



New York State Department of Labor Consolidated Funding Application

Worker Skills Upgrading Request for Proposals

Funding Opportunities

The New York State Department of Labor (DOL) has made up to \$5 million available through three programs under this Request for Proposals (RFP), to support regional economic development and layoff aversion.

- 1. Existing Employee Training Program.**
- 2. New Hire Training Program.**
- 3. Unemployed Worker Training Program.**

Funding Opportunities

- An applicant can apply for funding for a single program or any combination of programs.
- \$100,000 is the maximum amount an applicant can be awarded for a single program or any combination of programs.
- The date of an award letter is the earliest date for awardees to begin providing services.
- Funding is provided to awardees on a cost reimbursement basis, and reimbursements for providing services can only commence upon execution of a contract with DOL.

Existing Employee Training Program

Eligible Applicants

- Private sector for-profit and not-for-profit businesses with four or more employees.

Funding

- Maximum award for this program is up to \$100,000.
- The per trainee cost for this program cannot exceed \$5,000.

Eligible Trainees

- The trainees must be employees at the time the proposal is submitted, and be at risk of being laid off without the training.
- Public employees are not eligible.

Existing Employee Training Program

Allowable Training and Costs

- Specific occupation skills needed by the business to prevent layoffs.
- Outside vendors or in-house trainers to provide classroom training. In-house training must be for a minimum of three trainees per course.
- Textbooks or training materials directly associated with the training.
- Reimbursement for actual hourly wage rate of in-house trainer(s).
- Distance learning fees.
- Note that the grant does not pay for hardware that may need to be purchased to access the instruction.

Other Requirements

- All businesses must list job openings with the NYS Job Bank.

New Hire Training Program

Eligible Applicants

- Private sector for-profit and not-for-profit businesses with four or more employees.

Funding

- Maximum award for this program is up to \$100,000.
- The per trainee cost for this program cannot exceed \$5,000.

Eligible Trainees

- Must be employees of the business.
- Training must occur at a physical location in New York State.
- Training must apply to a job opportunity for full-time employment in NYS paying a minimum of \$10/hour.

New Hire Training Program

Allowable Training & Costs

- Training must be in occupations needed by the business that prevent layoff.
- Reimbursement for up to 50% of the employee's wages.
- No funds available for any other costs.

Other Requirements

- Awardees must list job openings with the NYS Job Bank.

Unemployed Worker Training Program

Eligible Applicants

- Private sector for-profit and not-for-profit businesses or training providers with four or more employees.

Funding

- Maximum award for this program is up to \$100,000.
- The per trainee cost for this program cannot exceed \$5,000.

Eligible Trainees

- Individuals unemployed more than 26 weeks (long-term unemployed).
- Training need must be justified by commitments from specific businesses to interview trainees. In addition, the number of individuals to be trained cannot exceed the number of potential job openings by these businesses.

Unemployed Worker Training Program

Allowable Training & Costs

- Occupational skill training of one year or less.
- Training providers to provide classroom training.
- Textbooks or training materials directly associated with the training.
- Software required to deliver the program of training.

Other Requirements

- Awardees must list job openings with the NYS Job Bank.

Key Dates

- RFP Release Date – May 7, 2012.
- Questions Accepted through 5:00pm, EST, July 2, 2012.
Questions must be sent to: labor.sm.dews.CFA@labor.ny.gov
- Final Date for Responses to Questions – July 9, 2012.
- Proposals Due – 4:00pm, EST, July 16, 2012.
- CFA Attachments Due – 4:00pm EST, July 23, 2012.
- Projected Date of Notification of Award – October 2012.