**Career Technical Initiative RFR- Round 3**

Questions and Answers

Updated 5/5/2021

The following are a list of questions and answers relative to the CTI Round 3 RFR.

Some questions were asked and answered during the CTI Round 1 or Round 2 RFR and are included here for further explanation as pertinent to the Round 3 RFR.

**New Questions are highlighted in purple.**

**Eligible Applicants**

**Q: We are a chapter 74 recognized organization. The 2 programs I am interested in running training for are Carpentry and Building Property and Maintenance. The Carpentry program is a non-chapter 74 and BPM is chapter 74. Are we eligible to run those?**

**A: In the example above, the Building Property and Maintenance program is eligible; however, the Carpentry program is not. The proposed adult training programs are not required to have the DESE Ch74 postsecondary designation. However, the applicant school must already have an approved Chapter 74 secondary program aligned to the same target occupation. We are seeking schools that have an existing Chapter 74 program in the target program/occupation to signify that the school has the instructional knowledge, trade or licensed professional, staff capacity and facilities to develop an adult evening program. For example, a school may currently have a Chapter 74 HVAC program for delivery to high school students. This school is eligible to proposed to delivery HVAC training to adults in the evening.**

**Q: Is this an open competition of funding or a continuation of previously awarded grants (round 1 and 2)?**

**A: It is both. As noted in Section 2A of the RFR: “both new and existing schools awarded funding in previous rounds of funding are eligible to apply.” For example, vocational schools who received a grant funding in round 1 and/or round 2 are eligible for a round 3 grant. Schools who have not yet received funding are also eligible to apply.**

**Q: Is funding limited to vocational schools and or representative school districts?**

**A: As noted in Section 2A of the RFR: “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 the question below for additional clarity.**

Q: Can you confirm that CTI training is not exclusive to chapter 74 adult programs but aligned with approved chapter 74 day programs?

A: The proposed adult training programs are not required to have the DESE Ch74 postsecondary designation. However, the applicant school must already have an approved Chapter 74 secondary program aligned to the same target occupation. We are seeking schools that have an existing Chapter 74 program in the target program/occupation to signify that the school has the instructional knowledge, trade or licensed professional, staff capacity and facilities to develop an adult evening program. For example, a school may currently have a Chapter 74 HVAC program for delivery to high school students. This school is eligible to proposed to delivery HVAC training to adults in the evening.

Q: We have applied with MassHire to CommCorp for two separate Donnelly Workforce Success Grants. May our school and MassHire apply for different programs for this CTI RFR?

A: Yes. Organizations that have previously applied for or been awarded grants through Commonwealth Corporation are not prohibited from applying to the CTI RFR.

**Timeline**

**Q: Also, if we do apply and receive the grant can we start the 200-300 hour program in the fall?**

**A: Yes. Awardees must agree to schedule the 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.**

Q: Given that an applicant can launch as few as one and as many as four cohorts, is there any specific expectation about when the first cohort will/should enroll students.  How quickly should the program plan to gear up, given the long window that is provided for the grant to complete the training and get the students hired and working?

A: No specified timeline has been given. However, we encourage schools to design a timeline that is both feasible and timely to help retrain individuals who are currently unemployed.

**Target Occupation**

Q: The RFR requires training in two different occupations.  Must they relate to two different bullet points reflected in the chart in the RFR at page 7?  Madison Park is considering several options within the construction sector, but we understand that it must select two different bullet points, rather than two kinds of occupations within any one of those occupational categories.  Is that correct?

A: Yes, applicants must choose to delivery a minimum of two different occupations listed on page 7.

**Grant Funding/Performance Based**

Q: What happens if a student "drops," "withdraws" or "fails" the course?

A: Grantees will be paid on a performance basis for indicators reached. If an individual meets the enrollment standard but does not complete the program, then the grantee would only be eligible for the enrollment payment.

Q: Will there be additional funding considerations that our schools can access to maintain Covid Protocols such as safe distancing (smaller cohorts split between 2 instructors), sanitation. Also, any funding for EL support instructor within training program?

A: The performance contact provides the revenue per individual being provided the school must then determine its budgeting for all of the cost of the training inclusive of but not limited to instructors (inclusive of ESL if that is your model), learning materials, consumable supplies, room preparation, staffing support, online instructional tools, facility use fees and leasing fees.

Q: Can use funds for leasing space for new adult training programs aligned to our high school's Chapter 74 program (eg electrical, plumbing, etc.)?

Q: Can funds be used for equipment upgrades?

A: The grant funds are provided per person amount. You will need to define how those revenues are used to cover cost of instruction See question above. Please note all facilities used for the adult training program must be DESE approved and in good standing for Chapter 74 day students inclusive on meeting DESE COVID-19 Guidance. This requirement is to ensure the facility meets proper safety standards.

Q: If we are awarded this grant, would that mean that program participants are enrolled in the training program at no cost to them?

A: Yes, all participants that meet the eligibility requirements and enrolled in the program will participate at no cost to the individual.

Q: We understand the funding is based on individual student performance. With that being said, what if half of the enrolled students were to discontinue the program and not continue or complete the program, how would we ensure the funding source for the salaries of instructors leading the program as this would significantly impact the total allotted funds?

A: Grantees will be paid on a performance basis for indicators reached. If an individual meets the enrollment standard but does not complete the program, then the grantee would only be eligible for the enrollment payment. “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. We encourage applicants to determine total costs of delivering the cohort and work with the MassHire Career Center partner to ensure strong recruitment and case management to ensure a high percentage of individuals complete training.

**Program Requirements**

**Q: Can we run 2 cohorts of the same program (ex: CNC Machine operator)?**

**A: Yes, a school may run two or more cohorts of the same program; however, the overall proposal must include at least one cohort of training in a minimum of two of the targeted in-demand occupations detailed in Section 3A. Additionally, each cohort should target a 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.**

Q: Is there a minimum number of hours required for each training program?

A: The overall total instructional hours should be a minimum of 200 hours and maximum of 300 hours.

Q: Can the classroom/lecture portion of the training be conducted in an online format?

Q: Also, the topic of in-person learning, and remote learning was briefly touched upon. Do you have an acceptable percentage breakdown of each? For example, 75% In-Person and 25% Remote Learning.

A: Applicants must outline the total proposed training hours of the program for each occupation, the breakdown of those hours by component and the type of delivery instruction for each component. We are not setting a required number of hours of hands-on training or a maximum number of online instruction hours. However, we will review submissions for consistency and to better support all grantees to ensure the range of these hours are appropriate.

Q: What is considered an industry recognized credential?  For the construction trades, could OSHA 10 or OSHA 30 be considered an industry recognized credential? Is it sufficient if the training is leading the graduate closer to licensure or the ability to take a certificate exam?

A: The proposed training must result in an industry recognized credential (s) required for entry into target occupation and should include safety as well as technical credentials to be achieved including but not limited to apprentice related instruction, licensure, and/or industry certification. Please note the application requires the training programs must identify allocation of instructional hours as part of program budge. These include Safety and Health Knowledge and Skills; Technical Knowledge and Skills; Embedded Academic Knowledge and Skills; Employability and Career Readiness Knowledge and Skills; Management and Entrepreneurship Knowledge and Skills; Technological Knowledge and Skills and Work based Learning.

Q: Has CommCorp identified preferred Industry Recognized Credentials for each allowable occupation, or is that left to the applicant?

A: At this time we are not requiring a set list of industry recognized credentials for a specified program/occupation. Applicants should propose to equip job seekers with the industry recognized credentials that will prepare them to meet employer partner hiring requirements.

Q: Can the minimum instructional hours required (at least 200) include "co-op" style training hours on the job as a component of the program, rather than having all of the hours in the classroom at the high school?

A: Programs should include a minimum of 200 classroom hours. We encourage the inclusion of work based learning, but this should be in addition to the 200 hours of classroom instruction.

**Partners**

Q: Will the WB get an admin fee for this effort?

A: 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 provider and their MassHire Career Center partner based on the fee schedule in the RFR. Additionally, 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. **More information about the Marker Maker funding opportunity can be accessed here: http://commcorp.org/request-for-responses-market-makers/**

Q: The RFR notes a minimum of three employer partners required.  If more than one training component is proposed (I.e. separate welding and HVAC training programs), does that mean a minimum of six employer partners would be required?

A: Partnerships **must include** a **minimum of three businesses** with operations in Massachusetts and that employ Massachusetts residents in the target occupation(s) who intend to hire graduates from the CTI program. The employer partners must collectively employ individuals in all proposed occupations and applicants are encouraged to add employers, if needed so that there is at least one employer partner that employs individuals in each target occupation (beyond the minimum requirement of 3).

Q: I have question regarding employer partners, the application references three businesses.  However, what if you have an employer association as a partner?  My assumption is you would still need the three businesses, as they would be responsible for the hiring.

A: Partnerships **must include** a **minimum of three businesses** with operations in Massachusetts and that employ Massachusetts residents in the target occupation(s) who intend to hire graduates from the CTI program. Beyond this requirement, we also encourage the addition of employer associations to the partnership for the unique perspective they can bring to understand market demands and convene employers within their industry.

**Application Development & Submission**

Q: Do we need to submit a narrative section for each of the programs?

A: No. Just one narrative that reflects responses about all of the proposed programs.