

Note: Addendum and FAQs can be found
at the end of the document.

Request for Proposals

Workforce Development Training Fund Industry Sector Grant Pilot

**Issued by
Idaho Workforce Development Council
Funded by the Workforce Development Training Fund**

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**WORKFORCE DEVELOPMENT TRAINING FUND
INDUSTRY SECTOR GRANT**

REQUEST FOR PROPOSALS

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WORKFORCE DEVELOPMENT TRAINING FUND
Industry Sector Grant
REQUEST FOR PROPOSALS

SECTION ONE: ABSTRACT

The goal of the Workforce Development Training Fund (WDTF) Industry Sector Grant is to increase employment and wages of Idaho workers by encouraging educational institutions to build additional partnerships with industry to more effectively meet employee skill-shortage needs.

Pilot Grant: Idaho public post-secondary institutions are eligible to apply for a two-year WDTF Industry Sector Grant for up to \$1,000,000 when partnered with multiple businesses within:

- 1) A single qualified industry; or
- 2) Separate industries with a common occupational workforce need.

The funds for this grant are from the Workforce Development Training Fund (WDTF). The fund derives from the three percent offset of employer unemployment insurance taxes. The fund has the following criteria:

- Support jobs that pay at least \$12 an hour with employer assisted medical benefits
- Support businesses that produce goods and services that are mainly sold outside the area the business is located
- Funds are distributed on a cost reimbursement basis

SECTION TWO: OVERVIEW

- A. **Description:** Industry partnerships led by an Idaho public postsecondary educational institution may apply for a Workforce Development Training Fund Industry Sector Grant to provide occupational training.
- B. **Purpose:** *The Industry Sector Grant* is designed to increase employment and wages of Idaho workers by providing skill training to meet the needs of industry sector(s) to develop an applicant pool of skilled Idaho workers for Idaho business. Grant funds may be used by schools to develop new training programs or modify existing programs by augmenting skills training or building capacity to meet this need.
- C. **Program Sponsors:** This solicitation is offered by the Idaho Workforce Development Council. The grant program is funded by the Workforce Development Training Fund and administered by the Idaho Department of Labor.
- D. **Funding Availability:** Up to three grants will be awarded. Individual grant awards will not exceed \$1 million.
- E. **Eligibility:** Grants will be awarded to Idaho public postsecondary educational institutions. Collaborative partnerships must include the Idaho postsecondary institution and a minimum of three private sector employers.
- F. **Match Requirement:** A 25% cash match will be required of industry partners identified in the proposal. The cash match will be required up front when the project begins. These funds should be spent or obligated prior to reimbursement of grant funds. The grantee will have financial responsibility of these funds.
- G. **Duration of Contract(s):** Contracts for this grant will be issued for two year duration. A no-cost extension may be granted for up to one year upon approval.
- H. **Application Deadline:** Applications must be submitted by September 6, 2013 no later than noon mountain standard time.
- I. **Clarification Period:** Questions about this Workforce Development Training Fund Request for Proposals will be accepted in writing until August 23, 2013 at 5pm mountain standard time. All questions must be submitted in writing. Please submit questions via e-mail to Jenny Hemly at jennifer.hemly@labor.idaho.gov. Questions and responses will be posted to <http://labor.idaho.gov/dnn/idl/Businesses/TrainingResources/WorkforceDevelopmentTrainingFund.aspx>

SECTION THREE: PROGRAM DESIGN REQUIREMENTS AND OUTCOMES

- A. Goals of the Sector Grant Program:** The Workforce Development Training Fund (WDTF) Industry Sector Grant is designed to increase employment and wages of Idaho workers by addressing the gap between the skills held by workers and the skills needed by employers through development of a workforce that will meet the needs of businesses in high demand occupations.
- B. Outcomes:** The program design requirements are expected to result in measureable outcomes. Grantees will be responsible to collect participant information. This information will be provided to the Idaho Department of Labor so outcomes can be tracked. The outcomes to be tracked are as follows:
- a. Increased number of trained workers who obtain employment
 - b. Increased number of trained workers who obtain a wage gain or promotion
 - c. Increased number of workers receiving an industry recognized credential and/or academic credit

Applicants must make outcomes a focus of any proposed program and ensure that the partnership has the capacity, realistic commitments and resources to achieve the proposed outcomes. Each grantee will be required to establish quarterly performance benchmarks which Idaho Department of Labor will use to assess program performance and the likelihood the grantee will reach the required outcomes. If benchmarks are not met, further reimbursements may be placed on hold until progress is made towards program completion.

- C. Target Sector & Occupation:** Applicants must identify an occupation(s) within an industry sector(s) to target with these grant funds. Applicants should demonstrate there is a need for the proposed training program and include information from regional employers such as current and projected vacancies, any projected increase in demand for the targeted occupations and skills, and credentials required for entry. A labor market analysis for the industry and occupation(s) should be submitted by Idaho Department of Labor to demonstrate that the industry and occupation is of critical importance to the region.
- D. Identify Business Impact:** Each partnership will be required to document the business impact on the participating businesses. Examples include:
- Improved quality of new hires
 - Reduced employee turnover
 - Filled vacancies with promotions of internal staff
 - Increased employee productivity and efficiency

Each grantee will establish a process to identify business impact for their partnership. For more information about the process of measuring business impact, please see ***Measuring Business Impact: A Workforce Development Practitioner's Guide*** on the following website (<http://www.commcorp.org/resources/detail.cfm?ID=899>).

SECTION FOUR: ELIGIBLE APPLICANTS & SECTOR PARTNERS

A. Eligible Applicant: Applicant must be an Idaho public postsecondary educational institution.

Applicant Responsibilities: applicants must meet the following eligibility criteria:

- Have operational and fiscal capacity to manage public funds as documented by submission of the organization's most recent audited financial statement.
- Convene the partners to achieve the overall project goals, including, but not limited to, coordinating the design of the project, developing an appropriate budget, negotiating agreement of the project performance outcomes, and coordinating all activities of the project.
- Collect and report all required data and participate in the overall evaluation of the project.

B. Mandatory Industry Sector Partners: Partnerships must include a minimum of three businesses with operations in Idaho and that employ Idaho workers in the target occupation (s) that pay at least \$12 per hour as demonstrated by the labor market analysis submitted with the grant. Participating businesses must produce a product or service that is mainly sold outside the area the business is located.

Additional Industry Sector Partners: Applicant is encouraged to identify additional sector partners such as professional/trade associations that are critical to the sector and that will add value to the partnership. The applicant can sub-contract with professional technical and/or private training providers as long as this is disclosed to all partners.

Industry Partner Responsibilities:

- Engage in program design and continuous program quality improvement
- Hire students who complete the program
- Provide advancement opportunities for their incumbent workers who complete the program
- Evaluate the impact the training program has on the industry workforce

C. Other Partners: Applicants are encouraged to add other potential partners such as community based organizations, private institutions of higher education, adult basic education providers, local economic development agencies, labor unions and workforce professionals.

D. Partnership - Industry sector partnerships must have formal agreements delineating the process for decision-making and the roles, responsibilities, commitment and contributions (financial and other) of each partner. Each partner must sign the Memorandum of Agreement (MOA) outlining their role during the project. These MOAs must be included in the grant application package. MOAs will be provided by the applicant.

SECTION FIVE: SUBMISSION EVALUATION PROCESS AND CRITERIA

- A. Submission Evaluation Process:** Staff members from the Idaho Department of Commerce, the Idaho Department of Labor, and the State Board of Education will score each qualifying grant application that meets the minimum criteria. The directors of the Idaho Department of Commerce and the Idaho Department of Labor will make the final selection of the three pilot grantees based on the information provided by the scoring team.

The submission review process will consist of the following steps:

Step 1: Threshold Criteria Screening

Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Submissions that are incomplete, non-conforming or late will not be considered.

Step 2: Review Committee

The review committee will review and score all eligible submissions. Submitted proposals will be reviewed and scored based on the following criteria.

Minimum Threshold Criteria

- Industry sector partnership consisting of Idaho public postsecondary institution and a minimum of three Idaho employers formalized by a single MOA
- 25 percent cash match from industry sector partners (in-kind contributions do not contribute to the minimum threshold)
- Labor market analysis for the targeted occupations(s)

Evaluation Criteria

Category	Points
Employment	5 points per each worker anticipated to be placed in employment
Wages	2 point for each \$1/hour above the \$12/hour minimum
Additional Contribution	2 points for each percent contributed above the 25% minimum
Nationally Recognized Industry Credential	10 points if obtained by worker upon completion of training
Apprenticeship	10 points if obtained by worker upon completion of training
Academic Credit	10 points if obtained by worker upon completion of training

Criteria Definitions

1. Employment - 5 points will be given for each job a business partner commits to fill with a graduate of the program or an incumbent worker the business partner commits to promote with increased wages (this would be jobs in addition to current staff, not to replace current employees). Example: If the businesses in the partnership commit to hire 20 graduates, 100 points would be given (5 points x 20 hires = 100).

2. Wages - 2 point will be given for each \$1 per hour above the \$12 per hour minimum for the occupation being trained for multiplied by the number of anticipated placements. Example: If the average wages the business partners commit to pay graduates is \$15 per hour, then 3 points would be given (2 points x 20 new hires x \$3 (pay above \$12 minimum) = 120).
3. Additional Contribution (cash or in-kind) – 2 points will be given for each percent of funds contributed above the 25 percent minimum. Example: If industry partners contributed 30 percent of the award amount, 10 points will be given (2 points x 5 percent (above 25 percent minimum) = 10).
 - a. In-kind contribution can be donated equipment necessary to provide training, subject matter expert provided by business or industry partner to help develop curriculum, trainer provided by business or industry partner to provide training, training space provided by business or industry partner.
4. Industry Recognized Credential – 10 points will be given if graduates are prepared to take and pass a national certification test that gives them a credential recognized by the industry on a national level to show a basic skill level has been achieved.
5. Apprenticeship – 10 points will be given if graduates will hold a nationally recognized apprenticeship to work in regulated professions.
6. Academic Credit – 10 points will be given if graduates will receive academic credit that will be stackable should he/she chose to return to school at a later date.

The results of the review will be documented. The Idaho Workforce Development Council (WDC) reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the proposed program and applicant qualifications.

B. Additional Evaluation Notes: In addition to the scoring system outlined above, the Idaho Workforce Development Council reserves the right to only consider submissions that, in its sole judgment, are complete and responsive to the solicitation's requirements and include all required application components. This submission does not commit the council to award any contracts. Upon submission, all applications become the property of the Idaho Workforce Development Council.

All decisions made by the directors of Idaho Department of Labor and Idaho Department of Commerce are final.

SECTION SIX: ADMINISTRATIVE REQUIREMENTS

- A. **Program Progress Reporting Requirements:** Applicants will be required to submit quarterly reimbursement reports. These reports will include program costs, a course by course update on the training timeline, an update and reflection on progress in meeting performance outcomes and reporting the project's successes and challenges. A no-cost extension will be allowed only if curriculum development milestones have been met and will only be for conducting training or getting a credential accredited.
- B. **Eligibility:** Applicants and their industry partners must establish a selection and eligibility process to identify individuals appropriate to participate in training. The goal is to ensure students will successfully complete training and that business partners will be interested in employing graduates.
- C. **Technical Assistance:** Each applicant must assign a main point of contact (Applicant Program Manager) at their organization that is accountable for the grant. The WDTF contract manager will be available to support grantees through the duration of the grant, answering questions about operational issues as well as providing technical assistance to ensure grantees meet their performance measure outcomes.
- D. **Payment:** Grant funds will be disbursed on a cost reimbursement basis after the 25% cash match has been spent. Grantees will be required to submit invoices on a quarterly basis using an invoice template supplied by Idaho Department of Labor, to report project expenditures and any documented match contributions for the period. Grantees will only be reimbursed for qualifying expenses incurred during the period of the contract.
- E. **Project Terms and Conditions:** Applicants awarded funding will be required to abide by the Idaho Department of Labor's Standard Contract Terms and Conditions which will be provided during contract negotiation. Applicants may review these terms and conditions prior to submitting their application by contacting Jenny Hemly at jennifer.hemly@labor.idaho.gov to request a copy. In addition, all final contracts are subject to successful negotiation of a final statement of work.
- F. **Curricula Development:** If requesting to use WDTF Industry Sector Grant funds to develop new curricula, partnerships should conduct an inventory of and determine if they can build upon existing curricula. Applicants should include a summary of this research activity in their proposal and explain why new curricula need to be developed.

There are two intended uses for any curricula developed with WDTF funds. The first is to develop new course content to be offered at the training providers participating in the partnership to prepare workers for positions at Idaho businesses. The second is to share the curricula with other training providers throughout Idaho for replication, adaptation and use.

- G. **Equipment:** It is anticipated that partnerships will utilize existing capacity to deliver training programs, including existing equipment that can be used to provide hands-on training to students. If equipment required for training is not available, grant funds may be used to purchase necessary equipment. Equipment purchases must be for training purposes only and not for production purposes.

SECTION SEVEN: AVAILABLE FUNDING AND ALLOWABLE COSTS

- A. Funding Availability and Grant Award Amount:** Up to three grants will be awarded. Individual grant awards will not exceed \$1 million.
- B. Matching Funds and Leveraging Existing Resources:** All funded projects will be required to contribute at least a 25% cash match of the WDTF grant award from employers and/or industry associations. In-kind contributions will not be counted towards the 25% requirement. Contributions by public, philanthropic or other organizations will be accepted beyond the 25% from employers. Grantees should leverage regional resources, including shared equipment, funding, and existing training capacity. These funds must be spent or obligated before a reimbursement of grant funds can be processed.

Matching funds might be used for student scholarships or to assist with any allowable costs listed below in section C.

- C. Allowable Costs:** Grant funds may be used for costs associated with designing and delivering education and training activities, optimize opportunities for participant learning and career development, and help to achieve placement or wage increases for students. Grant funds may be used to support the following:
- Administrative/Indirect costs, limited to 5% of the sum of the grant amount
 - Outreach, recruitment, assessment and selection
 - Design and Training delivery
 - Staff time for partnership and program coordination
 - Equipment necessary for providing training

SECTION EIGHT: SUBMISSION SCHEDULE & INSTRUCTIONS FOR SUBMISSION

- A. Application Submission Instructions:** Grant Application Packages are due in an electronic format sent to Jennifer.hemly@labor.idaho.gov and received by the Idaho Department of Labor no later than 12:00 noon mountain standard time on Friday, September 6, 2013.
- Applicants are requested to submit PDF documents only.
 - “*WDTF Industry Sector Grant Proposal*” must appear in the email subject line.
 - Failure to provide any of the required documents listed below may result in the disqualification of the application.
- B. Grant Application Package:** The following parts make up the required components of the grant application package. Please provide the following forms and documents in the order in which they are listed.

Part 1: Application Summary Form

This form provides the Idaho Workforce Development Council with summary level information about the proposed program. The form should be the first page of your grant application package.

Part 2: Application Narrative Form

This form provides a list of questions that applicants must address in their application. Answer all the questions included on the narrative form. Do not change the order of the questions/sections. You may adjust the spacing in each section of the narrative form to accommodate your answers. Narratives should use a size 12 font, be double spaced, and have at least one-inch margins. The application narratives must be limited to 20 pages.

Part 3: Sample Project & Training Timeline Form

Complete the form to include all proposed training activities.

Part 4: Sample Budget

Applicants must submit a detailed budget request and a list of planned match. The budget will also become the financial basis for any grant award, making cost reimbursement payments and documenting match contributions over the course of the project. The Idaho Department of Labor reserves the right to modify application budgets, prior to, and/or after grant award.

Part 5: Quarterly Report

This will be submitted to show progress made on the project and to make a reimbursement request for any expenses incurred during the time period.

Part 6: Sample Participant Data Form

This will be submitted upon completion of each training session in order for the Idaho Department of Labor to start tracking outcomes.

Part 7: Sample Memorandum of Agreement (MOA)

All partners in the project must sign the Memorandum of Agreement (MOA). Applicants should edit and make additions to the sample MOA provided as appropriate. The MOA should detail specific partner roles and responsibilities. Submit one MOA signed by all partners, including all required sector partners.

PART 1: APPLICATION SUMMARY FORM

1. Project Profile			
Name of Applicant Organization			
Program Name		Federal Employer ID #	
Proposed Grant Start Date		Proposed Grant End Date	
Cities/Towns Served by Program			
Total Funds Requested	\$	Total Match Provided (minimum of 25% required)	\$

2. Project Summary
<p>In the space provided below, please provide a summary of your proposed project in 400 words or less. Please keep in mind that if this application is awarded funding, this is the project summary that will be used in public announcements.</p>

3. Applicant Contact Information					
Role	Name	Title	Address	Phone	E-mail
Primary Contact Person (notified upon decision of grant award)					
Authorized Signatory (authorized to commit the organization's resources)					
Fiscal Agent for Project (fiscally responsible for project funds)					
Program Manager, if known (contact over the course of the project)					

4. Industry Sector Partners (add rows as needed)

Please include detailed contact information in Part 6: Partner Contact List

Type/Role of Partner	Organization Name

PART 2: APPLICATION NARRATIVE FORM

Please describe your project by responding to the questions below. Do not exceed 20 pages, using a 12-point font, double spaced, and with at least one inch margins. Tables, charts, figures and appendices are included in the page limit.

1. Industry Sector Partners and Plan Development: Describe the partnership you've established for this project. Keep in mind businesses must produce a product or service that is mainly sold outside the area they are located.

- A. Describe the role of each sector partner in the partnership and demonstrate that collectively, the sector partners, including the applicant, have the required experience, capacity and expertise to accomplish the goals of the Industry Sector Grant program.
- B. What are the shared goals of the partnership?
- C. If the project is successful, how will each individual partner and the community benefit?
- D. What is the management structure of the partnership? Who makes decisions? Who staffs the partnership?
- E. What steps will the partnership take to develop the required work plan? Who will be responsible for ensuring that the sector partners complete this activity?

2. Need for Project: Within this section, please be sure to address the following:

- A. Why did you select this occupation?
- B. Describe the industry's unmet needs in your proposed geographic area with respect to skilled workers. Specify the occupation and skills within the industry that your project will address, using the table below.
- C. Do the employers in your partnership recognize or require any specific credentials or degrees for employment in the targeted occupation(s)? If so, please list them in the table below.
- D. How did your partnership determine that there are and will be a sufficient number of vacancies in these occupations to meet your proposed placement or advancement goals? Use the table below to show this. How were the members of the partnership involved in selecting the industry and occupations?

Employer	Occupation	Number of Current Vacancies in Occupation	Number of Anticipated Job Openings Over Duration of Grant	Credentials Required for Entry	Entry Level Wage (Hourly)
Employer Partner 1 (provide					

employer name)					
Employer Partner 2 (provide employer name)					
Employer Partner 3 (provide employer name)					

3. Recruitment, Assessment and Selection

- A. How will potential students be recruited? List the partners or organizations that will be sources for referrals. What methods (open houses, orientation, referrals, etc.) will be used to recruit potential students? Why do you believe this will be an effective recruitment strategy?
- B. Who (name, position, organization) will be responsible for recruiting potential students?
- C. Describe the selection and assessment process. What criteria will be used to determine worker readiness and fit with the proposed program? What process and tools will be used to determine whether prospective students meet these criteria?
- D. Describe how employers will be involved in designing and/or conducting the assessment and selection processes to ensure potential students will be successful and employable upon training completion.
- E. Describe the role of other partners in the recruitment, assessment and selection process.

4. Classroom Training Delivery

- A. List the training and education components that will be provided to workers enrolled in the training program. An example is provided below. Please list each component on a different line.

Program	Training/Education Component	How will education and training components be provided (classroom instruction, OJT, work experience, distance learning,	Number of Hours

		etc.)	
<i>Manufacturing Core</i>	<i>Skills Training</i>	<i>Classroom Instruction</i>	80

- B. How will these activities prepare workers for successful placement in the targeted occupations?
- C. What methodology will be used to assess students' skill acquisition in the training and education components?
- D. If a credential is required for entry into the targeted occupation(s), what is the strategy for ensuring that students earn the credential? How is the credential earned and what organization awards the credential? Is there an exam students must pass in order to receive the credential? If so, what organization administers the exam? Is there a fee? If so, who will pay the fee? What are the prerequisites for attempting to earn the credential (passing an accredited class, work experience, etc.)? What systems will you establish to ensure program staff can obtain information about participant credentialing results?
- E. Will you use existing curricula for these components or develop new curricula? If you will develop new curricula, why are these new curricula needed? Describe the research you conducted to inventory existing curricula of the same topic. How will it be developed? Who will be involved and when will it be ready to be implemented? Who will be responsible for ensuring that the final product is replicable?
- F. Describe how partners, including employer partners, will be involved in designing and providing feedback about the training and education components to ensure they are aligned with (technical and non-technical) job requirements and lead to successful job placement in the targeted occupations.
- G. What is the cost per participant?

5. Job Advancement and Wage Gains for Incumbent Workers

- a. How will you determine whether a student has successfully completed the program and is ready for advancement? Which partners will be involved in making this determination?
- b. Describe when training-related advancement and wage gains will occur for incumbent workers (specific date or benchmark) and the process that employers will use to implement these advancements.
- c. How many will be hired upon training completion?

PART 3: PROJECT & TRAINING TIMELINE FORM

Please list each training session that will be offered, in chronological order. If a training course will be offered multiple times, please list each course separately. If necessary, insert rows into the chart to capture all of the training sessions that you plan to offer.

Start Date (Month/ Year)	End Date (Month/ Year)	Project/ Training Program	Course Name	Training Provider	# Of Training Hours	# Of Students	Will Training Result in a Credential

PART 4: BUDGET, BUDGET NARRATIVE AND MATCH CONTRIBUTION FORMS

General Instructions: The proposed budget should itemize costs based on activity using the following sample format.

Industry Sector Grant Budget					
Category (itemize each as necessary)	WDTF Funds	Employer 25%	In-Kind	TOTAL	Notes
Personnel/Salary (include all positions)					
Fringe Benefits					
Travel					
Equipment					
Training Materials					
Contracted Services					
Administrative Costs (5% limit)					
Other					
TOTALS					
Forecasted Expenditures					
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
WDTF Funds					
Employer 25%					
TOTAL					
Total for 2nd Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
WDTF Funds					
TOTAL					

A. Salary and Fringe

- Salary: This category is for project costs related to staff that will be performing project-related functions and will be on the payroll of the applicant only. List each staff person (name, if known, and job title) on a separate line. The estimated cost for each staff person will be their rate of pay multiplied by the number of hours they will work on the grant.
- Fringe: Include the percentage used to calculate the actual dollar amount of employee benefits in the column labeled "fringe %." Provide detail about the benefits included in the rate and the rate associated with each benefit.

B. Other Program Costs

- Travel: This category is for staff travel required to achieve the project goals.
- Equipment Purchase: This category is for equipment purchases. Include a list of items to be purchased and cost.
- Publication/Print/Copying: This category is for publication, printing and copying related to project activity.
- Office Supplies & Materials: This category is for office supplies related to project activity.
- Training Materials: This category is for expenses related to the purchase of training materials related to project activity.

C. Contracted Services

- Training Contractors: This category is for project costs related to training services provided to the applicant on a contract basis by individuals, organizations or companies that are subcontractors or consultants to the applicant.

- **Curricula Development Contractors:** This category is for project costs related to the development of curricula. Provide a description of the use of funds including the name of the organization or individual that will be contracted to develop the curricula and the new courses that will be developed
- **Other Contractors:** This category is for expenses related to other contracted services, including any contracted services to fulfill required staffing roles. Provide a description of the use of funds including the name of the organization or individual that will be contracted to perform this service. Please list each contractor on a separate line.
- **Space Rental:** This category is for space rental related to project activity.
- **Equipment Rental & Lease:** This category is for rental or lease of office equipment necessary for implementation of the project.

E. Administrative/Indirect Costs This category is for administrative/indirect costs. These costs are costs incurred for common or joint objectives that are not easily identifiable to a single grant and benefit multiple programs. Grantees must apply these costs through the use of an approved cost rate or an approved cost allocation plan. The total of these costs should not exceed 5% of the sum of the award amount.

PART 5: SAMPLE QUARTERLY REPORT

Project Name:			
Applicant:			
Reporting Period:		Date Submitted:	
Submitted by:			
Considering all of the aspects of your project please briefly describe the project's successes, challenges and next steps.			
Successes		Challenges	
Are you on track with regard to the Program Timeline that was submitted?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain. (If you are significantly off track with the Timeline, please call your Program Manager to discuss this issue.)			
Are you on track with regard to your proposed spending?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain. (If you are significantly off track, please call your Program Manager to discuss.)			
Are you on track with regard to meeting the outcome goals?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain. (If you are significantly off track in meeting your goals, please call your Program Manager to discuss this issue).			
Next major steps			
What additional assistance or resources would be helpful to your project?			

WORKFORCE DEVELOPMENT TRAINING FUND PART I

CONTRACT NO. _____ _____ PAY TO: _____ (Name and Address of Contractor) FEIN FEDERAL EMPLOYER IDENTIFICATION NUMBER _____	FINAL REPORT <input type="checkbox"/> Yes <input type="checkbox"/> No **Have to have this number	CONTRACTOR CERTIFICATION I certify that to the best of my knowledge and belief this report and the attached invoices are correct and complete and that all Disbursements, Accruals and Obligations are for the purposes set forth in the Grant Agreement. _____ Name (Authorized from the Contract Agreement) _____ Title _____ Phone No. _____ _____ Signature _____ Date submitted _____
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REPORTING DATES OF

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1. Year to Date Cash Disbursed under this Contract (WDTF-02, Column 3)	\$0.00
2. Year to Date Cash Received from IDOL	_____
3. Difference: Lines 1 & 2	\$0.00

Date Cash Request Is needed

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FOR LABOR ACCOUNTING USE ONLY		CODED BY:
I approve for payment and hereby authorize a warrant to be drawn in the amount shown, in favor of the above claimant. _____ Authorized Representative of Director Date	I have examined the above payment and supporting documents and have found them to be in conformity with approved department procedures and practice. _____ Fiscal Accountant Date	REVIEWED BY: _____

BATCH NO.	TRANS NO.	CC FUND	ACCT CODE	DEBIT AMOUNT	CREDIT AMOUNT	DOCUMENT REFERENCE	ACTIVITY CODE
	135	90000					
	135	00780	917				774785
	135						
	135						

Send completed form to:
 Idaho Department of Labor
 Workforce Systems Bureau
 317 W Main Street
 Boise, ID 83735-0790

PART 7: SAMPLE MEMORANDUM OF AGREEMENT

(NAME of Partnership)

I. Purpose of This Memorandum

This Memorandum of Agreement (MOA) outlines the agreement among the partners listed below. Partners are committed to implementing a program design in _____ occupation (enter the target occupation) that includes the following features:

- Involvement of business partners in designing assessment/screening protocols and in developing training program curricula to ensure that they are aligned with entry requirements for jobs;
- Commitment to employ graduates
- Cash Match

II. Term

This MOA shall be in effect from _____ and shall end on _____. This MOA may be terminated prior to the effective end date upon the full written approval of all the partners.

III. Partners

List the names of each partner participating in your Industry Sector Partnership.

IV. Common Roles and Expectations of Partners

All Parties agree to (examples):

1. Have a representative attend and participate in industry sector meetings.
2. Communicate consistently through e-mail and phone calls, reading all relevant e-mails, listening to voice mail messages and responding in a timely manner.
3. Work together to solve problems, make decisions, create opportunities for program students and support students' success.
4. Hold students to program standards
5. Deliver consistent messages and provide a structured, safe learning environment.

V. Individual Partner Roles and Expectations

Outline the specific roles and expectations of each partner, which may include:

- Coordinate program logistics and oversee day-to-day operations.
- Provide career readiness training and ensure completion of all work readiness.
- Handle all fiscal and data requirements for the grant.
- Help recruit individuals who are a good fit for the program
- Support students in addressing challenges outside of the program that might interfere with their success in the program.
- Provide teachers, space and equipment for teaching occupational skills.
- Provide paid work experience.
- Evaluate students and provide honest feedback to and all partners about students' progress.

- Participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards.
- Provide participant level data to the applicant
- Provide the talents and support of hiring managers to design a program that will meet their workforce needs and lead to job placements and advancements

In addition, we are seeking the following detailed commitments from businesses.

For programs proposing to place students into a job, businesses should sign the MOA with the following commitments:

(business name) agrees to identify hiring managers to participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards.

(business name) agrees to hire (number of graduates to be hired) graduates at a minimum starting hourly wage of \$12 per hour plus health benefits.

For programs proposing to prepare students for advancement with their current employer, businesses should sign the MOA with the following commitments:

(business name) agrees to participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet criteria to be eligible for advancement.

(business name) agrees to provide a wage increase to (number of graduates to receive wage increase) at an average hourly increase of (average amount of hourly increase in dollars). This wage increase will occur (specific point in time or benchmark, such as the attainment of a credential-when the wage increase will be awarded).

V. Signatures

Have each partner's representative sign and date the MOA. Make sure the signatories have contractual authority for their organization.

Applicant Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

August 26, 2013

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
Workforce Development Training Fund
Industry Sector Grant Pilot

To All Potential Bidders:

The Workforce Development Council is issuing this addendum to the Workforce Development Training Fund's Industry Sector Grant Pilot to revise Section 8(A) of the Request for Proposals to extend the deadline for submission of Grant Application Packages to no later than 12:00 noon mountain standard time on Friday, October 4, 2013. All other terms and conditions remain unchanged.

This addendum is made part of the of the previously issued bid documents. Please attach this addendum to the documents in your possession. If you have any questions please contact:

Jenny Hemly
Idaho Department of Labor
317 W. Main Street
Boise, Idaho 83735
Jennifer.hemly@labor.idaho.gov

INDUSTRY SECTOR GRANT - QUESTIONS from Applicants

Please note questions appear as submitted.

1. Question: Page 19 of the RFP, Part 4: Budget, Budget Narrative and Match Contribution. There are no instructions regarding the Budget Narrative. Is the notes section the narrative, or do we need to do a separate budget narrative? If separate, what is the notes section for?

Answer: The table provided on page 19, Part 4 is a "sample format" and the notes section is part of the sample format. It is necessary that each of the categories be identified and itemized and you can do a separate budget narrative.
2. Question: When is the 25% cash match due?

Answer: The 25% cash match is due at the time the selected grants are signed.
3. Question: Our Online Training Organization is one of the approved providers of the Idaho HVACR Apprenticeship Related Training Program. Although we are not a public school, we deliver HVACR and Energy Efficiency workforce training online. What do we need to do to submit a proposal for this grant?

Answer: Only Idaho public post-secondary institutions are eligible.
4. Question: How does Department of Labor define "equipment" (what is the dollar threshold and useful life criteria)?

Answer: We have not defined or put any limitations on the purchase of equipment.
5. Question: How are Facilities and Administrative Costs calculated - as a percentage of direct costs or as percentage of total cost of the project? Please explain in more detail what is meant by "limited to 5% of the sum of the grant amount"?

Answer: The 5% will be determined based on the award amount. If the grant award is \$1,000,000, up to \$50,000 can be reimbursed for eligible administrative costs.
6. Question: Can font size be reduced when included in graphics, charts and figures?

Answer: Yes.

INDUSTRY SECTOR GRANT - QUESTIONS from Applicants

7. Question: Do we submit blank pages for parts 5 and 6 of the application package instructions? These are forms we use to report on progress and request reimbursement if the project is funded.

Answer: No, you do not need to include parts 5 and 6 in the application phase.

8. Question: On page 5 of the RFP, section C requires a labor market analysis for the industry and occupations "should be submitted by IDOL". Can we get more detail on how the process is supposed to work for this analysis? I.e. how do we engage the report generations, what are the time frames for completion, and any other expectations regarding the use of this analysis.

Answer: This item requires that you partner with IDOL Regional Labor Economist (RLE) in your area to help put information together to justify the need for training being proposed in the application. RLE's can be reached at: www.lmi.idaho.gov/RegionalLaborMarkets.aspx

9. Question: What is the expectation regarding the response process if we have additional questions that come up later?

Answer: We will answer questions as soon as possible.

10. Question: I was wondering if you could clarify the definition of an "industry sector"?

Answer: Food processing, advanced manufacturing, technology, health care and energy are examples of industry sectors.

11. Question: Can the grant funding be used for scholarships?

Answer: No.

12. Question: When will the grant funding be available?

Answer: The grants will be awarded after November 1st.

13. Question: Will a 4 year Computer Science degree count as a "credential or apprenticeship" in the scoring on the grant?

Answer: Yes, a 4 year degree would count as academic credit and a credential.

14. Question: If a business was not part of the partnership during the application process, can they join at a later time?

Answer: Yes.

INDUSTRY SECTOR GRANT - QUESTIONS from Applicants

15. Question: Would the grant fund a DACUM event (Developing a curriculum)? <http://www.dacumohiostate.com/process.htm>
Answer: If the purpose is to conduct the job occupational analysis for the curriculum, then the grant can reimburse time spent developing a specific training curriculum. If this process is used, it is highly recommended that the applicant thoroughly explain in the proposal how it (the DACUM process) is integral to the proposal and how it will contribute towards the expected measureable outcomes (page 5, section 3, b).
16. Question: Is there flexibility in the grant budget regarding curricula development?
Answer: There are no specific limitations on the budget for curricula development.
17. Question: On the MOU, for the cash match part, do they have to list a dollar amount or can they just state they will commit to a certain percentage. For example, if you have 5 employers, each contributing 5% (for a total of 25%) of \$100,000...we just put in 5% or would do we have to list the dollar amount of \$5,000?
Answer: The MOU's need to list the dollar amount and not just the percentage.
18. Question: Can computers be purchased that would be located at each company for training at their businesses for an apprenticeship or OJT using grant funds.
Answer: No.
19. Question: Can the 25% cash match be used to purchase training computers?
Answer: Yes.
20. Question: Is there flexibility in the equipment budget? We may know approximates but not know exactly what is needed (model, size, etc) until curriculum development is done.
Answer: Yes.

INDUSTRY SECTOR GRANT - QUESTIONS from Applicants

21. Question: If we use an apprenticeship model do wages for the student apprentices count as match?

Answer: No.

22. Question: Regarding evaluation criteria on page 7:

a. Employment—5 points for each worker anticipated to be placed in employment—how will this be evaluated to ensure numbers are not inflated?

Answer: There must be Labor Market Information (LMI) and MOA's from business partners to justify the numbers in the application. You can obtain LMI from our Regional Labor Economists at :

www.lmi.idaho.gov/RegionalLaborMarkets.aspx

b. Apprenticeship—apprenticeships are a training method, is not obtained after completion of training. How will this be scored?

Answer: A maximum of 10 points will be allowed for apprenticeship.

c. Does the apprenticeship have to be a USDOL registered apprenticeship?

Answer: No.

d. Nationally recognized industry credential—there are none for wood products mfg. that we can find. There is however a state credential for log scalers (board certified) and the industry would like to work with a regional association to create credentials for saw filers. Would this count under this criteria?

Answer: Yes.

e. Academic credit—if a course starts out non-credit (the only way to get something not already offered off the ground quickly) with the intention of transcribing for credit for obtaining Credit for Prior Learning, will this count for these points?

Answer: No.

23. Question: If an industry partner commits funding to the project to be paid in equal parts over the two year period, will that meet the match requirements requiring funds to be obligated? The example that came up was if a company wants to commit \$250K paid over 2 years so \$125K per year for scholarships would that meet the match requirements?

Answer: No. The 25% cash match needs to be provided upfront, and then the remaining obligations should be determined by school and industry partners in the MOU.

INDUSTRY SECTOR GRANT - QUESTIONS from Applicants

24.Question: Does a student participating in training funded under the grant have to be Idaho resident?

Answer: No.

25.Question: Can an industry partner send someone from a company location outside the state to participate in training?

Answer: Yes, the employee can attend, but it would not meet the employment outcomes for the grant as the grant is designed to support creation of Idaho jobs.

26.Question: What if grant recipient doesn't expend all funds?

a. Aside from a one year extension can a statement of work be modified to add training?

Answer: No.

b. If there is still funds left, will there be a refund to partners? Ex-- \$400,000 is spent out of \$500,000 award...partners pitched in \$125,000...

Answer: Only the unspent portion of industry match could be considered for a refund to the industry partners. This should be addressed in the MOU between the school and the industry partners.

c. I assume budget modifications are a possibility if the need arises, as long as grant award isn't exceeded? (equipment changes, etc)

Answer: Yes.

27.Question: How does distribution of funds work if partners use \$ for tuition, but \$ has to be expended first, and the first step is hiring coordinator, developing a curriculum, etc.

Answer: As long as the 25% cash match is established upfront and identified to be used for scholarships then the school is eligible to receive reimbursement for initial costs even if the cash match has not been spent (merely obligated).

28.Question: If we mark the MOAs with industry as "CONFIDENTIAL" can we protect that information from public information requests?

Answer: Where the RFP is subject to public scrutiny and the determination of the grant recipients is dependent on the wage rate and number of positions to be created, this information cannot be kept confidential. However, they can list a pay range, but for scoring purposes we would use the lowest figure in that range.