

Workforce ONE Maryland Program

Request for Proposals



Issued: February 17, 2008

Submission Deadlines:



Round 1: March 21, 2008
Round 2: April 18, 2008
Round 3: May 16, 2008

Technical Assistance Session

February 26, 2008

Issuing Office

Tri-County Council for the Lower Eastern Shore of Maryland
100 Pearl Street, Suite A
Snow Hill, MD 21863



TABLE OF CONTENTS

SECTIONS	TITLE	PAGE NUMBER
1	Background	3
2	Workforce ONE Maryland Core Values/Principles	4
3	Technical Assistance	5
4	Eligibility Criteria	5
5	Workforce ONE Maryland Priorities	6
6	Proposal Deadlines	6
7	Funding Rounds	7
8	Continuation of Funding	7
9	Proposal Submission	8
10	Proposal Review Process	8
11	Reporting Requirements	9
12	Proposal Submission Checklist	9
Form	Proposal Face Sheet	10
13	Technical Volume	11
A	Project Summary	11
B	Technical Requirements	11
B1	▪ Understanding the Problem	11
B2	▪ Proposed Project	11
B3	▪ Partners / Collaboration	12
B4	▪ Implementation Plan	13
B5	▪ Results /Goals/ Outcomes	13
B6	▪ Timeline	14
B7	▪ Sustainability Plan	14
B8	▪ Letters of Commitment	14
4	Financial Volume	15
A	Budget	15-16
B	Budget Narrative	16
15	Resource Information	17
Attachment	List of Maryland WIA's	18-19
Attachment	Technical Assistance Session Registration Form	20

1. Background

In response to the 2005 Base Realignment and Closure (BRAC), the U.S. Department of Labor (USDOL) made Workforce Investment Act National Emergency Grant (NEG) funding available to assist several states with the planning and implementation of workforce development initiatives related to BRAC. The USDOL expects that funded states will adopt the WIRED 6 Step Method (please see the Resource Information section) when approaching BRAC-related workforce development challenges. The purpose of WIRED is to create a regional approach by ignoring political boundaries and creating regional shared visions based on collective assets, strengths, and resources.

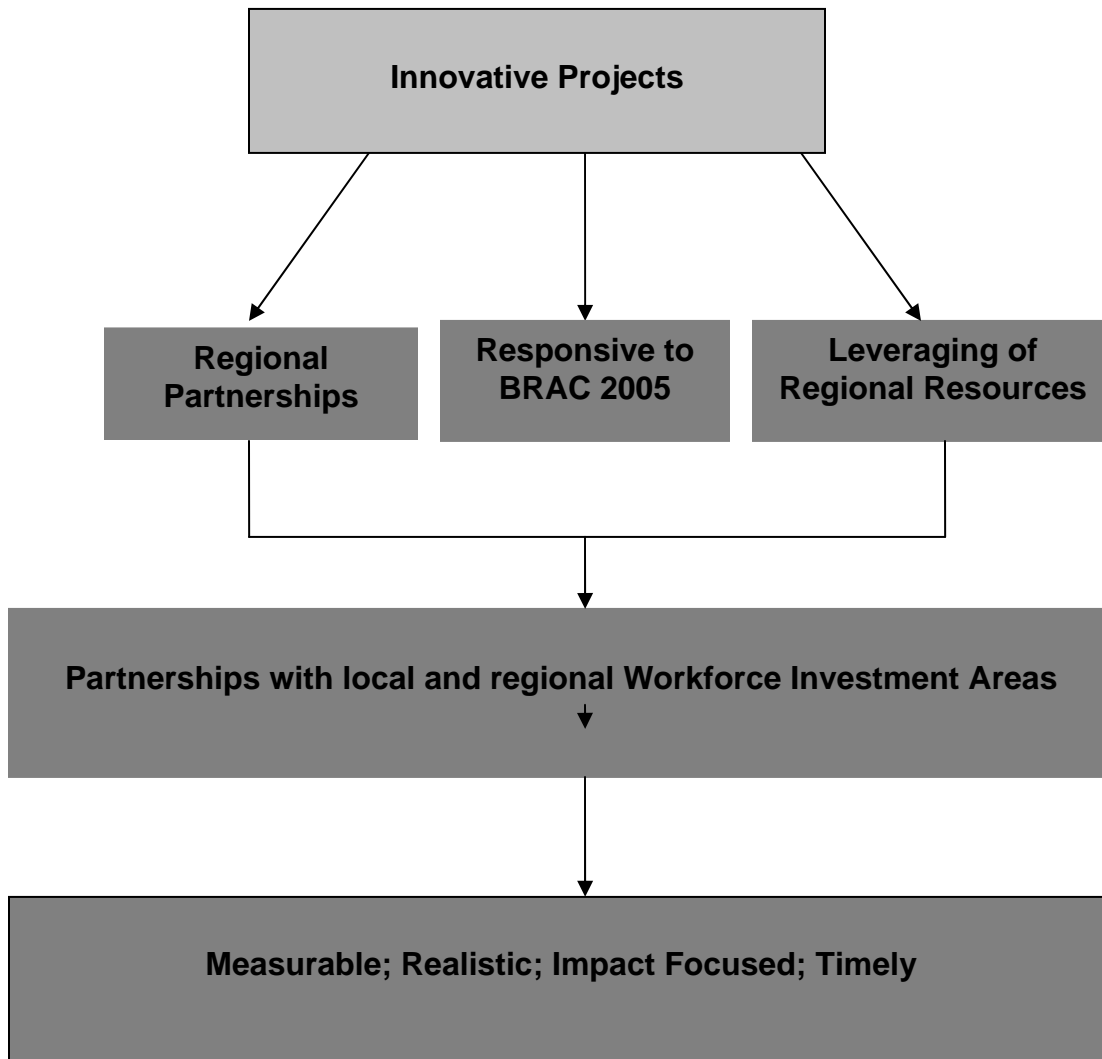
Maryland's Department of Labor, Licensing and Regulation's (DLLR) Division of Workforce Development (DWD) was awarded a \$4 million grant to assist in the State's planning and implementation of initiatives that address the workforce challenges created by the 2005 BRAC process. Maryland's Program, Workforce ONE Maryland, will address the coordination of workforce development activities, initiatives and projects across all regions in and around Maryland by utilizing the WIRED approach.

The majority of Workforce ONE Maryland will fund innovative projects. Projects must be collaborative in nature and relate directly to BRAC-impacted regions.

2. **Workforce ONE Maryland Core Values/Principles**

Workforce ONE Maryland will place a priority on funding projects that reflect the following core values/principles in the priority areas.

Workforce ONE Maryland Core Values/Principles



3. Technical Assistance Session

A Technical Assistance session will be held to assist applicants in completing their proposals. **The session will be held on February 26, 2008 from 10:00 AM-12:00 NOON at Loyola College Columbia, 8890 McGaw Road, Rooms 360/2, Columbia Maryland, 21045.**

All attendees must register by faxing or E-Mailing the attached Technical Assistance Session registration form to Phyllis Flowers at 410-767-2010 or dwdgrantsinfo@dllr.state.md.us. Please bring a copy of the proposal with you. Full copies of the proposal can be found at www.lowershore.org/WORFP.pdf.

This Technical Assistance session is optional but strongly recommended for those organizations interesting in submitting proposals.

Please E-mail proposal questions to dwdgrantsinfo@dllr.state.md.us. Questions will be accepted until the deadline date of each proposal round. Allow 48 hours for responses to questions. Please plan appropriately.

4. Eligibility Criteria

The list below includes all eligible applicants.

Special Note: Priority will be given to proposals with strong documentation of collaborative partnerships.

- State and Local K-12 Education Systems
- Institutions of Higher Education
- Training Entities
- Non-Profit Organization(s)
- For-Profit Companies
- Economic Development Entities
- Small/Minority Disadvantaged Businesses
- Military Installations
- Other State and Local Government Agencies

All eligible applicants are strongly urged to partner with their local Workforce Investment Areas (WIA's) or Workforce Investment Boards (WIB's) (List of Maryland WIA's attached) - bonus points will be granted to all applicants who partner with their local WIA's and/or WIB's. Partnership is defined as an active role in the implementation of proposed projects.

5. *Workforce ONE Maryland Priorities*

1. Projects must focus on one of the five BRAC-impacted regions in Maryland:
 1. Aberdeen Proving Ground Region
 2. Andrews Air Force Base/National Naval Medical Center Region
 3. Baltimore Region (Aberdeen Proving Ground and/or Ft. Meade)
 4. Ft. Detrick Region
 5. Ft. Meade Region

2. It is the expectation that all applicants assess the needs in Maryland and their specific BRAC-impacted region to develop a program design that is unique, innovative and appropriate for the challenges Maryland will face due to BRAC 2005. We are looking for nontraditional innovations and approaches from Maryland's best and brightest. The following are areas of focus but applicants should not be limited by this list:
 - Developing the emerging workforce
 - Maximizing the capacity of the existing workforce
 - Tapping into the power of historically underutilized human capital resources
 - STEM – Projects
 - Spousal Employment Projects
 - BRAC Curriculum Development Projects
 - Relevant and Timely Job Training and Placement Projects

6. *Proposal Submission Deadlines*

Proposals will be accepted in three rounds:

Round 1: March 21, 2008

Round 2: April 18, 2008

Round 3: May 16, 2008

After Round 1, all other rounds are based on funding availability. We are looking for innovative approaches that address the impact of BRAC 2005. Projects will be awarded based on the rating criteria, relevance to the need and cost effectiveness of the proposal.

7. *Funding Rounds*

Grant awards will not exceed \$100,000 for a maximum 12 month period. **The award period will depend upon the proposal round:**

Round 1: May 1, 2008 to April 30, 2009

Round 2: June 1, 2008 to May 31, 2009

Round 3: July 1, 2008 to June 30, 2009

Award periods may be modified or adjusted if necessary.

8. *Continuation of Funding*

The funding under this grant is a one time funding cycle and ends on June 30, 2009. Continuation of funding beyond the award period is not possible under this current funding stream.

Outcome-based projects proven to be successful during this project period may be considered for future funding contingent upon the availability of federal funding, compliance with grant conditions and successful progress towards stated objectives in proposed project.

Workforce ONE Maryland reserves the right to modify the requested budget if deemed necessary and in the best interest of Maryland. Further Workforce ONE Maryland reserves the right to decrease or increase all approved budgets during the implementation of the project.

9. *Proposal Submission*

Two volumes of the proposal must be submitted (Technical and Financial).

The Technical Volume must consist of the required elements outlined in the narrative section. Copies must be submitted in the following format: 1 electronic copy disk or CD, 1 signed original and 5 duplicate hard copies. This section must not exceed 20 double-spaced, single-sided typed pages with 1-inch margins and no less than 12 font type. Attachments do not count towards the page limit. All required elements of this section must be covered in the section and not in the attachments.

The Financial Volume must consist of a detailed budget and narrative. Copies must be submitted in hard copy and include 1 original and 5 copies. Electronic copies of this volume are not required.

Copies must be stapled and no binders or folders will be accepted. All mailed proposals must be received on or before the deadline dates specified in each round. (See above for the Funding Rounds section)

Proposals must be received at the address provided below by 3:00 PM of each round's deadline date. Proposals not received on or before the specific round date will be reviewed with the next round if one is held. Proposals received after the last round deadline will not be considered.

Mail or deliver all proposals to:

Department of Labor, Licensing and Regulation
Division of Workforce Development
1100 North Eutaw Street, Room 209
Baltimore, Maryland 21201
Attention: Phyllis Flowers

Please allow appropriate time for mail delivery. All mailed proposals must be received by the submission date specified in each round.

10. *Proposal Review Process*

An objective panel of individuals with relevant but diverse backgrounds and experiences with workforce issues will conduct the proposal review process. The review process will include a threshold review to ensure that all projects are submitted in compliance with the proposal completion and submission process outlined in the proposal. All proposals approved in the threshold process will be rated using the following points scale listed below.

- Understanding the Problem (15 points)
- Proposed Project (20 Points)
- Partnership/Collaboration (15 Points)
- Implementation Plan (20 Points)
- Results/Goals/ Outcomes (15 points)
- Timeline (5 points)
- Sustainability Plan (10 points)
- **Collaboration/Partnerships with Local WIA's and/or WIB's (10 bonus points-see page 12 for an explanation)**

The review panel will make recommendations for funding. **Applicants will be notified in writing of their award status within 60 days of submission.**

11. Reporting Requirements

All grant recipients must submit monthly programmatic and fiscal reports. Format and due dates will also be provided upon award. Applicants must identify the individual(s) responsible for completing both the programmatic and fiscal reports.

12. Proposal Submission Checklist

TITLE	Required
Face Sheet	X
A. Project Summary	X
B. Technical Proposal	X
B1. Understanding the Problem	X
B2. Proposed Project (Including Table)	X
B3. Partnership/Collaboration (Including Table)	X
B4. Implementation Plan	X
B5. Results /Goals/ Outcomes	X
B6. Timeline	X
B7. Sustainability Plan	X
C. Letters of Commitment	X
D. Financial	
D1. Budget	X
D2. Budget Narrative	X
Attachments	

Workforce ONE Maryland		REGIONS (Check One) <input type="checkbox"/> Aberdeen Proving Ground <input type="checkbox"/> Andrews Air Force Base/National Naval Medical Center <input type="checkbox"/> Baltimore <input type="checkbox"/> Fort Detrick <input type="checkbox"/> Fort Meade
PROPOSAL FACE SHEET		
Date Proposal Submitted:		
Proposal For: <input type="checkbox"/> Round 1 <input type="checkbox"/> Round 2 <input type="checkbox"/> Round 3		
A. Requested Funding Period: (Not to exceed 12 months)		
Proposed Project Start Date:		End Date:
B. Project Title/ Name:		
C. Name of Primary Organization Applying for Funds:		
D. Primary Applicant Street Address or P.O. Box:		
County :	State:	Zip:
E. Federal Tax ID#:		
F. Authorized Official:		
G. Name of Project Director:		
Title:		
H. Organization Contact Information		
Address:		
E-Mail:		
I. Name of Fiscal Officer:	Phone:	
Title:	Fax:	
Address:		
E-Mail:		
J. Service Site:		
Address:		
City:	State:	Zip:
FOR DLLR USE ONLY		
Date Received:		
Assigned To. BPC:		

13. Technical Volume

A. Project Summary

The project summary must provide a concise summary of your proposed project and be limited to 100 words or less. The summary must include the project title and contain the following:

1-2 sentences identifying the specific problem or need.

1-4 sentences describing how funds will be spent to address these needs

1-2 sentences describing how the project will benefit the State, BRAC 2005 and the regional economy.

This must be written using the active voice. This summary will be used by Workforce ONE Maryland when presenting information and marketing materials about funded projects.

B. Technical Requirements

This section must not exceed 20 double-spaced, single-sided typed pages with no less than 1-inch margins and no less than 12 font type.

1. Understanding the Problem (15 points)

This section must include a statement of the problem or need area that the proposed activity/service will address. The needs of the area must be aligned with priority issues supported by a data analysis relevant to BRAC 2005 impact.

2. Proposed Project (20 points)

This section must describe the project and how it will regionally address BRAC-related workforce development issues. Further, projects must address how their plan coincides with BRAC timelines in one of the five BRAC-impacted regions. In addition, an outline of the project design and its focus on one or more of the following issues or other relevant issues not listed.

- **Developing the emerging workforce**
- **Maximizing the capacity of the existing workforce**
- **Tapping into the power of historically underutilized human capital resources**
- **STEM – Projects**
- **Spousal Employment Projects**
- **Curriculum Development Projects**
- **Relevant and Timely Job Training and Placement Projects**

3. Partnership / Collaboration (15 Points)

Workforce ONE Maryland is interested in funding innovative results-based projects that are designed in collaboration with partners. The following is a list of recommended stakeholders that may be consulted as part of this project proposal:

- Economic Development
- Education and Training Systems or Entities
- Public Agencies
- Non- Profit Organization(s)
- Private Businesses
- Military Bases Impacted by BRAC 2005 in Maryland

Because the local WIA's are Maryland's primary workforce entities, partnership, collaboration and integration with the WIA's (see list of Maryland WIA's attached) is a priority of Workforce ONE Maryland. WIA's can provide relevant and helpful workforce information and data as well as connectivity to businesses and job seeker. **Therefore, applicants who partner with their local WIA's can receive up to 10 bonus points in addition to up to 15 points for Partnership/Collaboration. Applicants must clearly show how the WIA's will participate as active partners in project proposals.**

This section of the proposal must outline the roles and responsibilities of each partner in the proposed project. It is anticipated that regional and cross county partnership will be highly pursued to ensure a regional approach. **Letters of Commitment (see section B-8 below for instructions) including specific contributions from partners must be submitted as part of this proposal. Please use the partnership table below and include it in this section of your proposal.**

Regional Project Partnership Table

Please complete the partnership table which includes the elements listed below in the sample. No minimum or maximum number of partners have been set but strong collaborative partnerships are necessary and required as part of this proposal. Partners listed in this table must submit a letter of commitment with this proposal in Section C- Letters of Commitment.

Sample Partnership Table

Name of Partner	Name of contact (Include phone number)	Partner role in the project	County partners is located

4. Implementation Plan (20 points)

This section must demonstrate the applicant's organizational capacity to implement the proposed project. This must include organizational history, qualified staffing and other experience with relevant projects that document successful outcomes.

The applicant must also outline an implementation plan of the proposed project and must consider the measurable outcomes that will guide the overall results and goals the project is attempting to achieve.

This plan must also include a staffing plan and a summary of relevant staff qualifications for the oversight and implementation of the project. Resumes of existing staff or a summary of qualifications for proposed staff must be included in the Attachment Section of this proposal.

5. Results/Goals/Outcomes (15 points)

This section must provide a clear plan to achieve the goals of the project by outlining the purpose, goals, strategies, objective, and indicators that will provide the results proposed. The applicant must complete a matrix similar to the sample below to provide a visual guide in displaying the overall results/goals that the proposed project is attempting to achieve. The example below provides instructions for clarity.

Sample: Project Matrix

Purpose/ Mission	Results /Goal	Strategy	Objective	Indicator
What needs will be met? Who is the target population/ audience?	General statements of what needs to be accomplished in order to achieve the Purpose/Mission.	What activities will be implemented to reach these goals?	Performance targets that show interim progress toward goals achievement (Should be specific and measurable).	Evidence that a specific result, goal or objective has been achieved.

6. *Timeline (5 points)*

This section must provide a detailed project timeline/work plan that describes progress toward successful project implementation for the funding period of twelve months. The timeline/work plan must include:

- the task
- who is responsible for completing the task, and
- the target timeframes for task completion

7. *Sustainability Plan (10 points)*

Applicants must include a detailed plan for the sustainability of the project upon termination of funding. Applicants must provide a thoughtful description of the project impact after the initial investment and possibilities for continuation with other funding and leveraging of resources.

8. *Letters of Commitment*

At a minimum, all partners included on the partnership table in Section B. 3 must submit a letter of commitment detailing their contribution to the project. Letters should be submitted on organization and/or company letterhead and addressed to:

**Sara Muempfer, Project Director
Workforce ONE Maryland
Department of Labor, Licensing and Regulation
1100 North Eutaw Street, Room 209
Baltimore, Maryland 21201**

Letters of commitment must be submitted in the Attachments Section of the proposal. Letters of commitment do not count towards the 20 page minimum.

14. Financial Volume

A. Budget

Award periods will depend on chosen proposal Round:

Round 1: May 1, 2008 to April 30, 2009

Round 2: June 1, 2008 to May 31, 2009

Round 3: July 1, 2008 to June 30, 2009

All proposals must contain at minimum a **ten-percent (10%) non-federal cash match and ten percent (10%) in-kind match**. In-kind and cash match claimed must be directly related to the project and must occur during the grant period.

Funds cannot be used to supplant (i. e. replace) existing expenditures. Funds cannot be used for capital projects.

Sample Budget Sheet

Expenditure Category	Federal Funds Requested	Non-Federal Cash Match	Private Funds	In-kind Match	Total
Personnel					
Operating Expenses					
Travel					
Contractual Services					
Equipment					
Indirect Cost/ Administrative Cost					
TOTAL					

This section of the proposal includes the completion of the above worksheet. Please note the explanations for each category below:

Personnel (Category A): Includes salaries, social security and fringe benefits for personnel required to implement the project including full or part-time contractual staff (excluding consultants which should be listed in Category D). Time and attendance must be maintained for all personnel included in the grant project.

Operating Expenses (Category B): Includes project supplies, rental space, printing and communications. A communication expense includes items such as telephone, fax, postage and other expenditures such as photocopying.

Travel (Category C) Expenses may include mileage and/or other transportation cost, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate of 48.5 cents /mile as of 1/1/2007.

Contractual Services (Category D): Includes all contracts executed to provide services for the project and charged to the grant.

Equipment (Category E): Includes purchases, lease or rental. Equipment costs may include taxes, delivery, installation and similarly related charges. Inventory records must be maintained for equipment that is acquired. Expenditures must be consistent with applicable local jurisdictions procurement guidelines.

Other (Category F): Includes all other anticipated expenditures, which are not included in the previous categories such as indirect cost.

Indirect/Administrative Overhead (Category G): Includes a maximum 10% of the total grant award. Since Regional BRAC Project Coordinators have been funded to handle any administrative tasks associated with the projects, no additional overhead is allowed for the local WIA designated to submit and administer these funds in the BRAC regions.

B. Budget Narrative

A detailed budget narrative must be submitted with the itemized budget to provide a clear understanding of the rationale for items listed in the budget.

15. Resource Information

- Training and Employment Guidance Letter (TEGL) No.16-03, Change 2, "Use of National Emergency Grant (NEG) Funds Under the Workforce Investment Act as to Support Activities Related to the 2005 Defense Base Realignment and Closure (BRAC 2005) Commission, " issued May 2005
https://wdr.doleta.gov/directives/attach/TEGEL_16—03_Ch2.pdf
- Training and Employment Guidance Letter NO. 16-03, Change 4 "Use of NEG Funds Under the Workforce Investment Act (WIA), as Amended, to Support Employment-Related Assistance for Workers Affected by the 2005 Defense Base Realignment and Closure (BRAC 2005) Actions," issued July 2006
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2243
- Workforce Investment Act (WIA) , section 173, 29 U.S C.2918
- WIA Regulations at 20 CFR part 671
- Announcement by Secretary Chao of the Department of Labor initiatives, Workforce Innovations in Regional Economic Development (WIRED), November 2005.
<Http://ww.dol.gov/opa/media/press/eta20060329.htm>
- WIRED 6 Step Method <http://www.doleta.gov/wired/tools/>
- United States Department of Defense, Base Realignment and Closure 2005
<http://www.defenselink.mil/brac/>

Maryland Workforce Investment Areas

ANNE ARUNDEL COUNTY

Anne Arundel Workforce Development Corporation
401 Headquarters Drive, Suite 205, Millersville, Maryland 21108
(410) 987-3890
www.aawdc.org

BALTIMORE COUNTY

Baltimore County Office of Workforce Development
Jefferson Building, 105 West Chesapeake Avenue, Suite 300, Towson, Maryland 21204
410-887-2008
www.baltimorecountymd.gov/Agencies/jobtraining/index.html

BALTIMORE CITY

Mayor's Office of Employment Development
417 East Fayette Street, Suite 468, Baltimore MD 21202
(410) 396-1910
www.oedworks.com

FREDERICK COUNTY

Frederick County Workforce Services
5340 Spectrum Drive, Suite A, Frederick, Maryland 21703-7357
(301) 600-2255
www.frederickworks.com

LOWER SHORE (Somerset, Wicomico and Worcester Counties)

Lower Shore Workforce Alliance
917 Mt. Hermon Road, Suite 10, Salisbury, Maryland 21804
(410) 341-3835
www.lswa.org

MID-MARYLAND (Carroll and Howard Counties)

Howard County Office of Workforce Development
7161 Columbia Gateway Drive, Suite D, Columbia, MD 21046
(410) 290-2620
www.co.ho.md.us/DOA/DOA_Workforce_Development.htm

MONTGOMERY COUNTY

Montgomery County Division of Workforce Investment Services
111 Rockville Pike, Suite 800, Rockville, Maryland 20850
(240) 777-2007
www.montgomeryworks.com

Maryland Workforce Investment Areas

PRINCE GEORGE'S COUNTY

Workforce Services Division, Prince George's Economic Development Corporation
1100 Mercantile Lane, Suite 115A, Largo, Maryland 20774
(301) 583-4650
www.pgworkforce.org

SOUTHERN MARYLAND (Calvert, Charles and St. Mary's Counties)

Field Operations
175 Post Office Road, Waldorf, Maryland 20602
(301) 645-8712

SUSQUEHANNA REGION (Cecil and Harford Counties)

Susquehanna Workforce Network
410 Girard Street, Havre de Grace, Maryland 21078
(410) 939-4240
www.swnetwork.org

UPPER SHORE (Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties)

Upper Shore Workforce Investment Board
P.O. Box 8, Wye Mills, Maryland 21679
(410) 822-1716
www.uswib.org

WESTERN MARYLAND (Allegany, Garrett, and Washington Counties)

Western Maryland Consortium
33 W. Washington Street, 4th Floor, P.O. Box 980, Hagerstown, Maryland 21741-0980
(301) 791-3164
www.westernmarylandconsortium.org

Workforce ONE Maryland
Request for Proposals
Technical Assistance Session

Registration Form

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

E-Mail: _____

Number of attendees from organization: _____

Please send completed registration form to dwdgrantsinfo@dllr.state.md.us or fax to 410-767- 2010, Attention: Phyllis Flowers.