WORKFORCE DEVELOPMENT GRANT PROGRAM

Sponsored by the Catskill Watershed Corporation (CWC) in partnership with the NYC Department of Environmental Protection (DEP)

Information and Guidelines for Applicants

Contact: Workforce Development Program Manager, Jessica Fiedler: 845-586-1400, x106 or Matthew Holbrook: 845-586-1400, x113; *workforce@cwconline.org*

Application Deadline:
Cycle 1: First Friday of February by 3pm
Cycle 2: First Friday of June by 3 pm

Project Period: Funded projects may not start before CWC receives an executed Program Participant Agreement and are to be completed within 12 months of receiving the executed Program Participant Agreement.

Purpose: To support workforce development programs and projects that enhance the workforce capacity across the West-of-Hudson Watershed (WOH) region. CWC is offering the opportunity to apply for grant funding for eligible organizations to **equip WOH residents with the knowledge, skills, training, certifications, and technical expertise needed to pursue high-demand jobs and careers within and supporting the WOH economy**. This program is designed to support the region's economic vitality while maintaining a commitment to environmental stewardship.

Eligibility: To be eligible for funding under this program, all Applicants must meet one of the following criteria (or partner with a qualified institution that does):

1.Public, private or charter schools (grades K-12), a college or university, Board of Cooperative Education Services, and vocational or trade schools
2.Not-for-profit corporations (must provide documentation of non-profit status)
3.Public entities including municipalities, towns, villages, 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

Grant Terms and Criteria for Selection: Proposals 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 region.

Preference will be given to projects that:

- Target workforce development needs based on supporting data or community assessments
- Use resources efficiently and ensure the program or project is repeatable over the short or long term
- Include matching funds or in-kind contributions
- Offer environmental career training

Proposals MUST include an evaluation plan that describes the criteria, procedures, and tools that will be used to measure outcomes to determine whether the stated goals and objectives of the project are met.

Workforce development funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.

Proposal Submission, Evaluation, and Project Reporting: Applications that are missing ANY of the required elements or those submitted after the cycle application deadline will NOT be considered for funding. Please read the instructions in these guidelines to be sure the application is complete.

Applications are evaluated against the Program Rules by a panel of program staff at CWC and then provided to the DEP for further consideration before being submitted to the CWC Board of Directors.

Applications must receive the approval of the CWC Board of Directors and the DEP. Recipient organizations must enter into a Program Participant Agreement with CWC. A final report, including documentation of expenditures and an evaluation of project outcomes is required at the conclusion of the 12-month period. Failure to submit this final report may jeopardize future funding requests and/or may result in a return of grant funds.

Applicant Instructions

Grant application is to be submitted, using PDF attachments, via email to: workforce@cwconline.org

A complete application, from an Eligible Applicant (per 4:01:07 of the Program Rules), shall include the information below.

Grant Application Cover Page:

- Provide a specific name for the program or project and include the grant amount requested.
- Provide the name of the main contact person who will implement the program or project.
- List collaborating partner organizations, if any. **A Collaborating Partner is an organization providing funding and/or in kind contributions to the project or program.** Memorandums of Agreement are REQUIRED from each such organization. Please combine into one PDF and attach to your application.
- Provide a project timeline.
- Identify the specific target audience and the approximate number of people who will benefit directly from the program or project.

Project Description Section: (2500 characters max for each category)

Descriptions of the four elements below MUST be provided. Be sure to address each. **Up to ten pages of supplemental material** (e.g., training material outlines, apprenticeship requirements, intern job descriptions, example evaluation tools, documentation about equipment, etc.) may also be attached.

A.Goals and Outcomes (What do you want to do and why?)

- Explain your specific goals to equip WOH residents with the knowledge, skills, training, certifications, and technical expertise needed to pursue high-demand jobs and careers within and supporting the WOH economy.
- Describe the WOH workforce development need and how your organization is placed to meet this need.
- What are the anticipated outcomes for the project? How do your anticipated results relate to the workforce development need?

B.Methods and Activities (How will you carry out your program or project?)

- Provide an overview of methods and activities.
- How long will it take (timeline, project schedule)?
- Indicate who will be conducting each element of your proposal: Name, title, and collaborating partner(s), if any, and describe their role(s).
- If the project will produce promotional materials, describe how the materials will be promoted and distributed.

C.Evaluation (How will you measure outcomes?)

1.Objectives: Clearly defined audience objectives, including the specific knowledge, skills, training, certifications, professional licenses, technical expertise and target jobs you want your target audience to gain.

2.Methods: How you will collect and analyze data (qualitative or quantitative), including the specific questions an d/or tools (e.g., job placements, questionnaires/surveys, etc.) you will use. You may submit example evaluation tool(s) as an optional supporting document.

3.Discuss Results: How you will review and apply what you learn from your evaluation findings.

Proposals MUST include an evaluation plan that describes how you will measure outcomes and determine whether the stated goals and objectives of your project were met. A successful evaluation plan should include:

D.Documentation and Outreach (How will you document/share outcomes)?

- Describe how you will document your program or project. This can be done with a variety of media, including printed materials, photographs, exhibits, websites/pages, videos, and/or audio recordings.
- How might the target audience(s) share the outcomes of this program or project with their community (the indirect audience)?

Funding and Budget Section: (800 characters max for each category)

Make sure that all elements of your project description are represented in the budget.

NOTES: Food and meals are not fundable.

For each expense category, list how much you are seeking from CWC, how much you propose to receive (or have already received) from other funding sources and the name of the source, and an estimate of in-kind contributions (e.g. staff salaries paid for by the institution, printing costs absorbed by institution, unbilled professional services, etc.)

Expense Categories:

Personnel:
Personnel costs can include:

1.Staff involved in administering the project: include the portion of their salaries or hourly rate/hours that will be dedicated to the project. Fringe benefits are limited to 25% of the portion of salary or hourly rate/hours that is being requested from CWC as part of the grant;
2. Outside presenters or consultants involved in administering the project (not eligible for fringe); and
3. Salaries/wages paid to participants in the project (not eligible for fringe).

Equipment/Supplies: List all items and associated costs. The purchase of supplies, technology, or small equipment costing less than $50,000 is eligible. The purchase of machinery and purchase of equipment costing more than $50,000 is not eligible. The purchase of a single piece of equipment or machinery that represents 80% or more of total project funds is ineligible.

Services: Itemize technical or creative services, venue rentals, or other service providers. Training, coursework, and certification expenses: Eligible expenses may include registration, preparation materials, coursework, and examination or testing fees for short-term training, professional development, or courses required to obtain or maintain a professional license, certification, or other non-degree credential. Tuition and financial assistance for enrollment in a degree-granting program are not eligible.

Communications: Flyers, mailings, advertising, web/social media, or other promotional costs.

Travel: Eligible costs include bus or van rental for participants if related to the project outcomes, vehicle mileage, or mass transit costs incurred by personnel in delivery of services. Vehicle mileage may be budgeted at a rate not to exceed the IRS standard mileage rate in effect on the date of travel. Applications requesting mileage reimbursement must include an estimated mileage budget. An additional contingency of up to 10% of the estimated mileage budget may be requested. Reimbursement will not exceed the approved mileage budget, including any approved contingency.

Supporting documentation:
REQUIRED: Budget Sheet (CWC Template Editable PDF Form)
REQUIRED: Proof of non-profit status (if applicant is a non-for-profit organization).
REQUIRED: Signed, authorizing resolution (if applicant is a municipality).
REQUIRED: Memorandum(s) of Agreement from collaborating partner(s), if applicable.
SUPPLEMENTAL: Be sure to document the names of attachments you are emailing with the completed Application Form.
(e.g., example evaluation tools, personnel resumes, documentation about equipment, etc.)

Application Submission:
Send completed application, with appropriate attachments, in an email to *workforce@cwconline.org*

Applicant Checklist

Prior to submission via email, please confirm:

□	Have you met the application deadline?
□	Have you read the Program Rules?
□	Does your proposal demonstrate how your program or project will enhance workforce capacity in the WOH region?
□	Have you included an evaluation plan?
□	Are all elements of your Project Description represented in your narrative and, if applicable, captured in the Funding and Budget Section?
□	Are all expenses included in your narrative Funding and Budget Section also included on the Budget Sheet template from CWC (Editable PDF Form)?
□	Have you reviewed the Reconciliation documentation requirements on the CWC website? Should your application be successful, are you confident you can comply?
□	Is your completed WFD Program Grant Application Form **attached** to your email submission?
□	Is the Budget Sheet **attached** to your email submission?
□	If you are a non-profit organization, did you **attach** proof of non-profit status to your email?
□	If you have collaborating partners, did you **attach** Memorandums of Agreement to your email?
□	Have you **attached** other supporting documents (e.g., training material outlines, apprenticeship requirements, intern job descriptions, example evaluation tools, documentation about equipment, etc.) to your email?