

**WORKFORCE DEVELOPMENT
PROGRAM RULES
(ARTICLE 4)**

Catskill Watershed Corporation
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Approved by the Board of Directors

October 7, 2025

Equal Opportunity Employer

CWC recognizes the importance of the Watershed to the City and the critical role of the Watershed communities in stewarding the Watershed, the importance of diversity and aquatic life in the Watershed and the importance of maintaining and preserving water quality in the Watershed. The CWC recognizes that increased awareness of the historical and present importance of the Watershed and the City's water supply through public education programs will assist in meeting these goals.

Chapter 4:01 Workforce Development Program

4:01:01 Definitions

Words used in this article mean:

- 1) "CWC": the Catskill Watershed Corporation;
- 2) "WFD Program": the Workforce Development Program.
- 3) "WOH" or "WOH Watershed": the New York City West of Hudson Watershed.
- 4) "Board" or "CWC Board": the Board of Directors of the CWC;
- 5) "DEP": the New York City Department of Environmental Protection;
- 6) "Applicant": an organization or entity that submits a proposal for funding to CWC for the proposed implementation of a workforce development project;
- 7) "MOA": the New York City Watershed Memorandum of Agreement.
- 8) "Agreement": the Public Education III Agreement between the New York City Department of Environmental Protection and the Catskill Watershed Corporation dated 8/27/2025.
- 9) "Eligible Project": a Workforce Development Project that meets the eligibility requirements.
- 10) "Program Funds": any New York City funds and any earnings thereon remitted to CWC hereunder for the purposes of carrying out the WFD Program in accordance with the terms of the Agreement.
- 11) "Program Participant": an eligible Applicant whose Eligible Project has been approved and has entered into a Program Participation Agreement with CWC in accordance with the terms and provisions of these Program Rules and the Agreement.
- 12) "Program Participant Agreement": a written agreement between CWC and the Program Participant governing the terms and procedures for awarding a grant to fund the Eligible Project.
- 13) "Program Rules": the written program rules governing the WFD Program, developed and modified by CWC in consultation with DEP.
- 14) "Project Contract": a contract entered into between a Program Participant and a Project Contractor for implementation of an Eligible Project in accordance with the terms and provisions of these Program Rules and the Agreement.
- 15) "Project Contractor": a contractor who has entered into an agreement with the Program Participant and performed work on an approved Eligible Project in accordance with the terms and provisions of these Program Rules and the Agreement.
- 16) "Unallocated": the amount of Program Funds provided to CWC that have not been allocated by CWC to an Eligible Project as of the date of the Reconciliation Statement (as defined in the Agreement).
- 17) "Workforce Development Project": a project that is intended to provide individuals with the knowledge, skills, training, certifications, professional licenses, and technical expertise to pursue and obtain a wide range of jobs in the WOH Watershed.
- 18) "Competitive Grant Program": the structure of WFD Program funding whereby multiple Applicants apply for a limited pool of money and selections are made based on the eligibility and comparative strength and merit of their written applications.

4:01:02 Purpose and Scope

The CWC Workforce Development Program is designed to enhance the workforce capacity within the WOH Watershed region by providing grant funding to equip individuals with the knowledge, skills, training, certifications, professional licenses, and technical expertise to pursue and obtain a wide range of jobs and careers in and in support of the WOH Watershed.

By fostering a well-trained and adaptable workforce, the program aims to support the economic vitality of the region, ensuring that businesses and industries can thrive while maintaining a commitment to environmental stewardship.

4:01:03 Program Objectives

The CWC encourages applications that seek to meet the following outcomes and address the specific challenges of workforce development in the WOH Watershed, such as:

- Training and skill development in sectors with identified current and future job opportunities within the WOH Watershed economy;
- Educating and training local residents to perform important jobs related to Watershed protection, including partnership programs;
- Facilitating practical, hands-on experience through paid apprenticeships or internships;
- Funding training programs to bridge skill gaps and promote career advancement;
- Initiatives that provide enabling services, such as childcare, transportation, housing assistance, and financial counseling, to help individuals overcome barriers to development and employment;
- Access to broadband and technology to enable digital literacy and skills training;
- Training and employment-related opportunities for individuals with disabilities;
- Hard- and soft-skill training to help individuals who are neither in school nor working to reconnect with career opportunities; and
- Providing skills and pathways to prepare youth (ages 13-30) for long-term success and the future of work in an AI/automation-driven WOH Watershed economy.

4:01:04 Competitive Grant Program

The Board shall evaluate written project applications for participation in the WFD Program, and in the Board's sole discretion, select projects to fund based on consideration of the eligibility criteria and priorities set forth below.

There shall be two application cycles for competitive grants each program year. Applications must be received by 3 p.m. the first Friday of February (Cycle 1) and received by 3 p.m. the first Friday of June (Cycle 2) and are open to all eligible activities and audiences as listed in section 4:01:07.

The CWC staff, in consultation with DEP, shall provide copies of recommended written grant applications to the Public Education Committee at least ten days before the Committee reviews the

projects to recommend to the Board for approval. CWC staff shall also provide any written evaluation comments received from DEP.

The Board shall select for funding only those projects it has evaluated and determined to be Eligible Workforce Development Projects pursuant to section 4:01:07 and the criteria listed in section 4:01:08. Once approved and the 15-day period pursuant to MOA Paragraph 107 has passed without objection, CWC shall enter written Program Participation Agreements with approved Applicants to implement selected workforce development projects and programs.

4:01:05 Distribution of Unallocated Funds

Program Funds that have not been allocated by CWC to an Eligible Project at the close of the application/award cycle 1 shall be carried forward to the next application/award cycle (cycle 2) of the current program year.

Unallocated funds remaining at the close of the program year shall be carried forward and be available for award during the next program year.

4:01:06 Size and Type of Awards

The Competitive Grant Program will be open to qualified institutions as delineated in 4:01:07. No Program Participant Agreement shall be for less than \$500.00. The Board may award less than the amount requested in the application. In determining award amounts for each Applicant, the Board shall consider the availability of funds, the proposed project, an Applicant's ability to carry out the proposed activity within 12 months of an executed Program Participant Agreement, including the ability to obtain matching funds (if applicable).

4:01:07 Eligible Applicants

To be eligible for funding awards under this program all Applicants must meet one of the following criteria or partner with a qualified institution:

1. Public, private or charter schools (grades K-12), a college or university, Board of Cooperative Education Services, a vocational or trade schools.
2. Not-for-profit corporations.
3. Public entities including municipalities, towns, villages, hamlets, counties, special-purpose districts (e.g., libraries, water, soil and water, or sewer districts) and other subdivisions of state or local government.
4. Private incorporated employers.

4:01:08 Eligibility Criteria for Funding

Applicants' project goals must clearly articulate how the proposed project will provide WOH residents or employers with the knowledge, skills, training, certifications, professional licenses, and technical expertise to pursue and obtain a wide range of jobs and careers in the WOH Watershed.

- A. Workforce Development Projects may include, but are not limited to, the following:
 - apprenticeships, internships, mentorships;
 - career development projects or events;
 - collaborations with existing workforce development entities, program or initiatives;
 - professional development trainings, seminars, courses required for licenses or accreditations, or workshops; or
 - the purchase of supplies, technology or small equipment costing less than \$50,000 in Program Funds provided that such purchases are directly related to a workforce development or career development project, program or initiative.
- B. Projects ineligible for funding include:
 - scholarships (not including eligible trainings, seminars, courses, workshops),
 - tuition costs for longer-term schooling or continuing education that leads to a degree,
 - the purchase of equipment or machinery costing more than \$50,000 in Program Funds,
 - the purchase of real property, or
 - the construction or installation of permanent buildings or structures.

4:01:09 Evaluation Criteria for Funding

Program and project design should ensure that resources are used efficiently and that the program or project is repeatable over the short or long term. In determining whether to select a project for funding, the CWC Board must address these criteria:

- A. The CWC may only enter into Program Participant Agreement to expend workforce development program funds with Eligible Applicants as defined in section 4:01:07.
- B. The proposed workforce development project must meet the eligibility criteria as defined in section 4:01:08.
- C. Proposed programs must comply with all applicable federal, state, and local laws and regulations and adhere to all applicable non-discrimination laws and ensure equal access to services for all eligible individuals.

When making a decision on an application, the Board may, in addition, examine the following factors :

- (a) Audience and number of individuals reached;
- (b) Amount of grant requested;

- (c) Specific workforce development needs within target communities (supported by data or community assessments);
- (d) Anticipated accomplishment of program goals and effect on target audience, community, area, and WOH Watershed;
- (e) The amount of the Applicant's contribution to the project.
- (f) Applicant's record of compliance in this and other CWC programs.
- (g) Applicant's track record and prior ability to perform similar or related work.

4:01:10 Program Restrictions

Grant funds from the Program may be used in the WOH Watershed region with the following restrictions:

- 1) All advertising, including print and electronic, and work products shall include a logo or tag line identifying it as paid with CWC Workforce Development Grant.
- 2) Workforce Development Funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.
- 3) Workforce Development Funds may only be used to pay costs pursuant to written agreements, reasonable and necessary fees and expenses of any consultants engaged by CWC to assist in fulfilling its duties and responsibilities and CWC's reasonable administrative costs to manage the WDP.
- 6.) CWC shall also not use Workforce Development Funds to pay any costs that have been or will be paid for with funds provided under any other City-funded program.

4:01:11 Application Requirements for Competitive Funding

Each Applicant shall submit a complete application, budget and supporting documentation to be reviewed by CWC no later than the due date.

CWC and DEP staff shall internally review and then put forward recommended applications and supporting documentation, including budget, to the Public Education Committee for review. If recommended by the Public Education Committee, CWC staff shall submit applications to the CWC Board for their review and action.

Application forms shall be provided by the CWC and must be completed and signed before an application is presented to the Public Education Committee.

The following information is required for all grant applications:

- 1.) Applicant's name and address;
- 2.) Descriptions of entity applying for grant (i.e. type of organization);
- 3.) Contact people, address, and telephone number;

- 4.) A narrative project plan which contains information regarding the Applicant's proposal and a detailed plan for how they will evaluate the effectiveness of their program in achieving its goals (specific metrics and data collection methods);
- 5.) Tax identification number;
- 6.) Name of project partner (if applicable);
- 7.) Total amount of funding requested with a detailed budget outlining how grant funds will be used and a clear justification for each expense;
- 8.) Documentation of non-profit status (if applicable);
- 9.) Letters of commitment from all collaborating agencies and/or matching funding sources (if applicable);
- 10.) Municipalities shall provide an authorizing resolution in support of the grant application;
- 11.) Approximate start-up date, and the date by which the proposed project will be complete; and
- 12.) Any other additional information as may be requested by CWC and/or Board in order to assist in grant award process;

4:01:12 Board Action On Applications

For each application put forward to them, the Board shall either approve the application as submitted, approve as recommended, approve the application with modification, table for more information, or disapprove the application.

An Applicant who believes that their application under the WFD Program was wrongly denied may request a review of the disputed application(s) by the CWC Board of Directors. The Applicant shall submit such request for appeal in writing to the President of the CWC, by certified mail, return receipt requested, within 30 days of the Applicant's receipt of denial letter. In the request for appeal, the Applicant shall identify the reason for the appeal. The CWC Board shall act upon written request no later than the next regularly scheduled CWC Board meeting that occurs at least fifteen (15) days after CWC's receipt of the completed written request for appeal.

The decision of the CWC Board of Directors after appeal is not subject to further review or revision by CWC.

4:01:13 Grantee Reporting Requirements

Each entity that is awarded a WFD Program grant is required to file a report with the CWC describing the manner in which the funds were expended, in accordance with the requirements of the Reconciliation Statement (as defined by the Agreement), at the completion of the project or within 12 months of the grant, whichever milestone occurs first.

The report shall be in a form prescribed by the CWC staff. The report must contain any applicable information relative to the measured success of the program.

Failure to submit a completed Final Report 30 days prior to the grant Program Participant Agreement's termination date may render the Applicant ineligible to apply for further CWC funding and/or may result in a return of grant funds in cases of misuse, failure to meet agreed-upon goals, or non-compliance with program rules.

4:01:14 Method of Payment

Approved Applicants shall submit payment requests only on forms provided by CWC staff.

4:01:15 Administrative Functions

The CWC staff shall process grant applications, coordinate with DEP on the evaluation of each project, forward recommended grant applications to the CWC Public Education Committee and Board, prepare and negotiate agreements, and engage in any other functions necessary to expedite and assist the Board in the performance of its duties.

Notwithstanding any assurance, guarantee, communication, or representation made to the contrary, there is no commitment of the CWC without specific authorization by the Board. Only the Board may make an award from the Workforce Development Funds to an Applicant.

4:01:16 Grant Requirements

All successful Applicants must execute a CWC Workforce Development Program Participant Agreement prior to receipt of Workforce Development funds. Applicants who have been awarded funds must submit a resolution(s) by any appropriate body (e.g., boards of directors of non-profit organizations) demonstrating authority of the individual executing the Program Participant Agreement to contract on behalf of the organization/entity, and authorization to participate and perform the activities specified in the approved grant application, prior to receipt of Workforce Development Program funds.

CWC must receive an executed Program Participant Agreement no later than 90 days after the date the application was approved by the CWC Board. If the Program Participant Agreement is not received by such date, grant approval will be deemed withdrawn. The Applicant may reapply for funding in the next round.