

# Workforce Initiatives Program For PS&T Unit Employees



## Guidelines and Application for the period April 1, 2009 - March 31, 2011



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# Workforce Initiatives Program

For PS&T Unit Employees

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# Workforce Initiatives Program

For PS&T Unit Employees

## Program Guidelines

### A. Purpose

The Workforce Initiatives (WFI) Program provides funding to address education and training needs of employees in the Professional, Scientific, and Technical Services Unit (PS&T Unit). WFI proposals are a vehicle by which labor and management work together to address educational needs of employees in the PS&T Unit. WFI project proposals must have the support of both labor and management, and address education and/or training needs resulting from:

- Changes in agency or organization mission and goals
- Changes in work processes
- Changes in legal and/or regulatory requirements
- Changes resulting from technological advances

The WFI Program is funded by Article 15 of the 2007-2011 negotiated agreement between the State of New York and the Public Employees Federation (PEF) and administered by the Governor's Office of Employee Relations (GOER). Oversight of the WFI program is provided by the Professional Development Committee (PDC), which is comprised of representatives from GOER and PEF.

### B. Interim Funding Plan and Program Highlights

The process for implementation and funding of WFI projects has been modified for April 1, 2009 through March 31, 2011. For this time period, the WFI program will not be a grant and reimbursement program. Instead, the PDC will arrange for development and delivery of all approved projects.

#### 2009-2011 WFI Program Highlights

- WFI program will not be a grant-based reimbursement program.
- The PDC reviews and makes final decisions on all project proposals.
- The PDC will arrange for development and delivery of approved projects.
- Application deadline dates are staggered over two years depending upon proposed delivery dates.

### C. Eligibility Criteria

Proposals will be evaluated in accordance with the following eligibility criteria:

1. The proposal addresses identified education and/or training needs of employees in the PS&T Unit resulting from
  - Changes in agency or organizational mission and goals
  - Changes in work processes
  - Changes in legal and/or regulatory requirements
  - Changes resulting from technological advances
2. The proposal shows that labor and management representatives have collaborated on and support the proposal.

3. Program proposals cannot be used to duplicate other labor/management-funded programs or supplement/replace an agency's budget for routine or required training programs.
4. Where applicable, the agency contributes to the project. This could include in-kind contributions of personnel and agency resources, as well as release time for participants.
5. The proposal is cost effective, as shown by the number of participants who will benefit or be trained, on-going utilization of training, and overall impact of training on the agency.
6. The project evaluation plan is developed by labor and management.
7. We encourage projects that:
  - Have the potential for replication in other agencies
  - Involve more than one agency
  - Are delivered to agency employees statewide
  - Can be sustained beyond the initial project
  - Teach skills to prepare for both current and future workforce needs

#### *Examples of Previous Projects*

Office of Mental Retardation and Developmental Disabilities, Finger Lakes DDSO – project to develop and deliver the course, “Creative Problem Solving.”

Department of Taxation and Finance – developed and implemented the workshop, “Effective Writing for Tax Employees.”

Office of Parks, Recreation and Historic Preservation – trained employees in six locations on Emergency Response.

Office of Alcoholism and Substance Abuse Services – developed a statewide training, “Preventing Crisis Situations and Violence in the Workplace.”

#### **D. Submission Dates**

There is a limit of one project per application. However, applicants may submit applications for more than one project. If applicants submit more than one application, the priority order must be designated on the application form. All WFI project proposals must be submitted and received by the appropriate deadline date. Please note that if the project proposal includes curriculum development, the proposals should be submitted at least six months before proposed project delivery dates.

1. For any project to be delivered between September 1, 2009 and December 31, 2009, an application must be submitted and received by June 30, 2009.
2. For any project to be delivered between January 1, 2010 and April 30, 2010, an application must be submitted and received by October 31, 2009.
3. For any project to be delivered between May 1, 2010 and August 31, 2010, an application must be submitted and received by February 26, 2010.
4. For any project to be delivered between September 1, 2010 and December 31, 2010, an application must be submitted and received by June 30, 2010.

5. For any project to be delivered between January 1, 2011 and March 31, 2011, an application must be submitted and received by October 31, 2010.

#### **E. How to Apply**

1. The application is available on the GOER website ([www.goer.state.ny.us/train](http://www.goer.state.ny.us/train)) in Microsoft Word format. You may use this Word version to complete the application. Complete all three parts of the Workforce Initiatives Program Application:

- Part A: Cover Sheet
- Part B: Project Narrative
- Part C: Project Overview

2. Obtain the required signatures of management and labor representatives.

3. Mail the completed application to:

Jim Sammons, WFI Program Manager  
Governor's Office of Employee Relations  
2 Empire State Plaza, 7<sup>th</sup> Floor  
Albany, NY 12223-1250

#### **F. Proposal Review and Notification**

The Professional Development Committee (PDC) will review proposals at meetings, which are held every six weeks. This process can take at least 2-3 months, so please plan accordingly because the PDC must review and approve the projects. The Project Coordinator designated on the Application Cover Sheet will be advised of the PDC's determination in writing. The determination will be one of the following:

**Approval** - The proposed project can move forward in accordance with section G.

**Conditional Approval** - Approval will be granted if additional information is provided and/or specific modifications to the project are made.

**Disapproval** - A proposal is disapproved for specific written reasons. This does not preclude the applicant from revising the proposal and resubmitting at a later date.

#### **G. Project Implementation Guidelines**

Once the application has been reviewed and approved by the PDC, the WFI Program Manager will work with the Project Coordinator designated on the Application Cover Sheet to implement the project. Certain rules do apply:

1. Any changes to the project require approval by the PDC.
2. WFI projects cannot be used to duplicate other labor/management-funded programs or supplement/replace an agency's budget for routine or required training programs.

***Please note that in order to be implemented in a timely fashion, all projects must be submitted for approval to the PDC by the appropriate deadline date.***

#### **H. Additional Information and Assistance**

For additional information or assistance in completing your application, contact Jim Sammons from GOER at [jsammons@goer.state.ny.us](mailto:jsammons@goer.state.ny.us) or (518) 474-6613 or Kim Loccisano from PEF at, [kloccisano@pef.org](mailto:kloccisano@pef.org) or (518) 785-1900 ext. 240.

# Workforce Initiatives Program 2009 - 2011

For PS&T Unit Employees  
**Application**

**Applications are accepted on a rolling basis and must be received by the appropriate deadline date.  
(See Section D of the guidelines for application deadline dates.)**

**Multiple Proposals:** Although funding for more than one project may be requested, describe only one project per application. If you submit more than one application, please rank your projects using one (1) as highest priority, and indicate this project's rank here: \_\_\_\_\_ .

WFI Program Guidelines and Application are available at: [www.goer.state.ny.us/train](http://www.goer.state.ny.us/train). You may complete this application using MS-Word.

**Date of Submission:** \_\_\_\_\_

## Part A. Application Cover Sheet

1. Agency name: \_\_\_\_\_
2. Facility (if applicable): \_\_\_\_\_
3. Total number of PS&T employees participating: \_\_\_\_\_
4. Title(s) of targeted employees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Project subject: \_\_\_\_\_
6. Brief project description: \_\_\_\_\_  
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\_\_\_\_\_

# Workforce Initiatives Program

## 2009 - 2011

For PS&T Unit Employees

### Application

#### Part A. Application Cover Sheet (continued)

7. Project Coordinator: Provide the name of the site contact or lead person who will be responsible for fulfilling all project requirements (project implementation and evaluation).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_

8. Labor/Management Contact Information: By submitting this application, the agency management and PEF representatives named below certify that all information contained in this application is accurate and complete, and that development of this grant proposal has been a joint collaboration.

#### Management Representative

#### PEF Representative

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PEF Division Number: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **Workforce Initiatives Programs 2009 - 2011**

For PS&T Unit Employees  
**Application**

## **Part B: Project Narrative**

Attach a typed narrative that answers the following questions. Be specific and reference your answers using the numbers below.

1. Describe the education or training need and how you identified this need. If there was a change that precipitated this need, describe that change.
2. Describe the proposed delivery method(s) for the project and basis for selection of delivery method. (online course, workshop, train-the-trainer, teleconference, curriculum development).
3. Describe how this project will benefit employees and your agency.
4. Describe the actions and steps your agency will take to reinforce this project in the workplace.
5. Describe how you will communicate to eligible employees the availability of the project.
6. Describe how you will recruit and select participants.
7. Describe how the project will be evaluated by labor and management.
8. Describe the time line for implementation and evaluation of your project.
9. Describe the agency's contribution to this project, including space, material duplication, subject matter expertise, travel and release time, etc.
10. Describe any additional information that you would like to be considered in reviewing this application.

