



**EDUCATION and WORKFORCE DEVELOPMENT CABINET
OFFICE OF THE SECRETARY**

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Matthew G. Bevin
Governor

Hal Heiner
Secretary

DATE: February 3, 2017

RE: Application for Kentucky Work Ready Skills Initiative Funding

TO: Interested Applicants

The Work Ready Skills Advisory Committee is now accepting applications for a second round of funding as a part of the Work Ready Skills Initiative. To apply, please submit your application via the Work Ready Skills Initiative website (<http://kwrsiappupload.ky.gov>) no later than **5:00 pm EST on Thursday, March 16th**.

Completed applications that meet the minimum program eligibility requirements will be considered for funding by the Work Ready Skills Advisory Committee. PLEASE NOTE: the following elements are ESSENTIAL to an application. Any application that does not include all of these areas will NOT be considered:

- A regional partnership which includes a private-sector employer, a public high school or school district, and a postsecondary educational institution;
- Training in at least one of Kentucky's five primary economic sectors as defined by the Kentucky Workforce Innovation Board (KWIB) (Training in other sectors is not eligible for this grant);
- Ownership MUST be by a public entity of the buildings, equipment, and other assets funded by the grant; and
- A minimum 10% of total project costs from associated project partners of the requested Work Ready Skills Grant funding (Operational Costs shall not be included in Project Costs).

Additionally, **please note that this application is NOT identical to the application for the previous round of funding.** Read carefully and provide all information requested by the application. Responsive information must be provided via the Work Ready Skills Initiative website and one hard-copy mailing (See "**INSTRUCTIONS TO APPLICANT**" on "**WRSI Application - Round 2**"). No additional forms of information may be submitted and will not be reviewed or considered by the committee. Information responsive to the individual requests contained in Attachment A must be included within the section specified. The Committee will only look to each particular section for the requested information within that section.

Finally, do not disclose information that you do not want made public as the contents of these applications will be subject to discussion in open meetings. As part of the application process, partnership team members will be asked to sign a waiver acknowledging that any documents submitted in support of your application will be available for review or publication to the general public.

ATTACHMENT A – Work Ready Skills Initiative Spring 2017 Application Request

SECTION A - EXECUTIVE SUMMARY	
Section A	<p>(1) Include a two-page maximum executive summary of your proposal. Please include the following elements:</p> <ol style="list-style-type: none"> a. How the funds will be used for facilities, equipment, and 1st year marketing; b. The specific KWIB industry sectors* and career pathways in which workforce training or education will be provided with specific goals and desired outcomes; c. The rationale for selecting the KWIB industry sector(s) and career pathway(s); d. Explanation as to why existing programs are not addressing the employment needs in the identified sectors and in the geographic area to be served by the project; and e. A description of how the proposed training fits into a regional system** of available training by KWIB sector. <p><i>*Sectors for training must include at least one of Kentucky's primary sectors (Advanced Manufacturing, Healthcare, IT/Business Services, Construction Trades, Transportation/Logistics) as defined by the Kentucky Workforce Innovation Board (http://kwib.ky.gov/).</i></p> <p><i>**The Work Ready Skills Advisory Committee looks favorably on applicants who best maximize regional partnerships across traditional lines of business, education, etc.</i></p>
SECTION B - LOCAL EMPLOYMENT DATA & PROJECTIONS	
Section B	<p>(1) Provide existing condition metrics* that illustrate the potential success of the project. These metrics must include but are not limited to:</p> <ol style="list-style-type: none"> a. Local unemployment (numbers and rate) in a thirty-mile radius, labor force participation and other economic information; b. Current posted job openings by sector(s) in which the training will be provided in a fifty-mile radius; c. Five-year workforce data demonstrating demand within a fifty-mile radius for the training that will be provided, including how the data is validated; d. Total number of juniors and seniors among the secondary partners included in the project; e. Enrollment and credentials currently granted annually within the sectors included in the application; and f. Expected entry-level wages for graduates of the training. <p><i>*Information can be found at the following Kentucky Center for Education and Workforce Statistics (KCEWS) website: (https://kcews.ky.gov/).</i></p>
SECTION C – PROJECT PARTNER LETTERS	
Section C	<p>(1) For all project partners, attach a one page maximum (per partner) description of each partner's role in the project per the provided template, including specifically how each partner will be involved in the project during construction and development, any financial commitment from that partner, and how each partner will be involved with providing workforce training and education after the project is complete. The statement should be signed by a senior official of the respective entity.</p> <p><i>*Partnerships must include private-sector employer(s), public secondary education partner(s) and postsecondary education partner(s).</i></p>

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SECTION D – PROJECT BUDGET/EXPENDITURES	
Section D	<p>(1) Include a detailed line item budget of project (Note: NOT operational) costs set forth in the format on the provided template. Please include:</p> <ol style="list-style-type: none"> a. Specific identification of the total project cost, any cash match provided, any in-kind match provided and the total amount requested from the Work Ready Skills Initiative; b. A line item breakdown of total project cash costs (workforce investment funds requested plus cash match from partners); c. Project Total per KWIB Sector; and d. Supporting documentation that shows how the estimated cost of each line item was determined. <p>(2) Provide a separate budget detailing non-cash match items, including how the values of the items were appraised.</p> <p>(3) Include a proposed schedule by calendar quarter for the expenditures of dollars in the contract by source of funding. For any construction or renovation, include floor plans and renderings, as well as a line-item estimate from an appropriate qualified contractor.</p>
SECTION E – WORKFORCE TRAINING & EDUCATION DESCRIPTION	
Section E	<p>(1) Provide a description of the current and proposed workforce training and education offered at the facility for which grant funding is sought, including:</p> <ol style="list-style-type: none"> a. A narrative describing the total number of program participants that can be served at any one time; b. A narrative describing the anticipated number of participants that will complete workforce training and education annually; c. The annual number of students currently served, by sector, and the annual number anticipated once the project is completed; d. The different paths for high school students, adult learners, long-term unemployed, and any other groups targeted by the program; e. How the training accelerates individuals’ opportunities to successfully enter the workforce; f. Credit, certificates, credentials, apprenticeships, and degrees participants will receive upon completion of the workforce training or education program; g. The specific certificates, credentials, apprenticeships, or degrees earned through participation in the workforce training or education program will be transferable towards higher degrees; h. How and through what institutions will secondary students receive dual credit/postsecondary credit; i. An estimate of the annual and total cost of the program for participants to achieve full credit/credential; and j. The hours of operation for the training facility.

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SECTION F – MARKETING PLAN	
Section F	<p>(1) Provide a description of the marketing plan and spending that will be used to attract participants to workforce training and education programs at the project site for the first five years.</p> <p>(2) Describe how high school counselors will promote careers among secondary students.</p> <p>(3) Describe how you will promote student engagement through student organizations and extracurricular activity.</p>
SECTION G – OPERATIONAL FINANCES & SUSTAINABILITY PLAN	
Section G	<p>(1) Attach a detailed five (5) year financial operations plan for the project facility and the workforce training and education that will be offered at the facility, including information about how the program will be funded and sustained by the partners.</p> <p>(2) Describe plans to recruit new and retain existing credential teachers and adjunct faculty.</p> <p>(3) Identify who has responsibility for upkeep and maintenance of the project facilities, fixed assets, and equipment upon completion of the partnership project. Indicate which public-sector partner(s) will own the buildings and equipment that are paid for by the public investment.</p> <p>(4) Include a project timeline, beginning with the date a signed grant agreement is received by the applicant. The timeline should include the expected construction period with related milestones, as well as the expected length of time between commencement of the project and when workforce training and education provided at the facility will begin.</p> <p>(5) Provide information demonstrating experience and success for the partners responsible for training, upkeep and construction.</p> <p><i>NOTE: The buildings and equipment that receive public funding must be owned by a public entity – a city, county, school, school board, college or university.</i></p>
SECTION H – PROPOSED FACILITY STUDY	
Section H	<p>(1) If your application proposes construction of a new facility that does not currently exist, explain why it is more efficient and/or effective to construct new rather than renovate or retrofit an existing facility. In your answer include a list of all existing facilities within a 50 mile radius of the proposal location that are owned or operated by an educational institution participating in the project.</p> <p>(2) Include the cost per square foot for both renovations and new construction of facilities as applicable.</p>

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SECTION I – REPORTING CRITERIA	
Section I	<p>(1) Provide a description of the data that will be collected and reported semiannually for a period of five years after the completion of the project, including the metrics that will be used to evaluate the project. These metrics must be broken down for students and adults, potentially including but not limited to:</p> <ul style="list-style-type: none">• Enrollment;• Completion percentage;• Continued enrollment;• Credentials and degrees granted;• Total number of juniors and seniors among the secondary partners included in the project who will successfully receive postsecondary credit, credentials or certifications;• Job placement;• Job retention at six months; and• Skills assessment scores of training participants.

Please remember to submit the information to <http://kwrsiappupload.ky.gov> by the deadline requested above. Please email workreadyskills@ky.gov if you have any questions about the Work Ready Skills Initiative application process.

Sincerely,



Hal Heiner, Secretary
Education & Workforce Development Cabinet