



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

Solicitation for Planning Grant Proposals

Real Jobs Rhode Island

Issue Date: April 30, 2015

NOTICE

A Prospective Applicant that has received this document from the RI Department of Labor and Training or that has received this document from a source other than the RI Department of Labor and Training Website and that wishes to assure receipt of any changes or additional materials related to this Solicitation for Grant Proposals should email DLT.REALJOBS@DLT.RI.GOV immediately and provide the Prospective Applicant's contact name, organizational affiliation and email address so that addenda to the Solicitation or other communications can be sent to the Prospective Applicant.

STATE OF RHODE ISLAND
Department of Labor & Training

KEY INFORMATION SUMMARY SHEET

Solicitation for Grant Proposals: Real Jobs Rhode Island

Solicitation Issue Date: Thursday, April 30, 2015

Solicitation Issuing Office: Department of Labor and Training- EXECUTIVE OFFICE

Grant Officer: **Robert D. Kalaskowski**

Proposals are to be sent to: Department of Labor and Training
1511 Pontiac Avenue
Cranston, RI 02920
Attention: **Mallory McMahan**

Pre-Proposal Conference: Friday, May 22, 2015 at 10:00 A.M.
Save the Bay Center – Citizens Bank Community Room
100 Save the Bay Drive
Providence, RI 02905

Submission of Questions: All questions should be submitted via email to the following email address: DLT.REALJOBS@DLT.RI.GOV no later than Friday, May 29, 2015 at 5:00 p.m. Questions will be answered in a timely manner. All questions and answers will be posted to the Real Jobs RI website (www.dlt.ri.gov/realjobs).

Closing Date and Time: July 3, 2015 at 3:00 p.m.

Awards Issued: July 17, 2015

Grant Duration: July 17, 2015 to October 17, 2015

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SECTION 1 - GENERAL INFORMATION

1.1 Introduction

- 1.1.1 The Department of Labor and Training is issuing this Solicitation for Planning Grant Proposals for qualified individuals and organizations to create an industry sector training plan that addresses employers' workforce needs, advances the skills of Rhode Island workers, grows the State's economy, and increases sustainable employment opportunities for working families. This sector training plan will ultimately be submitted in response to an implementation grant solicitation, where applicant(s) will further be judged on their capacity and potential to grow, develop and serve an entire industry sector of Rhode Island's economy.
- 1.1.2 Maximum funding for planning grants has been set at \$300,000 and each award amount is capped up to \$25,000 per grant.

1.2 Abbreviations and Definitions

For purposes of this Solicitation, the following abbreviations or terms have the meanings indicated below:

- a. **Convener** – An individual or organization that starts the dialogue, assembles a shared set of facts about potential target industries and the needed skills and builds a base of additional potential partners that will support the plan's development. The convener must have credibility with the industry and the trust of a diverse set of program partners. The ideal convener will recognize the importance and need to allow industry partners to set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. As a practical matter, the convener plays a critical project management role, including managing outreach, activities, logistics and coordination and drafting of the Real Jobs Partnership (RJP) workforce training plan.
- b. **Credential** – A recognized educational diploma, certificate or degree, occupational license, apprenticeship certificate, industry- recognized certification, National Career Readiness Certificate (NCRC), or award for skills attainment and completion, issued by an approved training provider in the State or third-party credential provider.
- c. **RI DLT or the "Department"** – RI Department of Labor & Training
- d. **Grant Officer** – The State representative who will manage the resulting grant awards. The Department may change the Grant Officer or delegate the duties of the Grant Officer to others at any time by written notice to the Lead Applicant.
- e. **High-Demand Occupation** – An occupation that has a significant presence within target industries, is in demand by employers, and pays or leads to a family-sustaining wage.
- f. **Identifiable Skill** – The attainment of proficiency in a specific work-related skill that is likely to lead to future job advancement and improvement in an individual's earning potential.
- g. **Implementation Grant (IG)** – Funding to implement the RJP workforce training plans created during the planning phase.

- h. Lead Applicant – The entity designated by the applicant group to serve as the Fiscal Agent for the partnership for the purposes of the Planning Grant.
- i. Local Workforce Investment Board (LWIB) – A Local Workforce Investment Board sets policy for the local workforce system in one of the two local workforce investment areas certified by the Governor in the State of Rhode Island. The Board coordinates workforce activities to address employer needs, increase employment, retention and earnings of participants, and increase occupational skills attainment by participants, and, as a result, improve the quality of the workforce and enhance the productivity of the State.
- j. Planning Grant (PG) – Modest funding to assist awardees in assembling Real Jobs Partnerships, identifying high priority skills and workforce needs of that industry based on data, employer experience and the solutions and tactics to address high priority skills, workforce gaps, potential job shortages and planned growth need areas. The culmination of a Planning Grant is a plan to place Rhode Islanders in jobs at partner companies.
- k. PG Applicant Group – The group of entities applying for Planning Grant funding. This group must include *at least two* employers from the target industry and representatives *from two* diverse entities, listed below under Real Jobs Partnership.
- l. Real Jobs Rhode Island (RJRI) - A new state-funded, competitive workforce and economic development grant program and the funding source for this Solicitation.
- m. Real Jobs Partnership (RJP) or “Partnership” – A collaboration that brings together a regional group that may include employers, nonprofits, community-based organizations, two and/or four year institutions of higher education, local workforce boards, local governments, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners to identify common workforce needs for high-demand occupations within a target industry and to develop and implement industry strategies to meet the common workforce needs and shortages.
- n. Region – Under RJRI, the definition of “region” is flexible. It can be determined by industry labor markets that are already known or understood, rough concentrations of populations, commuter patterns or industry hubs. A region can cut across Local Workforce Investment Board areas and geo-political boundaries, and even incorporate multiple economic development areas.
- o. Sector – Under RJRI the definition of “sector” is flexible. It can be determined by similar categories of Bureau of Labor Statistics NAICS (North American Industry Classification System) codes, but also by skill sets that cut across traditionally defined NAICS sectors. “Information Technology,” for example, can serve as a sector for the purposes of RJRI sector despite cutting across numerous NAICS-defined sectors.
- p. Solicitation for Grant Proposals (Solicitation) – This solicitation for grant proposals under the Real Jobs RI program.
- q. Target Industry – A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains, or other economic ties.
- r. Work readiness training - Training for the purpose of assisting and supporting jobseekers in overcoming individual barriers to employment and developing the skills required by industry necessary to maintain employment and to qualify for skills training opportunities. Work readiness training includes occupational skills development, GED preparation, literacy advancement, financial stability services, including financial coaching, credit counseling, transportation, child care, and other barriers deemed relevant by the partnership.

1.3 Number of Grant Awards

- 1.3.1 The total funding allocation for planning grants has been set at \$300,000 and each award amount is capped up to \$25,000 per grant.
- 1.3.2 Grants may be provided in a lump sum or partial payment at the time of the award within the Department's discretion. Any unspent funds must be returned to DLT with the final financial and program narrative report.
- 1.3.3 The number of grants awarded will be determined by the competitive process and the available funding.

1.4 Grant Duration

- 1.4.1 The grant period lasts for three months, from July 17, 2015 to October 17, 2015.
- 1.4.2 All contract awards are subject to the availability of funds and the execution of a contract that is acceptable to both the selected respondent and the DLT.

1.5 Grant Officer

The sole point of contact in the State for purposes of this Solicitation for management of all grants awarded is the Grant Officer at the address listed below:

Robert D. Kalaskowski
RI Department of Labor and Training
1511 Pontiac Avenue
Cranston, RI 02920-4407
E-mail: ROBERT.KALASKOWSKI@DLT.RI.GOV

The Department may change the Grant Officer or delegate the duties of the Grant Officer to others at any time by written notice.

1.6 Pre-Proposal Conference

A Pre-Proposal Conference (the Conference) will be held on Friday May 22, 2015, beginning at 10:00 A.M. at:

Save the Bay Center – Citizens Bank Community Room
100 Save the Bay Drive
Providence, RI 02905

All prospective applicants are encouraged to attend in order to facilitate better preparation of their proposals.

1.7 Proposals Due (Closing) Date and Time

Proposals, in the number and form set forth in Section 4, "Proposal Submission Format" must be received in hand by Real Jobs RI staff at the address listed on the Key Information Summary Sheet, time and date stamped no later than 3:00 P.M. Local Time on Friday, July 3, 2015, in order to be considered. If the proposal submission is mailed, it must be postmarked no later than 3:00 p.m. Hand delivery is preferred.

Proposals may not be submitted by e-mail or facsimile.

1.8 Grant Award Basis

Final approval for each grant awarded shall be determined by the Director of the Department of Labor and Training, based on the recommendations of the Review Committee and taking into account other factors, such as geographic distribution and industry diversity. (See Section 5, "Grant Evaluation and Selection.")

1.9 Funding Authority

This grant is being funded by the Governor's Workforce Board pursuant to Rhode Island General Laws § 42-102-6(e)1.

SECTION 2 – ELIGIBILITY

2.1 Eligible Applicants

2.1.1 The Lead Applicant may be any of the following:

- Employer;
- Nonprofit organization;
- Two- and/or four-year institution of higher education;
- Local Workforce Board;
- Industry association;
- Labor union;
- Local government; or,
- Local or regional economic development entity.

2.1.2 The Lead Applicant shall be the Fiscal Agent for this grant. This designation does not require that they be the Fiscal Agent for any future funding awarded under a Real Jobs RI Implementation Grant.

2.1.3 An entity may be a member of more than one Planning Grant Applicant Group.

2.2 Purpose and Priorities of Planning Grants

2.2.1 Real Jobs RI funding for Planning Grants will be awarded to support regional stakeholder entities across Rhode Island in a three month planning process, resulting in:

- the identification of target industry sectors in regions across the State;
- the creation or expansion of Real Jobs Partnerships in these regional target industries to include multiple employers and a diverse array of other partners;
- a partnership driven by industry leaders to identify critical skills gaps and other workforce needs in the target industry;
- the Partnership's development of industry-designed strategies for meeting those workforce needs, particularly in high-demand occupations; and,
- the final work product: a Real Jobs Partnership workforce training plan that will be responsive to the Implementation Grant Solicitation. (See Appendix C, "Preview of RJP Workforce Training Plan Guidelines for IG Phase").

2.2.2 Enhanced Considerations for Planning Grant

- Those proposals where the applicant group can: 1) demonstrate that they have worked together in the past on a common goal; and/or 2) have demonstrated capacity to work across systems to achieve common goals and sustainable performance outcomes.
- Those proposals where the applicant group can demonstrate that they have developed a well thought out industry-driven planning process that will: 1) genuinely assess the existing and projected skills shortages, critical skills sets and other workforce needs of their industry; and 2) develop responsive education and training solutions.
- Those proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the target industry.

- Those proposals where the applicant group can display a genuine potential to lead and grow their partnership such that: they demonstrate in their proposed plan how to identify and successfully serve the companies within their sector. For example, evidence of growth to meet the sector's demand is the ability to identify, connect and grow a network of services and resources from which a company can access services such as: training, education and community-based organizations.

2.3 Expenses – Eligible and Ineligible

2.3.1 Grant funds may be used to support the facilitation of the planning process, including documented staff time to coordinate the planning process and to develop the RJP workforce training plan. Travel to the mandatory August 2015 partner event may be included. Expenses shall be set at the following rates:

- Consultants: No more than \$500 per day, plus travel expenses
- Mileage: \$0.575/mile
- Meals: Reimbursement is \$30 per day or \$15 per half day.

2.3.2 Grants awarded under this Solicitation shall not be used for the following:

- Capital improvements
- Equipment
- Marketing

SECTION 3 – SCOPE OF WORK

3.1 Background and Purpose

Real Jobs RI is a new state-funded, competitive workforce and economic development grant program that is industry-led. It is flexible and innovative, designed to ensure that Rhode Island employers have the talent they need to compete and grow while providing targeted education and skills training to Rhode Island workers. This includes both career advancement strategies for incumbent workers and support for individuals with specific barriers to employment. Real Jobs RI promotes both the prosperity of working families and economic development across the State.

The Real Jobs RI program is designed to fulfill the following goals:

- address business workforce needs by focusing on industry sector strategies that seek short-term solutions to immediate workforce needs and long-term solutions to sustained skills gaps and personnel shortages;
- address the needs of workers by creating formal career paths to good jobs, and sustaining or growing middle class jobs;
- encourage mobility for Rhode Island’s most hard-to-serve jobseekers through targeted job readiness training; and,
- drive coordination between the public and private sectors and the workforce, economic development, and education partners around the State.

To achieve these goals, Real Jobs RI envisions the formation of Real Jobs Partnerships. These are collaborations of stakeholders led by industry (groups of employers in the same industry) that also may include any of the following kinds of organizations: nonprofits, community-based organizations, two- and/or four- year institutions of higher education, K-12 programs, local workforce boards, industry associations, local governments, local or regional economic development agencies, labor unions, philanthropic organizations, and other training providers and relevant partners. The purpose of these partnerships is to develop capacity such that they can successfully create and implement strategic plans that meet employers’ workforce needs, advance the skills of Rhode Island workers, grow the State’s economy, and increase sustainable employment for working families.

3.2 Grant Phases

3.2.1 The Real Jobs RI competitive application process has been segmented into two phases:

- (1) Planning Grant (PG) phase; and,
- (2) Implementation Grant (IG) phase.

3.2.2 The Planning Grant is the focus of this Solicitation. The purpose of the Planning Grant is to provide awardees with some modest resources to:

- (1) assemble the partners that will comprise their Real Jobs Partnership;
- (2) identify the critical skills gaps, workforce needs, and other long-term workforce issues in their target industry;
- (3) identify the training, education, human resource and other solutions to address these critical RJP needs; and,
- (4) develop a detailed RJP workforce training plan to implement these solutions.

At the end of the PG phase, awardees will have developed a RJP workforce training plan to meet the requirements for submittal for the IG solicitation. (See Appendix C, “Preview of RJP Workforce Training Plan Guidelines for IG Phase.”)

3.2.3 The Implementation Grant will provide funding to implement the RJP workforce training plans developed in the Planning Grant phase.

3.2.4 A full Solicitation for Implementation Grants for Real Jobs Partnership workforce training plans will be issued on July 17, 2015. That Solicitation will be open to all applicants, including those who did not apply for and those that applied for but did not receive Real Jobs RI Planning Grants.

3.3 Grant Timeline

Below is the proposed timeline for this first year of Real Jobs RI:

<u>Date</u>	<u>Action Item</u>
July 3, 2015	Submission Deadline for proposals for Planning Grants to develop Real Jobs Partnership workforce training plans
July 3-17, 2015	DLT review of Planning Grant Proposals and award of planning grant funds
July 17, 2015	Implementation Grant Solicitation to be made public
August 2015	Mandatory Partner Event for Planning Grantee Awardees
July – October 2015	Development of Real Jobs Partnership workforce training plans
October 17, 2015	Submission of Real Jobs Partnership workforce training plans for consideration for Implementation Grant awards, for both Planning Grant Awardees and other applicants
October-November	DLT review of Real Jobs Partnership workforce training plans for consideration for Implementation Grant awards
November 2, 2015	Award of Implementation Grants for approved Real Jobs Partnership workforce training plans

3.4 Planning Grant Requirements

- 3.4.1 The planning process must be “industry-led.” This does not mean that industry representatives host all meetings, but DLT envisions true business focus and leadership in the process. DLT will require evidence that multiple employers were active participants during the three-month planning process and had substantial input into the Plan. For examples of industry-led partnerships, please go to the Real Jobs RI webpage at www.dlt.ri.gov/realjobs.
- 3.4.2 The RJP workforce training plan developed with these grant funds must be both data-driven and experience-driven, but priority will be given to the actual experience of partner companies. This means that the planning process must assess and address:
- 3.4.2.1 Data-based evidence of shortages in skilled employment within the target industry over a sustained period of time or as projected, based upon planned large-scale programs underway (e.g. large construction or transit projects) or large-scale industry changes (e.g. health care) and description of specific high-demand occupations or sets of occupations at different skill and salary levels within the identified target industry. BLS Data is one source of such data, but even better are the actual identified hiring needs of companies within the partnership.

- 3.4.2.2 Real experiences from target industry employers regarding actual and projected gaps in skills training and job readiness. In their upfront planning process, grantees should focus on ways to obtain input from a broad base of employers in their target industry and region in order to define common workforce needs. They should consider using focus groups, surveys and other outreach tools.
- 3.4.3 PG Applicant Group. At least two employers from the target industry and representatives from two diverse entities, listed in Section 1.2(p), must be identified in the Planning Grant Proposal and committed to participating in the planning process.
- 3.4.4 Each PG applicant group must designate a Convener. The Convener is an individual or organization that starts the dialogue by assembling a shared set of facts about potential target industries and skills gaps and reaching out to potential partners. The Convener must have credibility with industry and the trust of a diverse set of program partners. The ideal Convener will have the credibility and discipline to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. As a practical matter, the Convener plays a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the workforce training plan. For the purposes of this Planning Grant, the Lead Applicant may or may not be the Convener. For examples of convener models and the attributes of successful conveners, please go the Real Jobs RI web page at www.dlt.ri.gov/realjobs.
- 3.4.5 Parameters of a Target Industry
- 3.4.5.1 A Target Industry is a group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains or other economic ties. Target industries often mentioned as priorities in Rhode Island are construction, defense, finance and insurance, healthcare, hospitality, bioscience, information technology (IT), logistics, manufacturing, and marine trades. However, all target industries identified by applicants that are validated by data analysis and regional experience will be given equal consideration.
- 3.4.5.2 Under Real Jobs RI the definition of “region” is flexible. It can be determined by industry labor markets that are already known or understood, rough concentrations of populations, commuter patterns or industry hubs. It can be across Local Workforce Investment Areas (“LWIAs”) and geo-political boundaries, and even incorporate multiple economic development areas.
- 3.4.5.3 Under RJRI the definition of “sector” is flexible. It can be determined by similar categories of Bureau of Labor Statistics NAICS (North American Industry Classification System) codes, but also by skill sets that cut across traditionally defined NAICS sectors. “Information Technology,” for example, can serve as a sector for the purposes of RJRI sector despite cutting across numerous NAICS-defined sectors.
- 3.4.6 Parameters of a Real Jobs Partnership
- 3.4.6.1 A Real Jobs Partnership is a collaboration that brings together a regional group of some combination of employers, nonprofits, community-based organizations, two and/or four-year institutions of higher education, K-12 programs, local workforce boards, industry associations, local governments, local or regional economic development agencies, labor unions, philanthropic organizations, and other training providers and relevant partners.

3.4.6.2 RJPs may coalesce in any number of ways. For example, they may start with a group of employers in an existing target industry who are currently working together to alleviate shortages of skilled employees. Other partnerships may be the result of labor market data analysis by a regional workforce board or an education stakeholder group looking to identify target industries with workforce training needs; nonprofits and local departments of social services who band together to improve the lives of residents through skills training and seek employers with common workforce and training needs; or a regional economic development specialist who recognizes a common need in an industry within a region and begins the process of collaboration. The key to all of these RJPs is that by the end of the planning process, they must include a group of employers from the same industry who are meaningfully engaged in the development of the partnership.

3.4.6.3 These partnerships are strategic because: they are carefully built to include *all* necessary partners before training is designed; they cut across traditional workforce, education and social services system silos; they consider the economic realities of a regional industry in assessing skills gaps and training needs; and they are broader than the development of customized training for one employer.

3.4.6.4 In forming RJPs, applicants should review the enhanced considerations for the RJP workforce training plan, as described in Appendix C.

3.4.7 For current/intended Governor's Workforce Board Industry Partners only:

3.4.7.1 A narrative explanation of how the entity will continue to meet the obligations under the terms of each program.

3.4.7.2 A proposal that combines and/or leverages the priorities, funds and resources of each program that ensures the required collaboration of a Real Jobs Partnership, maximizes the return on the investment of the proposed partnership and meets the demands of the industry sector.

3.5 Grant Administration and Reporting

3.5.1 Monthly status reports will be required of Lead Applicants during the three-month planning process.

3.5.2 The Planning Grantees that attend the mandatory partner event (August 2015) should include *at least two* employer representatives from the target industry with a demonstrated commitment to development of the RJP workforce training plan.

3.5.3 The RJP workforce training plan will serve as the final report, which is due October 17, 2015.

3.5.4 The RJP workforce training plan will also be the submission to the IG Solicitation, due October 17, 2015.

3.5.5 Final PG fiscal reporting will also be due October 17, 2015. Fiscal oversight will consist of an examination of expenditures as compared to the approved grant budget and the budget narrative provided with the final report.

3.5.6 There may be site visits during the duration of the PG period.

3.5.7 If the Planning Grantees determine during the planning phase that there is insufficient labor market need, they may choose not to proceed with a RJP workforce training plan. In this event, the Lead Applicant must still provide a final report documenting the planning process, data and experience collection and

how the decision was arrived at not to pursue Implementation Grant funding. In these instances, DLT reserves the right to require the Lead Applicant to return that portion of the Planning Grant award that was not expended during the planning process, with expenditure documentation.

- 3.5.8 DLT reserves the right to revoke Planning Grant funding from the recipient entity of any grant and require the return of unspent funds if the goals and timelines consistent with the approved Planning Grant are not met.

SECTION 4 – PROPOSAL FORMAT

4.1 Grant Submission Requirements

Proposals must contain the following forms with original signatures, if indicated. **Proposals that do not have these forms with required signatures or otherwise fail to conform to Section 4.1 and 4.2 will not be reviewed and will be considered nonresponsive and rejected on that basis.**

4.1.1 Proposal Cover Page

- Submit one cover page.
- Include the requested budget amount on the cover page.
- See form at Appendix A.

4.1.2 Letter of Application

- A letter of application signed by an individual who is authorized to commit the applicants to the requirements stated in this Solicitation.

4.1.3 Table of Contents

4.1.3 Executive Summary

- A clear and concise outline of the proposal that should not exceed one page.

4.1.4 Proposal Narrative

- A description of the need for a Planning Grant, using any preliminary labor market and employer data, as well as a detailed description of required elements, as delineated in Appendix B.

4.1.6 Management Plan

4.1.6.1 PG Project Management Plan

- Provide a detailed outline of what will be accomplished, when it will be completed, and who will be responsible for completion during the planning grant timeframe.
- See form at Appendix D.

4.1.6.2 RJP Membership List

- See form at Appendix E.

4.1.7 Budget Narrative and Budget Form

- The budget must be well-thought-out, clearly delineated, and support the Management Plan.
- Submit both a budget narrative and a budget form.
- See forms at Appendices F and G.

4.1.8 Assurances Page

- Submit one for entire request.
- See form at Appendix H.

4.1.9 Fiscal Agent Form

- Submit one Fiscal Agent Form.
- See form provided at Appendix I.

4.1.10 Certificate of Good Standing

- The Lead Applicant must submit a current Certificate of Good Standing.

4.2 Grant Submission Format

- 4.2.1 All pages of the project narrative must use one-inch margins and be numbered.
- 4.2.2 Narrative must use line spacing of at least 1.5 and 12-point font. Charts may use single spacing and a 10-point font.
- 4.2.3 Two originals and four (4) copies of the proposal should be submitted in hard copy, plus one electronic copy on a USB flash drive or CD. Standard size (8½” x 11”) paper of regular weight should be used.
- 4.2.4 The prescribed cover sheet must be the first page of the proposal.
- 4.2.5 The application package, excluding proposal cover sheet and other appendices, may not exceed 20 pages.

SECTION 5 – GRANT EVALUATION AND SELECTION

5.1 Grant Evaluation

- 5.1.1 Initial screening of written applications to ensure that submission requirements were met and all required sections were included. Applicants not meeting all submission requirements will not be read **and the application will be considered nonresponsive and rejected.**
- 5.1.2 Evaluation of applications by a Review Committee established by the Rhode Island Department of Labor and Training (DLT). The committee will be composed of representatives from DLT as well as several other State agencies, including Commerce RI.
- 5.1.3 If necessary, oral presentation of the proposal may be required to clarify content in the proposed plan.
- 5.1.4 Final approval for awards will be determined by the Director of the Department of Labor and Training, based on the recommendations of the Review Committee and taking into account other factors, such as geographic distribution and industry diversity.

SOLICITATION FOR GRANT PROPOSALS APPENDICES

APPENDIX A – Cover Page Template

APPENDIX B – Proposal Narrative

APPENDIX C – RJP Workforce Training Plan Guidelines

APPENDIX D – Planning Grant Project Management Form

APPENDIX E – Real Jobs Partnership Member List

APPENDIX F – Sample Budget Narrative

APPENDIX G – Budget Form

APPENDIX H – Assurances Form

APPENDIX I – Fiscal Agent Form

APPENDIX A – COVER PAGE TEMPLATE

Name and Address of Lead Applicant: _____

Tax ID Number of Lead Applicant: _____

Title of Potential Real Jobs Partnership: _____

Targeted Industry and Region: _____

Name of Contact Person: _____

Address of Contact Person: _____

Telephone and Email of Contact Person: _____

Name of Convener and Affiliation: _____

Partner Entities for the Purposes of this Planning Grant Application (at least two employers from target industry and two other types of organizations): _____

Amount Requested: _____

Proposal Abstract (100-word limit): _____

Signature of Authorized Authority from Lead Applicant Entity: _____

Printed Name and Title: _____

Date of Signature: _____

APPENDIX B – PROPOSAL NARRATIVE

Applicants for a Planning Grant must clearly provide the following information:

1) Structuring the Partnership

- a) Identification of the Planning Grant Applicant Group
 - i) Brief description of each applicant, what they bring to the emerging partnership, and their roles going forward. See the form at Appendix E (RJP Membership List).
 - ii) Brief explanation of how and why the Lead Applicant was selected.
 - iii) Provide Letters of Intent from each member of the PG Applicant Group.
- b) Identification of the Convener responsible for coordinating and managing the planning process.
 - i) Brief explanation as to why the Convener is well-suited for this role. (This individual may or may not be the Lead Applicant responsible for project completion and fiscal tracking.)
- c) Recruitment of Additional Partners
 - i) Brief description of preliminary action steps to recruit additional partners.
 - ii) If not already a member of the PG Applicant Group, provide a brief description of the proposed role, if any, that the local workforce board and/or any regional or local economic development entities might play in the planning process (i.e., convener, lead applicant, provider of labor market information, project consultant, meeting facilitator).

2) Target Industry and Region

- a) Preliminary identification of a target industry and region, and preliminary evidence of why the particular industry and region have been selected.

3) Initial Attributes of Target Industry

- a) Brief description of key workforce issues facing the target industry, including
 - i) a preliminary statement of perceived current or projected skills shortages or gaps, future skills needs and potential job growth, particularly for high-demand occupations; and,
 - ii) origins/sources for these preliminary assessments.
- b) Brief description of human resource issues that may have already been identified (e.g., better aligning job descriptions with actual needed skills, competencies, and knowledge; raising awareness about jobs and career opportunities; improving HR recruitment and screening processes).
- c) Brief description of any perceived individual or structural barriers constraining prospective employees in the region that a Planning Grant will need to address (e.g., job readiness programming, transportation hurdles, knowledge of training programs and vendors, other industry-identified issues).
- d) Brief description of specific skills (already identified by an industry) needed by an incumbent worker that are likely to lead to job advancement and improvement in an individual's earning potential.

4) Industry Engagement and Growth

- a) Describe plans to ensure the planning process is industry-led.
 - i) Provide an outline of action steps to ensure that the employers of the target industry are participating in defining their actual and projected workforce and needed skills and shortages, including a brief description of what methods will be used during the planning process to better understand the workforce needs of the target industry (e.g., focus groups, surveys, data collection, facilitated work sessions with groups of employers, etc.). (Some of this information may also be included in the Project Management Plan at Appendix D.)
 - ii) Identify ways in which industry partners may provide in-kind contributions or direct financial support to the planning process.

5) Capacity for Collaboration

- a) Provide an outline of methodology and action steps that the Applicant Group will use to ensure that partners will work collaboratively throughout the planning process. (Some of this information may also be included in the Project Management Plan at Appendix D.)
- b) Describe ways in which members of the PG Applicant Group are already engaged in working collaboratively with one another across systems.
 - i) Previous or existing industry-sector partnership experience among members of the PG Applicant Group;
 - ii) Demonstrated past experience working together towards a common goal, and the results of such collaboration; and,
 - iii) Demonstrated capacity of any members of the PG Applicant Group working across systems to achieve common goals, and the results of this work.

**APPENDIX C – PREVIEW OF RJP WORKFORCE TRAINING PLAN GUIDELINES
FOR IMPLEMENTATION GRANT PHASE**

The RJP workforce training plan, to be completed at the end of the PG Phase, will also be the submission to the IG Solicitation. The IG Solicitation, to be issued in July 2015, will provide a complete set of guidelines and requirements for a RJP workforce training plan.

1) RJP Workforce Training Plan Components

- a) At a minimum, DLT will expect a Real Jobs Partnership workforce training plan to have the following components:
 - i) Identification of the Target Industry;
 - ii) Outline of the Real Jobs Partnership;
 - iii) Assessment of regional workforce skills shortages and gaps, skills needs, and potential job growth in the Target Industry;
 - iv) Development of industry-designed strategies for meeting these workforce needs (e.g., new or revised coursework, work-based learning, on-the-job training, nontraditional apprenticeship programs, models, contextualized instruction and learning, mentoring, etc.);
 - v) Specifics of the training, education and other workforce-related programs seeking funding, including an estimate of broad overarching goals consistent with the plan’s vision;
 - vi) Detailed Budget that Aligns with the RJP workforce training plan, including other potential funding sources, if available; and,
 - vii) Literature review and data sources.

2) IG Enhanced Consideration

- a) In addition, enhanced consideration for Implementation Grant funding will be given to plans that demonstrate:
 - i) Innovative programs, training, or employment aimed at moving workers into better jobs through job readiness, barrier-removal or academic remediation strategies;
 - ii) A career advancement component for incumbent workers;
 - iii) Sustainability in the absence of State funding;
 - iv) Maximum collaboration through direct financial or in-kind contributions by members of the target industry;
 - v) Braiding of other public or philanthropic funding streams or in-kind support; and,
 - vi) Sophisticated understanding of the “pipeline” of workers from which the RJP will recruit workers.

3) Characteristics of a Strong Real Jobs Partnership Workforce Training Plan

- a) A variety of skills training for multiple occupations at multiple skill levels within a target industry, as well as a variety of education and training partners.
- b) Career advancement strategies for incumbent workers (e.g., specialized supervisory training for mid-level managers, or a course that gives existing entry level workers requisite training to move up the career ladder and increase their responsibility and earnings). Training incumbent workers can lead to internal promotions and new job openings that can be back-filled by new job-seekers.
- c) Training in essential workplace skills identified by the target industry (e.g., work ethic, so-called “essential skills”, team-building strategies for a multi-generational workforce, customer service training, supervisory and managerial skills, and conflict resolution skills).

- d) Work readiness training that assists and supports low or no skilled jobseekers in overcoming individual barriers to employment, and helps them develop the skills necessary to maintain employment and qualify for skills training opportunities. It can include skill assessment, occupational skills development, GED preparation, literacy development, financial stability services including financial coaching, credit counseling, transportation and child care. Work readiness training must be directly connected to the skills needs of a target industry, and the trainees must be on a path to employment in that industry.
- e) Work Readiness Examples
 - i) The RJP might discuss what is really expected in terms of skills, knowledge, and abilities from an “entry” level worker in a given position, and what additional supports might be needed in a given industry to move individuals with little or no skills into these slots.
 - ii) The RJP thinks strategically about their needs, targets a universe of “hard to serve” job seekers (e.g., ex-offenders, recent GED graduates) and identifies and develops the workforce and supportive service interventions necessary to prepare these prospective employees for success. The plan includes methods for monitoring the return on investment in these individuals and encourages other industry partners to hire from this pool.
- f) Multiple recruiting strategies for seeking out potential trainees, and/or multiple partners with ties to a variety of trainee pipelines. For example, a plan might recruit deep into underserved communities due to a solid collaboration with a community-based organization or an adult learning program or the local welfare-to-work population. A strong plan may have partners from the region’s career and technical education programs or may include recruiting pipelines to up-skill or re-train the long-term unemployed or veterans.

APPENDIX D: PLANNING GRANT MANAGEMENT PLAN

The proposal must include a management plan. This is a sample template that describes the required key elements. The partnership may use a different form as long as the same information is provided. Add rows as necessary.

Action Steps	Time Frame	Responsible Entities	Intended Outcomes	Resources Provided (if applicable)	Date Completed	Status Update (for monthly reporting)
<i>EXAMPLE:</i> First Data Conversation	9/20/15 – 9/25/15	Widget Industry Association	Identify data sets, discuss challenges	Professional Facilitation		
Employer Roundtable Discussion	10/01/15	Widget Industry Association	Preliminary identification of key workforce and skills shortages	N/A		

APPENDIX E – RJP MEMBERSHIP LIST

REAL JOBS PARTNERSHIP MEMBER LIST

Complete the list of entities that currently make up your emerging Real Jobs Partnership (RJP). These may include employers, nonprofit and community-based organizations, two and/or four year institutions of higher education, K-12 programs, local workforce boards, industry associations, local governments, local or regional economic development entities, labor unions, philanthropic entities, and/or other types of training providers and other relevant partners.

At PG proposal submittal, the emerging Partnership must include at least two employers representing the targeted regional industry and two other diverse entities, as listed above. The number and type of entities that are members of the RJP will likely grow during the course of the planning process.

This is a sample template. Another form may be used as long as the same information is provided. Add rows as necessary. Include all of the information requested for each entry. Please provide resumes for members.

1 st Entry here is the Lead Applicant		2 nd Entry here is the Convener	
Name:		Name:	
Title:		Title:	
Email:		Email:	
Affiliation:		Affiliation:	
Role or Expertise:		Role or Expertise:	
Employers of Regional Target Industry:		Other Partner Entities:	
Name:		Name:	
Title:		Title:	
Email:		Email:	
Affiliation:		Affiliation:	
Role or Expertise:		Role or Expertise:	
Name:		Name:	
Title:		Title:	
Email:		Email:	
Affiliation:		Affiliation:	
Role or Expertise:		Role or Expertise:	
Name:		Name:	
Title:		Title:	
Email:		Email:	
Affiliation:		Affiliation:	
Role or Expertise:		Role or Expertise:	
Name:		Name:	
Title:		Title:	
Email:		Email:	
Affiliation:		Affiliation:	
Role or Expertise:		Role or Expertise:	

APPENDIX F – SAMPLE BUDGET NARRATIVE

This is a sample template. Another form may be used as long as the same information is provided. Add rows as necessary.

Lead Applicant Organization: _____

Examples are provided to demonstrate the requested format.

Salaries and Wages

Professional Personnel:

Jim Smith, the project director, will spend 5% of his time in project activities. The partnership requests funds to cover that cost = \$3,000.

Julie Jackson, the project writer, will spend 25% of her time on project activities. The request to cover her salary = \$9,500.

Other Personnel:

David Jones, the project administrative person, will spend 10% of his time on the project. His cost = \$4,100.

Fringe Benefits

The fringe benefits from all three is calculated at 30% of their salaries ($\$3,000 + \$9,500 + \$4,100 = \$16,600$) is \$4,980.

Travel

The project director will visit each partnership member 3 times, with mileage averaging 10 miles per visit. $5 \text{ members} \times 3 \text{ visits} \times 10 \text{ miles} \times \$0.575/\text{mile} = \$86.25$

Materials and Supplies

One of the employers in the partnership donates the materials and supplies needed, which is \$600 of in-kind funding.

Other Costs

Printing of the final plan will be \$187.

Total Costs (column 1) = \$21,853.25.

TOTAL REQUEST = \$21,853.25

APPENDIX G – BUDGET FORM

This is a sample template. Another form may be used as long as the same information is provided.

Lead Applicant:			
PG Applicant Group Members:			
Total Grant Funds Requested:			
	RJRI Funds Requested	In- Kind Contributions and/or Matching Funds	Total
Salaries & Wages			
Professional Personnel 1. 2.			
Administrative Personnel 1. 2.			
Total Salaries & Wages			
Fringe Benefits			
Operating Costs			
Travel			
Materials & Supplies			
Other (list below)			
Total Costs			

APPENDIX H – ASSURANCES

The Lead Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Rhode Island Department of Labor and Training (DLT) and the State of Rhode Island and Providence Plantations as they relate to the application, acceptance, and use of Real Jobs RI funding in this project. The Lead Applicant further affirms and certifies that:

1. It possesses legal authority to apply for the grant, i.e, an official act of the Lead Applicant’s governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the Lead Applicant and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds.
4. It will participate in any statewide assessment program or other evaluation program as required by DLT.
5. It will give DLT, or an authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
6. It will assure that monthly status reports will be submitted to DLT, as required.
7. It will comply with all requirements imposed by DLT concerning special requirements of law and other administrative requirements.

Signature of Authorized Authority from Lead Applicant Organization

Date

Name and Title, Printed

APPENDIX I – FISCAL AGENT FORM

The Fiscal Agent acts on behalf of the Lead Applicant by performing all financial management duties of the grant and accepting responsibility for the proper use of grant funds. The Fiscal Agent is responsible for maintaining separate records of disbursements made on the Applicant’s behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant.

The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- maintain separate records of disbursements related to the grant;
- keep receipts for at least three years following closing of the grant;
- make financial records available to the State of Rhode Island and its representatives upon request;
- disburse funds in accordance with the purpose of the grant application; and,
- file the final financial report at the conclusion of the grant.

Organization Name: _____

Fiscal Agent Federal Tax ID Number: _____

Fiscal Agent Address: _____

Fiscal Agent Phone Number: _____

Fiscal Agent Responsible Person Name: _____

Fiscal Agent Responsible Person Phone Number: _____

Fiscal Agent Responsible Person Email: _____

Signature of Authorized Representative of Lead Applicant Date

Name and Title (Typed or Printed)

Signature of Fiscal Agent of Lead Applicant Date

Name and Title (Typed or Printed)

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REAL
JOBS
Rhode Island



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Auxiliary aids and services are available upon request to individuals with disabilities.