

**Governor's
Workforce
Board**
Rhode Island



Today's Vision... Tomorrow's Opportunity.

Welcome

2012 Incumbent Worker Training Grant Program Pre-Proposal Conference

Agenda

- ❖ **Application Review**
- ❖ **Bonus Funding Incentive**
- ❖ **Questions & Answers**

2012 Grant Program

Maximum Award is as follows:

Number of Employees:

- | | |
|--------------------------------|----------|
| ❖ 0-49 | \$10,000 |
| ❖ 50-249 | \$25,000 |
| ❖ 250+ | \$40,000 |
| ❖ 50% Employer Match Required | |
| ❖ 1 Year Program | |
| ❖ July 1, 2012 – June 30, 2013 | |

Bonus Points

- ❖ **Five Bonus Points Possible**
- ❖ ***Organizations Representing High Wage Industries (as evidenced by labor market data with an average wage over \$40,000)***
- ❖ **High Wage Industries Based on NAICS Code**

Bonus Points

Labor Market
Information Unit
462-8760

NAICS Codes

(North American Industry Classification System)

❖ Information	Code 51
❖ Finance and Insurance	Code 52
❖ Wholesale Trade	Code 42
❖ Professional, Scientific and Business Services	Code 54
❖ Construction	Code 23
❖ Manufacturing	Code 31-33
❖ Healthcare & Social Assistance	Code 62

2012 Timeline

- ❖ March 26, 2012 RFP Released
- ❖ March 26, 2012 Ad in Newspaper
- ❖ April 6, 2012 Pre-Proposal Conf
- ❖ April 27, 2012 Proposals Due
- ❖ May 7, 2012 Rater Training
- ❖ May 21 & May 23 Rater Review
- ❖ June 5, 2012 Strategic Investment
- ❖ June 21, 2012 Board Approval
- ❖ June 2012 Awards Announced
- ❖ June 25, 2012 Implementation meeting
- ❖ July 1, 2012 Proposed Start Date

Submission of proposals

- ❖ **1 original signature**
- ❖ **7 copies of completed proposal**
- ❖ **Submitted to GWB – Cranston, Building 73-1**
- ❖ **Deadline is 4:00pm on Friday, April 27, 2012**
- ❖ **No faxed or emailed proposals will be accepted**
- ❖ **Grant activity should be completed between July 1,2012 – June 30,2013**

Eligibility Requirements

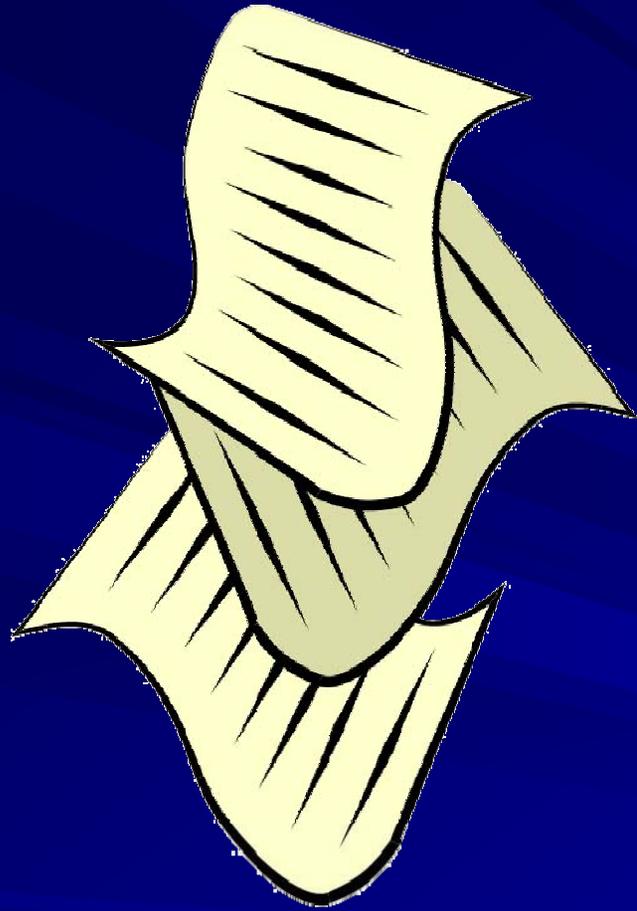
- ❖ **All Rhode Island Employers Who Contribute to the Job Development Fund**
- ❖ **For-Profit or Non-Profit**
- ❖ **Division of Taxation....574-8710**
- ❖ **Not a Comprehensive Grant Recipient in 2010**

Eligibility Requirements

- ❖ Labor Organizations, Trade Associations, or Consortia of Employers are eligible - *Member Companies Must Contribute to the JDF*
- ❖ Current On All RI Tax Obligations

Eligibility Requirements

- ❖ **In Good Standing With Workforce Regulation and Safety**
- ❖ **Not Be Debarred From Contracting With An Agency That Administers Federal Funds**
- ❖ **Volunteers/Board Members Are Not Eligible for Training**



Application Review

Proposal Cover Sheet

- ❖ **Name, Address, Contact Information**
- ❖ **Tax ID #'s (Federal and State)**
- ❖ **Industry Sector (Name & Code)**

Proposal Cover Sheet

- ❖ Applicant Profile
- ❖ Total Number of Employees
- ❖ Total Number of Employees to be Trained
- ❖ Total Request of Grant Funds

Certification

- ❖ **Products/Services**
- ❖ **Certification/Signature**

Narrative Section

Executive Summary & Needs Statement (10 Points)

- ❖ **Summarize the Program**
- ❖ **What Are Your Current Workforce Challenges?**
- ❖ **How will the training enable you to improve your organization's:**
 - ❖ **Productivity ?**
 - ❖ **Competitiveness ?**
 - ❖ **Continuous Improvement ?**
 - ❖ **Increase the skills of the workforce?**

Program (35 Points)

- ❖ Who, What, Where**
- ❖ Start/End Dates of Training**
- ❖ Be Specific about your
Training Programs**

Outcomes / Evaluation (35 Points)

- ❖ Describe Intended Outcomes of the Training**
- ❖ Include How the Training Will Be Evaluated**
- ❖ Define Measure of Success Used to Evaluate Training Programs**

Outcomes/Evaluation (continued)

- ❖ Who Will Conduct the Evaluation?**
- ❖ Explain How Results Will Be Used to Improve Company Processes**
- ❖ Up to 10% of Total Grant Award Can Be Used for Evaluation Purposes**

Budget and Budget Narrative (20 Points)

- ❖ \$40,000 Maximum**
- ❖ Must Correspond to Program Section**
- ❖ Clear, Easy to Follow, Correct Math**
- ❖ Budget Narrative**

Allowable Grant Expenses

- ❖ Tuition and Training Provider Fees**
- ❖ Training Materials and Supplies**
- ❖ Software Used 100% For Training Activities**

Allowable Grant Expenses

- ❖ Internal Trainer Wages
- ❖ Hourly Rate – Excluding Benefits
- ❖ Curriculum Development
- ❖ Cost of Evaluating Training

Unallowable Grant Expenses

- ❖ Equipment Including Hardware and Software
- ❖ Lost Worker Productivity
- ❖ Grant Preparation or Administrative Costs

Unallowable Grant Expenses

- ❖ Travel Expenses, Meeting Space, Lodging, Food**
- ❖ Wages for Employees While in Training and Fringe Benefits**

Budget Format

- ❖ **Name of Training**
- ❖ **Total Cost of Training 100%**
- ❖ **Grant Funds Requested 50%**
- ❖ **Applicant's Cost 50%**
- ❖ **Quarterly Reimbursement**

Budget Narrative

- ❖ **Written Break-Down of Budget Costs**
- ❖ **Explains How Costs Were Determined**
- ❖ **Assists Raters to Score Proposal**

NEW - Bonus Funding Incentive

- ❖ **Summer Youth Employment Opportunity**
- ❖ **20 Hours per week for six weeks**
- ❖ **Employment between July 2, 2012 and August 24, 2012**
- ❖ **Wages are subsidized by GWB**
- ❖ **\$5,000 per youth**

Bonus Funding Incentive

- ❖ School Year Internship**
- ❖ Minimum of five hours per week**
- ❖ Thirteen weeks during school year**
- ❖ After school or during school day to meet the needs of the youth and the company/organization**
- ❖ \$5,000 per youth**

COMPLETE PROPOSAL

- ❖ 1 Original & 7 Copies**
- ❖ Grant Proposal Cover Sheet**
- ❖ Signed Certification Page**
- ❖ Executive Summary & Needs Statement**

COMPLETE PROPOSAL

- ❖ Program Narrative
- ❖ Outcomes and Evaluation
- ❖ Budget & Budget Narrative
- ❖ Grant Provisions
- ❖ General Provisions
- ❖ Signed W-9
- ❖ Submitted On Time

Review Process

- ❖ Determines Who Will Be Funded**
- ❖ Volunteers from Private, Non-Profit and Public Sectors**
- ❖ Teams, Training, Read and Rate, Discussion & Scores**

Point System

- ❖ **Read, Rated and Scored**
- ❖ **Highest / Lowest Discarded**
- ❖ **Remaining Scores Averaged**
- ❖ **Ranked by Score**
- ❖ **Listed With Amounts Requested**
- ❖ **Governor's Workforce Board Approval**

Wrap-Up

Proposal Submission

- ❖ **Deadline to receive proposals is Friday, April 27, 2012 at 4:00 p.m.**
- ❖ **No Exceptions**
- ❖ **GWB Office: 1511 Pontiac Avenue, Bldg. 73-1, Cranston, RI 02920**
- ❖ **1 with Original Signature; 7 Copies**
- ❖ **No Faxes or Emails Accepted**

QUESTIONS

- ❖ **Questions that require clarification or amendments to the RFP will be posted on the GWB website www.gwb.ri.gov**
- ❖ **All Questions should be emailed to Dan Brown at dbrown@dlt.ri.gov**
- ❖ **Deadline for Questions is Friday, April 20, 2012 by 4:00pm**

**GOOD
LUCK !!**