

NM DEPARTMENT OF WORKFORCE SOLUTIONS

REQUEST FOR APPLICATION

RESTART NM PROJECT

21-631-1001-00074

FUNDING SHORT-TERM TRAINING OPPORTUNITIES TO SUPPORT STATEWIDE WORKFORCE DEVELOPMENT AND ECONOMIC REOPENING

Background Information and Overview of Restart NM Project:

RestartNM will focus on two group of New Mexicans: workers and employers. Concise, effective, easy to understand support services for each group will be provided to help each ramp up as COVID cases decline and the state's economy reopens. RestartNM is a statewide strategy that includes several partners, both public and private to create a hub for workforce development opportunities, direct job referrals, resources to overcome work-related barriers, and guidance on safe return-to-work practices. NM's public postsecondary institutions will be a critical partner in this project by ensuring access to training programs that are effective, efficient and quickly available.

The Restart New Mexico (RestartNM) project will target funding resources to create short term training programs designed to get New Mexicans prepared for diverse work opportunities that lead to immediate and direct employment in in-demand jobs. Additionally, RestartNM will coordinate access and amplify awareness of services by implementing the following strategies:

- Develop and implement a comprehensive statewide RestartNM marketing campaign.
- Develop a website (RestartNM) dedicated to information to short and long-term educational and work pathways.
- Create a central chat and phone line that allows New Mexicans to direct-connect with a career consultant.
- Work in partnership with NM postsecondary institutions and Adult Education programs to develop boot camp, short term training programs for in-demand occupations.

Strategies are dependent on collaboration among several state agencies including the Department of Workforce Solutions, Higher Education Department, Human Services Division, and the Office of the Governor. Together these partners, RestartNM Collaborative, shall create a hub for workforce development opportunities, direct job referrals, resources to overcome work-related barriers, and guidance on safe return-to-work practices.

The following Request for Application (RFA) shall provide eligible applicants with guidance on the process for receiving financial resources needed to design and implement boot camp and

short-term trainings developed in partnership with business partners that prepare job seekers for in-demand occupations.

For the purposes of this RFA, boot camp and short-term trainings are defined as workforce development opportunities that prepare participants for immediate employment opportunities in a specific field that results in a certificate of content mastery or credential in an in-demand occupation. Fundable short-term trainings and boot camps under this RFA shall not exceed 12 weeks of instruction.

Total Funds Available

It is anticipated that a total of approximately \$1.5 million will be awarded under this announcement, depending on the availability of funds, quality of applications received and other applicable consideration. Fund ceiling per program is up to \$80,000 inclusive of allowable indirect costs.

The New Mexico Department of Workforce Solutions (NMDWS) reserves the right to reject applications and make no awards or make fewer awards than anticipated under this RFA. NMDWS further reserves the right to make additional awards under this announcement, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection dates.

Eligible applicants

1. Public and Tribal Institutions of Higher Education in New Mexico
2. Adult Education Programs affiliated with a public institution
3. Collaborations of institutions of higher education

Multiple Program Funding Opportunities

Eligible applicants may be considered for more than one award. An application must be submitted for each program.

Ultimate beneficiaries of grants

- Unemployed New Mexicans in need of workforce development opportunities.
- New Mexico workers seeking re-tooling and development opportunities that advance their professional pathways.
- New Mexico employers seeking trained and credentialed workers.
- Higher Education Institutions and Adult Education programs seeking to grow and improve short-term career training offerings.

Allowable Activities/Expenditures

1. Training/Bootcamp Content Development

Costs associated with developing curricula that clearly aligns with occupations (and associated skills) identified by the RestartNM collaborative.

- Faculty/instructor compensation.
- Necessary consultation expenditures.
- Training for quality instructional delivery.

- Consultations or convenings with employers.

2. Software purchases and license fees

Costs associated with purchasing essential software or software licenses that promote learning excellence or expand access opportunities.

- Software licenses or access fees necessary for content mastery.
- Costs associated with the use of learning management systems.
- Costs associated with ensuring quality online instructional delivery.
- Purchasing online support systems to help students mitigate issues using remote and online learning systems. Examples include online tutoring, advising, or support using technology.

3. Supplies

Costs associated with necessary instructional planning and delivery supplies.

4. Cost of Attendance

The RestartNM Collaborative is interested in seeing at least one training/bootcamp session be offered at no cost to participants.

- Cost of instruction.
- Fees necessary to deliver training content.
- Reasonable fees associated with necessary use of facilities.

Application Timeline

Event	Date
RFA Release	Tuesday, April 12, 2021
Technical Assistance Webinar Join Zoom Meeting https://us02web.zoom.us/j/87342139275?pwd=YkIXT1FOYzNIRHRyaVYycnFCOU9Sdz09 Meeting ID: 873 4213 9275 Passcode: J58eNd One tap mobile +12532158782,,87342139275#,,,,*428501# US (Tacoma) +13462487799,,87342139275#,,,,*428501# US (Houston) Meeting ID: 873 4213 9275 Passcode: 428501 Find your local number: https://us02web.zoom.us/j/87342139275?pwd=YkIXT1FOYzNIRHRyaVYycnFCOU9Sdz09	Friday, April 16, 2021 at 10:00am – 11:00am

Application Due Date	Ongoing through December 15, 2021.
Application Reviews Complete	Ongoing; application reviews shall take place within two weeks of application submission and will be conducted by members from the RestartNM Committee
Award Notifications Issued	Ongoing through December 15, 2021
Application Submission Deadline	December 15, 2021 or when all funds have been awarded, whichever occurs first

Submission and Application Packet Requirements:

Applications must include the following:

1. Application narrative – 10 page limit, not including budget worksheets
 - a. Training overview
 - i. Proposed training start and end date.
 - ii. Extent to which the training can be offered online.
 - iii. Participant capacity.
 - b. The minimum requirements or skills necessary for participants to enroll in the training.
 - c. Occupation and Skill Alignment: The RestartNM Collaborative shall publish a dataset that provides applicants with the following:
 - i. Available in-demand occupations – defined as follows:
Occupations that ave a 7.7% or higher projected annual occupational growth, OR
Have average annual job openings of 10 or more, OR
Occupations demanded by employers based on written statements from at least three employers who regularly hire for such occupations, OR
Areas of growth as identified by Economic Development initiatives.
 - ii. Association employers
 - iii. Skills and/or credentials necessary to meet occupation qualifications

Applications must include a plan for how the training will satisfy the minimum skills and/or credentials associated with at least one in-demand occupation and strategies planned for job placement and follow up.

2. Institution point(s) of contact
 - a. The person(s) responsible for receiving referrals from RestartNM career consultants and individual who will be the point of contact for administration of project (ie, Memorandum of Agreement, reimbursement requests and program reporting.)
 - i. Name, phone, email
3. Application process
 - a. Overview of how/where the training will be published on the institution's website.
 - b. Overview of the application and admissions process, including any information needed for enrollment.
4. Overview of how the institution consulted with at least one employer to ensure program alignment and job placement.
5. Program outreach and recruitment strategy
6. Budget summary
 - a. See attached budget form.
 - b. Collaborative application must include a cost allocation for each partnering entity
 - c. Institutions will be asked to submit for reimbursements on a quarterly basis.

Applications shall be submitted via email to:

John Casado, NMDWS Project Manager at John.Casado2@state.nm.us

Application Review Rubric

Applications will be reviewed to ensure each includes, at a minimum, the requirements included in section II. The following rubric shall be used to rank applications that meet the minimum submission requirements.

Metric	Total Possible Points
Program access including the extent to which the training is offered at an optimal time for interested adults and dislocated workers (ie, hours beyond traditional scheduling of 8:00am – 5:00pm, weekends, etc...); available with minimal entrance requirements, and offered in an ideal and accessible modality	20
Alignment with in-demand occupations, and demonstrated employer support	30
Streamlined application and admissions process	10

Budget summary and cost efficiency of participant impact	20
Training timeline, the extent to which the institution can ensure content mastery over a 12 week period or less and assure completion of certificates of content mastery and/or industry recognized credentials	20
Total Points	100

Reporting Requirements

All awardees will be responsible for submitting a performance report no later than 30 days following the completion of the first funded program. The report shall include the following:

- Roster of students enrolled
 - First and last name, and last four of social security number
 - Identification of which students successfully completed the funded program
- Overview of the barriers that prevented program completion
- Expenditure report

Other Provisions

- Program completion requirements must include participant registration in the NM Workforce Connection Online System.
- Program funding shall not be used to supplant existing resources dedicated to workforce development programming. Applicants are encouraged to leverage existing resources to maximize program effectiveness and efficiencies.
- The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles. As required by WIOA Sec. 122, states, in partnership with Local Boards, must identify eligible training providers (ETPs) and programs that are qualified to receive WIOA title I-B funds to train adults, dislocated workers and out-of-school youth ages 16 through 24*, including those with disabilities. The approved State list of eligible training providers and programs serves as an important tool for participants seeking training to identify appropriate providers and programs, and relevant information, such as cost and program outcomes. WIOA Sec. 122 (c) specifies that states must establish an application procedure for training providers and programs to maintain their eligibility and the eligibility of their programs.

The New Mexico Department of Workforce Solutions (NMDWS) works in partnership with the Local Workforce Development Boards (LWDBs) provide oversight and administration for the Eligible Training Provider (ETP) certification system.

A program of training services is defined as one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment. These training services could be delivered in person, on-line, or in a blended approach.

Training providers or programs may apply for initial eligibility at any time. All applications for the ETPL will be completed using the Workforce Connection On-Line System. The online application process for training providers starts with verifying the training provider is licensed, certified, or authorized by the New Mexico Department of Higher Education, or the relevant state agency or oversight agency, to operate training programs. If a provider is in compliance with the oversight agency, the provider can proceed to the next step in the application process. If a provider is not in compliance with the oversight agency, the provider will not be able to apply for inclusion on the ETPL until they meet the necessary requirements.

For more information or assistance with adding a program to the ETPL, contact:

Veronica Alonzo

Veronica.alonzo@state.nm.us

RESTART NM – REQUEST FOR APPLICATION – BUDGET TEMPLATE

NOTE: This budget sheet is required to identify expenditures for your proposed project. If the project is approved, you will be required to submit a final budget request.

PROJECT TITLE:

APPLICANT:

Project Period Dates:

Professional Salaries	\$
Employee Benefits	\$
Purchased Services	\$
Supplies and Materials	\$
Equipment	\$
Miscellaneous/Other Costs	\$
Administrative Costs (Not to exceed 10% of total award amount)	\$
TOTAL	\$

BUDGET JUSTIFICATION

DETAILED BUDGET INFORMATION

Please complete the budget information requested below for each line item in the budget. This section will provide additional information about how the requested funds will be used.

SALARIES:

This includes anticipated expenditures for salaries or personnel providing direct services. Include an itemized breakdown of all funds to be paid to the person; i.e., monthly/hourly salary rate, percentage of time devoted to the project activity, job title, etc.

Funds Requested for Salaries:

\$

Explanation:

EMPLOYEE BENEFITS:

An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary and received by all employees. They will generally include such items as insurance (life and health), retirement, and social security.

\$

Funds Requested for Employee Benefits:

Explanation:

PURCHASED SERVICES:

These include anticipated expenditures for services rendered through special arrangements with a company, person or other educational agency or institution. These are considered sub-contracted services and are reserved to offset costs incurred by employment of consultant-type personnel or services not available within the capabilities of the participating agency.

Funds Requested for Purchased Services:

\$

Explanation:

--

SUPPLIES AND MATERIALS:

These expenditures refer to consumable items where the item cost is less than \$1,000.

Funds Requested for Supplies and Materials:

\$

Explanation:

--

EQUIPMENT:

Equipment is defined as an article of tangible personal property having a useful life of more than one year and a cost of \$1,000.00 or more. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials.

Funds Requested for Equipment:

\$

Explanation:

--

Miscellaneous/Other Costs:

Miscellaneous and/or other costs associated with the development/delivery of the proposed program that are not part of salaries, employee benefits, purchased services, supplies and materials or equipment.

Funds Requested for Miscellaneous/Other Costs:

\$

Explanation:

--

Administrative Costs (10% Max):

Funds Requested for Administrative Costs:

\$

Explanation:

--