



**Department  
of Labor**

# **Consolidated Funding Application**

**Workforce Development  
Request for Proposals  
New Hire 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

# New Hire Training Program

- Provides businesses funding for on-the-job training of newly-hired dislocated workers.
- Eligible applicants are private sector for-profit businesses, and private sector not-for-profit businesses, with two or more employees.
- Eligible trainees are dislocated workers who are hired and become employees.
- Training must be for full time employment (35 hours or more per week) in NYS paying a minimum of \$10/hour.

# Allowable Training and Costs

Training of eligible workers who need training for their job responsibilities immediately after hire.

Reimbursement of up to 50% of the employee's wages, excluding fringe benefits, for the training period (maximum of 6 months).

# 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

Calculated on an all or nothing basis depending on whether the applicant fully provides the following for each training position: the starting hourly wage, number of hours of training, reimbursement rate and 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 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 31<sup>st</sup> 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](mailto: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!