



**Department  
of Labor**

# **Consolidated Funding Application**

**Workforce Development  
Request for Proposals**

**New Hire 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

NHT applicants may also apply for funding under the EET program.

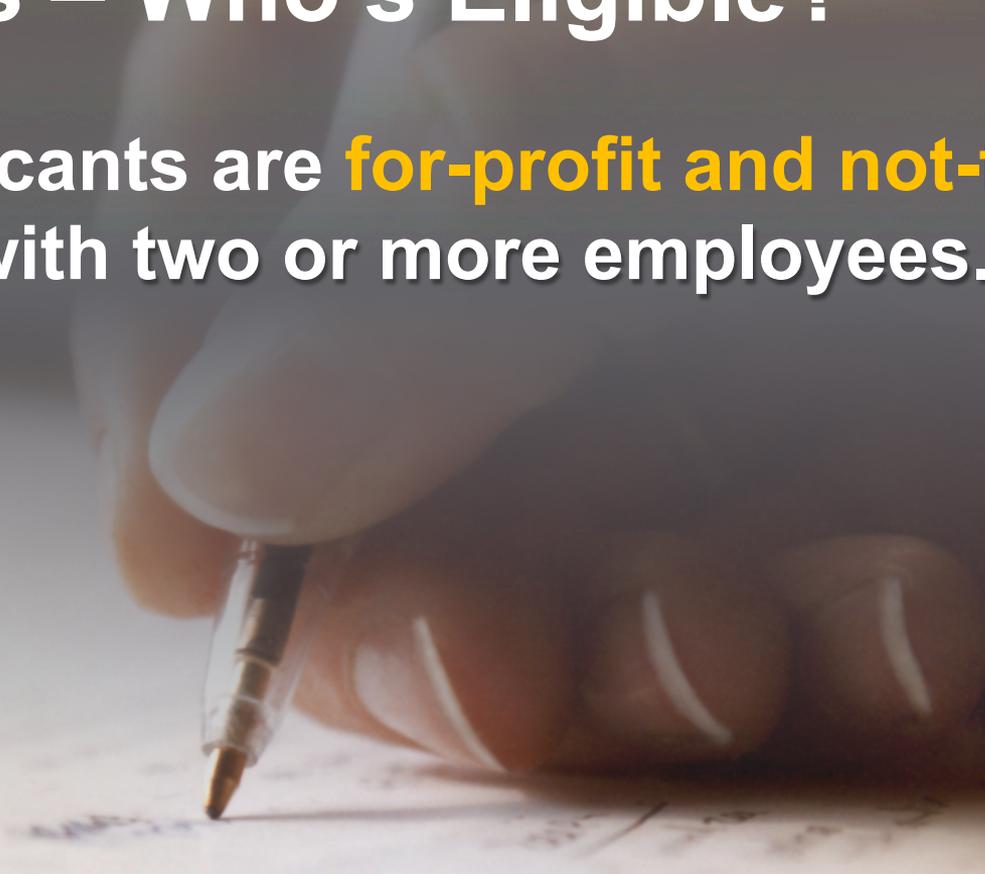
# New Hire Training Program

## NEW HIRE INFORMATION

Provides on-the-job training of **newly-hired full-time employees** to acquire the necessary skills for their job responsibilities (the hired employee must be an unemployed dislocated worker at the time of hire).

# 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 warm and focused on the hand and pen.

# Trainees – Who's Eligible?

Eligible trainees are **unemployed dislocated workers who are hired as employees of the applicant business.**

Extra points will be awarded to applicants who plan to serve special populations as well as Veterans, long-term unemployed, and TANF and SNAP recipients.



# Special Populations

Special populations include the following individuals:

Veterans

Native Americans

Foster care youth

Homeless individuals

Displaced homemakers

Individuals with Disabilities

TANF recipients

SNAP recipients

Older individuals

English language learners

Migrant and seasonal farmworkers

Single parents (including single pregnant women)

Long term unemployed  
(unemployed for 20+ weeks)

# Special Populations

Special populations include the individuals that experience:

Low income

Low literacy

Justice system

Cultural Barriers

# Allowable Training



On-the-Job Training of **newly-hired employees** who need skill upgrade training for their job responsibilities immediately after hire

# Allowable Costs

Reimbursement for up to **50 percent** of the employee's wages, excluding fringe benefits, for the training period (maximum of 1 year)

No funds available for other costs

# Application Scoring

## Program Design – 60 points

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

**Target Population/Geography** – Justification of the need based on poverty, unemployment, literacy and education levels of the county in which the project is located, and indication of the percentage of trainees in special population(s), if applicable.

# Application Scoring

## Program Design – (continued)

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

**Partnerships for Program Delivery** – Applicant's alignment with WIOA Regional Plans and/or partnership with one or more Career Center Partners.

# Application Scoring

**Program Design – (continued)**

**Leveraged Funding** – In-kind or matching funds.

**Outcomes** – Employment/retention, wages, credentials earned.

# Application Scoring

## Cost – 20 points

Calculated on an all or nothing basis depending on whether the applicant fully provides the following for each training position:

Starting hourly wage

Number of hours of training

Reimbursement rate

Total training cost

# 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



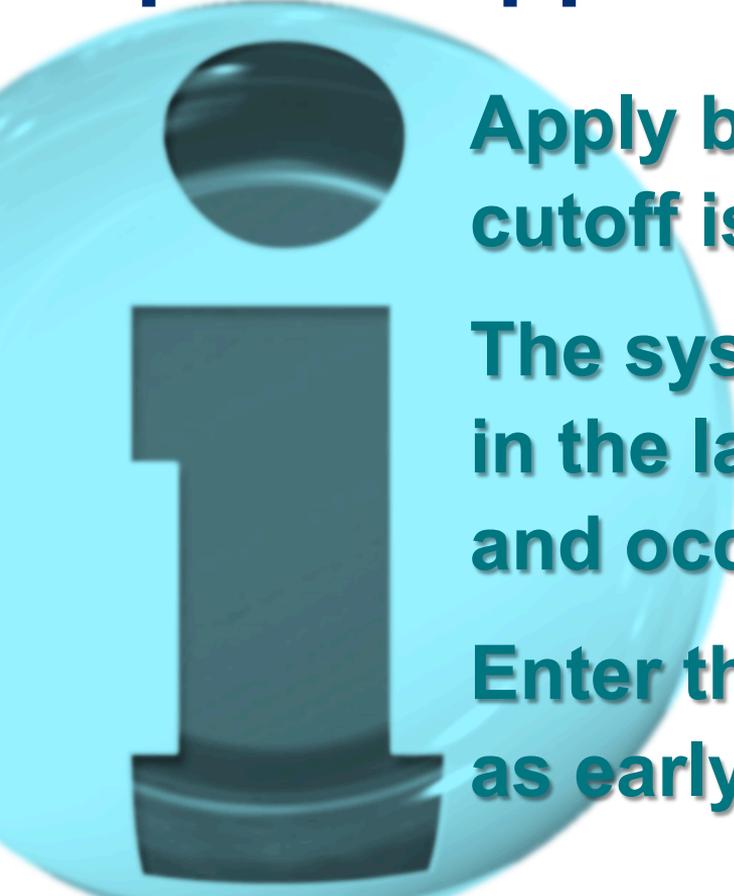
**Answer all of the questions in the application.**

# 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.

# 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>

# 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](mailto: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>