



Governor's Workforce Board

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Governor's Workforce Board

Solicitation for Grant Proposals

Statewide Career Readiness Intermediary

[RFP # SCRI 2018-01]

**Governor's Workforce Board RI
RI Department of Labor & Training
1511 Pontiac Avenue, Building 73
Cranston, RI 02920**

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**Proposals must be submitted no later than
Thursday, February 8, 2018 at 4:00 PM.**

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I. Funding Opportunity Description

The Governor's Workforce Board (GWB) is issuing this Solicitation for Grant Proposals to incubate an experienced entity or partnership of entities as a centralized statewide intermediary to support the expansion of K-12 career readiness activities, including paid internships, other work-based learning opportunities, and career exploration activities. The intermediary will implement and scale out a high-quality internship program for high school students and will serve as a centralized coordinating body for the state to scale out career readiness activities in an efficient, demand-driven, and consistent way that meets employers' needs and is also aligned with the work of K-12 schools. The intermediary will act as a connector between employers and schools and/or other youth-serving organizations to place students in work-based learning and other career readiness activities.

The GWB has made available up to \$600,000 in FY2019 to fund this Solicitation for year one, tentative upon board approval. Additional funding for year two is subject to board approval and performance. The GWB reserves the right to fund the proposal components in whole or in part.

A. Background and Purpose of the Grant

The Governor's Workforce Board (GWB) was established by Executive Order on September 22, 2005. It is the primary policy-making body on workforce development matters for the State of Rhode Island, with statutory responsibility and authority to plan, coordinate, fund and evaluate workforce development activities in the state as established by RI General Law, Title 42-102. The GWB consists of 23 members representing business, labor, education, community, and government who establish workforce development policy and plans and allocate state Job Development Funds (JDF). One of the GWB's strategic priorities is to advance a career pathway strategy to prepare youth and adults for successful futures, and part of that strategy is scaling out youth work-based learning and other career readiness activities for youth.

In addition, Rhode Island is one of ten states that was awarded a \$2 million New Skills for Youth grant from JP Morgan Chase to implement a 3-year action plan called [PrepareRI](#), with the goal of getting all Rhode Island students college and career ready. The ambitious plan requires that all students have access to career awareness and exploration programming, opportunities to build their career expertise and technical skills, and opportunities for work-based learning – all tied to high-wage, high-demand industries in the state. The action plan is a broad inter-agency effort, and the GWB is tasked with, among other items, scaling out work-based learning opportunities to all high schools.

The GWB has long invested in work-based learning experiences such as Summer Youth Employment and Work Immersion programs. As part of the efforts to build on and better target these investments, the GWB hired an outside consultant to analyze the current state of work-based learning in Rhode Island and issue recommendations for scaling out and improving the quality of work-based learning for K-12 youth. The consultant surveyed employers across the state who expressed willingness to participate in work-based learning for youth, but frustration and confusion at the lack of a centralized system to get involved and receive supports. Additionally, when asked if they would have the capacity to host high school interns, employers expressed that while it would be nearly impossible on their own, having an intermediary to support them through the process would be crucial. The consultant put forward a recommendation for Rhode Island to establish a statewide intermediary to respond to employer needs

and streamline and coordinate the work for increased efficiencies and ability to scale; this grant opportunity has been informed by the consultant's findings.

A centralized statewide intermediary will build employer trust and buy-in for high school work-based learning, will make the process of hosting interns streamlined and easier for employers and schools, will build capacity for scaling out opportunities for schools and students by providing supports throughout the process, and will create consistency across the state regarding standards of quality. The statewide intermediary will serve as an additional tool for employers to engage with students, and as an additional tool for schools and youth-serving organizations to connect with employers.

B. Funding Stream and Authority

This grant is being funded by the Governor's Workforce Board pursuant to Rhode Island General Laws § 42-102-6(e)1.

The authority for the award of funding for the Statewide Career Readiness Intermediary Grant is not governed by the provisions, otherwise, of Rhode Island Procurement Regulations Section 1 et seq. pursuant to Rhode Island General Laws § 37-2-13. Instead this grant is being solicited under Section 10 of the Rhode Island Procurement Regulations pursuant to Rhode Island General Laws § 37-2-13, "Expenditures that are not Procurements."

Funds for this grant are derived from a variety of sources, which may include but are not limited to:

- 1) The Governor's Workforce Board pursuant to Rhode Island General Laws §42-102-6(e)1
- 2) Sector NEG US DOL pursuant to Workforce Innovation and Opportunity Act, 29 U.S.C.A. §3225(b) and Workforce Investment Act, 29 U.S.C.A. §2918
- 3) America's Promise Grant, HG-30139-17-60-A-44, FOA-ETA-16-12, Catalog of Domestic Assistance Number: 17.268
- 4) New Skills for Youth Grant from JP Morgan Chase

C. Notification to Applicants

- The GWB reserves the right to amend, revise, or edit any part of this Grant Solicitation during the application period. Any amendments will be posted to the GWB website by Friday, January 26, 2018 along with Grant Solicitation questions and answers.
- Potential applicants are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the applicant. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- Applicants are advised that all materials submitted to the state for consideration in response to this RFP will be considered public records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
- Interested parties are advised to visit the Governor’s Workforce Board web site (www.gwb.ri.gov) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this Request for Proposals.
- All proposals should include the Lead Applicant’s FEIN or Social Security number as evidenced by a W9 form, downloadable from the Division of Purchasing website: www.purchasing.ri.gov
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a certificate of authority to do so from the Rhode Island Secretary of State (4101-222-3040) This is a requirement only of a successful vendor.
- DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT: No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.
- § 28-5.1-1 Declaration of policy. – (a) Equal Opportunity and Affirmative Action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

II. Award Information

A. Award Duration and Timeline

The grant period for the Statewide Career Readiness Intermediary is two years, from mid-March, 2018 through mid-March, 2020, with an option to renew for three additional years based upon performance. Funding up to \$600,000 is available for year one, tentative upon board approval. Additional funding for year two is subject to board approval and performance.

On the next page is the proposed timeline for Statewide Career Readiness Intermediary applications.

Schedule of Pertinent Dates

Release of Solicitation **Monday, January 8, 2018**

Pre-Proposal Conference **Friday, January 19, 2018**

A pre-proposal conference will be held on Friday, January 19th at 1:30pm at the Department of Labor & Training, Conference Room 73-1, 1511 Pontiac Avenue, Cranston, RI. Attendance is strongly recommended. Pre-register by emailing pauline.abetti@dlt.ri.gov.

Q & A deadline **Wednesday, January 24, 2018**

Questions about this Grant Solicitation may be submitted to the GWB by email to pauline.abetti@dlt.ri.gov. All questions and answers, as well as any Grant Solicitation amendments, will be posted on the GWB website by **Friday, January 26, 2018**.

Proposal Due Date **Thursday, February 8, 2018 no later than 4:00 PM**

Grant Award Announced **Friday, March 2, 2018**

B. Proposal Due Date and Time

Proposals must be received by email attachment to pauline.abetti@dlt.ri.gov, time and date stamped no later than 4:00 P.M. Local Time on **Thursday, February 8, 2018**, in order to be considered. Proposal attachments may be emailed in multiple emails to avoid bounce backs for large files.

Proposals may not be submitted by hard copy.

III. Eligibility and General Information

A. Eligible Applicants

A single entity or partnership of entities may apply to serve as the centralized statewide intermediary for Rhode Island. The GWB encourages creative partnerships to leverage existing career readiness work to avoid duplicating efforts already in place. The Lead Applicant is the lead contact and administrator for all grant-related activities. It is important that the Lead Applicant have the capacity to conduct ongoing management and administration to meet performance targets and achieve goals. The Lead Applicant may be any of the following:

- Nonprofit organization;
- Two- and/or four-year institution of higher education;
- Local Workforce Board;
- Industry association or council;
- Labor union;
- For-profit organization;
- Local government; or,
- Local or regional economic development entity.

If applicable, partner entities who will work with the Lead Applicant as a workforce connector and to implement activities may be any of the following:

- Nonprofit organization;
- Two- and/or four-year institution of higher education;
- Local Workforce Board;
- Industry association or council;
- Labor union;
- For-profit organization
- Local government; or
- Local or regional economic development entity.

The Lead Applicant and/or the partner entities should demonstrate:

- Successful relationships with employers
- Successful relationships with K-12 schools (particularly high schools) and other youth-serving organizations
- Previous experience acting as an intermediary to connect employers with current or future workforce
- Demonstrated knowledge and previous experience assessing and vetting applicants for employer-requested skills
- Demonstrated knowledge of best practices around career readiness for youth
- Demonstrated knowledge of current Rhode Island industry standards and career pathways

B. Scope of Work

The statewide intermediary will act as a **centralized coordinator** for the continuum of career readiness activities. The statewide intermediary will connect employers and industries to schools and youth organizations to provide students with year-round opportunities in career exploration and work-based learning opportunities.

- Serve as a centralized point of contact for employers, industry associations, K-12 schools, and youth-serving organizations for the full range of year-round career readiness engagement, from [career exploration](#) activities (ex. worksite tours, job shadows, and career panels) to [work-based learning](#) experiences (ex. internships, industry-based projects, and pre-apprenticeships);
- Recruit and broker relationships with employers and industry associations and K-12 schools to provide high-quality career exploration and work-based learning experiences at scale, primarily in priority industries represented by [Real Jobs RI partnerships](#);
- Communicate to employers and/or industry associations requirements of each type of career exploration and work-based learning experience;
- Catalog the various career exploration and work-based learning experiences that employers and/or industry associations are willing and able to provide, and match those opportunities with K-12 schools and/or youth organization requests for such opportunities;
- Provide a compelling value proposition to employers of how well-planned and executed internships with high school students can play a meaningful role in their talent sourcing efforts; and

- Identify, procure, and manage a technology platform tool to track and match employer offerings, school requests, and student profiles.

This grant solicitation not only seeks to incubate a centralized intermediary to expand year-round career readiness activities, but also seeks to pilot and scale a summer internship program for high school students. The awardee will administer a pilot **Summer Internship Program** for a minimum of 100 rising high school seniors in Summer 2018, and will be expected to fully manage and implement and scale the program in subsequent summers. The following are responsibilities of the intermediary for the Summer Internship Pilot and Program:

- Recruit employers and/or industry associations to provide high-quality internships (approx. 25-35 hours per week for 6-10 weeks) at scale for high school students;
- Demonstrate strong employer engagement before, during, and after the internships, from developing job descriptions to orienting students to supporting supervisors to collecting and integrating feedback;
- (After Summer 2018) Work with school staff to recruit and identify students who are ready for rigorous experiences, manage the student application process, and prepare those students for successful internship experiences;
- Vet and match students for internship opportunities based on student interests and skills and qualifications needed by employers, and facilitate candidate interviews;
- Develop and implement (may use subcontractors) an internship preparation “boot camp” for students including workshops on essential skills for the workplace; professionalism, workplace dress, and other employer expectations; health, safety, and workers’ rights on the job; and any other pre-work requirements (ex. tax paperwork);
- Develop and implement an internship graduation and additional group career readiness activities throughout the internship, such as career panels, work readiness workshops, team-building, etc.;
- Work with the Rhode Island Department of Education (RIDE), the Office of the Postsecondary Commissioner, and participating schools to have students earn high school or college credit for the “boot camp” and internship experience;
- Manage the logistics of internships that often act as barriers to employers and industry associations, from liability coverage to processing payroll – either procuring a 3rd party employer of record or acting as that employer on record for paid experiences;
- Support students and workplace supervisors and troubleshoot issues as they arise; and
- Collect and manage student data, including a plan to keep student information secure.

Applicants should note that for the pilot year, coordination with high schools will already be underway to recruit and identify students, with student applications due in late March or early April just after the intermediary is expected to enter into contract. Applications for the internship pilot will be open to all Rhode Island public high school rising seniors. However, the intermediary will be able to vet all student applications and select semi-finalists and finalists in coordination with employers. The internship pilot should result in at least 100 students *completing* internships, thus the intermediary should design stages of the vetting, matching, and preparation process accordingly. In subsequent years of the internship program, the intermediary will manage the entire student application process, including student recruitment and preparation. A general tentative timeline for the Summer 2018 pilot is as follows:

- *January-March 2018*: Schools and other youth-serving organizations recruit and prepare students for application process; RIDE provides technical assistance to a small subset of pilot schools.
- *March-April 2018*: Interested students with support from their schools complete the student application which demonstrates their motivation, career interests, and work readiness, and their transportation plan.
- *April 2018*: Student finalists selected by intermediary based on application, pre-interviews, assessments, etc.
- *May-June 2018*: Students interview with potential employers with support from intermediary.
- *Late June 2018*: Students participate in pre-internship boot camp, delivered by intermediary.
- *July-August 2018*: Students complete internships.

Applicants should submit a detailed timeline and work plan for the Summer 2018 Pilot Internship program (mid-March through September 2018) addressing the responsibilities and general timeline above, as well as a timeline, work plan, and outcome goals for a scaled Summer 2019 Internship program starting September 2018 and going through September 2019, in which the intermediary will also manage the student application and school outreach process.

C. Leveraged Resources

Leveraged resources are not required, however, privately-sourced, in kind, and other grants are highly encouraged as evidence of sustainability. It is expected that for year two, the statewide intermediary will secure additional leveraged resources.

D. Outcomes

The goals of the PrepareRI action plan are that by 2020, all K-12 schools will have career exploration activities, and that all high schools will have opportunities for student work-based learning. The intermediary will be one key actor in scaling out career readiness programming to meet these goals. The applicant should demonstrate capacity to recruit at least 10 employers and place at least 100 high school internship completers in the 2018 summer internship pilot, and should demonstrate capacity to double those figures in Summer 2019.

The applicant should also indicate goals for year-round connections between schools and employers for career exploration and work-based learning activities:

- Number of employer partners
- Number of partner schools

E. Eligible and Ineligible Expenses

All expenses requested to be paid for with Statewide Career Readiness Intermediary grant funds must be expenses of the proposal and its implementation. The need for, and reasonableness, of all costs must be fully justified and detailed in the Budget Summary and Narrative Form.

Eligible expenses may include reasonable project management costs. All proposed project management expenses must be fully explained and justified in the Budget Summary and Narrative Form. GWB may limit the percentage of grant funds that may be used for project management costs. If costs are

allocated or percentages of salaries or other items are identified the full expense must also be identified; i.e. the Program Manager's salary is \$75,000, and he/she will be spending 15% of their time on the grant for a total of \$11,250.

Costs that are not allowable from Statewide Career Readiness Intermediary grant funds may be allocated as direct support or in-kind donation of the Lead Applicant and/or partnership member.

Additional guidance on eligible and ineligible expenses will be provided if grant is awarded.

IV. Proposal Format and Submission Information

A. How to Apply and Submission Requirements

Proposals must be submitted with all of the required documents. Those documents are: cover page, proposal narrative, budget and budget narrative, letters of intent from partners (optional), Taxation Letter of Good Standing, a signed fiscal agent assurances form, a copy of the lead agency's W-9 Taxation Form, and a copy of the lead agency's most recent audit and/or audited financial statement (see Appendix A for an application checklist).

Proposals must be received by email attachment to pauline.abetti@dlt.ri.gov, time and date stamped no later than 4:00 P.M. Local Time on **Thursday, February 8, 2018**, in order to be considered. Proposal attachments may be emailed in multiple emails to avoid bounce backs for large files.

B. Cover Page

A template page that includes important identifying and program information about the proposal. See Appendix B for a template.

C. Proposal Narrative

The narrative must use the headings outlined below and be no more than 20 pages.

I. Executive Summary

- a. Provide a brief overview of the application, not more than two pages.

II. Lead Applicant and/or Partnership

- a. Identify the Lead Applicant and any partner entities, as applicable
 - i. Brief description of Lead Applicant, their history and expertise, and why they are well-suited for the role of Statewide Centralized Intermediary.
 - ii. (If applicable) Brief description of each partner, their history and expertise, what they bring to the partnership, and what explicit role they will play within the intermediary.
 - iii. (Optional, if applicable) Provide letters of intent from each member of the proposed partnership at the end of the application. The letter of intent from the Lead Applicant must acknowledge the specific role and/or tasks. These letters should show that the member is an active partner, understands and embraces their role, and is committed to the partnership. 'Form' letters are discouraged.
- b. Explain how the Lead Applicant and/or the partner entities demonstrate:
 - i. Successful relationships with employers

- ii. Successful relationships with K-12 schools (particularly high schools) and other youth-serving organizations
- iii. Previous experience acting as an intermediary to connect employers with current or future workforce
- iv. Knowledge and previous experience assessing and vetting applicants for employer-requested skills
- v. Knowledge of best practices around career readiness for youth
- vi. Knowledge of current Rhode Island industry standards and career pathways
- c. Describe the plan or identify opportunities for adding additional partners in the future, if applicable.
- d. Describe the staffing plan and roles that each staff person will fill.

III. Scope of Work and Timeline

- a. Describe how the Lead Applicant and/or partners will build relationships with employers, schools, and youth-serving organizations; broker relationships between and among them; act as a year-round centralized coordinator for career readiness activities such as workplace tours, career panels, internships, etc. as described in Section III.B.; and identify, procure and manage a technology platform tool to track and match employer offerings, school requests, and student profiles.
- b. Describe how the Lead Applicant and/or partners will manage and scale a pilot summer internship program and subsequent scaled internship program in future summers as described in Section III.B. Submit a detailed timeline and work plan for the Summer 2018 Pilot Internship program (mid-March through September 2018) addressing all the responsibilities in Section III.B and capacity to fulfill those responsibilities, as well as a draft timeline and work plan for a scaled Summer 2019 Internship program starting September 2018 through September 2019.

IV. Outcomes

- a. Demonstrate capacity to recruit at least 10 employers and place at least 100 high school internship completers in the 2018 summer internship pilot, and capacity to double those figures in Summer 2019.
- b. Indicate goals for year-round connections between schools and employers for career exploration and work-based learning activities, including number of employer partners and partner schools.

V. Organizational, Administrative and Fiscal Capacity

- a. Briefly describe how the Lead Applicant has the administrative and fiscal capacity to properly and effectively manage grant funds and submit timely and accurate expense reports. The Lead Applicant will further be required to complete a Fiscal Agent Assurances Form (see Appendix F).
- b. (If applicable) Describe any public, private, or other funding the Lead Applicants and/or partners receive that relate to the activities in the proposal and how GWB funding will be strategically braided with such funding to enhance the collective impact of each.

- c. Describe how the Lead Applicant and/or partners will raise private funds over time to ensure sustainability of the intermediary and Summer Internship Program.
- d. Identify and provide details for the proposed employer of record to manage payroll and issue checks, and cover the liability risk of youth interns and Worker's Compensation for paid internship experiences.

D. Budget and Budget Narrative

Applicants should submit proposed budgets that includes a brief description of each budget item and what role the item will play in the execution of the grant. See Appendix C for a template budget and narrative.

Applicants should submit separate budgets for year one and year two:

- Year 1 (March 2018-March 2019): Up to \$600,000 to fund year-round activities as the centralized coordinator among employers, schools, and youth-serving organizations; and the Summer Internship Pilot (budget should include student wages and any other student incentive payments).
- Year 2 (March 2019 – March 2020): Funds for year-round activities as the centralized coordinator among employers, schools, and youth-serving organizations; and a scaled Summer Internship Program. Requested funds may be higher for year two, however the applicant should demonstrate leveraged resources and should make a compelling case for additional funds over year one costs.

E. Additional Attachments

The GWB will not accept any additional documentation, except for what is outlined below:

- **Taxation Letter of Good Standing:** The Lead Applicant must submit a current Letter of Good Standing from the state Division of Taxation. More information can be viewed at: <http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php>.
- **Fiscal Agent Assurances Form:** See Appendix E for the required form. This form is signed by the Lead Applicant to affirm that they will comply with all applicable regulations, policies, guidelines, and requirements of the Governor's Workforce Board and the State of Rhode Island and have the fiscal capacity to administer the grant.
- **Copy of Lead Applicant W-9 Taxation Form:** Downloadable from Division of Purchasing Website: www.purchasing.ri.gov
- **Most Recent Audit:** Copy of the lead agency's most recent audit and/or audited financial statement (Pell-eligible institutions are exempt).
 - All governmental and non-profit organization must follow the audit requirements of Federal OMB circular A-133 (www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2011)
 - Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB circular A-133 or a program-specific financial and compliance audit. Those entities that expend \$500,000 or more in federal funds may include audit costs to the grants on a pro-rated basis.

V. Grant Evaluation and Selection

A. Grant Award Evaluation Process

GWB staff will perform an initial screening of applications to ensure that submission requirements were met and all required sections were included.

An Evaluation Committee will score applications. The committee will be composed of representatives from GWB, DLT and other State agencies, among others. Mirroring the structure of the Proposal Submission, Evaluators will be directed to consider the following:

I. Executive Summary

- N/A

II. Lead Applicant and/or Partnership

- Does the Lead Applicant have the capacity to fulfill its role?
- Is the Lead Applicant credible, objective, and do they demonstrate knowledge and expertise of the Rhode Island industry landscape, youth career readiness efforts, and employer needs?
- Do the Lead Applicant and/or partners demonstrate:
 - i. Successful relationships with employers?
 - ii. Successful relationships with K-12 schools (particularly high schools) and other youth-serving organizations?
 - iii. Previous experience acting as an intermediary to connect employers with current or future workforce?
 - iv. Knowledge and previous experience assessing and vetting applicants for employer-requested skills?
 - v. Knowledge of best practices around career readiness for youth?
 - vi. Knowledge of current Rhode Island industry standards and career pathways?
- If applicable, does the proposal provide a clear and cogent plan to identifying and adding additional partners in the future?
- Does the staffing plan seem appropriate and adequate for the activities planned?

III. Scope of Work and Outcomes

- Does the proposal present a timeline and plan of action which is clear, detailed and logical, and meets the requirements of each component in Section III.B.?
 - i. Does the proposal describe how the Lead Applicant and/or partners will build relationships with and broker relationships among employers, schools, and youth-serving organizations, and act as a centralized coordinator for career readiness activities such as workplace tours, career panels, internships, etc.? Does the proposal describe how the Lead Applicant and/or partners will identify, procure, and manage a technology platform tool to track and match employer offerings, school requests, and student profiles?
 - ii. Does the proposal describe how the Lead Applicant and/or partners will pilot, manage, and scale a summer internship program?

- Does the proposal clearly describe the specific roles each partner will play in executing the plan?
- Does the proposal provide an appropriate timeline to implement program components or services?
- Does the proposal clearly describe the expected outcomes in years one and two, both for the Summer Internship Program and year-round career readiness activities, and are those outcomes reasonable relative to the funding amount requested?

IV. Organizational, Administrative and Fiscal Capacity

- Has the Lead Applicant demonstrated the administrative and fiscal capacity to properly and effectively manage grant funds and submit timely and accurate expense reports?
- Do the Lead Applicant and/or partners have a clear and reasonable plan to raise private funds over time to ensure sustainability of the intermediary?
- Does the proposal explain how the partnership will cover liability and Worker’s Compensation, as applicable?

✓ **Budget and Budget Narrative**

- Are the expenses listed in the budget reasonable and reflective of the proposal?
- Does the budget narrative adequately describe the expenses in the budget and reflect the scope of work in the proposal?
- Does the proposal include leveraged resources and/or in-kind contributions from members of the grant applicant group and/or employers, particularly in year two?

Proposals will be scored based upon the following criteria:

Proposal Section	Possible Points
Lead Applicant and/or Partnership	20
Scope of Work, Outcomes, and Timeline	50
Organizational, Administrative and Fiscal Capacity	20
Budget and Budget Narrative	10
TOTAL POINTS	100

B. Grant Award Selection Process

If necessary, oral presentation of the proposal may be required to clarify content in the proposed plan.

Final approval shall be determined by the Executive Director of the Governor’s Workforce Board, based on the recommendations of the Evaluation Committee.

VI. Grant Administration and Reporting

A. Post-Award Procedure

Upon award, the Lead Applicant and GWB will sign an Award Agreement that establishes a legal relationship. The Agreement will lay out and finalize the Lead Applicant and/or partners’ scope of work,

budget, payment terms, performance metrics, and reporting requirements. There may be site visits and/or programmatic and fiscal audits during and after the grant period.

B. Payment Options

The grant will be disbursed according to a schedule negotiated between GWB and the Lead Applicant, and may be conditioned upon meeting program requirements. This could include meeting negotiated performance metrics.

Invoices will not be paid unless expense reports are submitted correctly, with all of the appropriate supporting documentation.

C. Participant Data and Reporting Requirements

The intermediary will report to GWB specific data about each youth participant and/or school enrolled in programs and/or activities. For career awareness and exploration activities those may be collected on an aggregate basis.

For internships, these data points include as applicable, but are not limited to: first and last name, gender, school, hours of classroom and workplace activities, employer, industry credentials earned, academic credit earned, wages earned.

As the intermediary will necessarily collect personal information from participants as well as other potentially confidential or proprietary information from employer partners, it is expected that the intermediary will have a policy and plan to regard electronic data and other manually maintained records on individual persons, employers, and others as confidential, to be held in trust, and will protect data against unauthorized disclosure and/or use.

D. Performance Metrics

Specific metrics will be developed during the Award Agreement negotiation. These unique performance metrics will allow the GWB to track the intermediary's progress, encourage open lines of communication, enhance accountability, improve results, and adjust program delivery and policy.

Funding may be tied to the achievement of performance metrics.

E. Right to Revoke Funding, Audit and Suspend Funds

The GWB reserves the right to revoke funding from the recipient entity of any grant and require the return of unspent funds if the goals and timelines consistent with the approved Award Agreement are not met.

The GWB also reserves the right to request access to perform an audit of activities. Audits can be part of regular monitoring or in response to an emergent concern, including but not limited to outside inquiries or even "whistleblower" complaints. In order to meet its fiduciary responsibility for public funds, the GWB reserves the right to suspend payment of any part of a grant.

VII. Appendices

Appendix A: Proposal Checklist

This checklist is intended to assist the applicant in making sure the required documents are present. The proposal must have the required document in the order that they appear in the checklist, and may not include any additional documentation.

Document	Requirements	Document Included
Cover Page	See Appendix B for Required Fields	<input type="checkbox"/>
Proposal Narrative	See Solicitation section IV.C	<input type="checkbox"/>
Budget and Budget Narrative	See Appendix C for template and Solicitation section IV.D for requirements.	<input type="checkbox"/>
Letters of Intent from Partners (optional)	See Solicitation section IV.C.II.a.iii.	<input type="checkbox"/>
Taxation Letter of Good Standing	Lead Applicant must submit a current Letter of Good Standing from the state Division of Taxation. More information can be viewed: http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php	<input type="checkbox"/>
Fiscal Agent Assurances Form	See Appendix D for the required form	<input type="checkbox"/>
Copy of Lead Applicant W-9 Taxation Form	Downloadable from Division of Purchasing Website: www.purchasing.ri.gov	<input type="checkbox"/>
Most Recent Audit	Lead Applicant must submit a copy of their most recent audit or audited financial statements.	<input type="checkbox"/>

Appendix B: Cover Page Template

Name of Lead Applicant: _____

Address of Lead Applicant: _____

Tax ID Number of Lead Applicant: _____

Name of Lead Applicant Contact Person: _____

Telephone and Email of Contact Person: _____

Additional Partners for Grant Application
(optional):

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Amount Requested Year One: _____

Amount Requested Year Two: _____

Signature of Authorized Authority from Lead Applicant: _____

Printed Name and Title: _____ Date of Signature: _____

Appendix D: Fiscal Agent Assurances

The Lead Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Rhode Island Governor’s Workforce Board (GWB) and the State of Rhode Island and Providence Plantations as they relate to the application, acceptance, and use of Real Jobs RI funding in this project. The Lead Applicant further affirms and certifies that:

1. It possesses legal authority to apply for the grant, i.e., an official act of the Lead Applicant’s governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the Lead Applicant and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non- grant funds.
4. It will participate in any statewide assessment program or other evaluation program as required by GWB.
5. It will give GWB, or an authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
6. It will assure that monthly status reports will be submitted to GWB, as required.
7. It will comply with all requirements imposed by GWB concerning special requirements of law and other administrative requirements.

The Lead Applicant further acknowledges that it will serve as fiscal agent and will perform all financial management duties of the grant and accept responsibility for the proper use of grant funds. As Fiscal Agent, Lead Applicant is responsible for maintaining separate records of disbursements made on the Applicant’s behalf and disbursing those funds in accordance with the restrictions related to the grant.

The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant. The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- maintain separate records of disbursements related to the grant;
- keep receipts for at least three years following closing of the grant;
- make financial records available to the State of Rhode Island and its representatives upon request;
- disburse funds in accordance with the purpose of the grant application; and,
- file the final financial report at the conclusion of the grant.

Organization Name: _____ **Federal Tax ID Number:** _____

Signature of Authorized Representative of Lead Applicant

Date

Name and Title (Typed or Printed)