



Utah Works Requests for Proposals

Synopsis

During the 2022 legislative session, the Utah Legislature authorized an educational grant program through [HB 333](#) to develop short-term pre-employment training and short-term early employment training for students and workforce participants that meet the needs of businesses that are creating jobs and economic growth in the state.

Grant Goals

- Allow education partners to develop customized curricula for pre-employment and early employment trainings

Eligibility

- Any Utah public higher education institution
- Proposal must be jointly developed by a company and a Utah public higher education institution

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.

Submission Process

- Each institution will be required to submit the following documents:
 - [Application](#) (one per institution)
 - [Appendix A](#) (for each partnering company)
 - [Appendix B](#) (for each program seeking approval)
 - Letters of support from industry partners
- Each institution will complete the submission [Google form](#) where all documents can be uploaded.

Proposal Timelines

- 1-2 years

Budget

Requested funding will be used solely for the direct costs associated with the program, such as the cost of instructors, marketing, curriculum development, training, travel, or equipment/supplies. Funding for general administration will not be allowed.

Please review the categories below:

- Faculty Salary & Benefits
- Administration Salary & Benefits
- Equipment/Materials Marketing
- Curriculum Development
- Student Tuition

Reporting and Data Collection

- The education partner shall report quarterly and on a regular basis as reasonably requested by the center.
- At a minimum, the education partner shall provide documentation of the following;
 - Number of students enrolled in the program
 - Number of students that have completed the program
 - Number of students placed in relevant employment

Funding and Payments

- Grant funds will be disbursed on a reimbursement basis.
- Awardees will be required to submit payment requests on a quarterly basis with TRU provided payment request documentation.
- TRU will conduct technical assistance sessions for reporting and invoicing procedures and processes.

Evaluation Criteria

- **Industry Partners:** Does the proposal provide evidence of strong industry partner commitments to support the program and hire graduates?
- **Industry Need:** Does the proposal provide training and education related to industry needs?
- **Career Mobility:** Does the proposal demonstrate that this training enables students to enter or advance to high-demand, living wage positions?
- **Local Economy Support:** Does the proposal show that the program supports the local economy through employer partnerships, curriculum alignment, stackability, and other state workforce programs?
- **Budget and Cost Effectiveness:** Does the proposal include a budget demonstrating the efficient use of funds and cost-effective funding per graduate?

For any questions regarding the Utah Works Grant and application process, please contact Samantha Aird, samantha.aird@ushe.edu, or Peter Reed, Peter.reed@ushe.edu.