

## Department of Labor – Workforce Development

### **Q. Do the NHT and Special Population Training Programs require you to create a new training program or use an existing one?**

A. The New Hire Training (NHT) Program is designed to fund on-the-job training to newly hired dislocated workers in need of skills upgrade training for their job responsibilities immediately after hire. By its nature, the NHT Program calls for training programs specifically tailored to the needs of each individual trainee. For this reason, a training plan used in the past must be modified to meet the learning requirements of the individual(s) who will be hired.

The Special Populations Training (SPT) Program funds occupational skills training course(s) for dislocated workers seeking employment. An existing training program may be utilized under SPT, or new training may be developed. Please note that per the SPT Program Request for Proposal (RFP), funding may only be utilized for costs directly related to the provision of training, which does not include curriculum development (section II.B.5.).

### **Q. Can you dip into multiple OJT programs for funding in CFA?**

A. On-the-job training (OJT) is specific to the trainee. If an applicant has a trainee currently being funded with an OJT from another source and wishes to continue training this trainee once the original OJT source funds are fully expended, the applicant could apply for Consolidated Funding Application (CFA) funds, but must do so under the Existing Employee Training (EET) Program.

If an applicant has a separate source OJT in place and wishes to hire new trainees that fit the eligibility criteria of the CFA New Hire Training (NHT) Program, those new participants could be funded with CFA NHT funding.

### **Q. If a business does not have a credential to give can they still seek grant funding for training?**

A. Yes, an organization may apply under Consolidated Funding Application (CFA) 6.0 if it does not provide an industry-recognized credential. However, during scoring, additional points will be awarded to those programs that help trainees achieve industry-recognized credential(s) given by third party issuers or accredited institutions.

### **Q. Is there a cap on the wage reimbursement for NHT?**

A. Per section II.B. of the New Hire Training (NHT) Program Request for Proposal (RFP), the program provides reimbursement to the applicant business of up to 50% of the wage rate of the participant (section II.B.).

### **Q. Will you reimburse for soft skills training in EET?**

A. Soft-skills training is a vague term that businesses and other entities define differently, and depends on the occupation of the trainees. In general, stand alone trainings on “soft skills” topics such as

communication, team development, conflict resolution, etc. are considered unallowable under Existing Employee Training (EET). Other unallowable trainings are listed in section II.B of the Request for Proposal (RFP).

Under the EET Program, funds may only be used for concrete technical/occupational skills training courses, books or training materials directly associated with the training, software required to deliver the training, and/or credentialing exam fees. Per the EET RFP, occupational skills training is defined as up to one year of classroom training designed to provide participants with, or upgrade them in, the skills required to be proficient in a specific job needed by the business or a group of businesses (section II.B.1.).

**Q. How do I figure out what jobs are low skilled and medium skilled?**

A. The skill level of an occupation is determined based on the Job Zone of the occupation as listed in the Occupational Information Network (O\*NET). O\*NET can be found online at <http://www.onetonline.org/>. For additional information on low and middle-skills occupations, see section III.C.1. of the Existing Employee Training (EET) Request for Proposal (RFP) and Attachment 10 found at [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa).

**Q. Are these grant monies also being used to fund GED (sic) programs?**

A. Consolidated Funding Application (CFA) funds cannot be used to fund GED or other high school equivalency programs. These programs are not considered occupational skills training, which is defined as up to one year of classroom training designed to provide participants with, or upgrade them, in the specific skills required to be proficient in a job needed by the business or group of businesses (Request for Proposal section II.B.).

**Q. In reference to NHT (OJT) Grant: Is there an income requirement?**

A. There is no income requirement for trainees in the New Hire Training (NHT) Program. Trainees must be dislocated workers hired as an employee of the applicant business and must meet at least one of the dislocated worker criteria as listed in Section III.B. of the NHT Request for Proposal (RFP). Upon hire, the trainee must receive at least the New York State minimum wage. Additional points will be awarded to applicants who pay trainees above the State minimum wage.

**Q. What is the timing for hiring people to be eligible for the NHT grant?**

A. Applicants who receive an award must be prepared to enter into contract negotiations immediately, and begin training no later than six months from the date of the award letter. For New Hire Training (NHT) Program awardees, trainees must be employees of the applicant business at the time the training begins.

The applicant is responsible for recruitment of the potential trainees. Please note that trainees must be dislocated workers and the eligibility of all trainees must be verified by the local New York State Career Center. For additional information on whether someone is a dislocated worker, see Determining Dislocated Workers and Special Populations, Attachment 9 of the NHT Request for Proposal (RFP).

**Q. Is there training available for people who want to start their own businesses? Especially arts businesses? Is there funding for program development?**

A. Under the New York State Department of Labor's (NYSDOL) Consolidated Funding Application (CFA), applicants submit proposals for the training they intend to provide. Until applications are submitted, NYSDOL is not aware of the type(s) of training applicants will propose.

Per the Request for Proposal (RFP), section II.B., start-up costs, curriculum development, and assessment costs are not allowable use of funds for CFA 6.0.

Several other New York State agencies take part in the CFA and may be able to fund additional activities. For information on other types of available grants, please visit <https://www.ny.gov/sites/ny.gov/files/atoms/files/2016ResourcesAvailableGuideFINALV4.pdf>.

**Q. Are veterans given priority points?**

A. New York State Department of Labor (NYSDOL) Consolidated Funding Application (CFA) proposals are reviewed for program design, program cost, and Regional Economic Development Council (REDC) alignment. The Special Populations Training (SPT) Program is specifically targeted to individuals with barriers to employment and veterans. Additionally, applications intending to serve veterans and/or other special populations will receive additional points in program design under the New Hire Training (NHT) and Unemployed Worker Training (UWT) programs. For a complete list of individuals with barriers to employment, please see Request for Proposal (RFP) Attachment 9, Determining Dislocated Workers and Special Populations.

Applicants that propose projects that are part of the Veterans' Related Project statewide initiative will also be looked upon favorably in the REDC's scoring.

**Q. Are the Training Funds Matching Funds?**

A. Under the New Hire Training (NHT) Program, the applicant business will receive up to 50% of the wage rate of the participant receiving on-site occupational skills training. If the applicant chooses to use leveraged funds beyond the 50% reimbursement, though not required, additional points will be awarded during scoring. For the Existing Employee Training (EET), Unemployed Worker Training (UWT), and Special Populations Training (SPT) programs, the applicant's use of leveraged funds is encouraged and additional points will be awarded to those providing leveraged funding. Please see section II.C of the respective program's Request for Proposal (RFP) for additional information on leveraged resources.

**Q. What age constitutes 'older worker' in regard to special populations?**

A. According to the Workforce Innovation and Opportunity Act (WIOA) §3 (39), the term "older individual" refers to an individual age 55 or older.

**Q. Can my organization be considered the training provider for staff development, for special populations?**

A. No, the applicant organization cannot provide training for staff development under the Special Populations Training (SPT) Program. The intent of the SPT Program is to fund occupational skills training for dislocated workers in special populations who have barriers to employment and not for existing staff of the organization.

If an organization is interested in providing training for staff development, it should consider applying to the Existing Employee Training (EET) Program. Please note that under the EET Program, funding is

provided to for-profit and not-for-profit businesses to train existing workers who will enter or remain in middle-skills occupations. Middle-skills occupations are defined as those that require postsecondary education and/or training but less than a bachelor's degree. The postsecondary education and/or training may include an associate's degree, vocational certificates, significant on-the-job training, previous work experience, or some college. Low and middle-skills occupations are determined based on the Job Zone (1, 2 or 3) of the occupations, available at [www.onetonline.org](http://www.onetonline.org), or described in detail in Attachment 10 to the Request for Proposal (RFP).

**Q. Does the funding cover adaptive training equipment/material such as robotic simulator mannequins for healthcare training/HVAC/Welding?**

A. Per section II.B. of the Requests for Proposal (RFPs), the purchase of equipment is considered an unallowable cost under the Consolidated Funding Application (CFA).

For Exiting Employee Training (EET), Special Populations Training (SPT), and Unemployed Worker Training (UWT) programs, books and training materials directly associated with the training are allowable, with the intention that the trainee(s) will keep these books and/or training materials upon completion of the training. Books and training materials are budgeted separately from the tuition/classroom training costs. If materials such as adaptive training equipment are directly associated with the training and will be kept by the trainees, they may be budgeted into the application.

**Q. Are the costs associated with developing the training curriculum included in the reimbursement?**

A. No, curriculum development is not considered an allowable training under round 6.0 of the Consolidated Funding Application (section II.B of the Request for Proposal).

**Q. Does the EET training program have to include someone with less than an associate's degree?**

A. Trainee eligibility, under the Existing Employee Training (EET) Program, is based on the typical education level of an individual in low and middle-skills occupations, and not the education level of the trainees. Low-skills occupations are those that typically require a high school education or less, while middle-skills occupations typically require some postsecondary education and/or training, but less than a bachelor's degree. The postsecondary education/training may include an associate's degree, vocational certificates, significant on-the-job training, previous work experience or some college. Low and middle-skills occupations are determined based on the Job Zone (1, 2 or 3) of the occupations, available at [www.onetonline.org](http://www.onetonline.org), or described in detail in Attachment 10 to the Request for Proposal (RFP) available at [www.labor.ny.gov](http://www.labor.ny.gov).

**Q. Where is the approved vendors list? Does the vendor have to be located in NY?**

A. There is not an approved Consolidated Funding Application (CFA) vendors list. There is a New York State Eligible Training Provider List (ETPL), but organizations applying to the CFA are not required to be on the ETPL. Training may take place outside of New York State, but travel and salary costs must be paid by the applicant and not the trainee. In addition, training may take the form of a distance learning course, but the trainee must be located in New York State in this instance (Request for Proposal section II.B.).

**Q. For displaced homemakers, does that mean the primary earner has to be fully unemployed?**

A. Displaced homemakers will need to self-attest that they are displaced homemakers. As stated in section III.B. of the Unemployed Worker Training (UWT) and Special Populations Training (SPT) Request for Proposal (RFP), “no longer supported by that income” as a description of a displaced homemaker may refer to, but is not limited to:

- The homemaker’s spouse becoming unemployed;
- A spouse’s death;
- The family receiving public benefits; and/or
- Divorce

Applicants must refer potential trainees to the nearest Career Center where staff will determine whether or not the displaced homemaker is eligible as a dislocated worker based on the self-attestation and any additional information provided.

**Q. If you’re a non-profit training provider, can you apply for any of these special populations?**

A. Yes, if the applicant is a non-profit training provider, it may apply for one or more of the special populations it intends to serve under either the Unemployed Worker Training (UWT) Program or Special Populations Training (SPT) Program. Per the SPT Program Request for Proposal (RFP), at least 80% of the applicant’s proposed trainees must be from one or more of the special populations listed in Attachment 9, Determining Dislocated Workers and Special Populations.

**Q. Where can I obtain more information on the NYSDOL CFA programs?**

A. Further information on the New York State Department of Labor’s (NYSDOL) Consolidated Funding Application (CFA) programs can be found at <http://labor.ny.gov/CFA/index.shtm>. This page contains the Request for Proposal (RFP) of each of the four NYSDOL programs and all required attachments to the application, a one-page comparison chart of the four programs, additional questions and answers submitted directly to NYSDOL through the [CFA@labor.ny.gov](mailto:CFA@labor.ny.gov) mailbox, and a link to pre-recorded webinars about the NYSDOL CFA programs.

Specific questions may be submitted directly to [CFA@labor.ny.gov](mailto:CFA@labor.ny.gov). An updated document containing all questions and answers is posted each Friday on the NYSDOL CFA webpage.