I am reviewing the final CFA for the WDI funds related to existing employee training. It states that HR training is not eligible. Does this apply to Society for Human Resources Management – Certified Professional (SHRM-CP) certification as well? Or just general HR training?

EET A #20) The HR/SHRM courses you plan to use to train your existing staff are allowable under the EET Program. For purposes of the CFA WDI, NYSDOL defines the restricted HR trainings as trainings needed or required to be provided to employees to better understand the workplace to improve the work environment and are not specific to the job or occupation of the employees. The provision of these HR trainings is a normal cost of doing business and is the responsibility of the business.

HR trainings, as standalone trainings and without occupational skills trainings, would typically not lead to career advancement of the employees or trainees. Examples include, but are not limited to, basic trainings about sexual harassment, diversity, new employee orientation, accessing reasonable accommodation, cyber security, internal controls, internet security, workplace violence, human relations and sensitivity at work-place, fire safety and evacuations, and workplace hazards that do not typically provide specific occupational skills.

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Unemployed/Underemployed Worker Training (UWT) Questions

UWT Q #1) Are security guard, commercial truck driving, and cosmetology/esthetics trainings allowable?

UWT A #1) Yes, those occupations are allowable for the CFA WDI UWT program if there is an occupational skills training component to the training course(s). For details on the definition of occupational skills training, please see Section VII of the UWT [RFA](#).

UWT Q #2) Where can the UWT program be found in the CFA portal when completing an application?

UWT A #2) After logging into the [CFA Portal](#) and beginning an application, Applicants will be directed to find programs to apply for using either the Program Wizard, Program List, or Workforce Development Initiative options. The UWT (and EET) program(s) can be found under the Workforce Development Initiative option. At the bottom of the list Applicants will find the UWT program listed as “WDI Unemployed/Underemployed Worker Training Program (UWT).”

UWT Q #3) We are a current grantee under Round 1 of the CFA WDI UWT Program. We hope to apply again for Round 2, but saw the following language in the RFA: “Applicants with existing or pending contracts with NYSDOL remain eligible to apply for funding under this UWT RFA, but the application must not propose the same services to the same individuals as the existing or pending NYSDOL contract(s).” Does this mean we cannot apply for Round 2 UWT funds to support the same program currently funded under our 2021-2022 contract? Or would this not apply here, assuming the next contract would likely not be awarded under after the 2021-2022 contract is complete?

UWT A #3) The organization is permitted to apply to Round 2 of the CFA WDI UWT Program as long as the proposed training program does not provide the same services to any of the same individuals as the current contract.

UWT Q #4) Although Graphic Design is not an explicit industry area in Kings County, would such training fall under the broader category of organizations or non-store retailers?

UWT A #4) NYSDOL is not able to identify which specific industry an occupation should fall under. The organization/Applicant must determine the correct industry. Please refer to the Occupational Information Network ([O*NET Online](#)), which may be helpful in making this determination.

New Questions as of 8/27/21 start below:

UWT Q #5) Is there a range of tuition rates that you have funded in the past that you could share?

UWT A #5) We do not as the tuition rate is specific to the training provider. Please see the Tuition Rate ([TR](#)) Attachment for information on what can be included in the tuition rate, if one is not already established or published.

Please also note that per Section V.B.4. of the UWT [RFA](#), Applicants must complete and submit the CCW attachment with their application. The CCW requires that the Applicant provide cost comparison information on the proposed tuition rate from two (2) training providers other than the selected training provider, which shows that a training provider with a comparable tuition rate was selected. This information will document that the costs of the selected occupational skills training program are reasonable and will be the basis for awarding points for program cost.

UWT Q #6) My agency has an excellent E-Commerce course that has placed people in high-paying jobs, but it does not offer a certificate. Would you recommend applying without official certification and going ahead with the successful curriculum we already have or will the three (3) points we lose steeply weigh against us?

UWT A #6) We cannot make recommendations on whether an organization should submit an application or not. The points for certification/credential are part of the overall score. Therefore, the maximum points the organization could score under this example is 97 as the three (3) points for Q_12403 would likely not be awarded if there is no certification or credential.

New Questions as of 9/13/21 start below:

UWT Q #7) Can you please confirm that \$100,000 is the maximum we can apply for as an organization with less than 50 employees for the program?

UWT A #7) The maximum award per Applicant for the UWT Program is \$250,000. You may have been reviewing the guidelines for the other NYSDOL program, EET, which has a maximum award amount that varies based on the number of employees the Applicant business has.

UWT Q #8) When, “applicant agrees to submit reports to NYSDOL,” what reports are required?

UWT A #8) Please see Section III.D.7. of the [RFA](#) for details on reporting requirements.

UWT Q #9) The Grants Gateway registration form has no checkbox for libraries. Do we use the Non-for-Profit option?

UWT A #9) A library may be considered an educational institution, which is not required to be prequalified in Grants Gateway. However, all organizations must be registered prior to application submission. For additional information on Grants Gateway, please see Section IV.E. of the [RFA](#).

UWT Q #10) What are the matching requirements or expectations for the UWT Program?

UWT A #10) There are no matching requirements for the UWT Program.

UWT Q #11) We are a woman-owned organization but are not certified by the State. Would we possibly need a waiver?

UWT A #11) Please see Section II.H. of the [RFA](#) for details on Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) participation requirements and when waivers can be requested.

UWT Q #12) For Application question 9266 (Q9266 – Priority Industry), none of the choice options are a good match, what should I select?

UWT A #12) There is an option for “None of the above” which would be applicable here.

UWT Q #13) For Application question 12405 (Q12405) what are Career Center System Providers and is a library one of them?

UWT A #13) Please see Section VIII of the [RFA](#) for the full list of Career Center Partners.

UWT Q #14) If we understand the guidelines correctly, it is only NFPs who can apply for UWT?

UWT A #14) NFPs are not the only eligible Applicants for UWT funding. Please see Section III.A. of the [RFA](#), which states that eligible Applicants include for-profit entities, including corporations, LLCs, LLPs, etc.; NFP entities; municipalities; and educational institutions, including colleges and universities which:

- Have two (2) or more employees or the equivalent of two (2) full-time employees. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. An Applicant is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors or contract employees. However, if an Applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing and scheduling of workers, it is eligible for funding consideration;
- Are in good standing with regard to the laws, rules, and regulations for: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance; and
- Are, or have partnerships with, business(es) that commit to interview and consider trainees for employment.

UWT Q #15) Are unemployed workers defined as people that do not currently have a job, therefore including young individuals entering the workforce (from childhood or high school)?

UWT A #15) Yes, the term “unemployed individual” means an individual who is without a job and who wants and is available for work. Youth who are out of school and between the ages of 14-24 can be served if they are unemployed/underemployed.

UWT Q #16) Will an organization get full points for offering a credential if it provides two training courses, and one of them is credentialed and the other one is not?

UWT A #16) Points are not dependent on the number of courses offered that provide a credential. Full points are given if the organization can provide the name, description(s), and the national accreditation or third-party issuer of a specific credential the trainees will receive at the conclusion of the training.

UWT Q #17) Are the percentage of leveraged funds counted both toward the points as per the question in the proposal AND as a part of the 20 points of Cost?

UWT A #17) No, leveraged funding is not counted toward both Program Design and Cost review. Points for leveraged funding in the UWT Program are only granted as part of the Program Design, as leveraged funding is not a required component of the UWT Program.

UWT Q #18) What can a grantee expect if the projected percentage of priority population is lower than originally expected, say it's 40% rather than an expected 55%?

UWT A #18) There are no repercussions if an Applicant provides an expected percentage of trainees in a priority population during the application process, but the actual number of trainees in that population is lower during training.

UWT Q #19) Will a grantee be expected to document that a trainee is underemployed or unemployed? If so, what kind of documentation will be sufficient?

UWT A #19) If awarded, Contractors will need to submit individual participant level data to NYSDOL, which NYSDOL staff will record in the One-Stop Operating System (OSOS). Contractors will be required to document trainee information specifically on Trainee Information Forms (TIFs).

UWT Q #20) Is there a requirement as to the number of positions identified in the Business Engagement (BE) form or the number of interviews?

UWT A #20) No, there is no specific number of positions or number of interviews required for the BE attachment. Please note however, to receive full points for the Program Design questions related to this, the number of job openings should be greater than or equal to the number of trainees and the number of trainees the business is willing to interview should be greater than or equal to the number of trainees.

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