



**Department  
of Labor**

# **Consolidated Funding Application**

**Workforce Development  
Request for Proposals**

**Unemployed Worker 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

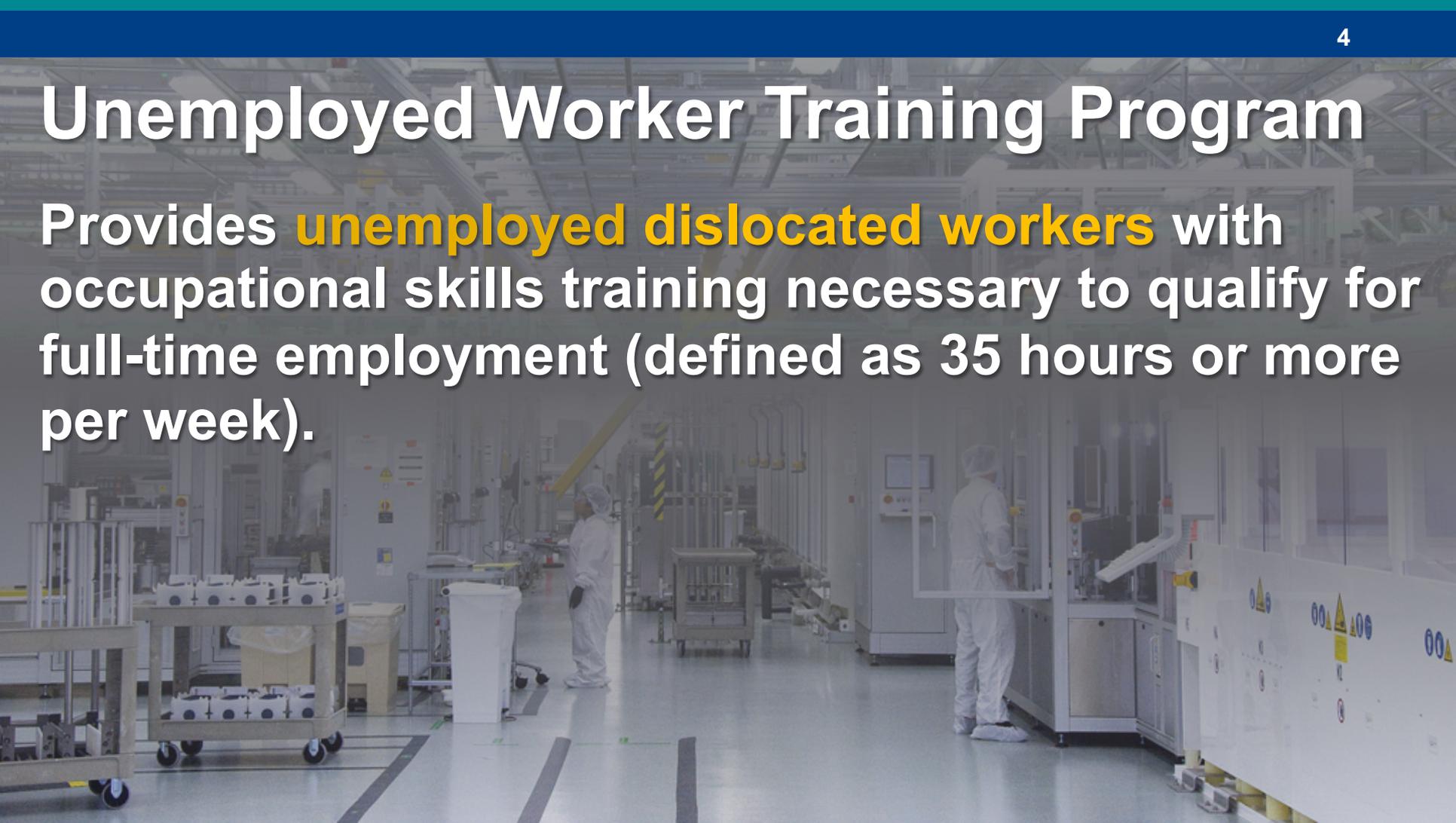
Up to **\$5M** has been allocated to fund the four programs

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

Applicants may apply for funding under one, two, three or all four of the NYSDOL programs

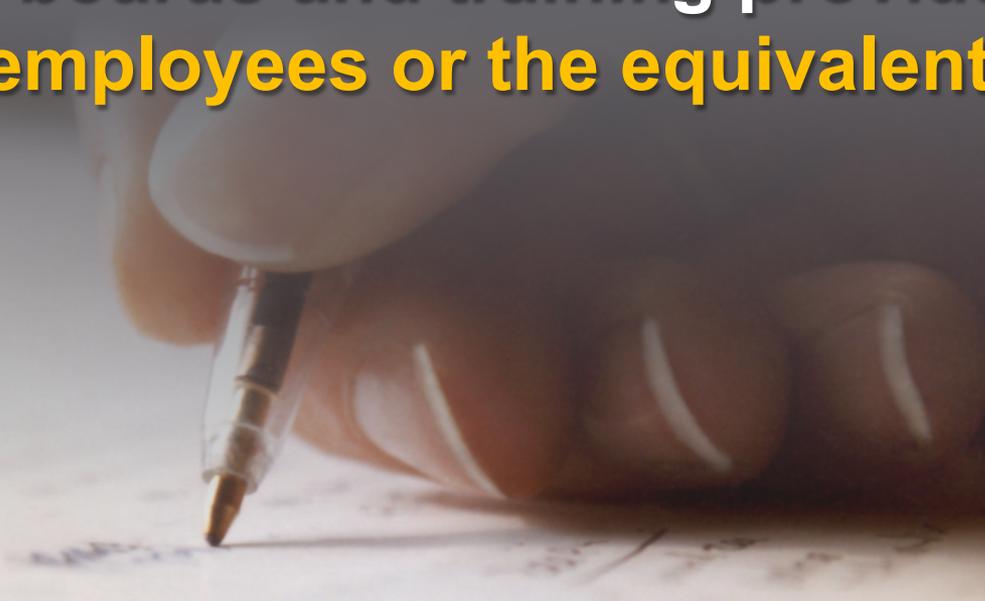
# Unemployed Worker Training Program

Provides **unemployed dislocated workers** with occupational skills training necessary to qualify for full-time employment (defined as 35 hours or more per week).



# Applicants – Who's Eligible?

Eligible applicants are local workforce development boards and training providers, with **two or more employees or the equivalent of two 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.

# Trainees – Who's Eligible?

Eligible trainees are **unemployed dislocated workers**.

Extra points will be awarded to applicants who plan to serve special populations.



# 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



**Occupational skills** training courses

**Career pathways** and **employability skills** development

**Job placement/retention** services  
(must be in conjunction with occupational skills training courses)

Businesses must commit to interview and consider hiring trainees.

# Allowable Costs

Providing occupational skills training course(s)

Books & training materials

Training software

Credentialing exam fees

Supportive services



# Application Scoring

## Program Design– 60 points

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

**Target Population/Target 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 special population(s) the applicant intends to serve and the percentage of trainees in special population(s), if applicable.

# Application Scoring

## Program Design– 60 points

**Organizational Capacity/Experience** – Applicant’s previous experience providing a similar training and capacity to serve trainees.

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

**Job Placement and Retention** - Strategies the applicant will use to retain trainees in training and place them in employment upon completion of training.

# Application Scoring

## Program Design (continued)

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

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

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

# Application Scoring

## Cost – 20 Points

How the **cost per person** compares to other applications submitted under the same NYSDOL program.

The UWT program is utilizing a new “normalization” method for Round 6:

Applications will be scored based on all skill levels (low, medium, high) of the occupations businesses commit to interviewing trainees for.

# 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 Proposals (RFP). It is attached to the application, and totals approximately 30 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



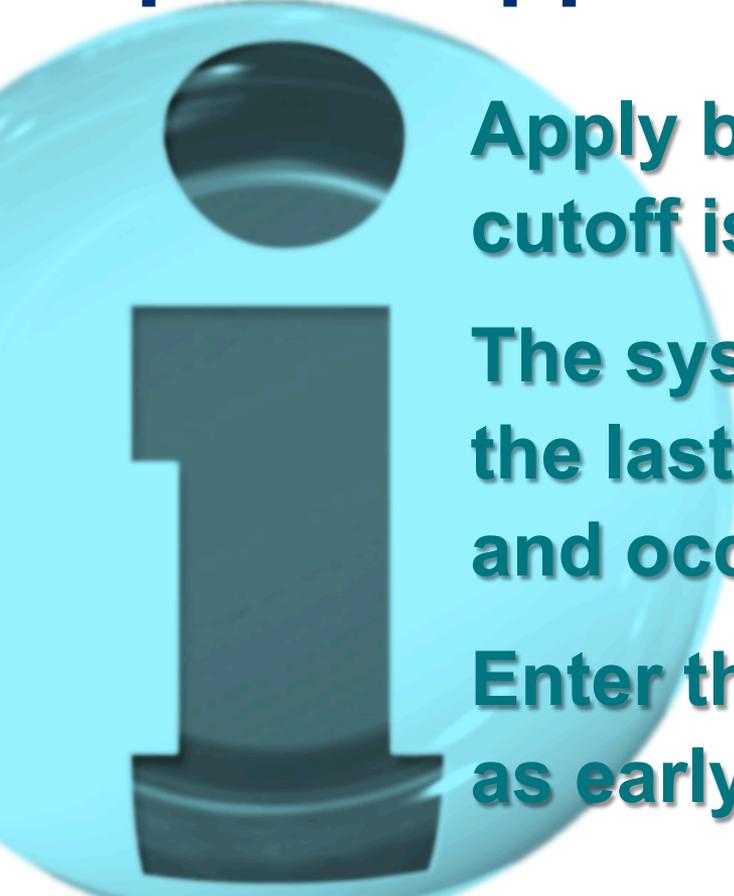
**Answer all of the questions in the application.**

# 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](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>