



COMMONWEALTH OF MASSACHUSETTS WORKFORCE SKILLS CABINET

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

Massachusetts Skills Capital Grant Program

FY22 Round 1 Grant Program Guidelines and Application Forms

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
- **Responds to Regional Plans:** Responds to Workforce Skills Cabinet Regional Planning Blueprint and aligns to 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

JAMES A. PEYSER
SECRETARY,
EDUCATION

ROSALIN ACOSTA (CHAIR)
SECRETARY, LABOR &
WORKFORCE DEVELOPMENT

MIKE KENNEALY
SECRETARY, HOUSING AND
ECONOMIC DEVELOPMENT

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. The 2018 Economic Bond Bill established an additional \$75 million funding for the WSC to administer the Skill Capital Grant program. Workforce Skills Cabinet Skills Capital Grant Program, to date has provided over 339 grants totaling \$92 Million to date.

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 Blueprint and Labor Market Information
- engage industry partners in supporting structured work readiness activities and work-based learning experiences
- offer focused college and 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

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

FY22 Grant Program Highlights:

Total Grant Program	Up to \$12,000,000
Grant Size (s)	<p>Organization may <u>only submit one application</u> and may select from the two options provided.</p> <ul style="list-style-type: none"> • Option 1: FY 22 Award - Minimum Grant: \$50,000 - Maximum Grant: \$500,000 Applicants seeking support of Innovation Pathway programs are limited to a maximum of \$75,000 per designated pathway program and a total of two pathways (\$150,000). Option 2: Multi year Award Request (FY 22 and FY 23); \$750,000 to \$1,500,000. Applicants seeking multi-year funding are required to meet matching resources and budgeting requirements identified on the multi-year funding budget sheet.
Eligible Applicants	<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 <p>Additionally, eligible are:</p> <ul style="list-style-type: none"> • Industry associations or employer associations • Innovation Centers that are eligible to receive funds from the Massachusetts Life Sciences Center • Community-based organizations with recognized success in training adults with barriers to employment
Use of Grant funds	Purchase and installation of equipment and any related improvements and renovations necessary for installation and use of such equipment.
Grant Targeted Population and Occupations	This program is intended to benefit youth and adult students as well as incumbent workers who are enrolled in eligible schools and vocational programs, who are preparing and training to enter the workforce or advance their careers. The program seeks to support eligible schools that are providing workforce skills training for high demand industries and critical occupations identified by Workforce Skills Cabinet Regional Blueprint, such as advanced manufacturing, healthcare, information technology, construction/skilled trades and life sciences. Applicants will be required to identify the target industries

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

	and occupations for their training and to demonstrate the demand for jobs and career opportunities in that industry. Preference will be given to applications that document that funding will support building instructional capacity to support them and to significantly close skills gap as identified by the Regional Blueprint. The Workforce Skills Cabinet will prioritize support of Career Tech Initiative expansion of evening programs for both youth and adults.
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 the following goals:</p> <p><u>Preference for funding Increasing capacity.</u> (high recognition for achieving all three):</p> <ul style="list-style-type: none"> • Increase in number of students able to participate in an <i>existing</i> program • Create a new program to meet demonstrated demand, based on labor market data and employer partnerships • Increase the availability and utilization of the equipment in partnership with other organizations outside of the organization’s normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday) to serve additional students. <p><u>Consideration for funding: Maintaining Quality</u></p> <ul style="list-style-type: none"> • If no increase in the number of participating students is projected in the existing program, 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.
Terms of Award	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of July 1 st , 2021. All purchases of equipment and grant expenditures must be completed by June 30, 2022.
Matching Funds	Applicants must demonstrate sustainable partnerships with relevant employers and in-kind and/or cash match as required to support programs supported by the grant request.

Request for Proposals Released	On or before December 15th, 2020
Webinar for Applicant Guidance	On January 27, 2021 at 3:00 PM EST
To confirm eligibility, <u>an optional</u> letter of intent is requested by potential applicants. Letter should identify the	<p>On February 19, 2021 to be submitted to james.poplasky@mass.gov Link to Letter of Intent form: https://webportalapp.com/appform/fy22skillscapitalletter</p>

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

type of program to be supported by funding.	
Proposals will only be accepted through the online application system.	On March 24, 2021 <u>by 3:00 PM</u>
Projected Grant Awards Announcement	On or about May 14, 2021
Anticipated Contract Start Date	On or about July 1, 2021
Funding Disbursement	On a rolling basis, upon verification of approved submitted purchases, requests for equipment, and related installation costs.
Contract End Date	June 30, 2022

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:** Organization may only submit one application and may select from the two options provided.
- Option 1: FY 22 Award - Minimum Grant: \$50,000 to a maximum grant: \$500,000
Applicants must limit their funding request to supporting a maximum of two training program areas. Applicants seeking support of Innovation Pathway programs are limited to a maximum of \$75,000 per designated pathway program and a total of two pathways (\$150,000). Applicants must demonstrate an in-kind or cash match from employers or other source besides state funding.
 - Option 2: Multi year Award (FY 22 and FY 23 Funding): \$750,000 to a maximum grant of \$1,500,000. Applicants must limit their funding request to supporting a maximum of four training program areas. Applicants seeking multi-year funding are required to meet matching resources and budgeting requirements identified on the multi-year funding budget sheet. For every \$3 of Skills Capital Grant funds requested. Applicants must secure a minimum of \$1 of cash match to support related equipment or infrastructure from employers or other source besides state funding. Documentation of an awardees available matching resources will be required prior to contracting.

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

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. For FY 20 Awards all costs must be incurred between the contract execution date and June 30, 2020, inclusive. Expenses incurred after June 30, 2021 will not be eligible for reimbursement by this program. Requests for reimbursement may be submitted to EOE periodically, but no later than June 30, 2021. For multiyear awards (FY22-23) EOE will confirm the required reimbursement timeliest during the contracting process with the latest requests for reimbursement required to be submitted to EOE no later than June 30, 2022.

D. Reimbursement (updated with new process approved by Comptroller)

- a. Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any funds from the Commonwealth.
- b. EOE will require a letter of certification to confirm that the items have been delivered and/or installation has been completed. The Grantee will retain copies of all related purchasing documentation, including purchase orders, tracking information, invoices, etc. as required under the terms of the grant. The grantee understands that these records must be maintained for a period of seven (7) years for audit and review purposes and made available upon request.
- c. Payments will be disbursed via electronic fund transfer (“EFT”).
- d. 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, 2021. No expenses incurred after June 30, 2020 will be reimbursed by this program. Requests for reimbursement may be submitted to EOE no later than August 6, 2022. If a multi-year award is made EOE will issue a similar multi-year contract agreement that will complete June 30, 2023.
- e. 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.
- f. 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.
- g. All FY22 awards are contingent on the completion and final settlement of any outstanding FY21 Skills Capital Grant Funding.

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

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 two program areas.
- 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 Blueprint 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 that 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: (<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.

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

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 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, Commonwealth Corporation, 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 and 10 Bonus Points. Preference will be given to applicants who are significant expanding capacity to close Workforce Skill Gaps including those offering program availability during morning, afternoon (after school), evening and/or weekend. Additionally, preference maybe give to organizations who have received no or minimal funding in the past 3 years. Furthermore, the Workforce Skills Cabinet will prioritize the list of occupational vocational programs included as Appendix A for funding consideration.

Selection Criteria	Base Points
<u>A. Demand-driven and Reflects Regional Blueprint Plans,</u> based on labor market data included in WSC Regional Planning Blueprint industry sector, critical occupation priorities and identified strategies	25
<u>B. Leverages Partnerships and Matching Funds</u> with Employers, Educational, Economic Development and Workforce partners and leverage Non-State Matching Funds	20 Bonus 5 pts
<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 Bonus 5 pts
<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 inclusive of the 2020 Update can be found at <https://www.mass.gov/service-details/view-your-regions-blueprint>.

Furthermore, the Workforce Skills Cabinet will prioritize the list of occupational vocational programs included as Appendix A for funding consideration.

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

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

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), TRAIN (DHE), or grants from foundations or federal government, and core operational resources.

- Option 1: FY 22 Award - Minimum Grant: \$50,000 to a maximum grant: \$500,000
Applicants must limit their funding request to supporting a maximum of two training program areas. Applicants seeking support of Innovation Pathway programs are limited to a maximum of \$75,000 per designated pathway program and a total of two pathways (\$150,000). Applicants must demonstrate an in-kind or cash match from employers or other source besides state funding.
- Option 2: Multi year Award (FY 22 and FY 23 Funding); \$750,000 to a maximum grant of \$1,500,000. For every \$3 of Skills Capital Grant funds requested Applicants must secure a minimum of \$1 of cash match to support related equipment or infrastructure from employers or other source besides state funding. Documentation of an awardees available matching resources will be required prior to contracting.

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:

Preference for funding Increasing Capacity. (high recognition for achieving all three):

- Increase in number of students able to participate in an *existing* program
- Create a new program to meet demonstrated demand, based on labor market data and employer partnerships.
- Increase the availability and utilization of the equipment in partnership with other organizations outside of the organization’s normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday) to serve additional students.

Consideration for funding: Maintaining Quality

- If no increase in the number of participating students is projected in the existing program, 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, validated by relevant employers.

Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES

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 launching of a new 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. If the applicant is currently applying for a new Chapter 74 Vocational program (secondary or postsecondary), new afternoon “after dark” program, CTI Adult training program (ComCorp) or Innovation Pathway designation the applicant must be clearly identify the stage in the process and timeline for approval. Please note funds may be awarded conditionally on achieving program designation or approval. Similarly, funds may be awarded conditionally if an Institution of Higher Education is applying for new program approval from the Department of Higher Education or option or certificate prior to student enrollment. Status must be clearly stated noting the stage in the process and timeline for approval.

- 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.

- 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/appform/fy22skillscapital>

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

The information in the table below should be used to prepare for the online application

Project Profile				
Name of Lead Applicant Organization ^				
Applicant Type: Please select (<input checked="" type="checkbox"/>) the type of organization that represents the lead organization.				
<input type="checkbox"/> Community-Based Organization, including Adult Basic Education Providers		<input type="checkbox"/> Local Workforce Development Entity		
<input type="checkbox"/> Employer		<input type="checkbox"/> Local Workforce Investment Board		
<input type="checkbox"/> Employer Association		<input type="checkbox"/> Nonprofit Education, Training, or Other Service Provider		
<input type="checkbox"/> Higher Education Institution		<input type="checkbox"/> One-Stop Career Center		
<input type="checkbox"/> Labor Organization		<input type="checkbox"/> Vocational Education Institution		
Department of Unemployment Assistance ID Number ^			Federal Employer ID Number (FEIN) ^	
Skill Capital Grant Funds Requested: Indicated Option (1 or 2) and Funding \$ Requested;				
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...				

**Massachusetts Skills Capital Grant Program
GRANT PROGRAM GUIDELINES**

Example: Local Office of Public Agency				
Example: Community Based Organization				
Example: Workforce Development Board				
Example: One-Stop Career Center				
Example: Education Partner				

PROPOSAL NARRATIVE

1. Applicant Request: Organization may only submit one application and may select from the two options provided.

- Option 1: FY 22 Award - Minimum Grant: \$50,000 to a maximum grant: \$500,000 Applicants seeking support of Innovation Pathway programs are limited to a maximum of \$75,000 per designated pathway program and a total of 2 pathways (\$150,000). Applicants must demonstrate an in-kind or cash match from employers or other source besides state funding. Applicants must limit their funding request to supporting a maximum of two training program areas
- Option 2: Multi year Award (FY 22 and FY 23 Funding); \$750,000 to a maximum grant of \$1,500,000. Applicants must limit their funding request to supporting a maximum of four training program areas Applicants seeking multi-year funding are required to meet matching resources and budgeting requirements identified on the multi-year funding budget sheet. For every \$3 of Skills Capital Grant funds requested Applicants must secure a minimum of \$1 of cash match to support related equipment or infrastructure from employers or other source besides state funding. Documentation of an awardees available matching resources will be required prior to contracting.

Please identify the funding option, funding amount request in and identify matching resources. If you are applying for Option 2: Multi Year (FY 22 and FY 23 Funding) grant, please explain why multiyear funding is required.

2. Project Overview. Please describe the following;

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. Include:

1. the WIOA Planning Region and MassHire Workforce geographic area (s) you are proposing to serve?
2. the career technical education program (s) and occupation (s) that the equipment will support?
3. Describe alignment to industry sectors, high-demand occupations and strategies prioritized in the Regional Labor Market Blueprint - for 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>) Additionally, the Workforce Skills Cabinet will prioritize the list of Chapter 74 programs included as Appendix A for funding consideration.
4. the target population (s) that the program will serve?

5. 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?
6. Over the next three years what number of students will be enrolled and complete the program (s)? What are the number of credentials that will be awarded for each program and population?

Use of Grant Resources:

7. Describe the equipment to be purchased.
8. 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?
9. If applying, for Option 2: Multi Year Funding please articulate how the investment of additional grant resources will significantly impact the region's workforce development.

3. Project Questionnaire - Applicants must answer all of the questions below. Do not skip any questions or change the order of the questions.

A: Demand Driven and Reflects Regional Blueprint Plans (15 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. Please note the Workforce Skills Cabinet will prioritize the list of occupational vocational programs included as Appendix A for funding consideration.
2. 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.
3. Describe past evidence of job placement for graduates from the program, including evidence provided by relevant regional employers.
4. Describe the applicant's experience and plan to work with complementary or similar programs in the region that provide opportunities for collaboration or pathway opportunities for students.
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 and 5 Bonus 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 program (s) and requested equipment and high-demand career pathways:

1. Identify and describe current and future partnerships and roles of economic development, MassHire 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. 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 or cash support, please request the employer include the information in the letter.
4. 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, Registered Apprentice or other education, state agency, or community-based programs.
5. Identify how the equipment will support new learning models including digitally enhanced, competency based, hybrid or online delivery learning.

For Additional Bonus Points (5 Points):

Describe the program’s new or scaling of current partnerships and roles including fiscal, staffing, and space utilization consideration with other high school, community colleges, apprentice programs, or training providers in the region. Clearly demonstrate the extent to which such partnerships rationalize, expand and optimize overall system capacity to serve a significantly larger number of students (identify the number of students impacted) and close a regional skills gap. Please identify instances the equipment will be utilized to provide access to currently funded state supported training programs.

C: Optimizes Regional Training Capacity and Significantly Increases Supply of Skilled Workers in High-Demand Industries (25 points and 5 bonus points):

1. Clearly Identify how you will meet the increasing capacity or maintain quality funding consideration identified below.
 - Increasing Capacity Preference for funding (high recognition for achieving all three):
 - Increase in number of students able to participate in an existing program inclusive of DESE approved after school, evening and or weekend programs
 - Create a new program to meet demonstrated demand, based on labor market data and employer partnerships.
 - Increase the availability and utilization of the equipment in partnership with other organizations outside of the organization’s normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday) to serve additional students
 - Maintaining Quality Consideration for funding:
 - If no increase in the number of participating students is projected in the existing program, 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, validated by relevant employers.
2. Identify the target population (s) (noting the description provided in the introduction) that grant funded equipment will support. Identify how the program is designed specifically to recruit, assess and support the training and employment success of the targeted population.
3. Explain how you will provide focused career advisement and work readiness skills to support the success of students in the proposed program. Identify the specific role of you MassHire Board, MassHire Career Center, or other partners in implementing your program (s).
4. Please indicated the projected outcomes related to each program impacted by the equipment purchased with grant resources.

Outcome	FY 22	FY 23	FY 24	FY 25	FY 26
Number of Students Enrolled					
Number of Students Completing Program (s)					
Number of Credentials Awarded					
Number of Students Enrolled Participating in a Pre-Apprentice or Apprentice program					

For Additional Bonus Points (5 Points)

Identify how the program is designed to provide equitable access and will specifically recruit, assess and support the training of underrepresented, underemployed and unemployed individuals, including individuals with disabilities and/or barriers to employment. Identify the projected number of participants and credential (s) to be awarded. An individual with barriers to employment is an unemployed individual with one or more socio-economic challenges that must be addressed if attainment and maintenance of employment is likely to be successful. For example, minorities, low-income individuals, individuals with disabilities, veterans, CORI, etc.

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. Please indicate if the proposed program is a new program requiring DESE, DHE or Commonwealth Corporation (CTI Adult Training) approval. Identify the stage in the process and timeline.
2. Please describe the applicant's ability to successfully implement new initiatives and expend grant funding on a timely basis.
3. 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.
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. 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.
3. Describe the extent to which the program has been able to leverage other community or private sector funding matching 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. Please note if you are applying for Option 2: Multi Year Award you must identify the source and amount of funds you will provide to meet the cash match requirement.

F: Project Implementation and Budgeting (10 Points)

1. For each program identify the milestone timeline you will complete inclusive of student and partnerships activities.
2. Please provide a projected timeline for purchasing and installing the proposed equipment.
3. Budget Submission:
 - a. A proposed grant budget should be prepared and submitted using the Excel Worksheet provided. For each program 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: As required applicants must demonstrate in-kind and/or cash match to support programs supported by the grant request.

Appendix A - Workforce Skills Cabinet list of priority occupational vocational programs

Biotechnology
Building and Property Maintenance
Certified Nursing Assistant
Computer Network Support Specialists
Computer Operators
Computer Use Support Specialist
Construction Craft Laborer
Cooks/Culinary
Dental Assisting
Diesel Technology
Electricity
Electronics
Engineering Technology
Environmental Science & Technology
Health Assisting
Heating, Ventilation, Air Conditioning, Refrigeration
Home Health Aid
Information Security Analysts
Information Support Services and Networking
Machine Tool Technology
Marine Service Technician
Medical Assisting
Metal Fabrication & Joining Technologies
Pharmacy Tech
Plumbing
Programming and Web Development
Robotics and Automation Technology
Sheet Metalworking
Substance Abuse and Behavioral Disorder Counselors
Web Developers