



State of Nevada

Department of Education

OFFICE OF CAREER READINESS, ADULT LEARNING AND EDUCATION OPTIONS

NEW SKILLS FOR YOUTH - LIFEWORKS

FY20 REQUEST FOR APPLICATION (RFA) DIRECTIONS

ISSUED BY

Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

Grant Period:

July 1, 2019 – December 31, 2019

Applications Released:

June 21, 2019 by 5:00 pm

Application/Project Documents Due:

July 5, 2019 by 4:00 pm

Questions related to this request for application should be addressed to:

Nevada Department of Education
Office of Career Readiness, Adult Learning & Education Options
755 N. Roop Street, Suite 201, Carson City, NV 89701

Mayita Sanchez (775) 687-2809 mayitasanchez@doe.nv.gov

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OVERVIEW

Lifeworks represents a strategic partnership between Nevada government agencies, K-12 public education, business and industry leaders and the Nevada System of Higher Education working in collaboration to prepare all Nevada youth with the skills they need for jobs in the “New Nevada”. In 2017, 10 states received funding from JP Morgan Chase & Co. to execute action plans to strengthen and expand career pathways for youth. A vital component of the Lifeworks initiative is the creation of an infrastructure to support employer engagement that will enhance education and workforce partnerships in Nevada. The success of school districts’ career awareness efforts and work-based learning programs depends greatly upon the engagement and commitment of employers within the priority sectors and from across the state.

LifeWorks has acknowledged a need to increase the state’s capacity to identify and strengthen the public’s understanding and awareness of emerging jobs in the new Nevada. This includes the task of specifically recognizing employment opportunities in each region as well as identifying the necessary skills and credentials required to fill these jobs. LifeWorks has also identified a need to increase both the quality and quantity of relationships between business and industry partners to provide all students with the potential to explore effective work-based learning opportunities.

For fiscal year (FY) 2020, and pending approval and authorization by the 2019 Nevada Legislature, **\$160,000.00** is available in New Skills for Youth grant funds to support employer engagement in providing opportunities for work-based learning in eligible school districts and public charter schools.

“Work-based learning is an educational strategy that offers students an opportunity to reinforce and deepen their classroom learning, explore future career fields and demonstrate their skills in an authentic setting.”(Advance CTE/CCSSO, 10/2016) In Nevada, work-based learning is defined as opportunities that engage individuals in career exploration, internships, pre-apprentice ships and registered apprenticeship programs.

The primary goal of these funds is to support entities in connecting employers to school programs to offer work-based learning experiences. Projects must align to high-skill, high-wage, and/or in-demand (regionally-specific) occupations and industries, and the economic and workforce development priority need areas as evidenced by labor market data and analysis. The four priority career pathway areas identified by the Governor’s Office of Workforce Innovation for the New Nevada (OWINN) include: **Education, Healthcare, Manufacturing, and Technology.**

Grant funding is to support the Regional Development Authorities (RDAs), Chambers of Commerce, and local Workforce Investment Boards (LWIB) in creating opportunities with their employer partners and local schools/school districts to get commitments from employers to provide work-based learning experiences for the state’s students and teachers. The RDAs, Chambers, and LWIB are collaborative resources for businesses and include in their strategic goals efforts to support employer engagement.

The authority governing work-based learning is NRS 389.167 as amended in Senate Bill No. 66, Statutes of Nevada 2017, on page 4334 and NAC 389.825, 389.562-389.566. Statute covering registered apprenticeships is found in NRS 610 as created in Senate Bill 516 and NAC 610 as well as 29 CRF Parts 29 and 30.

PURPOSE OF FUNDS

The purpose of the New Skills for Youth grant funds is to drive change at the school or district level through strengthening and expanding career pathways for Nevada youth and young adults. More specifically, the Department of Education has aligned the funding towards employer engagement through work-based learning programs that provide on-the-job training, internships and supervised work experience. Work-based learning programs ensure students obtain skills and competencies needed by employers in high-skill, high-wage, and/or in-demand (regionally-specific) career pathways.

Funds should be used strategically by the employer facing organizations to strengthening the understanding and awareness of emerging jobs and the necessary skills and credentials to fill them; encourage and support local businesses in offering effective work-based learning experiences to youth in partnership with their schools/school districts. NSFY has also identified a need to increase both the quality and quantity of relationships between business and industry partners specifically recognizing employment opportunities in each region.

SCOPE OF WORK

A vital component of New Skills for Youth and the LifeWorks initiative is the creation of an infrastructure to support employer engagement that enhances education and workforce partnerships throughout the state. To engage employer in Nevada, applications must include collaborative efforts with Regional Development Authorities, Chambers of Commerce, and/or local Workforce Investment Boards. As collaborative resources, scope of works must include strategic goals and efforts to support employer engagement and how to leverage existing relationships to:

1. Strengthen the understanding and awareness of emerging jobs and the necessary skills and credentials to fill them;
2. Build partnerships between employers and employer organizations and local school districts and community colleges to align the education to workforce pipeline; and
3. Garner commitment from employers to provide students effective work-based learning opportunities.

Eligible participants must include partnerships with a local school/school district(s) with a state approved work-based learning program.

Outcome – viable model for companies to use as they invest in work-based learning. Applicant should identify how work will align investments to meet employer demand and how it will establish a pipeline of skilled workers for future demand. Applicant should also discuss how work will advance a career pathway or pathways to provide not only employment but education, training and support services for individuals, particularly those with barriers to employment to ensure equitable opportunity and development of education and skills for preparation and entrance into the pipeline at various points.

Include any interest or potential in aligning existing policy and resources to create a networked and coordinated framework as well as emphasis on investing in high-growth industries using data to guide future investments and policies.

Scope should identify potential supports available through the local workforce system and build relationships with human services or education agencies that can help them build on successful models and access financial incentives to make starting and running a program, more feasible.

Work-based learning programs must align to the state's priorities for economic and workforce development as outlined in the report In-Demand Occupations: Leveraging Labor-Market Data with Industry Insights to Strategically Align Nevada's Education and Workforce (January 2017, OWINN & GOED).

APPLICATION INFORMATION

PROJECT DOCUMENTS/APPLICATION DEADLINE

The project documents must be submitted by 4:00 p.m. (PDT) on July 05, 2019.

SUBMISSION

Each employer association/organization will submit one application with as many individual projects as they choose. Each project and detailed budget will be reviewed and scored independently. Email applications to mayitasanchez@doe.nv.gov subject line: Employer Engagement RFA

All application document templates will be provided for grant submission.

LOCAL ADMINISTRATION

Indirect costs are not allowed on State Grants.

APPLICATION PROJECT DOCUMENT REQUIREMENTS

It is the sole responsibility of the organization to submit a clear and reasonable project narrative and detailed budget. All components of the project narrative will be reviewed and scored by the review committee. Any incomplete or unclear submission could result in a lower committee score and may cause the project not to receive approval.

1. Application Cover Page **(PDF)**
2. State Assurances **(PDF)**
3. Budget Summary **(PDF)**
4. Individual Project Narratives - There will be no limit on the number of projects which can be submitted, however each project has a 4 page narrative limit. **(PDF)**
5. Individual Budget Detail for each Project Narrative (no page limit) **(PDF)**

APPLICATION REVIEW PROCEDURES

All projects will be reviewed and scored individually by a review committee. The Superintendent of Public Instruction shall review the recommendations and award grants for the purposes described above- [per NRS 389.169, 231.043.](#)

COMPLAINT AND APPEAL PROCEDURES

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Director of the Office of Career Readiness, Adult Learning & Education Options. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of complaint, the Director will review the complaint and will provide comment to the agency within

thirty (30) days. The action taken by the Director, which includes a review conducted by Department staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the Director of the Office of Career Readiness, Adult Learning & Education Options, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

TECHNICAL ASSISTANCE

For additional information or technical assistance, contact the Office of Career Readiness, Adult Learning & Education Options at the Department of Education.

Mayita Sanchez (775) 687-2809 mayitasanchez@doe.nv.gov

APPLICATION/PROJECT DIRECTIONS

These application guidelines must be followed by applicants applying for New Skills for Youth funds. Each employer association/organization can submit as many individual projects as they would like. Projects will be approved based upon completeness and the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures.

Each application must include the following components and be provided in the following order: Application Cover Page, State Assurances, Budget Summary, Project Narrative(s), and Project Budget Detail(s). The association/organization should submit an application packet for each project, which includes a Project Narrative and a Project Budget Detail, and identify each by corresponding project number (e.g., Project Narrative #1 and Project Budget #1; Project Narrative #2 and Project Budget #2; etc.).

PROJECT DOCUMENTS

Please contact the Department of Education's Office of Career Readiness, Adult Learning & Education Options for all document templates that are needed for the grant application. They include the following:

- Application Cover Page
- State Assurances
- Budget Expenditure Summary
- Project Narrative Template

1. **Application Cover Page:**

Use the Application Cover Page as the first page of the application and include all requested information and signatures.

2. **State Assurances:**

Print, sign, and scan the provided State Assurances.

3. **Budget Summary:**

Print, sign, and scan the budget summary sheet from the Budget Expenditure Summary document.

4. **Project Narrative:**

There will be no limit on the number of projects which can be submitted; however each project narrative is limited to 4 pages. Single-sided, 11 point font (no smaller). The project narrative must follow the provided template and include the following items:

- **Project Information**

- Employer association/organization Name
- Grant Funding Year - FY 2020
- Project Name
- Funding Amount Requested (Minimum \$10,000-Maximum \$75,000)
- Career Pathways (select from list)

- **Project Description**

- Describe the purpose, scope and need for the project.
- Describe how funds would be used to partner with schools and student populations most in need.
- Describe how the project would result in elevating work-based learning in your region

- **Project Alignment to Economic Workforce Needs and Collaboration/Data**

- Describe how the project is high-skill, high-wage, and/or in-demand (regionally-specific) and aligns to the economic and workforce development priority need areas identified by the Industry Sector Councils and/or other relevant economic and workforce development indicators evidenced by data from regional economic development authorities, i.e., the Governor's Office of Economic Development (GOED), OWINN, or other proven, reliable sources - data source(s) must be cited.
- Describe how local industry partners, teachers, and administrators will be involved in and committed to developing a quality project which will support workforce and economic development priorities and initiatives

- **Project Alignment to Postsecondary or Industry Credentials**

- Describe how the project aligns to Postsecondary and/or industry-recognized credentials.

- **Measurable Outcome(s)**

- Describe how the organization will evaluate and measure the success and outcomes of the objectives in this application. Include what will be measured, by whom, and the timeline for the completion of the evaluation. These outcomes will be used in the final grant performance report at the end of the grant cycle.
- Measurable outcomes may be related to: project completion, CTE student participation numbers, high school credits earned for work-based learning, numbers of businesses involved; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials

- **Staffing**

- If not requesting salaries in the grant application, please indicate N/A in this section.

- Describe the number of staff devoted to the project(s) and their professional preparation and/or credentials. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with this funding. If a salary is paid partially from this grant and partially from another funding source, describe how the time allocated for cost objectives paid by this grant will be accounted for (e.g., personnel activity report or time log).
- If a salary is funded wholly by this grant’s funding for **one** cost objective (e.g., program-related activities), the recipient must provide assurance that written documentation, provided minimally on a semi-annual basis, is filed by the supervising administrator to ensure all activities of the funded position are directly related to the cost objective of the sub-grant from which the position is funded
- If a salary is funded wholly by this grant’s funding for **more than one** cost objective (e.g., program-related activities and administration), describe how the time allocated for each cost objective funded by state funds will be accounted for (e.g., personnel activity report or time log).
- If a salary is to be funded with multiple grants/funding sources (both CTE and non-CTE) describe the plan and contingency plan fully in the project narrative.
- **Sustainability**
 - Describe the organization’s plan for continued sustainability of the proposed project and CTE programs affected by this application.
 -

Individual Budget Detail for each Project Narrative (no page limit)

Submit individual budget detail and narrative forms for each project. Properly identify items by object and sub-object codes. Within each object code each item must have its own entry. Submit the entire budget detail and narrative form (“Instruction” and “Support Services”) that is utilized for the project application.

- For general supplies every item does not need to be listed, however a brief, but adequate description of the kind of supplies being purchased. ***The narrative should provide enough information to justify the amount requested.***
- Itemize all items with a \$500 unit cost or above.
- If staff FTEs and/or quantities are being requested, list the quantities and unit costs in the provided areas. Example: when purchasing 30 computers: quantity 30 – unit cost \$1,000 (not quantity 1 – unit cost \$30,000).
- Travel Requests must be itemized, indicate full name of sponsoring organization (no acronyms), full name of event (no acronyms), date, location, and name(s) of projected attendees. If names of attendees are not available list the position of the potential attendees.
- Remove any unneeded empty space/lines in the budget detail/narrative section to reduce the number of unused pages submitted. (Example: Leave in all Object Codes on the Instruction and Support Services detail pages, and take out any Sub-Object Codes that are not being used. Also, reduce the narrative boxes to only the size needed.)

SUBMITTING THE APPLICATION

By submitting an application, the employer facing organization agrees to provide the NDE information as needed to report to the Nevada Legislature on the effectiveness of the New Skills for Youth funds.

(1) Submission –

- a. Submit the application by emailing one electronic PDF copy per the bulleted requirements.
 - Electronic PDF application (i.e., complete copy of original application) must be emailed to the address listed in Item 2 and be **time-stamped** by the date and time listed in Item 3.
- b. Items requiring signature are: **(1) Application Cover Sheet; (2) Assurances; and (3) Budget Summary.**
- c. The application must contain all forms and be submitted in the following order: (1) Application Cover Page; (2) State Assurances; (3) Budget Summary; (4) Project Narrative #1; (5) Project Budget Detail #1; (6) Project Narrative #2; (7) Project Budget Detail #2; and etc.
- d. **Do not** submit the RFA instructions or any blank pages.

(2) Submission Addresses –

- Mailing address:

Mayita Sanchez, New Skills for Youth Program Officer
Office of Career Readiness, Adult Learning & Education Options
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701
- Email Address:

MayitaSanchez@doe.nv.gov (Mayita Sanchez, NSFY Program Officer)

(3) Application Deadline

The application deadline is **4:00 p.m. on Friday, July 05, 2019** to be eligible for funding. Both hardcopy and electronic submissions must be received in order for the application to be considered complete. You will receive email confirmation to ensure that the application was received. If you do not receive confirmation, please call to obtain further instructions.

PROJECT NARRATIVE

Organization Name: [Click here to enter text.](#)

Year: [Choose an item.](#)

Project Name: [Click here to enter text.](#)

Funding Amount Requested: [Click here to enter text.](#)

Funding purpose:

Project Description:

[Click here to enter text.](#)

Measurable Outcomes:

[Click here to enter text.](#)

Staffing:

[Click here to enter text.](#)

Sustainability:

[Click here to enter text.](#)

BUDGET EXPENDITURE SUMMARY

For the [Nevada Department of Education State Budget Expenditure Summary](#) please see link and click on the excel document. Path from Department website: Programs>Career & Technical Education>Grants Administration> CTE Grant Forms>Budget Expenditure Summary

GRANT EVALUATION SCORING RUBRIC

Organization:

Project #:

Project Name:

Funding Requested \$:

Scorer #:

Grant Evaluation Scoring Rubric	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
Project information: The project information fully identifies all requirements listed in the RFA.	0	4	7	10
Project Description: The project description fully identifies all requirements listed in the RFA.	0	4	7	10
Project Alignment to Economic Workforce Needs and Collaboration/Data: The project alignment fully identifies all requirements listed in the RFA.	0	4	7	10
Project Alignment to Postsecondary or Industry Credentials: The project alignment fully identifies all requirements listed in the RFA.	0	4	7	10
Measurable Outcomes: The measurable outcomes description fully identifies all requirements listed in the RFA.	0	4	7	10
Staffing: The staffing description fully identifies all requirements listed in the RFA.	0	4	7	10
Sustainability: The sustainability description fully identifies all requirements listed in the RFA.	0	4	7	10
Budget Details: The project budget detail clearly describes all items being requested for the project and follows the requirements listed in the RFA.	0	4	7	10

Scorer's Comments:

Total Score:

/ 80

Scorer's Recommendation: Fund (circle one) - Yes or No

Scorers Initials or Mark: