



## **NYSDOL Request for Applications #25-M: ADVANCE-NY (Summary)**

### **Purpose**

ADVANCE-NY provides federal Workforce Investment Act (WIA) monies to businesses to train incumbent workers in specific occupational skills needed by that business or industry that directly lead to increased wages and career growth. Applicants must demonstrate that the training will result in workers' acquisition of transferable occupational skills, industry-recognized certification or credentials and higher wages (trainee wages must be increased within 6 months after the end date of the contract).

### **Who Can Apply**

- A private sector, for-profit or not-for-profit business (with four or more employees)
- All applicants must be headquartered or have at least one physical location in New York State.
- Applications from businesses who have received funds for training from any New York State Government source (including New York State Department of Labor Office of Workforce Development and Training, and/or CDO Workforce) over the past five (5) years which the terms of prior contract outcomes have been met or completed may apply for funding
- Applicants that do not disclose prior grants will be disqualified from receiving any further WD&T training grant funding.
- Consultants, training providers, trade organizations or any other third party entity are not eligible to apply for these funds on behalf of other organizations.
- **Businesses are only eligible to receive a maximum of \$50,000 annually (rolling calendar year), and a lifetime maximum of \$100,000 for each organization. For example, if a \$50,000 ADVANCE-NY grant was awarded on December 1, 2007, the grant recipient would be unable to receive another award until December 1, 2008 or later. However if a \$35,000 ADVANCE-NY grant was awarded on December 1, 2007 and that contract was successfully completed and closed out, the grant recipient could receive another ADVANCE-NY award (of up to \$15,000) within that same annual period. These maximums are based on the amount awarded NOT amount reimbursed.**

### **Who Can Be Trained**

- New and incumbent workers employed in New York State. (Position(s) targeted for training must exist and be filled at the time that the application is submitted).
- Public (federal, state, county, and municipal) employees are not eligible to be trained under this initiative.
- Large companies (defined as those employing over 100 employees at a single or multiple facilities in NYS) must pay a cash match of at least 25% of the actual instructional costs (does not include wages)

## Funding

- Up to \$12 million is available statewide on a continuous application basis for individual grant awards up to \$50,000. There is no minimum award amount.
- Contracts will be awarded for a period of up to six (6) months for approved program expenditures on a cost reimbursement basis.
- Allowable program costs for funding under this grant include classroom-based training (on-site or off-site), distance learning or in-house training costs.
- Funds cannot be used for OJT, wage subsidies, employee wages and/or benefits while attending training, equipment or software purchases, administrative costs, costs of books or training materials, or facility-related costs.
- General skills training (to include management and supervision, communication, teamwork, time management, etc) and basic computer literacy (Outlook, Word, Excel, PowerPoint, Project, Access, QuickBooks, Peachtree, etc) training are restricted under this grant.
- Grant recipients will be required to provide reports documenting the outcomes of the project.

## Timeline

NO DEADLINE FOR APPLICATIONS AT THIS TIME. Applications will be reviewed and award decisions made on a monthly basis. Applicants receiving a grant award must be prepared to begin training immediately upon execution of a contract with NYSDOL. Please allow at least 8-12 weeks for notification of an award.

## For More Information

- RFP and application information is posted at the NYSDOL website <http://www.workforcenewyork.org/rfa25-m/rfa25m.htm>
- All applications must be submitted electronically, and hard copies of bids and attachments must be mailed to the Department within 5 calendar days of submitting electronic application
- Questions regarding the RFP may be e-mailed on a continuous basis to [onestop@labor.state.ny.us](mailto:onestop@labor.state.ny.us) (reference "RFA #25-M, ADVANCE-NY." on the subject line).
- Answers to questions are continuously posted on the State website at <http://www.workforcenewyork.org/rfa25-m/rfa25mqsas.htm>

## Local Workforce Investment System Contacts (Chenango/Delaware/Otsego)

Denise Hebbard  
Business Services Representative  
607-244-9909

Alan Sessions  
Business Services Representative  
607-432-4800 X103

Kevin Price  
Executive Director  
607-432-4800 X118