

# REQUEST FOR APPLICATION

*Issued by*



*For*

## **Work Skills Enhancement Grant Project**

Applications to be submitted to the  
Coastal Bend Workforce Development Board (d.b.a. WorkSource)  
400 Mann St., Suite 1000  
Corpus Christi, Texas 78401

Issue Date: September 12, 2007

### **Application Due Date and Time:**

September 11, 2008, 12:00 noon CST  
or until available funds are exhausted or the program is discontinued.

*The Board is an equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxillary aids and services are available upon request to individuals with disabilities. Telephone access is available though (TDD) 1-800- RELAY TX, Voice 1-800-Relay VV.*

*WorkSource: Our Mission is to Build a Better Workforce*

**WorkSource**  
*(Formerly Work-Force1)*  
**Request for Application (RFA)**

The Coastal Bend Workforce Development Board (d.b.a. WorkSource) in Corpus Christi, Texas will receive applications for the development of incumbent worker skills training projects for the Coastal Bend region. The 12-county area served by WorkSource of the Coastal Bend includes: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, Refugio, and San Patricio Counties.

**Background Information**

The Coastal Bend Regional Workforce Development Board (Board) is a volunteer Board made up of 34 members representing various employment sectors in a 12-county area. The Board manages approximately 25-million dollars in workforce development programs, which are administered through WorkSource Centers, performing workforce development activities for area businesses and residents. The primary responsibility of the Board is to provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

The Board recognizes that Coastal Bend employers are a priority customer. Resolving the concerns of regional employers is one of the primary goals of the Board. The Board is charged with providing expanded and improved activities for Coastal Bend employers, which includes identifying key trends and major external threats affecting today's local employer, as well as capitalizing on existing opportunities available in the community.

The implementation of this Work Skills Enhancement Project is the Board's commitment to employers of the Coastal Bend region.

**Eligible Applicants**

Eligible applicants include private-for-profit corporations, community-based organizations (CBO), private non-profit organizations, literacy providers, and other entities that have a demonstrated need to enhance the skill levels of their employees.

**Training Requirements**

**The purpose of this RFA is to solicit applications for employee work skill enhancement and training activities from Coastal Bend area employers. Typical grant amounts anticipated under this grant application program may range from \$5,000 to \$29,000 per employer. Lower and higher amounts may be considered using this same application for incumbent worker training. The training requested should provide a new skill or enhancing the skill level of an existing worker, thereby improving their chances for promotion and ultimately resulting in increased wages. The training requested should go beyond training the employee has already received or training the employer normally provides.**

**Training costs are reimbursable after the training is completed. Examples of reimbursable training costs include tuition fees, instructor costs, training supplies costs, books, and curriculum materials. This grant may not be used to pay for employee wages during training activities or for purchase of equipment, furniture, or computer hardware.**

The Board's intention is that training under this initiative will result in a well-trained and skilled workforce. The work skill enhancement contracts, awarded as a result of the RFA, will be geared to improving the skill level of the incumbent worker thereby improving productivity and ultimately business competitiveness. The outcomes of this effort will result in a highly trained workforce that is comprised of locally qualified people that will stay and work in the Coastal Bend region.

Participating employers agree to provide details identifying the employees in training, as well as follow up information regarding trained employees' retention, promotions, and pay raises during 90 and 180 day follow-up periods. The purpose of follow-up is to evaluate the effectiveness of this training program. Identifying trainee details includes such information as an employer normally obtains through preparation of form I-9 for employment eligibility. Male employees 18 years of age or older must be registered with selective service to participate in this funded training.

In an effort to maximize the financial resources within the community, WorkSource will solicit cost share contributions from employers. Contributions by employers will help expand these work skill enhancement activities. At a minimum, employers are required to provide in-kind contributions.

WorkSource encourages potential employer applicants to collaborate with other employers and public and private entities/businesses in order to maximize services and benefits for employees. Organized consortiums of industry employers are also encouraged to apply. Employers must complete an application packet describing the training to be provided. Also included in the application packet should be an explanation of each training method and a timeline for completion, whether a new job will be created as a result of the training, the type of skills that will be upgraded, and any projected pay increases. Preference is given during application review, to proposed training in the workforce board's targeted occupation list and to employers in the following industry clusters: Petrochemical, Construction, Medical, Education, Hospitality (for occupations paying above lower living standard). Preference is also given to training in emerging technologies, and to employers in rural counties, employers who provide employee benefits, and training for occupations that pay twice the lower living standard for an individual (\$10 per hour.)

The attached materials describe the information needed to submit an application. For questions about the RFA please contact Ramiro Hoyos (361) 225-1098 ext 115 or by email to [ramiro.hoyos@coastalworksource.com](mailto:ramiro.hoyos@coastalworksource.com). One original, signed application must be submitted to the WorkSource. In addition to a hard copy, submission of application electronically (via email) can expedite the review process. This RFA is open and continuous and applications may be submitted throughout the year.

### **Submission of Applications**

Applications shall be submitted to:

#### **By Mail**

WorkSource  
Attention: Ramiro Hoyos  
400 Mann St., Suite 1000  
Corpus Christi, Texas 78401

#### **Hand Delivery**

WorkSource  
Attention: Ramiro Hoyos  
400 Mann St., Suite 1000  
Corpus Christi, Texas 78401

*Submit one original, signed copy of the Application form (Exhibit A). In order to expedite the review process, you may submit an additional copy via email to [ramiro.hoyos@coastalworksource.com](mailto:ramiro.hoyos@coastalworksource.com)*

## **Application Selection Process**

If an employer application is approved the application will result in a grant contract. An employer would be reimbursed for eligible training expenses that occurred during the approved grant period. Costs incurred before or after the grant period will not be reimbursed. The Work Skills Enhancement Project application review team will evaluate all requested training and determine the actual amount of funding per application. Other examination factors include, but are not limited to, number of applications received, the number of employees to be trained, the training curriculum, match amount planned, etc. The following considerations also apply to the selection process:

1. All applications considered must be responsive to the RFA instructions.
2. WorkSource will base its selection on program design, cost, cost share contribution provided and whether the training is in a targeted demand occupation.
3. WorkSource will make a good faith effort to award contracts to Historically Underutilized Businesses (HUB's). Additionally, applications from micro-business and rural entrepreneurs are strongly encouraged.
4. All applicants will receive notification of application approval. A bidder who wishes to protest the decision will be required to notify the Board's Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. WorkSource reserves the right to determine whether the protest is valid and merits further consideration.

## **Application Evaluation Criteria**

The review and selection process will include the following criteria and value system:

### **Responsiveness to RFA**

**Value 20 points**

This criterion examines the extent to which the minimum requirements of the RFA were complied with.

### **Targeted Occupations, Industries and Employers**

**Value 20 points**

Preference is given to proposed training in the workforce board's targeted occupation list and to employers in the following industry clusters: Petrochemical, Construction, Medical, Education, Hospitality. Preference is also given to training in emerging technologies, to employers in rural counties, employers who provide employee benefits, and training for occupations that pay twice the lower living standard for an individual (\$10 per hour).

### **Business Contribution/Cost Sharing**

**Value 20 points**

This criterion examines the extent to which the employer is willing to contribute non-federal match to the skill enhancement effort. An employer will be required to provide cash or in-kind match.

### **Reasonableness of Cost**

**Value 25 points**

This criterion examines the cost of services being requested. Please provide cost per employee information.

### **Program Design**

**Value 15 points**

This criterion examines the quality and innovativeness of the activity and the outcomes desired.

## **RFA Conditions**

1. WorkSource reserves the right to accept or reject any or all applications submitted.
2. WorkSource is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFA does not commit WorkSource to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
4. The intent of this RFA is to identify the various contract alternatives and estimates of costs for the items solicited. WorkSource is under no legal requirement to execute a contract from any application submitted.
5. Applicants shall not make offers of gratuities or favors, to any officer, employee, Board member of WorkSource, or any subcontractor employees of WorkSource. Contact for technical assistance is allowed with the RFA contact person or designated Business Services staff. Violation of this instruction will result in immediate rejection of the application.
6. WorkSource specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of WorkSource.
7. All applications and their accompanying attachments will become property of the WorkSource after submission and materials will not be returned. In addition, all materials that are produced as a result of this RFA become property of WorkSource.
8. The contents of a successful application may become contractual obligations, if a contract is awarded. Failure of the applicant to accept those obligations may result in the cancellation of the application for selection. The contents and requirements of this RFA may be incorporated into any legally binding and duly negotiated contract between WorkSource and the selected vendor(s).
9. WorkSource reserves the right to select and/or contract with more than one vendor from the applications submitted.
10. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually-agreed on conditions and delivery schedules with the submission of appropriate documentation. Delivered services must meet standards agreed upon during contract negotiation before reimbursement is made.
11. WorkSource is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws.
12. Funding awards will be made until available funds are exhausted or the program is discontinued.
13. Participating employers agree to provide identifying trainee details including such information as normally obtained through preparation of form I-9 for employment eligibility. Male employees 18 years of age or older, must be registered with selective service to participate in this funded training. Employees will provide follow-up information regarding trained employees' retention, promotions, and pay raises during 90 and 180 day follow-up periods. The purpose of follow-

up is to evaluate the effectiveness of this training program.

## **Exhibit A**

# **WORK SKILLS ENHANCEMENT PROJECT APPLICATION FORM**

Please mail completed form and any additional documentation to: WorkSource, 400 Mann St., Suite 1000, Corpus Christi, TX 78401. In addition to a hard copy, submission of application electronically (via email) can expedite the review process. Paper applications with original signature are required and may not be substituted with an electronic version.

Email to: [ramiro.hoyos@coastalworksource.com](mailto:ramiro.hoyos@coastalworksource.com).

*Application will expand as you type*

### **Business Information**

Business or Consortium\*\* Name:

Each business in a consortium must complete the first page of the application. The lead business in the consortium should be responsible for completing the primary page and the additional pages of the application.

Address:

Mailing Address (If different than above):

City/State/Zip:

Contact Name:

Phone No:

Fax No:

Explain the nature of your business (i.e. what you manufacture, who you serve, etc.

No. of Employees Company Wide:

Is this a Historically Underutilized Business (HUB)?

### **Employment Benefits Currently Offered**

<input type="checkbox"/>	Medical Insurance	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	Prescriptions
<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	401 K/Pension Plan	<input type="checkbox"/>	Holidays
<input type="checkbox"/>	Dental Insurance	<input type="checkbox"/>	Sick Days	<input type="checkbox"/>	Profit Sharing
<input type="checkbox"/>	Vision Insurance	<input type="checkbox"/>	Educational Assistance	<input type="checkbox"/>	Other:

Total Requested Amount for training	\$
Training Cost per Employee	\$
Timeline for Training (Beginning and Ending estimate)	

## Proposal Information

Provide a brief narrative of the proposed training. Please limit to one page.

## Training Objectives

Provide information applicable to any of the objectives listed below.

To facilitate the development and productivity of employees and prepare them for personal advancement and anticipated growth within the company;

To ensure retention of jobs by providing retraining in response to new or changing technology;

Other objectives (i.e. creation of new jobs as a result of this training, etc.);

## Training Curriculum



Occupation trained for	Specialized Title	Wage and wage range at end of training		# of Employees to be trained in the occupation

**If training will result in a promotion or a raise for employees, please describe:**

### Business Contribution/Cost Sharing

A major element of this project is the cost sharing contribution from employers. Cost sharing contributions may be in-kind or in cash form. In-kind contributions are a stated amount from an employer, verifying amounts such as travel costs, space **and equipment** allocation, portion of utilities, cost of supplies, etc., contributed by the employer for the training requested. Please describe the type of cost sharing support that will be contributed and estimate an amount.

Description of Business Contribution (Cost share support)	Estimated \$ amount

### Budget

Please itemize the proposed training budget in detail. It should include a description of all proposed items along with the associated costs. **Any item not included in this section will be disallowed costs under this agreement.** The following are suggested budget categories, but costs are not

limited to these:

Line Item Description	Amount
Tuition and Fees:	\$
Instructor Costs:	\$
Training Curriculum Development:	\$
Books & Training Materials:	\$
Trainer Costs:	\$
Other Costs: (Please List)*	\$
Total Training Related Costs	\$

- Cost for purchase of equipment, furniture, and computer hardware are not eligible for reimbursement. These would be considered matching contributions from the employer.

### Business Statement

The Applicant hereby acknowledges that a proposal has been submitted to request funding to train incumbent workers under the WorkSource Work Skills Enhancement Project.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date

**Please email electronic copy of Exhibit A to [ramiro.hoyos@coastalworksource.com](mailto:ramiro.hoyos@coastalworksource.com) and follow up with a signed hard copy.**