



## Return To Work Grant Request for Proposals

### Synopsis

During the 2022 legislative session, the Utah Legislature authorized a grant program for business entities through [HB 333](#) to offer innovative Return To Work programs for employees throughout the state of Utah. The purpose of this fund is to support business entities in developing a new Return To Work program or expanding an existing Return To Work program offering opportunities for adults looking to re-enter the workforce after an extended absence.

### Grant Goals

- Provide adults opportunities to re-enter the workforce after an extended absence
- Provide innovative return-to-work programs that offer experience, training, skills, mentoring, and networking opportunities aligned with a career path

### Eligibility

- The primary applicant must be a “business entity” defined as for-profit or nonprofit in [HB 333](#).

### Submission Process

- Qualified applicants will be required to submit the following documents:
  - [Return To Work Application](#) Form
  - Budget Sheet
- Applicant will complete the submission [Google form](#) where the application form and any additional documents can be uploaded.

### Selection Schedule

- Proposal submission deadline
  - Proposals will be accepted on a quarterly basis.
    - Quarterly submission due dates:
      - Q1 - July 1
      - Q2 - October 1
      - Q4 - April 1

## **Proposal Review and Questions from Review Committee**

- All submissions will be initially verified; applicants should be prepared to respond to requests for clarification or additional information.
- After verification, proposals will be considered by the review committee, and applicants should be prepared to respond to final requests for clarification or additional information.
  - Review Committee Recommendations to Talent Ready Board
    - Following the completion of the proposal review, the review committee will present their recommendations to the Talent Ready Board.
- Award notification to awardees
  - Upon final decision by the Talent Ready Board, notification of awards will be sent by email to the contact listed in the application.

**To be considered a successful submission, the business entity must complete the [Return To Work Application](#) containing the following information:**

- Contact Information
- Targeted Industry
- Business Entity Demand
- Program Narrative
- Budget
- Budget Narrative
- Data Collection and Reporting

### **Budget**

Subject to appropriations from the Legislature, the Talent Program, in consultation with the Talent Board, may award grants to business entities to offer innovative Return To Work programs for employees.

- Applicants are required to submit a budget narrative and budget sheet to illustrate funds needed to implement the proposed Return To Work program.
  - Grant funds under this section may only use grant funds for:
    - Costs associated with developing a new Return To Work program; or
    - Costs associated with expanding an existing Return To Work program.

### **Reporting and Data Collection**

- The business entity shall report to the center on a quarterly basis and by the reasonable request of Talent Ready Utah.

- At a minimum, the business entity shall provide documentation of the following:
  - Number of participants in the program;
  - Number of participants who have retained employment six months after hiring date;
  - Occupation titles held by Return To Work participants;
  - Demographic information of participants; and
  - Any additional data as required and outlined in the terms of the contract.
- The business entity shall submit to any audit, by the center or a third-party, to verify reported data.

**Evaluation Criteria**

- Does the proposed program specify the anticipated number of Return To Work participants?
- Does the proposed program specify Return To Work job opportunities, specifying occupations, duties, and responsibilities?
- Does the proposed program provide an outline of Return To Work experience and include opportunities for training, skills development, mentoring, and networking opportunities?
- Does the proposed program demonstrate efficient use of funds for addressing strategic workforce needs and a reasonable timeline for program implementation?
- Does the proposed program demonstrate plans to support Return To Work participants with ongoing employment opportunities?

For any questions regarding the Return To Work Grant and application process, please contact Samantha Aird, [samantha.aird@ushe.edu](mailto:samantha.aird@ushe.edu), or Peter Reed, [Peter.reed@ushe.edu](mailto:Peter.reed@ushe.edu).