



**Office of
Employee Relations**

Workforce Initiatives and Labor-Management Nursing Grant Programs

for PEF-Represented Employees

Guidelines and Application
for 2026 through 2027

Workforce Initiatives and Labor-Management Nursing Grant Programs for PEF-Represented Employees

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PROGRAM APPLICATION

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A. Purpose

The Workforce Initiatives (WFI) and Labor-Management Nursing (LMN) Grant Programs provide funding, in the form of reimbursement, for the agency-specific educational and training needs of PEF-represented Professional, Scientific, and Technical (PS&T) Unit employees (WFI) and nurses (LMN). WFI and LMN grants offer labor and management the opportunity to work together to provide training programs that are otherwise beyond the agency's ability to fund. WFI and LMN grants allow for the implementation of new practices, streamlining of operations, reduction of the State's reliance on outside vendors or contractors, or the instituting of innovative approaches to the work of PS&T Unit employees.

The Grant Programs are funded through Article 15.6 of the negotiated Agreement between the State of New York and the Public Employees Federation (PEF) and administered by the Office of Employee Relations (OER). Oversight is provided by the Professional Development Committee (PDC), comprised of representatives from OER and PEF. The Grant Programs are subject to available funding.

Eligibility for a grant proposal to be considered by the PDC, applications must meet all four of the criteria below. Applications that do not meet the criteria will be sent back for revision if deadlines allow.

1. The proposal addresses the educational and/or training needs of PEF-represented, PS&T Unit employees.
2. The proposal is a collaborative effort endorsed by both labor and management.
3. The application is approved by the agency Director of Human Resources or Training Director indicating the proposal addresses an agency-wide training need.
4. The application has the approval of the agency Fiscal Officer indicating their understanding that the program is funded by reimbursement.

B. Examples of Previous Grant-funded Projects

1. *Database Management*, NYS Office of Information Technology Services (ITS)
This training provided NYS ITS Database Administrators with necessary insight into database management performance and tuning, an essential component of the operation and maintenance of business-critical databases that support public-facing applications. The training included current and new trends in tools, techniques, processes, and procedures of monitoring database performance and troubleshooting in real-life situations. The training was recorded for future review.
2. *Evidence-based Treatment Planning*, Office of Mental Health (OMH)
This grant made it possible for all OMH facilities to implement evidenced-based nursing treatment planning. Targeted toward Registered Nurses in the RN 3 title, the new approach addressed the key components of the patient – centered, recovery-focused treatment planning process. The content included applicable nursing, Joint Commission, Client Management System, and State or other federal requirements.
3. *Basic and Advanced Structured Query Language (SQL)*, NYS Department of Taxation and Finance
The training taught more than 225 NYS Department of Taxation and Finance employees the skills and knowledge they needed to better understand and analyze the voluminous data collected by the agency. This, in turn, helped them to better understand the trends in the revenue streams for the State.

C. Application Evaluation Criteria

Grant applications will be evaluated on the strength of the project's ability to:

1. Evaluate the effectiveness of the training beyond participant satisfaction surveys to include measurements such as pre-tests, post-tests, and post-learning surveys and;
2. Address changes in:
 - a. The agency
 - b. The organization's mission or goals
 - c. Legal or regulatory requirements
 - d. Work processes
 - e. Civil Service testing requirements
 - f. Technology or;
3. Allow for the implementation of new practices or;
4. Streamline current operations or;
5. Institute innovative approaches to the agency's mission or work or;
6. Allow PEF bargaining unit members to perform tasks that are currently, or might otherwise, be performed by outside vendors or consultants or;
7. Teach skills to prepare for both current and future workforce needs or;
8. For LMN Grant applications only, projects that:
 - a. Improve patient care
 - b. Improve organizational performance
 - c. Provide training or education that nurses, nurse educators, or the labor-management committee, identify as important to their professional development

The PDC encourages projects that:

1. Are cost-effective as shown by the number of participants who will benefit or be trained, the cost per participant, on-going utilization of training, or overall impact of training on the agency.
2. Are wide-ranging, i.e., provide agency-wide training across the state or is an initiative that involves more than one agency.
3. Can be maintained by the agency or replicated by other agencies
4. Have an agency contribution in some form. The agency contribution could come in the form of personnel, resources, release time, expertise, etc.; and
5. Are submitted by agencies that have not been awarded grants in previous cycles.

D. Funding and Submission Dates

The maximum funding level is \$50,000 per grant. An agency may submit up to four grant applications. If more than one application is submitted, the agency must prioritize them. Example: Priority 1 of 3.

Grant applications must be submitted and received by June 15, 2026. The PDC will make a final determination and notify applicants by July 31, 2026. Please note that if the project proposal includes curriculum development, this process takes time. Please plan accordingly with realistic delivery dates.

E. How to Apply

Carefully review these program guidelines to ensure the project is eligible for a grant. Applicants may submit up to four applications, however, there is a limit of one project per application. If applicants submit more than one application, the priority order must be designated on the application form. Example: Application 1 of 4.

Complete all four parts of the Grant Program Application:

- Part A: Application Cover Sheet – Grant Information
- Part B: Project Narrative
- Part C: Itemized Budget
- Part D: Certification

All applications must be signed by a member of management, a member of PEF, and the agency Director of Human Resources or Training Director, and the Fiscal Officer (Part D).

All documentation must be submitted electronically.

Email the application by the June 15, 2026 deadline to WODU@oer.ny.gov. All emailed documentation must be in PDF format. All other formats (JPGs or other photo formats, Word Documents, etc.) will not be accepted.

F. Grant Proposal Review and Notification

1. Approval - The proposed project can move forward as submitted.
2. Request Additional Information or Clarification – a determination could not be made without additional information provided by the agency.
3. Conditional Approval – Approval will be granted if additional information is provided and/or specific modification are made to the project.
4. Referral – the requested training can be provided through another program.
5. Denied – A proposal is denied for specific reasons noted in the denial letter.
6. Any changes to the project after it is approved will require approval by the PDC.

G. Grant Expenditure and Reimbursement Guidelines

Grant proposals that are approved must comply with the following grant expenditure and reimbursement guidelines:

1. Grant funds are provided on a reimbursement basis. Reimbursement requests must be accompanied by original invoices, receipts, and proof of payment.
2. Expenses are subject to the usual procurement guidelines of New York State in accordance with the State Finance Law and the rules and regulations of the Office of the State Comptroller. [Procurement for State Agencies | Office of General Services \(ny.gov\)](#)
3. Agencies cannot expend funds before receiving formal approval in writing from the PDC.
4. Grant funds cannot be used to supplement or replace the salary of existing staff or to hire staff. In addition, grant funds cannot be used for equipment or durable goods of any kind (smartboards, whiteboards, computers, etc.), travel, food, or lodging of program participants.

5. Grant funds 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.
6. OER owns all curricula and materials developed through the Grant Programs. Express permission from OER is required to use materials and curricula for purposes other than those described in the proposal.

H. General Guidelines and Requirements

Within 60 days after project completion, grantees are required to submit the following documentation to OER:

1. Reimbursement cover sheet
2. A copy of the grant approval letter
3. Completed Journal Voucher with proper coding
4. Invoices, receipts, and proofs of payment.
5. Course agenda
6. Course attendance roster
7. Completed evaluation results, beyond participant satisfaction survey
8. Electronic copies of any curriculum, materials, or handouts, only if project created new training curriculum
9. Any other documentation agreed to by the applicant and OER

To guarantee reimbursement, projects must be completed by April 30, 2027, and all paperwork must be received by OER before June 15, 2027. This will provide sufficient time for the agency and OER to process the reimbursement documents.

I. Additional Information and Assistance

For additional information or assistance in completing your application, contact Trent Graham at WODU@oer.ny.gov or (518) 474-6772; or Janna Herchenroder at janna.herchenroder@pef.org or (518) 785-1900 ext. 240.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, citizenship or immigration status, or prior arrest/criminal conviction record.



For Office Use: Application Deadline: _____ Date Received: _____ Received by Deadline: Yes No

Workforce Initiatives and Labor-Management Nursing Grant Programs for PEF-Represented Employees Application 2026-2027

A: Application Cover Sheet - Grant Information

Workforce Initiative Grant Labor-Management Nursing Grant

If submitting more than one grant, please indicate the priority of this grant:

_____ of _____

Total amount being requested in this grant application:

Project Coordinator(s) - (Person(s) responsible for project planning, implementation, evaluation, and reimbursement request.)

Coordinator One		Coordinator Two	
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Agency:	_____	Agency:	_____
Agency Code:	_____	Agency Code:	_____
Facility:	_____	Facility:	_____
Address:	_____	Address:	_____
State:	Zip:	State:	Zip:
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

Project Name: (Agency Name or Acronym _ Grant Name; for example ITS_Database Management)

Anticipated Start Date: _____ Anticipated End Date: _____

How will you communicate to, recruit, and select eligible employees?

B: Project Narrative

Please answer the following questions, being as specific as possible. Include question numbers if using a separate sheet.

1) Using the Application Evaluation Criteria on page 4 in the guidelines, identify which condition precipitated the training need, and describe how you identified it. If a change caused the need, describe that change.

2) Describe how this project will benefit the agency and its employees.

C: Itemized Budget

Please itemize the costs associated with the project (complete all that apply). Personnel includes fees for consultants and workshop presenter, along with any consultant/presenter travel, lodging and meals. The cost of travel/food/lodging for attendees cannot be covered.

Personnel Costs

Consultant		\$ _____
Presenter		\$ _____
Travel for Presenter		\$ _____
Food for Presenter		\$ _____
Lodging for Presenter		\$ _____
Total Personnel Costs		\$ _____

Facilities/Equipment

Room Rental (include rate per day)	Rate per day _____ X number of days _____ =	
	Total Rental Cost	\$ _____
AV/Webinar Equipment		\$ _____
Other		\$ _____
Other		\$ _____
Total Facilities and Equipment Costs		\$ _____

Materials and Supplies

Training Materials		\$ _____
General Office Supplies		\$ _____
Printing		\$ _____
Other		\$ _____
Total Materials and Supplies Costs		\$ _____

Other Expenses

	Item	Cost
Items that do not fit into the above categories, such as software licenses, evaluation materials, etc.		\$ _____
		\$ _____

Other Expenses, continued

Items that do not fit into the above categories, such as software licenses, evaluation materials, etc.

Item	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Other Expenses	\$
Total Project Cost	\$

Agency In-Kind Contribution

Release time, facilities, agency presenter, etc.

Total Grant Request	\$

D: Certification

By signing and submitting this application, the agency management and PEF representatives named below certify that all information contained in this application is accurate, complete, and that development of this grant proposal has been a joint Labor/Management collaboration, and that all spending is in compliance with State purchasing policies.

Director of HR or Training Director

Name: _____

Title: _____

Agency: _____

Agency Code: _____

Facility: _____

Address: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Financial Officer

Name: _____

Title: _____

Agency: _____

Agency Code: _____

Facility: _____

Address: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Management Representative

Name: _____

Title: _____

Agency: _____

Agency Code: _____

Facility: _____

Address: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

PEF Representative

Name: _____

Title: _____

Agency: _____

Agency Code: _____

Facility: _____

Address: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Completed applications and any additional documentation should be in PDF format and emailed by June 30, 2026 to WODU@oer.ny.gov. Refer to the Guidelines for more detailed information or contact Trent Graham at WODU@oer.ny.gov or at (518) 474-6772 or Janna Herchenroder at janna.herchenroder@pef.org.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, citizenship or immigration status, or prior arrest/criminal conviction record.