



2022

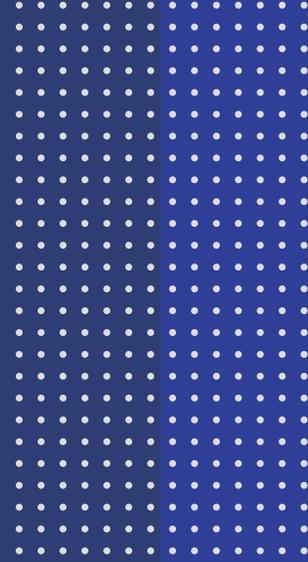
# Workforce Development Initiative

PROGRAM GUIDELINES

# Program Overview.



The Workforce Development Initiative (WDI) was inaugurated in 2019 with a mission to invest \$175 million throughout New York State for innovative, creative, and regionally customized workforce development projects. Awards under this Consolidated Funding Application (CFA) support strategic regional efforts that meet businesses' short-term workforce needs, address long-term industry needs, improve regional talent pipelines, enhance flexibility and adaptability of local workforce entities, and expand workplace learning opportunities.



# Workforce Development Initiative

[workforcedevelopment.ny.gov](http://workforcedevelopment.ny.gov)

## CONTENTS

1 SUNY APPRENTICESHIP PROGRAM	4
2 SUNY FUTURE OF WORK CENTERS	5
3 SUNY WORKFORCE DEVELOPMENT TRAINING GRANT	7
4 CUNY APPRENTICESHIP PROGRAM	8
5 CUNY FUTURE OF WORK CENTERS	9
6 CUNY WORKFORCE DEVELOPMENT TRAINING GRANT	11
7 EMPLOYEE TRAINING INCENTIVE PROGRAM	12
8 NYS DEPARTMENT OF LABOR WORKFORCE DEVELOPMENT INITIATIVE PROGRAM	14

## 1 SUNY APPRENTICESHIP PROGRAM

### FUNDING AVAILABLE: UP TO \$6 MILLION

#### PURPOSE

The SUNY Apprenticeship Program assists in developing pre-apprenticeships and Registered Apprenticeships in advanced manufacturing, healthcare, and other sectors (non-construction). In partnership with New York State Department of Labor's (NYSDOL) Apprenticeship Office and SUNY System Administration's Office of Community Colleges and the Education Pipeline, this program leverages the resources and capacity of SUNY community colleges, as well as other SUNY institutions, to provide expertise and support to expand Registered Apprenticeships in emerging fields, benefiting both workers seeking jobs and employers seeking to fill roles.

#### STRATEGIC CRITERIA

##### PROPOSALS MUST:

- Provide a demonstrated ability to work in partnership with the NYSDOL.
- Outline the campus' ability to serve as lead and administer funds to other SUNY institutions as sub-awards.
- Highlight current apprenticeship program activities and successes.
- Demonstrate the ability to coordinate activities with workforce, economic development and community-based organizations to generate Registered Apprenticeship programs with employers in high-skilled, high demand, competitive wage occupations, as well as career pathway programs, which include priority sectors identified by the Regional Economic Development Council(s).
- Identify Related Instruction (RI) training available through non-credit and credit certificate and degree programs and hybrid and competency-based training and testing.
- Outline knowledge and ability to develop and implement targeted outreach, especially in the areas of social media, to connect with employers and job seekers.

Proposals and awards will be coordinated and administered by SUNY System Administration via the Office of Community Colleges and the Education Pipeline.

#### ELIGIBILITY:

While all 30 SUNY community colleges are eligible to apply, up to three colleges will be selected to serve as leads in the following areas:

- Advanced manufacturing (\$3.0M)
- Healthcare (\$2.0M)
- Non-construction sectors beyond manufacturing and healthcare (\$1.0M).

#### AWARD LEVEL:

\$6.0M is available for awards, three awards will be made.

#### APPLICATION:

[app.smartsheet.com/b/form/5ef8b1cf40ad4de197e97248269bad58](https://app.smartsheet.com/b/form/5ef8b1cf40ad4de197e97248269bad58)

#### DEADLINE:

June 10, 2022 at 4:00 PM with awards made in August 2022.

#### REPORTING:

Awarded institutions will be expected to furnish an annual report to the SUNY Office of Community Colleges and the Education Pipeline. Reports must include the following metrics:

- Number of Registered Apprentices
- Number of pre apprentices
- Number of employers offering apprenticeships
- Number of trades supported

#### MORE INFORMATION:

**Contact:** Denise Zieske, Director of Workforce Development, Office of Community Colleges and the Education Pipeline, [denise.zieske@suny.edu](mailto:denise.zieske@suny.edu)



## 2 SUNY FUTURE OF WORK CENTERS

**FUNDING AVAILABLE: UP TO \$3.54 MILLION**

### PURPOSE

The Future of Work Centers, formerly known as Job Linkage, will be established by SUNY community colleges in partnership with private sector and community-based organizations. The Centers will create new short-term, non-degree and degree-eligible credential programs to quickly address employer skill needs and prepare job seekers, especially those from underrepresented communities, for careers in high-growth industries.

Each Future of Work Center will be supported by start-up funds for a three-year period to develop curriculum in concert with regional businesses and deploy innovative marketing to target employers and prospective students.

### STRATEGIC CRITERIA

Awards will be made on a competitive basis within the SUNY system. Multiple community colleges may partner in a “hub and spoke” model with one college applying and assuming

the lead role. The proposed coverage area can cross multiple Regional Economic Development Council (REDC) regions.

### PROPOSALS MUST:

- Create new and enhance existing short-term, non-degree and degree-eligible programs, stackable credentials, and micro-credentials that quickly address local employer skill needs, particularly for middle/high-skill occupations and/or high-growth industries.
- Partner with employers to ensure programs directly address local employer needs and demonstrate how employers will be involved in curriculum development and review.
- Summarize the college’s current successful initiatives in workforce development and explain how this initiative will build and scale these programs.
- Outline marketing strategies to target employers and attract students, including partnerships with community-based organizations and other entities.
- Identify supportive services that will contribute to positive outcomes for trainees.
- Include a budget describing how funding would be used.

- Articulate a plan that leads to financial sustainability, including milestones with revenue targets, that outlines how the program will financially operate following the third year of funds.
- Give preference to serving social equity candidates and/or locate/target at least some programming within low-income communities or underserved business districts.

Proposals and awards will be coordinated and administered by SUNY System Administration via the Office of Community Colleges and the Education Pipeline.

#### ALLOWABLE USE OF FUNDS MAY INCLUDE:

- Supporting business engagement professionals, faculty and best-in-class curriculum developers to create or enhance short-term workforce education training including:
  - non-degree training,
  - degree-eligible courses/programs (certificate, AOS, AAS),
  - stackable credentials, and/or
  - micro-credentials.
- Engaging faculty and trainers to teach new/enhanced courses and/or covering the cost of training for students in eligible training programs.
- Paying for exams or tests required to obtain a credential.
- Providing applied and/or experiential learning opportunities for students.
- Providing stipends for applied learning opportunities.
- Providing holistic student supports which participant is in training such as:
  - Academic services that support student success (advising, tutoring, mentoring, etc.), and
  - Other supportive services for students while in training (transportation, childcare, food security, etc.).
- Deploying innovative marketing to target employers and prospective students.

Capital expenses are not allowable; however, limited funds may be used for equipment and supplies necessary to run the program.

#### ELIGIBILITY:

All 30 SUNY community colleges are eligible to apply. Applications may propose a single college “stand-alone” model or a “hub and spoke” model with one college applying as lead with one or more additional campuses as partner(s). Consortium applications will be reviewed favorably.

#### AWARD LEVEL:

Up to \$3.54M is available to award funds to be used for a period up to three years, with a minimum award of \$500,000 and a maximum award of \$1.5M.

#### APPLICATION:

[app.smartsheet.com/b/form/357516a85d9247cda21aaa2dc376a109](http://app.smartsheet.com/b/form/357516a85d9247cda21aaa2dc376a109)

#### DEADLINE:

June 10, 2022 at 4:00 PM with awards made in August 2022.

#### REPORTING:

Awarded institutions will furnish an annual report to the SUNY Office of Community Colleges and the Education Pipeline. Reports must include a narrative and measurable metrics on:

- Partnerships
- Courses/programs developed/enhanced
- Micro-credentials and other stackable credentials
- Marketing initiatives
- Program participant outcomes, such as applied learning opportunities and training completion
- Job placements

Lessons learned and curriculum will be shared with other SUNY community colleges.

#### MORE INFORMATION:

Contact: Denise Zieske, Director of Workforce Development, Office of Community Colleges and the Education Pipeline, [denise.zieske@suny.edu](mailto:denise.zieske@suny.edu).

### 3 SUNY WORKFORCE DEVELOPMENT TRAINING GRANT

**FUNDING AVAILABLE: UP TO \$6.62 MILLION**

#### PURPOSE

The Workforce Development Training Grant program provides funding for SUNY community colleges to operate workforce development/ job training programs to address training needs for businesses and organizations in local communities.

#### STRATEGIC CRITERIA

##### Contract Courses Track:

All proposals should include training that is customized to the employer's needs.

Three types of workforce training are eligible for funding:

- Individual projects: Projects focus on training for a single employer in a particular training area or areas.
- Consortium projects: Projects focus on a type of training that serves multiple employers or where multiple colleges work together as a regional consortium to train for employers in a specific area.
- Demonstration projects: Projects develop and implement new and innovative courses, programs or curriculum in conjunction with an employer(s).

The employer must contribute at least 25 percent of the total project cost in matching funds and at least 10 percent must be in the form of cash. The remaining 15 percent may be comprised of in-kind commitments.

##### Pathways Track:

Funding may be used to create or enhance educational pathways which must be designed in conjunction with one or more employers and engage community and workforce development partners. These pathways must be market driven, focused on high-demand and high-wage fields and include credential(s). They must demonstrate to students the progression through an educational track to obtain and then move through positions with higher responsibility and salary.

Proposals and awards will be coordinated and administered by SUNY System Administration via the Office of Community Colleges and the Education Pipeline.

#### ELIGIBILITY

All 30 SUNY community colleges are eligible to apply. For the Pathways Track, colleges selected to receive a SUNY REACH Pathways grant will be given preference.

Award Level: Up to \$6.62M is available for awards. Amounts vary by track and project type.

#### APPLICATION:

Contract Courses Application Link  
Pathways Application Link

#### DEADLINE:

**Contract Courses Track:** proposals will be accepted on a rolling basis until all funds have been committed.

**Pathways Track:** June 10, 2022 at 4:00 PM with awards made in August 2022.

**Reporting:** Awarded institutions will be expected to furnish reports to the SUNY Office of Community Colleges and the Education Pipeline.

#### MORE INFORMATION:

Contact: Denise Zieske, Director of Workforce Development, Office of Community Colleges and the Education Pipeline, [denise.zieske@suny.edu](mailto:denise.zieske@suny.edu).

## 4 CUNY APPRENTICESHIP PROGRAM

**FUNDING AVAILABLE: UP TO \$2 MILLION**

### PURPOSE

The CUNY Apprenticeship Program will assist in developing pre-apprenticeship and registered apprenticeships in technology, healthcare, education, construction/trades and other high needs fields identified by the New York City Regional Economic Development Council. In partnership with NYSDOL's Apprenticeship Office, CUNY is well-positioned to leverage resources at the community colleges to expand apprenticeships in regionally significant, emerging, in-demand industries and occupations that can help create stable, professional careers for the University's students.

### STRATEGIC CRITERIA

#### PROPOSALS SHOULD:

- Demonstrate a meaningful ability to work in partnership with the New York State Department of Labor (NYSDOL) Apprenticeship office.
- Demonstrate the ability to coordinate key regional sectors and workforce intermediaries in generating partnerships of employers.
- Align with current apprenticeship programs in the New York City area.
- Create new apprenticeship pathways in emerging areas including technology, early childhood, sustainability, and healthcare.
- Focus on outreach, Related Instruction (RI) through non-credit and credit certificate and degree programs and hybrid and competency-based training and testing.
- Enhance activities of existing programs such as ongoing development and alignment of curricula with on-the-job-training and employer needs.
- Proposals should consider innovative ideas for pre-apprenticeship training, including new pathways for underrepresented populations.

### ELIGIBILITY:

All CUNY community colleges are eligible for an award.

### REPORTING:

Award recipients will be expected to furnish a mid-year and final narrative report to the CUNY Central Office.

#### Reports must include the following metrics:

- Number of students in registered apprenticeship programs
- Number of students in pre-apprenticeship programs
- Demographic breakdown of program participants to determine representation of underserved populations
- Number of employers that received CUNY Apprenticeship funds
- Number of employers offering apprenticeships to CUNY students
- Number of employers whose apprenticeship became a "registered apprenticeship" because of their partnership with CUNY

### AWARD LEVEL:

\$2.0M in total is available for awards, with an expected (4-5) awards to be made.

### APPLICATION LINK:

[cunySUD.formstack.com/forms/wdi\\_fy23\\_application](http://cunySUD.formstack.com/forms/wdi_fy23_application)

### MORE INFORMATION:

Lauren Andersen, University Dean for Continuing Education and Workforce Development, [lauren.andersen@cuny.edu](mailto:lauren.andersen@cuny.edu)



## 5 CUNY FUTURE OF WORK CENTERS

**FUNDING AVAILABLE: UP TO \$2 MILLION**

### PURPOSE

The Future of Work Center, established by CUNY community colleges in partnership with private sector and community-based organizations, will create new short-term, non-degree credential programs to address employer skill needs prepare job seekers, especially those from underrepresented communities, for careers in high-growth industries. can include stackable credentials that can lead to Associate degrees over time.

Each Future of Work Center will be supported by start-up funds for three years to develop curriculum in concert with regional businesses and deploy innovative marketing to target employers and prospective students.

### STRATEGIC CRITERIA

At least one Future of Work Center will be awarded on a competitive basis within the CUNY system. Multiple campuses may partner in a “hub and spoke” model with one community college applying and assuming the lead role, and such proposals will be reviewed favorably. The proposed coverage area can cross multiple Regional Economic Development Council (REDC) regions.

### PROPOSALS MUST:

- Create new and enhance existing short-term, non-degree and degree-eligible programs, stackable credentials, and micro-credentials that quickly address local employer skill needs, particularly for middle/high-skill occupations and/or high-growth industries.

- Implement strategies that can be launched at multiple campuses, leveraging joint curriculum design and development
- Partner with employers to ensure new/ revised programs directly address local employer needs and demonstrate how employers will be involved in curriculum development and review.
- Demonstrate the college's current successful initiatives in workforce development and explain how the Center will build and scale these programs.
- Outline how the Center will use innovative marketing strategies to target employers and attract students including mid career professionals
- Identify any support services that will contribute to positive outcomes for trainees.
- Articulate how partnerships with community-based organizations will be structured to increase access to trainings and services
- Include a detailed budget describing how State funding would be used for each of the three start-up years
- Articulate a plan that leads to financial sustainability, including milestones with revenue targets, that outlines how the Center will financially operate following the third year of start-up funds.

#### ALLOWABLE USE OF FUNDS MAY INCLUDE:

- Usage of labor market research to define priorities
- Supporting business engagement professionals and best-in-class curriculum developers to create new programs;
- Engaging existing faculty to design and teach new courses and ensuring that new coursework can receive college/degree credit, stackable credentials, or micro-credentials; and/or,
- Deploying innovative marketing to target employers and prospective students for successful outcomes
- Providing necessary services that support student success.

Capital expenses are not allowable, however, limited funds may be used for equipment and supplies necessary to run the program.

#### ELIGIBILITY:

All CUNY community colleges are eligible to apply. Applications that propose a “hub and spoke” model with one community college applying and assuming the lead role with one or more partner campuses will be reviewed favorably.

#### AWARD LEVEL:

Up to \$2.0M is available to award start-up funds for three years, with a minimum award of \$1.0M and a maximum award of \$2.0M.

#### APPLICATION LINK:

[cunySUD.formstack.com/forms/wdi\\_fy23\\_application](https://cunySUD.formstack.com/forms/wdi_fy23_application)

#### DEADLINE:

September 30, 2022 with awards made in December 2022.

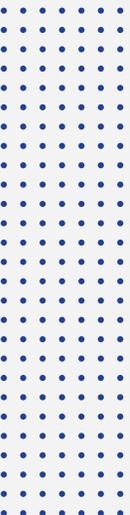
#### REPORTING:

Awarded institutions will furnish an annual report to the CUNY Central Office. Reports must include both a narrative and measurable metrics on:

- Curriculum developed/enhanced
- Micro-credentials and other stackable credentials
- Partnerships
- Marketing Initiatives
- Program participant outcomes, such as job placement, career progression, and wages

#### MORE INFORMATION:

Lauren Andersen, University Dean for Continuing Education and Workforce Development, [lauren.andersen@cuny.edu](mailto:lauren.andersen@cuny.edu)





## 6 CUNY WORKFORCE DEVELOPMENT TRAINING GRANT

**FUNDING AVAILABLE: UP TO \$1.88 MILLION**

### PURPOSE

The CUNY Workforce Development Training Grant program is intended to enhance and support collaborative efforts with industry to develop a highly-skilled workforce and address needs in NYC economic region particularly in the technology, healthcare, advanced manufacturing, and sustainability/resiliency industries. This program offers funding to develop training that respond to specific employers or well documented industry needs. All proposals must have documented employer partners with whom the training is collaboratively built.

### STRATEGIC CRITERIA

- Engage in meaningful relationships with industry and work directly with employers to improve program alignment to key sectors.
- Proposals should reflect a mix of industry-aligned coursework and skills trainings in order to give participants hands-on, applicable skills.
- Employ a career pathways approach to connect students to work with the provision of wraparound services, retention, and/or job placement services.
- Develop partnerships with employers to create and deliver learning-related solutions to skills gaps.

### ELIGIBILITY:

All CUNY community colleges are eligible to apply.

### REPORTING:

Award recipients will be expected to furnish a mid-year and final narrative report to the CUNY Central Office.

### REPORTS MUST INCLUDE THE FOLLOWING METRICS:

- Number of employer partners
- Number of trainees
- Number of contact hours

### AWARD LEVEL:

A maximum award of \$500k, and \$1.88M is available for awards in total.

### APPLICATION LINK:

[cunySUD.formstack.com/forms/wdi\\_fy23\\_application](https://cunySUD.formstack.com/forms/wdi_fy23_application)

### MORE INFORMATION:

Lauren Andersen, University Dean for Continuing Education and Workforce Development, [lauren.andersen@cuny.edu](mailto:lauren.andersen@cuny.edu)



## 7 EMPLOYEE TRAINING INCENTIVE PROGRAM

**FUNDING AVAILABLE: UP TO \$5 MILLION**

### OBJECTIVE

The Employee Training Incentive Program provides refundable tax credits to New York State employers for procuring skills training that upgrades or improves the productivity of their employees. Businesses can also receive tax credits for approved internship programs that provide training in advanced technology, life sciences, software development or clean energy.

### OVERVIEW

Tax credits may be awarded for costs associated with an eligible training program for current or new employees. The internship program is available for current students, recent graduates and recent members of the armed forces. Tax credits may be issued only after approved training is completed.

**Employee Training Incentive Program:** a credit of 50% of eligible training costs, up to \$10,000 per employee receiving eligible training.

**Internship Program:** a credit of 50% of the stipend paid to an intern, up to \$3,000 per intern.

### ELIGIBILITY

A business entity must submit an initial application for approval prior to procuring eligible training or retaining interns. Applicants must demonstrate that the training provider has suitable experience and expertise specific to the training for which assistance is being sought.

### EMPLOYEE SKILLS TRAINING

Businesses must make a significant capital investment resulting in a benefit-cost ratio of at least 10:1 in relation to the eligible training project. Businesses must operate predominantly in a strategic industry based upon the following criteria:

Potential to create jobs in an economically distressed area  
Shortages of workers trained to work in that industry

Ability and need to relocate to another state to find qualified workers  
Potential to recruit minorities and women to be trained to work in an industry where they are traditionally underrepresented

Recent technological advances have created disruption in the industry and significant capital investment is needed to remain competitive

## INTERNSHIP PROGRAM

An eligible internship program must provide training in advanced technology, life sciences, software development or clean energy.

Advanced technology means the research, development and manufacturing of goods and their applications in the areas of advanced materials and processing technologies, integrated electronics, optics, biotechnology, information and communication technologies, automation and robotics, electronics packaging, imaging technology, remanufacturing, and other such areas as the commissioner shall determine.

Life Sciences means agricultural biotechnology, biogenetics, bioinformatics, biomedical engineering, biopharmaceuticals, academic medical centers, biotechnology, chemical synthesis, chemistry technology, medical diagnostics, genomics, medical image analysis, marine biology, medical devices, medical nanotechnology, natural product pharmaceuticals, proteomics, regenerative medicine, RNA interference, stem cell research, medical and neurological clinical trials, health robotics and veterinary science.

Software development means firms engaged in the creation of coded computer instruction  
Clean energy means sources of energy which are capable of being continually restored by natural or other means or are so large as to be useable for centuries without significant depletion and include but are not limited to solar, wind, plant and forest products, wastes, tidal, hydro, geothermal, deuterium, and hydrogen. Fossil fuels are excluded.

Training can be provided by the business or by an approved provider and can be provided to interns who have not previously participated in an eligible internship program, and who are not current or former employees of the business. The business entity must have fewer than 100 employees and interns cannot displace regular employees. Participation in the internship program cannot last longer than 12 months.

## INELIGIBLE ACTIVITIES/INDUSTRIES

Training designed to train or upgrade skills as required by a federal or state entity, training that may result in the awarding of a license or certificate required by law in order to perform a job function, and culturally focused training are not eligible for tax credits under the program.

The following types of businesses are also prohibited from participating in the program:

- Accounting firms
- Businesses engaged in the generation or distribution of electricity, the distribution of natural gas, or the production of steam associated with the generation of electricity
- Businesses providing business administrative or support services
- Businesses providing personal services
- Businesses providing utilities
- Finance and financial services retail and wholesale businesses
- Hospitality
- Law firms
- Medical or dental practices
- Real estate brokers
- Real estate management companies
- Restaurants

## MORE INFORMATION:

Contact: Nicholas Sarchioto, Economic Development Program Specialist,

[nicholas.sarchioto@esd.ny.gov](mailto:nicholas.sarchioto@esd.ny.gov)

## 8 NYS DEPARTMENT OF LABOR WORKFORCE DEVELOPMENT INITIATIVE PROGRAM

**FUNDING AVAILABLE: UP TO \$25 MILLION**

### PURPOSE

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 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.

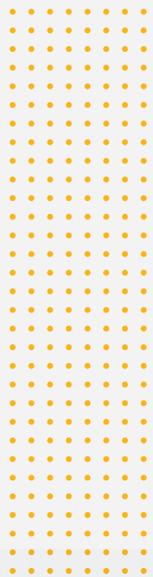
Middle-skills occupations are defined as those requiring a level of preparation to work in that occupation that includes post-secondary education and training beyond high school but less than a bachelor's degree. The postsecondary education and/or training may include an associate's degree, vocational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

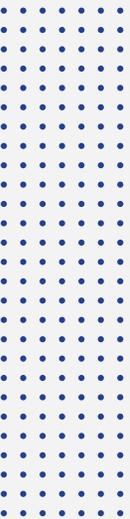
The method of selection will be based on a point system, with the Program Design worth 80% of the total score and Program Cost worth 20% of the total score.

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](mailto: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.

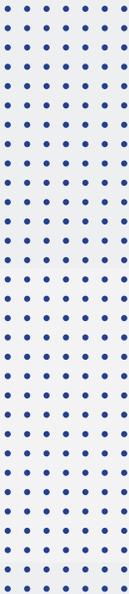
#### **CONTACT/ADDITIONAL PROGRAM INFORMATION:**

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](mailto: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.





## Office of Workforce Development

### CONTACT US

#### SUNY

**Denise Zieske** | Director of Workforce Development,  
Office of Community Colleges & the Education Pipeline  
[denise.zieske@suny.edu](mailto:denise.zieske@suny.edu)

#### CUNY

**Lauren Andersen** | University Dean for Continuing Education  
& Workforce Development  
[lauren.andersen@cuny.edu](mailto:lauren.andersen@cuny.edu)

#### ESD

**Nicholas Sarchioto** | Economic Development Program Specialist  
[nicholas.sarchioto@esd.ny.gov](mailto:nicholas.sarchioto@esd.ny.gov)

#### DOL

**Liz Martin** | Policy Unit Manager, Division of Employment  
& Workforce Solutions  
[CFA@labor.ny.gov](mailto:CFA@labor.ny.gov)