

New York State Department of Labor (NYSDOL) Consolidated Funding Application (CFA) Workforce Development Initiative (WDI) Round 3 Questions and Answers

(Updated 08/09/22. 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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Frequently Asked Questions (FAQ)

FAQ #1) Is there a deadline for applications for the CFA WDI Round 3?

FAQ A #1) Yes, the deadline for application submission is October 28, 2022.

Amended as of 8/9/22: The deadline for application submission for NYSDOL programs is now December 30, 2022.

FAQ #2) If our organization was awarded in previous rounds are we eligible to apply to this round of funding?

FAQ A #2) Yes, per Section VI.A. of the CFA WDI Existing Employee Training (EET) and Unemployed/Underemployed Worker Training (UWT) program RFAs, applicants that received a previous award(s) under the CFA WDI Initiative or past traditional CFA rounds, and who have completed services and expenditures, and closed out the contract(s) may apply again.

Applicants that received an award under the CFA WDI Initiative or past traditional CFA rounds with a current open contract, who have successfully served at least 75% of the planned participants and have expended at least 75% of the previously awarded funds, may apply again, if funding and time remain.

FAQ #3) 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?

FAQ A #3) Yes, businesses can train existing employees through EET or unemployed/underemployed individuals through UWT and may still be eligible for other CFA WDI programs, depending on those programs' eligibility criteria.

FAQ #4) What is the best way to explain to businesses about intermixing programs and reimbursement for the CFA WDI grant?

FAQ A #4) 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.

FAQ #5) In the first round of CFA WDI, the application process consisted of two phases. Has this process been changed for this round?

FAQ A #5) Yes, this process was changed for Round 2 and there is now only one phase of review.

FAQ #6) 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?

FAQ A #6) 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.

FAQ #7) Is there a New Hire Training (NHT) program available through NYSDOL's CFA WDI?

FAQ A #7) No, there is no longer a NHT program available through NYSDOL's CFA WDI

FAQ #8) How long is the application approval process from application submission?

FAQ A #8) 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.

FAQ #9) 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?

FAQ A # 9) 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 Cost Comparison Worksheet (CCW).

FAQ #10) What is the difference in applying for EET versus UWT for underemployed workers in our business?

FAQ A #10) 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.

General Questions (G Q)

G Q #1) On Page 21 of the RFA there is a list of required application attachments. This list does not include the Work Plan. At the same time, Page 42: VIII. Attachments and Appendices does include the Work Plan Attachment. Can you please explain. Is this required or not?

G Q A #1) Yes, the Work Plan Attachment is required for submission as indicated in Section VIII. The attachment was omitted from the list of required application attachments in Section IV.D. in error.

New Questions as of 8/09/22 start below:

G Q #2) Will the NYSDOL UWT and EET programs end in September 2022 with the Workforce Development Initiative (WDI) being phased out, or will it continue through the October 28, 2022 deadline posted on the NYSDOL Funding opportunities webpage?

G Q A #2) No, the UWT and EET programs will not end in September. As noted on the WDI website, the existing programs that fall under WDI will continue to be administered by their respective agencies.

NYSDOL's programs were set to expire on October 28, 2022, but the application submission deadline for both UWT and EET has now been extended to Friday, December 30, 2022.

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Existing Employee Training (EET) Questions

EET Q #1) We have multiple training providers for single trainings (i.e., teachers train their teaching assistants in our school). Do we list all trainers on the detailed budget attachment in one cell, or list each trainer individually in a line for each training?

EET A #1) It is recommended to list each training provider on a separate line of the Detailed Budget Attachment (DBA) if they each have a different rate or if they are providing a different training.

EET Q #2) I have read through the Existing Employee Training RFA and would like clarification if our training meets the criteria for funding. Our training is geared towards lower-level marketing and sales professionals. We teach them systems, methodologies and skills to be more successful in their roles. This includes topics like:

- How to determine their target audience, find them and conduct outreach;
- How to research their target audience and write copy that would resonate with them;
- How to use key pieces of technology like social media platforms and outreach tools; and
- How to analyze and improve campaign performance.

EET A #2) EET funding must be utilized to provide occupational skills training to existing employees who are in low and middle-skills occupations leading to job advancement and retention. Occupational skills are defined in this RFA 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. If your training program contains courses that meet the requirement above, and your organization meets all other eligibility criteria as described in

Section III.A. of the [RFA](#), the program could meet the criteria for funding. However, we would need to review the full application to make a final determination.

EET Q #3) We are a non-for-profit that provides workers compensation coverage to Towns, Villages, municipalities, and Departments of Public Work (DPW) across New York State. We would like to see maintenance staff have the opportunity to obtain their CDL so that they can be promoted, and fill needed vacancies driving DPW trucks, snow plows and school busses. Here are my questions:

- 1. Can we apply for the grant on behalf of a number of our towns, villages, DPWs, and school districts that are our members? In this case, would we be considered the grant writer? Do we have to write a grant for each separate village, town, etc. or can we write one grant and include multiple townships across New York State?**
- 2. Can we apply for the grant and then contract with a trainer and provide 100 CDL trainings to our members that have lower-level workers that can be promoted if they acquire their CDL through this grant?**

EET A #3) Your organization would not be able to apply for the grant on behalf of a number of towns, villages, DPWs, and school districts as those entities are not eligible for funding under this grant. 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.”

New Questions as of 8/09/22 start below:

EET Q #4) I came across the open workforce development initiative program while searching the NYS website. My company is a small manufacturer of packaged food; we only have 5 employees including myself. My company is also a certified New York State MWBE. I am searching for financial support because I have to have all employees trained in a type of 3rd party food science certification in order for my company to meet the requirements of a large customer contract in order to gain that contract. Would my company qualify for this kind of grant, or are we too small?

EET A #4) Yes, your organization would qualify for EET funding if you are a for-profit entity (including corporations, LLCs and LLPs) or a private sector not-for-profit (NFP) entity, who has two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract.

For additional eligibility requirements and details about the EET program, please refer to the EET [RFA](#).

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Unemployed/Underemployed Worker Training (UWT) Questions

New Questions as of 8/09/22 start below

UWT Q #1) We are finalizing our WDI UWT grant application and have hit a roadblock with one element. We are hoping to have multiple employers, throughout the four cohorts of training, take on the participants as interns during the training sessions. Our question is if we would need to list the specific employers in our application? Our concern is that we don't know which employers will agree, prior to getting the official approval of the grant, to take on interns so we are wondering if we are

allowed to simply put that there will be multiple local employers that will provide internships to participants without listing specifically who on the grant application within the budget.

UWT A #1) Yes, you would need to list each specific employer on the Detailed Budget Attachment (DBA). The DBA requires specific detail for the costs of occupational skills training course(s), including career development services (Training Costs); the allowed non-Personnel Costs of books or training materials directly associated with the training; software required to deliver the training (distance learning fees); credentialing exam fees; the miscellaneous trainee expenses, including supportive services costs; and the incentive or stipends costs. This detail will be incorporated into the contract of successful Applicants.

UWT Q #2) We have a training program that prepares trainees to be Medical Assistants. Part of the program includes an internship at a Dr.'s office for each student. Is an internship an allowable activity/cost (if included in our published tuition rate) under CFA WDI-UWT?

UWT A #2) Internships are allowed under the UWT program if part of an applied learning situation (i.e., a lab). However, wage subsidies and on-the-job training are unallowable under the UWT program. As such, the "payment" for an internship would need to be a stipend or incentive that is not tied to a wage but could be tied to training achievements.

UWT Q #3) Our organization recently received a WDI-UWT grant in Round 2. Can we apply for funding under Round 3 to provide a different training under a completely different division of our organization for different participants or would such an award be contingent on having drawn down 75% of our newly awarded funds?

UWT A #3) Applicants that received an award under the CFA WDI Initiative with a current open contract, who have successfully served at least 75% of the planned participants and have expended at least 75% of the previously awarded funds, may apply again, if funding and time remain. This is the case even if the Round 3 training is under a different division within the organization.

Note that 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.

UWT Q #4) Our organization received a notification letter on July 12, 2022, informing us that we are receiving an award under the CFA WDI Round 2 application. We intend to apply for Round 3 under the CFA WDI Initiative, but before doing so need clarification in regards to FAQ #2 of the CFA WDI Round 3 [Questions and Answers](#).

If our organization has been notified of award under Round 2, but does not yet have a current open contract, can we apply for Round 3? Further, since our program start date will occur four days after the due date for Round 3 applications, can we apply for Round 3 with the intention of setting that program start date to begin no less than 75% of the way into our Round 2 program?

UWT A #4) No, you would not be eligible to apply for Round 3 at this time as your Round 2 contract has not been executed. Since your organization received an award under the CFA WDI Initiative or past traditional CFA rounds, but has no executed contract at this time, you could not have successfully served at least 75% of the planned participants or have expended at least 75% of the previously awarded funds to be eligible to apply for Round 3.

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