



COMMONWEALTH OF MASSACHUSETTS WORKFORCE SKILLS CABINET

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Massachusetts Skills Capital Grant Program

Fall of FY 19 Grant Program Guidelines and Application Forms

“Technology and equipment to support populations facing specific barriers to employment”

The Massachusetts Workforce Skills Cabinet (WSC) was created by an Executive Order of Governor Charlie Baker on February 26, 2015. The Cabinet aligns the Executive Offices of Education, Labor and Workforce Development, and Housing and Economic Development toward a comprehensive economic growth agenda. The Cabinet is charged with creating and implementing a strategy to ensure that individuals can develop and continuously improve their skills and knowledge to meet the varying hiring needs of employers in the Commonwealth. The Workforce Skills Cabinet has adopted criteria to guide its collaborative work:

- **Be Demand-Driven:** Meets a business-driven need, as documented in the funding application and verified in the funding review, award, and implementation
- **Leverages Partnerships:** Builds connections between and among educational institutions (including middle/high schools, community colleges, and state colleges/universities), and between educational institutions, private sector businesses and non-profit organizations
- **Reflects Regional Plans:** Reflects Workforce Skills Cabinet Regional Planning Blue Print and aligned existing regional economic development, workforce development, and higher education plans to meet the business-driven need
- **Maximizes Increase in Skilled Workers:** Leads to an increase in the number of skilled workers in a cost-effective way to meet business-driven hiring needs, and, to the greatest extent possible, focuses on improving the skills of students and/or individuals facing barriers to employment
- **Leverages Other Funding:** Builds on other sources of local, state, federal and private funding to meet common goals
- **Builds on Proven Programs:** Supports or expands a program that has shown proven results, or is based on a model that has shown proven results
- **Demonstrates Sustainability:** Shows evidence of the ability to sustain a contribution to the workforce pipeline after grant funds have expired

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Massachusetts Skills Capital Grant Program

GRANT PROGRAM GUIDELINES

As part of the Workforce Skills Cabinet's work to align resources to better meet common goals, the former Manufacturing Training Equipment Grants (administered by EOHED) and the Vocational Opportunity Challenge Grants (formerly administered by A&F) have been combined into one unified and integrated program - the Skills Capital Grant Program. The 2016 MA Economic Development Bill established three years of funding of \$45 million for the WSC to administer the Skill Capital Grant Program to increase the capacity and quality of vocational training and education by providing funds to eligible schools and institutions for the purchase and installation of vocational-technical equipment. To date, the Workforce Skills Cabinet has awarded approximately \$49 million of funding to 157 programs.

The fall of FY 2019 RFP is seeking to support organizations or partnerships that have experience working with populations facing specific barriers to employment that are providing programs aligned to the sectors and critical occupations identified in a region's WSC Regional Blueprints.

Program Overview

Purpose: The Skills Capital Grant Program will award grants for the purchase and installation of equipment and related improvements and renovations necessary for installation and use of such equipment to support vocational and technical training. This equipment will upgrade and expand career technical education and training programs that are aligned to regional economic and workforce development priorities for in-demand industries, provided that grant applications facilitate collaboration to provide students training pathway's to career opportunities in high-skill, high-demand industry sectors, and include all of the following characteristics:

- respond to WSC Regional Planning Labor Market Blueprint
- engage industry partners in supporting structured work readiness activities and work-based learning experiences
- offer focused career guidance and advisement systems
- provide integrated rigorous instructional courses
- support secondary and postsecondary linkages
- provide the opportunity to obtain an industry-recognized credential, apprenticeship, or college credits towards a Certificate, Associate, or Baccalaureate degree

Fall FY 2019 Grant Program Highlights:

Total Grant Program	Up to \$3,000,000
Grant Size	Minimum Grant: \$50,000 - Maximum Grant: \$125,000. Grants of above \$125,000 may be considered if they demonstrate extraordinary multi organization regional collaboration that significantly builds regional capacity

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

	and capabilities to meet workforce needs and economic development opportunities.
<i>Eligible Applicants</i>	<p>The following Massachusetts organizations providing services aligned to the federal Perkins Act definition of career and technical education are eligible to apply as lead applicants on behalf of a partnership:</p> <ul style="list-style-type: none"> • Community-based and correctional organizations, including adult basic education and English Language Learner programs providing career technical instruction • Nonprofit education, training or other service providers • Vocational education institutions and Labor organizations • Regional Vocational Schools or High Schools • Community Colleges • Corrections or organizations supporting those in re-entry • Industry or employer associations • Innovation Centers that are eligible to receive funds from the Massachusetts Life Sciences Center
<i>Use of Grant funds</i>	Purchase and installation of equipment and any related improvements and renovations necessary for installation and use of such equipment.
<i>Grant Targeted Population and Occupations</i>	<p>The RFP is seeking to support organizations or partnerships that have experience working with populations facing specific barriers to employment. Applicants should be as specific as possible when describing their target population and their history and competence in working with them. An applicant's proposed priority target population may include:</p> <ul style="list-style-type: none"> • Be unemployed or underemployed individuals • Be incarcerated or participating in reentry programs • Be receiving assistance from one or more of the following public benefit programs: <ul style="list-style-type: none"> ○ Childcare – Department of Early Education and Care (EEC) child care financial assistance, through Department of Transitional Assistance (DTA) Authorized Vouchers or the Income Eligible Child Care program ○ Nutrition – Supplemental Nutrition Assistance Program (SNAP)/WIC ○ Health Care – MassHealth ○ Income Supports – TANF/TAFDC ○ Subsidized housing

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

	<ul style="list-style-type: none"> • Be likely to experience or expect to experience repercussions on public benefits, such as “cliff issues,” as a result of an increase in earned income¹ • benefit from a training and placement program that incorporates the following elements: <ul style="list-style-type: none"> ○ Technical skill training required for entry-level employment in the target occupation ○ Knowledge regarding job market/employer recruitment/screening process ○ Active job development ○ Incorporation of work readiness skills (i.e. soft skills) ○ Supportive services (e.g. child care, transportation, housing, wrap-around services, etc.) ○ Coaching and post-placement support • Have barriers to gaining and retaining employment or participating in training, including one or more of the following: <ul style="list-style-type: none"> ○ Limited educational attainment ○ Lack of industry-recognized credentials ○ Lack of English proficiency ○ Past criminal record ○ Health problems/ past substance abuse (who have access to services/stabilized) ○ Disability ○ Poor Credit
Goals of Funding	<p>The purchase and installation of vocational training equipment must support the organization to meet the Career Pathway needs for the target populations in at least three of the following goals:</p> <ol style="list-style-type: none"> 1. Increase in number of students able to participate in an <i>existing</i> program. 2. Create a new program to meet demonstrated demand, based on labor market data and employer partnerships.

¹ “Cliff effects” are experienced by families and individuals who have both earnings and public benefits when the levels of public benefits decline more steeply than earnings increase, resulting in a decrease in total resources (earnings + benefits) at certain key earnings thresholds. For example, every additional dollar of earnings a worker getting SNAP receives, she sees a drop in the amount of SNAP benefits of about 30 cents. Typically, cliff effects are more pronounced for individuals and families who receive more of such supports. This phenomenon can result in work disincentives for advancement as well as for entry-level employment. For more information, see: <https://www.bostonfed.org/publications/communities-and-banking/2017/winter/combining-earnings-with-public-supports-cliff-effects-in-massachusetts.aspx>

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

	<p>3. Increase the availability and utilization of the equipment outside of the organization's normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday).</p> <p>4. Increase the availability and utilization of the equipment to students from partnering organizations or schools.</p> <p>5. If no increase in the number of participating students is projected, the applicant must demonstrate a <u>significant</u> improvement in the skills of the students who are able to participate in the program because equipment will be replaced or updated, validated by relevant employers. (Note #5 requires both #3 and #4)</p>
Terms of Award	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of December 31, 2018. All purchases of equipment and grant expenditures must be completed by June 30, 2019.
Matching Funds	Applicants must demonstrate sustainable partnerships with relevant employers and in-kind or cash match to support programs supported by the grant request.

Request for Proposals Released	On or before August 20, 2018
To confirm eligibility, <u>an optional</u> letter of intent is requested by potential applicants. Letter should identifying the type of program to be supported by funding.	<p>September 5, 2018 to be submitted to james.poplasky@mass.gov</p> <p>Link to Letter of Intent form: https://goo.gl/forms/9VegUsxfejCUZzyF2</p>
Confirmation of eligibility to be provided	Confirmation of eligibility to be emailed to those who submitted a letter of intent as potential applicants by Thursday September 10, 2018
Webinar for Applicant Guidance	At 3:00 PM Tuesday September 18, 2018
Proposals will only be accepted through the online application system.	By 4:00 PM on Thursday October 1, 2018
Projected Grant Awards Announcement	Mid November 2018
Anticipated Contract Start Date	On or about December 15, 2018
Funding Disbursement	On a rolling basis, upon verification of approved submitted purchases, requests for equipment, and related installation costs.
Contract End Date	June 30, 2019

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

General Contracting Information

- A. Program Administration:** This program is offered by the Massachusetts Workforce Skills Cabinet and funded by the Commonwealth of Massachusetts through its capital budget. The grant application process will be administered by the Executive Office of Education (EOE), in coordination with the Workforce Skills Cabinet.
- B. Grants Range and Matching Requirement:** Applicants may submit applications requesting grants between \$50,000 and \$125,000. Applicants must limit their funding request to supporting a maximum of one training program area. Applicants must secure an in-kind or cash match from employers or other a sources besides state funding. Grants of above \$125,000 demonstrating extraordinary multi organization regional collaboration that significantly build regional capacity and capabilities to meet workforce needs and economic development may be considered.
- C. Eligible Purchases:** The intent of the program is to allow qualified programs to purchase training equipment. Minor one-time installation costs may be included in the request, as well as requests for minor facility renovations necessary for the successful installation and usage of the equipment. The main purpose of the funding is to purchase equipment, not to renovate classroom space. Recipients may begin to incur costs upon contract execution. All costs must be incurred between the contract execution date and June 30, 2019, inclusive. Expenses incurred after June 30, 2019 will not be eligible for reimbursement by this program. Requests for reimbursement may be submitted to EOE periodically, but no later than June 30, 2019.
- D. Reimbursement**
- a. Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any funds from the Commonwealth. EOE will accept purchase orders as ‘incurred expenses’ to help facilitate cash flow for recipients who may have difficulty incurring expenses before receiving funds. EOE will provide invoicing forms and instructions.
 - b. Upon submission of complete invoices with proper documentation, payments will be disbursed via electronic fund transfer (“EFT”).
 - c. In compliance with the Office of the State Comptroller rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with EOE. Upon contract execution recipients will be allowed to incur costs. Costs must be incurred between contract execution and up to, including, June 30, 2019. No expenses incurred after June 30, 2019 will be reimbursed by this program. Requests for reimbursement may be submitted to EOE no later than August 6, 2019.

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

- d. Grantees will forfeit any remaining award unused after the contract expires. EOE shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.
- e. As a condition of funding EOE will require that the awardee provide information on enrollment, partnering and number of credentials awarded related to programs supported by the grant for the next three fiscal years.

Grant Program Details

A. Eligibility

- a. Applicants may apply for no more than one grant. Applicants must limit their funding request to no more than one program area.
- b. Successful applicants from a prior year are eligible but will be expected to have completed their projects or be near completion. However, preference may be given to applicants who have not received or received limited Skills Capital Grant funding in the past.

B. Review of Applications

Step 1: Threshold Criteria Screening

Submissions will be screened for completeness, conformity to the program requirements, and timeliness of response. Reviewers will determine the eligibility of each applicant, evaluate applications and confirm the alignment to Workforce Skills Cabinet Regional Planning Blue Print and relevance to meeting the needs of priority sectors, critical occupations and aligned to strategies identified in the plan. Submissions that are incomplete, non-conforming, or late may not be considered.

Step 2: Compliance Screening

The Executive Office of Education will conduct an analysis to ensure all lead applicants are in compliance with state and federal law. Lead applicants are encouraged to review these criteria and ensure they are in compliance prior to submitting an application. Executive Office of Education will conduct the following reviews to ensure compliance:

- Ensure applicants are in good standing with the Massachusetts Department of Revenue. Commonwealth Corporation will conduct this screening by reviewing the Certificate of Good Standing (C.O.G.S.) submitted in the Qualifications Submission Package. **Please note that community colleges, public vocational technical high schools and public state universities serving as the lead applicant do not need to submit a Certificate of Good Standing.**
- Please follow this guidance when requesting and submitting a Certificate of Good Standing from the Department of Revenue:
 - The **Certificate of Good Standing from the Department of Revenue** is **NOT** the same and should not be confused with a **Certificate of Incorporation from the Secretary of State**
 - C.O.G.S. must be less than six months old
 - Please visit the Department of Revenue's website:

Massachusetts Skills Capital Grant Program

GRANT PROGRAM GUIDELINES

(<http://www.mass.gov/dor/businesses/programs-and-services/certificate-of-good-standing.html>) for more information about the C.O.G.S. and to complete an online application to obtain a Certificate

- Applications for a C.O.G.S. can take 4-6 weeks to be processed
- Ensure applicant is in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts. Commonwealth Corporation will work with the Department of Unemployment Assistance to conduct this review.

Step 3: Review Committee

A review committee will review and score all eligible submissions and recommendations will be presented to the Workforce Skills Cabinet for final approval. The Executive Office of Education reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the program concept. The review committee may be comprised of designees from the Executive Office of Education, Executive Office of Housing and Economic Development, Executive Office of Labor and Workforce Development, Executive Office of Administration and Finance, as well as representatives from the Department of Elementary and Secondary Education, Department of Higher Education, MA Life Sciences Center, Executive Office of Health and Human Services, and various other government, business, and/or industry leaders.

Selection Criteria: Applications will be reviewed and scored based on overall scores in the following selection criteria areas, with a possible total of 100 base points.

Selection Criteria	Base Points
<u>A. Demand-driven and Reflects Regional Plans</u> , based on labor market data included in WSC Regional Planning Blueprint industry sector, critical occupation priorities and identified strategies	20
<u>B. Leverages Partnerships and Matching Funds</u> with Employers, Educational , Economic Development and Workforce partners and leverage Non-State Matching Funds	25
<u>C. Optimizes Regional Training Capacity and Significantly Increases Supply of Skilled Workers in High-Demand Industries</u> by expanding targeted population student learning, enrollment and credentialing, as validated by relevant employers	25
<u>D. Builds on Proven Programs</u> that demonstrate achieve high quality and consistent results	10

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

E. <u>Demonstrates Sustainability</u> of program enrollments and to provide resources to maintain and operate the new equipment	10
F. <u>Project Implementation and Budgeting</u> of project plan and documentation of resource requirements	10

Step 4: Notification of Grant Award Status

All applicants will be notified of their award status by email. Applicants that are identified for an award may be required to submit a copy of the organization's most recent audited financial statement prior to grant announcement or the execution of a final contract. In addition, prior to the grant award, Executive Office of Education staff may review an organization's fiscal systems and internal controls to verify that the organization has the capacity to manage public grant funds and administer the program.

Additional Evaluation Notes:

In addition to the scoring system outlined above, the Workforce Skills Cabinet (Executive Office of Education) reserves the right to consider only submissions that, in our sole judgment, are complete and responsive to the solicitation's requirements and include all required application components.

Grant Application Sections

Demand-driven and Reflects Regional Plans:

Applicants should show strong evidence that the program, for which they will be purchasing and installing equipment to support, is closing the skills gap and meeting the needs of employers in their region. Strong evidence includes regional labor market data available from Workforce Skills Cabinet Regional Planning Blueprints, research-based report or study, a letter of support from the Regional Workforce Development Board confirming that there is a high demand in the specified program and explaining how the program aligns to the region's Labor Market Blueprint, and a letter of support from two or more employers confirming a workforce need and the role(s) they will play in partnering activities. Describe alignment to industry sectors, high-demand occupations and strategies prioritized in the Workforce Skills Cabinet Regional Blueprint in your region. If you are not familiar with this Regional Blueprint please contact your local Workforce Board for more information. Plans can be found on <https://www.mass.gov/regional-workforce-skills-planning-initiative>

There is a growing body of research (<http://www.mdrc.org/publication/implementing-workadvance-model>) demonstrating that job seekers benefit from starting at a higher wage and by participating in programs that provide information and coaching on career continuums beyond the first entry-level job. While we have not set a wage floor for proposed occupations, applicants will be required to provide evidence that the programs will place participants in jobs in which the combination of wages, employer-supported benefits and upward mobility pathways are likely to support the goal of reduced reliance on public benefits, increased earned income and economic stability. Such evidence might include:

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

- the proposed target occupation has attainable opportunity for career advancement and wage progression within a reasonable time frame
- the employer partners invest in supporting entry-level employees' career advancement
- the employer partners provide sufficient benefits to support a transition from reliance on public benefits in preparing for advancement

Leverages Partnerships and Matching Funds:

Applicants should show strong evidence that the proposed equipment to be used by the program is reflective of and aligned to other secondary, post-secondary, apprentice and training career pathway programs in the region. Also, applicants should show that the use of equipment increases overall training capacity and maximizes the program's impact on employment outcomes. Organizations must ensure they have all the partners needed to reach and support their target population in securing employment for their target occupation.

Applicants should explain how the proposed funding will complement or leverage other state, federal or private funding. Examples of existing statewide resources include grants funded through the Learn to Earn Initiative (EOLWD/EOE/EOHHS/EOHED), Urban Agenda Grant Program (EOHED), Workforce Competitiveness Trust Fund (EOLWD, Commonwealth Corporation), Advanced Manufacturing Training Program Workforce Development Grants (EOHED), Dual Enrollment (DHE), or grants from foundations or federal government, and core operational resources. Additionally, applicants must demonstrate in-kind or cash match from employers to support programs supported by the grant request.

Optimizes Regional Training Capacity and Significantly Increases Supply of Skilled Workers in High Demand Industries While Serving the Targeted Population:

Applicants must explain how the grant funding will improve the skills of the students and provide **at minimum three of the following:**

1. Increase in number of students able to participate in an *existing* program.
2. Creation of a new program to meet demonstrated demand.
3. Increase in the availability of the equipment outside of the organization's normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday).
4. Increase in the availability of the equipment to students from partnering organizations.
5. If no increase in the number of participating students is projected, the applicant must demonstrate a significant improvement in the skills of the students who are able to participate in the program because equipment will be replaced or updated, as validated by at least two employers.

This RFP is seeking to support organizations or partnerships that have experience and expertise in serving populations facing specific barriers to employment. Applicants should be as specific as possible when

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

describing their target population and their history and competence in working with them. An applicant's proposed priority target population (s) may include:

- Be unemployed or underemployed individuals
- Be receiving assistance from one or more of the following public benefit programs:
 - Childcare – Department of Early Education and Care (EEC) child care financial assistance, through Department of Transitional Assistance (DTA) Authorized Vouchers or the Income Eligible Child Care program
 - Nutrition – Supplemental Nutrition Assistance Program (SNAP)/WIC
 - Health Care – MassHealth
 - Income Supports – TANF/TAFDC
 - Subsidized housing
- Be likely to experience or expect to experience repercussions on public benefits, such as “cliff issues,” as a result of an increase in earned income
- benefit from a training and placement program that incorporates the following elements:
 - Technical skill training required for entry-level employment in the target occupation
 - Knowledge regarding job market/employer recruitment/screening process
 - Active job development
 - Incorporation of work readiness skills (i.e. soft skills)
 - Supportive services (e.g. child care, transportation, housing, wrap-around services, etc.)
 - Coaching and post-placement support
- Have barriers to gaining and retaining employment or participating in training, including one or more of the following:
 - Limited educational attainment
 - Lack of industry-recognized credentials
 - Lack of English proficiency
 - Past criminal record
 - Health problems/ past substance abuse (who have access to services/stabilized)
 - Disability
 - Poor Credit

Builds on Proven Programs: Applicants should demonstrate that their funding proposal will improve the capacity and quality of a program that has achieved high quality and consistent results, or that the program is based on other programs that have achieved such results. For example, the program is approved by a state or federal agency, accredited, approved by a trade association or has been evaluated by a third party to determine its effectiveness. The applicant should also demonstrate the ability to successfully implement new initiatives and expend grant funding on a timely basis.

- a. **Demonstrates Sustainability:** Applicants should show evidence of the ability to provide resources to maintain and operate the new equipment as well as to sustain the enrollment and number of credentials awarded by an expanded or improved program.

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

- b. **Project Implementation and Budgeting:** Applicant must provide a project plan outlining milestones and provide documentation of budget resource requirements and matching funds.

Application Forms and Guidance

The following pages comprise the application forms required for this grant program. A complete proposal packet includes the following components: cover page, proposal narrative, proposed budget and a minimum of two letters of support from industry partners. Unless otherwise indicated, all sections must be completed. **Complete instructions on how to use the online application system are found here** <https://webportalapp.com/portal/19skillscapital>

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

COVER PAGE

Project Profile				
Name of Lead Applicant Organization ^				
Applicant Type: Please select (<input checked="" type="checkbox"/>) the type of organization that represents the lead organization.				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Community-Based Organization, including Adult Basic Education Providers </div> <div style="width: 50%;"> <input type="checkbox"/> Local Workforce Development Entity </div> <div style="width: 50%;"> <input type="checkbox"/> Employer </div> <div style="width: 50%;"> <input type="checkbox"/> Local Workforce Investment Board </div> <div style="width: 50%;"> <input type="checkbox"/> Employer Association </div> <div style="width: 50%;"> <input type="checkbox"/> Nonprofit Education, Training, or Other Service Provider </div> <div style="width: 50%;"> <input type="checkbox"/> Higher Education Institution </div> <div style="width: 50%;"> <input type="checkbox"/> One-Stop Career Center </div> <div style="width: 50%;"> <input type="checkbox"/> Labor Organization </div> <div style="width: 50%;"> <input type="checkbox"/> Vocational Education Institution </div> </div>				
Department of Unemployment Assistance ID Number ^		Federal Employer ID Number (FEIN) ^		
Total Program Design Funds Requested (up to maximum of \$125,000) ^				
Lead Applicant Contact Information				
Role	Name / Title	Address	Phone	Email
Primary Contact Person ^ (notified upon decision of grant award)				
Authorized Signatory (authorized to commit organization)				
Fiscal Contact (fiscally responsible for project funds and submitting invoices)				
Project Manager , if known (contact over the course of the project)				
Partnership Members and Contact Information				
Please list the organizations and contact information for all required* and additional partners.				
Organization Type	Organization Name	Address	Contact Name / Title	Phone / Email
Employer Partner 1*				
Employer Partner 2*				
Other Relevant Partners...				
Example: Local Office of Public Agency				

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

Example: Community Based Organization				
Example: Workforce Development Board				
Example: One-Stop Career Center				
Example: Education Partner				

**Massachusetts Skills Capital Grant Program
FY Fall 19 APPLICATION**

PROPOSAL NARRATIVE

1. Applicant Description

Provide a concise description of the lead applicant and the project. Include the organization's experience and past success/outcomes in education/workforce training serving the target population to accomplish the goals of the program utilizing the equipment requested in this application

2. Project Overview. Please describe the following:

Target Population(s):

- What are the target population (s) that the program will serve?
- What is the career technical education program that the equipment will support?
- What is the geographic area you are proposing to serve?
- What is the demand by industry for the occupation (s) in the region? Describe alignment to industry sectors, high-demand occupations and strategies prioritized in the Regional Labor Market Blueprint currently in development in your region. If you are not familiar with this regional plan, please contact your local Workforce Board for more information. Plans can be found on <https://www.mass.gov/regional-workforce-skills-planning-initiative>
- Who are and what are the role (s) of the primary industry, community, education/training, and workforce partners? Identify how the program spans or aligns to secondary and post-secondary in demand industry credentials?
- Over the next three years what number of students will be enrolled and complete the program?
- Over the next three years what type and number of credentials will be awarded?

Use of Grant Resources:

- Describe the equipment to be purchased.
- How did industry and/or employer partners provide input on what relevant equipment they need? To what extent does the equipment meet exact specifications to what a current employer needs and is on their own shop floors?

3. Project Questionnaire - Applicants must answer all of the questions below. Do not skip any questions or change the order of the questions. You may adjust the spacing in each section on this application to accommodate your answers. Answers may also be provided in bulleted or chart form.

**Massachusetts Skills Capital Grant Program
FY Fall 19 APPLICATION**

A. Demand Driven and Reflects Regional Blueprint Plans (20 points):

1. Describe the extent to which the program aligns to and/or correlates with priority industry sectors critical occupations and strategies for education, training and employment outcomes defined by the Workforce Skills Cabinet Regional Planning Blueprint for the applicant's area.
1. Describe the applicant's experience related to meeting the needs of the target population and plans related specifically to the funding request for working with industry, economic development, workforce development, regional planning organizations and/or education providers to inform program design.
2. Describe past evidence of job placement for graduates from the program, including evidence provided by relevant regional employers.
3. Describe the applicant's experience and plan to work with complementary or similar programs in the region that provide opportunities for collaboration.
4. Describe how the program demonstrates that funding is reflective of and aligned to other secondary, post-secondary and training programs in the region.
5. Complete the chart to identify the high-demand target occupation (including SOC coded (s) and current regional vacancies (job openings) and projected estimated number of future vacancies. For assistance related to vacancies contact your workforce development board. Standard Occupational Classification (SOC) code(s) information can be found at <http://www.onetonline.org>

Occupation	SOC Code	Current number of regional vacancies	Projected Number of local vacancies

B. Leverages Partnerships and Matching Funding (25 Points):

Provide evidence that the program the equipment will support is operated in close partnership with other organizations in the region to increase the program's reach and capacity. Related to the programs and requested equipment and high-demand career pathways:

1. Identify and describe current and future partnerships and roles of economic development, career centers, workforce development organization(s) and/or community based organization(s).
2. Identify your current and anticipated education partners' roles and activities related to the program(s) the new equipment is supporting.
3. Identify your current and anticipated employer partners' roles and activities related to the program(s) the new equipment is supporting.

**Massachusetts Skills Capital Grant Program
FY Fall 19 APPLICATION**

4. Attach at least two current letters of support from employer partners that identifies the sustainable role (s) they will provide to support the program. If an employer is providing in-kind support, please request the employer include the information in the letter.
5. Identify any specific work-based learning experience activities related to the program. Describe plans for increasing the number of active employer partners. Identify if your partner currently is collaborating with Connecting Activities, Youth Works, STEM@Work, Register Apprentice or other education, state agency, or community based programs.

C. Optimizes Regional Training Capacity and Significantly Increases Supply of Skilled Workers in High-Demand Industries (25 points):

1. Identify the target population (s) *(noting the description provided in the introduction)* that grant funded equipment will support.
2. Explain how you will provide focused career advisement and work readiness skills to support the success of students in the proposed program.
3. Identify how the program is designed specifically to recruit, assess and support the training and employment success of the targeted population.
4. Please indicated the current (FY18) and projected outcomes related to programs impacted by the equipment purchased with grant resources.

Outcome	FY18	FY 19	FY 20	FY 21
Number of Students Enrolled				
Number of Students Completing Program				
Number of Credentials Awarded				
Number of Students Employed or Enrolled in a Post-secondary Program and/or Apprenticeship				

5. To what extent will this grant increase the capacity of the program to serve more students? Explain how the grant funding will provide at least three or more of the following:
 1. An increase in the number of students who are able to participate in an *existing* program.
 2. Creation of a new program to meet demonstrated demand, as validated by relevant regional employers.
 3. An increase in the availability of the equipment outside of the organization's normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday).
 4. An increase in the availability of the equipment to students from partnering organizations and number of partnering organization students to be served.

**Massachusetts Skills Capital Grant Program
FY Fall 19 APPLICATION**

5. If there is no increase in the number of participating students, identify improvement in the skills of the students who are able to participate in the program, because equipment will be replaced or updated, based on evidence provided by relevant regional employers.

D. Builds on Proven Programs (10 points):

1. Please describe the program's track record of high quality and consistent results, or how this funding proposal is based on other programs that have achieved such results. For example, the program is approved by a state or federal agency, accredited, approved by a trade association or has been evaluated by a third party to determine its effectiveness.
2. Please describe the applicant's ability to successfully implement new initiatives and expend grant funding on a timely basis.
3. Please describe current recruitment practices for the targeted population or commitment to develop a plan to ensure students equitable access.
4. Please describe current plan or commitment to support industry and community engagement and partnering.

E. Sustainability (10 points):

1. Does the organization have a capital/operating plan for financing the ongoing maintenance and/or future replacement of the equipment? Please describe current plan or commitment to develop a plan.
2. Please describe current practices or commitment to develop a plan to sustain or enhance enrollment levels and credentials awarded in to meet the region's workforce needs.
3. Describe the extent to which the program has been able to leverage other state or federal funding sources. Identify the source, type and level of matching funds that are being provided to support the purchase of technology and equipment your application is requesting.
4. Describe the extent to which the program has been able to leverage other community or private sector funding sources. Identify the source, type and level of matching funds that are being provided to support the purchase of technology and equipment your application is requesting.

F. Project Implementation and Budgeting (10 Points)

1. Identify each major program inclusive of student and partnerships activities and milestone timeline you will complete in FY19
2. Please provide a projected timeline for purchasing and installing the proposed equipment by June 30, 2019.

**Massachusetts Skills Capital Grant Program
FY Fall 19 APPLICATION**

Budget Submission:

A proposed grant budget should be prepared using the form below. Applicants should be able to outline specific equipment purchases to be made with this grant as well as estimated costs of installation and/or related costs. Total in proposed budget worksheet should equal total grant request. **Match Commitment:** Applicants must demonstrate in-kind or cash match to support programs supported by the grant request.

**FY 19 Fall Application Massachusetts Skills Capital Grant Program
APPLICATION**

PROPOSED GRANT BUDGET

The chart below is an embedded Excel worksheet. Double click to open. Please outline specific equipment purchases that would be made with this grant, including any related installation costs. Add rows, as needed.

If applying for equipment to support multiple types of programs please complete the chart below;

Training Program / Occupation	Budget Request to Support Equipment For the Program			
	\$			
	\$			
	\$			
Total Budget Request	\$			
(Enter Applicant Name)				
Equipment Purchases				
Item Description	Vendor	Quantity	Cost/Item	Total Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
		Total Equipment:		\$ -
Installation/Other Expenses				
Description of Expense				Estimated Cost

**FY 19 Fall Application Massachusetts Skills Capital Grant Program
APPLICATION**

				\$ -
				\$ -
				\$ -
Total Installation/Other:				\$ -
Total Requested				\$ -
Matching Funds				
Cash Match				
In-kind Match				
Total				