



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2026

RELEASED JANUARY

**Senator Kenneth
J. Donnelly Grants**

FOR EXPANDED TRAINING CAPACITY AND
EMPLOYMENT PROGRAM PERFORMANCE



Senator Kenneth J. Donnelly Grants

FOR EXPANDED TRAINING CAPACITY AND
EMPLOYMENT PROGRAM PERFORMANCE



APPLICATION

Click here to begin your application and submit your proposal.



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QUESTIONS

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



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REQUEST FOR PROPOSALS

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APPLICATION MATERIALS:

All application materials can be found in the SharePoint folder here: [WCTF FY26 Application Documents \(Jan 2026\)](#)

The folder includes the Program Narrative and Budget Form templates that need to be completed, as well as a Sample MOA, and guidance documents for obtaining the Certificate of Good Standing and DUA Certificate of Compliance. Please note that a W-9 form is also required with your application.

Note: Please use the templates from the SharePoint folder linked above, as they have been updated since our previous round.

SENATOR KENNETH J. DONNELLY WORKFORCE SUCCESS GRANTS
REQUEST FOR PROPOSALS

SECTION ONE: EXECUTIVE SUMMARY

About the Grant

The Workforce Competitiveness Trust Fund (WCTF) is a funding opportunity being made available to support the ongoing economic recovery and growth objectives of the Commonwealth of Massachusetts. These strategic investments are part of the ongoing effort by the Massachusetts Workforce Skills Cabinet (WSC) to align public and private resources across the system and scale effective career pathway programs that better position residents who want to be hired into jobs that businesses need filled.

This grant is administered by Commonwealth Corporation on behalf of the Executive Office of Labor and Workforce Development and the WSC. As part of this strategic approach, this Request for Proposals (RFP) is designed to fund **training and placement programs**. The following are required Program Design models:

- **Option A** - Training and placement for **unemployed and/or underemployed individuals**
- **Option B** - Training and advancement for **incumbent workers**
- **Option C** - **Hybrid** / combination model

About the Funding Sources

This grant initiative is funded through appropriations in the Fiscal Year 2026 State Budget.

The Workforce Competitiveness Trust Fund (WCTF), established by the Massachusetts Legislature in 2006, strengthens the state's economy by improving worker skills and helping residents overcome barriers to employment. The Fund supports demand-driven, employer-responsive training programs designed by industry partnerships to increase worker skills, income, and job retention while enhancing business competitiveness. WCTF primarily serves underemployed and unemployed residents, including those facing barriers such as limited English proficiency, interrupted education, criminal justice involvement, or health-related challenges. In 2018, the Legislature renamed the grants in honor of Senator Kenneth Donnelly, a champion of equitable workforce opportunities. Continuing his legacy, WCTF fosters partnerships among employers, community organizations, and the public workforce system to promote innovation, inclusion, and economic mobility across the Commonwealth.

Funding Availability

State Budget funds totaling approximately \$6 million are available through this funding opportunity. Awards are contingent upon funding availability. Commonwealth Corporation also expects to make approximately \$5 million available through the Spring 2026 RFP and approximately \$5 million through the Fall 2026 RFP, pending funding availability.

Match Requirement

Awardees will be required to provide a 30% match of the total awarded funds. Match contributions may be cash or in-kind.

Other Essential Requirements

1. Lead applicant with authorized compliance through [Department of Unemployment Assistance \(DUA\)](#)
2. Lead applicant with authorized [Federal Employer Identification Number \(FEIN\)](#)
3. Industry recognized credentials earned at completion of training (if applicable)
4. MOUs with at least 2 employer partners
5. MOUs with training providers and/or subcontractors (if applicable)
6. Partnership with MassHire-highly recommended

Payment

Funds will be disbursed on a cost-reimbursement basis. We anticipate that lead applicants for each partnership will report expenses each month using the required Fiscal Status Report (FSR) document provided by Commonwealth Corporation. Partnerships will only be reimbursed for expenses incurred during the contract period. Lead applicants for each partnership will be required to maintain and submit, upon request, back-up documentation for expenses and match contributions. Please note, all grantees will be required to submit the first two FSRs with back-up documentation that will be reviewed prior to payment.

Application Deadline

Official review of the application will not commence until the application deadline. We do not require a letter of intent to apply; however, we do encourage interested parties to sign up for the 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/wctfdonnellyqa>

Maximum Grant Award	The authorization legislation for WCTF limits grant awards to \$500,000.
Grant Duration	Grant awards can be set for two <u>or</u> three years.
Target Outcome	<p>Option A - Training and Placement Program: To train and place unemployed and underemployed <u>Massachusetts residents</u> into new employment within occupations that are in-demand by employers in a specific region.</p> <p>Option B - Training and Advancement Program: To train and promote Massachusetts workers who are currently employed in Healthcare, Education, Manufacturing, and other in-demand sectors into higher paying positions (a minimum increase of \$2 per hour). Alternatively, a demonstrated pathway towards advancement demonstrated in MOUs can be utilized. Eligible incumbent workers are currently employed in the Commonwealth of Massachusetts.</p> <p>Option C - Hybrid Program: To train and place unemployed and underemployed Massachusetts residents into new employment within occupations that are in-demand by employers in a specific region, <u>and</u> to train and promote Massachusetts workers who are currently employed in Health Care, Education, Manufacturing and other in-demand sectors into higher paying occupations in those sectors that are in-demand by employers in a specific region. For incumbent participants, a minimum increase of \$2 per hour wage gain is the outcome goal. Alternatively, a demonstrated pathway towards advancement demonstrated in MOUs can be utilized. Eligible incumbent workers are currently employed in the Commonwealth of Massachusetts. Applicants interested in designing a program for incumbent workers, please contact the WCTF team by submitting a question here for further guidance, especially around the \$2 wage gain requirement.</p>

Populations Served	<p>For the purposes of this RFP, an <u>unemployed individual</u> is defined as an individual who is not currently employed at the time of enrollment in the program.</p> <p>An <u>underemployed individual</u> 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 chart in Section Three provides the median income level for each Workforce Area.</p> <p><u>Incumbent workers</u>: An incumbent worker is an individual who is already employed by a business or organization and receives training to upgrade or expand their skills, support retention and career advancement, and help the employer remain competitive. Incumbent worker training is intended to address skill gaps, improve job performance, and create opportunities for organizational growth, including potential backfill roles for new hires.</p>
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<p>Occupations Served</p>	<p>An occupation within the Information Technology cluster, Healthcare, or another sector that is identified as critical or priority in the Regional Blueprint for the lead applicant's region.</p> <p>Proposals focused on Manufacturing, Clean Energy, and Life Sciences occupations are eligible for WCTF funding. Applicants should be aware that several Massachusetts quasi-public agencies also administer significant workforce and training investments in these sectors, including programs offered through entities such as the Massachusetts Clean Energy Center (MassCEC), MassTech Collaborative, and the Massachusetts Life Sciences Center (MLSC). These organizations may offer funding for specific occupations, short-term and long-term training models, and sector-based initiatives that complement WCTF programming.</p> <p>Given the variation in training length, program design, and funding levels across these partner programs applicants are encouraged to review these additional opportunities and consider how they may align with or support their proposed project. This approach ensures that applicants pursue the funding source that best fits their model, population, and regional demand while supporting broader statewide workforce investments.</p> <p>https://www.masscec.com/funding; https://masstech.org/procurements-and-grants; https://cam.masstech.org/advanced-manufacturing-training-grant; https://www.masslifesciences.com/funding-programs/;</p> <p>Additional related funding is also available through the Career Technical Initiative, which is also managed by Commonwealth Corporation.</p> <p>Career Technical Initiative (CTI) - Restricted to Chapter 74 vocational schools</p> <p>Funding: Approximately \$14-16 million will be awarded through Round 11 RFP. Commonwealth Corporation estimates that 1/3 of these funds will likely go towards Manufacturing focused grants, with the remainder funding awards in Construction /Trades.</p> <p>Focus Occupations:</p>
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	<p>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 (Culinary), Sheet Metal Worker; Biolab, Medical & Clinical Lab Technician, CNC / Machine Operator & Electrical/Electronics/Robotics Technicians</p> <p><i>Regional vocational technical schools should not pursue funding for those occupations listed above which are funded through CTI.</i></p>
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Types of Partnerships/Partnership Requirements	
<p>This funding opportunity will support proposals from lead applicants on behalf of partnerships that commit to working together to provide an occupationally focused training and placement program for unemployed and underemployed Massachusetts' residents and/or a training and advancement program for Massachusetts' workers. Three types of partnerships are eligible for support through this funding opportunity:</p>	
<p>1. Baseline Partnership Requirements</p>	<p>A minimum of two employers that have operations in Massachusetts and demonstrated vacancies in the target occupation who are interested in using the program to fill vacancies either by hiring unemployed and underemployed individuals or by promoting their current employees into higher-paying positions.</p> <p><i>We strongly encourage proposals that include robust evidence of partnerships with their local MassHire Workforce Board and local</i></p>

	<p>MassHire Career Center(s) to support recruitment and well-aligned job matching.</p>
<p>2. Regional or Multiple Training Provider Partnership Requirements</p>	<p>Baseline Partnership Requirements and:</p> <p>Applicants proposing to provide services at a significant scale (volume of trainees) across an entire regional workforce skill planning area (blueprint region) may apply for funding for up to three-year grant if their application meets all the following additional criteria:</p> <ul style="list-style-type: none"> • There is evidence of engagement from multiple workforce and/or education entities in the region. For example, multiple community colleges or MassHire Workforce Boards in the blueprint region are participating in the proposed program. • The proposal submitted by the partnership represents a coordinated and integrated training and partnership strategy with an intent to attain scale (volume of individuals trained). A blueprint region-wide proposal that includes a separate program design for each participating workforce board will not meet the intentions of the RFP (and each workforce board should therefore apply individually). • The joint proposal includes a clear articulation of why the individuals and organizations participating in the partnership are the appropriate partners to develop and implement a comprehensive workforce development plan for the targeted industry and blueprint region. <p>The partnership includes evidence of sufficient employer partner engagement across the entire blueprint region, which will include more than the minimum requirement of two employer partners who have agreed to be a partner and have signed the MOA.</p>
<p>3. Multi-Region or Statewide Partnerships</p>	<p>Baseline Partnership Requirements and:</p> <p>Applicants proposing to provide services across the entire state or multiple regional workforce skills planning areas (blueprint regions) may apply for funding for grants up to 3 years if their application meets all the following additional criteria:</p> <ul style="list-style-type: none"> • There is evidence of engagement from multiple workforces and/or education entities in the targeted region(s). For

	<p>example, multiple community colleges or MassHire Workforce Boards in the regions are participating in the proposed program.</p> <ul style="list-style-type: none">• The proposal submitted by the partnership represents a coordinated and integrated training and partnership strategy with an intent to attain scale (volume of individuals trained). A statewide or multi-regional proposal that includes a separate program design for each participating region will not meet the intentions of the RFP (and each region should therefore apply individually).• The joint proposal includes a clear articulation of why the individuals and organizations participating in the partnership are the appropriate partners to develop and implement a comprehensive workforce development plan for the targeted industry across the state or multiple regions.• The partnership includes evidence of sufficient employer partner engagement across the entire designated geographic area, which will include more than the minimum requirement of two employer partners who have agreed to be a partner and have signed the MOA.
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SECTION TWO: ELIGIBLE APPLICANTS

Eligible Applicants

The following organizations are eligible to apply as “lead applicants” on behalf of a partnership:

- Community-based organizations, including adult basic education providers.
- Employers with operations in Massachusetts and that employ Massachusetts residents in the proposed target occupation.
- Employer associations.
- Higher education institutions.
- Labor organizations.
- MassHire Workforce Boards
- Nonprofit education, training, or other service providers.
- MassHire Career Centers.
- For Profit organizations.
- **Vocational education institutions***
 - *Excluding Chapter 74 schools (if they are the only training provider in the proposed training delivery model) for manufacturing and construction/skilled trades pathways. Chapter 74 schools and other Perkins-funded career connections are encouraged to apply for funding through the Career Technical Initiative.

Further guidance for lead applicants:

Organizations may serve as a partner in multiple proposals; however, each organization may serve as the lead applicant on only one proposal per RFP round. Applicants are encouraged to contact WCTF staff to determine eligibility prior to submission.

Applicants with active WCTF grants that submit a proposal focused on the same or substantially similar occupations **will not be funded under this RFP**, with the following exception. Applicants with active WCTF grants that will **end within six months or less** of the estimated contract start date of September 1, 2026 may submit an application focused on the same or substantially similar occupations for consideration. This means that applicants with active grants that end March 1, 2027 or earlier may submit a proposal focused in the same or similar occupations as their active grant. Please refer to the table on page 31 for the estimated time of award.

All applicants must:

- **Be in good legal standing in the Commonwealth of Massachusetts as a non- or for-profit entity and demonstrate the capability and capacity** to provide the training including meeting any state and/or federal regulatory requirements related to any component of the proposed training program.
 - Good standing will be determined by Commonwealth Corporation by reviewing the COGS (Certificate of Good Standing) and DUA Certificate of Compliance.
 - The applicant's capability and capacity to provide the training program and comply with state and/or federal regulatory requirements may be evaluated through Comm Corp's application review process using our scoring rubrics and any necessary follow-up communications to clarify questions about the applicant's submission.
- Be prepared to fulfill all lead applicant responsibilities as outlined in the RFP in Section Two.
- Be compliant and prepared to fulfill the administrative requirements as outlined in Section Four of the RFP.
- Propose a use of funds that complies with the requirements and allowances as outlined in Section Five of the RFP.
- Submit a complete application that includes all materials outlined in Section Six of the RFP.
- Be prepared to comply with all requirements and project terms and conditions referenced in Section Seven of the RFP.

Lead Applicant Responsibilities

Lead applicants must:

- **Work collaboratively with Commonwealth Corporation** to ensure that the program meets participants' needs and achieves planned outcomes.
- **Convene the partnership members** to achieve the overall project goals, including, but not limited to, coordinating the design of the program; developing an appropriate budget; negotiating agreement of the program performance management measures; developing and overseeing the effective implementation of the training program, overall project management, and coordinating all program activities.
- **Collect and report all required data** and participate in the program's evaluation.
- **Be in good legal standing in the Commonwealth of Massachusetts as a non- or for-profit entity and demonstrate the capability and capacity** to provide the training including meeting any state and/or federal regulatory requirements related to any component of the proposed training program.
- **Engage in open communication and information sharing about successes and challenges** related to the program with state agency stakeholders.

Partnership Members and Qualifications

Lead applicants must ensure they have all the partners needed to reach and support their target population in securing employment in their target occupation or advancing to their target occupation. Collectively, the members of the partnership must have demonstrated experience and success in providing occupationally focused training and placement or training and advancement programming for un/underemployed people and/or incumbent workers, including education, training, and employment support services.

CommCorp, on behalf of the Workforce Skills Cabinet, is interested in funding proposals that clearly outline each partner's commitment, role, and anticipated activities. For the required partners listed below, these aspects must be demonstrated either through a signed Memorandum of Agreement (MOA) or through the submission of separate letters of commitment. We do not mandate a specific format; however, the strongest applications will include clear commitments, outline roles and responsibilities, and articulate a shared stake in the success of the program among partners. We are looking for meaningful language tailored to the details of the proposal and includes enough detail as opposed to a general statement. *Demonstrated collaboration with regional stakeholders strengthens applications but is not required for submission.*

Required - Two Employers: partnerships **must include a minimum of two businesses** with operations in Massachusetts and that employ Massachusetts residents in the target occupation(s). Successful applicants will demonstrate that they have relationships with local businesses committed to providing placements for unemployed or underemployed participants and/or promoting incumbent worker participants into higher paying positions. Employer partners must have enough demonstrated vacancies and/or hiring needs for workers in the proposed target occupation to hire or promote the proposed number of program graduates. Business partners need to provide a commitment to a candidate-sourcing strategy that includes recruiting and training members of the proposed target population as a solution to meet this demand. Business partners involved in work-based learning strategies should demonstrate their commitment and describe the structure, duration, and supervision of participants. **These businesses must sign an MOA or letter of commitment.** *Please note that if workers in the proposed target occupation at participating businesses are covered by a collective bargaining agreement, the union that represents the workers must also demonstrate partnership through either a signed MOA or letters.*

Recommended - MassHire Career Center: partnerships are encouraged to include their local career center(s) in a capacity that complements the overall structure and strategy of the proposed program. MassHire Career Centers provide job search assistance to large numbers of job seekers each year and may be able to assist with participant recruitment and selection as well as job search preparation. They also have relationships with regional employers and

may be a resource for supporting job development and placement activities. **MassHire Career Center partners are not required to sign an MOA or letter.** Applicants can access a list of MassHire Career Centers at the following link: <https://www.mass.gov/how-to/find-a-masshire-career-center>

SECTION THREE: PROGRAM DESIGN

<i>Program Design</i>	
Target Sector/ Occupation(s)	<p>Partnerships must provide job training, placement, and support services that prepare individuals to meet business' skill and work-readiness requirements for an in-demand occupation(s). Partnerships should propose to train individuals for an occupation in a single industry sector. Partnerships may submit a proposal to provide multiple different training pathways/occupations within the same industry. For example, a health care sector partnership could submit a proposal that has two training programs - one for pharmacy technicians and one for certified nursing assistants. However, partnerships must show the staffing capacity to manage the multiple programs over the grant period. Additionally, partnerships are strongly encouraged to provide a delineation and clear description of the different pathways and their targeted outcomes.</p> <p>Commonwealth Corporation has found that the most successful programs offer multiple cohorts of the same occupational pathway over the duration of grant periods up to 3 years. This allows for data-driven continuous program improvement, momentum and trust building with employer partners, and sufficient resourcing for on-going recruitment cycles over time. Applicants must identify a target region or regions and include information about unmet demand for workers for the proposed target occupation. This information must come from regional employers and must include current and projected vacancies and any projected increase in demand for the proposed targeted occupation and skills, as well as credentials required for entry, to demonstrate that the occupation is of critical importance to employers in the region and that there is a need for a training and placement or training and advancement program.</p> <p>Partnerships should identify one of the following as the target occupation:</p> <ul style="list-style-type: none">• An occupation within the Healthcare sector or Information Technology cluster and identified in the regional blueprint for the lead applicant's region, or• An occupation in another sector identified as "prioritized" or "critical but not prioritized" in the regional blueprint for the lead applicant's region.

We have outlined the above criteria for target occupations to facilitate statewide alignment with the WSC and the [Regional Workforce Skills Planning Initiative regional blueprint process](#) and the collaborative efforts of Governor Healey’s Workforce Skills Cabinet.

Applicants are highly encouraged to serve one or more of the historically excluded populations and to include one or more of the program strategies listed below in their proposals. Please see Section 7 for more information on how the following elements will be evaluated.

Historically Excluded Populations

- Immigrants and New Arrivals.
- Individuals who are categorized as low income and/or receiving public benefits
- Veterans.
- Persons with disabilities or accessibility challenges.
- Older populations with limited professional work experience.
- Workers earning below a family-sustaining wage

Program Strategies

- **Adult Education**
 - ESOL (English for Speakers of Other Languages)
 - GED/HiSet support services
- **Digital Literacy**
 - Basic computer literacy and technology skills
- **Articulation Agreements with Community College**
 - Allowing for the opportunity for upward mobility and pathways to advancement within the Higher Education system.
- **High quality work-based learning (WBL) models:** Registered Pre-Apprenticeship and Registered Apprenticeship Programs are strong, formalized high-quality WBL models. Applicants are encouraged to explore leveraging the resources available through the Division of Apprenticeship Standards (DAS) to implement these programs, as well as use WCTF funds to support their implementation. Registered Pre-Apprenticeship and Registered Apprenticeship Programs must be registered with DAS. Applicants considering other WBL models such as internships, on-the job training, and clinical placements should offer models which contain as many of

these WBL principles as are applicable to the proposed project (as detailed in the Jobs for the Future Brief “Making Work-Based Learning” Work - [WBL_Principles_Paper_062416.pdf](#)):

- Support entry and advancement in a career track
- Provide meaningful job tasks that build career skills and knowledge
- Offer compensation (for example, paid internships)
- Identify target skills and how gains will be validated
- Reward skill development
- Provide comprehensive student supports

The Workforce Skills Cabinet and Workforce Competitiveness Trust Fund Advisory Board are also interested in investing in partnerships focused on job quality. One essential aspect of a quality job is compensation – wages, benefits and earning potential.

Some areas for discussion and job design/redesign are:

- The proposed target occupation provides compensation (wages, benefits, hours of work) that meet living wage standards for the region.
- The proposed target occupation has ample availability for full-time work.
- The employer partners provide sufficient benefits to support a transition from reliance on public benefits in preparing for advancement.
- The employer partners provide stable hours and scheduling.
- The proposed target occupation has attainable opportunities for career advancement and wage progression within a reasonable period.
- The employer partners invest in supporting entry-level employees’ career advancement.
- The employer partners have a stated commitment to increasing gender or racial diversity, equity, and inclusion in their workplace.
- The employer partners’ supervisors have been trained in and are supported in practicing respectful supervision and incorporating a coaching perspective.
- The employer partners have explicit mechanisms and a culture that supports employee engagement, voice, and agency.

- The employer partners demonstrate in their MOA or support letter the organization’s commitment to re-design entry-level target occupations with improved wages, benefits, worker flexibility to improve overall job quality through innovative practices.

Program Design Requirements

Commonwealth Corporation seeks to fund proposals from qualified partnerships that propose to implement one of the following options:

1. **Option A - Training and Placement Program:** Partnerships proposing to deliver occupationally focused training and placement programs to unemployed and/or underemployed individuals working outside the target industry, with the goal of placing them in unsubsidized employment in the target occupation upon completion of training. For the purposes of this grant, unemployed and underemployed individuals are defined as follows:
 - 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 chart below provides the median income level for each Workforce Area.

Underemployed individuals should use their individual income for eligibility, not that of their household. The following chart provides the median income level for each Workforce Area.

	60% of USDA/SAIPE County Median Household Income 2023	
Workforce Area	60% MHI	Hourly Wage
Berkshire	\$44,700	\$21.50
Boston	\$54,800	\$26.30
Bristol	\$48,600	\$23.40
Cape and Islands	\$53,670	\$25.80
Central Region	\$56,100	\$27.00

Franklin Hampshire	\$48,500	\$23.30
Greater Brockton	\$64,700	\$31.10
Greater Lowell	\$74,000	\$35.60
Greater New Bedford	\$48,600	\$23.40
Hampden County	\$40,300	\$19.40
Merrimack Valley	\$57,800	\$27.80
Metro North	\$74,000	\$35.60
Metro South/West	\$74,000	\$35.60
North Central	\$56,100	\$27.00
North Shore	\$57,800	\$27.80
South Shore	\$74,100	\$35.60

2. **Option B - Training and Advancement Program:** Partnerships proposing to deliver occupationally focused training and advancement programs to individuals currently working in Healthcare, Education, Manufacturing, and other in-demand sectors (**incumbent workers**) with the goal of preparing them for advancement within their employer into a target occupation that pays at least \$2 more per hour than they are earning in their current position. Please note: this option is not intended to support advancement training for high-wage workers. Applicants interested in designing a program for incumbent workers, please contact the WCTF team by submitting a question [here](#) for further guidance, especially around the \$2 wage gain requirement.
- Alternatively, a demonstrated pathway towards advancement demonstrated in MOUs can be utilized. Eligible incumbent workers are currently employed in the Commonwealth of Massachusetts. Unlike Option A, Option B participants are not required to be Massachusetts residents.
 - We encourage applications seeking to leverage alternative delivery methods such as online/digital, hybrid, and competency-based modules to meet the unique needs of incumbent workers. We encourage applications from partnerships proposing to support advancement of human service workers along a career pathway (e.g., home health aides and early childhood educators).
3. **Option C - Hybrid Program:** Partnerships proposing a hybrid version of Options A and B which include a combination of unemployed,

underemployed, and incumbent workers. For each set of targeted workers, the accompanying outcome goals apply. Applicants must be prepared to demonstrate how they will track and achieve different outcome goals for the different populations in accordance with the guidance provided.

Applicants should propose a set of services necessary for the target population to enter employment or advance to a higher-paying position and succeed in the target occupation(s). Applicants should describe each service that will be provided and explain how it prepares the target population for employment or advancement. **Applicants are required to include the following elements and services in their program design:**

- Develop and implement a recruitment, assessment, and selection process that ensures:
 - Individuals selected to participate in the program are willing and able to work and engage in the program and view the program as a resource to prepare them for work in or advancement to the target occupation(s).
 - Individuals are aware of the target occupation(s)' job description(s), duties, physical requirements, schedule, and work environment(s) prior to applying to the program.
 - Individuals have the pre-requisite skills to succeed in the program or can be enrolled in and complete a program to attain these skills before enrolling.
 - Utilization of partnerships to support recruitment efforts that are strong, streamlined, and leveraged to meet the needs of the program.
- Provide contextualized education, skills, and work-readiness training that addresses the employers' workforce needs, prepares participants for success in the targeted occupation(s), optimizes opportunities for participant learning and career development, and will support participants' placement in or promotion to the target occupation(s). This may include:
 - Basic education, including ABE (Adult Basic Education), GED/HiSET, ESOL (English for Speakers of Other Languages), math, computers/technology contextualized to the industry and occupation(s)
 - Vocational training
 - Post-secondary education and credentialing
 - Apprenticeship

	<ul style="list-style-type: none"> ○ On-the-job training ○ Paid work experience • Engage employers in identifying job openings, participating in program design and/or delivery, and signing the Memorandum of Agreement committing to hiring or advancing a specific number of participants or, at a minimum committing to interviewing program completers. • For Option A programs - Assign a job developer who is responsible for active outreach to and engagement with employers to identify and secure unsubsidized job placements in the target occupation(s) for program participants, including, if relevant to the industry, unsubsidized jobs through employment agencies. • For Option B programs - Assign an internal HR specialist or department manager responsible for working with participants to support them in applying for and securing internal advancement to higher-paying positions. • Provide support services to participants including transportation, childcare, and other flexible funding to help alleviate barriers to program completion and employment retention. • Provide coordinated career/transitional coaching and/or mentoring and maintain documentation for each participant to plot their trajectory along a career pathway based on an individualized and comprehensive assessment of education and work history, strengths, and barriers to employment or advancement.
Credential Attainment	<p>If a credential is required for entry into the target occupation(s), applicants should specify this in their proposal and explain how they will ensure all program completers obtain requisite credentials prior to being placed into employment or promoted. An industry recognized credential can vary. For further information on industry recognized credentials: Department of Labor.</p>

Outcome Expectations	<p>A strong proposal will have the components required to achieve the following rates for completion and job placement (measured at 30 days retention):</p> <ul style="list-style-type: none">• At least 85% of enrolled un/underemployed or incumbent worker participants will complete training.• At least 75% of un/underemployed participants who enroll in training will be placed in an unsubsidized job measured at 30 days retention.• At least 75% of incumbent worker participants will either (a) be promoted into a position that pays a minimum of \$2 per hour more than they were earning in their current position or (b) be awarded a pay increase of a minimum of \$2 more per hour than they were earning in their current position. <p>Applicants may propose performance rates that are higher or lower than those detailed above. Any applicant that proposes a lower set of performance rates must explain why the proposed lower rates are appropriate for the proposed target population and proposed program design. <i>This explanation should cite specific performance rates documented for a similar program design serving a similar population that serves as the basis for the proposed performance rates.</i></p>
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SECTION FOUR: ADMINISTRATIVE REQUIREMENTS

Administrative Requirements	
Participant Level Data Reporting Requirements	<p>Grantees will be required to collect and provide the following types of data:</p> <ul style="list-style-type: none"> A. Before Enrollment <ul style="list-style-type: none"> a. Commonwealth Corporation can offer technical assistance on successful recruitment strategies. B. Upon Enrollment <ul style="list-style-type: none"> a. Participant demographics, participant Social Security numbers and participant employment status, including current hourly wage for incumbent workers. C. Throughout the Program <ul style="list-style-type: none"> a. Services provided and participant progression through the program, including participant attendance, participation levels, and credentials attained. D. Upon Completion of the Program <ul style="list-style-type: none"> a. New position/employment or wage advancement information and retention information. <p><i>Grantees will be required to collect enrollment data using a participant registration form provided by Commonwealth Corporation and enter data on participants and training services in a participant-level database to be provided by Commonwealth Corporation such as Apricot by Social Solutions.</i></p> <p><i>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.</i></p>
Program Progress Reporting Requirements	<p>Grantees will be required to submit the following narrative reports using templates supplied by Commonwealth Corporation:</p> <ul style="list-style-type: none"> 1. <u>Quarterly Reporting</u>: Reports will be due quarterly and will include updates on the training timeline, an update and reflection on progress in meeting performance measures, and reports on the project's successes and challenges. The format for this report will be provided to grantees after a contract is awarded. Reporting will be reviewed with grantees in quarterly meetings.

	<p>2. <u>Final Report</u>: 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.</p> <p>Commonwealth Corporation must submit an annual report to the legislature providing results of the grants made through the Workforce Competitiveness Trust Fund. 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.</p>
<p>Participant Eligibility & Documentation</p>	<p>Grantees must establish a selection and eligibility process to identify individuals who meet the target population definitions for this RFP and are appropriate to participate in training.</p> <p>The lead applicant and its employer partners will be required to collect and maintain the following documentation for each participant:</p> <ol style="list-style-type: none"> 1. Documentation of the participant’s employment status at the time of enrollment 2. Participant Registration Form, using a required form provided by Commonwealth Corporation 3. Documentation of training services received 4. Case management/coaching notes 5. Documentation of new employment, wage increases and retention 6. Participants must be 16 years of age or over, or the minimum age in the Commonwealth of Massachusetts or the industry to be gainfully employed in the vocational field in which the training is focused upon 7. If under 18 years of age, the participant must be outside of the traditional public-school (K12) setting. Or the minimum age as dictated by the industry <p>Commonwealth Corporation accepts digital signatures. If it is not accessible to use digital signature through software such as Adobe or</p>

	<p>DocuSign. The client gives permission on the participant registration form for their typed signature to act as a signature.</p> <p>Per alignment with the MassHire workforce system during the COVID-19 pandemic and future developments, participants must still sign documents when required. The use of electronic signatures is allowable. Forms required for signature may be converted into fillable forms with the use of electronic signature software such as Adobe Sign, DocuSign, etc. When fillable forms are not available, staff may have the participant email agreement to the content of the required form. The email must be kept in the participant file. Staff may not sign the required forms on behalf of a participant. Participants must sign all required forms whether electronically or via email consent to the content in the required forms.</p>
<p>Program & Fiscal Monitoring</p>	<p>Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:</p> <ol style="list-style-type: none"> 1. Have the fiscal and program systems needed to meet all relevant federal and state requirements. 2. Meet the terms of the grant award outlined in the contract with Commonwealth Corporation. 3. Provide quality services to program participants; and 4. Expend grant funds only for allowable activities. <p>To fulfill this responsibility, the Commonwealth Corporation will periodically request, and review documentation related to the grantee organization and grant expenses and activities. We may conduct at least one in-person fiscal review over the grant period. Additional information will be provided after a contract is awarded.</p>

<p>Indirect and Fringe Rate Guidance</p>	<p>Commonwealth Corporation has established an indirect rate policy for WCTF grants to ensure consistency across WCTF-funded programs. Applicants must identify their proposed indirect and fringe rates in the budget narrative.</p> <p>Indirect costs are limited to 15% in alignment with <u>2 CFR 200.414</u>. Fringe benefit rates must be reasonable and clearly itemized.</p> <p>Indirect vs. Administrative Costs: Indirect costs represent an organization’s shared overhead that can include accounting, human resources, facilities, insurance, and organizational leadership that supports all operations but cannot be tied to a specific program. Administrative costs, by contrast, refer to program-specific administrative activities charged directly to the grant (e.g., program coordination, data entry, fiscal reporting). Administrative costs are budgeted as direct expenses, while indirect costs are calculated as a percentage applied to eligible direct cost categories.</p> <p>Guidance will be provided in the budget templates and fiscal training materials upon award.</p>
<p>Contractor/ Consultant Rate Policy</p>	<p>To ensure consistency, transparency, and fiscal responsibility in the use of WCTF funds, this policy establishes a maximum allowable hourly rate for contractors and consultants. This guidance supports equitable application of funds and adherence to federal and state cost principles.</p> <ul style="list-style-type: none"> • Maximum Contractor/Consultant Rate: \$150.00 per hour • Procurement Standard: “Rule of Three” – grantees must obtain and document at least three comparable quotes or market rate references to demonstrate cost reasonableness
<p>Technical Assistance</p>	<p>Each grantee will be assigned a Commonwealth Corporation Program Manager and must assign a main contact at their organization accountable for the grant. The Commonwealth Corporation Program Manager will be available to support grantees through the grant's duration, answering questions about operational issues and providing technical assistance to support grantees in meeting their performance outcomes.</p>

Payment	Funds will be disbursed on a cost reimbursement basis. Grantees will be required to submit invoices monthly using a Fiscal Status Report (FSR) or another similar tool supplied by the Commonwealth Corporation. Grantees will only be reimbursed for expenses incurred during the contract period. The fiscal process is subject to change in 2026 as new software programs and schedules are to be incorporated into regular operation. Grantees are required to maintain and submit, upon request, back-up documentation for expenses and match contributions. Please note that the first two submitted FSRs will require back-up documentation that will be reviewed prior to distribution of funds.
Project Terms and Conditions	Grantees will be required to abide by the Commonwealth Corporation’s Standard Contract Terms and Conditions, which will be provided during contract negotiation. In addition, all final contracts are subject to negotiation of a final statement of work .
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.
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 participants. If equipment required to continue or increase seat capacity is not available in a region, applicants may make a case to use grant funds for this purpose. A good case would include a summary of an inventory of current capacity and an analysis of the gap between current capacity and the capacity needed to meet projected enrollments.

SECTION FIVE: AVAILABLE FUNDING & ALLOWABLE COSTS

Available Funding & Allowable Costs	
Funding Availability & Grant Award Amount	<p>State Budget funds totaling approximately \$6 million are available through this funding opportunity. This funding is subject to availability. Commonwealth Corporation reserves the right to make funding decisions based upon urgent regional or industry related needs and vacancies.</p> <p>Commonwealth Corporation also expects to make approximately \$5 million available through the Spring 2026 RFP and approximately \$5 million through the Fall 2026 RFP, pending funding availability. The authorizing legislation for WCTF limits a grant award to \$500,000.</p>
Matching Funds	<p>Awardees will be required to provide a 30% match of the total awarded funds. Match may include:</p> <ul style="list-style-type: none"> • Staff time to support the program. • May be cash or “in-kind” (payment in goods or services in lieu of financial contributions) • Providing in-kind technical assistance internal within the organization related to the training. • Support services • Rent and associated operating costs that are not charged to the grant. • Other expenses related to program implementation. <p><i>Applicants providing some or all of their match as cash are not required to have 100% of that cash match in hand at the start of the grant-however they will be responsible for this on completion of the grant. The Match Budget is required to provide projected sources and amounts. In kind funds must specify as to which entity or partner in the program is contributing.</i></p>
Allowable Costs	<p>WCTF funds may be used for costs that support education, training, participant success, and job placement. Refer to the Fiscal Documentation Requirements chart (on the Budget Form) for detailed, line-by-line guidance. Allowable uses include:</p> <ul style="list-style-type: none"> • Outreach and recruitment: marketing, assessment, and participant selection.

	<ul style="list-style-type: none"> • Participant supports: transportation, childcare, uniforms, tools, and other needs. • Flexible funding: individualized supports for unpredictable barriers (e.g., car repairs, verified emergencies). • Training delivery: classroom, online, and structured on-the-job training. • Incumbent workers: WCTF funds may support the direct costs of incumbent worker training, including instructional delivery, curriculum development, training materials, assessments, and reasonable staff time for program coordination and reporting. WCTF does not reimburse employees' wages. All costs must be reasonable, necessary for training participation or completion, and clearly justified in the budget narrative. • Staffing: partnership and program coordination, job development, case management/coaching, and data entry. • Commonwealth Corporation may request documentation to validate proposed salaries. • WCTF may cover up to 75% of salary and fringe costs for any position earning over \$100,000 annually. • Administrative costs: increases may be considered case-by-case. • Licenses and digital training tools. • Large equipment or technology: considered case-by-case. • Travel: reimbursable for land or sea travel within Massachusetts; consult your Program Manager for exceptions or for staff based out-of-state. • Research and evaluation: limited funding available.
Cost per Outcome	<p>Each proposal will be evaluated on its cost per employment outcome, calculated by dividing the total grant request by the number of participants expected to achieve a qualifying outcome—either securing unsubsidized employment with 30-day retention (for unemployed/underemployed participants) or receiving a wage increase of at least \$2/hour (for incumbent workers). Applicants should propose realistic budgets that maximize public dollars. The cost per outcome includes all grant-funded expenses (recruitment, training, supports, program design, and management), but does not include leveraged resources or match contributions.</p>

SECTION SIX: SUBMISSION SCHEDULE & INSTRUCTIONS FOR SUBMISSION

<i>Submission Schedule</i>	
Activity	Date
Request for Proposals Released	January 13, 2026
Initial Webinar: Pre-Application Technical Assistance	January 23, 2026 and January 29, 2026
Question and Answer Session	February 12, 2026 and February 19, 2026 (or by appointment)
Initial Responses Due	March 9, 2026
Applicants Notified of Decision to Award/Not Award Proposals	Varies by award
Earliest Anticipated Contract Start Date	September 1, 2026 – Please note that this date is subject to change based on the timing of final awards, contract negotiations, and funding availability.
Anticipated Contract End Date	2 or 3 years after contract start date

<i>Instructions for Submission</i>	
Clarification Period	<p>Questions about this grant program will be accepted in writing. Please submit questions via the following link: https://commcorp.formtitan.com/ftproject/wctfdonnellyqa</p> <p>Potential applicants can sign up at the same link to receive email notifications when new responses are posted. However, all potential applicants are advised to check the Commonwealth Corporation’s website periodically for additional information and updates.</p>
Application Submission Instructions	<p>Applications may be submitted while the RFP is posted. Applications received by March 9, 2026, at 11:59 PM will be reviewed. Please upload your submission electronically to the following link: https://commcorp.formtitan.com/ftproject/wctfrfpapp</p> <p>(1) Name of the lead applicant organization, (2) the lead applicant organization’s Federal Employer ID Number, (3) the lead applicant organization’s Department of Unemployment Assistance ID Number, (4) the Total Program Design Funds Requested, and (5) the lead applicant</p>

	<p>organization’s Primary Contact Information (to be notified upon decision of grant award).</p> <p>Applicants should review all components before uploading to ensure they have completed all the required information.</p> <ul style="list-style-type: none"> • Program Narrative forms must be submitted in the provided MS Word file format. • Budget forms must be submitted in the MS Excel file format provided. • Signed MOAs (Memorandum of Agreement) or letters of commitment must be scanned and submitted as a single PDF file. • W-9 must be submitted in the form of a single PDF file. • DUA Certificate of Compliance must be submitted in the form of a single PDF file. • COGS must be submitted in the form of a single PDF file.
<p>Training Program Grant Application Package</p>	<p>The following parts 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 application's disqualification. Please do not change the order of the questions/sections. You may adjust the spacing in each section to accommodate your answers.</p> <p>All application materials can be found in the SharePoint folder here: WCTF FY26 Application Documents (Jan 2026)</p> <p>Application Narrative Form This form provides a list of questions that you must address in your application. Answer all the questions included in the Narrative Form for each program proposed as part of your application.</p> <p>Budget Summary & Budget Narrative Forms/Instructions Applicants must submit a detailed budget request using the forms provided. You must 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 project. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award. The budget should reflect the complete life cycle for the entire grant. Please see the Fiscal Documentation Requirements chart, included as a separate sheet on the Budget Form, for line-by-line budgetary documentation guidance.</p>

Memorandum of Agreement (MOA) / Letters of Commitment

This is the sample Memorandum of Agreement (MOA). Each required partner's commitments, roles and anticipated activities must be provided either through a jointly signed Memorandum of Agreement (MOA) among partners or through the submission of separate letters of commitment. Applicants may use their own format or choose to edit and make additions to the sample MOA as appropriate to indicate specific partner roles and responsibilities. While only the required employer partners and training providers are expected to submit an MOA or letter, we strongly encourage additional demonstrations of commitment from additional partners such as MassHire.

Form W-9

All lead applicants must submit a W-9 that was signed in the past 12 months.

DUA Certificate of Compliance

All lead applicants must submit a Certificate of Compliance from the Massachusetts Department of Unemployment Assistance (DUA).

Certificate of Good Standing from the Massachusetts Department of Revenue

All **lead applicants*** must submit a Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue.

**Please note that community colleges, MassHire Workforce Boards and Career Centers, public vocational technical high schools, and public state universities serving as the lead applicant do not need to submit a Certificate of Good Standing.*

SECTION SEVEN: PROPOSAL EVALUATION PROCESS AND CRITERIA

<i>Proposal Evaluation Process</i>	
<p>Proposals submitted in response to this solicitation will be reviewed by the Commonwealth Corporation. Representatives of the Executive Office of Labor and Workforce Development and other state agency partners may participate in this process.</p> <p>The review process will consist of the following steps:</p>	
<p>Step 1: Threshold Criteria Screening</p>	<p>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.</p>
<p>Step 2: Compliance Screening</p>	<p>Commonwealth Corporation will analyze all lead applicants to comply with state and federal law. Lead applicants are encouraged to review these criteria and ensure they are complying prior to applying. Commonwealth Corporation will conduct the following reviews to ensure compliance:</p> <ul style="list-style-type: none"> • Ensure applicants are in good standing with the Massachusetts Department of Revenue. The Commonwealth Corporation will conduct this screening by reviewing the Certificate of Good Standing (C.O.G.S.) submitted in the Qualifications Submission Package. <ol style="list-style-type: none"> a. The Certificate of Good Standing from the Department of Revenue is different from and should not be confused with a Certificate of Incorporation from the Secretary of State b. C.O.G.S. must be less than six months old c. Please visit the Department of Revenue’s website: (https://www.mass.gov/info-details/certificate-of-good-standing-from-department-of-revenue-dor) for more information about the C.O.G.S. and to complete an online application to obtain a Certificate d. Applications for a C.O.G.S. can take 4-6 weeks to be processed. • Ensure applicants are in full compliance with all obligations to the Department of Unemployment Assistance (DUA), Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts. <ol style="list-style-type: none"> a. Applicants are now required to submit a Certificate of Compliance from the Department of Unemployment Assistance

	<p>b. The Certificate of Compliance is only valid until the date of expiration listed on the document. If you are submitting your application after that date, please request a new Certificate of Compliance to include with your submission</p> <p>c. The Certificate of Compliance is different from and should not be confused with the Certificate of Good Standing (COGS), which is a separate requirement for the grant application</p> <p>d. Log into your account here: https://unemployment.mass.gov/Employers/_/ and go to “Request a certificate of compliance” under Additional services.</p> <p>e. For a detailed walkthrough of this process, please reference the PowerPoint provided by the DUA here</p> <p>f. For assistance with resolving compliance issues related to your DUA account, please contact the DUA directly at: Team: Revenue Enforcement Unit Email: revenue.enforcement@mass.gov Phone: 617-626-5075, Option 4</p>
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Step 3: Review Committee	<p>A review committee will evaluate and score all eligible submissions, and may request additional information to fully understand a proposal. Some applicants may be referred to WCTF staff for Technical Assistance to meet minimum standards for potential award consideration.</p> <p>Submitted proposals will be reviewed and scored based on the following elements:</p>
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<u>Category</u>	<u>Point Value</u>
<p>A. Historically excluded populations. The applicant provides a clear, complete description for serving one or more of the following populations, including its plan for serving these populations and the organization(s) that will be involved in serving the populations (applicants can receive the full five points for serving one of the populations):</p> <ul style="list-style-type: none"> • Immigrants and new arrivals • Low-income individuals and public benefits recipients • Veterans • Persons with disabilities • Older workers with limited experience • Workers earning below a family-sustaining wage 	5

	<p>B. Program Strategies. Applicant provides a clear, complete description for providing one or more of the following program strategies, including its plan for offering these strategies and the organizations(s) that will be involved in offering these strategies (applicants can receive the full five points for providing one of these strategies):</p> <ul style="list-style-type: none"> • Adult education <ul style="list-style-type: none"> ○ ESOL ○ GED/HiSet Support Services • High-quality work-based learning • Articulation agreements with community colleges • Digital literacy 	5
	<p>C. Track record. The applicant demonstrates a strong record in serving participants through the target training occupations.</p>	10
	<p>D. Compelling evidence of partner engagement in partnership and program design, including job placement strategy that is likely to result in placement for a majority of program completers. Partner engagement should demonstrate activities beyond working with employers.</p>	20
	<p>E. Clear program design that addresses the required program design elements and services, including relevance to proposed target population and occupations targeted for job placement. Identify specific target occupational focus within regional demand. Ambitious and attainable outcomes that meet the outlined rate guidance or applicant provides sufficient evidence demonstrating the case for meeting a lower benchmark.</p>	30

	F. Strong MOAs/letters of support that include an articulation of shared goals and roles, responsibilities, and commitments of each partner, including strong commitments from employers that indicate a strong likelihood that employers will hire program completers.	10
	G. Budget accuracy and reasonableness. Strong, detailed and accurate alignment to program design.	20
<p><i>Additional review will be focused on specific industry priorities and needs as well as regional priorities and needs, and these factors will be taken into consideration when making decisions on funding recommendations.</i></p> <p>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.</p> <p><i>Please note: Commonwealth Corporation reserves the right to consider the applicant's past performance in operating grants administered by Commonwealth Corporation and factor this performance into funding decisions.</i></p>		
Step 4: Notification of Grant Award Status	All applicants will be notified of their award status by email. If awarded, you will be required to submit a Fiscal Capacity Survey in advance of the contract start date.	

Additional Evaluation Notes

Commonwealth Corporation may consider only those applications that are complete, responsive, and include all required components. In addition to the scoring criteria, Commonwealth Corporation and the Executive Office of Labor and Workforce Development may apply other considerations when making competitive awards among similarly qualified applicants. We reserve the right to accept or reject any or all proposals, in whole or in part, if it is in the best interest of the Commonwealth.

This RFP does not obligate Commonwealth Corporation to make any awards. All submissions become the property of Commonwealth Corporation, and we are not responsible for applications that are not received electronically. We may use funding sources other than the WCTF FY26 Appropriation to support selected proposals and may consult with external funders to ensure alignment and determine if a proposal is better aligned with their programs or priorities. Commonwealth Corporation may also extend award amounts and periods of performance, consistent with funding source requirements.

Project Terms and Conditions

Grantees will be required to abide by the Commonwealth Corporation's Standard Contract Terms and Conditions, which will be provided during contract negotiation. Additionally, all final contracts are subject to negotiation of a final statement of work.



Senator Kenneth J. Donnelly Grants

FOR EXPANDED TRAINING CAPACITY AND EMPLOYMENT PROGRAM PERFORMANCE

 **Develop & Implement**
employer and worker responsive programs

 **Enhance**
worker skills, incomes, productivity, and retention

 **Empower**
Massachusetts firms to increase quality and competitiveness