



Healthcare Targeted Workforce Initiative Grant Request for Proposals

In 2023, the Utah Legislature appropriated \$4.5M in ongoing funds for Targeted Workforce Development in Healthcare to expand program capacity in the following occupations: Respiratory Therapists, Registered Nurses, Licensed Practical Nurses, Radiology Technologists, Surgical Technologists, Diagnostic Medical Sonographers, Behavioral Health, Psychiatric Technicians, and/or Behavioral Management Specialists.

Of this original appropriation, \$382,615 of ongoing funding is available to institutions through a competitive grant program outlined below. An institution that receives funding under this initiative shall use the ongoing funding to increase the number of students enrolled annually in the eligible program(s) for which the institution receives funding.

Grant Objectives

- Create new or expand the capacity in critically needed Healthcare programs that prepare individuals to fill high-demand occupations.
- Increase the number of professionals entering high-demand healthcare occupations.

Eligibility

- The primary applicant must be a postsecondary institution within the Utah System of Higher Education, according to Utah Code 53B-1-102.
- The application must include a partnership between at least one participating employer and a postsecondary institution.
- The application must create or expand education and training programs that will prepare professionals for one of the following occupations: Respiratory Therapists, Registered Nurses, Licensed Practical Nurses, Radiology Technologists, Surgical Technologists, Diagnostic Medical Sonographers, Behavioral Health, Psychiatric Technicians, and/or Behavioral Management Specialists.

RFP Information Session and Questions

- **When:** June 18, 2024, 11:00 – 12:00 p.m.
Applicants and others interested in the Healthcare Targeted Workforce Initiative 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 submissions, 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](#).

A recording of the RFP Information Session 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 p.m. on July 22, 2024.
- Proposals for this initiative will be reviewed quarterly if funds are available.

Proposal Review and Questions from the Review Committee

- All submissions will be initially verified. Applicants should be prepared to respond to requests for clarification or additional information.
- Applicants should be prepared to respond to final requests for clarification or additional information.

Review Committee Recommendations to the Talent Ready Utah Board

- After reviewing the proposal, the committee will present its recommendations to the Talent Ready Utah Board in July 2024.

Award notification to awardees

- Upon the Talent Ready Utah Board's final decision, award notifications will be emailed to the contact listed on the application.

Award Start Date

- Institutions should anticipate a start date of September 1, 2024.

Submission Process

Each institution will upload its application (proposal) documents via Google [Forms](#). An automatic confirmation email will be sent verifying the receipt of the proposal submission.

The following documents are required for each application:

- Proposal Narrative

- [Budget](#)
- Budget Narrative
- Per 2024 H.B. 335 State Grant Process Amendments, the current departmental budget for the department grant funds will be used.
- Letter(s) of Support

See **Instructions for Proposals** on page 7 for more details.

Proposal Debriefing

A debriefing meeting will be scheduled with an applicant upon request. The request must be emailed to TRUgrants@ushe.edu within five (5) business days after 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.

Discussion will be limited to feedback on 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

This program aims to increase the number of professionals entering high-demand healthcare occupations. Funding awarded by this grant will be ongoing until stopped by the Utah Legislature. An institution that receives funding under this initiative must use the ongoing funding to increase the number of students enrolled annually in the eligible program(s) for which the institution receives funding.

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. In addition to the budget, applicants are required to submit a budget narrative that describes and justifies requested budget items and costs. Below is a brief description of the budget categories that would be considered for this initiative:

Salaries & Benefits

- Salaries: Compensation for faculty, staff, and other personnel directly involved in the project, including those working on curriculum development.
- Benefits: Health insurance, retirement contributions, and other fringe benefits related to the personnel.

Equipment

- Non-Capital Equipment: Purchase of items with an acquisition cost greater than or equal to \$3,000 but less than \$5,000.
- Capital Equipment: Purchase of a single item (not invoice) that costs \$5,000.00 or more, is freestanding, and has a use life of one year or more.

Supplies - Office Supplies

- Office Supplies: General office materials including paper, pens, toner, and other everyday items used for administrative purposes.
- Project-specific Supplies: Specialized materials necessary for the project, such as textbooks, educational resources, curriculum development software, and scientific supplies.

Travel - Staff Domestic

- Staff Domestic Travel: Expenses for transportation, lodging, meals, and other travel-related costs for project personnel within the country.

Contractual - Subcontracts- (TRU Approval Required)

- Subcontracts: Agreements with external organizations or individuals to perform specific tasks or services directly tied to the project.
- Professional Services: Fees for external consultants, experts, or professional services engaged to support the project, including those assisting with curriculum development.

Other Direct Costs

- Communication: Telephone, internet, postage, and other communication expenses necessary for project execution.
- Publication, Printing, & Marketing: Costs for publishing and disseminating project

results, printing curriculum materials, and marketing efforts related to the project.

- Conferences & Meetings: Expenses related to organizing and attending project-related events, including venue rentals, materials, and travel costs.
- Employer Operational Expenses: General administrative expenses required to support project operations/participant success.

Tuition & Participation Support

- Stipends: Payments to students or participants involved in the project to support their engagement and involvement.
- Tuition Fees: Costs covered for educational purposes directly linked to the project, such as tuition for courses or training programs.

Funding and Payments

Grant funds for this initiative will be initially disbursed upon the execution of the memorandum of understanding by all parties. Funding will continue as long as the Utah State Legislature continues to fund the institution and the proposed program continues to operate. Ongoing funds will be added to the institution's base funding.

Reporting and Data Collection

The institution shall report quarterly for three years 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 students enrolled in the program.
- Number of students who have completed the program.
- Number of students placed in relevant employment.
- Number of faculty, instructors, and professors hired with awarded funds.

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%

If the evaluation committee requires further information to recommend, Talent Ready Utah may contact the respective institution that submitted proposals for additional information and/or revisions.

If you have any questions regarding the Computer Science Targeted Workforce grant initiative and application process, please email TRUgrants@ushe.edu.

Instructions for Proposals

Formatting

The proposal narrative should not exceed ten pages in length. This includes cover, table of contents, attached graphs, and any appendices to the proposal. It does not include the budget worksheet or letter(s) of support. A page is 8.5 x 11 inches, with 1-inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1-inch margin. Use one of the following fonts: Arial, Calibri, Helvetica, Palatino Linotype, or Georgia. 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.

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 program.
- Describe the high-demand occupation that this proposal will be supporting:
 - Respiratory Therapists, Registered Nurses, Licensed Practical Nurses, Radiology Technologists, Surgical Technologists, Diagnostic Medical Sonographers, Behavioral Health, Psychiatric Technicians, and/or Behavioral Management Specialists.
- Describe the regional workforce needs of the targeted high-demand occupation that this program will meet.
- Provide a summary of the Utah employers anticipated to hire projected completers of the proposed program, including hiring requirements and qualifications for the high-demand position.
- How will this program support the addition of professionals entering the identified high-demand occupation?

Program Management — 25 points

- Describe the partnership between the institution and employer(s) to meet the workforce needs of the targeted high-demand occupation—confirmed with letters of

support.

- Provide a detailed overview of the proposed program.
- Discuss the curriculum proposed for the program.
- What credentials and/or certifications will be offered to participants?
- How will you conduct outreach and market the program?

Letter(s) of Support may include:

- How does the partner intend to support or contribute to the proposed program?
- Validation of workforce needs.
- Commitment of materials, resources, and/or financial support to the proposed program.

Implementation — 20 points

- Provide a start-up implementation timeline/plan, including month and year.
- Provide a timeline for participants to complete the program.
- How does the institution plan to sustain the program's future growth?

Performance/Outcomes — 15 points

- For the first 3 years of the award, provide the projected number of students enrolled in the proposed new or expanded program; of those enrolled, how many you project to complete the program; of those who completed, the number that will be placed in relevant employment; and the number of faculty, instructors, or professors hired with awarded funds.
- Describe any institution or employer-specific metrics that will be used to measure program success.
- How will the institution track performance/outcome data?
- Describe how industry/employer feedback will be obtained and utilized to improve the program's quality.

Budget/Budget Narrative- 15 points

Applicants must include a budget narrative that describes and justifies requested budget items and costs. In your budget narrative, describe how the Budget Information, and “Budget Category” totals were determined. For personnel salary costs, generally describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Describe any proposed items of cost that require prior approval including any anticipated subawarding, transferring, or contracting

out of any work under the award. Identify any third-party cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value.

- Provide an outlined budget for the total program cost.
 - Tab 1: Provide the staff resources by title, role type, FTE allocation, and salary 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.