

**Governor's
Workforce
Board**
Rhode Island



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

Welcome

**FY2013-2014 Incumbent Worker Training
Grant Program**

Pre-Proposal Conference



Agenda

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



Amount of Assistance

of Employees*

0-49

50-249

250+

Grant range

\$5,000 - \$9,999

\$10,000 - \$24,999

\$25,000 - \$40,000

50% Employer Match Required

❖ **1 Year Program**

❖ **July 1, 2013 – June 30, 2014**

* As of 3/31/13



Timeline

April 8, 2013	RFP Released
April 8, 2013	Ad in Newspaper
April 22, 2013	Pre-Proposal Conference
May 1, 2013	Deadline for Q & A
May 10, 2013	Proposals Due
June 12, 2013	Strategic Investment Committee
June 21, 2013	Board Approval
June 20, 2013	Awards Announced
June 25, 2013	Grant Implementation Session
July 1, 2013	Proposed Start Date



Submission of Proposals

- ❖ **1 original signature**
- ❖ **7 copies of completed proposal**
- ❖ **Submitted to GWB – Cranston, Room 73-1**
- ❖ **Deadline is 4:00 PM on Friday, May 10, 2013**
- ❖ **No faxed or emailed proposals will be accepted**
- ❖ **PDF (Electronic) of entire proposals**
- ❖ **Grant activity to occur between July 1, 2013 – June 30, 2014**



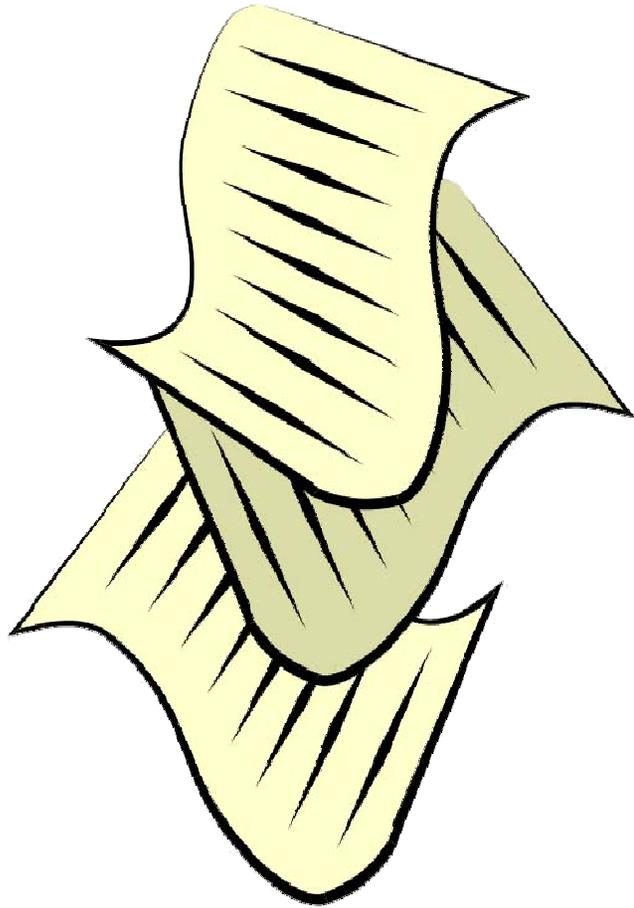
Eligibility Requirements

- ❖ **All RI employers who contribute to Job Development Fund**
- ❖ **Labor organizations, trade associations, or consortia of employers are eligible (*All member companies must contribute to the JDF*)**
- ❖ **For-Profit or Non-Profit**
- ❖ **Current on all RI Tax obligations**
- ❖ **Division of Taxation: 401-574-8710**



Eligibility Requirements

- ❖ **In good standing with Workforce Regulation and Safety**
- ❖ **Not debarred from contracting with an agency that administers federal funds**
- ❖ **Volunteers and Board Members of business are not eligible for training**
- ❖ **Did not receive Incumbent Worker Training Grant in FY13**
- ❖ **Prior Express Grant recipients are eligible**



Application Review



Proposal Cover Sheet

❖ Applicant Information

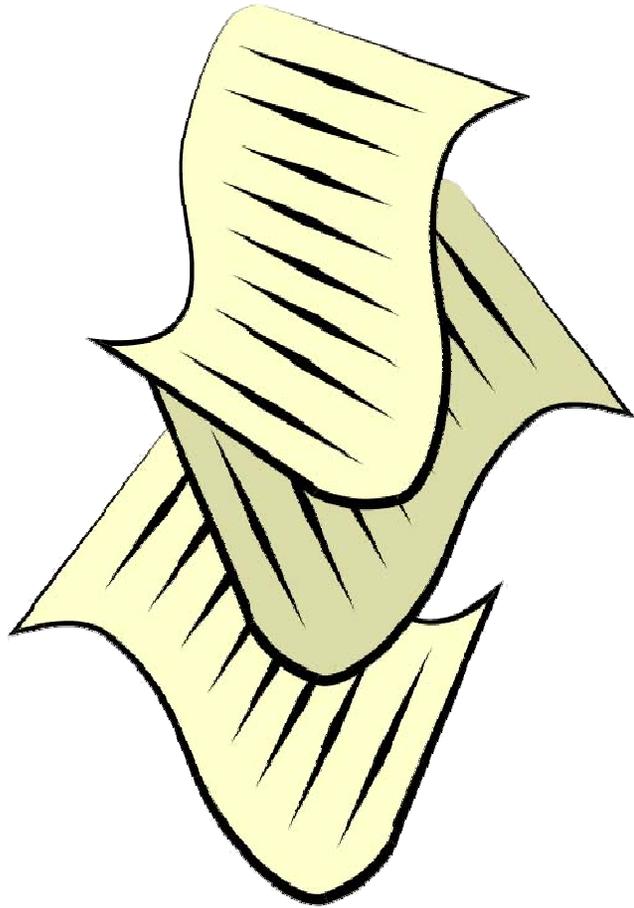
- Name, address, contact information
- Tax ID #'s (federal and state)
- Industry Sector (name & code)

❖ Applicant Profile

- Total number of employees or union members
- Total number of employees to be trained
- Total request of grant funds

❖ Product / Services

❖ Certification / Signature



Narrative Section



Executive Summary (5 Points)

- ❖ **Describe training goals & outcomes**
- ❖ **Limit response to 150 words**



Needs Statement (30 Points)

- ❖ **Describe current business challenges**
- ❖ **Describe how the proposed training will address these challenges**



Program (30 Points)

- ❖ **Who will participate in the training?**
- ❖ **Who will conduct the training?**
- ❖ **What training programs are planned under this grant?**
- ❖ **Where will the training take place?**
- ❖ **When will the training take place?**



Results (20 Points)

- ❖ **Indicate expected employee outcomes**
- ❖ **Indicate expected company outcomes**
- ❖ **Describe how the company assess the effectiveness of the training**

NOTE: A narrative is required for this section!



Budget and Budget Narrative (15 Points)

Budget Detail

- ❖ Provide itemized expenses
- ❖ Clear, easy to follow, correct math
- ❖ Indicate total cost of training (100%)
- ❖ Indicate grant funds requested (50%)
- ❖ Indicate applicant's cost (50%)
- ❖ Quarterly Reimbursement



Budget and Budget Narrative (15 Points)

Budget Narrative

- ❖ Provide written explanation for each itemized expense
- ❖ Explain relationship between expenses and program description



Allowable Grant Expenses

- ❖ **Tuition and training provider fees**
- ❖ **Training materials and supplies**
- ❖ **Software used 100% for training activities**
- ❖ **In-house trainer wages (excluding benefits)**
- ❖ **Curriculum development (not to exceed 25% of total request)**
- ❖ **Cost of evaluating the training**



Unallowable Grant Expenses

- ❖ **Equipment including hardware and software**
- ❖ **Lost worker productivity**
- ❖ **Grant preparation or administrative costs**
- ❖ **Travel, meeting space, lodging, food**
- ❖ **Wages for employees while in training and fringe benefits cost**



Youth Bonus Funding

- ❖ **School year internship (Sept, 2013 – June, 2014)**
 - At least 5 hours/week for 13 weeks

- ❖ **Summer youth employment (June – August, 2014)**
 - 20 hours per week for six weeks
 - Subsidized employment

- ❖ **Wages are subsidized by GWB**

- ❖ **Youth are referred by YouthWORKS411 centers**

- ❖ **\$5,000 bonus per youth (maximum \$10,000 per company)**



Youth Bonus Funding

- ❖ **Up to \$100,000 available for bonuses**
- ❖ **A separate proposal is required (page 18)**
- ❖ **Youth bonus proposals will be reviewed and rated separately**



Complete Proposal

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



Complete Proposal

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



Rating System

- ❖ **Read, rated and scored**
- ❖ **Highest / lowest scores discarded**
- ❖ **Remaining scores averaged**
- ❖ **Ranked by score**
- ❖ **Listed with amounts requested**
- ❖ **Governor's Workforce Board approval**



Wrap Up

Proposal Submission

- ❖ **Deadline is Friday, May 10, 2013 at 4:00 p.m.**
- ❖ **No exceptions**
- ❖ **GWB Office: 1511 Pontiac Avenue, Bldg. 73-1, Cranston, RI 02920**
- ❖ **1 with original signature; 7 Copies**
- ❖ **PDF (Electronic) of entire proposal
send to gwbinfo@dlt.ri.gov**
- ❖ **No faxes or emails accepted**



Questions

All questions should be mailed to gwbinfo@dlt.ri.gov

Deadline for questions is Wednesday, May 1, 2013
at 4:00pm

Answers will be posted, along with any amendments
to the RFP, at www.gwb.ri.gov

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**GOOD
LUCK!!**