



## 2016 WORKFORCE INNOVATION GRANTS



### **Request For Proposals**

Dale Erquiaga, Chief Strategy Officer, Office of Governor Brian Sandoval  
Manny Lamarre, Director, Governor's Office of Workforce Innovation  
Zach Heit, Program Officer, Governor's Office of Workforce Innovation

## About the Governor’s Office of Workforce Innovation

### Vision

A vibrant and sustainable economy

### Mission

The Office of Workforce Innovation helps drive a skilled, diverse, and aligned workforce in the state of Nevada by promoting cooperation and collaboration among all entities focused on workforce development.

### Legal Authority

OWINN was established in accordance to Governor Sandoval’s [Executive Order 2016-08](#).

### Goals

- ✚ Address labor market workforce needs by incorporating evidence-based and outcome-based strategies
- ✚ Identify innovative practices and solutions; and recommend improvements to the allocation of federal and state dollars
- ✚ Develop career pathway strategies in high demand and high growth areas such as advanced manufacturing, education, healthcare, and technology

### Theory of Action



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## I. APPLICATION INTRODUCTION, GOALS, AND ELIGIBILITY

### Introduction

As stated in the [Department of Labor's WIOA overview](#), the “Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.” Nevada is taking full advantage of the new law and making aggressive changes to the workforce development system. As a result of increased collaboration and stronger alignment of delivery systems and performance measures, productivity, competitiveness, the overall quality of Nevada’s workforce will improve with a rise in Nevada citizens’ earning potential, resulting in reduced pressure on social services and the criminal justice system.

Using WIOA’s Governor’s Reserve funds, the Office of Workforce Innovation (OWINN) is excited to announce the FY 2016 Nevada Workforce Innovation Grant Request For Proposal (RFP). This is an excellent opportunity to grow the impact of successful, innovative programs that are actively reducing barriers for youth, adults, and the re-entry population to access training, skills, and solid employment.

Successful applicants will need to provide clear examples of proven best practices from which other organizations and programs within the workforce development system can learn. Additionally, a strong emphasis will be placed on programs or strategies that create partnerships, specifically cross-agency or cross-sector collaborations. OWINN anticipates granting approximately 6-10 awards of up to \$150,000 to new and existing innovative workforce development programs that meet specific criteria.

### The Ultimate GOAL of the Workforce Innovation Grant is to:

1. Increase access for Nevadans, especially those faced with barriers to the employment, education, training, and support services opportunities they need to succeed in the labor market by promoting improvement in the structure of and delivery of services through the Nevada workforce development system.
2. Strengthen the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system that increases the prosperity of workers and employers.
3. Provide workforce investment activities, through statewide and local workforce development systems (for workers, jobseekers, and employers), that increase workers’ knowledge/skills base and access to postsecondary credentials, so they can find and retain employment while increasing earnings. These efforts will result in economic self-sufficiency for individuals and families, as well as provide the skill requirements employers need for success in a global economy, enhancing the productivity and competitiveness of the nation.

### Eligibility

\*Partnership is a required element of the grant. An entity must have or must obtain a written agreement via an MOU or contract to partner with one or more of these institutions to apply for this grant. If an organization obtains an agreement, they will be required to provide a copy of the agreement.

- Nevada employers with at least 10 or more employees
- Accredited Nevada institutions of higher education
- Regional Development Authorities
- Nevada public school districts
- Nonprofits (established and registered 501 C3s)
- Nevada foundation (public or private)
- Local workforce development boards
- State agency (i.e., Nevada Department of Education, Nevada Department of Corrections, Nevada Department of Veteran Services, etc.,)

### **Additional significant consideration will be given to:**

- An entity that applies which has a public and private sector partnership
- An entity that is working with a hard to reach population (i.e., out of school youth, re-entry, people with disabilities, dislocated workers, low-income, etc.,)
- An entity targeting one of the eight Industry Sectors

### Funding Requests

Applicants can apply for funding up to \$150,000 to be spent over a six or twelve month period commencing on Board of Examiners (BOE) approval. There is a possibility for the most innovative program to receive additional matching funds above the \$150,000 via the Department of Employment, Training, and Rehabilitation; though this funding is tentative and budget requests should not exceed \$150,000.

- Award finalists will be announced the week of November 7<sup>th</sup>, 2016.
- The terms of the contract will end on either June 30, 2017 or December 31, 2017 based on the contractor's ability to report on old or new WIOA measures.
- Grants will be paid on a reimbursable basis upon receipt of approved invoices.
- Funds will be available for reimbursement upon BOE approval.

### **\*All grants are contingent upon BOE approval**

Once all proposals have been reviewed:

- 2-3 grants will be awarded in each of the three categories: youth, adult, re-entry
- Funding will be targeted to assist organizations that are able to demonstrate evidence of implementing unique programs or strategies that reduce barriers for underserved populations to raise individuals' prospects of employment or industry recognized credentials or certifications.

Grant Funds Use – It is important to note that funds:

- **CANNOT** be used to cover staff salaries, building maintenance, lease, or operations, unless a clear sustainability and funding plan is articulated for how salaries (not maintenance, lease, or operations) will be covered beyond the duration of the grant for an extended period. Sustainability plans based on “potential” funding or grants will not be considered.
- **CAN** be used to support stipends and travel as needed to reach outcomes in a proposal.  
*\*\*\* OWINN has the right to negotiate final award funding based on merit.*

## II. SUBMISSION PROCEDURES

### Submission Procedures

**Proposals Due Date:** Proposals are due October 21, 2016. No exceptions will be made to the deadline.

1. Applicants should email their RFP in a single PDF document to [zheit@gov.nv.gov](mailto:zheit@gov.nv.gov) and cc: [mlamarre@gov.nv.gov](mailto:mlamarre@gov.nv.gov) The subject line of the email should read: ("Organization's name" 2016 Workforce Innovation Grant App)
2. Finalists selected will be required to mail one printed copy of the RFP with original signatures and required appendices to the following:  
Governor's Office of Workforce Innovation; Attn: Manny Lamarre  
OWINN 555 East Washington Ave, Las Vegas, NV 89101; Ste. 5100

*Note: An email confirmation will be sent to notify the sender that their application has been received. If you do not receive an email within 24 hours (weekday) of submitting your application on-line, then your application was not received. Please call Zach Heit at 702-486-2500 if you do not receive a confirmation within 24 hours of your submission*

*Applicants are responsible for a timely submission and will be notified if there is a problem with opening a document. Applications not received by the submission date and time will not be considered; and only proposals containing all elements will receive careful consideration.*

### Application Narrative Format Requirements

The application narrative is where you, the applicant, address the selection criteria and application questions that reviewers use to evaluate your application. Please stick to the page limit. Narratives that exceed the page limit will not be considered. However, narratives can absolutely be shorter than the page maximum if you believe you answered the questions directly, succinctly, and coherently.

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- The narrative should be 1.5 spacing, and the font used is Times New Roman, 12 point.
- Each page is numbered at the bottom right corner
- Page limit: Maximum page limits for individual components are shown in each section.

*\*The recommended page limit does not apply to the appendices; however we strongly recommend that you limit appendix length to only relevant documentation to be considered.*

### Please Submit a Cover Sheet that includes:

#### **Applicant Information**

- Organization name, full mailing and physical addresses, phone number, fax number, and website (if applicable)

#### **Project Information**

- Title, county location, and proposed dollar amount

#### **Project Director Information** (overall project responsibility)

- Full name, title, mailing and physical address, day-time & evening phone, email address

#### **Project Contact** (daily project contact – if different than director)

- Full name, title, mailing and physical address, day-time & evening phone, email address

### III. SELECTION PROCESS

1. Proposal Review: All proposals submitted in accordance with this RFP will be reviewed by a selection committee and assigned points based on the application section.
2. The committee will recommend finalists.
3. OWINN will determine final awardees. Final grant recipients will be selected based on the competitiveness and innovation of the proposals.

#### **Final Award Recipients will:**

- Report performance measurements and grant reporting requirements
- Be expected to manage project outcomes and deliverables
- Have 1-2 key staff attend a workforce development cross-sector workshop with core agencies and workforce partners (date to be set in the future) where staff learns the core functions of workforce development entities and how the communities they serve can benefit from other agencies.
- Share a 1-2 page summary of best practices of their program or strategy

*All contractors chosen are required to follow the standards included in the Federal Uniform Guidance contained at 2 CFR 200 including but not limited to: cost principals, allowable costs, assurances, procurement, and salary limitations.*

#### **Technical Assistance**

To assist in preparing the application and to respond to questions, OWINN will host a series of Technical Assistance conference calls for potential applicants. The purpose of the conference call is for OWINN staff to review the selection criteria, requirements, and answer questions about the Workforce Innovation Grant. Participation is recommended for those who have questions but is NOT required to apply for the grant. The dates are TBD. **If you are interested in attending one of the conference calls, please email Zach Heit [zheit@gov.nv.gov](mailto:zheit@gov.nv.gov) and staff will follow up with a conference line and dates.** OWINN staff will have limited ability to answer questions beyond the technical assistance conference call so participation is strongly encouraged if you anticipate questions.

## IV. SELECTION CRITERIA

There are three categories for which applicants may apply. Applicants can only submit an application for one category of funding. Applicants are not eligible to receive funds in more than one category.

### Category 1: Youth/Young Adult population

- An organization that applies in this category works or intends to work with young adults between the ages of 16-21 and is proposing innovative work to support this population gain skills, employment, certification or credentials. Additional consideration will be given to organizations working with out-of-school youth who are not currently enrolled in the K-12 educational system.
- Ability to synthesize your proven practices is required

### Category 2: Adult population

- An organization that applies in this category works with the adult population (e.g., 21 and over), which may include dislocated workers, unemployed, or underemployed individuals. An organization in this category is proposing innovative work to support this population gain skills, employment, certification or credentials.
- Ability to synthesize your proven practices is required

### Category 3: Re-entry population

- An organization that is working with formerly incarcerated individuals or individuals released on parole. An organization in this category is proposing innovative work to support this population gain skills, employment, certification or credentials.
- Ability to synthesize your proven practices is required

*As you complete the proposal narrative, for the following sections A-F, please respond to each question or statement directly. The narrative or attachments should also include any relevant supporting evidence the applicant believes will be helpful to peer reviewers.*

### A. Articulating a Clear and Aligned Vision (20 total points)

(A) (1) Succinctly describe the vision, goals, and objective of your program or strategy you are proposing and the problem your program or strategy is trying to solve? What is it about your program or strategy that makes it **innovative**? Please also clearly state if this program or strategy is new or building on a program that already exists. (1 page maximum)

(A) (2) How does your vision build on your organization and program's prior record of success and improvements? What results are you expecting to see? (1 page maximum)

### B. Implementation Plan (20 total points)

This section should describe your strategy or program in concise, yet detailed manner so that reviewers have a clear understanding of the impact of your program.

(B) (1) What strategies will your organization use to support workers, job seekers, and/or employers? What opportunities will workers, job seekers, and/or employers have as a result of these strategies to increase access to and opportunities for employment, access, and support services for Nevadans, especially those individuals with barriers to employment? How will these strategies be implemented and monitored beyond the grant period? (1 page maximum)

(B) (2) How are your program participants prepared for related certificate exams or other industry credentials? How many passed? (if applicable) How does your program support and/or prepare participants for the next phase in their career or education? (1 page maximum)

(B) (3) Describe how your staff will support the work outlined in the above vision. What roles will each staff member play in the design, development, governance, accountability and implementation of the proposal? Please be specific. (2-page maximum). In the appendices, please attach brief (one paragraph 3-5 sentence max) biographies of the key individuals who will be working to implement the program (although there may be more staff, please share the key staff only and clearly state who the lead staff will be.

### **C. Partnership Development (20 total points)**

(C) (1) Who are the core partners for the program or strategy you are seeking funds for? Describe the nature of this partnership in achieving the goals and objectives of this proposal and partners' roles. (1 page maximum)

(C) (2) What plans (if any) do you have to engage additional partners within this grant? (1/2 page maximum)

(C) (3) If you could add any additional partnership with another agency or organization (i.e., RDAs, local board, education institution or another state agency), which agency would it be? Why? Provide a brief explanation of what you anticipate this partnership would look like? (1/2 page maximum)

### **D. Proof of Sustainability (15 total points)**

(D) (1) How will the program be sustained (financially and otherwise) once the grant period has expired? Please describe how the program will sustain proven best practices that others can learn from. (2 page maximum)

### **E. Data (15 total points)**

(E) (1) How does your organization currently measure outcomes? What data was used to inform the need for this project proposal? (1 page maximum)

(E) (2) Program data (please complete the data table). *If you are proposing a new program or strategy, please estimate what you expect for these goals. All finalists will have to report their outcomes at the end of the grant period:*

Goals	Response
How many participants will you engage?	
What is the cost per participant?	
What is the demographic of your target population? What are/projected the retention rates?	
What are/will be the specific skills gained by your participants?	
What percentage of your participants (will) gain credentials, certificates, license etc?	
How many and what percentage of your participants (will) gain employment?	
What is their expected average median earnings?	

(E) (3) What data point will let you know whether the program is successful and effective? Please be specific with the data (1/2 page maximum)

#### **F. Budget and Funds Leveraged (10)**

(F) (1) What exactly will grant funds be used for? How will the funding be leveraged during the grant term and sustained after expiration of the grant? How will financial and in-kind support be leveraged during the grant and beyond? What re your funding priorities? (1 page maximum)

F(2) Please complete the Budget Summary Table in Section V below.



## VI. SCORING OVERVIEW AND RUBRIC

### **A. Communicating a Clear and Aligned Vision (20 total points)**

- (A) (1) Program's goals, objectives, and innovation
- (A) (2) Program's prior record of success and anticipated results

### **B. Implementation Plan (20 total points)**

- (B) (1) Program policies/procedures
- (B) (2) Program strategies
- (B) (3) Participant development
- (B) (4) Staff support and roles

### **C. Partnership Development (20 total points)**

- (C) (1) Core partners
- (C) (2) Additional partner engagement
- (C) (3) Potential partnerships

### **D. Proof of Sustainability (15 total points)**

- (D) (1) Sustainability and sharing best practices

### **E. Data (15 total points)**

- (F) (1) Current data
- (F) (2) Data table
- (F) (3) Measuring success

### **F. Budget and Funds Leveraged (10 total points)**

- (F) (1) Budget narrative
- (F) (2) Budget summary table

## VII. APPLICATION BEST PRACTICES

Dos	Don'ts
✓ Start with a checklist	✗ Use jargon and undefined acronyms
✓ Check relevant websites (if necessary)	✗ Make the reviewer wander aimlessly
✓ Pay very close attention to the application guidelines and formatting requirements	✗ Include irrelevant statistic
✓ Communicate clearly and precisely and answer the specific question asked	✗ Include attachments without referring to them (or include attachments not asked or relevant to an answer)
✓ Provide concrete details and examples when asked	✗ Assume readers know what you do or what you have done
✓ Use boldface and <i>italics</i> to delineate section headings and make key terms stand out when necessary	✗ Propose costs without considering recurring expenses
✓ Use compelling but reliable data to support your narrative	✗ Say you are going to measure something without a record-keeping plan to do so
✓ Double check budget numbers add up; use whole dollar amounts	✗ Forget to check grammar, spelling, spacing or font
✓ Other notes: toot your own horn; demonstrate collaborative efforts	✗ Overstate expectations

## VIII. FINALISTS REPORTING REQUIREMENTS

Due to the passing of the Workforce Innovation and Opportunity Act performance reporting requirements will change on July 1<sup>st</sup>, 2017. Service providers that plan to contract through the end of the year will be required to transition and report on the new measure. Here is a table that delineates the changes:

WIOA Common Measures (9 measures)	WIOA Measures 15 Measures (employer measures)		What is Different?
Entered Employment Rate	REVISED	Employment Rate (Q2 post-exit)	Now Employed Q-2 after exit
Employment Retention Rate	REVISED	Employment Rate (Q4 post-exit)	Now Employed Q-4 after exit
Average Earnings	REVISED	Median Earnings	Median earnings Q-2 after exit only
		Credential Rate	New Measure
	NEW	Measureable Skills Gain	New Measure
Entered Employment Rate	REVISED	Employment Rate (Q2 post-exit)	Now Employed Q-2 after exit
Employment Retention Rate	REVISED	Employment Rate (Q4 post-exit)	Now Employed Q-4 after exit
Average Earnings		Median Earnings	Median earnings Q-2 after exit only
		Credential Rate	New Measure
		Measurable Skills Gain	New Measure
Placement in Emp/Ed/Train	REVISED	Placement in Emp/Train/Ed (Q2 post-exit)	Now Q-2 after exit
Literacy & Numeracy Gains	DELETED	<i>Eliminated</i>	
	NEW	Placement in Emp/Train/Ed (Q4 post-exit)	New Q-4 after exit
	NEW	Median Earnings	New Median earnings Q-2 after exit only
Attain Degree/Certificate		Credential Rate	Similar Measure
		Measurable Skills Gain	New Measure
	NEW	<i>Employer Measure (TBD)</i>	New At least one Employer Measure to be implemented in Year 2

During the reporting period, service providers will need to provide OWINN the participants Social Security number; the participation date and the exit date. The Average Earnings will be captured from the states UI statewide data bank as reported by the employers.