



**Department
of Labor**

Consolidated Funding Application

**Workforce Development
Request for Proposals
Existing Employee Training Program**

May 4, 2015

Programs

The New York State Department of Labor (NYSDOL) is making four programs available in Round 5 of the Consolidated Funding Application (CFA):

1. Existing Employee Training Program
2. New Hire Training Program
3. Unemployed Worker Training Program
4. Special Populations Training Program

Funding

- \$5 million has been allocated to fund the four programs
- Applicants may apply for funding under one, two, three or all four of the NYSDOL programs
- \$100,000 is the maximum amount an applicant can be awarded
- \$5,000 is the maximum cost per trainee

Existing Employee Training Program

Provides funding to businesses for occupational skills training of existing employees.

Eligible applicants are private for-profit businesses and private not-for-profit businesses, with two or more employees.

Eligible trainees are individuals who are employees of the applicant business at the time of application.

Allowable Training and Costs

- Short-term occupational skills training of existing employees.
- The cost of outside vendors to provide classroom training.
- The hourly wage rate of in-house trainers to provide classroom training.
- Distance learning fees.
- Textbooks or training materials.
- Credentialing exam fees.

Application Scoring

Technical Merit – 60 points

- Vision – Description of the need for the training.
- Process – Justification of the need based on poverty, unemployment, literacy and education levels of the county in which the project is located.
- Strategies – Occupational skills to be acquired and the demand for those skills.
- Implementation – Timelines, roles and responsibilities for implementing the proposed training.

Application Scoring

Technical Merit (continued)

- Leveraged Resources – In-kind or matching funds.
- Outcomes – Employment/retention, wages, and credentials earned.
- NY Rising – Identification of projects that are included in a NY Rising Community Reconstruction Program Plan or a NY Rising Countywide Resiliency Plan.
- Opportunity Agenda – Identification of projects that build the workforce in areas designated in the Opportunity Agenda and Strategic Plan.

Application Scoring

Cost – 20 points

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

Applications will also be subdivided with the EET program according to the overall skill level (low, medium, high) of the occupations involved. Applications will be scored for program costs separately for each skill level so that “like” applications are compared.

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 15 pages in length.
- Answer all of the questions in the application.
- Complete all of the required attachments and upload them to the application as instructed.
- Apply by the deadline. The CFA cutoff is firm. Past rounds experienced heavy volume in the last few days resulting in system slowdowns and occasional transmission errors. Therefore, do not wait until the last few days of availability to enter the application into the CFA portal.

Tips for Applicants

- Attend a regional meeting. There are multiple opportunities in each region to hear presentations from all of the participating State agencies, and to ask questions.
- Register in Grants Gateway. Grants Gateway is a 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 go through a prequalification process. Prequalification must be completed by the application deadline of July 31st or the application cannot be reviewed.

Round 5 Timeline

- CFA round 5 release date – May 1, 2015
- Deadline for CFA questions – July 22, 2015
- Final posting of answers to questions – July 24, 2015
- CFA applications due – July 31, 2015, 4:00 PM
- Projected date of award notifications – Fall 2015

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 labor.sm.dews.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>.

Thank you!