



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2025

**Career
Technical
Initiative**

RELEASED JAN. 2025

ROUND 10

The Career Technical Initiative is funded through an appropriation in the Fiscal Year 2023, 2024 and 2025 State Budget (line item 7002-1091). This grant initiative is administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet (WSC).



CAREER TECHNICAL INITIATIVE



APPLICATION

Click [here](#) to begin your application and submit your proposal.



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QUESTIONS

Bidders can submit questions and sign up for notifications. Click [here](#) to learn more.



WEBSITE

www.commcorp.org

REQUEST FOR PROPOSALS

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REVISION NOTICE:

This updated version of the RFP includes a correction in section Two B (Lead applicant role). The requirement for employer partners has been updated to clarify that they have to commit to interview CTI graduates but are not required to hire them.

CAREER TECHNICAL INITIATIVE REQUEST FOR PROPOSALS

SECTION ONE: OVERVIEW OF GRANT INITIATIVE

A. About the Grant: The Healey-Driscoll Administration, with support from the Legislature, invests in the Career Technical Initiative (CTI) as a key tool to train Massachusetts talent and help businesses find qualified workers. The Workforce Skills Cabinet (WSC), a cross-government partnership, launched CTI in January 2020 to address the persistent demand for workers in manufacturing, construction, and skilled trades. By leveraging the state's existing vocational training resources at high schools, CTI provides a growing number of Massachusetts residents with access to high-quality career technical training. This grant provides funding to Massachusetts high schools with DESE approved Chapter 74 or CTE Career Connections (N74) vocational programs aligned to the targeted occupations. Additional objectives include aligning programs with regional economic trends, enhancing workers' skills and credentials, and supporting underemployed and unemployed individuals to find gainful employment.

This Request for Proposals (RFP) makes available up to **\$37 million** to fund CTI to train unemployed and underemployed workers at Massachusetts High Schools with designated aligned Chapter 74/N74 vocational programs. Previously awarded grants included 33 schools to support 20 WSC-approved career pathway programs totaling over \$45 million in funding.

B. Funding Sources: This RFP is funded through appropriations in Fiscal Years 2023-2025 (state budget line item 7002-1091).

C. Funding Availability: Up to \$37 million is immediately available for this grant program. This RFP provides up to \$10,000 in reimbursable funds per proposed program participant for implementation grants, allocating up to \$8,000 for participant training and support services, and up to \$2,000 for core program services that facilitate the implementation of the grant. Schools that have not previously received a CTI implementation grant are also eligible for up to \$40,000 in reimbursable start-up funds. Schools that previously received a CTI implementation grant and plan to offer a new training pathway are eligible for up to \$10,000 per new pathway in reimbursable expansion funds. Please see Section 5 for more information.

D. Match Requirement: There are no matching funds required.

E. Duration of Contract(s): Contracts will be issued for a maximum duration of two years. We reserve the option to extend contracts pending availability of funding and program performance.

F. Payment: Funds will be disbursed on a cost-reimbursement basis. Grantees are expected to submit an invoice each month using the required invoice template provided by the Commonwealth Corporation. Grantees will only be reimbursed for allowable expenses

incurred during the contract period. Grantees will be required to maintain and submit, upon request, back-up documentation for expenses.

- G. Application Deadline:** Applications are due on March 17, 2025, by 11:59 PM. We do not require a letter of intent to apply; however, we strongly encourage interested parties to sign up for our Q&A list to be notified of relevant updates and clarifications. Questions about this RFP will be accepted via the following link: <https://commcorp.tfaforms.net/329198>. Please see Section 6 for more information about the application process and Section 7 for the score criteria.

Schedule:

Activity	Date
Request for Proposals Released	January 31 st , 2025
First Deadline to Submit Written Questions	February 14 th , 2025
Answers to Questions Posted	Fridays as needed
Responses (Proposals) Due	March 17 th , 2025
Applicants Notified of Status (Anticipated)	May 2025
Anticipated Contract Start Date	June 2025
Anticipated Contract End Date	June 2027

- * Commonwealth Corporation may choose to provide subsequent submission dates pending demand from initial submission deadline.

SECTION TWO: ELIGIBLE LEAD APPLICANTS AND REQUIRED PARTNERS

A. Eligible Lead Applicants: Eligible lead applicants are Massachusetts High Schools with DESE approved Chapter 74 or N74 vocational programs aligned to the targeted occupation for the proposed adult training program. Please see Section 7 for additional criteria. Both new schools and current grantees awarded funding in previous rounds of funding are eligible to apply.

B. Lead Applicant Role:

The lead applicant must:

- Have current or planned operational capacity to deliver the proposed program within the period of performance.
- Have operational and fiscal capacity to manage public funds.
- Agree to the cost-reimbursement payment terms, reporting, monitoring and other administrative requirements described in Section 4.
- Have a commitment to work collaboratively with Commonwealth Corporation to ensure that the program meets participants' needs and achieves planned outcomes.
- Have a commitment to collaborate with regional partners, including MassHire Workforce Boards and MassHire Career Centers, who are engaged in similar work to ensure alignment of program goals to the labor market and ensure effective employer engagement.
- Have a commitment to collaborate with local and regional employers through a Memorandum of Understanding (MOU). Employers are expected to inform curriculum design, support marketing efforts, provide a pool of instructors as needed, offer internship opportunities and interview CTI program participants upon graduation.
- Collect and report all required data and participate in the overall monitoring and evaluation of the program.
- Agree to schedule proposed training for all training and placements to occur prior to the contract end date.

C. Recommended Partner: MassHire Career Center or Third-party Provider

Grantees are responsible for delivering core program services in five key areas: (1) outreach/recruitment, (2) participant eligibility screening, (3) case management, (4) career readiness training, and (5) job placement support.

Applicants should assess their capacity for delivering each of these core program services. For any of the five areas that applicants choose to manage independently, they may request up to \$400 per projected enrollment in Round 10 to build or strengthen internal capacity for executing these functions, for a total of \$2,000 per projected enrollment if the grantee covers all five core program services. These funds will be included in the program budget in addition to the cost per program participant.

Applicants may choose to outsource one or more core program services to a MassHire Career Center partner or a Third-party Provider. Applicants are highly encouraged to partner with Career Centers and should engage with their Career Center partners early in the proposal planning process to explore partnership opportunities. If assistance is needed in identifying a Career Center, applicants should reach out to the workforce board staff listed in the appendix of this RFP (Part 5: MassHire Workforce Board Contact List).

In such cases, applicants must provide their Career Center partner or the Third-party Provider with a scope of work for each requested service. The scope of work should clearly outline the service description, deliverables, performance metrics, and shared roles and responsibilities. As part of the grant application, applicants and their Career Center partner or their Third-party Provider must jointly develop a Memorandum of Agreement (MOA) that defines the services to be provided by the Career Center or the Third-party Provider. The MOA should also indicate the extent to which the Career Center or the Third-party Provider will utilize their internal resources to deliver the services and whether any associated costs will be charged to the applicant. All charges must adhere to CTI funding guidelines, and costs for each core program service must not exceed \$400 per projected enrollment in Round 10. If the applicant partners with multiple Career Centers, the combined cost for each core program service must remain within the \$400 limit per projected enrollment.

These costs may be covered through a subcontract between the applicant and the Career Center or the Third-party Provider. Subcontracts between the grantee and their Career Center partner(s) or the Third-party Provider will be finalized during pre-contracting negotiations following the approval of a successful application. These funds will be incorporated into the program budget in addition to the cost per program participant.

Applicants are encouraged to engage with their local MassHire Career Center(s) or the Third-party Provider early to allow sufficient time to discuss and finalize the terms of the MOA before submitting their application.

The chart below provides a framework of responsibilities for each core program service to guide MOA discussions with their chosen partner organization.

Core Program Service	Responsibilities	Notes
Outreach/recruitment	<ul style="list-style-type: none"> Recruitment goals aligned with projected enrollment and desired size of candidate pool 	Grantees may establish a recruitment target exceeding the projected enrollment to allow for greater flexibility in selecting candidates. The total funding amount available for this core program service is calculated on the basis of projected enrollment.
	<ul style="list-style-type: none"> Outreach and recruitment efforts target population that meets CTI eligibility requirements 	CTI serves unemployed and underemployed Massachusetts residents who are at least 18 years old by the completion of the

		training and are authorized to work in the United States.
	<ul style="list-style-type: none"> Additional program admission requirements if applicable 	Grantees may define additional program entry requirements specific to each pathway.
Participant eligibility screening	<ul style="list-style-type: none"> Screen all applicants for eligibility and share eligibility documentation with grantee for monitoring purposes 	Screening based on CTI Eligibility Policy and archiving screening documents.
	<ul style="list-style-type: none"> Assess all applicants against the additional program entry requirements and share documentation with grantee 	Additional program entry requirements might include CORI, SORI and other relevant background checks as defined by the grantee.
Case management	<ul style="list-style-type: none"> Provide individualized support to participants throughout the program as needed to address barriers to success. 	Grantees may define which case management services need to be provided onsite at the training location.
	<ul style="list-style-type: none"> Connect participants with MassHire support services such as childcare, transportation, and housing assistance as needed. 	Grantees facilitate participant referrals to MassHire support services, including WIOA.
Career readiness training	<ul style="list-style-type: none"> Deliver training to participants to enhance their workplace readiness skills 	Grantees may define pathway-specific trainings and delivery formats (including onsite trainings), such as resume writing, job application techniques, and interview preparation.
	<ul style="list-style-type: none"> Conduct job fairs to connect participants with potential employers and provide opportunities for direct engagement and networking 	Grantees may define pathway-specific events such as job fairs, reverse job fairs, mock interview sessions etc.
Job placement support	<ul style="list-style-type: none"> Place graduates in training-related employment, track 30 day retention period, and share documentation with grantee 	Relevant documentation includes information on employer name, employment start date, job title, hourly salary, benefits etc.

D. Recommended Partner: Regional Hub/MassHire Workforce Board

All Chapter 74/N74 schools funded through this RFP are highly encouraged to work collaboratively with their local MassHire Workforce Board and with the Regional Hub made up of all the Workforce Boards in the region. The Workforce Boards can assist all participating Chapter 74/N74 schools and MassHire Career Centers to conduct employer engagement in the targeted industries to develop job opportunities for graduates of programs funded through this RFP. ***Applicants do not need to complete a MOA with their MassHire Workforce Board***, but we highly encourage applicants to notify the Workforce Board of their intent to apply. Applicants can access a list of MassHire Workforce Boards at the following link: <https://www.mass.gov/service-details/connect-with-your-local-masshire-workforce-board>

E. Required Partner: Employers

Partnerships ***must include*** a ***minimum of three businesses per program pathway*** with operations in Massachusetts and that employ Massachusetts residents in the target occupation(s). One business can cover more than one pathway. Selected employers and industry partners need to have demonstrated vacancies and/or hiring needs for workers in the proposed target occupation. Strong Memoranda of Understanding (MOU) may also include additional roles for employers in programs such as informing curriculum development, providing students with work-based learning opportunities and providing job shadowing experiences. ***These businesses must sign an MOU indicating their support of the grant application and affirming their commitment to use the proposed program as a potential source for meeting their hiring needs.*** Email communication is also acceptable but should detail the roles and evidence in the body of the email.

F. Other Partners

Applicants are encouraged to leverage existing and new partnerships to ensure success in recruitment, support, training, and placement of individuals served through this program. These partners do not need to be identified at the time of submission but should be part of the ongoing regional partnership building upon what the lead applicant engages in facilitating. Examples of such partners include, but are not limited to, local service offices of public agencies, employer associations, labor organizations, trade unions, institutions of higher education and vocational technical education institutions, housing agencies, and non-profit education, training, or other service providers.

SECTION THREE: TRAINING PROGRAM DESIGN

A. Target Sector/Occupation: Applicants must provide job training, placement, and support services that prepare unemployed or underemployed individuals to meet business’s skill and work-readiness requirements for one or more in-demand Construction/Trades and Manufacturing occupation from the list provided below. These occupations were identified by the Workforce Skills Cabinet through the [Regional Workforce Skills Planning Initiative regional blueprint process](#). Pathways/occupations not listed below cannot be considered for funding.

Sectors	Construction/Trades	Manufacturing
Eligible Target Occupations	<ul style="list-style-type: none"> • HVAC Mechanic and Installer • Automotive Service Technician and Mechanic • Automotive Body Repairer • Electrician • Plumber • Carpenter • Welder • Craft Laborer • Building & General Maintenance Technician • Diesel Technician • Marine Trades Technician • Groundskeeping & Equipment Operator • Cook 	<ul style="list-style-type: none"> • Sheet Metal Worker • Biolab, Medical & Clinical Lab Technician • CNC Machine Operator • Machine Operator • Electrical Technician • Electronics Technician • Robotics Technician

B. Target Populations: Grant funds must be used to train Massachusetts residents who are unemployed or underemployed, authorized to work in the United States and will be 18 years old at the completion of the training. Unemployed individuals are a priority target population. An unemployed individual is defined as an individual who is not currently employed at the time of enrollment in the program. An underemployed individual is defined as an individual who is earning less than 60% of the Median Household Income (also

referred to as Area Median Income) for the Workforce Area in which they reside. The following chart provides the median income level for each Workforce Area. This chart will be updated each year and distributed to grantees. The most current version should be used for screening participants for eligibility. Additional guidelines regarding eligibility documentation requirements will be available to awarded applicants.

Underemployed individuals should use their individual income for eligibility, not that of their household. The following chart provides the median income level for each Workforce Area.		
	60% of USDA/SAIPE County Median Household Income 2023	
Workforce Area	60% MHI	Hourly Wage
Berkshire	\$44,700	\$21.50
Boston	\$54,800	\$26.30
Bristol	\$48,600	\$23.40
Cape and Islands	\$53,670	\$25.80
Central Region	\$56,100	\$27.00
Franklin Hampshire	\$48,500	\$23.30
Greater Brockton	\$64,700	\$31.10
Greater Lowell	\$74,000	\$35.60
Greater New Bedford	\$48,600	\$23.40
Hampden County	\$40,300	\$19.40
Merrimack Valley	\$57,800	\$27.80
Metro North	\$74,000	\$35.60
Metro South/West	\$74,000	\$35.60
North Central	\$56,100	\$27.00
North Shore	\$57,800	\$27.80
South Shore	\$74,100	\$35.60
<p>Source: US Dept of Agriculture Economic Research Service (usda.gov), based on Small Area Income and Poverty Estimates (SAIPE) program of the U.S. Census Bureau.</p> <p>Not broken out by size of family/household. MA 2023 Median Household Income (MHI) - published Dec. 2024. Based on 60% MHI for county with the most workers in the region.</p>		

Veterans and eligible spouses continue to receive priority of service for all federal and state-funded job-training programs, including CTI.

- C. Program Requirements:** Training providers will deliver occupational skills training to prepare unemployed and underemployed individuals for new employment in a minimum

of one of the targeted in-demand occupations detailed in Section 3A. The proposed program(s) must prepare individuals for employment, including preparing them to earn all relevant technical and safety-related credentials. Applicants must agree to the following training delivery services:

- Proposed program(s) must currently be a designated DESE Chapter 74 or N74 vocational program aligned to the occupation for the proposed adult training program.
- Provide training programs in one of the target occupations listed in Section 3A for a minimum of one occupation.
- Provide at least one cohort with a seat capacity of a minimum of 10 students per occupational program.
- The overall total instructional hours (including hands-on technical training, online learning and work-based learning) should be a minimum of 200 hours and maximum of 300 hours.
- Offer training that results in an industry-recognized credential required for entry into the target occupation.
- For each occupation the applicant must complete a program design chart that identifies the allocation of training hours for each strand and its delivery mode (Application Package Part 3: Program and Budget Form).

Applicants are encouraged to coordinate with other CTI grantees in their area to potentially reduce overlapping programming (multiple recruitments occurring for the same programs at the same time), to ensure attainment of enrollment numbers and to avoid oversaturation in a specific occupational area.

D. Outcome Goals: A strong proposal will have the components required to meet the benchmarks detailed in the chart below based on the projected participant goals in their final statement of work after contracting.

Program Threshold Benchmarks	Does Not Meet Threshold Benchmark	Meets Threshold Benchmark	Exceeds Threshold Benchmark
Enrollment	Actual number of enrollments are less than 70% of projected number of enrollments	Actual number of enrollments are between 70% to 80% of projected number of enrollments	Actual number of enrollments are between 81% to 100% of projected number of enrollments
Program Completion / Certification / Credential	Number of program completions/certifications /credentials are less than 70% of actual number of enrollments	Number of program completions/certifications /credentials are between 70% to 80% of actual number of enrollments	Number of program completions/certifications /credentials are between 81% to 100% of actual number of enrollments
Employment / Job Placement / Retention	Number of retentions are less than 70% of actual number of program completions/certifications /credentials	Number of retentions are between 70% to 80% of actual number of program completions/certifications /credentials	Number of retentions are between 81% to 100% of actual number of program completions/certifications /credentials

SECTION FOUR: ADMINISTRATIVE REQUIREMENTS

- A. Participant-Level Data Reporting Requirements:** Grantees will be required to collect and provide the following types of data:

Upon enrollment: Participant demographics, participant social security numbers and confirmation of participant employment status (unemployed or underemployed as defined in Section Three. B. Target Population).

Throughout the program: Services provided and participant progression through the program, including participant attendance, participation levels, credentials attained, and apprenticeship registration (if applicable).

Upon program completion: New employment and/or apprenticeship program participation (if applicable) and 30-day retention status.

Grantees will be required to collect enrollment data using a participant registration form provided by Commonwealth Corporation and enter data on participants and training services in a participant-level database to be provided by Commonwealth Corporation such as Apricot by Social Solutions.

Commonwealth Corporation will not provide any party with the names of any participants or any other information that may be used to identify a participant unless the participant has provided prior permission.

- B. Program Progress Reporting Requirements:** Grantees will be required to submit the following narrative reports using templates supplied by Commonwealth Corporation:

Quarterly Reports: These reports will be due quarterly and will include updates on the training timeline, an update and reflection on progress in meeting performance measures, and report on the project's successes and challenges. The format for this report will be provided to grantees.

Final Report: This report will be submitted at the end of the contract period and will document what was achieved through the investment of these funds, inform future funding practices, and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided to grantees after a contract is awarded.

Commonwealth Corporation is required to submit two annual reports to the legislature providing results of the grants made through the Career Technical Initiative. Commonwealth Corporation will provide the legislature with grantee specific information and will use data from the database and information from the narrative reports as a primary source.

- C. Participant Eligibility & Documentation:** Grantees must establish a process to verify participant eligibility. Eligibility criteria include employment status (unemployed, underemployed), age, Massachusetts residency, and authorization to work in the United States. The grantee will be required to collect and maintain the following documentation for each participant:

- Documentation of the participant's eligibility status at the time of enrollment

- Participant Registration Form, using a required form provided by Commonwealth Corporation
- Documentation of training services received
- Case management
- Documentation of new employment, placement wages, and retention

D. Program & Fiscal Monitoring: Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:

1. have the fiscal and program systems needed to meet all relevant federal and state requirements;
2. meet the terms of the grant award outlined in the contract with Commonwealth Corporation;
3. provide quality services to program participants; and
4. expend grant funds only for allowable (allocable, necessary, and reasonable) activities.

To fulfill this responsibility, Commonwealth Corporation will periodically request and review documentation related to the grantee organization and grant expenses and activities. We anticipate potentially conducting at least one fiscal review and at least one program monitoring review over the duration of the grant period. Additional information will be provided after a contract is awarded.

E. Technical Assistance: Each grantee will be assigned a Commonwealth Corporation Program Manager and must assign a main point of contact at their organization who is accountable for the grant. The Commonwealth Corporation Program Manager will be available to support grantees through the duration of the grant, answering questions about operational issues as well as providing technical assistance to support grantees meet their performance outcomes.

F. Payment: Funds will be disbursed on a cost reimbursement basis. Grantees will be required to submit invoices monthly using an invoice template supplied by Commonwealth Corporation. Grantees will only be reimbursed for expenses incurred during the period of the contract. Grantees are required to maintain and submit, upon request, back-up documentation for expenses.

G. Project Terms and Conditions: Grantees will be required to abide by Commonwealth Corporation's Standard Contract Terms and Conditions, which will be provided during contract negotiation. Applicants may review these terms and conditions prior to submitting an application at the following link:

<https://commcorp.org/resource/standard-terms-and-conditions-for-grant-awards/>.

Given the quick turnaround time for grant award ahead of program delivery, there will not be sufficient time to review extensive questions or requested revisions to the Standard Contract Terms. Please ensure signatories within your organization have agreed to the terms prior to submitting an application. In addition, all final contracts are subject to negotiation of a final statement of work.

H. Deliverables and Ownership: Grantees agree to license or otherwise make available to Commonwealth Corporation in perpetuity, without charge, all materials prepared and/or produced in whole or in part with these funds, for Commonwealth Corporation's use and dissemination.

SECTION FIVE: AVAILABLE FUNDING & ALLOWABLE COSTS

- A. Funding Availability & Grant Award Amount:** Up to **\$37 million** of a combined FY '23-'25 State Budget funds is available for these training and placement programs. Individual grant awards will vary depending on the proposed number of cohorts/programs, anticipated costs outlined in a line-item budget, and the applicant's capacity to deliver training and place individuals between June 1, 2025, and June 30, 2027. There is no upper limit; anticipated grant awards range from \$160,000-\$2,000,000. Applicants should be thoughtful about how they propose to maximize public dollars. Contracts will be issued for a period of up to 24 months (June 1, 2025, through June 30, 2027) with the option to extend into future years pending availability of additional funds, and program performance. The WSC strives to ensure regional distribution of training slots available through this RFP.
- B. Matching Funds:** There are no matching funds required.
- C. Allowable Costs:** Implementation funds may be used for costs associated with delivering education and training activities, and/or other services to prepare participants for success in the targeted occupation(s), optimize opportunities for participant learning and career development, and help to achieve placement for participants. Funds may be used to support the following:
- Indirect costs are limited to up to 10% of the total implementation budget request and must be included within the overall budget, not in addition to it
 - A wear & tear allowance is limited to up to 5% of the total implementation budget request and must be included within the overall budget, not in addition to it
 - Marketing, outreach, recruitment, eligibility screening and selection of participants
 - Staff time for partnership and program coordination, case management, job readiness training, employer engagement, program development, and data entry
 - Instructor salaries and costs for instructional supplies to support training delivery, including in-person, hybrid, and work-based learning experiences
 - Costs of licenses associated with delivery of digitally enabled training or credentialing
 - Costs for work readiness tools (uniforms, safety gear and personal protective equipment)
 - Support services essential for participant success, including but not limited to ESOL, transportation, childcare, translation and interpretation services, digital literacy training and GED support. The proposed budget for support services should be reasonable and must not exceed the amount allocated for training
 - Flexible funding: monies meant to address individual barriers to program or job retention that may not be uniform nor predictable in nature, or verifiable emergencies that occurred during the training period
 - Training incentives for participating in training and work experience
 - Funds for research and evaluation, including conducting participant surveys

Start-up funds are intended to support the launch of Chapter 74/N74 vocational programs' first full implementation funding round and are *only available for schools not previously awarded a CTI grant in Rounds 1-9*. Start-up funds are awarded in addition to the implementation budget and can be used for staff time and marketing-related expenses. Staff time includes focus on the following activities: overall project coordination, recruiting instructors, employer engagement, and participating in Commonwealth Corporation sponsored meetings and discussions for cross-sharing, curriculum alignment and other capacity building activities. Marketing-related expenses include advertisements, flyers, catalogues, radio ads, billboards, websites, social media presence and supporting material development, and staff time developing relationships with MassHire, community-based organizations and employers to assist in recruiting. Start-up funds cannot be used to purchase training equipment.

Expansion funds are also available to previous awardees who are planning to offer program pathways for the first time in a Round 10 grant. Up to \$10,000 per new pathway is available to support the capacity-building of grantees in expanding the types of training offered to participants. Expansion funds are awarded in addition to the implementation budget and can be used for staff time, curriculum development expenses, and partnership development. Staff time includes focus on the following activities: overall project coordination, recruiting instructors, employer engagement, and participating in Commonwealth Corporation sponsored meetings, meeting with regional workforce development entities, and discussions for cross-sharing, curriculum alignment, and other capacity-building activities.

- D. Equipment:** It is expected that applicants will utilize existing capacity to deliver training programs, including existing equipment that can be used to provide virtual or hands-on training to participants. However, applicants may request up to \$5,000 of funding per item for funding for small power tools, hand tools and toolboxes needed to ensure they can provide a dedicated set of such tools for use by participants in the proposed adult program. Applicants may request funding for capital equipment (costing \$5,000 or more per item with a use life of one year or more) only if it is required to increase seat capacity for the program. Applicants requesting funding for capital equipment must provide justification for the expense that includes an inventory of the applicant organization's current capital equipment and the instructional (seat) capacity associated with it and an analysis of the gap between current instructional (seat) capacity and projected enrollment in the proposed program.

**SECTION SIX: SUBMISSION SCHEDULE &
INSTRUCTIONS FOR SUBMISSION**

A. Submission Schedule:

Activity	Date
Request for Proposals Released	January 31 st , 2025
Initial Recorded Webinar Posted Online	TBD
Deadline to Submit Written Questions	February 14 th , 2025
Answers to Questions Posted Online	Fridays as needed
Bidder’s Webinar Event	Registration
Office Hours Part 1	Registration
Office Hours Part 2	Registration
Responses (Proposals) Due	March 17 th , 2025
Applicants Notified of Status (Anticipated)	May 2025
Anticipated Contract Start Date	June 2025
Anticipated Contract End Date	June 2027

* Commonwealth Corporation may choose to provide subsequent submission dates pending demand from initial submission deadline.

B. Bidders’ Webinar: A Bidder’s Webinar will be held from 10:00am to 11:30 am on February 11th, 2025. Please register for the webinar using the following link: [Bidder’s Webinar Zoom Registration](#). Please email Irmine Uwineza at iuwineza@commcorp.org for access to recordings of CTI convenings and the webinar.

C. Clarification Period: Questions about this grant program will be accepted in writing. Please submit all questions via the following link: <https://commcorp.tfaforms.net/329198>. We strongly encourage applicants to submit all substantive questions by February 14th, 2025. This will allow time to respond and post questions prior to the submission deadline. All logistical questions may still be submitted throughout the week, but we encourage applicants to review the submission requirements in advance to avoid missing the deadline. All questions will be responded to and posted on Commonwealth Corporation’s website at <http://www.commcorp.org/funding>.

Applicants can sign up at the following link to receive email notifications when new responses are posted: <https://commcorp.tfaforms.net/329198>. However, all potential applicants and interested parties are advised to check the Commonwealth Corporation’s website periodically for additional information and updates until proposal submissions are due.

- D. Application Submission Instructions:** Grant applications are due in an electronic format no later than 11:59 PM on Monday, March 17th, 2025. Please upload your submission electronically to the following link: <https://commcorp.tfaforms.net/329234>. In order to upload your submission, you will need to complete an online form that provides the following information: (1) the **Name** of the lead applicant organization, (2) the lead applicant organization's **Federal Employer ID Number**, (3) the lead applicant organization's **Department of Unemployment Assistance ID Number**, (4) the **Program Pathways Proposed and Total Program Funds Requested**, and (5) the lead applicant organization's **Primary Contact Information** (to be notified upon decision of grant award).

Applicants should review all components prior to uploading to ensure they have completed all the required information. Should you encounter any submission issues, please contact Irmine Uwineza at iuwineza@commcorp.org or 617-717-6974.

- Narrative forms must be submitted in MS Word file format.
- Program and Budget forms must be submitted in MS Excel file format.
- Signed MOAs, MOUs or letters of support must be scanned and submitted in the form of a single PDF file.

- E. Application Package:** The following parts make up the required components of the Grant Application Package. Failure to provide any of the documents or materials listed below may result in the disqualification of the application. Do not change the order of the questions/sections. You may adjust the spacing in each section to accommodate your answers. Do not use a font size smaller than size 11 and margins less than one inch.

Part 1: Application Summary Form (online submission form)

This form must be completed **online** at the time of submission. The form provided in the RFP does not need to be uploaded to the online application; it is provided as guidance on the information that must be entered in the form at the time of submission.

Part 2: Application Narrative Form (Required for all applicants)

The application submission process has been designed to limit the amount of narrative to be completed. Part 2 is designed for applicants to share responses to a few key narrative questions that are not fully described in other parts of the application package. The page limit for the Narrative Form is 2-3 pages.

Part 3: Program & Budget Form

Complete the Program & Budget Form to provide details about the proposed programs and requested funds (both start-up and per student implementation funds). The file currently has six tabs - one for the program summary, one for the required minimum number of programs, one for the budget summary, one for the budget narrative, and two for detailed staffing information in the implementation budget and start-up budget (if applicable). Please create copies of the program tab (3B) if more than two proposed programs are included in your application. Applicants must submit a budget request using the forms provided. You may provide an overall budget that combines the budgets for each individual training program. The budget will also become the financial basis for any grant award, and for making cost reimbursement payments over the course of the project. Commonwealth

Corporation reserves the right to modify application budgets prior to and/or after grant award.

Part 4: Memorandum of Agreement (MOA) / Letters of Commitment

Part 4 is the sample Memorandum of Agreement (MOA). All MassHire or Third-party Provider partners', employer partners' and optional partners' commitments, roles, and anticipated activities must be provided through a jointly signed Memorandum of Agreement (MOA) among partners or through the submission of separate letters of commitment. Applicants should edit and make additions to the sample MOA as appropriate to indicate specific partner roles and responsibilities.

Part 5: Certification (online submission form)

Must be attested to **online** by an individual who has signatory authority for the lead applicant upon submission. Part 5 includes the following certifications:

Statement of Tax Compliance:

Pursuant to M.G.L. c62C, s49A, I am signing on behalf of this Lead Applicant and certify that under the pains and penalties of perjury the aforementioned business organization has filed all state tax returns and paid all taxes as required by law.

Certification of Compliance with Filing Requirements:

On behalf of the aforementioned Lead Applicant, I certify that said Lead Applicant has filed with the appropriate town or city clerk; or officer of the Commonwealth, and paid any required fees pursuant to the Massachusetts General Laws as regards partnerships and/or corporations doing business in the Commonwealth.

Certification:

I hereby certify that the information provided in this application is accurate and that I am duly authorized/empowered to sign contracts on behalf of this organization.

Program Requirements:

- I understand that my organization will be paid on a cost-reimbursement basis.
- I agree to schedule proposed training in order for training and placements to occur prior to June 30, 2027.

SECTION SEVEN: PROPOSAL EVALUATION PROCESS AND CRITERIA

- A. Proposal Evaluation Process:** Proposals submitted in response to this solicitation will be reviewed by Commonwealth Corporation and the Workforce Skills Cabinet.

The review process will consist of the following steps:

Step 1: Threshold Criteria Screening

Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Submissions that are incomplete, non-conforming, or late may not be considered.

Step 2: Compliance Screening

Commonwealth Corporation will conduct an analysis to ensure all lead applicants are Massachusetts High Schools with designated aligned Chapter 74/N74 vocational programs and in compliance with state and federal law.

Step 3: Review Committee

A review committee will review and score all eligible submissions based on whether they meet the required standards. Review results will be documented. Commonwealth Corporation reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the proposed program and applicant qualifications.

Submitted proposals will be reviewed and scored to determine whether they **Meet Standards** or **Do Not Meet Standards** based on the following criteria:

Category	Meets Standards or Does Not Meet Standards
A. Track record, approval to deliver and success of Chapter 74/N74 vocational program in delivering the proposed or similar programs to either an adult or traditional high school population. N74 programs will be required to complete a shop preparedness review process prior to a grant award.	
B. Chapter 74/N74 vocational program demonstrated history of providing adult workforce training programs that provide industry certification or licensure (in proposed programs or other programs). This may include: <ol style="list-style-type: none"> 1) A history of collaborating on workforce training programs with Community Colleges and/or community-based organizations 2) Approval by DESE to provide Chapter 74 After Dark program 3) Approval by DESE to provide Chapter 74 <u>post-secondary</u> programs 4) Approval through TrainingPro as a Workforce Individual Training Program Account (ITA) provider 	

<ul style="list-style-type: none"> 5) A Commonwealth Corporation Senator Kenneth J. Donnelly Workforce Success Grant awardee (or has been awarded a Commonwealth Corporation training grant in the last three years) 6) An EOHED Advanced Manufacturing Consortium Grant training partner 7) Independently accredited post-secondary accreditation program 8) Experience in awarding students Federal or State Financial Aid 	
<p>C. Demonstrated history of Chapter 74/N74 vocational program collaborating on workforce training programs with MassHire Workforce Board and MassHire Career Centers.</p>	
<p>D. Chapter 74/N74 vocational program demonstrates recent conversations with local MassHire Career Center or a Third-party Provider as applicable, agreement to roles and expectations (MOA) and identification of action steps to be completed upon award of grant in order to recruit candidates, provide support, job placement and post-placement services.</p>	
<p>E. Strong evidence, including clearly articulated MOA/letters, of employer engagement and identification of roles and responsibilities of a minimum of three employer partners.</p>	
<p>F. Clear program outline that addresses occupational skills, safety, work readiness and work experience requirements for entry into the target occupation(s).</p>	
<p>G. Capacity to deliver proposed programs and place graduates into jobs between June 1, 2025, and June 30, 2027.</p>	
<p>H. Capacity to deliver training to adhere to social distancing requirements and a contingency plan to deliver training remotely in a COVID-19 environment, if needed.</p>	

Please note: Commonwealth Corporation reserves the right to consider the applicant's past performance in operating grants administered by Commonwealth Corporation and factor this performance into funding decisions. Commonwealth Corporation reserves the right to consider geographical distribution and occupation/program mix in final grant award decisions.

Step 4: Notification of Grant Award Status

All applicants will be notified of their award status by email based on the schedule in Section 6A.

- B. Additional Evaluation Notes:** In addition to the scoring system outlined, Commonwealth Corporation reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the solicitation's requirements and include all required application components. Additionally, Commonwealth Corporation and the Executive Office of Labor and Workforce Development reserve the right to consider other criteria in making competitive awards among comparably qualified applicants. Commonwealth Corporation reserves the right to reject any and all applications, or to accept any and all applications, in whole or in part, if deemed to be in the interest of the Commonwealth Corporation or the Commonwealth of Massachusetts to do so. This RFP does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation. Commonwealth Corporation is not responsible for electronic submissions that are not received by Commonwealth Corporation. We reserve the right to use sources of funding other than the previously described funding source to support proposals submitted in response to this solicitation and to increase the grant award amount through a subsequent modification process. If applicants propose to use other funding sources to support the implementation of the proposed program, Commonwealth Corporation reserves the right to consult with the other funders to ensure appropriate alignment of resources.
- C. Appeals:** Appeals of the funding decision may be filed with Molly Jacobson, President/CEO, Commonwealth Corporation, 33 Harrison Avenue, 3rd Floor, Boston, MA 02111. Appeals must be filed within fifteen (15) days of the date of Commonwealth Corporation's notice to unsuccessful bidders. The President may decide to hold an informal review of the decision, and may decide to grant an appeal, deny an appeal, or modify an award based on information provided during the informal review.
- D. Audited Financial Statements and Assessment of Fiscal Management Capacity:** All applicants that are selected for an award may be required to submit a copy of the organization's most recent audited financial statement prior to the execution of a final contract. In addition, prior to the grant award, Commonwealth Corporation staff may review an organization's fiscal systems and internal controls and request additional documentation to assess the organization's capacity to manage public grant funds and administer the program. Additional guidance may be provided upon contracting.

SECTION EIGHT: SUMMARY OF ATTACHMENTS

GRANT APPLICATION PACKAGE:

The following attachments must be completed and submitted by all lead applicants:

- Part 1: Application Summary Form (online submission form)
- Part 2: Application Narrative Form
- Part 3: Program & Budget Form (Excel)
- Part 4: Sample Memorandum of Agreement (MOA)
- Part 5: Certification (online submission form)

PART 1: APPLICATION SUMMARY FORM

The following must be completed using the online form during submission. It is provided here as a preview to prepare for your submission. Please note the submission must be completed in one session, so please have this information available before starting your application.

1. PROGRAM PROFILE				
Name of Lead Applicant Organization:				
Department of Unemployment Assistance ID Number:		Federal Employer ID Number (FEIN):		
Target Occupation:	See Section 3A for eligible list.			
# of New Pathways for Round 10:				
MassHire Career Center Partner(s) or Third-party Provider				
Employer Partners:				
Total Program Funds Requested:	\$	Proposed # of Cohorts:		
		Proposed # Enrollments:		
3. LEAD APPLICANT CONTACT INFORMATION				
Role	Name and Title	Address	Phone	Email
Primary Contact Person: (notified upon decision of grant award)				
Authorized Signatory: (authorized to commit organization)				
Fiscal Contact: (fiscally responsible for project funds and submitting invoices)				
Project Manager: (if known - contact over the course of the project)				

PART 2: APPLICATION NARRATIVE FORM

The application submission process has been designed to limit the amount of narrative to be completed. Part 3: Program & Budget Form is designed to capture most of the information needed to complete the review of your program. However, a few questions are best responded to in the narrative below. This is also space for you to clarify any of the information you provide in Part 3: Program & Budget Form (Excel). The page limit for the Narrative Form is 2-3 pages. Please do not use a font size smaller than 11 and margins less than one inch. Please answer the questions in the order in which they are presented. Tables, charts, figures, and appendices are included in the page limit. The page limit does not include the other required Parts of the Grant Application Package. You may delete the sub-questions (and these instructions), but it is strongly recommended that applicants leave the question numbers and topic headings to support reviewers in determining whether you have provided relevant responses to all the requested information.

1. Chapter 74/N74 vocational program demonstrates recent conversations with local MassHire Career Center(s) or Third-party Providers, agreement to roles, expectations, and identification of action steps to be completed upon award of this grant.
 - i. Please briefly describe your history of collaborating with your MassHire Workforce Board, MassHire Career Centers and Third-party Providers.
 - ii. Please confirm that you have recently discussed this opportunity with a MassHire Career Center or Third-party Provider, including name(s) and organization(s) of who you met with, any concerns raised and confirmation that both parties agreed to work together on this program.
 - iii. Who (name, title,) will be responsible for providing recruitment, assessment, case management and placement support to participants at the MassHire Career Center or Third-party Provider?
 - iv. What are the 3-5 next steps that you identified along with the MassHire Career Center or the Third-party Provider that will need to be accomplished in order to finalize a participant recruitment, intake, enrollment, support and placement plan?

2. Strong evidence, including clearly articulated MOA/letters, of employer engagement and identification of roles and responsibilities of a minimum of three employer partners.
 - i. Please describe your employer engagement strategy to support your targeted program(s).
 - ii. Please confirm that you have had recent conversations with at least three employer partners that employ the targeted occupation(s) and confirm they have existing and upcoming vacancies for the target occupation(s) and plan to use the program as a source for qualified candidates.
 - iii. Please confirm that the hiring requirements of the three employer partners align with the skills and credentials the proposed program delivers to participants.

3. Capacity to deliver training and programmatic elements to meet the needs of job seekers.
 - i. Please briefly describe how you plan to offer programmatic elements that meet job seeker needs (e.g., hybrid model, program timing, support services, etc.).
 - ii. What contingency plans do you have in place to deliver training remotely in a COVID-19 environment, if needed?
4. **If applicable:** Clear intention to use the reimbursable start-up funds or expansion funds to support the launch of CTI adult programs (start-up) or new training pathways (expansion), adhering to the allowable costs of staff time and marketing-related expenses.
 - i. Please briefly describe how start-up funds or expansion funds will be used and how this is additive to your implementation budget.

PART 3: PROGRAM & BUDGET FORM

General Instructions: The proposed program and budget form must be submitted using the following attachments provided in MS Excel file format:

1. Program Summary (Part 3a)
2. Program Overview (Part 3b)
3. Budget Summary (Part 3c)
4. Budget Narrative (Part 3d)

Program Summary (Part 3a): Serves as an overview of the occupations, programs, proposed cohorts, number of proposed enrollees, and proposed timeline for cohorts. This page calculates the total budget based on the number of total enrollees. Note that you must complete a line-item budget in 3C and 3D that does not exceed the total budget in 3A.

Program Overviews (Part 3b): Outlines the details of the programs you intend to run. If you are proposing more than 2 cohorts, please copy the “Program #2” tab and create a separate tab for each proposed program.

Budget Summary (Part 3c): Serves as a cover sheet to the Budget Request Narrative. While it is formatted with formulas, please check all amounts for accuracy prior to submission. Please ensure the total implementation budget does not exceed \$8,000 per proposed student, the core program service budget does not exceed \$2,000 per proposed student, the start-up funds requested do not exceed \$40,000, or the expansion funds do not exceed \$10,000 per new pathway proposed.

Budget Request Narrative Form (Part 3d): Outlines all the project costs for which you are requesting grant funds. This budget should be based upon the entire requested grant duration (up to two years). Note that you must complete separate line-item budgets for implementation and start-up/expansion funds (either as a new school or for new pathways), but they are provided in the same tab.

Each line-item amount should have clear and sufficient cost rationale. Applicants must complete the following columns for each line item for which they are requesting funds.

- **Actual Cost (AC) or Cost Allocation (CA):** Please identify whether these expenses will be charged based upon actual costs or a cost allocation plan.

Please note: Applicants awarded funding will be required to provide a copy of their cost allocation plan during contract negotiations. If the cost allocation plan does not include sufficient detail or is updated on a monthly or ongoing basis, this updated information must be included along with other required back-up during specified monthly invoices. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

- **Description of use of funds:** Please include a description to explain how funds will be used.

- **Calculations:** To reduce calculation errors, please use columns E and F to include the rate and unit of measurement used to calculate each line item. Instructions for specific line items are included below in the Category Instructions. Applicants may include additional detail in the **description of use of funds** column to explain any expenses that do not conform to the standard unit of measurement rate calculation format.

Category Instructions: Budget Request Narrative Form (3D)

A. Salary & Fringe

Salary: This category is for project costs related to staff that will be performing project-related functions and will be on the payroll of the lead applicant only. **Salary and fringe information is indicated on the tab(s) “Implementation Staff Detail” (for staff time dedicated to program implementation) and “Start-Up Staff Detail” (for staff time dedicated to start-up activities, if applicable). The Budget Narrative Form (3D) will populate with the appropriate information.**

The budget should include:

- each staff person (name, if known, and job title) on a separate line
- actual rates of pay each staff person will receive for compensation in the column labeled “Rate/hour”
- the quantity of hours each staff person will work on this grant in the column labeled “hours”

Grantees may not invoice Commonwealth Corporation for staff roles that are not included on the budget in the contract. Grantees may charge a higher hourly rate than the rates listed in the budget in the contract. However, grantees are responsible for ensuring that the staffing structure outlined in the contract is maintained. Commonwealth Corporation will not approve a modification to add additional funds to staffing in order for the grantee to maintain the staffing structure included in the contract. Therefore, we encourage all grantees to review any significant staff changes with Commonwealth Corporation prior to making the change to ensure an adequate staffing structure is maintained. Applicants should factor in any proposed increases over the grant period into the average hourly rate.

Fringe: This line item is for fringe benefits for internal staff. The budget should include the percentage used to calculate the actual budgeted dollar amount. The budget should also include details about the benefits included in the rate associated with each benefit.

B. Other Program Costs

Travel: This category is for lead applicant staff travel required to achieve the project goals. The budget should include a description indicating the need for the proposed travel, destinations, and mode of travel. The budget should include the mileage rate in the column labeled “rate” and the total number of miles in the column labeled “unit”. Mileage will not be reimbursed beyond the current federally approved rates.

Space Rental: Office space is included in the indirect cost rate agreement; however, if other rental costs for service site(s) such as classrooms, lab spaces, workshops and learning spaces

are necessary for the delivery of training, it may be requested as a direct charge. To ensure fiscal responsibility and prudence in the utilization of public funds, Commonwealth Corporation requests a detailed breakdown of all space rental costs associated with the project. This breakdown should enable a thorough assessment by Commonwealth Corporation to ensure that the rates charged are reasonable and align with the principles of sound financial stewardship as CTI is using State funding. In instances where the applicant has an internal policy governing such expenditures, it is expected that the lowest rate within the applicable tier be selected since Commonwealth Corporation is executing CTI on behalf of the WSC. In the absence of a specific policy, the applicant is expected to exercise careful consideration and diligence when budgeting space rental costs.

Telephone & Communications: This category is for telephone and other communication costs related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the budget should include the actual monthly cost of telephone & communications in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Rental & Lease: This category is for rental or lease of instructional equipment which the Chapter74/N74 school does not own but that is necessary for implementation of the proposed training. The budget should include a list of items to be leased. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis include the actual monthly cost of equipment rentals in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Purchase: This category is for equipment purchases. The budget should include a list of items to be purchased. The budget should include the cost of the item in the column labeled “rate” and the total number of units that will be purchased in the column labeled “unit.” It is expected that partnerships will utilize existing capacity to deliver training programs, including existing equipment that can be used to provide virtual or hands-on training to participants. However, applicants may request up to \$5,000 of funding per item for small power tools, hand tools and toolboxes needed to ensure they can provide a sufficient dedicated set of such tools for use by participants in the proposed adult program. Applicants may request funding for capital equipment (costing \$5,000 or more per item with a use life of one year or more) only if it is required to continue or increase seat capacity for the program. Applicants requesting funding for capital equipment must provide a justification for the expense that includes:

- an inventory of the applicant organization’s current capital equipment and the instructional (seat) capacity associated with it and,
- an analysis of the gap between current instructional (seat) capacity and projected enrollment in the proposed program.

Postage & Mailings: This category is for postage and mailing related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the

total cost of postage in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Publication/Print/Copying: This category is for publication, printing and copying related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be allocated on an actual cost basis over the duration of the grant, include the total cost of publication, printing and copying in the column labeled “rate” and fill in a number “1” in the column labeled “unit.” If CTI programs are promoted in publications alongside other school programs, expenses must be prorated.

Meeting Expenses: This category is for meeting expenses related to project activity. The budget should include a description of the use of these funds. The budget should include a meeting cost rate in the column labeled “rate” and the total number of meetings that will be held over the duration of your grant in the column labeled “unit.”

Office Supplies & Materials: This category is for office supplies related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of office supplies & materials in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Marketing & Advertising: This category is for marketing and advertising related to project activity. The budget should include a description of the use of these funds. The budget should include the cost of the advertisement in the column labeled “rate” and the number of times you plan to run the advertisement in the column labeled “unit.”

Training Materials: This category is for expenses related to the purchase of training materials related to project activity. The budget should include a description of the training materials. The budget should include the cost per unit of the training materials in the column labeled “rate” and the cost per unit in the column labeled “unit.”

C. Support Services

Training Incentive: This category is for training incentives provided to participants, typically tied to achieving milestones related to attendance, credentialing, program completion or reporting job placements. The proposed budget should include a brief description of the training incentive, the projected cost of the training incentive in the column labeled “rate” and the total number of participants anticipated to receive the training incentive in the column labeled “unit.” Providing cash payments to participants is not an allowable expense. The amount allocated for training incentives should be reasonable and equitable.

Work Experience: This category is for wages paid to participants or wage subsidies paid to employers during work experience, including on-the-job training. The budget should include a description of the type of compensation (hourly wage for internship, wages for on-the-job training) and the number of weeks of employment. The budget should include the total

maximum compensation that will be paid to or in the case of a wage subsidy, on behalf of each participant under the column labeled “rate” and the total number of participants anticipated to receive wages or wage subsidy in the column labeled “unit.”

Transportation: This category is for transportation expenses related to the support of participants during training. The budget should include a description of the use of funds. The budget should include the projected average amount that will be provided per participant in the column labeled “rate” and the total participants in the column labeled “unit.”

Participant Tuition & Fees: This category is for tuition and fees associated with training slots for one or more participants for externally provided training components such as OSHA. The budget should include the cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.” Any costs that the applicant will contractually agree to pay a training provider for group instruction should not be included in this line item and should be included in the training contractors’ line item.

Flexible Funding / Other: This category encompasses expenses aimed at supporting participants during their training, including flexible emergency funding to address unforeseen participant needs or barriers to program and job retention that arise during the training period. The budget should include a description of the use of funds. The budget should include the average cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.”

D. Contracted Services

Training Contractors: This category is for project costs related to training services provided to the grantee on a contract basis by individuals, organizations or companies that are subcontractors or consultants to the grantee.

If the cost of the course is negotiated at an hourly rate, the budget should include the hourly rate in the column labeled “rate” and the total number of instructional and preparation hours in the column labeled “unit.” If the cost of the course is negotiated at a course-based rate, the budget should include the total cost of the course in the column labeled “unit” and the number of times the course will be offered in the column labeled “rate.” If rates vary by course, each course should be listed in a separate row. At a minimum each training provider should be listed on a separate line.

Curriculum Development Contractors: This category is for project costs related to the development of curricula. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to develop the curricula and the new courses that will be developed. The budget should include the hourly rate in the column labeled “rate” and the number of hours that will be spent developing the curricula in the column labeled “unit.”

Other Contractors: This category is for expenses related to other contracted services, including any contracted services to fulfill required staffing roles. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to perform this service. The budget should include the hourly rate in the column labeled “rate” and the quantity of hours each task will require in the column labeled “unit.” Each contractor should be listed on a separate line.

E. Indirect Costs

This category is for indirect costs. Indirect costs are costs incurred for common or joint objectives that are not easily identifiable to a single grant or program(s). Grantees must apply indirect costs using an approved indirect cost rate (no more than 10%) or an approved cost allocation plan. A copy of the cost allocation plan must be supplied during contract negotiations. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

F. Wear and Tear Allowance

Equipment plays an instrumental role in providing high-quality education and training for CTI students. Accordingly, up to 5% of the implementation grant amount may be budgeted towards offsetting expenses related to the maintenance, servicing, inspections, and repair of equipment integral to the successful implementation of CTI programs. Wear and Tear funds can also be applied strategically to replace equipment that has experienced significant use in the context of CTI programming, thereby ensuring the sustained operational efficacy of these resources.

PART 4: SAMPLE MEMORANDUM OF AGREEMENT

Instructions: This sample is provided to help start the conversation. Please ensure the required roles & responsibilities as outlined in Section 2 are clearly delineated in this document. However, other additions and clarifications are encouraged to ensure a successful partnership between the Chapter 74/N74 vocational programs, MassHire Career Centers, employers and industry partners and other partners.

I. Purpose of This Memorandum

This Memorandum of Agreement (MOA) outlines the agreement among the partners listed below to implement the Career Technical Initiative. Partners are committed to implementing a program design that includes the following features:

- Involvement of employers and industry partners in designing assessment/screening protocols for potential hires and in developing training program curricula to ensure that they are aligned with entry requirements for jobs;
- Case management to ensure participant persistence in training, successful transition to employment and, if time allows, retention support;
- Strategies that address occupational and academic skills instructions, job development, and job placement for the specific identified target population and target occupation(s); and
- Hiring/wage increase commitments (not required).

II. Term

This MOA shall be in effect from June 1, 2025, through June 30, 2027. This MOA may be terminated prior to the effective end date upon the full written approval of all the partners.

III. Partners

List the names of each partner participating in your partnership.

IV. Common Roles & Expectations of Partners

All Parties agree to (examples):

1. Have a representative attend and participate in Advisory Board meetings.
2. Communicate consistently through e-mail and phone calls, reading all relevant e-mails, listening to voice mail messages and responding in a timely manner.
3. Work together to solve problems, make decisions, create opportunities for program participants, and support participants' success.
4. Hold participants to program standards.
5. Deliver consistent messages, and provide a structured, safe learning environment.

V. Chapter 74/N74 vocational programs Roles & Expectations - (FILL IN NAME OF SCHOOL)

1. Contract with Commonwealth Corporation, and manage all reporting, including participant level data tracking in Apricot database and quarterly status reports
2. Submit invoices to Commonwealth Corporation
3. Handle all fiscal and data requirements for the grant
4. Collaborate with one or multiple MassHire Career Center or a Third-party Provider to define the scope of work for all five core program services being delivered by that partner
5. Design assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards
6. Ultimately make enrollment decisions to fill cohort
7. Coordinate and provide all training
8. Coordinate program logistics and oversee day-to-day operations
9. Collect and report all participant data into Apricot

VI. MassHire Career Center or Third-Party Provider: Roles & Expectations

1. Deliver core program services as defined in the scope of work

(The following is not required from businesses, but provides an outline of what a detailed commitment might look like)

For programs proposing to place participants into a job:

(Business name) agrees to identify hiring managers to participate in the design of assessment/screening protocols and training program curriculum to ensure graduates of the program meet hiring standards.

(Business name) agrees to interview (number of graduates to be interviewed) graduates within two weeks of program graduation for open positions as (target occupation title) at our (location) location.

(Business name) agrees to hire (number of graduates to be hired) graduates at an average starting hourly wage of (average starting hourly wage).

VIII. Signatures

Have each partner's representative sign and date the MOA. Make sure the signatories have contractual authority for their organization.

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

Partner Organization Name

Signatory Name

Signature: _____ **Date:** _____

PART 5: MASSHIRE WORKFORCE BOARD CONTACT LIST

Applicants are strongly encouraged to contact their regional MassHire Workforce Boards for assistance in identifying a Career Center contact, if needed. Below is a list of Workforce Board contact information. If applicants have difficulty contacting a workforce board, please contact Ashley Terrill with the Massachusetts Department of Career Services at ashley.terrill@mass.gov.

MassHire Workforce Boards	Region	Name	Title	Email
MassHire Berkshire Workforce Board	Berkshire	Heather Boulger	Executive Director	heather@masshireberkshire.com
MassHire Boston/Boston PIC	Greater Boston	Angela McCabe	Director of Workforce Development	angela.mccabe@bostonpic.org
MassHire Boston/Boston PIC	Greater Boston	Neil Sullivan	Executive Director	neil.sullivan@bostonpic.org
MassHire Bristol Workforce Board	Southeast	Thomas Perreira	Executive Director	tperreira@masshirebristol.org
MassHire Cape & Islands Workforce Board	Cape & Islands	Kara Galvin	Executive Director	kara@masshire-capeandislandswb.com
MassHire Central Region Workforce Board	Central	Jeffrey Turgeon	Executive Director	TurgeonJ@masshirecentral.com
MassHire Franklin Hampshire Workforce Board	Pioneer Valley	Sarah Wilson	Executive Director	sarahwilson@masshirefhwb.org
MassHire Greater Brockton Workforce Board	Southeast	Jason Hunter	Executive Director	jhunter@masshiregbwb.org
MassHire Greater Lowell Workforce Board	Northeast	Kevin Coughlin	Executive Director	Kevin.coughlin@masshiregreaterlowell.com
MassHire Greater New Bedford Workforce Board	Southeast	Jim Oliveira	Interim CEO	Jim@masshiregreaternewbedford.com
MassHire Hampden County Workforce Board	Pioneer Valley	Peter Farkas	President & CEO	pfarkas@masshirehcwb.com
MassHire Merrimack Valley Workforce Board	Northeast	Frank Bonet	Executive Director	fbonet@masshiremvwb.org
MassHire Merrimack Valley Workforce Board	Northeast	Corina Ossers	Deputy Director	cossers@masshiremvwb.org
MassHire Metro North Workforce Board	Greater Boston	Chris Albrizio-Lee	Executive Director	clee@masshiremetronorth.org
MassHire Metro South/West Workforce Board	Greater Boston	Greg Bunn	Executive Director	gbunn@masshiremsw.com
MassHire North Central Workforce Board	Central	Jeff Roberge	Executive Director	jroberge@masshirenorthcentralwb.com

MassHire North Shore Workforce Board	Northeast	Ed O'Sullivan	Executive Director	ed@masshire-northshorewb.com
MassHire South Shore Workforce Board	Southeast	Robert Cerasoli	Executive Director	ExecutiveDirector@masshiress.com
MassHire South Shore Workforce Board	Southeast	Laura Buckley	Deputy	lbuckley@masshiress.com
MassHire South Shore Workforce Board	Southeast	Ron Iacobucci	Director of Workforce Development for City of Quincy	riacobucci@masshiress.com



Career Technical Initiative