



Talent Ready Connections Grant Request for Proposals

During the 2020 legislative session, the Utah State Legislature authorized an educational grant program through [HB 68](#) to help support the expansion of work-based learning and apprenticeship opportunities throughout Utah. This fund aims to help create and develop programs that help students earn while they learn in-demand skills for high-wage careers.

Grant Objectives

The following goals have been outlined in the legislation:

- Create partnerships between education and industry to make work-based learning and apprenticeship programs available to Utah students.
- Develop work-based learning and apprenticeship programs that are responsive to the workforce needs of a high-demand industry or occupation.

Eligibility

- The primary applicant must be a public high school or a post-secondary institution.
- The application must include a partnership between at least one participating employer and a public high school or post-secondary institution.
- The post-secondary institution must be a degree-granting institution or technical college within the Utah system of higher education and according to Utah Code 53B-1-102.

RFP Information Session and Questions

- **When:** February 13, 2024, 11:00 – 12:00 pm
Applicants and others interested in the Talent Ready Connections RFP are invited to a virtual RFP information session.
- **Where:** Zoom
- **What:** This information session is an opportunity to ask questions about the proposal requirements and online proposal submission, with Talent Ready staff present to share information and answer questions.
- **Register:** To register for the RFP information session and receive a meeting invitation,

click [here](#). Questions about the RFP are welcome and can be submitted using this [RFP Questionnaire](#). **The deadline for questions is April 13, 2024, 5:00 p.m.**

A recording of the RFP Information Session and emailed questions and responses will be posted on the Talent Ready Utah web page.

Proposal Timeline

The proposal must be submitted online [here](#).

- Proposals are due by 5:00 pm on April 15, 2024.
- Proposals for this initiative will be reviewed quarterly as long as funds are available.

Proposal Review and Questions from the Review Committee

- All submissions will be initially verified, and applicants should be prepared to respond to requests for clarification or additional information.
- After verification, the review committee will consider proposals, and applicants should be prepared to respond to final requests for clarification or additional information.

Review Committee Recommendations to the Talent Ready Board

- After the proposal review, the committee will present its 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 e-mail message to the contact listed in the application

Submission Process

Each institution will upload its application documents via Google [form](#). An auto-response will automatically be generated via email confirming receipt of the proposal submission. The following documents are required for each application:

- Proposal Narrative (6 pages maximum)
- [Budget](#)
- Letter(s) of Support

See **Instructions for Proposal** on page 8 for more details.

Proposal Debriefing

Upon request, a debriefing meeting will be scheduled with an applicant. A request for a debriefing meeting must be emailed to TRUgrants@ushe.edu within five (5) business days after the notification of an unsuccessful proposal is sent to the applicant. Talent Ready Utah will acknowledge receipt of the debriefing request within three (3) business days.

The discussion will be limited to a critique of the requesting applicant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted by phone or virtually and will be scheduled for a maximum of 30 minutes.

Program Length

The goal of this program is to support the expansion of work-based learning and apprenticeship opportunities throughout the state of Utah. The proposed length of the program will vary by the needs of the program but must be a minimum of 1 year. Please indicate the proposed duration of the program in Appendix A.

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.

Allowed Budget Uses:

- Salaries & Fringe
- Marketing
- Equipment
- Supplies
- Travel
- Training
- Curriculum Development
- Employer Funding (Funding to offset a participating employer's direct operational costs associated with employing students as part of an approved apprenticeship program or work-based learning program)

Funding and Payments

Grant funds for this initiative will be disbursed upon the Memorandum of Understanding being executed by all parties. Awardees must provide an invoice showing how funds were expended. Awardees must submit a payment request accompanied by a paid supplier or institutional invoice.

Reporting and Data Collection

The education partner shall report quarterly and on a regular basis as reasonably requested by Talent Ready Utah.

- At a minimum, the education partner shall provide documentation of the following;
 - Number of participants in the program.
 - Number of participants who have completed each phase offered by the program.
 - Number of participants who have been hired by a business participating in the program.
 - Demographic information.
 - Any additional data as required and outlined in the terms of the Memorandum of Understanding.

Annually, the education provider will provide a narrative report summarizing the quarterly reports, achievement of set goals, success and challenges of the programs, and possible best practices. The education partner shall submit to any audit by Talent Ready Utah or an approved third-party, to verify reported data.

Evaluation Criteria

The proposal review and evaluation process will be competitive and conducted utilizing a fair and objective process. An Evaluation Committee will review and score proposals using the scoring rubric below.

Category	Total Points	Weight
Introduction/Need Assessment	25	25%
Program Management	25	25%
Implementation	20	20%

Performance Outcomes	15	10%
Budget	15	20%
Total Possible Points	100	100%

While not required, preference will be given to a proposal that includes: (i) a description of a stackable credentialing pathway for participating students that will be created by the program between at least two of the following: (A) a public high school; (B) and an institution of higher education, including a technical college; or (ii) the potential for participating students to obtain full-time employment with the participating employer upon completion of the program.

If the Evaluation Committee requires further information to make their recommendation, Talent Ready Utah may contact respective applicants who submitted proposals for additional information and/or revisions.

For any questions regarding the Talent Ready Connections grant initiative and application process, please send an email to TRUgrants@ushe.edu.

PLEASE SEE NEXT PAGE FOR PROPOSAL INSTRUCTIONS

Instruction for Proposal

Formatting

The proposal narrative shall not exceed 6 pages in length. This includes a cover, table of contents, attached graphs, or research. It does not include the budget worksheet or letter(s) of support. A “page” is 8.5" x 11", with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Use one of the following fonts: Arial, Calibri, Helvetica, Palatino Linotype, or Georgia typeface. Applications submitted in any other font will not be accepted. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). All proposals should be converted and uploaded as a PDF file.

Applicants must address each of the following criteria:

Introduction/Need Assessment	(25 points)
Program Management	(25 points)
Implementation	(20 points)
Performance/Outcomes	(15 points)
Budget	(15 points)

The following guidance may assist applicants in addressing each of the selection criteria:

Introduction/Need Assessment - 25 points

- Provide a detailed description of the proposed apprenticeship or work-based learning program.
- Describe the workforce needs of the targeted high-demand industry or occupation that this program will meet.
- Describe the high-demand industry or occupations that this proposal will be supporting:
 - Summarize labor market information to support this being a high-demand industry, including growth projections and increased demand/need.
 - Must be ranked as a 3-star or higher occupation on the Utah Department of Workforce Service Occupation Explorer or provide a detailed explanation as to the future openings, growth rate, wages, and openings in your geographic area.
- What are the employer partners' projected job openings over the period of the proposed program?
- How will this program support the expansion of work-based learning opportunities in a specific CTE region and/or state of Utah?

Program Management -25 points

- Describe the partnership between the institution(s) and employer(s) to meet the workforce needs of the targeted high-demand industry or occupation. (Confirmed by Letters of Support)
- Provide a detailed overview of the proposed apprenticeship or work-based learning program to include instructional and on-the-job training hours.
- Discuss the curriculum proposed for the program.
- What school credits, credentials, and/or certifications will be offered to participants?
- Identify the targeted participant to enroll in the work-based learning or apprenticeship program.
- How will you conduct outreach and market the program to ensure sufficient students are trained to meet the projected needs? (Confirmed by Letters of Support)
- Describe organizations, if any, that you will partner with to recruit and support participants. (Confirmed by Letters of Support)

Letter(s) of Support may include:

- How the partner intends to support or contribute to the proposed program;
- Validation of workforce needs;
- Commitment to the length of the proposed program,
- Commitment of materials, resources, and/or financial support to the proposed program.

Implementation - 20 points

- Provide a start-up implementation timeline/plan.
- Provide a training timeline for participants to complete the program.
- How will participants enroll/register for the program?
- How does the institution plan to sustain the program?

Performance/Outcomes- 15 points

- Provide the projected number of participants in the program, of participants that will complete each phase offered by the program, and who will be hired by a business participating in the program.
- Discuss how you will track demographic information and credit, credential and/or certificate attainment.
- Describe any institution or employer-specific metrics that will be used to measure

program success.

- How will the institution and employer(s) collaborate to track performance/outcome data?
- Describe how feedback from the employer(s) partner will be obtained and utilized to improve the quality of the program.

Budget- 15 points

- Outlined budget for total program cost
 - Tab 1- Provide the staff resources by title, role type, FTE allocation, and salary being proposed and allocated to this budget.
 - Tab 2- an itemized budget detailing the planned use of grant funds, including how the funding will be allocated, tracked, and reported.
 - Tab 3- an overall summary of the budget that includes proposed outcomes and cost per student.

Appendix

If the proposed program requires the Utah Board of Higher Education or school district approval, evidence that approval has been obtained must be provided.