

# **Workforce Initiatives Program**

## **for PEF-Represented Employees**

### **Guidelines and Application**

for the

### **April 1, 2012 - March 31, 2015**

### **Contract Period**



Governor's Office of Employee Relations



Susan M. Kent, President  
Public Employees Federation, AFL-CIO

# Workforce Initiatives Program

for PEF-Represented Employees

## Table of Contents

### Program Guidelines

A. Purpose.....	1
B. Funding Plan and Program Highlights.....	1
C. Eligibility Criteria.....	2
D. Submission Dates.....	3
E. How to Apply.....	3
F. Proposal Review and Notification.....	4
G. Project Implementation Guidelines.....	4
H. Additional Information and Assistance.....	4

### Program Application

A. Application Cover Sheet.....	1
B. Project Narrative.....	3
C. Project Budget.....	4
D. Project Overview.....	6

# Workforce Initiatives Program

for PEF-Represented Employees

## Program Guidelines

### A. Purpose

The Workforce Initiatives (WFI) Program is a vehicle by which labor and management work together to provide funding to address education and training needs of PEF-represented employees. WFI project proposals must have the support of both labor and management, and address education or training needs resulting from:

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

The WFI Program is funded by Article 15.4 of the 2011-2015 negotiated Agreement between the State of New York and the Public Employees Federation, AFL-CIO (PEF), and administered by the Governor's Office of Employee Relations (GOER). The Professional Development Committee (PDC), comprised of representatives from GOER and PEF, oversees the program, which is subject to available funding.

### B. Funding Plan and Program Highlights

The implementation and funding of WFI projects will be administered through the PDC. If the project is approved, the agency will be notified about how to proceed.

#### 2012 - 2015 WFI Program Highlights

- Proposals must have joint support of labor and management representatives.
- Applications are due by April 1 or October 1. Final application submission period ends October 1, 2014.
- The PDC reviews and makes final decisions on all WFI applications.
- The program expires March 31, 2015.
- All WFI projects must be completed by March 1, 2015.
- Reimbursement request invoices and support documentation must be submitted by March 31, 2015.

<b>Workforce Initiative Grant Application Due Dates</b>
April 1, 2013
October 1, 2013
April 1, 2014
October 1, 2014

### **C. Eligibility Criteria**

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

1. The proposal addresses identified education or training needs of PEF-represented employees resulting from:
  - changes in agency or organization mission or goals
  - changes in work processes
  - changes in legal 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 to supplement or 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 use of the training, and overall impact of training on the agency.
6. The project evaluation plan goes beyond participant satisfaction surveys to include measurements such as pre-tests, post-tests and post-learning surveys of participants, supervisors, or agencies.
7. We encourage projects that:
  - have the potential to be replicated 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**

### *“Investigation Skills and Technology” Department of Agriculture and Markets*

Ag and Market Inspectors were instructed on using investigative interviewing skills in a regulatory setting. The training also covered methods of conducting internet-based and electronic investigations.

### *“Use of the Reid Technique for Interviews and Interrogation” Office of the Medicaid Inspector General*

Medicaid Fraud Investigators were trained on using specialized interview and interrogation techniques to enhance their investigation skills.

### *“Collaboration of Care for Dual Disorders” Office of Mental Health and Office for People With Developmental Disabilities*

OMH and OPWDD healthcare workers were trained on the unique needs of patients with dual disorders, mental illness and developmental disability.

### *“Comprehensive Assessment of Autism Spectrum Disorders” Office for People With Developmental Disabilities*

OPWDD psychologists were instructed on using a diagnostic assessment tool for Autism Spectrum Disorders.

## **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 applications must be received by April 1 or October 1. Final application submission period ends on October 1, 2014. If a project proposal includes curriculum development, it should be submitted at least six months before proposed project delivery dates.

## **E. How to Apply**

The WFI guidelines and application are available on the GOER website:

[http://www.goer.ny.gov/Forms/WODU/Workforce Initiatives Program 2013-2015.pdf](http://www.goer.ny.gov/Forms/WODU/Workforce_Initiatives_Program_2013-2015.pdf)

1. Complete all four parts of the Workforce Initiatives Program Application:
  - Part A: Cover Sheet
  - Part B: Project Narrative
  - Part C: Project Budget
  - Part D: Project Overview
2. Obtain the required signatures of management and labor representatives.

3. Mail completed application to:

Linda Underwood  
WFI Program Manager  
Governor's Office of Employee Relations  
2 Empire State Plaza, 7th Floor  
Albany, NY 12223-1250  
or  
PDF format to [WODUPrograms@goer.ny.gov](mailto:WODUPrograms@goer.ny.gov)

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

Workforce Initiative applications, due April 1 and October 1, each year for the duration of the program, will be reviewed by the PDC. This process can take at least two to three months, so please plan accordingly. The Committee may ask for clarification or for more information. 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 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 PDC reviews and approves the application, the WFI Program Manager will work with the Project Coordinator designated on the application cover sheet to implement the project. Certain rules 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 to supplement or replace an agency's budget for routine or required training programs.

*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 GOER's WFI Program Manager at [WODUPrograms@goer.ny.gov](mailto:WODUPrograms@goer.ny.gov), (518) 474-6772, or Kim Loccisano from PEF at [kloccisano@pef.org](mailto:kloccisano@pef.org), (518) 785-1900 ext. 240.

# Workforce Initiatives Program

## 2012 - 2015

for PEF-Represented Employees

### Application

*Applications will be reviewed twice a year and must be submitted by April 1 or October 1. (See "Application Due Dates" in Section B.) In no case will applications be accepted after October 1, 2014.*

**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, ranking the highest-priority project "1". Indicate this project's rank here: \_\_\_\_\_ .

WFI Program Guidelines and Application are available at

[http://www.goer.ny.gov/Forms/WODU/Workforce\\_Initiatives\\_Program\\_2013-2015.pdf](http://www.goer.ny.gov/Forms/WODU/Workforce_Initiatives_Program_2013-2015.pdf):

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

### Part A. Application Cover Sheet

1. Agency name: \_\_\_\_\_

2. Facility (if applicable): \_\_\_\_\_

3. Total number of PS&T employees participating: \_\_\_\_\_

4. Titles of targeted employees: \_\_\_\_\_

\_\_\_\_\_

5. Project subject: \_\_\_\_\_

6. Brief project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Workforce Initiatives Program

## 2012 - 2015

for PEF-Represented 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 Local Number: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

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

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

# Workforce Initiatives Program

## 2012 - 2015

for PEF-Represented Employees

### Application

#### Part B: Project Narrative

Attach a typed narrative that answers the following questions. Be specific and number 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 methods for the project (online course, workshop, train-the-trainer, teleconference, curriculum development) and basis for selecting the delivery methods.
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. You are required to go beyond a participant satisfaction survey to include measurements such as pre-tests, post-tests and post-learning surveys of participants, supervisors, or agencies.
8. Describe the timeline for implementing and evaluating your project.
9. Describe the agency's contribution to this project, including space, producing materials, subject matter expertise, and travel and release time.
10. Describe any additional information that you would like to be considered in reviewing this application.

# Workforce Initiatives Program

## 2012 - 2015

for PEF-Represented Employees

### Application

#### Part C: Project Budget

Please list all costs within the four budget categories. Attach additional sheets if necessary.

- 1. Personnel:** Includes fees for consultants, and workshop presenters, along with any consultant travel, lodging, and meals (NYS does not cover lunches). Include per day fee, where it applies.

**Example:** Workshop Presenter Fee: \$800 per day x 2 days = \$1,600.

Consultant Fees:	\$ _____
Workshop Presenter Fees:	\$ _____
Consultant Travel:	\$ _____
Consultant Lodging:	\$ _____
Consultant Meals:	\$ _____
Other (Specify): _____	\$ _____
_____	\$ _____
<b>Total Cost (Personnel)</b>	\$ _____
<b>Agency Contribution (subtract)</b>	\$ ( _____ )
<b>Other Support (subtract)</b>	\$ ( _____ )
<b>Requested Grant Funding</b>	\$ _____

- 2. Materials and Supplies:** Includes workshop materials and handouts, printing, film or video rental, and postage for publicity mailings. Specify quantities where appropriate.

**Example:** Printing: 0.10 per page x 100 pages = \$10.

Workshop Materials:	\$ _____
Printing:	\$ _____
Film or Video Rental:	\$ _____
Postage:	\$ _____
Other (Specify): _____	\$ _____
_____	\$ _____
<b>Total Cost (Materials/Supplies)</b>	\$ _____
<b>Agency Contribution (subtract)</b>	\$ ( _____ )
<b>Other Support (subtract)</b>	\$ ( _____ )
<b>Requested Grant Funding</b>	\$ _____

# Workforce Initiatives Program

## 2012 - 2015

for PEF-Represented Employees

### Application

#### Part C: Project Budget

(continued)

- 3. Facilities:** Includes AV equipment and room rentals (rate per day). State space should be used if available. **Example:** Room Rental: \$600 per day x 3 days = \$1800.

Equipment Rental:	\$ _____
Room Rental (include rate per day):	\$ _____
Other (Specify): _____	\$ _____
_____	\$ _____
<b>Total Cost (Facilities)</b>	\$ _____
<b>Agency Contribution (subtract)</b>	\$ ( _____ )
<b>Other Support (subtract)</b>	\$ ( _____ )
<b>Requested Grant Funding</b>	\$ _____

- 4. Other Expenses:** Specify items that do not fit into the above categories.

Item 1: _____	\$ _____
Item 2: _____	\$ _____
Item 3: _____	\$ _____
Item 4: _____	\$ _____
<b>Total Cost (Other)</b>	\$ _____
<b>Agency Contribution (subtract)</b>	\$ ( _____ )
<b>Other Support (subtract)</b>	\$ ( _____ )
<b>Requested Grant Funding</b>	\$ _____

**TOTAL FUNDING REQUESTED (add amount requested in all categories):** \$ \_\_\_\_\_

**COST PER PARTICIPANT** \$ \_\_\_\_\_

# Workforce Initiatives Program

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### Application

#### Part D: Project Overview

1. If there is a vendor that you would like to be considered, provide the name and contact information for that vendor:

2. List the addresses where the project will be delivered, including city and facility:

3. What is the preferred delivery method? (check one)

Online course     Workshop     Train-the-Trainer     Other (specify)

4. What is the proposed duration for this project? (half-day, full-day, etc.)

5. Additional comments:

**Please send completed application to:**

Linda Underwood

WFI Program Manager

Governor's Office of Employee Relations

2 Empire State Plaza, 7th Floor

Albany, NY 12223-1250

or

PDF format to [WODUPrograms@goer.ny.gov](mailto:WODUPrograms@goer.ny.gov)