

**Governor's
Workforce
Board**
Rhode Island



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

Request for Proposals Innovative Partnership Grants

**Governor's Workforce Board RI
RI Department of Labor & Training
1511 Pontiac Avenue, Building 73
Cranston, RI 02920**

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**Proposals must be submitted no later than
Monday, May 12, 2014 at 3:00 PM.**

**Lincoln D. Chafee, Governor
State of Rhode Island**

**Constance A. Howes, Chair
Governor's Workforce Board RI**

Section 1 – Proposal Requested

The Governor's Workforce Board (GWB) is seeking proposals to establish Innovative Partnerships between (a) one or more employer, employer organization, industry association, or labor-management organization; and (b) one or more training & education provider that will develop career pathways to address the workforce needs of Rhode Island employers and increase the employability of students, out-of-school youth, and unemployed or underemployed adults .

The GWB has made available up to \$1,750,000 to fund this RFP. The GWB reserves the right to fund the proposal components in whole or in part. Grant awards will range from \$80,000 to \$200,000; provided that current Innovative Partnership grant recipients shall not be awarded more than 80% of their current grant amount.

Additional funding may be available to provide hiring incentives to employers who hire and retain unemployed individuals who have been trained by Innovative Partnership programs. Such funding, if any, will not be awarded through this RFP.

Section 2 – Introduction and Background

The purpose of the Governor's Workforce Board Innovative Partnership grants is to promote and support partnerships between employers and training & education providers that increase the alignment between business needs and workforce development strategies so that businesses have access to appropriately skilled employees, and that job seekers have the skills, training and support they need to meet employer demand in vital sectors of the Rhode Island economy.

Innovative Partnerships **must** include (a) one or more employer, employer organization, or labor-management organization; and (b) one or more training & education provider in order to address the workforce needs of Rhode Island employers and increase the employability of students, out-of-school youth, and unemployed or underemployed adults.

Innovative Partnership grants are intended to facilitate innovative strategies that are responsive to the needs, priorities, and action steps outlined in the GWB Biennial Employment & Training Plan for the State of Rhode Island (<http://www.gwb.ri.gov/pdfs/Biennial1415.pdf>).

The GWB does not intend for Innovative Partnership grants to establish or support a complete career pathway continuum. Rather, the goal of these innovative funds is to enable existing programs to expand or supplement their current work by adding components that are currently lacking. Innovative Partnership grants will be awarded to projects that build upon prior experience, current activities, and additional resources of the partners.

The GWB is particularly interested in Innovative Partnerships that will:

- A. Demonstrate *substantial* employer involvement in program design and commitment to program success
- B. Prioritize services to individuals with barriers to employment
- C. Address skills gaps by providing trainees with work-readiness and occupational skills and credentials that are of value to employers
- D. Incorporate experiential learning strategies
- E. Result in employment for unemployed or underemployed adults and out-of-school youth
- F. Support the development of career pathways in sectors that are projected to be high-growth, high-demand, and of strategic importance to the state's economic development
- G. Leverage additional public and/or private sector resources

- H. Demonstrate innovative strategies for achieving desired outcomes
- I. Create enduring and sustainable partnerships

Section 3 – Notifications to Applicants

- Potential applicants are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein will result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the applicant. The State assumes no responsibility for these costs.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are advised to peruse the Governor’s Workforce Board web site (www.gwb.ri.gov) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this Request for Proposals.

Section 4 – Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal Opportunity and Affirmative Action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

Section 5 – Required Components of Innovative Partnerships

A. Partners

Innovative Partnerships **must** include (a) one or more employer, employer organization, industry association, or labor-management organization; and (b) one or more training & education provider. Innovative Partnerships may also include additional partners. Collectively, Innovative Partnerships must have the necessary experience, capacity and expertise to successfully design and implement the proposed training program, and achieve and document outcomes.

Innovative Partnerships must include formal agreements describing the governance and decision-making process for the Innovative Partnership, and the roles, responsibilities, commitment and contributions (financial and other) of each partner. Each partner must sign a Memorandum of Agreement (MOA) outlining their role during the project. This MOA must be included in the Grant Application Package. (*Appendix B*)

B. Participants

Innovative Partnerships **must** serve unemployed or underemployed adults, out-of-school youth, and/or in-school youth (ages 16-24) by providing career exploration, training, education, work readiness, experiential learning, and supportive services that prepare participants for jobs, continuing education, and careers in high-demand occupations and industries. Specific GWB priorities are:

- Innovative strategies and partnerships that provide services to adults and out-of-school youth with barriers to employment, including veterans, homeless, ex-offenders, individuals with disabilities, Unemployment Insurance claimants, TANF recipients, long-term unemployed (ie, greater than six months), individuals with a high school education or less, and individuals with limited English proficiency. Examples of such innovations include, but are not limited to, contextualized education, bridge-to-college or training programs, transitional employment, experiential learning, occupational skills training, pre-apprenticeship programs, and on-the-job training. Expected outcomes for this population include attainment of skills, credentials, academic advancement, work readiness, work experience, and employment.
- Innovative strategies and partnerships that foster career pathways for youth by connecting high schools, post-secondary schools, and/or community-based youth serving agencies with one another and with employers. Examples of such innovations include, but are not limited to, internships (school year), fellowships (post-college graduation), summer jobs, experiential learning, occupational skills training, dual enrollment high schools (ie, “middle college”), and pre-apprenticeship programs. Expected participant outcomes shall include attainment of skills, credentials, academic advancement, work readiness, work experience, and/or employment.

Definition of Underemployed: For the purpose of this Request for Proposals, an “underemployed” individual is defined as an individual who is earning less than the Lower Living Standard Income Level (LLSIL), as established by the US Department of Labor for Rhode Island. The LLSIL for Rhode Island in 2014 is \$11,670 for a family of one; \$17,265 for a family of two; \$23,695 for a family of three; and \$29,251 for a family of four. (see *Rhode Island Workforce Investment Notice 13-03*)¹

C. Work Readiness

Lack of work-readiness is frequently cited by employers as a barrier to employment and/or career advancement for many individuals; and expansion of work-readiness activities for all youth and adults is identified as a major priority in the GWB Biennial Employment & Training Plan. While specific aspects of work-readiness may vary by employer, sector, or occupation, work-readiness skills typically include interpersonal communication skills (e.g., conflict resolution, customer service, or problem-solving), work ethic (e.g., motivation and initiative), and conduct (e.g., punctuality and grooming). For many jobs, basic literacy, numeracy, English proficiency, and computer skills are also elements of work-readiness; however, Innovative Partnership funds may not be used to pay for adult literacy, numeracy, GED, or ESL instruction.

Innovative Partnership grant recipients **must** provide assessment and training to increase the work-readiness credential of all participants.

(Note: The State of Rhode Island is currently piloting a statewide work-readiness credential. To the extent practical, grantees will be expected to incorporate this statewide work-readiness credential into their Innovative Partnership program, and funding for credentialing will be negotiated as necessary.)

D. Experiential Learning

The GWB Biennial Employment & Training Plan identifies experiential learning as an important and effective strategy to increase work-readiness and work experience of youth and adults, while enabling employers to assess and develop prospective employees. Innovative Partnership grant recipients **must** include experiential learning activities as a component of their training and education plan. Examples of experiential learning include paid and unpaid internships², apprenticeships, fellowships,

¹ <http://www.dlt.ri.gov/wio/WINotices/PY13/13-03SelfSufficiencyGuidelines.pdf>

² In order for an individual to be considered an unpaid intern, the internship must meet the criteria documented by the USDOL’s Fact Sheet #71: Internship Programs under the Fair Labor Standards Act (<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>). The same criteria apply if individuals are provided a stipend or wages below minimum wage.

on-the-job training, mentoring, job shadowing, work-site tours, volunteer work, and project-based learning. Unpaid work experiences may be available through the Back-to-Work RI³ program administered by the Dept of Labor and Training. Separate funding for temporary paid work experiences (i.e., internships) may be available through the GWB Work Immersion program.⁴

The RI Department of Labor & Training has received funding from the USDOL Workforce Innovation Fund to support the development of a demonstration project, known as Workforce On-Ramps, that provides work readiness training and temporary work experiences to eligible job seekers through the NetWORKri One Stop career centers. Innovative Partnerships may receive referrals from, or enroll eligible participants in, Workforce On-Ramps.

E. Career Pathways

The federal departments of Labor, Education, and Human Services define career pathways as “a series of connected education and training strategies and support services that enable individuals to secure industry relevant certification and obtain employment within an occupational area and to advance to higher levels of further education and employment in those areas.”

Many states, including Kansas, Maryland, Oregon, and Virginia have successfully adopted this approach to serve unemployed and underemployed adults⁵, as well as to prepare youth for employment within Career and Technical Education programs⁶ or through integrated approaches within K-12. The GWB Biennial Employment & Training Plan identifies the further development of career pathways as a major priority for Rhode Island’s workforce development system; and the USDOL Workforce Innovations Fund grant for Workforce On-Ramps is helping to support this effort.

Career Pathways typically comprise the following elements and activities:

- Alignment with skill needs of high-demand industries
- Include full range of secondary, adult education, and postsecondary options
- Include integrated education and training and occupational skills training
- Lead to the attainment of an industry-recognized degree or credential
- Help a worker advance within a specific sector or occupational field
- Include academic and career counseling, wrap-around support services

Innovative Partnerships are not expected to establish or support an entire career pathway continuum. Rather, the goal of Innovative Partnership funds is to support existing programs to expand or supplement their current work by adding career pathways components that are currently lacking.

F. Innovation

For the purpose of this RFP, the term “innovative” refers to activities that create or build upon new and evolving strategies, methods, and partnerships that are likely to produce exceptional outcomes that can serve as a model for future investment and service delivery strategies. Applicants may cite research, evidence, and/or the prior experience of their organization or others to substantiate the innovative nature of their proposal.

Section 6 – Eligible Applicants

The lead applicant must have the fiscal and administrative capability to receive and manage federal and state grant funds, as documented by submission of the organization’s most recent audited

³ <http://www.networkri.org/Back2Work.htm>

⁴ <http://www.gwb.ri.gov/internships.htm>

⁵ <https://learnwork.workforce3one.org/page/home>

⁶ <http://cte.ed.gov/>

financial statement. The lead applicant serves as the recipient of funds and must have a leadership role in developing and maintaining the partnership. The lead applicant shall:

- A. Convene the partners to achieve the overall project goals, including, but not limited to, coordinating the design of the project, developing an appropriate budget, negotiating agreement of the project performance management measures, developing the work plan, and coordinating all activities of the project.
- B. Collect and report all required data and participate in the overall evaluation of the project.

The lead applicant agency may be any of the following types of organization:

- Rhode Island employer
- Governor's Workforce Board Industry Partner (<http://www.gwb.ri.gov/lpartners.htm>)
- Business or Industry Association
- Chamber of Commerce
- Labor-management organization
- Labor organization
- Local workforce investment board
- Institution of higher education
- Career and Technical Education center
- Comprehensive secondary school
- Local Education Agencies (LEA)
- Non-profit education, training and other service providers

An organization may not be the lead applicant for more than one application. Organizations may propose to participate as partners on more than one application.

Section 7 – Period of Performance

The funding period for the grant is twelve months (July 1, 2014 through June 30, 2015), and funds must be spent within the contract period. The proposer's contract performance will commence upon execution of a contract and be evaluated on a monthly basis.

Section 8 – Proposal Instructions/ Program Design Components

General Instructions: The proposal narrative must include the following: an abstract, a partnership profile, a needs statement, an action plan, expected outcomes, project management and related financials, and a leveraging and sustainability plan. The narrative must convey to evaluators that the proposer understands the approach to be followed for each of the program components in order to provide the necessary services and must include and set clear performance goals that are measurable.

The narrative (Section 8 A - F) should not exceed 20 pages, 1.5 line spacing, in Arial 11 point font with 1" margins on all sides. This page limit does not include the budget and budget narrative, timeline, Memorandum of Agreement, staff résumés, or other appropriate information.

All proposals must include:

A. Abstract (5 points)

A one-page summary of the Innovative Partnership, including principal partners, additional partners, target populations, target industry and occupation(s), training and education strategies (including skills

and credentials to be acquired by participants), experiential learning strategies, estimated numbers served, and anticipated outcomes.

B. Partnership Profile (10 points)

A description of the roles and responsibilities of each of the principal partners and any additional partners, demonstrating the experience and commitment of each, including:

1. The mission and goals of each partner as they relate to the Innovative Partnership
2. Leadership and governance of the Partnership (including organizational structure, management, meeting frequency, by-laws, etc.)
3. Relevant experience of the Partnership, including previous collaboration, demonstrated knowledge, experience in developing solutions to industry-specific workforce issues.
4. For training & education provider(s), describe:
 - a) Expertise and demonstrated success engaging and serving the target population
 - b) Expertise and demonstrated success in recruitment, assessment, case management and job development, where applicable
 - c) Expertise and demonstrated success providing education, occupational skills training, and credentials relevant to the targeted industry and occupations
 - d) Expertise and demonstrated success providing work-readiness training
5. For employer partner(s), describe, where applicable, what their involvement will be in
 - a) recruitment and assessment of program participants
 - b) design, delivery and/or evaluation of the proposed training and education program
 - c) provision of experiential learning opportunities (eg, internships, mentoring, job shadowing, on-the-job training, Work Immersion, Back-to-Work RI, etc) for participants
 - d) interviewing, providing feedback and/or hiring participants who complete the program
6. Any other relevant expertise of the partners that will contribute to the success of the Innovative Partnership

A Memorandum of Agreement between all partners detailing the above roles must be submitted with this application (*See Appendix B*).

C. Needs Statement (10 points)

The needs statement must describe the workforce needs of the principal employer partner(s) and related sector, and the education and training needs of program participants that will be addressed by the Innovative Partnership.

1. Applicant shall provide labor market information obtained from public and private sources describing current and projected job vacancies; skills gaps; training, education and credential requirements; and career advancement opportunities in the employer, sector, or occupations for which participants will be trained. Applicant shall also describe how the selected employer, sector, or occupation(s) is high-growth, high-demand, and of strategic importance to the state or local economy.

2. Applicant shall describe the anticipated demographic characteristics of the target participants, including employment status, education level, income level, age, race, gender, English proficiency, TANF eligibility, disability, veteran, homeless, criminal background, and/or other barriers to employment. Applicant shall describe the unique barriers to education and employment faced by the target participants, as well as the training, education and supportive services needed by the target participants. Applicant shall also describe the experience it has in serving the target participants.

D. Action plan (40 points)

The action plan must incorporate each of the components listed below. These components provide the framework of the Innovative Partnership proposal and the strategies from which tactics should be developed.

1. Description of program (30 points)

For each of the following sections, please note those activities that are currently provided with separate funding, and those innovative activities which will be made possible with Innovative Partnership funds.

- a. Describe the approach to recruitment and assessment of participants.
 - How will potential participants be identified?
 - How will participants be selected?
 - What steps will be taken to determine eligibility and suitability of participants?
- b. Provide an overview of the curriculum.
 - Describe the key components of the training and education curriculum, including syllabus, materials, facilities, instructors, timeline, etc.
 - Describe how the curriculum is responsive to employer needs.
 - Describe how the curriculum is responsive to the needs of the target participants.
- c. Work-readiness (*see Section 5C*)
 - What are the core competencies the work-readiness training will address?
 - How will work-readiness be assessed?
 - How will work-readiness training be delivered?
(Note: In the event that the State of Rhode Island adopts a statewide work-readiness credential, grantees will, to the extent practical, be expected to incorporate this credential into their Innovative Partnership program.)
- d. Experiential learning strategies (*see Section 5D*)
 - Describe in detail the experiential learning strategy(ies) that will be utilized, including duration, structure, employer involvement, stipends (if any).
 - How will these experiences enhance the career and/or college-readiness of participants?
 - How will the competencies gained through the experiential learning be monitored and evaluated?
- e. Occupational skills and credentials
 - Describe in detail the occupational skills instruction that will be utilized.
 - Describe the academic and/or employer-recognized credentials, if any, that will result from successful completion of the training and education program.
- f. Relationship to career pathways (*See Section 5E*)
 - Describe the ways in which the program will prepare participants for academic and/or career advancement along high-demand career pathways.
- g. Supportive services
 - Describe and explain the case management and other supportive services that will be provided to program participants.
- h. Job placement (*if applicable*)
 - How will hiring managers be included in the program design and implementation?
 - How will job search, job matching, and job placement services be developed?
 - What supports will be available to participants and employers post-job placement?

- Describe how job placement opportunities (subsidized and unsubsidized) will be developed.
- i. Staff capacity
 - Describe the qualifications of the existing and/or proposed staff that will manage and implement this program.

2. Theory and evidence (5 points)

Cite research, evidence, and/or prior experience of the applicant or other organizations to provide the rationale for the proposed program. Describe how the proposed strategy, activities, goals and/or partnership are innovative? What is new, different, promising? How is it different from your previous efforts? How does it build upon them?

3. Timeline (5 points)

Provide a timeline (July 1, 2014 through June 30, 2015) describing all Innovative Partnership activities, including planning, implementation, and expected outcomes. Indicate for each activity the start and end date, the numbers to be served by each activity, and the individual or organization primarily responsible for implementing the activity. Grant activity must begin no later than August 1, 2014.

E. Outcomes (10 points)

Describe the expected outcomes that will result from this funding. Include clear, measurable, quantitative performance indicators, as well as qualitative outcomes, that will enable the applicant to define and demonstrate progress towards the proposed goals and objectives (which shall be reported to the GWB on a quarterly basis). Where applicable, outcomes should be identified as short-term, immediate, and long-term. Where feasible, baseline performance measures should be determined before implementing the strategy in order to compare with outcome measures upon completion of the program. Proposed outcomes shall show a positive impact for participants, employers, and the workforce system, and shall include the following:

1. Participant outcomes: Describe the anticipated outcomes for participants. Specifically, indicate the number of participants who will enroll, complete training, obtain educational advancement, obtain skills, obtain credentials, obtain a work-readiness certificate, complete an internship or other experiential learning, obtain subsidized employment, and/or obtain unsubsidized employment. **Please use Outcomes Form in Appendix C** <http://www.gwb.ri.gov/pdfs/AppendixC.xls>
2. Employer benefit: Describe the anticipated benefit for employer partners. For example, number of internships, quality of new hires, retention of new hires, impact on productivity or quality of services, establishment of pipeline for future employees, improved relations with training and education providers.
3. System changes: Describe the positive system changes – within the partner organizations and/or within the workforce development system – that will result from this Innovative Partnership.

F. Leveraging and Sustainability Plan (10 points)

Funding for this Innovative Partnership is not assured beyond June 30, 2015. As such the GWB is particularly interested in supporting proposals that will build upon existing experience and resources, are aligned with the mission and objectives of the principal partners, and are likely to be sustained beyond the grant period. The GWB may, at its discretion, renew for an additional year the contract of any and all Innovative Partnership grant recipients based on performance and other GWB priorities.

1. Leveraging Resources: Describe how the proposed Innovative Partnership is aligned and integrated with the mission and vision of the applicant and partner organizations. Describe the

funding and resources that the applicant currently has which are consistent with, and available to support, the goals of this proposal. Describe how the proposed Innovative Partnership will leverage the activities and resources of other public and private organizations that are aligned with the goals of this proposal.

2. **Sustainability:** The intent of the Innovative Partnerships funding is to create enduring and sustainable partnerships that will continue the innovative efforts that are supported by this funding. Describe how this partnership will be sustained after completion of this grant. Indicate current funding sources that could be reallocated for this purpose. Describe potential new funding sources that the applicant has identified, including both public and private sector, for this purpose.

Note: Innovative Partnership grants shall supplement, and not supplant, other funding sources. All funded projects will be required to contribute at least a 20% cash match of the Innovative Partnership grant award from employers, partners, public, philanthropic, or other funds.

G. Proposal Costs / Budget and budget narrative (10 points)

A proposed budget and narrative must be submitted with costs justified in terms of activities related specifically to major expenditures, e.g., salary, itemized fringe benefits, supplies, rent, utilities, travel, outside contracts, etc. In cases where services are to be provided by a subcontractor, consultant, or other organization, applicant must provide a detailed basis for the corresponding costs. **A minimum of a 20% cash match must be provided.** (See Appendix A)

1. **Allowable Costs:** Funds may be used for costs associated with designing and delivering education and training activities, as well as for services to prepare participants for success in the targeted occupation(s), optimize opportunities for participant learning and career development, and assist participants to improve their occupational skills, credentials, work-readiness, education levels, wage levels, employability, academic and/or career advancement placement for participants. Funds may be used to support the following:

- Outreach, recruitment, assessment and selection
- Support services needed to ensure participants' success, such as transportation, child care, uniforms and tools
- Training delivery, including classroom and formal on-the-job training
- Tuition and related expenses
- Stipends for individuals to participate in unpaid training, internships or other experiential learning opportunities (Maximum allowable stipend of \$1,000 per participant, based on number of hours. Applicant must explain the basis for the amount of stipend.)
- Staff time for partnership and program coordination, job development, case management, career coaching and data entry

Grant recipients must follow federal allowable cost principles which apply to their specific organizations and/or Generally Accepted Accounting Procedures.

2. **Disallowable Costs:** Funds cannot be used to purchase equipment or for building construction. Funds may not result in the reduction of the workforce or the displacing of workers. Projects cannot violate any conditions of a collective bargaining agreement. Funds may not be used to pay for adult literacy, numeracy, GED, or ESL instruction.
3. **Additional funding for hiring incentives:** Additional funding may be available to provide hiring incentives and/or retention bonuses to employers that hire unemployed individuals who have been trained by Innovative Partnership programs. Such funding, if any, will not be awarded through this RFP.

4. **Fidelity Bond:** Prior to the initial disbursement of funds, selected proposers must submit a written statement from the insurer that all persons handling state and federal funds are covered by a fidelity bond equal to the average daily financial transactions.

H. Project Management and Related Financials (5 points)

The management plan should include the following components:

- A statement of qualifications that demonstrate the proposer's ability to execute the project.
- A résumé of the current project manager or draft job description for a future project manager.
- A schedule for internal monitoring to ensure success in the program administration and compliance with all aspects of the contract.
- A statement that applicants are willing to collect participant data and track and report program performance and outcomes.
- A statement that the lead applicant agrees to participate in a third-party evaluation.
- Copy of the lead agency's most recent audit and/or audited financial statement (Pell-eligible institutions are exempt).
 - All governmental and non-profit organization must follow the audit requirements of Federal OMB circular A-133 (www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2011)
 - Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB circular A-133 or a program-specific financial and compliance audit. Those entities that expend \$500,000 or more in federal funds may include audit costs to the grants on a pro-rated basis.

I. FY14 Performance – To be completed by current Innovative Partnership grant recipients only (10 bonus points)

For *each* of the following applicable program components, describe and explain what worked well and what did not in your current grant, and what you would do differently if you were to receive further funding from the GWB. This section should not exceed 4 pages, 1.5 line spacing, in Arial 11 point font with 1" margins on all sides.

- a. Grant administration (fiscal and programmatic)
- b. Recruitment, assessment, and selection of participants
- c. Retention of participants
- d. Development and delivery of curriculum
- e. Work-readiness training
- f. Experiential learning
- g. Engagement and contributions of employer partners
- h. Attainment of occupational skills and credentials
- i. Preparation of participants for academic and/or career advancement along high-demand career pathways.
- j. Supportive services
- k. Job placement

Note: FY14 quarterly performance reports will also be reviewed and considered as part of this section.

Section 9 – Payment

Payment will be on a cost reimbursement basis once per month and one advance payment may be made within the first quarter of the contract in an amount not to exceed twenty percent (20%) of the full contracted amount. Payment requests must include all supportive documentation.

Section 10 – Fiscal Management / Internal Oversight

Contractors are required to maintain complete and accurate records of all financial expenditures with supporting documentation. These records must be available to the GWB and other monitoring staff.

Contractors are required to internally monitor fiscal activities to ensure compliance with the applicable federal cost principles. At a minimum, internal oversight will address the following:

1. Staff attendance and payroll disbursement have been properly documented;
2. Accounting records are traceable to the source document and the application of grant funds relating to authorizations, obligations, balances, liabilities, expenditures and income;
3. Program expenditures are supported by appropriate documentation; and
4. Budget allocations and expenditures comply with contracted obligations.

The lead agency must ensure that all funds expended are in compliance with the contract, applicable OMB guidelines and Generally Accepted Accounting Principles. Disallowed costs by the partner(s) agency will be the liability of the lead agency. No work is to be performed without authorization from GWB and receipt of a signed contract and an approved purchase order.

Section 11 – Adherence to State and Federal Laws & Regulations

The proposer must comply with the applicable state and federal laws, regulations and policies for each funding stream; including, but not limited to, labor laws; including child labor, OSHA, Right-to-Know and the American with Disabilities Act (ADA).

Nepotism: No individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

Section 12 – Confidentiality

It is the responsibility of the successful proposer to limit access to personal and proprietary information generated in the course of the contract. All data stored and generated may only be used for the purposes of this program. The proposer must specify that all electronic data files are secure and access is limited on a need to know basis. Identity theft is a prime concern and must be guarded against at all times.

Section 13 – Selection Process

A. Evaluation of Technical Proposals

The GWB will commission a Technical Review Committee that will evaluate and score all proposals that were submitted on time, signed by the signatory authority of the respondent organization and are not debarred, suspended or voluntarily excluded from receipt of federal funds. All proposals meeting this test will be evaluated to determine whether the proposal is responsive to the proposer's duties and responsibilities as provided in the RFP.

B. Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria.

1. Abstract (5 points)
The applicant has provided a clear and concise description of the structure, purpose, methods, and goals of the Innovative Partnership.
2. Partnership Profile (10 points)
The applicant has provided a clear and compelling description of the commitment of the principal partners to the success of the program, which is detailed in an attached Partnership Memorandum of Agreement (MOA). The applicant has also demonstrated a capacity to execute the project.
3. Needs Statement (10 points)

The applicant has provided a clear rationale, supported by evidence or research where applicable, for the workforce needs of employers and individual participants that will be addressed by this proposal.

4. Action Plan (40 points)

The applicant has presented a plan of action which is clear, detailed and logical, and meets the requirements of each component, including recruitment and assessment, work readiness, education and training, experiential learning, and job placement (if applicable). Applicant has demonstrated a clear relationship between the proposed program and the needs of employers and participants. Applicant has demonstrated how the program will prepare participants for advancement along a high-demand career pathway. Applicant has described the supportive services that will be provided to participants. Applicant has presented the qualifications of the existing and/or proposed staff that will implement and manage this program. Applicant has provided theory and evidence to support the rationale for the program design and to substantiate the innovative nature of the proposal. Applicant has provided an appropriate timeline to implement program components or services.

5. Outcomes (10 points)

Applicant has clearly described the expected outcomes that will result from this project, including both quantitative and qualitative performance indicators that will enable the applicant to define and demonstrate progress towards the proposed goals and objectives. Applicant has provided a timeframe in which measurable participant outcomes, including training, education, and employment goals, will be achieved. Applicant has also clearly described the positive benefits for employer partners, as well as the positive system changes within the partner organizations and/or within the workforce development system, that are expected from this Innovative Partnership.

6. Leveraging and Sustainability Plan (10 pts)

Applicant has clearly described how the proposed project will leverage existing funds, resources and activities of the applicant and partner organizations. Applicant has provided a realistic description of how this partnership will be sustained after completion of this grant.

7. Administrative and fiscal capacity (5 pts)

Applicant has demonstrated the administrative and fiscal capacity to manage the fiscal and programmatic responsibilities of the project. Applicant has demonstrated appropriate governance, management, and staffing to oversee and implement the project.

8. Budget and budget narrative (10 pts)

Budget and budget narrative are clearly understood. Projected costs are clearly justified, appropriate, and reasonably related to the project activities and goals. Applicant has complied with 20% match requirement. In cases where services are to be provided by a subcontractor, consultant, or other organization, applicant must provide the basis of the corresponding costs.

9. FY14 performance (Current Innovative Partnership grant recipients only) (10 bonus points)

Applicant has provided a thorough report and analysis of FY14 grant activity. Applicant demonstrates an understanding of the factors that contributed to the program's success, as well as those factors that impeded the program's success. Applicant has provided a comprehensive and realistic program improvement plan that will address current challenges and result in improved outcomes. FY14 quarterly performance reports demonstrate substantial achievement of outcome targets.

C. Negotiation

The GWB reserves the right to negotiate with proposers on costs and deliverables in order to contract with the proposer who best meets the Board's needs. Upon completion of the negotiation, a final contract will be drafted and signed, a state Purchase Order (PO) will be issued, and work may then commence. If a contract for any reason cannot be negotiated, another proposer may be selected.

Section 14 – Proposal Submission

Proposals must be submitted on paper **and** electronically.

Seven (7) complete sets of the proposal, including three (3) with original signatures, must be submitted **no later than 3:00 P.M. on Monday, May 12, 2014, to the Governor's Workforce Board, RI Department of Labor & Training, 1511 Pontiac Ave., Bldg. 73, Cranston, RI 02920**. Proposals received after this time and date will not be considered. Faxed proposals will not be accepted.

A PDF of the entire proposal must also be emailed to scarello@dlt.ri.gov.

Appendix A - Budget & Budget Narrative

Agency Name:				
Requested Funds: \$				
				Source of
		GWB Funds	Cash Match*	Cash Match
Staff salaries	Hourly Rate	Annual Salary		
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Staff fringe benefits	Benefit	Total Benefits		
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Mileage-In state (list position)	Rate Per Mile	# of Miles		
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Instruction-related expenses (other than salary)				
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Participant stipends (maximum of \$1,000 per stipend)				
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Supportive services				
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Rent (address & number of square feet)	Monthly Rate	# of Months		
a.				
b.				
c.				
TOTAL		\$0.00	\$0.00	
Utilities	Monthly Rate	# of Months		
a.				
b.				

c.				
TOTAL			\$0.00	
Equipment rental (copier, etc)	Monthly Rate	# of Months		
a.				
b.				
c.				
TOTAL			\$0.00	
Consumable supplies	Monthly Rate	# of Months		
a.				
b.				
c.				
TOTAL			\$0.00	
Other (professional services, etc.)	Rate			
a.				
b.				
c.				
TOTAL			\$0.00	
Grand Totals			\$0.00	

* Total cash match must equal at least 20% of GWB funds.

Budget Narrative

The budget narrative should provide a detailed explanation for each line item of the budget, including the need for each line item as it relates to the program design and goals, and the basis for the cost of each line item. The narrative shall also include information on any other sources of matching funds that will be used to support this effort. Applicants that utilize a Cost Allocation Plan must submit one with the budget indicating how costs will be shared across the various funding streams.

Appendix B – Memorandum of Agreement

**Memorandum of Agreement
between
[Name(s) of Training & Education Partner(s)]
and
[Name(s) of Employer Partner(s)]**

The undersigned parties to this Agreement hereby commit to support the program design, implementation, and objectives of the Innovative Partnership proposal submitted by the parties. The parties further agree as follows.

Instructions: Include a separate section for each partner to this proposal, describing the core mission of the partner, and the role of the partner in any of the following activities, or any other activities, that may apply to the partner.

[Name of Partner]

- *Describe core mission of the organization*
- *Describe role in Partnership governance*
- *Describe role in program administration*
- *Describe role in program design*
- *Describe role in recruitment and selection of participants*
- *Describe role in development of curriculum content, materials, supplies, instruction, etc*
- *Describe role in delivery of occupational skills training and credentials*
- *Describe role in delivery of work-readiness training*
- *Describe role in provision of experiential learning opportunities*
- *Describe role in delivery of other education or training components*
- *Describe role in delivery of supportive services*
- *Describe role in provision of subsidized employment*
- *Describe role in provision of unsubsidized employment*
- *Describe cash or in-kind contributions*

For each partner:

Signature _____

Name _____

Title _____

Organization _____

Date _____

APPENDIX C
 OUTCOME TARGETS – INNOVATIVE PARTNERSHIP GRANTS

QUARTER	FY 15				TOTAL	% PROGRESS	NOTES	
	Enter here your goals for the grant proposal	If you are successful in your grant application, you will enter your quarterly results in this area						
TARGET	TOTAL	QI FY 14	QII 14	QIII 14	Q IV 14	TOTAL	% PROGRESS	NOTES
EXPENDITURE						\$0		Enter here the total amount you will be requesting.
# EMPLOYER PARTNERS						0		This number is the total number of EMPLOYER partners that you will be working with - as curriculum advisors, intern sponsors, etc.
# RECRUITED						0		The total number of people that you expect to recruit for placement - those that inquire about the program, etc.
ENROLLMENT #						0		TOTAL number of individuals you expect to enroll over the course of the year. While we expect programs to set high targets, we do not want unrealistic numbers as we will expect you to meet these enrollment targets.
COMPLETE						0		How many participants will complete all aspects of the program, from start to finish, to graduation?
# WORK READINESS TRAINING						0		How many participants will undergo workforce readiness/career readiness training?
# WORK READINESS CREDENTIAL						0		Enter here the number of individuals you anticipate testing and passing the Work Readiness Credential
PROJECT SPECIFIC CREDENTIAL #	0					0		Do not enter anything here - this cell will total from below
# INTERSHIPS								Enter here the number of individuals who will participate in some form of work experience/internship while in the program
# JOBS						0		Enter here how many participants - total - you expect to be placed into jobs
PROJECT SPECIFIC GOALS								
Credential Training #1						0		Indicate the type of training you are proposing that will result in an industry-recognized credential or license, and the number of credentials that you expect to issue.
Credential Training #2						0		
Other Project Goals						0		Enter here any other numerical goals/outcomes that will not be captured
Qualitative Goal #1								You can use this space to enter a narrative goal that you expect to accomplish over the course of the grant period. For example, if you are piloting a new curriculum or new approach with your participants.
Qualitative Goal #2								
Qualitative Goal #3								

Please complete all items above highlighted in yellow.

Narrative Portion: In the box below, please describe challenges, successes, or upcoming events you would like the GWB to be aware of.

This section will be completed in your quarterly reports if you are funded.

For an Excel version of this form, go to <http://www.gwb.ri.gov/pdfs/AppendixC.xls>

GRANT PROPOSAL COVER SHEET
Governor's Workforce Board Innovative Partnership Grants

Section 1 – Lead Applicant Information

Name of Applicant:
Address:
Contact Person / Title:
Phone: _____ Fax: _____ Email: _____
Business / Organization Website:
Rhode Island Employer Registration Number (Not FEIN):
Current (FY14) Innovative Partnership grant recipient: Yes ___ No ___

Section 2 – Employer Partner(s)

List all employer partners:
Total number employed by employer partners:
Total number of members of labor organization (for labor or labor-management proposals only):

Section 3 – Training & Education Provider Partner(s)

List all training and education provider partners:

Section 4 – Other partner(s)

List all other partners:

Section 5 – Participants

Total number of individuals to be served through this grant: _____

Total number of individuals to be served in the following categories:

In-school youth

High school students: _____
Post-secondary students: _____

Unemployed or underemployed adults and out-of-school youth

UI recipient: _____ TANF recipient: _____
Veteran: _____ Ex-offender: _____
Disabled: _____ Limited English: _____
Long-term unemployed (over 6 months): _____
High school education or less: _____
Out-of-school youth: _____
Other: _____

Section 6 – Funding

Total amount of Innovative Partnership grant assistance requested: \$ _____

Section 7 - Certification

(The name below must be of an individual with authority to enter into legally binding agreements on behalf of the applicant.)

If selected for award, I, the undersigned, agree to meet the requirements of the Rhode Island Job Development Fund for a grant award. I certify that all information contained in this application and proposal is true and accurate and understand that falsification of information may be cause for non-review or award revocation. I certify that the applicant organization is in compliance with all contributions; payment in lieu of contributions, interest or penalty charges due under Rhode Island unemployment law, in good standing with Workforce Regulation and Safety and has not been debarred from contracting with any agency that administers Federal funds. As an Eligible Applicant, I understand that I must be current on all Rhode Island tax obligations, must be in good standing with all divisions and programs administered by the Department of Labor and Training and must not have been debarred (prohibited) from contracting with an agency that administers federal funds. I understand that I have acquired no property or other right by virtue of submitting this application. If awarded, I agree to comply with the terms and provisions of this proposal.

Name: _____ Signature: _____ Date: _____