

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 25.105

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: December 23, 2015

Subject: **Massachusetts Skills Capital Grant Program**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of the Skills Capital Grant Program through the Workforce Skills Cabinet (WSC). 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 Executive Office of Housing and Economic Development - EOHD) 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. Through this program, the WSC seeks 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.

Background: The Massachusetts Workforce Skills Cabinet 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 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 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 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.

The full set of guidelines, and more information about the grant are in **Attachment A**.

An application and forms are required for this grant program, **Attachment B**. A complete proposal packet includes the following three components: Cover Page, Proposal Narrative (not to exceed 5 pages), and Proposed Budget. Unless otherwise indicated, all sections must be completed. Complete packets should be submitted as one PDF file.

Inquiries: Please email all questions to Juan Vega at juan.vega@state.ma.us.

Attachments: **A.** Grant Program Guidelines
B. Grant Application, Forms and Guidance