



# **Workforce Innovation Grant II Application Guide**

**March 2008**

# Table of Contents

I.	Purpose.....	3
II.	What the Workforce Innovation Grant II Program Will Fund.....	4
III.	Funding Priorities (Addressing Needs) .....	4
IV.	Who is Eligible to Apply .....	5
V.	WIRED Initiative Background .....	7
VI.	Guiding Principles of the Workforce Innovation Grant II Program.....	8
VII.	Availability of Funds .....	9
VIII.	Source of Funds .....	10
IX.	WIRED Contract Requirements.....	10
X.	General Administrative and Fiscal Requirements.....	11
XI.	Application Process .....	12
	A. Letter of Intent to Propose.....	12
	B. Proposal Application .....	13
	C. Proposal Checklist.....	16
	D. Required Format.....	17
	E. WIRED Innovation Grant II RFP Time Line.....	18
	F. RFP Administrative Requirements.....	18
XII.	Announcement of Awards .....	19
XIII.	Definitions .....	20
XIV.	Attachment A – U. S. Dept. of Labor Common Measures.....	24

# WORKFORCE INNOVATION GRANT II APPLICATION GUIDE

## I. Purpose

The Workforce Innovation Grant II Program seeks to address specific industry needs by funding innovative workforce development, training, entrepreneurship, and other industry-specific education and training partnership projects that directly lead to employment or employee advancement in four targeted high-growth, high-tech industry clusters: aerospace, bioscience, energy, and information technology.

Program name:	Workforce Innovation Grant II
Posted date:	Friday, March 14, 2008
Mandatory pre-proposal conference:	Thursday, April 3, 2008, 1 – 3 PM, at the Metro Denver Chamber, 1445 Market St., Denver
Mandatory letter of intent due:	Monday, April 14, 2008, 4:30 PM
Proposals due:	Friday, May 2, 2008, 4:30 PM
Funding priority:	Employment training and related activities
Expected number of awards:	4 -8
Duration of contracts	12 – 14 months
Estimated total program funding:	\$1 to \$2 Million
Grant award availability:	\$100,000 – \$400,000
Targeted region:	Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson, Larimer and Weld counties

**Note:** Applicants must review and understand the industry cluster information developed by the Metro Denver Economic Development Corporation before writing a proposal. (<http://www.metrodenver.org/DenverProfiles/IndustryClusters/>) The Bioscience cluster, for example, is not defined to include clinical medicine, and the Aerospace cluster is not defined to include aviation or the commercial air travel industry.

## II. What the Workforce Innovation Grant II Program Will Fund

For the purposes of the Workforce Grant II process, WIRED funds may be used solely for:

**Employment Training** - Provide job training and related activities to assist workers (both unemployed and employed) in gaining skills and competencies needed to obtain or upgrade employment positions in high growth industries and economic sectors.

Programs that focus on student participants will only be considered for funding if the program is designed to place students in full-time employment within the grant time frame.

## III. Funding Priorities (Addressing Needs)

Proposed Workforce Innovation Grant II projects must address identified job training/placement or workforce resource connection needs in one or more of the four targeted high-growth industry clusters in the WIRED Initiative: aerospace, bioscience, energy, and information technology.

The WIRED Leadership Council has generated a set of recommendations from the input of the eight WIRED panels (Aerospace, Bioscience, Energy, Information Technology, K-12, Higher Education, Small Business, and Workforce).

Generally, the strongest recommendation was for practice changes to provide more positive and ongoing interaction among industry and the education and public workforce systems for better awareness of and connections to available resources for employers, students, and job-seekers.

A related recommendation was to create more direct ways for industry to connect to out-of-school youth, schools, community colleges, and the public workforce system to communicate opportunities and training skill set needs.

Another similar recommendation concerned industry becoming more proactive about communicating and linking entry level job opportunities to students in high school, community college, and college programs.

Partnership and process alignment ideas recommended included:

- Industry training collaborations with public workforce centers,
- Industry partnering for demand-driven program design with community colleges and universities, and

- Aligning public workforce development, economic development, and educational funding streams to increase training and work placement opportunities in target industries.

Three recommendations were about the RFP process:

- Focus on industry, education, and public workforce partnerships,
- Require programs to be sustainable, replicable, incorporate long-term partnerships, corporate commitment, and parental/community outreach, and
- Give priority to proposals with significant leverage.

#### IV. Who is Eligible to Apply

There is a mandatory partnership requirement for all proposals. Eligibility is limited to partnerships which include at least one participating organization from the public workforce system, one from industry, and one from education. Partnership requirements will be discussed at the mandatory pre-proposal conference on Thursday, April 3, 2008.

The applicant organization must identify partnerships where each participating organization has actual responsibilities within the project. For the purposes of this grant funding round, the partnership must be designed to achieve measurable outcomes of job preparation and placement within the nine-county WIRED region.

Eligible Applicants include Partnerships among:

- Industry / Small Business / Labor (the grant review process will favor participation from multiple industry partners);
- The public workforce system in the region (Adams County Workforce & Business Center, Arapahoe/Douglas Works!, Broomfield Workforce Center, Workforce Boulder County, Denver's Division of Workforce Development, Jefferson County Workforce Center, Larimer County Workforce Center, and Employment Services of Weld County). Specific contact and location information for each of these public workforce partners can be found at: <http://www.coworkforce.com/EMP/WFCs.asp>);
- Education and job training providers (high schools, union programs, community colleges, technical schools, 4-year public and private higher education institutions, research universities, etc.);
- Community-based non-profit organizations, and;
- Economic development agencies.

**Note:** Applicants must meet with their education, public workforce, system and at least one business/industry/labor partner before the pre-proposal conference on Thursday, April 3. Additional partners may be added later in the proposal preparation process. Partnerships are defined by actual responsibility, activity and investment in the grant project, not just serving on an advisory board or writing a letter of support. Proposals must include letters of commitment from partners (specifically describing their participation), and not letters of support or approval.

Partnerships may achieve their proposed measurable outcomes of job preparation and placement through strategies such as (but not limited to):

- Providing career pathways, industry certificates or apprenticeships leading to placement in high-demand jobs in the industry.
- Retraining workers who have lost their jobs in one industry to prepare them for other high-demand occupations, or developing programs for placing these workers in WIRED targeted industries with similar skill set requirements.
- Providing entry- or lower-level workers in targeted industries with education or training that leads to advancement into higher-paying jobs.

Although partnership is mandatory, the roles and responsibilities of the partnering organizations will be determined by the proposed project and the strengths each partner brings to the mix. Participation is voluntary, so each organization must find value in the proposed project to determine whether they want to participate and to what extent they want to be involved. For example, in their role as partner, a public workforce agency partner, a community college, or other entity may agree to perform one or more of the following services:

- Recruitment and referral
- Work-readiness skills training
- Case management
- Individual training accounts
- Technical assistance on common measures and tracking
- Serving as the grant applicant
- Serving as the fiscal agent
- Or any other service agreed upon by all mandatory partners during the development of the project proposal

Industry partners, for example, may provide:

- Tuition reimbursement
- Onsite training facility
- Internships/apprenticeships
- Time off for training
- Instructors
- Mentors
- Entry-level job opportunities

**Note: Identifying which of the partners is the Fiscal Agent** - The fiscal agent must be identified in the proposal. One of the participating organizations must serve as the fiscal agent responsible for contracting, reporting reimbursable expenses, administrative reporting, and outcome reporting for the grant project even if this last service (outcome reporting) is provided by one of the other partners. The proposed fiscal agent must have established legal standing such as incorporation or a 501(c) (3) and must be able to

demonstrate a history of grant project management or other, similar administrative experience with like dollar amounts.

## V. WIRED Initiative Background

The Metro Denver Workforce Innovation in Regional Economic Development (WIRED) Initiative is a four-year, \$15 million project funded by the U.S. Department of Labor, awarded in February of 2006. WIRED addresses the critical role talent development plays in creating effective regional economic development strategies. The intent of WIRED is to go beyond traditional strategies for worker preparation by bringing together state, local and federal entities, the public workforce system, academic institutions (including high schools, community colleges and universities), investment groups, foundations, and business and industry to address the challenges associated with building a globally competitive, well prepared workforce.

WIRED regions research the issues and specific needs of their economies to discover resource gaps which can be addressed to advance development of high-growth industries and overall economic development. Metro Denver WIRED has completed a workforce survey, asset mapping, and a review of high demand jobs to identify development needs which may be addressed by the Workforce Innovation Grant II Program.

The Workforce Innovation Grant II Program is WIRED's third subgrant process, designed to support innovative programs that can provide workers employment in high-growth, high-technology industries. Innovative programs proposed should encompass new processes, partnership structures, and ideas for training or other workforce or industry-specific career development and education programs.

Successful Workforce Innovation Grant II proposals must address identified needs in one or more of following clusters: *aerospace, bioscience, energy, and information technology*. Innovation, in this context, refers to the principle of departing from traditional methods, structures, and practices to transform training and workforce preparation services. (See Guiding Principles below for a more complete definition of innovation).

The goals of WIRED are:

Goal 1: For the benefit of Colorado's future, *develop a home-grown skilled workforce* for the fastest-growing industries - aerospace, bioscience, information technology and energy, so that our regional companies can remain competitive in the global economy.

Goal 2: Be the *best region in the country in science, technology, engineering and math (STEM) education*, supported by a full skill-set of competencies and masteries.

Goal 3: Provide an *entrepreneurial climate for business creation and expansion* for companies in targeted industries.

Goal 4: Become the region where the *minimum acceptable educational standard for all becomes a post-secondary certificate or an Associate's Degree.*

Goal 5: Create a regional system *that seamlessly integrates workforce, education, and economic development programs* to effectively meet the needs of individuals and businesses.

## VI. Guiding Principles of the Workforce Innovation Grant II Program

Programs funded under the Workforce Innovation Grant II Program must reflect the following principles of WIRED. They must be:

***Innovative:*** Projects that clearly depart from traditional methodologies or program processes, have innovative partnership responsibilities, address needs of emerging or entrepreneurial (job creation) sectors or address 'leading edge' technical skill needs (support for innovation) of targeted industries. This could include new, more effective collaborations or programmatic partnerships among existing workforce training resources in the region.

***Regional in scope:*** Highest consideration will be given to projects that transcend political or geographic boundaries in favor of regional economic development. WIRED funding will favor projects that cross county lines, school district lines, community college and public workforce region boundaries and that can impact the nine-county Metro Denver regional economy.

***Sustainable:*** Preference will be given to activities that show potential for sustainability and ongoing industry connection beyond the WIRED grant.

***Transformational:*** WIRED programs and activities funded through the grant will create regional partnerships and networks that have the potential of transforming public workforce delivery systems and educational programs.

***Industry-targeted:*** Projects funded under the WIRED Initiative must meet the workforce-related needs of one or more of four targeted industry clusters: *aerospace, bioscience, energy, and information technology.*

***Driven by industry demand:*** WIRED will only fund projects that respond to needs identified by WIRED target industries.

***Replicable:*** Projects should be replicable in other parts of the region and/or the state.

***Integrated into local economy and the recipient organization:*** Projects and activities funded under the WIRED Initiative should integrate the demonstrated capabilities of the participating organizations.

***Leveraged:*** WIRED will give preference to projects and activities with higher levels of leveraged funds and in-kind resources.

For more in-depth information on our region's WIRED Initiative, see <http://www.metrodenver.org/wired>.

There are 39 WIRED regions in 32 states and Puerto Rico. For more information on other WIRED regions see <http://www.doleta.gov/wired/regions/>.

## VII. Availability of Funds

Approximately one to two million dollars will be available under the Workforce Innovation Grant II RFP process. This estimate is based on projected allocations and is subject to modification. The Workforce Innovation Grant II process will award approximately 6-8 grants ranging in size from \$100,000-\$400,000. WIRED reserves the right not to award funds in the event that performance outcomes requirements (targeted job placements) are not met by proposals submitted. These performance outcome goals will be discussed at the pre-proposal conference on Thursday, April 3.

Duration of contracts will be limited to 12 - 14 months. The amount of each award may be adjusted after review and the amount awarded may also vary depending on the kinds of services and activities provided. Existing program funds cannot be supplanted with WIRED funds. In all cases, WIRED reserves the right to negotiate the contract amount, proposed number of individuals served, or other details of a proposed project to meet the goals of the WIRED grant. The final amount of an award determination may be greater or less than what was initially requested in a proposal.

**Please note:** Grant funds are available only to organizations, not to individual applicants (in the form of scholarships, etc.). Existing WIRED grantees may not request additional funding under this RFP for extension or enhancement of their previously funded programs. However, existing WIRED grantees may request funding for innovative programs that are not related to a project previously funded by WIRED. Grant funds will not be available to support the creation of web-based information resources (although these may be part of a proposed project, funded from other sources) or to fund existing programs.

The Workforce Innovation Grant II Program will award multiple grants subject to the availability of funds and quality of proposals. Grant awards will be available for grant projects in the nine counties participating in the WIRED partnership: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson, Larimer and Weld.

Revised versions of proposals previously submitted to WIRED but not funded may be resubmitted, if they have been amended or updated to meet requirements of the Workforce Innovation Grant II program.

Science, Technology, Engineering, and Mathematics (STEM) education programs are part of the workforce training process. However, STEM programs without a job preparation/placement component are not a priority of this WIRED grant RFP.

## VIII. Source of Funds

The source of Workforce Innovation Grant II Program funding is revenue collected under 8 USC 1356(s)(2), commonly referred to as H-1B funds. Companies seeking H-1B visas pay application fees which fund grant programs for workforce training. The use of H-1B funds must be tied to projects that target job training and related activities in high growth industries and economic sectors.

Uses of these funds are authorized by the American Competitiveness and Workforce Improvement Act of 1998, Pub.L.No. 1050277 (codified, as amended, at 29 USC 291a(2)0 of the U.S. Code. This law limits the use of U.S. Department of Labor WIRED (H-1B) funds to employment training or capacity building activities referred to above.

A more complete description of the approved uses of H-1B funding revenue can be found at <http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>.

## IX. WIRED Contract Requirements

Metro Denver WIRED has developed two standard award contracts (approved by the Colorado Department of Labor and Employment and the City and County of Denver) for all subgrantees: one for state agencies and the other for non-state entities. Organizations that plan to submit proposals to the current RFP must review these standard WIRED contracts and determine whether they can agree to the language and terms of the contract which applies to their organization before submitting a proposal. Submission of a proposal will indicate an agreement to contract with WIRED using a standard contract. WIRED will not negotiate the approved boilerplate language of these contracts.

The two WIRED standard contracts can be found at:  
<http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>.

## X. General Administrative and Fiscal Requirements

Workforce Innovation Grant II Funds are federal funds to which a number of rules and conditions of use apply. Specific details of these rules differ by the type of grantee (state or local government, educational institution, non-profit institution, entities involved in administering the public workforce investment system and economic development agencies).

Workforce Innovation Grant II funds may not be used for construction, capital improvements, redistribution of funds, incentives, or marketing and advertising.

Awardees must attend a mandatory meeting on fiscal management, reporting, and technical assistance at which grant fund administration, spending limitations, reporting and audit requirements will be reviewed. Technical assistance on general administrative and fiscal requirements will be available throughout the duration of awarded grant projects.

The U.S. Department of Labor requires in 20CFR667.200 that recipients follow OMB Circulars that define procurement requirements, eligible expenses, and other administrative and audit compliance regulations. Commercial for-profit contractors who become Workforce Innovation Grant II awardees are governed by requirements published at 48 CFR Chapter 1, Part 31 for cost principles and 29 CFR, Parts 95 and 96 regarding administrative and audit requirements.

It is the grantee's responsibility to comply with all applicable requirements listed above and in 20 CFR 667.200, referenced below.

### **States, local governments and Indian Tribes follow:**

- A-87 for cost principles
- A-102 for administrative requirements (29 CFR, Part 97)
- A-133 for audit requirements

### **Educational Institutions (even if part of a state or local government) follow:**

- A-21 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95)
- A-133 for audit requirements

### **Non-Profit Organizations follow:**

- A-122 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95)
- A-133 for audit requirements

### **For Profit Commercial Organizations follow:**

- 48 CFR, Chapter 1, Part 31 for cost principles
- 29 CFR, Part 95, for administrative requirements

- 29 CFR, Part 96 for audit requirements

Circulars and complete versions of the CFRs that may apply can be found at these sites:

OMB Circulars: <http://www.whitehouse.gov/omb/circulars/index.html>

48 CFR: [http://www.dol.gov/dol/allcfr/Title\\_48/Chapter\\_29.htm](http://www.dol.gov/dol/allcfr/Title_48/Chapter_29.htm)

29 CFR part 95: [http://www.dol.gov/dol/allcfr/Title\\_29/Part\\_95/toc.htm](http://www.dol.gov/dol/allcfr/Title_29/Part_95/toc.htm)

29 CFR part 96: [http://www.dol.gov/dol/allcfr/Title\\_29/Part\\_96/toc.htm](http://www.dol.gov/dol/allcfr/Title_29/Part_96/toc.htm)

and 29 CFR part 97: [http://www.dol.gov/dol/allcfr/Title\\_29/Part\\_97/toc.htm](http://www.dol.gov/dol/allcfr/Title_29/Part_97/toc.htm)

## XI. Application Process

### A. Letter of Intent to Propose

The Workforce Innovation Grant II Program requires submission of a ***Letter of Intent to Propose*** from each organization that will be submitting a grant proposal. Letters of Intent must be received by WIRED no later than 4:30 PM, Monday, April 14, 2008. Organizations that fail to submit a Letter of Intent to Propose will not be allowed to submit proposals to the program or otherwise be considered for Workforce Innovation Grant II funding.

Letters of Intent to Propose must include the following information:

1. Identification of the lead organization and the fiscal agent (most commonly one organization, but may also be two organizations). The fiscal agent will be the contracting agent;
2. A brief description of the project to be proposed and the need it meets;
3. Names of partnering organizations and one-paragraph descriptions of their roles (including information about how early they were involved in the proposal planning process);
4. If any partner is a previous recipient of a WIRED grant, the letter of intent must include information on to what extent that previous project accomplished its performance goals to date. WIRED staff will provide information to reviewers on the applicant's prior fiscal and program performance;
5. Preliminary estimates of amount of grant funding to be requested and the amount of cash and in-kind leverage to be provided by the proposing organization and its partners;
6. Estimated cost-per participant placed in employment (based on projected measurable outcomes divided into requested WIRED funds);
7. Identification of which of the nine WIRED counties will receive services or will benefit from the proposed project (also identify, if possible, where in the WIRED region job placements will result);
8. Contact information for the individual responsible for the anticipated proposal.
9. A signature by a representative of the applicant organization, as well as signatures from each identified partner organization to demonstrate collaboration on the proposal. (the final proposal can include added partnerships, but the letter of intent must identify preliminary partners from each mandatory category).

Letters of Intent to Propose may be submitted electronically to [WIRED@metrodenver.org](mailto:WIRED@metrodenver.org), in-person, and by mail, fax or other delivery service to:

**Metro Denver WIRED Initiative  
Workforce Innovation Grant II Intent to Propose  
Metro Denver Economic Development Corporation  
1445 Market Street  
Denver, CO 80202  
303-534-3200 FAX**

## **B. Proposal Application**

An application form is available in Microsoft Word format at:  
<http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>

Each proposal narrative must address all of the following factors to be considered for funding:

### **I. EXECUTIVE SUMMARY (2 pages)**

A concise summary of the proposed project, addressing:

- a. The role of the lead organization and partners
- b. How the project will target industry needs
- c. What ‘Innovation’ is proposed
- d. What key measurable outcomes are anticipated
- e. Why WIRED funding is needed
- f. Sustainability (potential for continued operation) past the grant funded period

### **II. CONCEPTUAL FRAMEWORK**

- a. Identify which targeted industry cluster(s) (aerospace, bioscience, energy, information technology/software) will benefit from the proposal.
- b. Provide a clear identification of the issue [*e.g.*, skills shortages, to be addressed by the proposal and the population to be targeted (i.e., public workforce center customers; out-of-school youth, high school, community college or university students; entry-level workers; current workers, displaced workers)].
- c. Demonstrate the appropriateness of the method to be used to address the issue.
- d. Provide a detailed description of the goals and objectives of the project.
- e. Provide a description of the scope of work and the tasks involved in accomplishing the project, and indicate how this project may be

coordinated with other programs, funds and grants available to the partnership.

- f. Prepare a two page training narrative (to be included as an attachment) detailing how participants will be trained, in what areas, with what materials, and how the training will result in eventual job placement or other positive measurable outcome.
- g. Provide a quarterly timeline of activities under the grant.
- h. Describe the partnership, the support and commitment of each partner to the project, how long the partnership has been in place and the relationship that will exist if the project is funded.

### **III. RESPONSE TO WIRED INITIATIVE GUIDING PRINCIPLES**

First, describe how the project is **innovative**.

Next, briefly address how the project responds to the following WIRED Initiative guiding principles:

Regional in scope

Transformational

Replicable

Industry-driven

Sustainable

### **IV. LEAD ORGANIZATION/FISCAL AGENT QUALIFICATIONS AND EXPERIENCE**

Include for lead organization and for fiscal agent (if separate):

- Description of organization
- Years in operation
- Description of results to date (relating to activities proposed)
- Legal status/form of organization (corporation, partnership, joint venture, LLC, government entity, non-profit, etc.)
- Size (number of staff and annual total budget)
- Client base
- Qualifications specific to targeted industry clusters

- Key staff (who would work and report on the proposed project), brief job descriptions, and their backgrounds (provide brief resumes – two pages or less, not detailed vitas -- as attachments)
- Description of your organization’s or partner organization’s experience with Workforce Investment Act compliance and reporting.
- Description of your organization's experience with administration of grants amounts similar in size to what you are requesting.

**V. MEASURABLE OUTCOMES AND PERFORMANCE NARRATIVE**

- Identify which partner will be responsible for tracking performance outcomes.
- Identify measurable and quantifiable adult training and placement outcomes of the project, based on the U.S. Department of Labor Common Measures (see Attachment A).
- Provide a quarterly **cumulative** table detailing measurable performance outcome goals if individuals will be receiving direct services from the grant.
- Provide a narrative that details how project activity will lead to the performance outcome goals.

**Note:** Participants in proposed programs must be at least 16 years of age.

**VI. UNDERREPRESENTED/DISADVANTAGED POPULATIONS**

If the project will assist underrepresented/disadvantaged individuals to advance to higher education or obtain a certificate, or high-skill, high-wage employment training or placement or advancement in WIRED targeted industries, describe how.

An example would be a program which facilitated engineering technician training for low-income, minority or female students. Other examples of targeted populations include out-of-school youth (dropouts, etc.), displaced workers (laid-off, etc.), older unemployed or underemployed individuals who are experiencing difficulty finding work, and currently employed workers who have little or no access to training for advancement into high-skilled, higher wage employment.

Unemployed individuals and employed individuals with low earnings due to a lack of skills also fit into this category.

## VII. BUDGET AND BUDGET NARRATIVE

- Complete the downloadable Excel budget template available (with instructions and a sample of a completed template) at <http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>. **Please note:** proposals that do not use this budget template will not pass technical review and will not be considered for funding.
- Provide a detailed line-item budget on the provided Excel template and write a budget narrative by line item justifying the resources necessary to accomplish the measurable outcomes set forth in the proposal. Include a summary cost per individual proposed to be placed in employment in the project's measurable outcomes. The formula for computing this number is *total WIRED funds sought divided by number of individuals placed*. Indicate if additional resources may be leveraged from other grants or funds.
- Within the budget, include explanations of funding from all sources, such as in-kind/partner contributions, community assistance, etc.
- If the proposed project will be charging tuition for its training services, explain why WIRED funding is necessary to support or initiate the program, describe specifically what WIRED funding will be used for, and note where continuing supplementary support will be found when WIRED funding ends.
- If the budget includes funds for curriculum development, the budget narrative must show that a search for existing curricula (in Colorado; among other DOL/ETA projects; or elsewhere) that could be used was done and document the need for new curriculum development. WIRED reserves the right to deny funding for curriculum development unless an absolute need can be identified in the proposal.
- Provide a quarterly cumulative chart of projected expenditures for the project (included in the application form).

### C. Proposal Checklist

The proposal application form includes a checklist. This list must be completed and signed (by the individual preparing the grant document) as part of the complete proposal package.

## D. Required Format

Each proposal must be *no more than 15 (fifteen) typewritten pages*, not including the letter of transmittal, face sheet page, quarterly measurable outcomes table(s), budget and budget narrative, charts, letters of commitment from partners (mandatory for each partner) and other attachments. The text must be double spaced in an uncompressed 12 point font with half inch margins.

There must be one firm commitment letter from each partner which includes a description of that partner's active participation in the grant (including details of specific activities of the partner in the grant preparation, planned implementation, and measurable outcomes). **Do not include letters of recommendation or support** (*proposals that include letters of recommendation or support will not pass technical review and will not be considered for funding*).

Download the application form at: <http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>.

### Proposal Format:

Letter of Transmittal - An officer of the proposing organization who is legally authorized to execute contractual obligations must sign the letter of transmittal.

Signed checklist (signed by the individual responsible for preparation of the final proposal document)

Face Sheet (1 page)

- I. Executive Summary
- II. Conceptual Framework
- III. Response to WIRED Initiative Guiding Principles
- IV. Lead Organization Qualifications/Experience
- V. Measurable Outcomes and Performance Narrative
- VI. Underrepresented/Disadvantaged Populations
- VII. Budget and Budget Narrative

Attachments

Proposals are ***due by 4:30 PM, Wednesday, April 30, 2008.***

Submit 3 (three) paper copies and 1 (one) size-optimized (i.e. no larger than 4.5 MB) PDF file on CD. For information on optimizing PDF file size, see

<http://www.adobe.com/designcenter/acrobat/articles/acr6optimize.html>.

Send printed and CD copies of the proposal to:

**Ledy Garcia-Eckstein, Executive Director  
Metro Denver WIRED Initiative  
Metro Denver Economic Development Corporation  
1445 Market Street  
Denver, CO 80202**

Proposals that do not follow the required submission format and page limitations, that do not meet the checklist requirements, that are presented as multiple PDF files, or that are received after 4:30 PM on Wednesday, April 30, 2008 will not be considered for funding.

#### **E. WIRED Innovation Grant II RFP Time Line**

The following time line indicates important dates and deadlines for proposal preparation and submission. All times indicated are local Denver times.

<b>Activity</b>	<b>Day/Date/Time</b>
RFP Released	Friday, March 14, 2008
Mandatory pre-proposal conference	Thursday, April 3, 2008, 1:00 to 3:00 PM, at the Metro Denver Chamber, 1445 Market St., Denver
Letters of Intent (and additional questions) due	Monday, April 14, 2008
<b>Proposals Due</b>	<b>Friday, May 2, 2008 at 4:30 PM At WIRED Initiative Offices Metro Denver EDC, 1445 Market St., Denver, CO 80202</b>
Award Announcement	By Monday, June 16, 2008
Contract Development, Signature	June-July, 2008
Process and training session	Training date/location TBA
Begin Grant Projects	August, 2008 (estimated)

#### **E. RFP Administrative Requirements**

##### **Questions**

Questions will be addressed at a pre-proposal conference to be held on Thursday, April 3, 2008 from 1:00 PM to 3:00 PM at the Metro Denver EDC, 1445 Market St., Denver, Colorado, on the 5th Floor, 500 Series Room.

Questions and answers from the pre-proposal conference will be published on the WIRED RFP web page. Additional questions may be submitted with the Letter of Intent. Responses to these questions will be posted on the WIRED website as soon as possible after receipt of the letters of intent. However, there will be no other opportunity for questions in the grant process.

## XII. Announcement of Awards

The Executive Director of WIRED will inform partnerships that have been recommended in the evaluation process for funding consideration via letters of intent to award, accompanied by a letter of acceptance that grantees will sign and return to commit the Workforce Innovation Grant II funds for contracting.

A document describing the complaints process for WIRED RFP solicitations and awards will be downloadable by April 3, 2008 from the WIRED website at <http://www.metrodenver.org/workforce-profiles/WIRED/rfp.html>.

### XIII. Definitions

**Apprenticeship** - Apprenticeship is a system of training regulated by law or custom, which combines on-the-job training and work experience while in paid employment with formal off-the-job training.

**Cluster** (*industry clusters*) - Clusters are geographic concentrations of interconnected companies, specialized suppliers, service providers, and associated institutions in a particular field that are present in a nation or region. Clusters arise because they increase the productivity with which companies can compete. (Porter; see <http://www.isc.hbs.edu/econ-clusters.htm>) Information about WIRED industry clusters (Aerospace, Bioscience, Energy, and Information Technology) can be found at <http://www.metrodenver.org/DenverProfiles/IndustryClusters/>)

**Common Measures** - A general term which encompasses reportable standards and expectations for measureable outcomes of Department of Labor funded employment and training and capacity building activities. See Attachment A: Common Measures At-A-Glance.

**Externship** - A term often used to describe a workplace educational experience of a non-employee individual (typically a student or educator) that is shorter and less formal than an internship. For the WIRED project, an externship is considered to be a short-term professional development opportunity for educators (teachers, administrators, school staff or counselors) to observe or work in a job in a particular industry for a limited time, with the purpose of learning more about how the academic content they teach applies to the workplace and how workplace experience can inform their teaching and advising of students.

**Fiscal Agent** - The agency or organization that serves as the contract administrator for the grant. The Fiscal Agent is responsible for providing all administrative services necessary for the successful and legitimate performance of the grant funded activity, including the appropriate payroll, sub-contracting and relevant accounting procedures associated with the grant and any required reporting of outcomes of periodic and summary results.

**High-Demand Jobs** - Term used to describe career fields or specific job titles for which employers are unable to find enough job-seeking candidates with appropriate educational preparation, skills, and experience to fill available jobs. This term also describes jobs that are filled frequently due to expansion and turnover.

**Industry** - A basic category of business activity that can include organizations from small to large, their related suppliers, and emerging or startup enterprises that generate new business activity in the category. The term industry is sometimes used to describe a very precise business activity (e.g., Ethanol production) or a more generic business activity (e.g. Energy).

**Innovation** - For the purposes of this grant RFP, innovation means projects that clearly depart from traditional methodologies or program processes, have innovative partnership responsibilities, address needs of emerging or entrepreneurial (job creation) sectors or address 'leading edge' technical skill needs (support for innovation) of targeted industries. This could include new, more effective collaborations or programmatic partnerships among existing workforce training resources in the region.

**Internship** - An internship is an opportunity to gain career related, “real world” worklife and professional skill experience by participating in planned, supervised work, typically at the worksite of a cooperating employer. Internships may be summer or semester-long workplace experiences that have an academic work component and offer academic credit. They may also just be work experience for a defined period of time without any academic component. Internships are valuable to an employer providing the opportunity as a way of identifying potential job candidates for employment. Longer term internships, which may include summer employment as well as part-time employment during a school year, are called “co-ops.” Note: For an internship to count as a placement under the Common Measures, it must be paid with funds other than WIRED funds and last for at least nine months.

**Leveraging** - The descriptive term from the list of WIRED Initiative Guiding Principles which refers to the level of in-kind and cash match in a proposed project. For the purposes of the Workforce Innovation Grant II Program, cash from multiple sources is favored in the proposal evaluation process, but all additional sources of funding are considered.

**Partnerships** - For the purposes of the Workforce Innovation Grant II Program, partnerships must be active collaborations between education, industry, economic development and public workforce development entities. All partners in a project, including non-profit organizations, foundations and others, must play an active role. Nominal partnerships, without demonstrable activity or interactivity between organizations, are not acceptable.

**Public Workforce System** - A network of federal, state, and local offices that function to support economic expansion and develop the talent of our nation’s workforce. The public workforce system operates in partnership with employers, educators, and community leaders to foster economic development and high-growth opportunities in regional economies. The system exists to help businesses find qualified workers to meet their present and future workforce needs. See: <http://www.doleta.gov/business/pws.cfm> .

**Replicable** - A term which describes the likelihood that a proposed grant-funded project will demonstrate actions and outcomes which can be reported in such a way that other partnerships could easily adopt the activity and experience similar positive outcomes. In effect, a replicable project becomes a reported ‘best practice’ from the set of funded projects and subsequently can become a more broadly applied practice. This requires that reporting of a grant project be in the form of a narrative much like a ‘white paper,’ containing sufficient detail to allow other partnerships to reproduce the activity and results.

**Resource Mapping** - A method for collecting and publishing textual and graphical information on the occurrence, distribution, access and use of specific categories of resources which comprise the economic, cultural, and public service infrastructures of a specific community.

**Sustainable** - Sustainability means several things in addition to continuity of an activity. From a fiscal standpoint, sustainability means discovering a revenue methodology to support a service. From a networking or partnership standpoint, sustainability means a relationship between partners which survives and perhaps even grows more extensive and stronger past the end of the project grant funding. For the individuals receiving services, sustainability means continuing improved outcomes for subsequent recipients, even after the Workforce Innovation Grant II funding is exhausted. From a service integration point of view, sustainability means maintaining the integration of a wide-area collaboration, inclusive of training/educational service providers, public workforce entities, and industry members.

**Transformational** - A term used to describe the character of an activity which produces an improved, evolved, more effective or more responsive next state of services. This may include improved integration of services, better networking, broader service delivery, accelerated placement or other features that may be perceived as desirable in a future state of services.

**Technical Assistance** - For the purposes of this RFP, advisory assistance and training in the use of administrative reporting methodologies, forms, and practices specific to the practical and legal requirements of this funding process.

**Underrepresented populations** - A general term describing a target population for services supported by the Workforce Innovation Grant II awards. It means individuals who may be disadvantaged in any of a number of ways (location, demography, minority status, disability, gender, poverty, undercapacity of public services) from otherwise receiving the services, benefits, or outcomes proposed.

**WIA** - The acronym for **Workforce Investment Act** - The Workforce Investment Act (WIA) of 1998, Public Law 105-220, was enacted on August 7, 1998, 112 Stat. 936 (29 U.S.C. 2801). The U.S. Department of Labor's Employment and Training Administration (ETA) administers Title I of WIA. WIA established a national infrastructure for a coordinated public workforce investment system designed to provide comprehensive employment and training services and information to individuals in need of assistance through an accessible delivery system: One-Stop Career Centers. WIA is based on the principle of federal, state and local partnerships. States and localities are given broad discretion to design and operate their systems to meet state and local needs. State and local Workforce Investment Boards develop strategic plans and set priorities to meet workforce needs. The majority of board members on both state and local boards are business people. Most WIA funding flows to the states and local areas by formula.

**WIRED** - The acronym for **Workforce Innovation in Regional Economic Development**. The Metro Denver WIRED Initiative is a four-year, \$15 million regional workforce development grant project funded by the U.S. Department of Labor, one of 39 WIRED projects awarded nationwide.

**WIRED Panels** - As part of the Metro Denver WIRED Initiative research process, WIRED convened eight panels which represented the four high-demand and high-growth industry clusters (aerospace, bioscience, energy, and information technology), higher education, K-12 education, small business and entrepreneurship, and workforce development within the nine-county Metro Denver region. These panels met monthly for six months to discuss the issues and needs of their sectors and two representatives of each panel comprised a Leadership Council which (in additional meetings) examined panel findings and made recommendations for the Workforce Innovation Grant process and the future of WIRED.

## XIV. Attachment A: Common Measures At-A-Glance

**Please note:** For purposes of the Workforce Innovation Grant II program, adult measures will be applied in most cases.

ADULT MEASURES	YOUTH MEASURES
<p><b>Entered Employment</b></p> <p><i>Of those who are not employed at the date of participation:</i></p> <p># of adult participants who are not employed in the first quarter after the exit quarter</p> <hr/> <p># of adult participants who exit during the quarter</p>	<p><b>Placement in Employment or Education</b></p> <p><i>Of those who are not in post-secondary education or employment (including the military) at the date of participation:</i></p> <p># of youth participants who are in employment (including in the military) or enrolled in post-secondary education and / or advanced training / occupational skills training in the first quarter after the exit quarter</p> <hr/>
<p><b>Employment Retention</b></p> <p><i>Of those who are employed in the first quarter after the exit quarter:</i></p> <p># of adult participants who are employed in <u>both</u> the second and third quarters after the exit quarter</p> <hr/> <p># of adult participants who exit during the quarter</p>	<p># of participants who exit during the quarter</p> <p><b>Attainment of a Degree or Certificate</b></p> <p><i>Of those enrolled in education(at the date of participation or at any point during the program):</i></p> <p>#of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter</p> <hr/>
<p><b>Average Earnings</b></p> <p><i>Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:</i></p> <p>Total Earnings in the second plus the total earnings in the third quarters after the exit quarter</p> <hr/>	<p># of youth participants who exit during the quarter</p> <p><b>Literacy and Numeracy Gains</b></p> <p><i>Of those out-of-school youth who are basic skills deficient:</i></p> <p># of youth participants who increase one or more educational functioning levels</p> <hr/>
<p># of adult participants who exit during the quarter</p>	<p># of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program</p>