

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

(Updated 03/21/22. New questions and answers are added frequently 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](#)

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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."

New Questions as of 9/30/21 start below:

G Q #35) What is the difference in applying for EET versus UWT for underemployed workers in our business?

G A #35) For EET, businesses are training their current employees in low or middle-skills positions to enter or remain in middle-skills positions, or eventually receive promotional opportunities.

For UWT, underemployed workers may work in one field and want to transition to a better paying field after training completion. UWT applicants have to have partnerships with businesses who will agree to at least interview the trainees, but it is not typically their own employees receiving the training.

G Q #36) Can you clarify how to calculate the Minority and Woman Owned Business Enterprise (MWBE) utilization rate? Is it 30% of the total budget or 30% of other than personal services?

G A #36) MWBE utilization percentages are calculated differently for for-profit organizations versus NFP organizations.

For for-profit organizations, it is 30% of overall budget/grant awarded (15% MBE, 15% WBE).

For NFPs, MWBE utilization percentages are based off of budget lines items that can be procured in the open market. This typically includes Contractual Services, Equipment, Operating Expenses and Other.

G Q #37) How do you define “ancillary jobs or other jobs associated with the project?”

G A #37) That is a general (Basic) question in the CFA Portal that all Applicants for CFA WDI are required to respond to, and is not part of the NYSDOL-specific Program Design questions. This is asking if any additional jobs may be created as a direct result of the training, but not necessarily specific to the trainees. Applicants may respond to that question with “0” or “N/A” if that is most appropriate.

New Questions as of 10/21/21 start below:

G Q #38) Regarding the requirement that “at least 75% of the contract funds must be expended before a new contract could be awarded” and since this is a reimbursable contract, does this mean that 75% of funds must have been paid by the time of our application submission, or that 75% of funds must have been submitted for by the time of our submission?

G A #38) The requirement does not pertain to application submission but instead the award of a new contract. Eligible prospective applicants with existing awards/contracts from Round 1 of the WDI may apply under Round 2 at any time. However, if the applicant has not yet served 75% of its Round 1 planned participants and/or expended 75% of its Round 1 award amount, NYSDOL will hold the award letter for Round 2 until it is notified by the organization that 75% of the planned participants and 75% of the contract are expended. The 75% expenditure requirement is related to the funds being submitted for/vouchered.

G Q #39) If we have applied for CFA funding does this mean we have presented to the REDC, or is that an entirely different process?

G A #39) This question is a general (Basic) CFA WDI question and not applicable specifically to the NYSDOL programs. This is asking whether a program you may have previously submitted an application for, or received an award for, was presented directly to the REDC. This was done under the traditional rounds of the CFA and not the WDI and is an actual presentation and not just the submission of an application. If you have never presented to the applicable REDC, you may just indicate “N/A” for this question.

New Questions as of 11/08/21 start below:

G Q #40) Can you please explain what CFA numbers you are referring to in, “if funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded?”

G A #40) This is a general (Basic) CFA WDI question and not a NYSDOL-specific question. This is referring to the CFA application number of any previous applications you may have received funding for. This was typically a 5-digit number (now a 6-digit number) that began with the number of the CFA Round (i.e., 54708).

New Questions as of 01/20/22 start below:

G Q #41) Do we need Data Universal Numbering System (DUNS) and System for Award Management (SAMS) numbers to apply? Or any other similar government-based qualifications like this?

G A #41) You are required to submit a Federal Tax ID Number or Federal Employer Identification Number (FEIN) in the submission of the application as we are required to run due diligence on each applicant.

G Q #42) Understanding there is no deadline for this proposal at this time, , will there still be an opportunity to apply in 2022?

G A #42) Yes, there will still be an opportunity to submit applications in 2022.

G Q #43) Our budget consists only of the participant training costs based on the published tuition rate of the NYS licensed business school we whom we subcontract. Given that we pay per participant and do not engage in any direct purchases of materials or services, are we subject to MWBE and Service Disabled Veteran Owned Business (SDVOB) goals for this contract?

G A #43) If you have no monies being used for commodities or services, you need to submit the MWDB and SDVOB waivers indicating the same, and the goals will be reduced to zero.

G Q #44) I am reaching out to inquire how to apply to any of the Workforce Development Program initiatives. My organization is launching our Workforce Development program called FAST TRACK and we are looking for support opportunities for our students. Google, Microsoft, and Shopify have partnered with us on this initiative, we hope that you will support us on this workforce development journey as well.

G A #44) Applications for the CFA WDI are currently being accepted and must be submitted through the [CFA Portal](#). Please see the State's CFA WDI [webpage](#) for details on the various programs available under the CFA WDI to determine which may be most appropriate for your organization. If you find you are interested in one of the programs offered by NYSDOL, we have more information available on our [website](#), including the individual RFAs for each program; a program matrix, which is a brief overview of the requirements of each program; and this Question & Answer document. We are also happy to answer any additional questions you may have once you have reviewed the material.

G Q #45) We are preparing an application for the NYSDOL CFA application and some of the required attachments ask for the solicitation number. We couldn't find the number in RFP or in the portal, can you provide us with the correct number?

G A #45) You can leave that field blank as there is no specific solicitation number for this grant.

New Questions as of 03/21/22 start below:

G Q #46) If a participant worked before and they are now renewing their work permit, may they attend classes funded by CFA?

G A #46) The CFA WDI RFA requires that participants be authorized to work at the time they enter training so that the federal funds supporting the training benefit workers that can immediately be referred to businesses for employment and placed in jobs following the successful conclusion of the training. As such, we recommend that the individuals attend later cohorts of the training program once their work permits are renewed, or not be enrolled in CFA WDI training if the applicant does not intend to have multiple cohorts and the individual's work permit is not renewed by the start of training.

G Q #47) Is there is a requirement for trainees for either the UWT or EET program to have a High School diploma?

G A #47) No, there is not a requirement for trainees to have a high school diploma. Under EET, the trainees must be in low or middle-skills occupations where low-skills occupations are defined as those requiring “some, little or no preparation needed (typically requires high school education or less).” Under UWT, there is no age or education requirement. However, please note that trainees are expected to be ready to enter into work once the training is complete. Therefore, they should not be high school or college students who will remain in school once the training is complete.

G Q #48) Has a deadline for submission for CFA WDI Round 2 been established?

G A #48) Yes, a deadline has been established. All CFA WDI Round 2 applications must be submitted by 4:00 on Friday, April 15, 2022. Please note the CFA Portal will re-open for new application submissions on Wednesday, May 4, 2022.

G Q #49) Regarding MWBE and SDVOB requirements, it is sufficient to request bids from only those companies on the NYS ETPL? Or the NYS Certified Suppliers List?

G A #49) We recommend Applicants review and request bids from the suppliers on the [MWBE](#) and [SDVOB](#) directories.

G Q #50) Internet searches for MWBE and SDVOB vendors is time consuming and not very productive. Do you have any suggestions?

G A #50) As per G A #49, we recommend Applicants review the [MWBE](#) and [SDVOB](#) directories and complete searches by commodity code or business description. Applicants can then target those certified vendors via email, which would be used as supporting documentation for any necessary MWBE and/or SDVOB waiver requests.

G Q #51) Is there a minimum number of MWBE/SDVOB bid requests that need to be made in total or by category?

G A #51) There is no minimum number of bid requests that need to be made, but Applicants have to have supporting documentation indicating which vendors they solicited.

G Q #52) We are a for-profit completing the Application for Competitively Bid Contract attachment. Is it OK to answer 'no' to question B. because we are a for-profit and it does not apply to us?

G A #52) Yes, you are permitted to indicate 'No' to question B. if it does not pertain to your organization.

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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 packet 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. of 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, NYS DOL 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.

New Questions as of 10/21/21 start below:

EET Q #21) In a prior round of funding, we received an award to provide training to Registered Nurses (RNs) to enable them to receive certification in Emergency Care, Critical Care, and Perioperative Care. It appears that RNs are now in the O*NET Job Zone 4 (when we were awarded, they were indicated in Zone 3). However, Acute Care Nurse is listed in Job Zone 3. Are we able to request certifications for RNs?

EET A #21) Under CFA WDI Round 2, we are not able to allow for EET training for RNs since they are in Job Zone 4. However, we are exploring other potential funding solutions outside of the CFA WDI for training in the healthcare sector, and for the current shortage across the State in healthcare staffing. Please continue to check the NYSDOL Funding Opportunities [webpage](#) periodically for updates on available funding opportunities.

EET Q #22) Acute Care Nurses are still listed in Job Zone 3 (O*NET Code 29-1141.01) with sample job titles listed that include Cardiac Interventional Care Nurse, Charge Nurse, Preceptor, Progressive Care Unit Registered Nurse, and Staff Nurse. If we have nurses that fall under those titles or that category are we allowed to apply for EET for them?

EET A #22) Yes, individuals whose job titles are in Zone 3 are eligible for training.

New Questions as of 12/10/21 start below:

EET Q #23) In our efforts to complete the Vendor Responsibility Questionnaire, the CFA EET proposal we are developing is to propose a training program for internal employees only and not as an outside

vendor. We are for-profit but will not be opening up the developing training to outside of our company. Are we still required to complete this form?

EET A #23) Yes, per Section IV.D. of the EET [RFA](#), the Vendor Responsibility Questionnaire is a required attachment to the application, and must be signed and submitted in PDF format.

New Questions as of 03/21/22 start below:

EET Q #24) Is there an estimated hours of commitment to meet the reporting requirements of the EET Program for awardees?

EET A #24) There is no requirement for the number of hours of commitment to report for the EET Program. The hours reported will be based on the number of hours for the training program. Regarding reimbursement, per Section VI.B. of the EET [RFA](#), “Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If the trainees attend up to and including 50% of the course, the reimbursement will be at the level of attendance achieved (i.e., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the training cost). For trainee attendance of 51% and above, the reimbursement will be for 100% of the training cost.”

EET Q #25) Can matching funds for the EET come from in-kind contributions?

EET A #25) Yes, leveraged funding can come from in-kind contributions. Per the definition of leveraged funding in the EET [RFA](#), it is funding which is “a percentage of ‘non-federal’ financial commitment of either a portion of the training costs or the wages of workers while they attend training...”.

EET Q #26) Is the percentage of matching funds for the EET Program per the number of employees at the entire organization or per the number of employees that the org plans to train?

EET A #26) The requirement is based on the number of employees working for the entire organization at the time of application.

EET Q #27) Can existing employees at an organization also be participants in a training program provided by the same organization?

EET A #27) There is no restriction on trainees participating in another training program provided by the same organization. However, per Section III.A. of the EET [RFA](#), “EET funds are separate from any other workforce development funding an Applicant may have received from NYSDOL. Applicants with existing or pending contracts with NYSDOL remain eligible to apply for funding under this EET RFA, but the application must not propose the same services to the same individuals as the existing or pending NYSDOL contract(s). In addition, the payments requested from awarded contracts under this RFA cannot duplicate reimbursement that is requested or received from other sources of funding.”

EET Q #28) Are live, virtual trainings eligible to be included in the EET training program? For example, we have some trainings that are held in person and others that connect via Microsoft Teams or Zoom.

EET A #28) Yes, EET funding can be used for a remote training course. Per Section II.B.1. of the EET [RFA](#), “Training can also be a distance learning course.” Per Section VII of the RFA, distance learning is, “A method of classroom instruction wherein the trainee receives lessons remotely such as over the internet, via email or by mail.”

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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 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.

New Questions as of 9/30/21 start below:

UWT Q #21) Can UWT funds be used to pay for the salaries of apprentices in a program run by a non-profit? If not, can UWT funds be used to pay for the cost of delivering the apprenticeship training program, if calculated as a tuition rate per student? If UWT funds can be used for an apprenticeship program, must the program be registered with NYSDOL or is registration of the program at the Federal level acceptable?

UWT A #21) UWT funding cannot be used for the salaries of apprentices. Per Section II.B.4. of the UWT [RFA](#), participant wages are an unallowable cost. Funds may be used for the related instruction portion of an apprenticeship training, as funding must be used for classroom training, but we would need more information on what this would entail for a full evaluation of whether or not this is allowable.

While we do not mandate that programs be registered with NYSDOL's Apprenticeship Unit, we do advise that the program be registered with our Apprenticeship Unit and included on the State's [ETPL](#). Details on this may be found in Section II.B. of the UWT RFA.

We also currently have two apprenticeship funding opportunities on our [website](#); the Apprenticeship State Expansion (ASE) grant and the Apprenticeship Expansion Grant (AEG-2), that may be a more suitable funding source for this program.

New Questions as of 10/21/21 start below:

UWT Q #22) Is the ability to connect participants at the conclusion of the program with potential employers who commit to interview them sufficient, or do participants also need to complete a form of certification at the end (as with the EET program)?

UWT A #22) For UWT, an eligible applicant must obtain confirmation from businesses that they will interview trainees upon program completion. This is evidenced in the submission of the BE attachment, which is a required attachment to the application, and is sufficient to meet this eligibility requirement. Additional information on this, as well as a link to the BE attachment, can be found in Section III.D.3. of the UWT [RFA](#).

Please note that if the application is awarded, you do still have to complete a certification for both the EET and UWT programs, which is the Trainee Information Form (TIF).

UWT Q #23) If we are offering training in two different counties (i.e., Bronx and Manhattan), do we describe the target population from the county with the greatest number of participants? What do you recommend we do if the target population is exactly half?

UWT A #23) If the applicant organization is located or headquartered in one of the two counties, please use that county. If it is not, you may enter either county as they are both considered “high need” related to target geography.

UWT Q #24) In Section III.D.2. of the RFA, Supportive Services, the paragraph states an allowable strategy as “Providing robust monetary and non-monetary incentives for retention, and strategies related to concrete benchmarks as trainees move through the course(s) (if providing these incentives, include detail on the benchmarks and amount to be paid per benchmark”); however, under Section II.B.2. of the RFA, Allowable Costs under Supportive Services, it states that “Supportive services do not include wage subsidies.” What can we offer as a retention incentive?

UWT A #24) Supportive services under the CFA WDI, including incentives, do not include wage subsidies. Incentives, for purposes of this program, might include something like a movie gift card for completing some portion of the training program. These are monetary or non-monetary items to encourage participants to complete the required benchmark or training.

New Questions as of 11/08/21 start below:

UWT Q #25) If a training course provided under this grant will lead to entrepreneurial endeavors and participants who join the course express their plan to start their own online businesses upon completing the course, do we still need to provide business commitments for those participants?

UWT A #25) We welcome programs that could lead to individuals beginning their own businesses. However, the business commitment(s) and BE attachment are still a required component of the program and application review.

UWT Q #26) Does completion of a college course or completion of several college courses count as/equate to certification in this grant?

UWT A #26) Completion of one or more college courses are not equivalent to a certification. The certification/credential would be the full completion of the program through obtaining a full certification or degree (i.e., paralegal certificate or a full associate’s or bachelor’s degree).

UWT Q #27) Can you speak to the process of offering a stipend for childcare? Can we offer a reimbursement up to a certain amount in good faith?

UWT A #27) Yes, childcare is an eligible supportive service. Please see Section III.D.2. of the UWT [RFA](#) for additional information on stipends, including childcare, as supportive services. There is no maximum amount you can request for this, but the majority of the UWT Program funding request should be for occupational skills training costs.

UWT Q #28) Do you have examples of what successful applicants have used in the past for incentives (or any suggestions for incentives)?

UWT A #28) An incentive can be something like a movie gift card, a restaurant gift card, or a direct monetary payment for meeting a benchmark in the program (i.e., \$25 for completing the first half of a course, \$50 for the whole course, etc.).

UWT Q #29) Can UWT funded tuition for specific programs be amended after the award? For example, if tuition was awarded for 10 licensed practical nurses (LPNs) and 10 welders, but later more interest was shown in welding than nursing, could tuition be shifted to welding, with NYSDOL approval?

UWT A #29) Yes, adjustments are available after an award is made. The information provided in the application should be as close to accurate as possible, but final determinations on the number of trainees and final award amount will be made in the contracting phase, post-award notification.

UWT Q #30) Regarding application Q_4200: *Does your project provide opportunities for Veterans to participate in the workforce, or improve services to the Veterans and military families in New York?*, might we be able to consider our population of Afghan Special Immigrant Visa (SIV) holders under this definition of veterans? These individuals worked by or on behalf of the U.S. government and/or alongside U.S. military personnel in Afghanistan.

UWT A #30) This is a general (Basic) CFA WDI question and not specific to NYSDOL's CFA WDI programs. According to the U.S. Department of Veterans Affairs, a veteran is "a person who served in the active military, naval, or air service [including the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components], and who was discharged or released therefrom under conditions other than dishonorable."

Per this definition, it does not appear Afghan SIV holders would qualify as veterans. However, a response of "0" or "N/A" for this question will not count negatively toward your organization in NYSDOL Program scoring.

New Questions as of 12/10/21 start below:

UWT Q #31) On page 16 of the RFA, it says the organization must have two or more employees, or the equivalent of two full-time employees. However, on page 25 it says something different - that there must be two full-time employees, but they may work part time as long as it is a permanent, year-round position etc. Is two part-time employees sufficient to fulfill the requirements of this application? If yes, how many hours per week are these part-time employees required to work?

UWT A #31) The organization must have two full-time employees or the equivalent of two-full employees. Regarding page 25, the "equivalent" employees may be part-time, meaning there would have to be four part-time employees to be equivalent to the required two full-time employees. There is no requirement for how long the two full-time employees have to have worked for the organization.

UWT Q #32) What is the minimum number of hours per week someone needs to work to be considered a full-time employee in NYS?

UWT A #32) Per Section VII of the UWT [RFA](#), full-time for purposes of the CFA WDI is 35 or more hours per week.

UWT Q #33) The RFA is clear that it requires applicants to do business with MWBE and SDVOB businesses. 100% of our training program will be conducted in-house and in collaboration with a local education institution only. We are not eligible for MWBE or DVOB certification as a NFP and educational institutions are not either. In this case, would the MWBE/DVOB partnership requirement be waived? Or must we subcontract services out to other eligible companies in order to qualify?

UWT A #33) You do not need to subcontract out to another vendor since you are collaborating with an educational institution. You should submit MWBE and SDVOB Waiver Requests indicating that 100% of grant funds will be used for a training program which will be conducted in-house and in collaboration with a local educational institution only. Therefore, there is no opportunity to utilize MWBE/SDVOB vendors.

UWT Q #34) We are preparing a CFA WDI UWT application for a library. The library is governed by a city school district. The grant writers at the district told us that some of the MWBE forms are not required for this application, can you confirm this?

UWT A #34) You are required to submit all forms as you will not be able to finalize and submit the full application if they are not included. You will find these documents in Section IV.D. of the UWT [RFA](#) and the required format they be submitted in. Please note you are required to submit either the MWBE/ SDVOB Utilization Plans OR the MWBE/SDVOB waiver.

UWT Q #35) We are having trouble with the EEO/MWBE/SDVOB forms for the CFA application. The applicant is a government entity. The district grants office informs us that “these forms are unique to not-for-profit or 503c organizations, so we do not have these or submit these with our grants.” We submit MWBE forms - but they look different than yours. Is there any way we can submit the application without the forms?

UWT A #35) Per our MWBE/SDVOB contact here at NYSDOL, it is not permissible to use non-NYSDOL MWBE forms. These are State-issued forms that each agency is required to use, and which all of our Contractors are required to use. Additional questions should be directed to labor.sm.MWBEAdmin@labor.ny.gov.

UWT Q #36) Is the UWT program still open to receiving applications? If yes, how much funding is available?

UWT A #36) Yes, the UWT Program is still open and receiving applications. There is not a set amount of funding available for UWT. Per Section II.A. of the UWT [RFA](#), there is a total of \$25M available for both NYSDOL programs, on a first-come, first-serve basis. UWT awards cannot exceed \$250,000.

UWT Q #37) Can one organization submit more than one UWT proposal? Each proposal would be for a separate training initiative.

UWT A #37) Per Section III.A. of the [RFA](#), “An Applicant and its components are only eligible for one award at a time under this RFA (see Section VI.A. for more information on when Applicants that have already received funding are eligible for an additional award), not one per location, and are subject as a whole to the funding limitations described in this 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.” If there are multiple courses you would like to include, you may do so within the same application. However, the total funding request for all courses cannot exceed \$250,000.

UWT Q #38) I'm working on the business engagement spreadsheet for UWT program, which asks for names/contact information of businesses that have agreed to train/interview our program participants. We have not yet solidified an agreement but will most likely work with one of the CUNY schools. It is permissible to enter TBD as a response?

UWT A #38) It is permissible to enter “TBD”, but the points for the questions related to the Business Engagement attachment will not be awarded during review. Please note that there is

not currently an application deadline for this program and there is still funding available, so we would recommend you consider delaying the submission of the application for a few weeks until you have these partnerships in place.

New Questions as of 01/20/22 start below:

UWT Q #39) We are fiscally sponsored by a 501c3 as our parent organization. Is it okay to apply before receiving our 501c3 status in February 2022?

UWT A #39) If there is a parent company and you do not currently have a FEIN or Federal Tax ID Number, it should be the parent company that submits the application, or you may wait until you gain the independent 501c3 status.

UWT Q #40) Is there a submission deadline for the UWT application?

UWT A #40) There is not currently a deadline for UWT application submission. We are accepting applications until a deadline is provided by the Governor's Office (which will be announced on the CFA WDI [webpage](#) and our Funding Opportunities [webpage](#)) or funding is exhausted.

UWT Q #41) I am preparing an application where the program offers case management (to assist participants to secure crucial resources such as housing, childcare and other services necessary to help them complete the program) and stipends for trainees who work on special projects that increase their work experience. Can you clarify whether case management is an allowable expense and, if so, would it be included in the budget form under #3. Miscellaneous Trainee Expenses/Supportive Services??

UWT A #41) Per Section III.D.2. of the UWT [RFA](#), one of the suggested supportive services allowable under the grant includes:

- Providing case management of trainees with regular contact (weekly) at the onset of training and employment (in person, phone, social media) and gradually reducing this contact as new hires are acclimated to the job.

Therefore, case management is an allowable expense under this grant and should be included in the DBA as a Miscellaneous Trainee Expense/Supportive Service.

UWT Q #42) Our organization is currently administering a UWT grant obtained through the CFA process. We are interested in applying for this funding again and are preparing to reapply through the CFA. Before doing so, I wanted to make sure this is the proper way of doing this. I have gone in and cloned our original application and am reassessing and adapting based on our experience over this last year. Is submitting a new application through CFA the proper way of pursuing additional funding for our project. We are working on updating and finalizing our program requests, along with all of the supporting documents, but would appreciate confirmation that this is the proper to move forward. Is submitting a new application the best way to pursue new funds for after the current contract expires?

UWT A #42) If applying for additional UWT funds, yes, the organization needs to submit a new application. Cloning a previous application and making appropriate updates is the best way to do this. However, we would like to point out a few caveats with additional applications for your consideration:

- Additional UWT funds cannot be utilized for the same trainees as the current contract. Per Section III.A. of the UWT [RFA](#), "Applicants with existing or pending contracts with

NYS DOL 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 NYS DOL contract(s).”

- If the trainees will be different for the new UWT funding, the organization must have spent at least 75% of its current contract to be awarded another contract and served at least 75% of the initial contract’s trainees. Per Section VI.A. of the RFA, “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.”

UWT Q #43) Regarding extenuating COVID-19 impacts related to our current grant, the pandemic has placed some significant limitations on training opportunities. For example, our UWT plan included CNA training that hasn’t been available throughout the life of the grant. Welding, another of our training tracks, became available only this past November. Are there any considerations being given to these types of good-faith plans that were derailed due to COVID? We’ve had tremendous success implementing the training since some of the trainings started being available last fall, but COVID has severely limited training availability or entirely eliminated them as an option to date.

UWT A #43) At this time, there are no exemptions due to COVID-19. However, the application period continues to be rolling with no end date established. Because of this, you are able to apply at any point moving forward until an end date is announced. You are also able to apply before 75% of the current contract has been spent, and if the application is determined to be awardable, we will just hold the award letter until we receive notice of 75% spending.

UWT Q #44) Our organization serves as a workforce intermediary in the Central New York region, bringing together employers, the workforce system, and community-based partners to build workforce solutions and pipelines to meet employer job demand. In looking over the WDI program guide and each program’s eligibility criteria, would our organization be eligible to apply as a lead applicant? We are a 501c6 not-for-profit organization (that also operates a supporting 501c3 organization), but we would not be training our own employees through the funding; rather we’d be serving the regional workforce ecosystem as an intermediary. We do not provide the trainings ourselves. Our community training partners provide the trainings, but we work with them, the employers, and community-based organizations to ensure trainings are designed to meet existing/future employer demand and support workers in accessing quality jobs to advance along career pathways

UWT A #44) In this instance, it should be the community training partners or the business who are the applicant, and your organization is able to partner with them in administering the program. The organization providing the occupational skills training should be the lead applicant, but can work with others who may provide work readiness/career development services.

UWT Q #45) The WDI Program Guidelines states, “Unincorporated Local Workforce Development Boards (LWDBs) must designate the local area’s Workforce Innovation and Opportunity Act (WIOA) Grant Recipient or Fiscal Agent as the official grantee for any award under this offering.” Does this mean that while the employer would be the applicant under UWT (and be the one to apply through the CFA), the grant funding would first go to our local WIOA grant recipient/fiscal agent and then be re-granted to the employer applicant, as well as any subawardees?

UWT A #45) This only applies to the State's 33 Local Workforce Development Boards if they decide to apply for WDI funding. This does not apply to traditional for-profit or not-for-profit applicants.

UWT Q #46) Are funds available to New York State Department of Education (NYSED) licensed career schools to provide job training? The school would be the training provider, and we are training individuals who are looking to enter the home health care industry, living in the boroughs of New York City, Nassau, Suffolk, Westchester and Orange Counties.

UWT A #46) In addition to other entities, eligible UWT applicants include training providers meeting certain criteria. Please see Section III.A. of the UWT [RFA](#) for the specific requirements. Although not required, we also recommend training providers participating in the CFA WDI register with the State [ETPL](#).

New Questions as of 03/21/22 start below:

UWT Q #47) Are we able to partner with other companies that would guarantee interviews with participants who complete the training, but who do not ultimately get employed by us? If yes, would these businesses also have to fill out an additional grant application?

UWT A #47) We assume you are referencing the Business Engagement attachment. If so, yes, these companies should be indicated on this attachment as those who agree to at least interview the trainees upon program completion. In this instance, these companies do not need to complete their own application.

UWT Q #48) If we were unable to find any MWBEs or SDVOBs that are suitable for our trainings, are we able to submit those two waivers without any attachments, so long as we document that reason within the waiver?

UWT A #48) Per the UWT [RFA](#), the MWBE 100 – MWBE Utilization Plan or MWBE 101 – Application for Waiver of MWBE Participation Goal, and the SDVOB 1 – SDVOB Utilization Plan or SDVOB 200 – Application for Waiver of SDVOB Participation Goal, must be submitted depending on whether the applicant anticipates meeting the required MWBE and/or SDVOB goals. If submitting the waiver(s), the reason must be provided.

UWT Q #49) Under this program are we eligible to request support for two occupational skills training course that offer two separate certifications in one application? The two training courses – Home Health Aide Training and Personal Care Assistant Training – are interrelated and would allow unemployed/underemployed individuals to move up a career ladder upon completion of both courses.

UWT A #48) Yes, you are able to include both of these courses in the same application. For questions where you are asked to detail the specifics of the course (i.e., Q_12381), please include separate descriptions for each course.

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