

Kansas Department of Commerce

Jobs & Innovative Industry Skills Training

Competitive Grants Due: August 30, 2011

Senate Substitute for House Bill 2014 provides for competitive grants administered by the Secretary of the Department of Commerce for colleges to develop innovative programs with private companies needing specific job skills or to meet other industry needs.

Purpose:

The Kansas Department of Commerce (Commerce) announces the availability of **\$500,000** in **Jobs & Innovative Industry Skills Training (JIIST)** to be awarded to 2-year sector colleges as a cost-reimbursement grant through a competitive process. The opportunity is afforded through the Community College Competitive Grant bill passed by the legislature in 2011 (HB 2014). The purpose of JIIST is to 1) provide innovative programs with private companies in Kansas needing specific job skills; and 2) provide for other industry training needs that cannot be addressed with current funding streams. Commerce's strategic industries include: Advanced Manufacturing, Biosciences, Construction Trades, Energy, Health Sciences, Professional Services and Value-added Agriculture. The target for these funds is high growth, high wage, and highly skilled occupations with higher than average job vacancy rates or projected growth rates. Successful applications will include a strong partnership and alignment with industry, the public workforce system, and integrate the workforce priorities of the governor.

Match: A one dollar to one dollar match must be provided by the college from non-state monies that are specifically dedicated to the training project. The match may be federal monies, student tuition, local mill levy, foundation or other non-state funds. Preference will be given to proposals providing a higher match.

Key Dates: The closing date for receipt of applications under this Workforce Solutions Fund announcement
4 p.m. August 30, 2011.

Application forms follow in this document or are available on line at www.kansascommerce.com on **July 22, 2011** or by written request.

Submit applications to: Kathy Hund at khund@kansascommerce.com

I. Background Information

A. Brief summary of training/capacity needs

Training proposals will be developed in partnership with a private sector company (or group of **sector** companies) demonstrating an unmet need for specific job skills or other industry needs not currently addressed. The expected outcome is a skilled, trained workforce for Kansas employers and increased private sector employment by filling those open positions due to a skill mismatch (e.g., Industrial Maintenance Technicians, Computer Numeric Control operators, Information Technicians, or others). Proposals may include a variety of training options serving emerging workers, underemployed workers, and/or incumbent workers. Training delivery models include traditional programs, short courses, on-line and blended learning or other combinations. Successful proposals will likely include industry-endorsed certificates, modularized short courses, and multiple entry/exit points supporting a career pathway. If non-credit custom training is included, include an articulation plan for credit-bearing coursework leading to certificates or degrees.

B. Critical Elements of JIIST Grants

Commerce expects that JIIST proposals will contain at least the following critical elements:

- (1) a training solution for a critical industry/employer or industry cluster;
- (2) strong evidence the industry/employer defined the training competencies/credentials and will provide job interviews to participants successfully completing the training
- (3) partnerships with the public workforce system and Local Workforce Investment Boards
- (4) inclusion of existing Kansas workforce educational initiatives (Career Pathways, Kansas **WORKReady!** Certificates, adult completion initiatives, etc.)
- (5) a sustainability plan for continued training beyond grant funds.

Proposal applications are limited to **10 pages** including the cover page; supporting documentation limited to **3 pages**. Pages exceeding these limits will not be reviewed.

II. Award Information

A. Award Amount

Commerce anticipates awarding a total of \$500,000 for multiple training projects. However, Commerce reserves the right, based on the type, number, and quality submissions, to:

- (1) fund applications at either a lower or higher amount;
- (2) fund a smaller or larger number of projects;
- (3) award a smaller amount than requested; and
- (4) not award all available funds.

B. Period of Performance

The period of JIIST performance will be 36 months from the date of the grant award. This performance period shall include all necessary implementation and start-up activities, participant follow-up for performance outcomes, and grant closeout activities. Commerce may elect to exercise its option to award no-cost extensions for an additional period as needed.

C. Required Matching Resources

A one dollar to one dollar match must be provided by the college from non-state monies that are specifically dedicated to this training project. The match may be federal monies, student tuition, local mill levy, foundation or other non-state funds. Additional in-kind contributions from the college or industry partner are encouraged.

D. Use of Funds/Allowable Activities

Grants to community/technical colleges are for the specific purpose of supporting economic vitality and private sector job growth. These funds focus on the development of the workforce and may be used to provide job training to workers to assist them in gaining skills and preparing for industry sectors and occupations as defined in the above sections of the proposal. Allowable expenses include, but are not limited to, costs associated with increasing capacity of demand training programs, technical equipment, online and hybrid course development and start-up expenses related to adding training capacity.

E. Funding Restrictions

Expenses not eligible, but not limited to, include indirect costs, general classroom equipment and supplies, administrative fees, new construction, travel, vehicles, food or lodging and marketing.

F. Limitations on Cost per Participant

Applications for funding will be reviewed to determine those training plans that deliver the most efficient training outcomes to provide the best return on investment for the Kansas economy. While variability on the cost per-participant is expected, applicants should use the Commerce Return-On-Investment formula detailed in the Application and demonstrate that the proposed cost per trainee is an efficient use of training dollars. When calculating cost per participant, applicants will use the Commerce grant funds only, thus not penalizing the college for a robust dollar match.

III. Applications Review Process

The following criteria will be used to evaluate proposals for JIIST

A. Description of Project	30 points
<ul style="list-style-type: none">• Industry/employer training need – evidence of need, growth, advancement• Number of trainees produced/year• Innovative training plan to meet employer needs – credentials, flexibility, hybrid, online• Performance history and training record of college• Economic benefit to the local community and state	
B. Action Plan	25 points
<ul style="list-style-type: none">• Employer engagement and partner contributions• KANSASWORKS and LWIB partnerships• Kansas WORKReady! Certificate plans• Faculty with industry experience• Implementation and timeline	
C. Budget Narrative Clear explanation of:	20 points
<ul style="list-style-type: none">• funding needs• methodology and matching funds• adequacy of budget and defined cash flow• competitive return-on-investment	
D. Sustainability plan	20 points
<ul style="list-style-type: none">• Identify adequate future funding sources• Illustrate probability of long-term partnerships• Explain need/future for training developed using JIIST	
E. Evaluation plan	5 points
Explanation of how required metrics will be collected	
Total	100 points

IV. Award Administration Information

A. Award Notices

Award notifications will be made by the Secretary of Commerce within approximately 30 days of the closing date for applications. Applicants not selected for award will be notified thereafter.

B. Reporting

Successful applicants will be required to submit routine reports including the Quarterly Financial Reports, Progress Reports and Final Reports as follows:

Quarterly Financial and Progress Reports.

A Quarterly Financial and Progress Report is required until all funds have been expended and grant period has expired. Quarterly financial/progress reports are due 30 days after the end of each fiscal year quarter (October 30, January 30, April 30, July 30). The report (sample document will be provided) will supply information on training accomplishments including:

- Number of training participants served
- Number of certificates and credentials earned and/or number of completers
- Number of trainees entering occupation related to training and/or receiving promotions
- Average wage or wage gain of training participants

Annual Progress Reports.

The grantee will submit an Annual Progress Report within 30 days after the end of each fiscal year. This report will contain a narrative which includes, but is not limited to, any project success stories, upcoming grant activities, promising approaches and processes, and progress toward performance outcomes.

Submit Quarterly & Annual Progress Reports to: Kathy Hund at khund@kansascommerce.com.

KANSAS DEPARTMENT OF COMMERCE

JOBS & INNOVATIVE INDUSTRY SKILLS TRAINING

COMPETITIVE GRANT APPLICATION

Date of Application:

Community College Name:

Address:

Federal ID Number:

Name of Training Project:

Project Address:

(if different from address above)

Contact Person:

Title:

Telephone Number:

FAX:

E-Mail:

Company(s) Name:

Address:

Contact person:

Occupations for Training:

Job Titles and number of projected trainees:

Total Number of Trainees served in 3 years:

Total Cost of Project:

Amount of Commerce Funding Requested:

Cost per Trainee (Commerce dollars only):

Amount of Matching Funds:

Project Description

I. PROPOSAL NARRATIVE

A. Description of Project (30 points)

Provide a description of the training plan and how it will address the workforce need:

- How will this project meet the industry/employer training need? Why are these jobs targeted for training? (vacancy rate, projected growth, wages, advancement)
- How many participants need to be trained per year? (evidence of hiring demand)
- How will the college training plan be structured to meet specific requirements of industry? What innovation is included?
- If applicable, what is the past performance of this training program or related program? (include information on enrollment numbers; completion rates; demand; placement rates; and average wage of completers)
- Describe the overall economic benefit to the private sector employer, local community and state?

B. Action Plan (25 points)

Provide a description of how the training project will be implemented. Provide a brief description and corresponding timeline:

- Describe the communication of the college to actively engage industry/employer partner. How did the college/industry partners establish training need, credentials/competencies, and training format? Explain contributions of employers to the project including agreements for use of a employer's space, equipment, or other resources
- Describe how the college will partner with KANSASWORKS centers and the Local Workforce Investment Board.
- How will the college incorporate the ACT, Inc. WorkKeys® assessments and the Kansas WORKReady! Certificate?
- Identify new faculty you will hire and their experience in industry. List other key personnel required to support the project.
- Describe implementation plan and timeline. Include any remodel or facility renovations required for the Project.
- Describe how the college will provide flexibility in delivery of the training (on-line learning, blended, evenings, short course, weekend, summer, company sites, etc).
- How will this project connect to the college's Program Improvement plan, Performance Goals, Foresight 2020 goals or other KBOR initiatives?

II. COSTS ASSOCIATED WITH THE PROPOSAL

A. Project Line Item Budget

Provide a detailed line item project budget to include:

- All projected costs and expenses by category
- Amount of funding requested from the JIIST funds
- Amount of matching funds – identify sources

Note: Show methodology behind cost estimates.

Suggested basic format for presenting budget information:

Item	Commerce funds	Non-state Matching funds	Total cost	Notes

B. Project Budget Narrative (20 points)

Provide a detailed budget narrative that describes the following:

- Clear explanation of funding needs
- Methodology used to determine funding needs including matching funds and in-kind donations
- Evidence that this budget is adequate and appropriate Return on Investment Analysis (Total JIIST funds / # of participants)

III. SUSTAINABILITY AND EVALUATION

A. Sustainability Plan (5 points)

Provide a description of how the Project will remain financially viable after JIIST resources are fully invested. Include the following:

- How will key industry and educational partners remain vested in the Project? What are partner roles and responsibilities?
- Identify future funding that will be generated by the Project (tuition, state aid, contract training revenue, endowments, other).
- Identify any adverse impacts the project might have on other educational institutions, the community, state of Kansas, or other key stakeholders, and how these challenges will be mitigated.

B. Evaluation Plan (5 points)

The evaluation metrics required by Commerce are listed below. Provide a description of HOW the college will collect and track the performance metrics below:

- Number of training participants served
- Number of certificates earned and/or number of completers
- Number of trainees entering occupation related to training
- Average wage or wage gain of training participants

Submit completed proposals through electronic mail to the Commerce Director of Workforce Training and Education: Kathy Hund, khund@kansascommerce.com