



REAL JOBS RI FY 2016 IMPLEMENTATION GRANT AWARD AGREEMENT ADDENDUM

GRANT #: 00

New:

Amendment No:

GRANTOR

Rhode Island Department of Labor & Training
1511 Pontiac Avenue, Bldg. 72-2
Cranston, RI 02920

GRANTEE

RI Widgetmaking Alliance
200 Sample Way
Cranston, RI 02920

The terms and conditions of this Addendum shall be incorporated into the Award Agreement (Grant Number 00) entered into between the Rhode Island Department of Labor and Training (Department) and the RI Widgetmaking Alliance. However, where the terms and conditions of this Addendum conflict with the terms and conditions under the Award Agreement, the Award Agreement shall control. The Department has the discretion and right to waive and/or alter any of the requirements in this Addendum. Such waiver and/or alteration shall not be construed as a waiver of the Addendum and/or any other requirements in the Addendum.

1. Scope of Work

RI Widgetmaking Alliance, in concert with the other partner entities comprising the RI Widgetmaking Training Partnership, will execute and complete the Workforce Training Plan consistent with the Award Agreement and Appendix A entitled 'Scope of Work'.

2. Budget

Funding in the amount of \$150,000.00 will be provided by the Department to the RI Widgetmaking Alliance, and other entities within the RI Widgetmaking Training Partnership as necessary, to execute and complete the Workforce Training Plan consistent with the Award Agreement and Appendix B entitled 'Budget'.

3. Payment Terms

Funds will be provided by the Department to RI Widgetmaking Alliance consistent with Appendix C entitled 'Payment Terms'.

4. Performance Metrics

RI Widgetmaking Alliance will report to the Department on a series of performance measures and benchmarks as defined in Appendix D entitled 'Performance Metrics'.

5. Reporting Schedule

RI Widgetmaking Alliance will report performance metrics to the Department on a schedule consistent with Appendix E entitled 'Reporting Schedule.

6. Online Management System Registration

RI Widgetmaking Alliance authorizes the Department of Labor and Training to use information contained in this document and in the grant proposal produced in response to July 2015 Real Jobs RI Solicitation for Implementation Grant Proposals, to establish an account for RI Widgetmaking Alliance in the State's Online Management System known as EmployRI.org

APPROVED FOR THE GRANTOR

<i>Signature</i>	<i>Date</i>
<i>Authorized Signatory</i>	<i>Title</i>

APPROVED FOR THE GRANTEE

<i>Signature</i>	<i>Date</i>
<i>Authorized Signatory</i>	<i>Title</i>

Appendix A

SCOPE OF WORK

The RI Widgetmaking Alliance will execute and complete the Workforce Training Plan produced in response to July 2015 Real Jobs RI Solicitation for Implementation Grant Proposal and memorialized in the Award Agreement.

1. RECRUITMENT

RI Widgetmaking Alliance will recruit no fewer than 80 participants to participate in activities related to the Workforce Training Plan.

The Department and the RI Widgetmaking Alliance agree that the RI Widgetmaking Training Partnership will partner with the Department in this recruitment effort. Recruitment will include no fewer than two information sessions to be held at regional One-Stop career centers; email outreach to Unemployment Insurance recipients, no fewer than two information sessions to be conducted in partnership with a local veterans organization, and placement of training information on the Real Jobs RI website.

Specific recruitment goals and benchmarks are as follows:

DATE	PLANNED TOTAL RECRUITED
3/31/2016	40
6/30/2016	40

Upon successful recruitment, RI Widgetmaking Training Partnership agrees to:

- Provide recruited individuals with Enrollment Application Package as required by the Department;
- Collect and securely store completed Enrollment Application Packages in a manner consistent with the Award Agreement;
- Deliver completed Enrollment Application Packages to the appropriate agent of the Department.
- Assist with follow up, as required, for any participant whose Enrollment Application Package is found to be incomplete and/or incorrect.

2. ADDITIONAL SERVICES

RI Widgetmaking Training Partnership will provide participants with career counseling, financial literacy, and other support services as determined necessary.

Prior to entering training, recruited participants will meet with a case manager to review their career plans, the expectations of the program, and discuss any potential barriers to participation, such as transportation or childcare needs. Each participant will develop a training plan and be referred, if necessary, to the appropriate agency for additional supports.

Prior to the end of training, all participants will be required to attend a financial literacy session, to be provided by Acme Financial Coaches.

Specific activity goals and benchmarks are as follows:

DATE	PLANNED TOTAL RECEIVING SERVICE	SERVICE TO BE PROVIDED
March 2016	40	Career Counseling, Support Services
June 2016	40	Career Counseling, Support Services
Two weeks prior to completion of training	75	Financial Literacy

3. TRAINING

The RI Widgetmaking Training Partnership will provide 80 participants with training designed to lead to employment in the widgetmaking industry.

Training will be conducted by: Cutting Edge Trainers Inc., delivering a curriculum that has been reviewed and approved by employers in the RI Widgetmaking Training Partnership. RI Widgetmaking Alliance agrees to assist the Department in ensuring that training providers are registered with the state.

Training will consist of 124 hours of training – 92 hours of classroom learning that will be hosted at the RI Widgetmaking Alliance, as well as 32 hours of on-site mentoring and instruction to be offered at partner employer locations. Training will include widget design and manufacturing essentials, safety procedures, efficiency, and quality improvement. Successful completers will be prepared to test for a Widgetmaking Level 1 certification.

Specific training details are as follows:

PLANNED START DATE	PLANNED END DATE	TITLE OF TRAINING	TRAINING PROVIDER	TRAINING LOCATION	PLANNED TOTAL PARTICIPANTS
4/4/2016	5/16/2016	Widgetmaking Training	Cutting Edge Trainers Inc	RI Widgetmaking Alliance 200 Sample Way Cranston, RI 02920	40
7/5/2016	8/16/2016	Widgetmaking Training	Cutting Edge Trainers Inc	RI Widgetmaking Alliance 200 Sample Way Cranston, RI 02920	40

4. KEY MEETINGS

RI Widgetmaking Alliance acknowledges that effective management of the Workforce Training Plan and associated projects requires meetings and other related activities with partners, potential partners, and other key stakeholders.

Specific meetings and intended subjects/ outcomes are as follows:

DATE	PARTICIPANTS	SUBJECT / INTENDED OUTCOME
3/15/2016	7+ Employer Partners	Curriculum review and approval
5/27/2016	7+ Employer Partners	Post-training debrief and review
8/26/2016	7+ Employer Partners	Post-training debrief and review
9/12/2016	TBD	Additional Employer recruitment and information session

Appendix B

BUDGET

Funding in the amount of \$150,000.00 will be provided by the Department to the RI Widgetmaking Alliance, and other entities within the RI Widgetmaking Training Partnership, as necessary, to execute and complete the Workforce Training Plan. The Department and agree to the following budget:

EXPENSE CATEGORY	TOTAL RJRI FUNDS	TOTAL IN-KIND OR LEVERAGED FUNDS
TRAINING ACTIVITIES		
Module 1 – Widgetmaking Training		
<i>Faculty/Trainer (Cutting Edge Trainers Inc.)</i>	\$28,000.00	\$22,000.00
<i>Curriculum Development</i>	\$8,000.00	
<i>Facilities Rental</i>	\$6,000.00	
<i>Materials and Supplies</i>	\$18,000.00	\$2,000.00
<i>Textbooks</i>	\$12,000.00	
<i>Mentoring and Work Experience</i>	\$0.00	\$12,000.00
NON-TRAINING ACTIVITIES		
I. Project Management		
<i>Project Management</i>	\$30,000.00	\$23,000.00
<i>Grant Manager</i>	\$12,000.00	\$6,000.00
II. Participant Management		
<i>Recruitment</i>	\$8,000.00	\$2,000.00
<i>Financial Literacy (Acme Financial Coaches.)</i>	\$8,000.00	
<i>Case Management</i>	\$20,000.00	\$8,000.00
TOTALS	\$150,000.00	\$75,000.00

Variances and/or modifications to the budget will be handled as described in the Award Agreement.

Appendix C

PAYMENT TERMS

\$150,000.000 awarded will be disbursed by the Department to the RI Widgetmaking Alliance on the following schedule unless mutually amended by the parties:

DATE:	3/31/2016	6/30/2016	9/30/2016	12/30/2016
AMOUNT:	\$39,000.00	\$42,250.00	\$34,375.00	\$34,375.00

RI Widgetmaking Alliance agrees to submit requests for disbursements in a form and manner defined by the Department. Requests for disbursement must be accompanied by required documentation as defined by the Department. As described in the Award Agreement, Department reserves the right to withhold or deny payment for reasons including, but not limited to: performance, cause, or noncompliance.

Appendix D

PERFORMANCE METRICS

1. MEASURES

RI Widgetmaking Alliance and the Department agree that the effectiveness of the Workforce Training Plan will be determined by the following performance metrics and measures which will be reported to the Department and will be made public through the Real Jobs RI website and other venues:

PERFORMANCE MEASURE	DEFINITION (IF NECESSARY)	PLANNED TOTAL
Total Participants that enroll in training		80
Total Participants that complete training		75
Total Participants that earn an industry recognized credentialed	Completers will have the opportunity to test for Widgetmaking Level 1 certification; not all candidates are expected to pursue certification	65
Total Participants placed in training-related employment		70
Total Participants retained in training-related employment	Six months post-employment	70

2. BENCHMARKS

RI Widgetmaking Alliance and the Department agree that progress in executing the Workforce Training Plan will be determined by the following benchmarks which will be reported to the Department and will be made public through the Real Jobs RI website and other venues:

PERFORMANCE BENCHMARK	DEFINITION (IF NECESSARY)	PLANNED DATE
Successful Recruitment of initial 40 Participants		3/31/2016
Initial Training Start Date		4/4/2016
Initial Training End Date		5/16/2016
Initial Post-training debrief and review	Meeting conducted shortly after first training module for employers to review and describe what they liked/disliked about training and suggested areas for improvement.	5/27/2016

Appendix E

REPORTING SCHEDULE

1. TIMELINE

RI Widgetmaking Alliance and the Department agree to be in constant communication regarding the execution of the Workforce Training Plan and associated activities. RI Widgetmaking Alliance will meet formal reporting requirements for performance metrics and other program-related items to the Department on the following schedule:

DATE:	Ongoing / As Needed	Ongoing / As Needed	Ongoing / As Needed
REPORTING REQUIREMENT:	Participants enrolled	Participants that withdraw/drop out of training	Participants that enter employment

DATE:	Ongoing / As Needed	6 months after initial employment	
REPORTING REQUIREMENT:	Participants that earn an industry recognized credential	Participants retained in training-related employment	

2. FORMAT

RI Widgetmaking Alliance and the Department agree that reporting requirements will be satisfied through the following formats:

REPORTING REQUIREMENT	FORMAT
Participants enrolled	Submission of completed Enrollment Application for each participant satisfies this reporting requirement.
Participants that withdraw/drop out of training	<u>RI Widgetmaking Alliance</u> will notify the Department immediately, via phone or email, of any participants that drop out or otherwise withdraw from training or other services
Participants that enter employment	Participants must complete and return an Employment Information Form upon entering employment. <u>RI Widgetmaking Alliance</u> is encouraged to assist or otherwise motivate employed participants to complete and return Employment Information Form.
Participants that earn an industry recognized credential.	<u>RI Widgetmaking Alliance</u> will provide the Department with a copy of credential upon award.
Participants retained in training-related employment	Department will conduct quarterly wage match to determine employment situation of participants post-initial employment.