



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2026

RELEASED JAN. 2026

**Career
Technical
Initiative**

ROUND 11

The Career Technical Initiative is funded through appropriations in Fiscal Years 2024-2026 (state budget line item 7002-1091). This grant initiative is administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet (WSC).



CAREER TECHNICAL INITIATIVE



APPLICATION

Click here to begin your application and submit your proposal.



PRIMARY CONTACT

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QUESTIONS

Bidders can submit questions and sign up for notifications. Click here to learn more.



WEBSITE

www.commcorp.org

REQUEST FOR PROPOSALS

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APPLICATION MATERIALS:

All application materials can be found in the SharePoint folder here: [CTI Round 11 RFP Application Materials](#)

The folder includes the [Program Narrative](#) and the [Program & Budget Form](#) that need to be completed and a sample MOA. Please note that [W-9](#) is also required with your application.

Note: Please use the template related to this RFP as they have been updated since our previous round.

CAREER TECHNICAL INITIATIVE REQUEST FOR PROPOSALS

SECTION ONE: OVERVIEW OF GRANT INITIATIVE

- A. About the Grant:** The Healey-Driscoll Administration, with support from the Legislature, invests in the Career Technical Initiative (CTI) as a key tool to train Massachusetts talent and help businesses find qualified workers. The Workforce Skills Cabinet (WSC), a cross-government partnership, launched CTI in January 2020 to address the persistent demand for workers in manufacturing, construction, and skilled trades. By leveraging the state's existing vocational training resources at high schools, CTI provides a growing number of Massachusetts residents with access to high-quality career technical training. This grant provides funding to Massachusetts high schools with DESE approved Chapter 74 vocational programs aligned to the targeted occupations. Additional objectives include aligning programs with regional economic trends, enhancing workers' skills and credentials, and supporting underemployed and unemployed individuals to find gainful employment.

This Request for Proposals (RFP) makes available approximately **\$13-16 million** to fund CTI to train unemployed and underemployed workers at Massachusetts high schools with designated aligned Chapter 74 vocational programs. Previously awarded grants included 34 schools to support 20 WSC-approved career pathway programs totaling over \$68 million in funding.

- B. Funding Sources:** This RFP is funded through appropriations in Fiscal Years 2024-2026 (state budget line item 7002-1091).
- C. Funding Availability:** Approximately \$13-16 million is immediately available for this grant program. This RFP provides up to \$10,000 in reimbursable funds per proposed program participant for implementation grants, allocating up to \$8,000 for participant training and support services, and up to \$2,000 for core program services that facilitate the implementation of the grant. Schools that have not previously received a CTI implementation grant are also eligible for up to \$40,000 in reimbursable start-up funds. Schools that previously received a CTI implementation grant and plan to offer a new training pathway are eligible for up to \$10,000 per new pathway in reimbursable expansion funds. Please see Section 5 for more information.
- D. Match Requirement:** There are no matching funds required.
- E. Duration of Contract(s):** Contracts will be issued for a duration of two years. Commonwealth Corporation reserves the option to extend contracts pending availability of funding and program performance.
- F. Payment:** Funds will be disbursed on a cost-reimbursement basis. Grantees are expected to submit an invoice each month using the required invoicing process set by the Commonwealth Corporation. Grantees will only be reimbursed for allowable expenses

incurred during the contract period. Grantees will be required to maintain and submit, upon request, back-up documentation for expenses.

- G. Application Deadline:** Applications are due on **March 16, 2026, by 11:59 PM.** We do not require a letter of intent to apply; however, we strongly encourage interested parties to sign up for our Q&A list to be notified of relevant updates and clarifications. Questions about this RFP will be accepted via the following link: <https://commcorp.formtitan.com/ftproject/ctirfpquestion>. Please see Section 6 for more information about the application process and Section 7 for the score criteria.

Schedule:

Activity	Date
Request for Proposals Released	January 30 th , 2026
First Deadline to Submit Written Questions	February 13 th , 2026
Answers to Questions Posted	Fridays as needed
Responses (Proposals) Due	March 16 th , 2026
Applicants Notified of Status (Anticipated)	June 2026
Anticipated Contract Start Date	July 2026
Anticipated Contract End Date	July 2028

- * Commonwealth Corporation may choose to provide subsequent submission dates pending demand from initial submission deadline.

SECTION TWO: ELIGIBLE LEAD APPLICANTS AND REQUIRED PARTNERS

A. Eligible Lead Applicants: Eligible lead applicants are Massachusetts high schools that operate DESE-approved Chapter 74 vocational programs aligned with the targeted occupation of the proposed adult training program. Both first-time applicants and prior CTI awardees from earlier funding rounds are eligible to apply.

B. Lead Applicant Role:

The lead applicant must:

- Have current or planned operational capacity to deliver the proposed program within the period of performance.
- Have operational and fiscal capacity to manage public funds.
- Agree to the cost-reimbursement payment terms, reporting, monitoring and other administrative requirements described in Section 4.
- Have a commitment to work collaboratively with Commonwealth Corporation to ensure that the program meets participants' needs and achieves planned outcomes.
- Have a commitment to coordinate with regional partners, including MassHire Workforce Boards and MassHire Career Centers, who are engaged in similar work to ensure alignment of program goals to the labor market and ensure effective employer engagement.
- Have a commitment to collaborate with local and regional employers through a Memorandum of Understanding (MOU) or a Letter of Support (LOS). Employers are expected to inform curriculum design, support marketing efforts, help the school identify qualified industry instructors as needed, offer internship opportunities and interview CTI program participants upon graduation in case they have job openings, and support the grant in other ways as applicable.
- Collect and report all required data and engage in all program monitoring and evaluation activities as mandated by Commonwealth Corporation.
- Propose a training schedule that ensures all activities occur within the contract period and that all placements can be recorded before the contract end date.

C. Recommended Partner: MassHire Career Center

Grantees are responsible for delivering core program services in five key areas: (1) outreach/recruitment, (2) participant eligibility screening, (3) case management, (4) career readiness training, and (5) job placement support.

Applicants should assess their capacity for delivering each of these core program services. For any of the five areas that applicants choose to manage independently, they may request up to \$400 per projected enrollment in Round 11 to build or strengthen internal capacity for executing these functions, for a total of \$2,000 per projected enrollment if the grantee covers all five core program services. The core program services funds, up to \$2,000 per participant, will be incorporated into the program budget in addition to the standard up to \$8,000 per participant for training and support services, resulting in a total budget of up to \$10,000 per participant.

Applicants may choose to outsource one or more core program services to a MassHire Career Center partner or a Third-Party Provider. Applicants are highly encouraged to partner with Career Centers and should engage with their Career Center partners early in the proposal planning process to explore partnership opportunities. Applicants seeking support in identifying their respective Career Center should consult Part 6: *MassHire Career Center Contact List* or reach out to the MassHire Workforce Boards listed in Part 7: *MassHire Workforce Board Contact List*.

In such cases, applicants must provide their Career Center partner or the Third-Party Provider with a scope of work for each requested service. The scope of work should clearly outline the service description, deliverables, performance metrics, and shared roles and responsibilities. As part of the grant application, applicants and their Career Center partner or their Third-Party Provider must jointly develop a Memorandum of Agreement (MOA) that defines the services to be provided by the Career Center or the Third-Party Provider. The MOA should also indicate the extent to which the Career Center or the Third-Party Provider will utilize their internal resources to deliver the services and whether any associated costs will be charged to the applicant. All charges must adhere to CTI funding guidelines, and costs for each core program service must not exceed \$400 per projected enrollment in Round 11. If the applicant partners with multiple Career Centers, the combined cost for each core program service must remain within the \$400 limit per projected enrollment.

These costs may be covered through a subcontract between the applicant and the Career Center or the Third-Party Provider. Subcontracts between the grantee and their Career Center partner(s) or the Third-Party Provider will be finalized during pre-contracting negotiations following the approval of a successful application. These funds will be incorporated into the program budget in addition to the cost per program participant.

Applicants are encouraged to engage with their local MassHire Career Center(s) or the Third-Party Provider early to allow sufficient time to discuss and finalize the terms of the MOA before submitting their application.

The chart below provides a framework of responsibilities for each core program service to guide MOA discussions with their chosen partner organization.

Core Program Service	Responsibilities	Notes
Outreach/recruitment	<ul style="list-style-type: none"> Recruitment goals aligned with projected enrollment and desired size of candidate pool 	Grantees may establish a recruitment target exceeding the projected enrollment to allow for greater flexibility in selecting candidates. The total funding amount available for this core program service is calculated on the basis of projected enrollment.
	<ul style="list-style-type: none"> Outreach and recruitment efforts for target population that meets CTI eligibility requirements 	CTI serves unemployed and underemployed Massachusetts residents who are at least 18 years old by the completion of the

		training and are authorized to work in the United States.
	<ul style="list-style-type: none"> Additional program admission requirements if applicable 	Grantees may define additional program entry requirements specific to each pathway.
Participant eligibility screening	<ul style="list-style-type: none"> Screen all applicants for eligibility and share eligibility documentation with grantee for monitoring purposes 	Screening based on CTI Eligibility Policy and archiving screening documents.
	<ul style="list-style-type: none"> Assess all applicants against the additional program entry requirements and share documentation with grantee 	Additional program entry requirements might include CORI, SORI and other relevant background checks as defined by the grantee.
Case management	<ul style="list-style-type: none"> Provide individualized support to participants throughout the program as needed to address barriers to success. 	Grantees may define which case management services need to be provided onsite at the training location.
	<ul style="list-style-type: none"> Connect participants with MassHire support services such as childcare, transportation, and housing assistance as needed. 	Grantees facilitate participant referrals to MassHire support services, including services provided through WIOA.
Career readiness training	<ul style="list-style-type: none"> Deliver training to participants to enhance their workplace readiness skills 	Grantees may define pathway-specific trainings and delivery formats (including onsite trainings), such as resume writing, job application techniques, and interview preparation.
	<ul style="list-style-type: none"> Conduct job fairs to connect participants with potential employers and provide opportunities for direct engagement and networking 	Grantees may define pathway-specific events such as job fairs, reverse job fairs, mock interview sessions etc.
Job placement support	<ul style="list-style-type: none"> Place graduates in training-related employment, track 30 day retention period, and share documentation with grantee 	Relevant documentation includes information on employer name, employment start date, job title, hourly salary, benefits etc.

D. Recommended Partner: MassHire Workforce Board

All grantees funded through this RFP are highly encouraged to work collaboratively with

their local MassHire Workforce Board. The Workforce Boards can assist all participating grantees and their MassHire Career Center partners to conduct employer engagement in the targeted industries to develop job opportunities for graduates of programs funded through this RFP. **Applicants do not need to complete a MOA with their MassHire Workforce Board**, but we highly encourage applicants to notify the Workforce Board of their intent to apply. Applicants can access a list of MassHire Workforce Boards at the following link: <https://www.mass.gov/service-details/connect-with-your-local-masshire-workforce-board>

E. Required Partner: Employers

Applicants must establish partnerships with employer partners for each proposed training pathway. Each pathway must be supported by a minimum of three employer partners with operations in Massachusetts who employ Massachusetts residents in the target occupation(s). A single employer partner may support multiple pathways. Applicants are strongly encouraged to document these partnerships through a Memorandum of Understanding (MOU), which is the preferred and more formal mechanism for outlining partnership commitments. MOUs must be signed and must describe the scope of the partnership, including expected roles such as contributing to curriculum development, offering work-based learning or job-shadowing opportunities, and other relevant forms of engagement. MOUs must also affirm the employer partner's commitment to consider program graduates as a potential talent pipeline to meet hiring needs. Letters of Support (LOS) are acceptable in place of an MOU; however, LOS must provide the same required details regarding the partnership and employer roles. LOS submitted via email do not require a signature but must clearly indicate that they were prepared for this funding round and reflect a recent and intentional commitment from the employer partner.

F. Other Partners

Applicants are encouraged to leverage existing and new partnerships to ensure success in recruitment, support, training, and placement of individuals served through this program. These partners do not need to be identified at the time of submission but should be part of the ongoing regional partnership building upon what the lead applicant engages in facilitating. Examples of such partners include, but are not limited to, local service offices of public agencies, employer associations, labor organizations, trade unions, institutions of higher education and vocational technical education institutions, housing agencies, and non-profit education, training, or other service providers.

SECTION THREE: TRAINING PROGRAM DESIGN

A. Target Sector/Occupation: Applicants must provide job training, placement, and support services that prepare unemployed or underemployed individuals to meet businesses’ skill and work-readiness requirements for one or more in-demand Construction/Trades and Manufacturing occupations from the list provided below. These occupations were identified by the Workforce Skills Cabinet through the [Regional Workforce Skills Planning Initiative regional blueprint process](#). Pathways/occupations not listed below cannot be considered for funding.

Sectors	Construction/Trades	Manufacturing
Eligible Target Occupations	<ul style="list-style-type: none"> • HVAC Mechanic and Installer • Automotive Service Technician and Mechanic • Automotive Body Repairer • Electrician • Plumber • Carpenter • Welder • Craft Laborer • Building & General Maintenance Technician • Diesel Technician • Marine Trades Technician • Groundskeeping & Equipment Operator • Cook 	<ul style="list-style-type: none"> • Sheet Metal Worker • Biolab, Medical & Clinical Lab Technician • CNC Machine Operator • Machine Operator • Electrical Technician • Electronics Technician • Robotics Technician

B. Target Populations: Grant funds must be used to train Massachusetts residents who are unemployed or underemployed, authorized to work in the United States and will be 18 years old at the completion of the training. Unemployed individuals are a priority target population. An unemployed individual is defined as an individual who is not currently employed at the time of enrollment in the program. An underemployed individual is defined as an individual who is earning less than 60% of the Median Household Income (also referred to as Area Median Income) for the Workforce Area in which they reside. The

following chart provides the median income level for each Workforce Area. This chart will be updated each year and distributed to grantees. The most current version should be used for screening participants for eligibility. Additional guidelines regarding eligibility documentation requirements will be available to awarded applicants.

Underemployed individuals should use their individual income for eligibility, not that of their household. The following chart provides the calculated 60% median household income level for each Workforce Area.		
	60% of USDA/SAIPE County Median Household Income 2024	
Workforce Area	60% MHI	Hourly Wage
Berkshire	\$45,700	\$21.90
Boston	\$57,100	\$27.40
Bristol	\$49,100	\$23.60
Cape and Islands	\$53,000	\$25.50
Central Region	\$57,600	\$27.60
Franklin Hampshire	\$49,600	\$23.80
Greater Brockton	\$67,100	\$32.20
Greater Lowell	\$79,500	\$38.20
Greater New Bedford	\$49,100	\$23.60
Hampden County	\$42,700	\$20.50
Merrimack Valley	\$61,200	\$29.40
Metro North	\$79,500	\$38.20
Metro South/West	\$79,500	\$38.20
North Central	\$57,600	\$27.60
North Shore	\$61,200	\$29.40
South Shore	\$82,500	\$39.60
<p>Source: US Dept of Agriculture Economic Research Service (usda.gov), based on Small Area Income and Poverty Estimates (SAIPE) program of the U.S. Census Bureau.</p> <p>Not broken out by size of family/household. MA 2024 Median Household Income (MHI) - published Jan. 2026. Based on 60% MHI for county with the most workers in the region.</p>		

Veterans and eligible spouses must receive priority of service for all federal and state-funded job-training programs, including CTI.

C. Program Requirements: Training providers will deliver occupational skills training to prepare unemployed and underemployed individuals for new employment in a minimum of one of the targeted in-demand occupations detailed in Section Three A. The proposed program(s) must prepare individuals for employment, including preparing them to earn all

relevant technical and safety-related credentials. Applicants must agree to the following training delivery services:

- Proposed program(s) must currently be a designated DESE Chapter 74 vocational program aligned to the occupation for the proposed adult training program.
- Provide training programs in one of the target occupations listed in Section Three A for a minimum of one occupation.
- Provide at least one cohort with a seat capacity of a minimum of 10 students per occupational program.
- The overall total instructional hours (including hands-on technical training, online learning and work-based learning) should be a minimum of 200 hours and maximum of 300 hours.
- Offer training that results in an industry-recognized credential required for entry into the target occupation.
- For each pathway/occupation the applicant must complete a program design chart that identifies the allocation of training hours for each strand and its delivery mode (Application Package Part 3: Program and Budget Form).

Applicants are encouraged to coordinate with other CTI grantees in their area to potentially reduce overlapping programming (multiple recruitments occurring for the same programs at the same time), to ensure attainment of enrollment numbers and to avoid oversaturation in a specific occupational area.

D. Outcome Goals: A strong proposal will have the components required to meet the benchmarks detailed in the chart below based on the projected participant goals in their final statement of work after contracting.

Program Threshold Benchmarks	Does Not Meet Threshold Benchmark	Meets Threshold Benchmark	Exceeds Threshold Benchmark
Enrollment	Actual number of enrollments are less than 70% of projected number of enrollments	Actual number of enrollments are between 70% to 80% of projected number of enrollments	Actual number of enrollments are between 81% to 100% of projected number of enrollments
Program Completion / Certification / Credential	Number of program completions/certifications /credentials are less than 70% of actual number of enrollments	Number of program completions/certifications /credentials are between 70% to 80% of actual number of enrollments	Number of program completions/certifications /credentials are between 81% to 100% of actual number of enrollments
Employment / Job Placement / Retention	Number of retentions are less than 70% of actual number of program completions/certifications /credentials	Number of retentions are between 70% to 80% of actual number of program completions/certifications /credentials	Number of retentions are between 81% to 100% of actual number of program completions/certifications /credentials

SECTION FOUR: ADMINISTRATIVE REQUIREMENTS

- A. Participant-Level Data Reporting Requirements:** Grantees will be required to collect and provide the following types of data:

Upon enrollment: Participant demographics and confirmation of participant employment status (unemployed or underemployed as defined in Section Three. B. Target Population). Participants are highly encouraged (but not required) to provide grantees with their Social Security numbers.

Throughout the program: Services provided and participant progression through the program, including participant attendance, participation levels, credentials attained, and (pre-)apprenticeship registration (if applicable).

Upon program completion: New employment, including placement in Registered Apprenticeship Programs, and 30-day retention status.

Grantees will be required to collect enrollment data using a participant registration form provided by Commonwealth Corporation and enter data on participants in a participant-level database to be provided by Commonwealth Corporation.

Commonwealth Corporation will not provide any party with the names of any participants or any other information that may be used to identify a participant unless the participant has provided prior permission.

- B. Program Progress Reporting Requirements:** Grantees will be required to submit the following narrative reports using templates supplied by Commonwealth Corporation:

Quarterly Reports: These reports will be due quarterly and will include updates on the training timeline, an update and reflection on progress in meeting performance measures, and report on the project's successes and challenges. The format for this report will be provided to grantees.

Final Report: This report will be submitted at the end of the contract period and will document what was achieved through the investment of these funds, inform future funding practices, and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided to grantees after a contract is awarded.

Commonwealth Corporation is required to submit annual reports to the legislature providing results of the grants made through the Career Technical Initiative. Commonwealth Corporation will provide the legislature with grantee specific information and will use data from the database and information from the narrative reports as a primary source.

- C. Participant Eligibility & Documentation:** Grantees must develop a process for verifying participant eligibility aligned with their selected model for delivering core program services. Eligibility criteria include employment status (unemployed, underemployed) at the time of enrollment, age, Massachusetts residency, and authorization to work in the United States. The grantee will be required to collect and maintain the following documentation for each participant:

- Documentation of the participant's eligibility status at the time of enrollment

- Participant Registration Form, using a required form provided by Commonwealth Corporation
- Documentation of services provided to program participants (training, case management and career readiness)
- Documentation of new employment, placement wages, and retention

D. Program & Fiscal Monitoring: Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:

1. have the fiscal and program systems needed to meet all relevant federal and state requirements;
2. meet the terms of the grant award and contract deliverables outlined in the contract with Commonwealth Corporation;
3. provide quality services to program participants; and
4. expend grant funds only for allowable (allocable, necessary, and reasonable) activities.

To fulfill this responsibility, Commonwealth Corporation will periodically request and review documentation related to the grantee organization and grant expenses and activities. We anticipate conducting at least one fiscal review and at least one program monitoring review over the duration of the grant period. Additional information will be provided after a contract is awarded.

E. Technical Assistance: Each grantee will be assigned a Commonwealth Corporation Program Manager and must assign a main point of contact at their organization who is accountable for the grant. The Commonwealth Corporation Program 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 support grantees meet their performance outcomes.

F. Payment: Funds will be disbursed on a cost reimbursement basis. Grantees will be required to submit invoices monthly using an invoice process set by Commonwealth Corporation. Grantees will only be reimbursed for expenses incurred during the period of the contract. Grantees are required to maintain and submit, upon request, back-up documentation for expenses.

G. Project Terms and Conditions: Grantees will be required to abide by Commonwealth Corporation's Standard Contract Terms and Conditions, which will be provided during contract negotiations. Applicants may review these terms and conditions prior to submitting an application at the following link:

<https://commcorp.org/resource/standard-terms-and-conditions-for-grant-awards/>.

Given the quick turnaround time for grant award ahead of program delivery, there will not be sufficient time to review extensive questions or requested revisions to the Standard Contract Terms. Please ensure signatories within your organization have agreed to the terms prior to submitting an application. In addition, all final contracts are subject to negotiation of a final statement of work.

H. Deliverables and Ownership: Grantees agree to license or otherwise make available to Commonwealth Corporation in perpetuity, without charge, all materials prepared and/or produced in whole or in part with these funds, for Commonwealth Corporation's use and dissemination.

SECTION FIVE: AVAILABLE FUNDING & ALLOWABLE COSTS

- A. Funding Availability & Grant Award Amount:** Commonwealth Corporation expects to make approximately **\$13-16 million** available through the FY 2026 RFP (Round 11) and approximately \$10-12 million through the FY 2027 RFP (Round 12), pending funding availability. Individual grant awards will vary depending on the proposed number of cohorts/programs, anticipated costs outlined in a line-item budget, and the applicant's capacity to deliver training and place individuals between July 1, 2026, and June 30, 2028. There is no maximum award amount. Applicants should ensure proposed budgets reflect responsible and effective use of public funds. Contracts will be issued for a period of up to 24 months (July 1, 2026, through June 30, 2028) with the option to extend for up to one additional year pending availability of additional funds, and program performance. The WSC strives to promote strong connections between funded training programs and (pre-) apprenticeship opportunities.
- B. Matching Funds:** There are no matching funds required.
- C. Allowable Costs:** Implementation funds may be used for costs associated with delivering training activities and services that prepare participants for success in the targeted occupation(s), enhance learning and career development, and support participant placement. Funds may be used to support the following cost categories:
- **Salary & Fringe**
Implementation funds may cover internal staff time, including salaries and fringe benefits, for personnel engaged in partnership coordination, program management, case management, job readiness training, employer engagement, program development, data entry, and related activities.
 - **Other Program Costs**
Allowable costs in this category may include travel, space rental, telephone and communications, equipment rental or lease, equipment purchases, postage and mailings, publication/printing/copying, meeting expenses, office supplies and materials, and marketing or advertising expenses related to program outreach, recruitment, and eligibility screening.
 - **Training Materials and Instructional Costs**
Funds may support the purchase of training materials and instructional supplies required for effective delivery of in-person, hybrid, or work-based learning. This includes costs of licenses associated with digitally enabled training, credentialing platforms, or similar instructional needs.
 - **Support Services**
Support services essential for participant success are allowable and may include transportation support, childcare assistance, ESOL, translation and interpretation services, digital literacy support, GED preparation, and similar services. Proposed support-service costs must be reasonable and may not exceed the total amount allocated for training. Training stipends and work-experience payments are also allowable.

- **Participant Tuition & Fees**
Costs associated with participant tuition, fees, or assessments needed to support training completion may be covered.
- **Flexible Funding**
Flexible funding may be used to address individual barriers to program or job retention that are not uniform or predictable in nature, including verifiable emergencies occurring during the training period.
- **Contracted Services**
Funds may be used for contracted training providers or other contracted services required for program delivery, including research and evaluation activities such as participant surveys.
- **Indirect Costs**
Indirect costs are allowable up to 10% of the total implementation budget request and must be included within the overall budget, not in addition to it.
- **Wear and Tear**
A wear-and-tear allowance of up to \$400 per projected program participant may be included within the implementation budget and must be incorporated into the total budget request, not added on top of it.

Start-up funds are intended to support the launch of Chapter 74 vocational programs' first full implementation and are *only available for schools not previously awarded a CTI implementation grant*. Start-up funds are awarded in addition to the implementation budget and can be used for staff time and marketing-related expenses. Staff time includes focus on the following activities: overall project coordination, recruiting instructors, employer engagement, and participating in Commonwealth Corporation sponsored meetings and discussions for cross-sharing, curriculum alignment and other capacity building activities. Marketing-related expenses include advertisements, flyers, catalogues, radio ads, billboards, websites, social media presence and supporting material development, and staff time developing relationships with MassHire, community-based organizations and employers to assist in recruiting. Start-up funds cannot be used to purchase training-related supplies or equipment.

Expansion funding is available only to prior CTI awardees seeking to introduce one or more new training pathways under a Round 11 grant. A "new pathway" is defined as a training pathway that has not previously been funded through any CTI implementation grant at the applicant institution. Up to \$10,000 per new pathway is available to support the capacity-building of grantees in expanding the types of training offered to participants. Expansion funds are awarded in addition to the implementation budget and can be used for staff time, curriculum development expenses, and partnership development. Staff time includes focus on the following activities: overall project coordination, recruiting instructors, employer engagement, and participating in Commonwealth Corporation sponsored meetings, meeting with regional workforce development entities, and discussions for cross-sharing, curriculum alignment, and other capacity-building

activities. Expansion funds cannot be used to purchase training-related supplies or equipment.

- D. Equipment:** It is expected that applicants will utilize existing capacity to deliver training programs, including existing equipment that can be used to provide virtual or hands-on training to participants. However, applicants may request up to \$5,000 of funding per item for funding for small power tools, hand tools and toolboxes needed to ensure they can provide a dedicated set of such tools for use by participants in the proposed adult program. Applicants may request funding for capital equipment (costing \$5,000 or more per item with a use life of one year or more) only if it is required to increase seat capacity for the program. Applicants requesting funding for capital equipment must provide justification for the expense that includes an inventory of the applicant organization's current capital equipment and the instructional (seat) capacity associated with it and an analysis of the gap between current instructional (seat) capacity and projected enrollment in the proposed program.

SECTION SIX: SUBMISSION SCHEDULE & INSTRUCTIONS FOR SUBMISSION

A. Submission Schedule:

Activity	Date
Request for Proposals Released	January 30 th , 2026
Initial Recorded Webinar Posted Online	TBD
Deadline to Submit Written Questions	February 13 th , 2026
Answers to Questions Posted Online	Fridays as needed while the RFP is open
Bidders' Webinar Event	Via Zoom on February 10 (12pm-1:30pm)
Office Hours Part 1	Office Hours Part 1: February 17 (10m-11am)
Office Hours Part 2	Office Hours Part 2: February 19 (2pm-3:pm)
Responses (Proposals) Due	March 16 th , 2026
Applicants Notified of Status (Anticipated)	June 2026
Anticipated Contract Start Date	July 2026
Anticipated Contract End Date	July 2028

* Commonwealth Corporation may choose to provide subsequent submission dates pending demand from initial submission deadline.

B. Bidders' Webinar: A Bidders' Webinar will be held from 12:00pm to 1:30 pm **on February 10th, 2026**. Please register for the webinar using the following link: [Bidders' Webinar Zoom Registration](#). Please email Irmine Uwineza at iuwineza@commcorp.org for access to recordings of CTI convenings and the webinar.

Clarification Period: Questions about this grant program will be accepted in writing. Please submit all questions via the following link: [CTI RFP Question Submission Form](#). We strongly encourage applicants to submit all substantive questions by February 13th, 2026. This will allow time to respond and post questions prior to the submission deadline. All logistical questions may still be submitted throughout the week, but we encourage applicants to review the submission requirements in advance to avoid missing the deadline. All questions will be responded to and posted on Commonwealth Corporation's website at <http://www.commcorp.org/funding>.

Applicants can sign up at the following link to receive email notifications when new responses are posted: [CTI RFP Question Submission Form](#). However, all potential applicants

and interested parties are advised to check the Commonwealth Corporation's website periodically for additional information and updates until proposal submissions are due.

Application Submission Instructions: Grant applications are due in an electronic format no later than 11:59 PM on Monday, March 16th, 2026. Please upload your submission electronically to the following link: <https://commcorp.formtitan.com/ftproject/ctirfpquestion>. In order to upload your submission, you will need to complete an online form that provides the following information: (1) the **Name** of the lead applicant organization, (2) the lead applicant organization's **Federal Employer ID Number**, (3) the **Program Pathways Proposed and Total Program Funds Requested**, and (5) the lead applicant organization's **Primary Contact Information** (to be notified upon decision of grant award).

Applicants should review all components prior to uploading to ensure they have completed all the required information. Should you encounter any submission issues, please contact Irmine Uwineza at iuwineza@commcorp.org or 617-717-6974 (landline).

- Narrative forms must be submitted in MS Word or PDF file format.
- Program and Budget forms must be submitted in MS Excel file format.
- Signed MOAs with MassHire or Third-Party providers must be scanned and submitted in one PDF; and MOUs or Letters of support from employers must be submitted together in a separate PDF. Each set of documents must be uploaded as its own file.

C. Application Package: The following components make up the required components of the Grant Application Package. Failure to provide any of the documents or materials listed below may result in the disqualification of the application. Do not change the order of the questions/sections. You may adjust the spacing in each section to accommodate your answers. Do not use a font size smaller than size 11 and margins less than one inch.

Component 1: Application Summary Form (online submission form)

This form must be completed **online** at the time of submission. The form provided in the RFP does not need to be uploaded to the online application; it is provided as guidance on the information that must be entered in the form at the time of submission.

Component 2: Application Narrative Form (Required for all applicants)

Part 2 is designed for applicants to share responses to a few key narrative questions that are not fully described in other parts of the application package.

Component 3: Program & Budget Form

Complete the Program & Budget Form to provide details about the proposed programs and requested funds (both start-up/expansion and per student implementation funds). The file currently has seven tabs - one for the program summary, one for the required minimum number of programs, one for the budget summary, one for the budget narrative, two for detailed staffing information in the implementation budget and start-up budget (if applicable) and the budget allocation guidance. Please create copies of the program tab (3B) if two or more proposed programs are included in your application. Applicants must submit a budget request using the forms provided. You may provide an overall budget that combines the budgets for each individual training program. The budget will also become the financial basis for any grant award, and for making cost reimbursement payments over

the course of the project. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award.

Component 4: Partnership Agreements

All commitments, roles, and anticipated activities involving MassHire partners, Third-Party Providers, employer partners, or any optional partners must be documented through a joint agreement. For Career Centers and Third-Party Providers acceptable documentation is a Memorandum of Agreement (MOA). For Employer Partners, acceptable documents are a Memorandum of Understanding (MOU), or Letter of Support (LOS).

Parts 4 and 5 provides sample documents, including:

- A sample MOA for partnerships with MassHire Career Centers or Third-Party Providers
- A sample MOU and LOS for employer partnerships

Applicants who choose to deliver all core program services through their own internal capacity, without partnering with a Career Center or Third-Party Provider, are not required to submit an MOA.

Applicants should revise and supplement the sample MOA as needed to reflect the specific roles and responsibilities of each partner. MOAs for MassHire or Third-Party Provider partners must be submitted separately from MOUs and LOS documents with employer partners.

Component 5: W-9

All lead applicants must submit a W-9 that was signed within the fiscal year in which they are applying. A W-9 is required to verify an organization's legal name, business structure, and tax identification number so Commonwealth Corporation can issue payments and meet state and federal reporting requirements.

Component 6: Certification (online submission form)

Must be attested to **online** by an individual who has signatory authority for the lead applicant upon submission. Component 6 includes the following certifications:

A. Statement of Tax Compliance:

Pursuant to M.G.L. c62C, s49A, I am signing on behalf of this Lead Applicant and certify that under the pains and penalties of perjury the aforementioned business organization has filed all state tax returns and paid all taxes as required by law.

B. Certification of Compliance with Filing Requirements:

On behalf of the aforementioned Lead Applicant, I certify that said Lead Applicant has filed with the appropriate town or city clerk; or officer of the Commonwealth, and paid any required fees pursuant to the Massachusetts General Laws as regards partnerships and/or corporations doing business in the Commonwealth.

C. Certification:

I hereby certify that the information provided in this application is accurate and that I am

duly authorized/empowered to sign contracts on behalf of this organization.

D. Program Requirements:

- I understand that my organization will be paid on a cost-reimbursement basis.
- I agree to schedule proposed training in order for training and placements to occur prior to June 30, 2028.

SECTION SEVEN: PROPOSAL EVALUATION PROCESS AND CRITERIA

- A. Proposal Evaluation Process:** Proposals submitted in response to this RFP will be reviewed by Commonwealth Corporation. Representatives of the Executive Office of Labor and Workforce Development, the Executive Office of Education and other state agency partners may participate in this process.

The 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 may not be considered.

Step 2: Compliance Screening

Commonwealth Corporation will review all applications to verify that lead applicants are Massachusetts high schools with designated aligned Chapter 74 vocational programs and to confirm that submitted materials are consistent with applicable state and federal requirements.

Step 3: Review Committee

A review committee will review and score all eligible submissions using the rubric below. Review results will be documented. Commonwealth Corporation 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.

Commonwealth Corporation reserves the right to consider additional factors when making funding decisions. These may include, but are not limited to: the applicant's past performance in operating grants administered by Commonwealth Corporation; the geographic distribution of submitted proposals; the mix of occupational pathways to assess whether a geographic area is oversaturated with similar training offerings; and whether the applicant holds an active CTI contract with a remaining term of at least twelve (12) months as of the application submission deadline, in order to avoid overlapping or duplicative funding.

Category	Point Value
A. Track record and documented success in delivering the proposed or similar programs to either an adult or traditional high school population.	5
B. Demonstrated history of providing adult workforce training programs that provide industry certification or licensure (in proposed programs or other programs). This may include: <ul style="list-style-type: none"> 1) A history of collaborating on workforce training programs with Community Colleges and/or community-based organizations 2) Approval by DESE to provide Chapter 74 After Dark program 	5

<ul style="list-style-type: none"> 3) Approval by DESE to provide Chapter 74 <u>post-secondary</u> programs 4) Approval through TrainingPro as a Workforce Individual Training Program Account (ITA) provider 5) A Commonwealth Corporation Senator Kenneth J. Donnelly Workforce Success Grant awardee (or has been awarded a Commonwealth Corporation training grant in the last three years) 6) An EOED Advanced Manufacturing Consortium Grant training partner 7) Independently accredited post-secondary accreditation program 8) Experience in awarding students Federal or State Financial Aid 	
<p>C. Established history of collaborating with MassHire Workforce Boards and MassHire Career Centers on workforce training programs.</p>	5
<p>D. Clear and complete program outline that identifies the technical and safety credentials to be earned, and explains how these align with the occupational skills, work readiness, and experience requirements needed for entry into the target occupation(s).</p>	10
<p>E. Well-defined, comprehensive plan for delivering the five core program services (recruitment, participant screening, case management, career readiness, and job placement). The plan clearly identifies whether services will be provided using internal staff capacity or through partnerships with a MassHire Career Center or a Third-Party Provider. The proposal specifies which partner is responsible for each service, outlines coordination mechanisms, and details how the applicant will collaborate with the local MassHire Career Center or their Third-Party Provider. Coordination with the Career Center is highly encouraged, including for applicants who choose to deliver all services internally.</p>	20
<p>F. Evidence of comprehensive employer partnerships for each proposed pathway, documented through signed MOUs or detailed Letters of Support. The narrative clearly explains how the applicant will utilize the employer partners' commitments, such as curriculum input, work-based learning engagement, and other forms of support, to strengthen the proposed training pathway.</p>	20
<p>G. Clear and detailed description of planned support services such as training incentives, child care assistance, language support (translation and interpreting services, ESOL), addressing transportation barriers, etc., and explanation of how the proposed support budget line items will be used to</p>	15

maximize participant retention, completion, and job placement outcomes. If no support services are included in the budget, the applicant must provide a plan describing how student success will be ensured.	
H. Clearly articulated strategies and capacity for successful participant job placement. The proposal comprehensively outlines how participants will be connected to employment opportunities upon program completion. The narrative should explain how the applicant will track, monitor, and support participant job placement, including coordination with employer partners, MassHire Career Centers, or Third-Party Providers as applicable.	20
TOTAL	100

Step 4: Notification of Grant Award Status

All applicants will be notified of their award status by email based on the schedule in Section 6A. Applicants whose proposals meet the funding criteria and priorities for a given cycle will be prioritized for funding. Applications whose proposals are not selected for funding can request feedback from the Commonwealth Corporation.

- B. Additional Evaluation Notes:** In addition to the scoring system outlined, Commonwealth Corporation reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the RFP’s requirements and include all required application components. Additionally, Commonwealth Corporation and the Executive Office of Labor and Workforce Development reserve the right to consider other factors in making competitive awards among comparably qualified applicants. Commonwealth Corporation reserves the right to reject any and all applications, or to accept any and all applications, in whole or in part, if deemed to be in the interest of the Commonwealth Corporation or the Commonwealth of Massachusetts to do so. This RFP does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation. Commonwealth Corporation is not responsible for electronic submissions that are not received by Commonwealth Corporation. We reserve the right to use sources of funding other than the previously described funding source to support proposals submitted in response to this RFP and to increase the grant award amount through a subsequent modification process. If applicants propose to use other funding sources to support the implementation of the proposed program, Commonwealth Corporation reserves the right to consult with the other funders to ensure appropriate alignment of resources.
- C. Audited Financial Statements and Assessment of Fiscal Management Capacity:** All applicants that are selected for an award may be required to submit a copy of the organization’s most recent audited financial statement prior to the execution of a final contract. In addition, prior to the grant award, Commonwealth Corporation staff may review an organization’s fiscal systems and internal controls and request additional documentation to assess the organization’s capacity to manage public grant funds and administer the program. Additional guidance may be provided upon contracting.

SECTION EIGHT: SUMMARY OF ATTACHMENTS

GRANT APPLICATION PACKAGE:

The following attachments must be completed and submitted by all lead applicants:

- Component 1: Application Summary Form (online submission form)
- Component 2: Application Narrative Form
- Component 3: Program & Budget Form (Excel)
- Component 4: Partnership Agreements
- Component 5: W-9
- Component 6: Certification (online submission form)

PART 1: APPLICATION SUMMARY FORM

The information below is provided as a preview of the questions that must be answered throughout the online application form during submission; and it is intended to assist applicants in preparing the required information in advance.

1. PROGRAM PROFILE				
Name of Lead Applicant Organization:				
Federal Employer ID Number (FEIN):				
Target Occupation:	See Section Three A for eligible list.			
# of New Pathways for Round 11:				
MassHire Career Center Partner(s) or Third-Party Provider				
Employer Partners:				
Total Program Funds Requested:	\$	Proposed # of Cohorts:		
		Proposed # Enrollments:		
3. LEAD APPLICANT CONTACT INFORMATION				
Role	Name and Title	Address	Phone	Email
Primary Contact Person: (notified upon decision of grant award)				
Authorized Signatory: (authorized to commit organization)				
Fiscal Contact: (fiscally responsible for project funds and submitting invoices)				
Project Manager: (if known - contact over the course of the project)				

PART 2: APPLICATION NARRATIVE FORM

Applicant Name: [Add Applicant/School Name here]

This narrative form gathers essential information on your proposed CTI training pathways, program delivery, core services, partnerships, employer engagement, funding use, and administrative capacity. Please provide clear, concise responses that allow reviewers to assess the strength, feasibility, and impact of your proposal. There is no strict word limit, but concise and focused responses are preferred.

1. Training Design and Delivery

a. Please list the pathways you are proposing for CTI Round 11, including total instructional hours (200-300) as well as associated technical and safety credentials for each pathway.

Pathway/Occupation	Instructional Hours	Safety Credential	Technical Credential

b. Please describe the planned delivery model (contact hour breakdown for face-to-face, hybrid, synchronous online, asynchronous online instruction).

c. Describe your approach to tracking participant progress during the training period. How will you use this information to support attendance, completion, and credential attainment?

2. Core Program Services Model

a. Please describe your plan for delivering the five core program services - recruitment, eligibility screening, case management, career readiness, and job placement. Complete the table below by indicating the percentage of responsibility for each service. If one organization is fully responsible for a service, enter 100%. If responsibilities are shared, please indicate the breakdown (e.g., 50% Lead Applicant / 50% MassHire Career Center). The percentages should total 100% per service area.

Core Program services	Lead Partner: Grantee	Lead Partner: MassHire Career Center/ Third-Party Provider	Collaboration with MassHire/Third Party Provider
Recruitment			
Eligibility Screening			

Case Management			
Career Readiness			
Job Placement			

b. Recruitment:

Please describe your target population you're planning on recruiting and the recruitment methods that will be used (open houses, orientations, referrals, social media, radio, etc.).

c. Participant Selection, Screening and Admission:

Please describe your process for selecting, screening and admitting participants. What criteria will you use to determine whether an applicant is a strong fit and committed to pursuing employment in a training-related field? Additionally, describe how you will manage applicant demand that exceeds available capacity.

d. Case Management

Explain your process for determining support service needs once participants have been admitted to a program. Identify the support services you intend to provide and the amount you have budgeted for this support.

e. Career Readiness

Please describe the career readiness activities you (and/or your partner) will provide to prepare participants for employment in a training-related field. Indicate who will deliver these services and how they will be integrated into the training schedule.

f. Job Placement

Please describe how you (and/or your partners) will support job placement and 30-day retention for participants within the grant contract period.

3. Coordination and Partnerships with MassHire Workforce System or Third-Party Providers

a. Describe your organization's history of collaboration with MassHire Workforce Boards and MassHire Career Centers.

b. If you plan to subcontract with one or more MassHire Career Centers or Third-Party Providers, explain your proposed model for shared delivery of core program services.

c. If you plan to deliver core program services internally, describe how you will coordinate with your local Career Center to ensure they can effectively engage with program participants.

4. Employer Engagement

a. Please confirm that you have engaged in recent discussions with at least three employer

partners per proposed pathway, and that these employers have current or anticipated vacancies and intend to consider program graduates as potential candidates.

b. Describe how employer partners will contribute to curriculum development and/or provide work-based learning, job-shadowing, or related experiential opportunities within the proposed pathways.

c. Outline your employer engagement strategy to support participants as they seek employment following completion of training.

5. Start-Up Funds / Expansion Funds

a. Start-Up Funds for First-Time Grantees

If applicable, describe the planned use of start-up funds to support the launch of CTI programs. Expenditures must adhere to allowable costs, including staff time and marketing. Briefly explain how these funds will be allocated and how they will complement the overall implementation budget.

b. Expansion Funds for Returning Grantees

If applicable, describe how you plan to use expansion funds to support the development of new CTI training pathways. Expenditures must comply with allowable costs, including staff time and marketing-related expenses. Briefly explain how these funds will be allocated and how they will complement the overall implementation budget.

6. Grant Administration

a. Data Collection

Please confirm that your organization has the capacity, or is willing to develop the capacity with technical assistance from Commonwealth Corporation, to collect and report participant-level data in the Commonwealth Corporation's participant database Apricot.

b. Reporting

Please confirm that your organization has the capacity to submit quarterly reports using the template provided by Commonwealth Corporation.

c. Invoicing

Please confirm that your fiscal department or business office has the capacity to submit invoices to Commonwealth Corporation on a regular basis, typically one month following the occurrence of expenses.

PART 3: PROGRAM & BUDGET FORM

General Instructions: The proposed program and budget form must be submitted using the following attachments provided in MS Excel file format:

1. Program Summary (Part 3a)
2. Program Overview (Part 3b)
3. Budget Summary (Part 3c)
4. Budget Narrative (Part 3d)
5. Budget Allocation Guidance (Part 3e)

Program Summary (Part 3a): Serves as an overview of the occupations, programs, proposed cohorts, number of proposed enrollees, and proposed timeline for cohorts. This page calculates the total budget based on the number of total enrollees. Note that you must complete a line-item budget in 3C and 3D that does not exceed the total budget in 3A.

Program Overviews (Part 3b): Outlines the details of the programs you intend to run. If you are proposing more than 2 cohorts, please copy the “Program #2” tab and create a separate tab for each proposed program.

Budget Summary (Part 3c): Serves as a cover sheet to the Budget Request Narrative. While it is formatted with formulas, please check all amounts for accuracy prior to submission. Please ensure the total implementation budget does not exceed \$8,000 per proposed student, the core program service budget does not exceed \$2,000 per proposed student, the start-up funds requested do not exceed \$40,000, or the expansion funds do not exceed \$10,000 per new pathway proposed.

Budget Request Narrative Form (Part 3d): Outlines all costs for which grant funding is requested. The budget should reflect the full grant period (typically two years). Applicants requesting start-up or expansion funding are required to complete the additional budget sections within the Budget Request Narrative Form. These sections must detail how start-up funds (for first-time applicants) or expansion funds (for returning applicants proposing new pathways) will be used. Start-up and expansion budget line items are included within the same tab as the implementation budget line items.

Budget Allocation Guidance (Part 3e): Provides detailed guidance on allocating costs across each budget category (e.g., staff salaries and fringe, program costs, support services, contracted services, indirect costs, and wear-and-tear), clarifies allowable expenses within each line item, and outlines the documentation required to support all grant-funded costs. Each line-item amount should have clear and sufficient cost rationale.

Applicants must complete the following columns for each line item for which they are requesting funds.

- **Actual Cost (AC) or Cost Allocation (CA):** Please identify whether these expenses will be charged based upon actual costs or a cost allocation plan.

Please note: Applicants awarded funding will be required to provide a copy of their cost allocation plan during contract negotiations. If the cost allocation plan does not include sufficient detail or is updated on a monthly or ongoing basis, this updated information must be included along with other required back-up during specified monthly invoices. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

- **Description of use of funds:** Please include a description to explain how funds will be used.
- **Calculations:** To reduce calculation errors, please use columns E and F to include the rate and unit of measurement used to calculate each line item. Instructions for specific line items are included below in the Category Instructions. Applicants may include additional detail in the **description of use of funds** column to explain any expenses that do not conform to the standard unit of measurement rate calculation format.

Category Instructions: Budget Request Narrative Form (3D)

A. Salary & Fringe

Salary: This category covers project-related personnel costs for staff employed by and paid through the lead applicant only. Salary and fringe benefit details must be entered on the “Implementation Staff Detail” tab for staff time dedicated to program implementation and, where applicable, on the “Start-Up Staff Detail” tab for staff time devoted to start-up activities. The Budget Narrative Form (Part 3D) will automatically populate with the information entered in these tabs.

The budget should include:

- Each staff member listed on a separate line, including job title and name (if known)
- The hourly rate of pay for each staff member, entered in the “Rate/hour” column
- The total number of hours each staff member will work under the grant, entered in the “Hours” column

Grantees may not invoice Commonwealth Corporation for staff roles that are not included on the budget in the contract. Grantees may charge a higher hourly rate than the rates listed in the budget in the contract. However, grantees are responsible for ensuring that the staffing structure outlined in the contract is maintained. Commonwealth Corporation will not approve a modification to add additional funds to staffing in order for the grantee to maintain the staffing structure included in the contract. Therefore, we encourage all grantees to review any significant staff changes with Commonwealth Corporation prior to making the change to ensure an adequate staffing structure is maintained. Applicants should factor in any proposed increases over the grant period into the average hourly rate.

Fringe: This line item is for fringe benefits for internal staff. The budget should include the percentage used to calculate the actual budgeted dollar amount. The budget should also include details about the benefits included in the rate associated with each benefit.

B. Other Program Costs

Travel: This category is for lead applicant staff travel required to achieve the project goals. The budget should include a description indicating the need for the proposed travel, destinations, and mode of travel. The budget should include the mileage rate in the column labeled “rate” and the total number of miles in the column labeled “unit”. Mileage will not be reimbursed beyond the current federally approved rates. Grantees are expected to document all travel activities funded through the grant and are required to maintain a logbook or comparable forms of documentation.

Space Rental: Rental fees for office space are not allowable under the Space Rental line item because they are included in the indirect cost rate agreement. If other rental costs for service site(s) such as classrooms, lab spaces, workshops and learning spaces are necessary for the delivery of training, it may be requested as a direct charge under this line item. To ensure fiscal responsibility and prudence in the utilization of public funds, Commonwealth Corporation requests a detailed breakdown of all space rental costs associated with the project. This breakdown should enable a thorough assessment by Commonwealth Corporation to ensure that the rates charged are reasonable and align with the principles of sound financial stewardship as CTI is using State funding. In instances where the applicant has an internal policy governing such expenditures, it is expected that the lowest rate within the applicable tier be selected since Commonwealth Corporation is executing CTI on behalf of the WSC. In the absence of a specific policy, the applicant is expected to exercise careful consideration and diligence when budgeting space rental costs.

Telephone & Communications: This category is for telephone and other communication costs related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the budget should include the actual monthly cost of telephone & communications in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Rental & Lease:

Applicants are expected to make use of existing equipment and training capacity whenever possible. However, when additional training-related equipment is required and can be rented or leased, such costs may be included in this category. The budget submission must identify the specific items to be rented or leased. If costs are allocated on a cost-allocation basis, applicants should list the average monthly cost in the “rate” column and the grant duration in the “unit” column. If costs will be charged on an actual-cost basis, applicants should list the actual monthly rental cost in the “rate” column and the grant duration in the “unit” column.

Equipment Purchase: Applicants are expected to utilize existing capacity and equipment to deliver the proposed training program. However, when additional training-related equipment is necessary - such as when a separate set of tools is needed to prevent sharing equipment between the daytime program and the evening adult CTI program - grantees may request up to \$5,000 per item for small power tools, hand tools, and toolboxes needed to ensure sufficient dedicated equipment for CTI participants. The budget should include a list of all items to be purchased, with the cost of each item entered in the “rate” column and the total number of units in the “unit” column. Applicants may request funding for capital equipment (costing \$5,000 or more per item with a useful life of one year or more) only if it is required to continue

or expand seat capacity for the program. Requests for capital equipment must include a justification that explains:

- an inventory of the applicant organization's current capital equipment and the instructional (seat) capacity associated with it and,
- an analysis of the gap between current instructional (seat) capacity and projected enrollment in the proposed program.

Postage & Mailings: This category is for postage and mailing related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled "rate" and the duration of your grant in the column labeled "unit." If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of postage in the column labeled "rate" and fill in a number "1" in the column labeled "unit."

Publication/Print/Copying: This category is for publication, printing and copying related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, include an average monthly cost in the column labeled "rate" and the duration of your grant in the column labeled "unit." If costs will be allocated on an actual cost basis over the duration of the grant, include the total cost of publication, printing and copying in the column labeled "rate" and fill in a number "1" in the column labeled "unit." If CTI programs are promoted in publications alongside other school programs, expenses must be prorated.

Meeting Expenses: This category is for meeting expenses related to project activity and applies only to meetings with external partners, not internal staff meetings. External partners may include employer partners, career centers, workforce boards, and other community-based partners. The budget should include a description of the use of these funds. The budget should include a meeting cost rate in the column labeled "rate" and the total number of meetings that will be held over the duration of your grant in the column labeled "unit."

Office Supplies & Materials: This category is for office supplies related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled "rate" and the duration of your grant in the column labeled "unit." If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of office supplies & materials in the column labeled "rate" and fill in a number "1" in the column labeled "unit."

Marketing & Advertising: This category is for marketing and advertising related to project activity. The budget should include a description of the use of these funds. The budget should include the cost of the advertisement in the column labeled "rate" and the number of times you plan to run the advertisement in the column labeled "unit."

Training Materials: This category is for expenses related to the purchase of training materials related to project activity. The budget should include a description of the training materials. The budget should include the cost per unit of the training materials in the column labeled "rate" and the cost per unit in the column labeled "unit."

C. Support Services

Training Incentive: This category is for training incentives provided to participants, typically tied to achieving milestones related to attendance, credentialing, program completion or reporting job placements. The proposed budget should include a brief description of the training incentive, the projected cost of the training incentive in the column labeled “rate” and the total number of participants anticipated to receive the training incentive in the column labeled “unit.” Providing cash payments to participants is not an allowable expense. The amount allocated for training incentives should be reasonable and equitable.

Work Experience: This category is for wages paid to participants or wage subsidies paid to employers during work experience, including on-the-job training. The budget should include a description of the type of compensation (hourly wage for internship, wages for on-the-job training) and the number of weeks of employment. The budget should include the total maximum compensation that will be paid to or in the case of a wage subsidy, on behalf of each participant under the column labeled “rate” and the total number of participants anticipated to receive wages or wage subsidy in the column labeled “unit.”

Transportation: This category is for transportation expenses related to the support of participants during training. The budget should include a description of the use of funds. The budget should include the projected average amount that will be provided per participant in the column labeled “rate” and the total participants in the column labeled “unit.”

Participant Tuition & Fees: This category is for tuition and fees associated with training slots for participants for externally provided training components such as OSHA. The budget should include the cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.” Any costs that the applicant will contractually agree to pay a training provider for group instruction should not be included in this line item and should be included in the training contractors’ line item.

Language Support: This category is related to the support of participants whom English is not their first language and are in need of ESOL, translation, interpretation...services. The budget should include a description of the use of funds. The budget should include the average amount that will be provided per participant in the column labeled “rate” and the total participants in the column labeled “unit.” Proposed support-service costs must be reasonable and may not exceed the total amount allocated for training.

Flexible Funding / Other: This category encompasses expenses aimed at supporting participants during their training, including flexible emergency funding to address unforeseen participant needs or barriers to program and job retention that arise during the training period. The budget should include a description of the use of funds. The budget should include the average cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.”

D. Contracted Services

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

If the cost of the course is negotiated at an hourly rate, the budget should include the hourly rate in the column labeled “rate” and the total number of instructional and preparation hours in the column labeled “unit.” If the cost of the course is negotiated at a course-based rate, the budget should include the total cost of the course in the column labeled “unit” and the number of times the course will be offered in the column labeled “rate.” If rates vary by course, each course should be listed in a separate row. At a minimum each training provider should be listed on a separate line.

Curriculum Development Contractors: This category is for project costs related to the development of curricula. The budget should include 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. The budget should include the hourly rate in the column labeled “rate” and the number of hours that will be spent developing the curricula in the column labeled “unit.”

Other Contractors: This category is for expenses related to other contracted services, including any contracted services to fulfill required staffing roles. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to perform this service. The budget should include the hourly rate in the column labeled “rate” and the quantity of hours each task will require in the column labeled “unit.” Each contractor should be listed on a separate line.

E. Indirect Costs

This category is for indirect costs. Indirect costs are costs incurred for common or joint objectives that are not easily identifiable to a single grant or program(s). Grantees must apply indirect costs using an approved indirect cost rate (no more than 10%) or an approved cost allocation plan. A copy of the cost allocation plan must be supplied during contract negotiations. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

F. Wear and Tear Allowance

CTI programs rely on high-quality, hands-on instruction, which in turn requires access to reliable and well-maintained equipment. For the purposes of this RFP, “equipment” is defined as *tangible personal property (including information technology systems) with a useful life of more than one year and a per-unit acquisition cost equal to or exceeding the lesser of the applicant’s capitalization threshold for financial statement purposes or \$10,000.*

Applicants may allocate up to \$400 per projected enrollment toward a Wear and Tear Allowance within their implementation grant budget. This allowance is intended to defray costs associated with the maintenance, servicing, inspection, and repair of equipment that is directly utilized in CTI training programs. It may also be used, on a limited basis, to replace equipment that has reached the end of its useful life and is deemed beyond repair due to intensive use in CTI instruction. This allowance may not be used for building renovation or any other renovation-related activities. Additional guidance on allowable uses and documentation requirements for the Wear and Tear Allowance will be provided during contracting meetings.

PART 4: SAMPLE MEMORANDUM OF AGREEMENT

Instructions: This sample is intended to serve as a starting point for outlining the roles and commitments between Applicants and MassHire Career Centers or Third-Party Providers. Applicants must ensure that all required roles and responsibilities outlined in Section 2 are clearly defined in this document. Applicants are encouraged to include any additional details necessary to support a strong and effective partnership between the Chapter 74 vocational program and the MassHire Career Center or Third-Party Provider. Partnerships with employer partners should instead use the template Memorandum of Understanding or Letter of Support.

I. Purpose of This Memorandum

This Memorandum of Agreement (MOA) documents the commitments and shared understanding developed during the application phase between the Applicant and its MassHire Career Center partner(s) and/or Third-Party Provider(s) regarding the delivery of core program services within the Career Technical Initiative (CTI) model.

The purpose of this MOA is to clearly define:

- Which of the five CTI core program service areas will be delivered by each partner;
- Whether services will be delivered in full or in part, including the estimated proportion of responsibility; and
- The general approach each partner will use to deliver those services.
- This MOA is intended to demonstrate readiness for implementation and alignment among partners. Final scopes of work may be refined upon award and may be formalized through a subcontract between the awardee and the MassHire Career Center partner(s) and/or Third-Party Provider(s).

II. Term

This MOA shall be effective for the CTI grant period, anticipated to run from July 1, 2026, through June 30, 2028, unless otherwise amended or terminated by mutual written agreement of the parties.

III. Parties

This MOA is entered into by the following organizations:

- Applicant: [Name of Chapter 74 Vocational School / Lead Applicant]
- Partner: [MassHire Career Center and/or Third-Party Provider Name(s)]

IV. Shared Principles and Partner Coordination

All parties commit to:

1. Communicating regularly and sharing timely information necessary for coordinated service delivery.
2. Participating in joint planning, problem-solving, and continuous improvement activities.

3. Maintaining consistent messaging to participants regarding program expectations and supports.
4. Coordinating referrals, eligibility screening, and service delivery to avoid duplication and gaps.

V. Applicant Roles and Expectations

The Applicant agrees to:

1. Serve as the CTI grantee and primary point of accountability to Commonwealth Corporation.
2. Coordinate with one or more MassHire Career Centers and/or Third-Party Providers through regular information exchange, updates, and planning meetings.
3. Share participant application, eligibility, and enrollment information as needed to support potential WIOA co-enrollment and aligned service delivery.
4. Retain final responsibility for participant enrollment decisions, training delivery, and program operations.
5. Ensure accurate collection and reporting of participant-level data and required program and fiscal reports.

VI. MassHire Career Center and/or Third-Party Provider Roles and Expectations

The Career Center and/or Third-Party Provider agrees to deliver the following CTI core program services, as described below:

Core Program Service Area	Level of Responsibility (Full / Partial)	Brief Description of Delivery Approach
Recruitment & Outreach		
Eligibility Screening		
Case Management		
Career Readiness		
Job Placement Support		

The Partner agrees to coordinate closely with the Applicant to align service delivery, document services provided, and support participant success.

VIII. Signatures

By signing below, the parties affirm their commitment to the roles and responsibilities outlined in this MOA.

Applicant Organization
 Name/Title _____
 Signature: _____
 Date: _____

Partner Organization
 Name/Title: _____
 Signature: _____
 Date: _____

PART 5: SAMPLE MEMORANDUM OF UNDERSTANDING / LETTER OF SUPPORT

Instructions: This sample is intended to serve as a starting point for documenting the roles, commitments, and level of engagement between Applicants and employer partners under Round 11 of CTI.

Employer partners play a critical role in the CTI model by design, ensuring that training pathways are aligned with current industry needs and lead to employment opportunities in occupations related to the field of training. Applicants may use this sample for their MOU with an employer partner and modify as appropriate.

LOSs are acceptable in place of an MOU; however, LOS must provide the same required details regarding the partnership and employer roles. LOS submitted via email do not require a signature but must clearly indicate that they were prepared for this funding round and reflect a recent and intentional commitment from the employer partner.

I. Purpose

This Memorandum of Understanding (MOU) affirms the commitment of the undersigned employer partner to support the proposed Career Technical Initiative (CTI) training pathway submitted by [Applicant Name].

The goal of CTI is to prepare participants for employment in occupations directly related to their training. Employer engagement is essential to ensuring that curriculum, instructional methods, and participant workforce readiness preparation reflect real-world workplace expectations and evolving industry demand.

II. Employer Partner Roles and Commitments

The Employer Partner agrees to support the CTI pathway in the following ways, as applicable:

1. Curriculum and Program Design Input
 - Share insight on industry trends, credential expectations, and regulatory or safety requirements.
 - Provide feedback on occupational competencies, employability skills, and job readiness expectations.
 - Offer input on curriculum structure to support alignment with hiring standards.
2. Marketing and Outreach Support
 - Assist with promoting the training pathway within the community and industry networks.
 - Participate, as feasible, in recruitment events, open houses, career panels, or information sessions.
3. Instructional and Technical Expertise (as needed)
 - Identify qualified industry professionals who may serve as guest speakers, advisors, or potential instructors, subject to school requirements.

- Contribute real-world examples, case studies, or workplace scenarios to enhance instruction.
4. Work-Based Learning Opportunities
 - Consider offering internships, externships, job shadowing, site visits, mock interviews, or other work-based learning experiences, as business capacity allows.
 5. Employment Consideration
 - Commit to being open to interviewing CTI program participants upon completion when job openings are available.
 - Acknowledge that this agreement does not constitute a commitment to hire, but reflects a good-faith interest in considering qualified CTI graduates.

III. Applicant Roles and Commitments

The Applicant agrees to:

1. Share information about the proposed pathway, instructional approach, and participant population with employer partners.
2. Provide structured opportunities for employers to engage with participants during training and upon program completion.
3. Offer employer partners priority access to the CTI talent pipeline, consistent with school policies and participant consent.
4. Maintain ongoing communication regarding program timelines, milestones, and engagement opportunities.

IV. Term

This MOU reflects the Employer Partner’s commitment for the duration of the proposed CTI grant period and may be updated by mutual agreement as the program evolves.

V. Signatures

By signing below, the parties affirm their commitment to the roles and responsibilities outlined in this MOU.

Applicant Organization
 Name/Title _____
 Signature: _____
 Date: _____

Employer Organization
 Name/Title: _____
 Signature: _____
 Date: _____

PART 6: MASSHIRE CAREER CENTER CONTACT LIST

Applicants are highly encouraged to partner with Career Centers and should engage with their Career Center partners early in the proposal planning process to explore partnership opportunities. The contact information for all Career Centers is provided below.

MassHire Career Center	Region	Name	Title	Email
MassHire Berkshire Career Center	Berkshire	Pamela Wojtkowski	Executive Director	pwojtkowski@masshireberkshirecc.com
MassHire Boston ABCD Career Center	Greater Boston	Michael Payne	Systems Director	mpayne@masshirebostonabcd.com
MassHire Boston ABCD Career Center	Greater Boston	John Michael Streithorst	Assistant Manager	jstreithorst@masshirebostonabcd.com
MassHire Boston Downtown Career Center	Greater Boston	Kevin Parham	Vice President	kparham@masshiredowntownboston.org
MassHire Cape & Islands Career Center	Cape & island	Neila Neary	Career Center Manager	nneary@masshire-capeandislands.com
MassHire Bristol Career Center	Southeast	Sally Pais	Director	spais@masshirebristol.org
MassHire Franklin Career Center	Pioneer Valley	Maura Geary	Executive Director	maurageary@masshirefhcareers.org
MassHire Greater Brockton Career Center	Southeast	John Murray	Director	jmurray@masshiregbcc.org
MassHire Greater New Bedford Career Center	Southeast	Rodney Solomon	Director	rsolomon@masshiregnbcc.com
MassHire Holyoke Career Center	Pioneer	Kate Smith	President & CEO	ksmith@masshireholyokeye.org

MassHire Lowell Career Center	Northeast	Shannon Norton-Calles	Executive Director	shannon.norton@masshirelowellcc.com
MassHire Merrimack Valley Career Center	Northeast	Alicia Appugliese	Director	aappugliese@masshiremvcc.com
MassHire Metro North Career Center	Greater Boston	Julie Whitmore	Executive Director	jwhitmore@mhmnc.com
MassHire Metro North Career Center-Cambridge	Greater Boston	Kim Ware	Manager	kware@mhmnc.com
MassHire Metro North Career Center-Cambridge	Greater Boston	Judy Campbell	Assistant Manager	jcampbell@mhmnc.com
MassHire Metro North Career Center-Chelsea	Greater Boston	David Lopes	Assistant Manager	dlopes@mhmnc.com
MassHire Metro North Career Center-Woburn	Greater Boston	Sean Barnes	Assistant Manager	sbarnes@mhmnc.com
MassHire Metro South/West Framingham	Greater Boston	Zoie Jaklitsch	Director	zjaklitsch@masshiremsw.com
MassHire Metro South/West Norwood	Greater Boston	Zoie Jaklitsch	Director	zjaklitsch@masshiremsw.com
MassHire North Central Career Center	Central	Staci Johnson	Director	staci.johnson@mass.gov
MassHire North Shore Career Center	Northeast	Sandra Efstratiou	Executive Director	sefstratiou@masshire-nscareers.org

MassHire South Shore Career Center	Southeast	India Gerald	Interim Director	igerald@masshiress.com
MassHire Southbridge Career Center	Central	Janice Weekes	Executive Director	weekesj@masshirecentralcc.com
MassHire Springfield Career Center/Hampden	Pioneer	Kevin Lynn	Executive Director	klynn@masshirespringfield.com
MassHire Worcester Career Center	Central	Janice Weekes	Executive Director	weekesj@masshirecentralcc.com

PART 7: MASSHIRE WORKFORCE BOARD CONTACT LIST

Applicants are strongly encouraged to contact their regional MassHire Workforce Boards for assistance in identifying a Career Center contact, if needed. Below is a list of Workforce Board contact information.

MassHire Workforce Boards	Region	Name	Title	Email
MassHire Berkshire Workforce Board	Berkshire	Heather Boulger	Executive Director	heather@masshireberkshire.com
MassHire Boston/Boston PIC	Greater Boston	Angela McCabe	Director of Workforce Development	angela.mccabe@bostonpic.org
MassHire Boston/Boston PIC	Greater Boston	Neil Sullivan	Executive Director	neil.sullivan@bostonpic.org
MassHire Bristol Workforce Board	Southeast	Thomas Perreira	Executive Director	tperreira@masshirebristol.org
MassHire Cape & Islands Workforce Board	Cape & Islands	Kara Galvin	Executive Director	kara@masshire-capeandislandswb.com
MassHire Central Region Workforce Board	Central	Jeffrey Turgeon	Executive Director	TurgeonJ@masshirecentral.com
MassHire Franklin Hampshire Workforce Board	Pioneer Valley	Sarah Wilson	Executive Director	sarahwilson@masshirefhwb.org
MassHire Greater Brockton Workforce Board	Southeast	Jason Hunter	Executive Director	jhunter@masshiregbwb.org
MassHire Greater Lowell Workforce Board	Northeast	Kevin Coughlin	Executive Director	Kevin.coughlin@masshiregreaterlowell.com
MassHire Greater New Bedford Workforce Board	Southeast	Michael Santos	Executive Director/CEO	Michael@mhgnb.com
MassHire Hampden County Workforce Board	Pioneer Valley	Peter Farkas	President & CEO	pfarkas@masshirehcb.com
MassHire Merrimack Valley Workforce Board	Northeast	Frank Bonet	Executive Director	fbonet@masshiremvwb.org
MassHire Merrimack Valley Workforce Board	Northeast	Corina Ossers	Deputy Director	cossers@masshiremvwb.org
MassHire Metro North Workforce Board	Greater Boston	Chris Albrizio-Lee	Executive Director	clee@masshiremetronorth.org
MassHire Metro South/West Workforce Board	Greater Boston	Greg Bunn	Executive Director	gbunn@masshiremsw.com
MassHire North Central Workforce Board	Central	LeAnn Johnson	Executive Director	ljohnson@masshirenorthcentralwb.com

MassHire North Shore Workforce Board	Northeast	Ed O'Sullivan	Executive Director	ed@masshire-northshorewb.com
MassHire South Shore Workforce Board	Southeast	Robert Cerasoli	Executive Director	ExecutiveDirector@masshiress.com
MassHire South Shore Workforce Board	Southeast	Laura Buckley	Deputy	lbuckley@masshiress.com
MassHire South Shore Workforce Board	Southeast	Ron Iacobucci	Director of Workforce Development for City of Quincy	riacobucci@masshiress.com



Career Technical Initiative