



**Department
of Labor**

Consolidated Funding Application

**Workforce Development
Request for Proposals**

Existing Employee Training Program

Programs

The New York State Department of Labor (NYSDOL) is making four programs available in Round 6 of the Consolidated Funding Application (CFA):

Existing Employee Training Program (EET)

New Hire Training Program (NHT)

Unemployed Worker Training Program (UWT)

Special Populations Training Program (SPT)

Funding

Up to **\$5M** has been allocated to fund the four programs

\$100,000 is the maximum amount an applicant can be awarded

EET applicants may also apply for funding under the NHT program

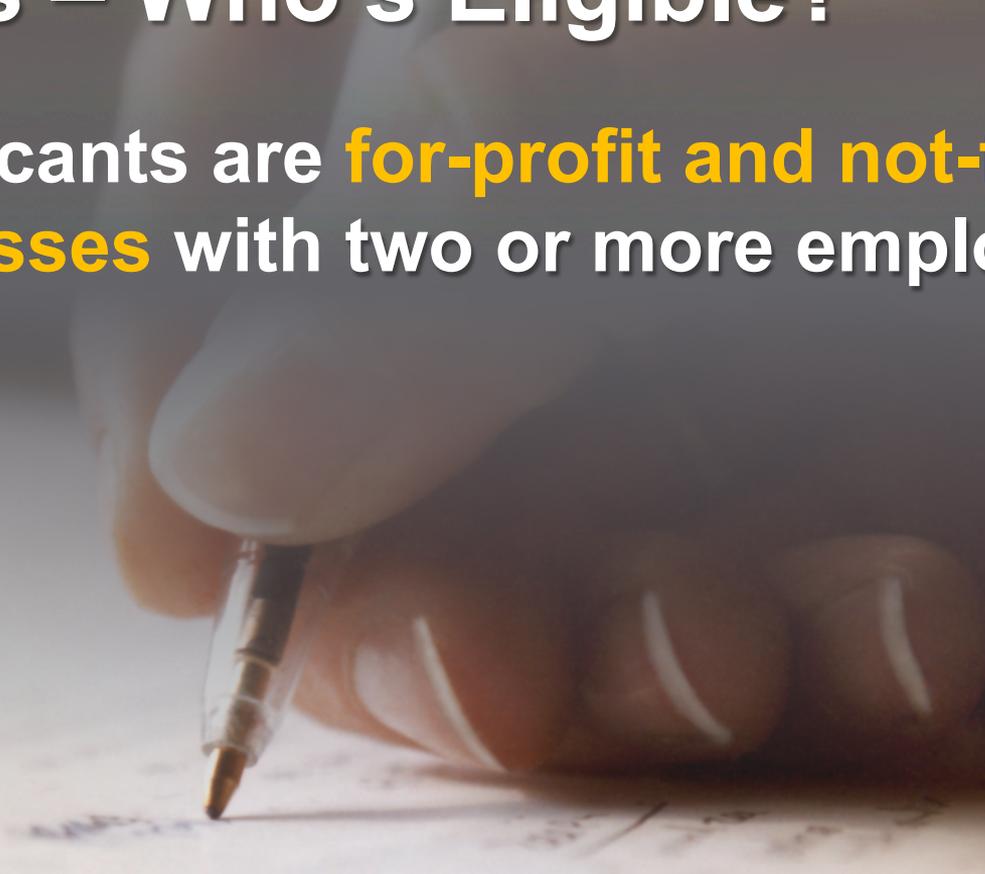
A woman with dark hair, wearing red-rimmed glasses and a white lab coat, is looking down at a document she is holding. She is in a laboratory or office setting with various pieces of equipment and a computer monitor visible in the background. The lighting is bright and focused on her.

Existing Employee Training (EET) Program

Provides occupational skills training for job advancement and retention to **existing employees** who are in low and middle-skills occupations.

Applicants – Who's Eligible?

Eligible applicants are **for-profit and not-for-profit businesses** with two or more employees

A close-up photograph of a hand holding a pen, writing on a document. The background is blurred, showing a desk and some papers. The lighting is soft, highlighting the hand and the pen tip.

Trainees – Who's Eligible?

Eligible trainees are individuals who are **existing employees of the applicant business** at the time of application who will enter or remain in middle-skills occupations with the help of the training.



Allowable Training



Occupational skills training with up to a year of instruction for existing employees to place or retain them in middle-skills occupations

Allowable Costs

Outside vendors or in-house trainers

Books or training materials

Training software

The cost of credentialing exam fees

Application Scoring

Program Design – 60 points

Business Industry/Demand – Description of the need for the training.

Target Geography – Justification of the need based on poverty, unemployment, literacy and education levels of the county in which the project is located.

Application Scoring

Program Design – (continued)

Occupational Skills Training Course(s)/Career Pathway Development – Occupational skills to be acquired, credentials attained, career pathway development.

Leveraged Funding – In-kind or matching funds.

Outcomes – Employment/retention, wages, credentials earned.

Application Scoring

Cost – 20 Points

EET it utilizing a new **"normalization" method** for Round 6:
Based on the skill level (low and medium only) of the occupations of the employees.

Application Scoring

Regional Economic Development Council – 20 points

How well the proposed project aligns with the **priorities** for the region.

Tips for Applicants



Carefully read the Request for Proposal (RFP). It is attached to the application, and totals approximately 25 pages in length.

Tips for Applicants

Register in Grants Gateway - the statewide system developed to facilitate prompt contracting.

For-profit applicants must be registered in the system in order to enter into a contract with New York State.

Not-for-profit applicants must register and complete prequalification steps.

Prequalification must be completed prior to submission of the application or the application cannot be reviewed.

Register at <https://grantsgateway.ny.gov>

Tips for Applicants



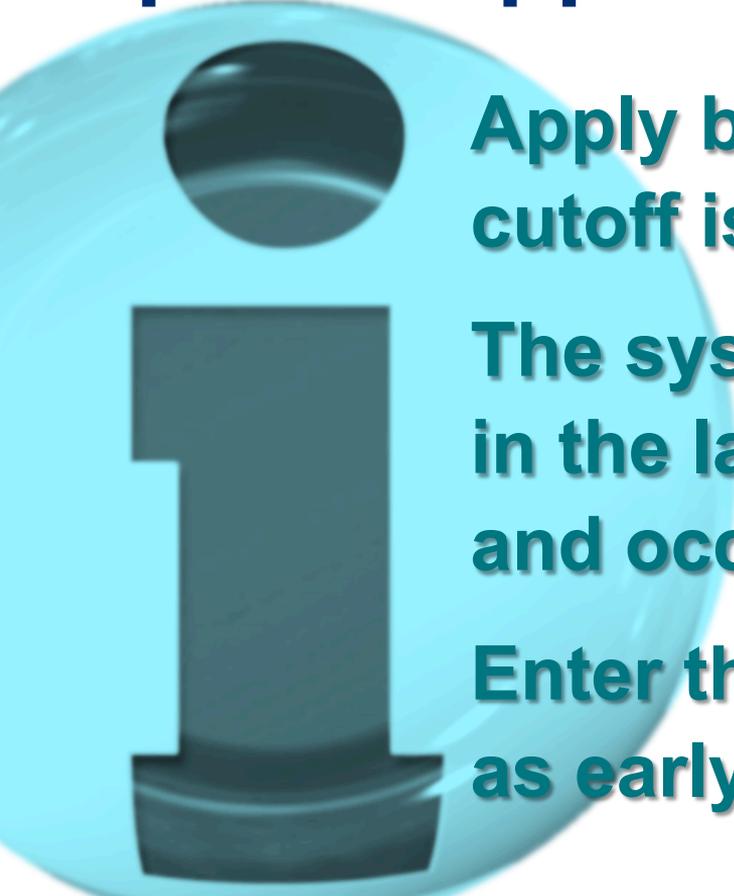
Answer all of the questions in the application.

Tips for Applicants



Complete all of the required attachments and upload them to the application as instructed.

Tips for Applicants



Apply by the deadline - the CFA cutoff is firm.

The system experiences heavy volume in the last few days causing slowdowns and occasional transmission errors.

Enter the application into the CFA portal as early as possible.

Tips for Applicants



Attend a regional workshop.
There are opportunities in each region to hear presentations from all of the participating State agencies, and to ask questions.

Round 6 Timeline

CFA round 6 release date – **May 2, 2016**

Deadline for CFA questions – **July 19, 2016**

Final posting of answers to questions – **July 22, 2016**

CFA applications due – **July 29, 2016, 4:00 PM**

Projected date of award notifications – **Late Fall 2016**

Online Resources

To **register** to start an application or to log-in to an established application, visit the Welcome Page at <https://apps.cio.ny.gov/apps/cfa/>.

To **access** information about available resources from all participating agencies, guidance on completing the application, and schedules for regional workshops, visit the Regional Economic Development Council web site at <http://regionalcouncils.ny.gov/>.

Questions

Send **questions** by email to cfa@labor.ny.gov.

Answers to questions will be posted online for all applicants at <http://www.labor.ny.gov/CFA/> and <http://www.labor.ny.gov/businessservices/funding.shtm>