

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

(Updated 04/28/2023. 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 12/29/22: The deadline for application submission for NYSDOL programs is now June 30, 2023.

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.

Amended as of 8/9/22: The Work Plan Attachment is now listed as a required application attachment on page 21.

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?

Amended as of 12/29/22: 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, June 30, 2023.

New Questions as of 8/31/22 start below:

G Q #3) I have a question regarding the requirement to have served 75% of participants and expended 75% of funds to apply, as noted on page 32 of the RFA. Does this requirement need to be satisfied to apply OR to be awarded a contract AND/OR start up program?

G Q A #3) If an awarded organization from the CFA WDI Initiative or past traditional CFA Rounds has not yet served 75% of its planned participants or expended 75% of its award amount, it is allowed to apply under Round 3. However, if the Round 3 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 CFA WDI Initiative or past CFA Rounds contract.

G Q #4) If we receive the award, will we be required to provide DOL with our trainee's confidential information, such as Social Security numbers? If yes, how can we ensure their privacy/confidentiality?

G Q A #4) As indicated in Section III.D.7 of the RFA, Reporting Requirements, a contractor must submit individual participant level data to NYSDOL. NYSDOL staff will record this data in the One-Stop Operating System (OSOS).

Contractors will be required to document trainee information specifically on Trainee Information Forms (TIFs). The personal information collected on the TIF is required for reporting purposes for federally funded grants, as well as by the State, and will be data entered into OSOS to report obtained employment. Personally Identifiable Information (PII) is securely stored on the Grants Gateway system and NYS servers, where only authorized individuals can access the

necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS).

New Questions as of 9/13/22 start below:

G Q #5) For the MWBE and EEO Policy Statement (MWBE-1), the MWBE we are using will be receiving less than 1% of the funding. Do we need to list the 1% of MWBE participation?

G Q A #5) Yes, any Minority and/or Women Owned Business Enterprise (MWBE) participation, regardless of the percentage, should be listed.

New Questions as of 11/09/22 start below:

G Q #6) In the first bullet first paragraph [of RFA Section III.A.], it was mentioned that the Applicant must "...have 2 or more full time employees throughout the duration of the contract." However, in the 4th paragraph it was mentioned "An applicant is not eligible to apply if it has no employees", can you please elaborate this? Does it mean I really need to have 2 full time employees right now and until the contract is awarded till its completion?

Can you please also explain what does "... if an Applicant Leases its employees for payroll and other tax reporting purposes, and has authority over the hiring and scheduling of workers, it is eligible for funding considerations." Does it mean I should have a contract with a third party company providing HR and accounting work?

G Q A #6) Yes, per Section III.B. of the RFA, an Eligible Applicant for funding must have two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract. An Applicant is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors, or contract employees.

No, this statement does not mean you need to have a contract with a third-party HR or accounting company. It is merely saying that if an Applicant does these things, it is still eligible to apply for funding.

G Q #7) Can we contract with our current contracted IT consultants to train staff?

G Q A #7) Yes. Applicants that do not have their own training programs are encouraged to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training. NYSDOL encourages Applicants to utilize training providers on the Eligible Training Providers List ([ETPL](#)), but this is not a requirement.

G Q #8) Can you confirm that EET and UWT will no longer be available next year? Would you know if other sources of funding be available through the DOL to sustain these current programs?

G Q A #8) At this time, we anticipate continuing both an incumbent/existing worker and unemployed/underemployed worker program next year outside of the CFA WDI process. Please continue to visit the NYSDOL Funding Opportunities [webpage](#) for additional information.

New Questions as of 04/28/23 start below:

G Q #9) In terms of the high/med/low need outlined in the RFA, will applications that geographically serve localities deemed low need be considered? We can and are currently developing programs to provide opportunities for the target population identified in the RFA across our network; however, some of our localities fall within the medium to low-need areas. Given our desire to submit fruitful

applications, I wanted to inquire about the inclusion of low-need localities and its impact the evaluation of our application.

G Q A #9) Applications that geographically serve localities deemed low, medium, or high-need will all be considered. If some of your localities fall within the medium to low-need areas, the only impact this could have is in the scoring of the application by possibly one or two points. Both the Unemployed/Underemployed Worker Training (UWT) and Existing Employee Training (EET) Request for Applications ([RFAs](#)) indicate funding will promote availability of occupational skills training programs leading to employment of trainees in distressed communities by providing additional points during scoring to programs identified as serving counties identified in high need areas.

G Q #10) Is there a cap on the number of applications submitted per entity? I support a non-profit hospital network and we have several WFD initiatives; some are at the executive level, and others are department-specific (e.g., nursing).

G Q A#10) 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.

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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](#).

New Questions as of 9/26/22 start below:

EET Q #5) It appears that a NYS Agency is not eligible to apply, is that correct?

EET A #5) Yes, that is correct. Per Section III.B. of the [RFA](#), “Temporary employees, seasonal employees, public (federal, State, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training...” Since the EET Program is for applicants to train their existing employees and public employees are not eligible, a public agency is not an eligible applicant.

EET Q#6) We plan to apply for \$300,000 and use employees salary as leverage. Does this mean we will be required to show \$150,000 to meet the leveraged funding requirement?

EET A #6) Yes, that is correct; if requesting \$300,000 in EET funding, the organization is required to provide \$150,000 in leveraged funding, which can be in the form of employees' salary.

EET #7) I can find my certifications (Certified Recovery Peer Advocate (CRPA) and Credentialed Alcohol and Substance Abuse Counselor (CASAC)) in the Eligible Training Provider List (ETPL) but I cannot find them in O*NET Online. How should I approach this?

EET A #7) If you are unable to find your organization's job titles in O*NET, you should use the title that most closely resembles the job (i.e., Community Health Workers, Mental Health and Substance Abuse Social Workers, etc.).

New Questions as of 11/09/22 start below

EET Q #8) Can we use [NYC] Department of Youth and Community Development (DYCD) funding as a match for the EET program?

EET A #8) For the purposes of the EET RFA, leveraged funding is a percentage of "non-federal" financial commitment of either a portion of the training costs or the wages of the workers while they attend training based on the size of the Applicant's business. DYCD funding could be utilized if it is not considered federal funds.

EET Q #9) The organization I am writing for has over 100 employees. That means our leverage amount must be 50%. What are some permissible forms of leverage? Is Leverage ONLY the non-federal cost of training/employee wages, or may we use other forms of leverage, too, such as the site costs where the training takes place?

EET A #9) Per Section VII. of the EET RFA, leveraged funding is the non-federal costs of a portion of the trainings costs or employee wages. It does not include items such as training site costs.

EET Q #10) If we have an in-house trainer, can his salary be considered a match for the time he/she is training?

EET A #10) No, only the wages for employees attending training can be included in the leveraged funding calculation. Per Section II.B.1. of the EET RFA, the wages of an in-house trainer are an allowable cost under the grant. Therefore, the salary (no fringe benefits) of the trainer would be paid for by NYSDOL as part of the award.

EET Q #11) Can we leverage the salary of the employees during training time even if that salary is supported by a city, state, or federal grant?

EET A #11) Yes, leveraged funding can be in the form of employees' salaries even if supported by a city, state, or federal grant.

EET Q #12) Can utilities costs such as electric and other costs such as maintenance be used as in-kind match costs?

EET A #12) In-kind match costs are not required for the EET Program. The required leveraged funding requirement can be met through the non-federal costs of a portion of the training or employee wages. It does not include utilities or maintenance costs.

EET Q #13) Can you offer examples of in-kind match costs other than the salary of the employees being training?

EET A #13) Per EET A #12, acceptable sources of leveraged funding are the non-federal costs of a portion of the training or employee wages.

EET Q #14) Are we required to add components such as career discovery and other softer skills to the training?

EET A #14) No, career discovery and other soft skills training is not a required component of the EET Program. If those trainings are offered, they will not be funded with EET funds. These trainings are only an allowable cost component of the UWT Program.

New Questions as of 01/12/23 start below

EET Q #15) Is the match requirement based on the total number of employees to be trained or the total number of employees currently employed even if not trained under this project?

EET A #15) The match requirement is based on the number of employees currently employed within the entire organization at the time of application.

EET Q #16) Can an employer apply for funding to train employees who have bachelor's degrees but require training in specific IT areas that are necessary for them to achieve better job competence and ultimately job retention?

EET A #16) Employee eligibility would be determined by the O*NET Job Zone classification of their occupation. Existing employees are eligible trainees under this RFA if they are working in low-skills or middle-skills occupations, defined as occupations with O*NET Job Zones 1, 2, or 3. Individuals in high-skills occupations (i.e., O*NET Job Zones 4 and 5) are not eligible for training under this RFA. For additional information on the classification of occupations as low-skills and middle-skills with O*NET Job Zones, see the Program Services Section (III.C.) of this RFA.

EET Q #17) Can an employer apply for funding to train employees who are high school graduates working in job zone four positions? (For example, narrative writers who need tech skills to advance in or retain their jobs.)

EET A #17) Per Section III.B of the RFA, individuals in high-skills occupations (i.e., O*NET Job Zones 4 and 5) are not eligible for training under this RFA.

EET Q #18) We are interested in applying for this grant to train our existing employees. Per the RFA, employees are eligible trainees under this RFA if they are working in NYS. Our business has only one office location, which is in NYS and is the business headquarters. Some of our employees, who are not residents of NYS, work remotely and do not come into the office. Would they be employees who are working in NYS and eligible trainees (assuming the fulfill all other requirements)?

EET A #18) Yes, these employees would be eligible trainees as they meet the requirement of working in NYS, assuming they meet all other eligibility requirements.

EET Q #19) I have a business looking into training funds for existing employees to become CDL trained. This is a private sector business that would like to uptrain some existing employees for CDL work. Is classroom CDL training allowed under the CFA?

EET A #19) Yes. The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training is an allowable cost of the EET Program.

EET Q #20) We intend to submit an EET application to serve our existing, employed staff. Our contemplated training provider is separately intending to submit a UWT application to train individuals for prospective employment (some of whom we may eventually hire, but who are not presently our staff). Based on the RFA, we understand that an applicant can submit proposals under both programs, provided that funds cannot be combined to use on the same trainees. However, as these would be separate applications (and separate applicants), we'd like to confirm that there is no prohibition against our intended training provider being included in our proposal. Additionally, we'd like confirmation that the scoring criteria would not reduce scoring points for either applicant due to the fact that the training provider plays a role in both proposals.

EET A #20) No, there is no issue with your intended training provider being an applicant themselves and included in your proposal. This would not effect scoring in any way.

EET Q #21) With respect to the maximum requestable EET award as detailed on page 3 of the RFA, is this based on the # of individuals employed by the organization or the # of individuals to be trained by the organization? For example, if we have 450 staff but are only seeking to train 100 of them, would we be eligible for maximum award of \$300K or \$200K?

EET A #21) If you have 450 employees, you would be eligible for an award up to \$300,000.

EET Q #22) With respect to the Leveraged Funding requirements detailed on page 7 of the RFA, the language indicates that the leverage percentage is based on the Applicant's # of employees at time of submission. Please confirm if this means the size of all staff employed by the organization, or size of the pool of Applicants to be trained per the proposal. For example, if we have 450 staff but only seek funding to train 100 of them, would we have a leverage requirement of 50% or 25%?

EET A #22) If you have 450 employees, you would be required to contribute at least 50% in leveraged funding.

EET Q #23) The RFA for the EET program indicates that the Applicant's curriculum development/assessment costs are ineligible uses of funds. However, if the selected training provider has curriculum development/training assessment costs – are these considered eligible expenses to include?

EET A #23) No, curriculum development/training assessment costs for the training provider are not allowable costs of the EET Program.

New Questions as of 01/19/23 start below

EET Q #24) Would safety training (i.e., OSHA 10-hour class) be eligible for funding?

EET A #24) Yes, if it is a required component of occupational skills training. Per Section II.B.2 of the EET RFA, "stand-alone training required as part of a federal, NYS or local government

mandate (i.e., Occupational Safety and Health Administration (OSHA) will not be allowed as a stand-alone training but may be allowed if it is a required component of the occupational skills training).”

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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.

AMENDED as of 9/13/22

UWT A #1) Yes, you would need to list each specific employer on the Business Engagement (BE) attachment.

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.

New Questions as of 8/31/22 start below

UWT Q #5) Following up on your response in UWT A #3, where you say “NYS DOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole.”, can you please define “part of a greater whole”? If we have two companies with two separate Federal Employer Identification Numbers (FEINs), what would make them part of a greater whole?

UWT A #5) Two companies can have separate FEINs but still be under an “umbrella company”. For example, the State University of New York (SUNY) has its own FEIN, yet each individual SUNY college/university also has a separate FEIN.

UWT Q #6) Can a training program designed to train young individuals (around 18 years old) with Down Syndrome, providing them with skills to make them employable, eligible to apply? Each individual would require a personal “Shadow” to assist them throughout the training. Is that an allowable activity?

UWT A #6) Yes, as long as the trainees are unemployed or underemployed workers residing in NYS that are seeking occupational skills training in order to qualify for full-time or part-time employment or to obtain higher level employment. In particular, this UWT RFA will provide additional points in scoring to applications indicating a plan to train unemployed or underemployed individuals in priority populations including individuals with disabilities (including youth).

Each individual can have a personal “shadow” to assist them, but the UWT Program cannot fund these individuals

New Questions as of 9/13/22 start below

UWT Q #7) In the UWT RFA (p. 7), one of the restrictions on types of trainings is: “Stand-alone Microsoft Office applications (i.e., Word, Excel, PowerPoint, etc.) and other basic office software applications (i.e., QuickBooks, Adobe, etc.). Note: this refers to stand-alone courses in individual applications; it does not refer to larger certifications such as Microsoft Office Specialist or computer applications deemed an essential component of the occupational skills training program”. However, on their website, Microsoft says that in order to earn Microsoft Office Specialist certification, you can pass an exam in a specific Office program to earn a Microsoft Office Specialist certification. It looks like one can earn an MOS certificate by passing one exam for a standalone program. When you refer to Microsoft Office Specialist is it different from what Microsoft is referring to?

UWT A #7) Based on information obtained from the Microsoft Office [website](#), you are able to earn the Microsoft Office Specialist Certification by passing an exam(s) from an individual Microsoft application such as Excel. These certification courses are intended to demonstrate

increased levels of proficiency in using one or more of the five main Office applications. The hours of instruction for these certification courses are extensive compared to a basic course in Microsoft Office.

New Questions as of 11/09/22 start below

UWT Q #8) Under the Unemployed/Underemployed Worker Training program, are college students interning (unpaid) eligible as unemployed/underemployed workers?

UWT A #8) Per Section III.B. of the RFA, trainees must be unemployed or underemployed workers residing in NYS that are seeking occupational skills training in order to qualify for full-time or part-time employment or to obtain higher level employment. Underemployed individuals, as defined by WIOA, may include (1) individuals employed less than full-time who are seeking full-time employment; (2) individuals who are employed in a position that is inadequate with respect to their skills and training; (3) individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and (4) individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State or local policy. The term "unemployed individual" means an individual who is without a job and who wants and is available for work.

If the college students intend to gain employment immediately following the training and meet all other eligibility requirements, they could be eligible.

UWT Q #9) Are we allowed to include on-site internship hours as part of the training?

UWT A #9) Please see our response to UWT Q#2.

UWT Q #10) I am writing to ask about the certification/accreditation question in the CFA. Our program does not have a single answer for "Provide the name, description(s), and the national accreditation or third-party issuer of the specific credential the trainees will receive at the conclusion of the training."

Our program participants already have degrees (4-year/MAs) and we are seeking funding for a cohort of immigrant engineers as they pursue reskilling in data infrastructures with the goal of job placement. In some cases, upon request of the participant (and not as a requirement) we hope to fund external certification for skills, but the specific certifications will be determined by the job seeker participant and geared to the specific position. We spoke with the hiring managers at our business employment partners and they are willing to accept experienced candidates with no certifications, or certified candidates. The option to certify will be specific to both the individual and the role. Is this explanation, along with examples of certifications we are looking at sufficient to answer the highlighted question from the CFA?

UWT A #10) Certifications/accreditations are not a requirement of this program. Instead, additional points in scoring are awarded to Applicants that do provide a certification/accreditation. The lack of this will not hinder an Applicant from being awarded.

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