

NYS Department of Labor – Workforce Development Initiative Program

Funding Available: Up to \$25 million

Description

The New York State Department of Labor (NYSDOL) Workforce Development Initiative Program makes up to \$25 million available, on a first-come, first-serve basis, to award grants to provide occupational skills training commensurate with Regional Economic Development Council (REDC) priorities to: existing employees and/or unemployed/underemployed individuals to qualify them for full-time (35-hours per week or more) or part-time employment or a higher level of employment.

Occupational skills training is defined as instruction conducted in an institutional or worksite setting designed to provide individuals with the skills required to perform a specific job or group of jobs needed by a business.

Eligible Project Type Descriptions

There are two program types under the NYSDOL Workforce Development Initiative Program:

1. Existing Employee Training (EET) Program; and
2. Unemployed/Underemployed Worker Training (UWT) Program.

1. Existing Employee Training (EET) Program

The EET Program provides funding to train businesses' existing employees who are currently employed in low or middle-skills occupations.

Middle-skills occupations are defined as those requiring a level of preparation to work in that occupation that includes post-secondary education and training beyond high school but less than a bachelor's degree. The postsecondary education and/or training may include an associate's degree, vocational certificates, significant on-the-job training, previous work experience, or some college.

The position(s) targeted for training must exist and be identified at the time the application is submitted.

Part-time employees are eligible for training under this grant if they have a permanent, year-round attachment to the applicant. 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 EET Program.

Allowable costs under the EET Program include the following:

- 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 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 program of training). The EET program will not pay for the cost of any hardware that may need to be purchased in order to access the instruction.
- Credentialing exam fees.

Applicants for the EET Program are required to pay a portion of the costs of their training program using leveraged funds. The level at which Applicants are required to contribute is based on the Applicant's size, in terms of the number of employees, at the time of application submission. The leveraged funding required is at least:

- 10% for applicants with 50 or less employees;
- 25% for applicants with 51-100 employees; or
- 50% for applicants with more than 100 employees.

2. Unemployed/Underemployed Worker Training Program

The Unemployed/Underemployed Worker Training (UWT) Program awards funding for occupational skills training to unemployed/underemployed workers to qualify them for full-time employment (35-hours per week or more); part-time employment; and/or a higher level of employment.

Additional points in scoring will be given to applications that train unemployed/underemployed individuals in priority populations, which include but are not limited to: veterans, individuals with disabilities, formerly incarcerated individuals, long-term unemployed, and Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients. The complete list of priority populations under this program is presented in an Attachment to the full [solicitation](#).

Applicants must demonstrate a commitment from business(es) to interview individuals who successfully complete the training.

Allowable costs under this program include:

- The cost of providing occupational skills training course(s) as a tuition rate;
- Credentialing exam fees;
- Textbooks or training materials directly associated with the training;
- Software required to deliver the program of training;
- Distance learning fees (i.e., the fee for the training slot and software required to deliver the program of training); and

- Supportive services for trainees which may include: miscellaneous participant expenses (i.e., payments for transportation, child care, housing, and dependent care); incentives for reaching benchmarks; and stipends to assist with continued participation in the program.

Eligible Applicants

EET Program

- For-profit entities, including corporations, LLCs, LLPs, etc. with two (2) or more employees or the equivalent of two (2) full-time employees; or
- Not-for-profit entities with two (2) or more employees or the equivalent of two (2) or more full-time employees.

UWT Program

- For-profit entities, including corporations, LLCs, LLPs, etc. with two (2) or more employees or the equivalent of two (2) full-time employees;
- Not-for-profit entities with two (2) or more employees or the equivalent of two (2) or more full-time employees;
- Municipalities with two (2) or more employees or the equivalent of two (2) full-time employees; and
- Educational institutions, including colleges and universities, with two (2) or more employees or the equivalent of two (2) full-time employees.

Note that:

- 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.
- Training should be provided by the training providers on the Eligible Training Provider List ([ETPL](#)), but this is not a requirement.
- Eligible applicants are allowed (i.e., have authority) to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations.
- LWDBs cannot deliver training directly with these WIOA funds.

Method of Selection

The method of selection will be based on a point system, with the Program Design worth 80% of the total score and Program Cost worth 20% of the total score.

Applications will be reviewed in the order they are received. Each application will be scored on its individual merit and will not be compared to other applications. Successful applicants will be awarded until the funds allocated to the program have been

exhausted. Eligible applications that fail to attain the 70 point total score necessary for award will be notified and are eligible to revise their applications and reapply, if sufficient time and funding remain.

Grants Gateway Process

NYS established a standardized statewide grant contracting system called the Grants Gateway, which is designed to facilitate prompt contracting.

- **All applicants** are required to register in this system in order to be able to enter into a contract with NYS. All entities must log-in to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> and follow the instructions to complete the registration. The registration form, organization chart, and substitute W-9 must be signed, notarized, and emailed to Gateway Administrators at GrantsReform@its.ny.gov. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.
- **Not-for-profit organizations** must take the additional step of prequalifying by completing a basic profile and storing organizational documents. Both registration and prequalification must be completed by not-for-profit organizations prior to submitting an application. Failure to do so will mean that their applications will not be reviewed. Not-for-profit organizations will be able to submit their responses online, and once reviewed and approved by a NYS agency prequalification specialist, the not-for-profit organization will be able to submit an application. All information will be stored in a virtual, secured vault. Not-for-profit organizations must keep their information current throughout the three-year period, including uploading annual documents (i.e., 990, etc.).

For additional information on registration and prequalification, please log on to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> (registration) or <https://grantsmanagement.ny.gov/get-prequalified> (prequalification).

Award, Conditions & Requirements

Awards

EET Program

- Awards may not exceed \$100,000 for applicants with 2-50 employees; \$200,000 for applicants with 51-100 employees; or \$300,000 for applicants with 101 or more employees.

UWT Program

- Awards may not exceed \$250,000 per applicant.

Eligible applicants may apply for funding under both of these programs, however the funds awarded cannot be combined for use on the same trainees.

Contracts

The start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL and no later than six months (6) after the date of the award letter. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Additionally, any training provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

Contracts resulting from this solicitation will be awarded for a period of up to one (1) year. Applicants must include only the training opportunities that can be reasonably accomplished within a one-year time period. Only not-for-profit organizations funded under the EET Program, and not-for-profit organizations and LWDBs funded under the UWT Program will be eligible for a cash advance of up to 25% upon contract execution at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

Once a contract is developed and formally executed, the successful applicant will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursement basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept and specific documents submitted.

Contact/Additional Program Information:

The contact for this program is Beth Geleta, NYSDOL, Division of Employment and Workforce Solutions, State Office Campus, Building #12, Room #440, Albany, New York, 12240.

Applicants may submit questions via electronic mail (CFA@labor.ny.gov). No telephone inquiries will be accepted. All inquiries should reference "CFA Question" in the Subject line. Answers to all questions will be posted on NYSDOL's [website](#) on an ongoing basis.

The full Request for Applications (RFA) for each program and any related questions and answers are available on NYSDOL's [website](#).

NYSDOL is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.