



**Governor's Workforce Board
Rhode Island**
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CAREER EXPLORATION EQUITY GRANTS

For Schools and Community-Based Organizations

July 2023

Governor's Workforce Board

Rhode Island Department of Labor and Training
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Inside Cover
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Table of Contents

OVERVIEW4

KEY TERMS4

ELIGIBLE APPLICANTS4

REIMBURSEMENT RATES & PROGRAM CAPS4

ELIGIBLE ACTIVITIES5

ELIGIBLE COSTS.....5

APPLICATION PROCESS5

AWARD PROCESS6

APPLICATION DENIALS6

APPEAL PROCESS FOR DENIED APPLICATIONS.....6

REIMBURSEMENT PROCESS6

CHECKING REIMBURSEMENT STATUS.....7

TECHNICAL ASSISTANCE7

Overview

The Career Exploration Equity Grant Program was established by the Governor’s Workforce Board (GWB) to support equitable access to high-quality career exploration opportunities for youth and young adults. It provides a 100% reimbursement for eligible activities and costs up to \$5,000 per calendar year. Rhode Island K-12 schools and community-based organizations who meet the eligibility requirements outlined in this guide may apply.

Key Terms

For the purposes of this program the following definitions apply:

- **School** – A public, private or charter elementary, middle, or high school.
- **Community-Based Organization (CBO)** – a public or private non-profit organization that is representative of a community or a significant segment of a community and works to meet community needs. CBOs may provide services and programs in various areas, such as health, education, job training, or social services.
- **Career Exploration** – the process of learning about career paths, job functions, industries, fields, and roles that can help identify or clarify professional interests, goals, and aspirations.
- **Youth** – children aged 5-17 who are either in school or out of school.
- **Young Adults** – individuals aged 18-24 who are seeking career employment options.

Eligible Applicants

Schools/CBOs must meet the following eligibility requirements to participate in the program:

- 1) Classified as a public or private non-profit entity doing business in Rhode Island.
- 2) Registered in the Ocean State Procures system (OSP). **If the school/CBO is not currently registered with OSP, registration must be completed and approved prior to applying for a Career Exploration Equity Grant.**
 - **NOTE:** Ocean State Procures is a NEW supplier management system. Accounts did not automatically transfer from the previous RIFANS system so applicants must register with Ocean State Procures even if they had a previous RIFANS registration.

Please visit the [Vendor Self Registration Guide](#) or [click here](#) to be directed to the OSP application.

For assistance, please contact WebProcure.Support@perfect.com or call 1(866)889-8533.

Reimbursement Rates & Program Caps

Schools/CBOs who meet the eligibility criteria outlined above may be reimbursed up to 100% of eligible costs on eligible activities. The annual award cap is \$5,000 per calendar year. Multiple grants may be awarded to a school/CBO until the \$5,000 cap is reached. **CBOs with more than one location in Rhode Island will be treated as one entity.**

Note: If cost reimbursement is a barrier to program participation, the GWB may be able to arrange an advance payment. To discuss the feasibility of providing an advance payment, please contact the GWB prior to submitting a program application at (401) 462-8860 or by e-mailing dlt.gwbinfo@dlt.ri.gov.

Eligible Activities

Schools/CBOs may utilize this program to provide high-quality career exploration experiences to youth and young adults as described in this guide.

Examples of eligible activities include:

- Career Exploration Field Trips
- Employer Site Visits/Tours
- Industry Presentations, Demonstrations, or Speakers
- Extracurricular Programs/Activities
- Virtual Career Exploration

The following types of activities are not eligible:

- Job Fairs
- Activities not related to career exploration

Note: Determination on the eligibility of proposed activities is at the discretion of GWB staff.

Eligible Costs

Examples of eligible costs include:

- Materials and supplies related to high-quality career exploration
- Speaker/Presenter fees
- Program participation fees/costs
- Subscriptions to virtual career exploration platforms
- Bus transportation to and from field trips/site visits
- Participant equipment/uniform costs

Examples of costs that are not eligible include:

- Costs associated with required Individual Learning Plan platforms
- Equipment/software/platforms not related to career exploration
- Grant preparation or administration costs
- School/CBO employee wages or mileage
- Air travel and hotel/accommodation costs
- Activities outside of the U.S. or with non-U.S.-based providers

Note: Determination on the eligibility of costs is at the discretion of GWB staff.

Application Process

Before a career exploration activity can begin, an application must be submitted by the school or CBO and approved by GWB staff. The Career Exploration Equity Grant application is available online at www.gwb.ri.gov and can be submitted at any time (please apply at least three weeks prior to the start of a desired career exploration activity to allow sufficient processing time).

Applications are currently accepted online only.

When an application is successfully submitted, the applicant will receive an email confirmation. This is the applicant's receipt and counts as proof that the application was submitted. If you do not receive an email confirmation after applying, please contact the GWB within 24 hours for assistance.

Applications are typically processed within seven (7) business days of receipt. Each submission is reviewed by GWB staff for accuracy and to determine eligibility. If any issues are identified in the application, the point of contact listed on the application will be notified.

Schools/CBOs should submit one (1) application for each unique project or activity. Within each application, applicants must describe how the proposed project or activity will benefit the participants to be served.

Award Process

After an application is reviewed and approved, the applicant will receive a contract for review and signature. Once signed by both the applicant and the GWB, the grantee will receive a copy of the contract. While the career exploration activity may start any time after an application is submitted, the **GWB cannot provide reimbursement for any costs incurred prior to the start date on the contract.**

Application Denials

Applications will be denied if the information provided by the applicant is deemed to be inaccurate or if the request does not meet the eligibility criteria outlined in this guide. Applicants will be notified via e-mail if their application is denied. The e-mail will contain the reason for the denial and instructions for filing an appeal.

Appeal Process for Denied Applications

Denied applications may be appealed by writing to the Executive Director of the Governor's Workforce Board within two weeks (10 business days) of the notification of denial. Appeals may be sent via mail or via e-mail to dlt.gwbinfo@dlt.ri.gov and addressed to:

Executive Director
Governor's Workforce Board
Rhode Island Department of Labor and Training
1511 Pontiac Avenue, Building 73-1
Cranston, RI 02920

The appeal must include the name and contact information for the school or CBO representative (please include a mailing address and phone number) and a description of the issue.

The Executive Director will issue a decision within ten (10) business days of receiving the appeal.

Reimbursement Process

In the Career Exploration Equity Grant Program, payments are made on a reimbursement basis in which the grantee pays the costs up front and requests reimbursement at the conclusion of the contract performance period. If cost reimbursement is a barrier to program participation, the GWB may be able to arrange an advance payment. To discuss the feasibility of providing an advance payment, please contact the GWB prior to submitting a program application.

At the conclusion of the contract performance period, the grantee is required to submit the Career Exploration Equity Grant Request for Reimbursement Form and evidence of completed activities and costs incurred to dlt.invoice@dlt.ri.gov within sixty (60) calendar days.

If proper documentation is not received within sixty (60) calendar days of the contract end date, the reimbursement will not be processed, and the contract will be closed.

The following items are required to request reimbursement:

1. Career Exploration Equity Grant Request for Reimbursement Form

At the time of award, grantees will receive a copy of the Career Exploration Equity Grant Request for Reimbursement Form. It may also be downloaded from the GWB website www.gwb.ri.gov. The form must be completed with the following information:

- Contract Number
- Entity/Grantee Name
- Activity Name (as indicated on the contract)
- Total Funding Utilized
- Grantee Signature

2. Supporting Documentation (Evidence of Completed Activities and Costs Incurred)

The following types of documents may be submitted as verification of completed activities:

- Program Rosters or Sign-In Sheets
- Signed Permission Slips
- Activity/Project Photos
- Letter of Attestation from School/CBO Administrator
- Copies of Certificate(s) of Completion
- Post-Activity Vendor E-mails

The following types of documents may be submitted as verification of costs incurred:

- Itemized invoices from vendors accompanied by copies of processed checks
- Itemized receipts with dates (date cannot be prior to contract execution)

Note: Supporting documents must identify the date(s) that activities occurred/costs were incurred.

If any of the above items are not present or are incorrect, the Governor's Workforce Board will deny the request for payment and outline the reason for denial. The grantee will have ten (10) business days to rectify any issues and resubmit for payment.

Checking Reimbursement Status

Payments will be issued within 30 days of receipt of the Career Exploration Equity Grant Request for Reimbursement Form and supporting documentation. Grantees may check [RIPAY](#) for detailed payment information.

Technical Assistance

GWB Staff is available to provide technical assistance through the entire grant process. For assistance, please call (401) 462-8860 or e-mail dlt.gwbinfo@dlt.ri.gov.



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