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**Request for Responses for the**

**Career Technical Initiative**

**Adult Training Round 3**

**Administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet**

**RESPONSES DUE:** May 10, 2021 by 5:00 PM

Upload electronic submission to the following link:

<https://commcorp.tfaforms.net/328863>

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**Career technical initiative**

**REQUEST FOR RESPONSES**

Section One: Overview of Grant Initiative Goals and Structure

1. ***About the Initiative:*** The Workforce Skills Cabinet is pleased to announce additional investments to support our state’s recovery through the Partnerships for Recovery Plan recently announced by the Baker-Polito Administration. The Baker-Polito Administration is making funds available to address the significant economic impact of COVID-19 on Massachusetts residents that are unemployed and have filed for Regular Unemployment Assistance or Pandemic Unemployment Assistance.

This Request for Responses makes available up to $1,030,000 to fund the Career Technical Initiative to retrain unemployed and underemployed workers at Massachusetts High Schools with designated aligned Chapter 74 vocational programs in partnership with MassHire Career Centers.

To address the persistent demand in ***construction/trades and manufacturing*** Governor Baker announced a new initiative in January 2020 to transform vocational high schools into Career Technical Institutes, running three shifts per day to expand enrollment of high school students and adults. This RFR, in addition to previously awarded grants, will establish vocational high schools as Career Technical Institutes and provide funding to deliver adult training, credentialing, and placement services. Previously awarded grants include 10 schools to support more than 25 career pathway programs. **Additionally, the Workforce Skills Cabinet is also making Planning Grants available to schools who are not yet ready to implement adult training programs and will benefit from additional time and capacity for planning and program design.** More information about Planning Grants will be released later this month.

**Apprenticeship**: Expansion of apprenticeship into new industries and diversification of apprentice participation has been a key priority of the Commonwealth since the publication of the Apprenticeship Expansion Plan in 2017. In 2018, the Executive Office of Labor and Workforce Development / MassHire Department of Career Services received a grant, the State Apprenticeship Expansion Grant (SAE) from the United States Department of Labor. One goal of the SAE grant is to expand apprenticeship career pathways through vocational technical schools in Massachusetts. *The Registered Apprenticeship model is one viable solution to address the needs identified. This RFR, with support from the SAE Grant, will provide additional funds for development of registered apprenticeship programs and enrollment of apprentices.*

1. ***Funding Source:*** The Career Technical Initiative is funded through an appropriation in the Fiscal Year 2021 State Budget (line item 7002-1091). This grant initiative is administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet.
2. ***Target Populations:*** Grant funds may be used to train Massachusetts residents who are unemployed or underemployed. Please see Section 3 for more information.
3. ***Funding Availability*:** Up to $1,030,000 is available for this training and placement programs. Please see Section 5 for more information.
4. ***Match Requirement*:** There are no matching funds required.
5. ***Duration of Contract(s)*:** Contracts will be issued for a period from June 15, 2021-January 31, 2023. All training and placements must be completed by October 31, 2022. Retention services and tracking may continue to be offered until January 31, 2023. We reserve the option to extend into future years pending availability of funding, consistent service delivery and program performance.
6. ***Overview of Performance-Based Payments:*** Contracts issued through this solicitation for training and placement programs will be paid on a performance basis and must be shared locally between a Chapter 74 vocational program and their MassHire Career Center partner. Please see Section 4 for more information.
7. ***Application Deadline*:** Applications are due on May 10, 2021 by 5:00 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 in order to be notified of relevant updates and clarifications. Questions about this RFP will be accepted via email to Jessica Sáenz at [jsaenz@commcorp.org](mailto:jsaenz@commcorp.org). Please see Section 6 for more information about the application process and Section 7 for the score criteria.
8. ***Schedule:***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Proposals Released | April 12, 2021 |
| Strongly Encouraged Deadline to Submit Written Questions | May 5, 2021 |
| Responses (Proposals) Due | May 10, 2021 by 5:00 PM |
| Applicants Notified of Status (Anticipated) | Approximately June 1, 2021 |
| Anticipated Contract Start Date | June 15, 2021 |
| **Optional:** Deadline to Place & Register Apprentices with DAS | October 31, 2021 |
| Deadline For Training Completion & Placement | October 31, 2022 |
| Anticipated Contract End Date | January 31, 2023 |

Section Two: Eligible Lead Applicants and Partners

1. ***Eligible Lead Applicants*:** Eligible lead applicants are Massachusetts High Schools with designated DESE Chapter 74 vocational programs aligned to the occupation for the adult training program. Please see Section 7 for additional score criteria. **Both new and existing schools awarded funding in previous rounds of funding are eligible to apply.**
2. ***Lead Applicant Role:*** The lead applicant must:

* Have a commitment to work collaboratively with Commonwealth Corporation to ensure that the program meets participants’ needs and achieves planned outcomes.
* Collaborate with regional partners, including MassHire Workforce Boards and MassHire Career Centers, who are engaged in similar work to ensure alignment of program goals to labor market, ensure effective employer engagement and to develop a long-term strategy to support the needs of the target industry.
* Collect and report all required data and participate in the overall evaluation of the program.
* Have operational and fiscal capacity to manage public funds.
* Agree to the performance-based payment terms described in Section 4A.
* Develop MOU with local MassHire Career Center, agree to share performance-based payments with MassHire Career Center as defined in Section 4A.
* Agree to schedule proposed training in order for training and placements to occur prior to October 31, 2022. Retention services may continue until January 31, 2023.
* Schools will be required to identify intentions of expansion of Adult and Chapter 74 youth (including second shift) programs in the next three years.

1. ***Required Partner: MassHire Career Center:*** Vocational technical high schools must develop a MOU with a local MassHire Career Center, agreeing to share the performance-based payments and agreeing to an articulation of responsibilities each party will carry out in fulfilling their role to implement this program. A template is provided as Attachment 5. This template includes required responsibilities that all MassHire/Vocational teams must adhere to and provides optional space to further articulate additional responsibilities and terms that local partnerships may determine. Applicants can access a list of MassHire Career Centers at the following link: <https://www.mass.gov/how-to/find-a-masshire-career-center>

The chart below summarizes the roles and responsibilities of the two primary partners.

|  |  |
| --- | --- |
| Massachusetts High Schools with designated DESE Chapter 74 vocational programs  Roles & Responsibilities | MassHire Career Center  Roles & Responsibilities |
| * Contract with Commonwealth Corporation * Enter into MOU with MassHire Career Center * Communicate program entry requirements to MassHire Career Center and collaborate on screening process * Ultimately make enrollment decisions * Coordinate and provide all training, including didactic, hands-on, and work experience. * Contingency plans to provide all instruction in social distancing environment * Incorporate work readiness and job search prep skill building, in collaboration with the MassHire Career Center * Collect and report all participant data into Apricot * Prepare and place graduates in employment in partnership with MassHire Career Center * Submit invoices to Commonwealth Corporation and distribute specified share of payment to MassHire Career Centers and maintain documentation of payment. | * Conduct recruitment, assessment and screening of participants, aligned with program requirements * Maintain contact with participants while they are enrolled in training to ensure persistence * Make participant referrals to necessary support services (housing, childcare vouchers, etc.) * Prepare and place graduates in employment in partnership with Chapter 74 vocational programs * Provide 3-months of post-placement support upon job placement |

1. ***Required Partner: Regional Hub/MassHire Workforce Board:*** All training providers funded through this program will be required to work collaboratively with their local MassHire Workforce Board and with the Regional Hub made up of all of the Workforce Boards in the region. The Workforce Skills Cabinet will be contracting separately with a lead Workforce Board in each of the seven WIOA Planning Regions to provide overall regional coordination and fund staff time to serve in the capacity of Market Maker. The Market Maker will assist all participating regional Chapter 74 vocational programs and MassHire Career Centers conduct employer engagement in the targeted industries to develop job opportunities for graduates of programs funded through this RFR. Workforce board staff have substantial knowledge about business demand for workers in their region. Applicants do not need to complete a MOU with their MassHire Workforce Board, but we highly encourage applicants to notify the WB 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
2. ***Required Partners: Employers:*** Partnerships **must include** a **minimum of three 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 job placement opportunities for participants. Selected business partners need to have demonstrated vacancies and/or hiring needs for workers in the proposed target occupation and 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. ***These businesses must sign a MOA or letter***. Email communication is also acceptable but should detail the roles and evidence in the body of the email.
3. ***Optional Partner: Apprenticeship Program Sponsor:*** *Applicants intending to place participants into registered apprenticeship programs and apply for USDOL funding must include a minimum of one apprenticeship program sponsor and/or employer that intends to interview and admit participants as part of the proposed partnership. Successful applicants will demonstrate that they have relationships with local apprenticeship program sponsors committed to providing job placement opportunities for participants.* ***These apprenticeship******program sponsors and/or employers must sign a MOA or letter that includes the estimated number of apprentice placement opportunities within the sponsor’s program.***
4. ***Other Partners:*** Training providers 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 that collectively the training provider, MassHire Career Center and MassHire Workforce Board engage in facilitating. Examples of such partners include, but are not limited to, local service offices of public agencies, employer associations, labor organizations, 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 Requirements

1. ***Target Sector / Occupation:*** Applicants must provide job training, placement, and support services that prepare unemployed individuals to meet business’ skill and work-readiness requirements for in-demand Construction/Trades and Manufacturing occupation(s) as detailed below. These occupations were identified by the Workforce Skills Demand through the [**Regional Workforce Skills Planning Initiative regional blueprint process**](https://www.mass.gov/service-details/view-your-regions-blueprint)**.**

|  |  |  |
| --- | --- | --- |
| ***Sectors*** | Construction/Trades | Manufacturing |
| ***Eligible Target Occupations*** | * HVAC Mechanics and Installers * Automotive Services Technicians and Mechanics * Electricians * Plumbers * Carpenter * Welder * Craft Laborer * Building & General Maintenance Tech * Diesel Tech * Marine Trades Technician | * Machine Operator * Sheet Metal Workers * Biolab, Medical & Clinical Lab Tech * CNC Machine Operator * Electrical Tech * Robotics |

1. ***Target Population:***Grant funds must be used to train Massachusetts residents who are unemployed or underemployed. Given the significant impact of COVID-19, unemployed individuals are a priority target population and proposed programs should be designed to support the needs of this population. Commonwealth Corporation will work with each awarded grantee to finalize a selection process and provide guidance to ensure alignment with the goals of this grant program.
2. ***Program Requirements:*** Training providers will deliver occupational skills training to prepare unemployed and underemployed individuals for new employment in a minimum of two of the targeted in-demand occupations detailed in Section 3A. The proposed program must prepare individuals for employment, including all didactic, hands-on, and work experience requirements. Chapter 74 vocational programs applying to this solicitation 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 adult training program.
   * Provide training programs for a minimum of 2 occupations.
   * Provide at least one cohort and not more than four cohorts per occupational program.
   * The overall total instructional hours should be a minimum of 200 hours and maximum of 300 hours.
   * For each occupation offer at least one cohort of training targeting enrollment of a minimum of 8-10 students to prepare participants for employment in one of the target occupations listed in Section 3A. Chapter 74 vocational programs may not split these slots across multiple cohorts or programs.
   * Offer training that results in an industry recognized credential required for entry into target occupation (Part 3)
   * For each occupation complete a program design chart that identify the allocation of training hours for each strand, delivery mode, and if applicable software tool. (Part 3)

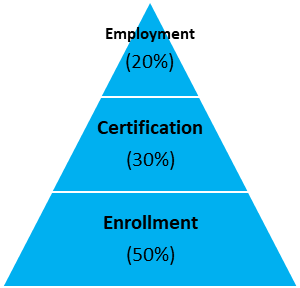
*Applicants intending to place participants into apprenticeships must show how the proposed program prepares students for entry into an apprenticeship program.*

Section Four: Administrative Requirements

1. ***Performance-Based Payment Structure:*** Contracts issued through this solicitation for training and placement programs will be paid on a performance basis and must be shared locally between a Chapter 74 vocational program and their MassHire Career Center partner. Payments will be made for the following activities:

* 50% will be paid to the Chapter 74 vocational program upon enrollment. This payment is intended to cover MassHire expenses to recruit and screen participants and Chapter 74 vocational program expenses associated with instruction, including instructors, materials and space. An individual must have attended a minimum of 75% of the scheduled class days for a two-week period in order to qualify the organization for an enrollment payment.
* 30% will be paid to the Chapter 74 vocational program upon certification. This payment is intended to cover MassHire expenses associated with maintaining contact with participants and ensuring persistence in the program and to cover Chapter 74 vocational program to cover remaining instructional costs and cost associated with preparing participants to obtain certification, including licensing fees, exams, registration fees, etc.
* 20% will be paid to the Chapter 74 vocational program upon the participant completing 30 days of employment after being placed in a new job. This payment is intended to cover MassHire and Chapter 74 vocational program expenses to assist job seekers with resume development, coaching support, and direct outreach to businesses to place individuals. It is also intended to cover services to support participants and tracking for the first 3 months after placement. **Job placement is a joint effort between MassHire and Chapter 74 vocational program.**
* Applicants intending to place participants into apprenticeship programs are eligible for an additional deliverable-based payment of up to $10,000 provided that they place a minimum of 10 participants into partner apprenticeship programs and **register apprentices with the Division of Apprentice Standards** by October 31, 2021. Please note that this deadline is before the allowable period of time for the grant duration. The intention is that applicants applying for this funding are scheduled to deliver training n the Summer of 2021 that will result in placements as defined above. The grantee may continue to provide training to subsequent cohorts after October 31, 2021, however these cohorts will not be counted towards this goal.

This model is intended to pay all fees associated with participation, certification, job placement and retention support. Participants should not be charged additional fees.



30% payable *by WSC* upon successful program completion and **certification**

*$1500*

*$2500*

**Performance Based  
 Funding Model**

Payment is made to a school & MassHire upon **completion of milestones:**

50% payable by WSC  
 upon **enrollment**

20% payable *by WSC* upon completing 30 days of **employment**

*$5K total*

*$1000*

A maximum of $5,000 is allocated for all programs that prepare an individual for placement in a construction/trades or manufacturing occupation. These payments must be shared between the Chapter 74 vocational program and their MassHire Career Center partner based on the following fee schedule.

Related technical instruction and employer engagement activities leading to placement of apprentices must be supported by funds from this grant, not from other DOL-funded apprenticeship grants, ie AAI, SAE, ASE, SAE2020".

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programs**   * Construction/Trades * Manufacturing | Total | Vocational School | MassHire  Career Center | % of Total |
| Employment/Retention | $1000 | $500 | $500 | 20% |
| Certification | $1500 | $1000 | $500 | 30% |
| Recruitment / Enrollment | $2500 | $2000 | $500 | 50% |
| Total | $5000 | $3500 | $1500 | 100% |

The grantee will regularly submit invoices using an agreed upon template provided by Commonwealth Corporation upon contract start-up. Grantees will only be paid for expenses incurred during the period of the contract. Grantees will be required to submit documentation to demonstrate that the indicator has been met. Further information will be provided with the contract, but may include entering enrolments into participant database, submission of instructor attendance sheets, copies of certification/licenses, employer confirmation of placement and paystubs. Our intent is to balance out the verification documentation with feasible requirements that allow training providers and MassHire Career Centers to focus on the value-add work of supporting individuals in their participation journey.

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

Upon enrollment: participant demographics, participant social security numbers and confirmation of participant employment status.

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

Upon program completion: new employment and/or apprenticeship program participation (if applicable) and 3-month retention status.

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.

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.

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

Brief Monthly Reports: These reports will be due on the 15th of the month and will include just 3-4 basic survey responses to ensure communication on status, include progress in meeting performance measures and to identify any opportunities for assistance. The format for this report will be provided to grantees after a contract is awarded.

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.

1. ***Participant Eligibility & Documentation:*** Grantees must establish a selection and eligibility process to identify individuals appropriate to participate in training. In addition to the program specific eligibility criteria established by Commonwealth Corporation, the grantee and its industry partners will be required to collect and maintain the following documentation for each participant:
   * Documentation of the participant’s employment status at the time of enrollment
   * Participant Registration Form, using a required form provided by Commonwealth Corporation
   * Documentation of training services received
   * Case management/coaching notes
   * Documentation of new employment, placement wages, and retention
2. ***Program & Fiscal Monitoring:*** Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:
3. have the fiscal and program systems needed to meet all relevant federal and state requirements;
4. meet the terms of the grant award outlined in the contract with Commonwealth Corporation;
5. provide quality services to program participants; and
6. expend grant funds only for allowable activities.

As referenced in Section Three, Commonwealth Corporation will fulfill this responsibility by reviewing participant-level documentation as back-up for the performance-based payment system. We are not seeking to track line item program expenses. Additional information will be provided after a contract is awarded.

1. ***Technical Assistance:*** Each applicant awarded funding 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 ensure grantees meet their performance outcomes.
2. ***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 negotiation. Applicants may review these terms and conditions prior to submitting an application by contacting Jessica Sáenz at[jsaenz@commcorp.org](mailto:jsaenz@commcorp.org) to request a copy. Given the quick turn-around award and 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.
3. ***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

1. ***Funding Availability & Grant Award Amount:*** Up to $1,030,000 is available for this training and placement programs. Additionally, up to $30,000 in total funds from the SAE Grant is available for registered apprenticeship program development and apprentice placement and registration met prior to October 31, 2021. Individual grant awards will vary depending on the proposed number of cohorts/programs and the applicant’s capacity to deliver training and place individuals between June 15, 2021-October 31, 2022. There is no upper limit; anticipated grant awards range from $80,000-$300,000. Contracts will be issued for a period of 20-months (June 15, 2021-January 31, 2023) with the option to extend into future years pending availability of additional funds, consistent service delivery and program performance.

The Workforce Skills Cabinet strives to ensure regional distribution of training slots available through this RFR and provide the following breakdown as general guidelines of intent to award grants and funding slots. The Workforce Skills Cabinet and Commonwealth Corporation reserves the right to award actual slots based on a different allocation depending on the quantity and strength of the applications received.

1. ***Matching Funds:*** There are no matching funds required.
2. ***Allowable Costs:*** Funds will be paid based on performance and at the time specified indicators are met and in accordance with documentation guidance detailed in Section 4. Funds must be share with the local MassHire Career Center based on the fee schedule detailed in Section 4 and is subject to verification by CommCorp. While Chapter 74 vocational program and MassHire partners do not need to document how their portion of the payments are utilized, in general, the intent is that funds may be used for costs associated with delivering education and training activities, and/or other services to prepare participants for success in the targeted occupation(s), optimize opportunities for participant learning and career development, and help to achieve placement for participants.
3. ***Equipment:*** It is expected that partnerships will utilize existing capacity to deliver training programs, including existing equipment that can be used to provide virtual or hands-on training to participants.

Section Six: Submission Schedule & Instructions for Submission

1. ***Submission Schedule:***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Proposals Released | April 12, 2021 |
| Strongly Encouraged Deadline to Submit Written Questions | May 5, 2021 |
| Responses (Proposals) Due | May 10, 2021 by 5:00 PM |
| Applicants Notified of Status (Anticipated) | Approximately June 1, 2021 |
| Anticipated Contract Start Date | June 15, 2021 |
| **Optional:** Deadline to Place & Register Apprentices with DAS | October 31, 2021 |
| Deadline For Training Completion & Placement | October 31, 2022 |
| Anticipated Contract End Date | January 31, 2023 |

1. **Optional Pre-Recorded Bidders’ Webinar:** An optional pre-recorded Bidders’ Webinar will be posted as a resource at [www.commcorp.org](http://www.commcorp.org) to provide an overview of the opportunity.
2. ***Clarification Period*:** Questions about this grant program will be accepted in writing. Please submit all questions via email to Jessica Sáenz at [jsaenz@commcorp.org](mailto:jsaenz@commcorp.org). In order to allow adequate time to address questions before the deadline we strongly encourage applicants to submit all substantive questions by May 5, 2021. 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 [www.commcorp.org](http://www.commcorp.org). Applicants can sign up at the following link to receive email notifications when new responses are posted: <https://commcorp.tfaforms.net/328865>. 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.
3. ***Application*** ***Submission Instructions*:** Grant Applications are due in an electronic format no later than 5:00 PM on Monday, May 10, 2021. Please upload your submission electronically to the following link:<https://commcorp.tfaforms.net/328863>. 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 lead applicant organization’s **Department of Unemployment Assistance ID Number**, (4) the **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 in order to ensure they have completed all the required information. Should you encounter any submission issues, please contact Jessica Sáenz at [jsaenz@commcorp.org](mailto:jsaenz@commcorp.org) or 857-273-1818.

* Narrative forms must be submitted in MS Word file format.
* Budgets must be submitted in MS Excel file format.
* Signed MOAs or letters of commitment must be scanned and submitted in the form of a single PDF file.

1. **Application Package:** 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 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 nor margins less than one inch.

**Part 1: Application Summary Form (online submission form)**

This form must be completed **online** at the time of submission. The form provided in the RFR does not need to be uploaded to the online application and is provided as a guide of the information that must be completed at the time of submission.

**Part 2: Application Narrative Form (not required for CTI schools awarded funding in Round 1 & 2)**

The application submission process has been designed to limit the amount of narrative to be completed. 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. The page limit for the Narrative Form is 2 pages.

**Part 3: Program & Budget Form**

Complete the Program& Budget Form to provide details about the proposed programs and requested funds. The file currently has three tabs- two for the required minimum number of programs and one for the budget. Please create copies of the program tab if more than two proposed programs are included in your application. The budget will also become the financial basis for any grant award. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award.

**Part 4: Memorandum of Agreement (MOA) / Letters of Commitment**

Part 4 is the sample Memorandum of Agreement (MOA). All required employer partners’ and optional partners’ commitments, roles and anticipated activities must be provided through a jointly signed Memorandum of Agreement (MOA) among partners or through the submission of separate letters of commitment. Applicants should edit and make additions to the sample MOA as appropriate in order to indicate specific partner roles and responsibilities.

**Part 5: Certification (online submission form)**

Must be attested to **online** by an individual who has signatory authority for the lead applicant upon submission. Part 5 includes the following certifications:

**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.  
  
**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.  
  
**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.  
  
**Program Requirements:**

* I understand that my organization will be paid only after reaching the outcomes detailed in the RFR
* I agree to share the performance-based payment with a partnering MassHire Career Center partner based on the fee schedule detailed in the RFR
* I agree to schedule proposed training in order for training and placements to occur prior to October 31, 2022. I understand that retention may be measured up until January 31, 2023.

Section Seven: Proposal Evaluation Process and Criteria

1. ***Proposal Evaluation Process***: Proposals submitted in response to this solicitation will be reviewed by Commonwealth Corporation and the Workforce Skills Cabinet.

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 conduct an analysis to ensure all lead applicants are Massachusetts High Schools with designated aligned Chapter 74 vocational programs and in compliance with state and federal law.

**Step 3: Review Committee**

A review committee will review and score all eligible submissions based on whether they meet the required standards. 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.

Submitted proposals will be reviewed and scored to determine if they **Meets Standards** or **Does Not Meet Standards** based on the following criteria:

|  |  |
| --- | --- |
| **Category** | **Meets Standards or Does Not Meet Standards** |
| 1. Track record, approval to deliver and success of Chapter 74 vocational program in delivering the proposed programs to either an adult or traditional high school population. |  |
| 1. Chapter 74 vocational program demonstrated history of providing adult workforce training programs that provide industry certification or licensure (in proposed programs or other programs). This may include:    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    3. Approval by DESE to provide Chapter 74 post-secondary programs    4. Approval as a TrainingPros as a Workforce Individual Training Account 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 EOHED Advanced Manufacturing Consortium Grant training partner    7. Independently accredited post-secondary accreditation program    8. Experience in awarding students Federal or State Financial Aid |  |
| 1. Demonstrated history of Chapter 74 vocational program collaborating on workforce training programs with MassHire Workforce Board and MassHire Career Centers. |  |
| 1. Chapter 74 vocational program demonstrates recent conversations with local MassHire Career Center, agreement to roles, expectations and resource sharing (MOU) and identification of action steps to be completed upon award of grant in order to recruit candidates, provide support, job placement and post-placement services. |  |
| 1. Strong evidence, including clearly articulated MOA/letters, of employer engagement and identification of roles and responsibilities of a minimum of 3 employer partners. |  |
| 1. Clear program outline that addresses occupational skills, safety, work readiness and work experience requirements for entry into the target occupation(s) |  |
| 1. Capacity to deliver proposed programs and place graduates into jobs between April 1, 2021-October 31, 2022. Retention may be measured through January 31, 2023. |  |
| 1. Capacity to deliver training to adhere to social distancing requirements and a contingency plan to deliver training remotely in a COVID-19 environment, if needed. |  |
| **Optional Bonus:** The program model intends to place and register at least 10 participants in apprenticeship programsas part of the proposed cohort and has a clear proposal for doing so. This will not be factored into the overall score. Applicants that are awarded funding through this RFR and have applied and met the standard for the apprenticeship component may be awarded additional funds. | Y/N |

***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. Commonwealth Corporation reserves the right to consider geographical distribution and occupation/program mix in final grant award decisions.

**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.

1. ***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 solicitation’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 criteria 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 RFR 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 solicitation. 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.
2. ***Appeals:*** Appeals of the funding decision may be filed with Christine Abrams, President/CEO, Commonwealth Corporation, 2 Oliver Street, 5th Floor, Boston, MA 02109. Appeals must be filed within fifteen (15) days of the date of Commonwealth Corporation’s notice to unsuccessful bidders. The President may decide to hold an informal review of the decision, and may decide to grant an appeal, deny an appeal, or modify an award based on information provided during the informal review.
3. ***Audited Financial Statements and Verification 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 to verify that the organization has the capacity to manage public grant funds and administer the program.

Section Eight: Summary of Attachments

**GRANT APPLICATION PACKAGE:**

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

* Part 1: Application Summary Form (online submission form)
* Part 2: Application Narrative Form
* Part 3: Program & Budget Form (Excel)
* Part 4: Sample Memorandum of Agreement (MOA)
* Part 5: Certification (online submission form)

Part 1: Application Summary Form- TO BE COMPLETED ONLINE

The following must be completed during the online submission. It is provided here as a preview to prepare for your submission. Please note the submission must be completed in one session so please have this information available before starting your application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. PROGRAM PROFILE** | | | | | | | |
| **Name of Lead Applicant Organization^:** | |  | | | | | |
| **Department of Unemployment Assistance ID Number^:** | |  | | **Federal Employer ID Number (FEIN)^:** | | |  |
| **Target Occupation^:** | | **See Section 3A for eligible list.** | | | | | |
| **Does the application request additional funds for apprenticeship placements funded by USDOL?** | | Yes  No | | | | | |
| **MassHire Career Center Partner & Name of Primary Contact**  **(Please Attach MOU)** | |  | | **MassHire Career Center Partner Email** | | |  |
| **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

The application submission process has been designed to limit the amount of narrative to be completed. Part 3: Program & Budget Form is designed to capture most of the information needed to complete the review of your program. However, a few select questions are best responded to in narrative below. This is also space for you to clarify any of your responses on Part 3. The page limit for the Narrative Form is 2 pages. Tables, charts, figures, and appendices are included in the page limit. The page limit does not include the other required Parts of the Grant Application Package. You may delete the sub-questions (and these instructions), but applicants are suggested to leave question numbering/topic for ease of reviewers to locate the information.

* 1. Chapter 74 vocational program demonstrates recent conversations with local MassHire Career Center, agreement to roles, expectations and resource sharing (MOU) and identification of action steps to be completed upon award of grant.
     1. Please briefly describe your history of collaborating with MassHire Workforce Board and MassHire Career Centers.
     2. Please confirm that you have recently discussed this opportunity with a MassHire Career Center, including name(s) and organization(s) of who you met with, any concerns raised and confirmation that both parties agreed to work together on this program.
     3. Who (name, title,) will be responsible for providing recruitment, assessment, case management and placement support to participants at the MassHire Career Center?
     4. Given that this is a new program, what are 3-5 next steps that you identified along with the MassHire Career Center that will need to be accomplished in order to finalize a participant recruitment, intake, enrollment, support and placement plan?
  2. Strong evidence, including clearly articulated MOA/letters, of employer engagement and identification of roles and responsibilities of a minimum of 3 employer partners.
     1. Please describe your employer engagement strategy to support your existing daytime programs in the targeted program(s).
     2. Please confirm that you have had recent conversations with at least three employer partners that employ the targeted occupation(s) and confirm they have existing and upcoming vacancies for the target occupation(s).
     3. Please confirm that the hiring requirements of the 3 employer partners aligns with the skills and credentials the proposed program delivers to participants.
  3. Capacity to deliver training to adhere to social distancing requirements and a contingency plan to deliver training remotely in a COVID-19 environment, if needed.
     1. Please briefly describe how you plan to adhere to social distancing requirements.
     2. What contingency plans you have in place to deliver training remotely, if needed?
  4. **Optional Bonus:** The program model intends to place and register at least 10 participants in apprenticeship programs and has a clear proposal for doing so.
     1. *If applying for an apprenticeship program model, please include the role of each partner in accomplishing the apprenticeship-specific program goals.*
     2. *If applying for an apprenticeship program model, please explain how the training design will align with the related training and instruction, pre-apprenticeship, or other requirements of entry into and completion of an apprenticeship program.*

Part 4: Sample Memorandum of Agreement

**Instructions:** This sample is providing to help start the conversation. Please ensure required roles & responsibilities as outlined in Section 2 are maintained in this document. However, other additions and clarifications are encouraged to ensure a successful partnership between the Chapter 74 vocational programs, MassHire Career Centers, business partners and other partners.

**I. Purpose of This Memorandum**

This Memorandum of Agreement (MOA) outlines the agreement among the partners listed below to implement the Career Technical Initiative. Partners are committed to implementing a program design that includes the following features:

* Involvement of business partners in designing assessment/screening protocols and in developing training program curricula to ensure that they are aligned with entry requirements for jobs;
* Case management to ensure participant persistence in training, successful transition to employment, and if time allows, retention support.
* Strategies that address occupational and academic skills instructions, job development, and job placement for the specific identified target population and target occupation(s); and
* Hiring/wage increase commitments (not required)

**II. Term**

This MOA shall be in effect from April 1, 2021 and shall end on January 31, 2023. This MOA may be terminated prior to the effective end date upon the full written approval of all the partners.

**III. Partners**

List the names of each partner participating in your partnership.

**IV. Common Roles & Expectations of Partners**

**All Parties agree to (examples):**

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

**V. Chapter 74 vocational programs Roles & Expectations-(FILL IN NAME OF SCHOOL)**

1. Contract with Commonwealth Corporation, and manage all reporting, including, participant level data tracking in Apricot database and monthly status reports.
2. Submit invoices to Commonwealth Corporation and distribute specified share of payment to MassHire Career Centers and maintain documentation of payment.
3. Communicate program entry requirements to MassHire Career Center and collaborate on screening process
4. Ultimately make enrollment decisions to fill cohort
5. Coordinate and provide all training, including didactic hands-on and work experience.
6. Incorporate work readiness and job search prep skill building, in collaboration with the MassHire Career Center
7. Collect and report all participant data into Apricot
8. Prepare and place graduates in employment in partnership with MassHire Career Center

**VI. MassHire Career Center Roles & Expectations-(FILL IN NAME OF MASSHIRE CAREER CENTER)**

1. Conduct recruitment, assessment and screening of participants, aligned with program requirements
2. Maintain contact with participants while they are enrolled in training to ensure persistence
3. Make participant referrals to necessary support services (housing, childcare vouchers, housing, etc)
4. Prepare and place graduates in employment in partnership with vocational technical program
5. Provide 3-months of post-placement support upon job placement

**VI. Payment Terms**

Chapter 74 vocational programs agree to share the performance-based payments with MassHire Career Centers based on the following fee schedule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programs**   * Construction/Trades * Manufacturing | Total | Vocational School | MassHire Career Center | % of Total |
| Employment/Retention | $1000 | $500 | $500 | 20% |
| Certification | $1500 | $1000 | $500 | 30% |
| Recruitment / Enrollment | $2500 | $2000 | $500 | 50% |
| Total | $5000 | $3500 | $1500 | 100% |

**VII. Individual Partner Roles & Expectations**

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

* Coordinate program logistics and oversee day-to-day operations.
* Provide career readiness training and ensure completion of all work readiness.
* Handle all fiscal and data requirements for the grant.
* Help recruit individuals who are a good fit for the program
* Support participants in addressing challenges outside of the program that might interfere with their success in the program.
* Provide teachers, space and equipment for teaching occupational skills.
* Provide paid work experience.
* Evaluate participants and provide honest feedback to and all partners about participants’ progress.
* Participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards.
* Provide participant level data to the lead applicant
* Provide the talents and support of hiring managers to design a program that will meet their workforce needs and lead to job placements and advancements

***(The following is not required from businesses, but provides an outline of what a detailed commitment might look like)***

*For programs proposing to place participants into a job:*

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

(business name) agrees to interview (number of graduates to be interviewed) graduates within two weeks of program graduation for open positions as (target occupation title) at our (location) location.

(business name) agrees to hire (number of graduates to be hired) graduates at an average starting hourly wage of (average starting hourly wage).

**V. Signatures**

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

**Partner Organization Name**

**Signatory Name**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Partner Organization Name**

**Signatory Name**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**