



# New York State Department of Labor

## Consolidated Funding Application On-the-Job Training Program



## ***Congratulations!***

- CFA Award Winners
  - Western NY      5 awards
  - Finger Lakes      1 award
  - Mohawk Valley      2 awards
  - Capital Region      2 awards
  - Hudson Valley      1 award
- Public-Private partnership



## Today's Agenda

- On-the-Job Training Overview
- Role of Business Services
- OJT Development Process
- Contract Development Process
- Reimbursement
- Monitoring
- Next Steps

## Consolidated Funding Application

- NYSDOL issued \$3 million
  - Incumbent Worker Skills Upgrade Training
  - On-the-Job Training (OJT)
  - Unemployed Worker Skills Training

## CFA OJT Parameters

- Funds are for training new hires
  - Maximum award per employee is \$5,000
  - Maximum award per business is \$50,000
- Candidates must be long-term unemployed
  - 26 weeks or more; or
  - Within 5 weeks of exhausting 26 weeks of UI benefits

## CFA OJT Parameters

- Individual must be hired for a full-time position (35 hrs/week)
- Position must pay \$10/hr minimum
- Hires must be employees; not independent contractors

## CFA OJT Parameters

- Training cannot to exceed six months (1,040 hours)
- Reimbursement
  - Up to 50% of the new hire's wages for the duration of the training.
  - Overtime wages will not be reimbursed

## Program Expectations

- The new hire is expected to be retained beyond completion of the OJT
- Training will take place during normal shift / hours hired to work
- Current employees will not be displaced by the new hire
- Business must comply with state and federal labor laws

## Business Services - Why?

**Workforce Investment Act of 1998 (WIA) -** Comprehensive reform legislation creating a workforce system focused on dual customers:

- **Jobseekers** - Provide Americans with tools to manage their careers through information and high quality services; and
- **Businesses** - Assist U.S. businesses in finding skilled workers.



## Business Services - Who?

- Regional Staff in 10 Labor Market Regions covering the entire state
- Key NYSDOL personnel include:
  - One Associate Business Service Representative;
  - One Occupational Analyst; and
  - Multiple Business Service Reps per region.
- Business Services Partners from Local Workforce Investment Areas (LWIAs) on our Regional Business Service Teams.



## Business Services - What?

- Job Posting and Recruiting Assistance
- Human Resource Assistance
- Tax Credits
- Business Associations and Networks
- Hiring and Training Incentives

## On-the-Job Training (OJT)

- Provided under a contract with an employer in the public, private nonprofit or private sector.
- Occupational training is provided in exchange for the *reimbursement* of up to 50% of the wage to compensate for the employer's extraordinary costs.

WIA sec. 101(31)(B)

## OJT Successes

- Local WIA OJT
- National Emergency Grant OJT
  - \$3.4 M awarded to 300+ businesses, creating more than 500 job opportunities.
- Statewide OJT
  - \$1.1 M awarded to 160 businesses, putting 323 people back to work.
- Success Stories

## Our Shared Accountability

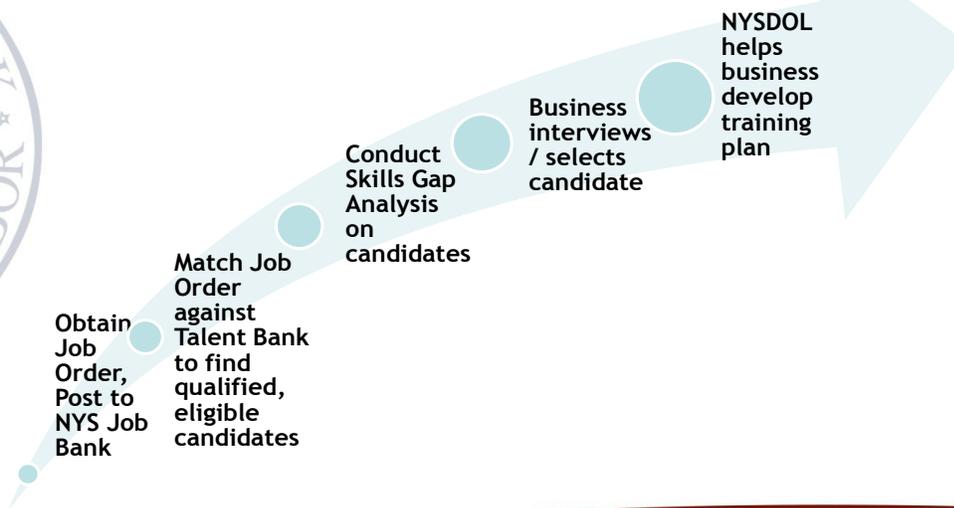
- State Government
- Federal Government
- Taxpayers

# OJT Development Process

- Associate Business Services Representative contacts awardees in their region
  - Review required documents
  - Obtain Job Orders

<http://www.labor.ny.gov/cfa/index.shtm>

# OJT Development Process



## Skill Gap Analysis

- OJT contracts are limited to the period required for a participant to become proficient in the training occupation.
- Consideration should be given to the skill requirements of the occupation, the academic, occupational and prior work experience of the trainee.

(WIA sec. 101(31)(C))

## Skill Gap Analysis (Cont'd)

- NYSDOL Occupational Analysts will:
  - Work with your business to understand the knowledge, skills and abilities elemental to the position;
  - Assess candidates to determine their existing skills and aptitudes; and
  - Develop a detailed training plan to close the gap.

# Training Plan

- A contract between business and new hire
- Lists wages, skills to be learned and hours worked
- Must be signed by the business and the new hire
- Plan is basis of business contract with DOL



Training Plan is the basis of the contract with DOL, but is a contract between the business and the new hire(s).  
Plan must include:

Name of the new hire

Job Title, Job Description and Hourly Rate

Training Start and End Dates

Supervisor's Name and Title

Training location and # Training Hours Per Week

List of specific skills to be learned and estimated # training hours per skill

Wage x OJT hours x reimbursement rate = total OJT cost

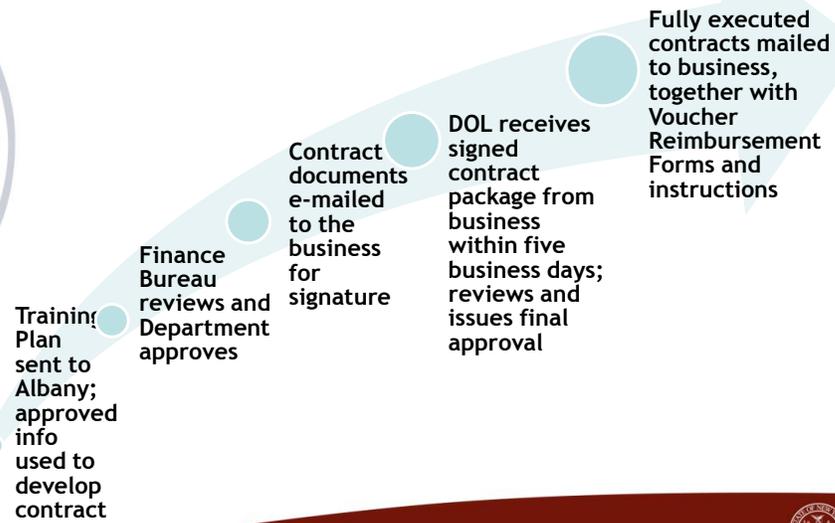
Plan must be signed by both the business and the new hire.

Training Plan is completed, sent to Albany for review and approval and DOL uses the information to develop the contract.

New Hire can begin working prior to executed contract as long as there is an approved training plan.

If a hire has already been made, the candidate's history will need to be reviewed to determine if they can be covered by the OJT program.

# Contract Development





## Contract Development

- Contracts may last up to one year
  - A 3-month extension may be granted
- Hires can occur at any time during those twelve months
- Training cannot exceed six months
- Every round of hiring requires a Contract Modification
  - An extension also requires a modification



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Limited no-cost extension may be approved at the discretion of the Department. With the extension, the total period of the contract cannot exceed 15 months.

Hires could start anytime from the date of the award letter if hire meets program requirements and has a skill gap analysis was conducted prior to hire. Otherwise, hires cannot begin until the OJT Agreement has been completed and sent to Albany for review and approval.

All training activities must be completed within the contract timeframe. Any training expenses incurred prior to a fully executed contract would be the responsibility of the contractor if the contract did not make it through to execution. Additionally, if any training were to occur prior to the contract start date, the contractor would be responsible for those expenses.



# Contract Components

- NYSDOL Face Pages and Standard Agreement
- APPENDIX A (Standard Clauses for Contracts)
- APPENDIX B (Project Budget and Program Narrative)
- APPENDIX C (General Terms and Conditions)
- Consolidated Funding Application RFP and Certifications
- CFA Application
- Training Plan
- APPENDIX D (Federal and State Certifications)
- APPENDIX X (Modification Agreement Form)



Face Pages and Standard Agreement – summarizes contract details (contract number, award amount, training dates, etc.). Four copies of this page included in contract. Must be signed, dated and notarized and all four copies returned with the rest of the contract documents.

Standard Clauses for Contracts / Terms & Conditions / Federal & State Verifications – Terms & Conditions was revised and now must be signed by the same person who signs the face pages.

Project Budget lists the individuals being hired and all approved OJT costs

Copies of the RFP, initial CFA Application and the Training Plans (1 per hire) for reference.

Modification Agreement - used to change any aspect of contract (total number of hires or the duration)

All pages must be returned to DOL to Execute the contract. A copy of the entire contract will be returned for business's records.

## Contract Components

- Minority and Women-Owned Business Enterprises (MWBE) participation goals
- Equal Employment Opportunity (EEO) Staffing Goals
- More details will be provided during contract development

## Reimbursement Process

- Contract must be executed, before business can submit for reimbursement of OJT wages
- Reimbursement requests should be submitted on a monthly basis
  - Vouchers should be submitted within 15 days after the end of the month for monthly reimbursement
- Payment on a reimbursement request normally takes 3 weeks from receipt at DOL in Albany

## Monitoring

- NYSDOL is required to conduct monitoring on WIA funded initiatives
- Two types of monitoring
  - Fiscal Monitoring
  - Training Monitoring

## Fiscal Monitoring

- Financial Oversight and Technical Assistance Unit is required to conduct periodic Contractor Assistance Program (CAP) reviews to ensure
  - Reported costs are supported by agency records and documentation
  - Costs are reasonable, allowable and in compliance with contract and RFP requirements
  - Program is in compliance with contract and RFP requirements
  - Technical assistance is provided as needed

## Training Monitoring

- Business Services staff will periodically check-in with trainee and supervisor to monitor success, troubleshoot issues and answer any questions.
- Post-training follow-up to gauge overall satisfaction and success.

## What's Next?

- Job Order Development
- Candidate Sourcing
- Interviews and Candidate Selection
- Skill Gap Analysis and Training Plan
- Contract Development and Execution
- Support and Monitoring

# Questions?

- Questions on the process should be directed to:

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