

Welcome ARRA Healthcare Skills Gap Partnerships Bidder's Webinar



Telephone Lines Are Muted

Presenters

Karen Shack, Commonwealth Corporation

**Katherine Shields, Commonwealth
Corporation**



Agenda



- Welcome & Webinar Overview
- Overview of Request for Proposals
- Grant Application Package Attachments
- Questions

YP Meeting Planning Space | Connect Pro Meeting

Meeting Present Layouts Pods Help

Attendee List

- My Status: Active
- Amewusika Sedzro
- Sonal Vyas
- Sonnya Espinal
- Jonathan Latner

Participant Chat

To: Everyone

Presentation Slide Area

- My Computer Screen...
- Documents
- Whiteboards

Chat Pod

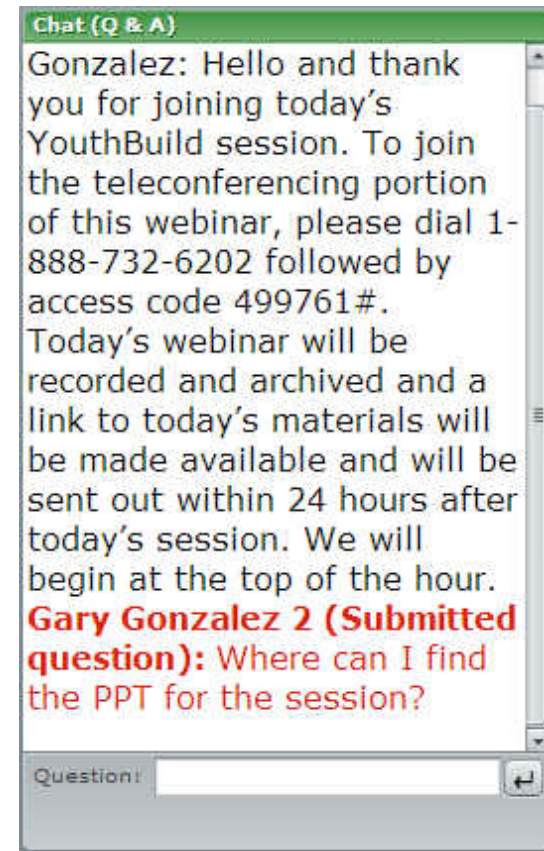
Discussion Collaboration Sharing Team building

start Novell GroupWise - ... Adobe Acrobat Con... YP Meeting Planning ... Apprenticeship1-8-0... Presentation1 1:41 PM

The image shows a screenshot of a meeting software interface titled "YP Meeting Planning Space | Connect Pro Meeting". The interface has a menu bar with "Meeting", "Present", "Layouts", "Pods", and "Help". On the left side, there are two panels: "Attendee List (4)" and "Participant Chat". The "Attendee List" panel shows a list of participants: "Amewusika Sedzro", "Sonal Vyas", "Sonnya Espinal", and "Jonathan Latner", with "My Status: Active" at the top. The "Participant Chat" panel is currently empty. The main area of the interface is a "Share" window, which is mostly empty but contains a "Presentation Slide Area" in the center. Below the slide area, there are three sharing options: "My Computer Screen...", "Documents", and "Whiteboards". At the bottom of the interface, there is a toolbar with icons for "Talk", "Discussion", "Collaboration", "Sharing", and "Team building". The Windows taskbar at the bottom shows the "start" button and several open applications: "Novell GroupWise - ...", "Adobe Acrobat Con...", "YP Meeting Planning ...", "Apprenticeship1-8-0...", and "Presentation1". The system clock shows "1:41 PM". Three red callout boxes with white text and black borders are overlaid on the interface. The first box, labeled "Attendee List", has an arrow pointing to the "Attendee List" panel. The second box, labeled "Presentation Slide Area", has an arrow pointing to the central area of the "Share" window. The third box, labeled "Chat Pod", has an arrow pointing to the "Participant Chat" panel.

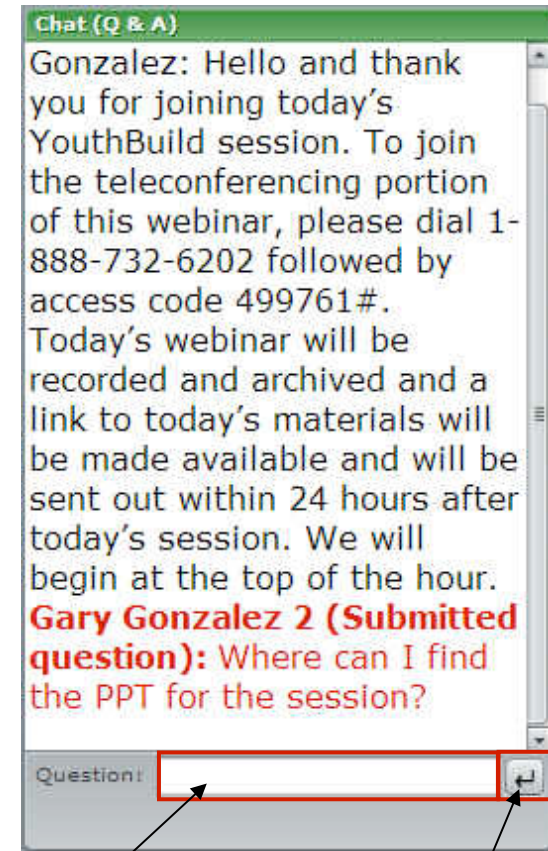
Submitting Questions

- Submit questions through “Chat Pod”





- Enter questions into the Chat Pod (located in lower left corner of the virtual classroom).
- To submit a question or comment, type the question in the **text box** and click the **arrow button**.
- Your name, the text “(Submitted Question)” and your question will appear in **red** on your screen, indicating successful submission.
- Questions are directly transmitted to presenters – other participants will not see your questions.



Text Box

Arrow Button

Grant Summary



Three Goals:

By the end of the grant, partnerships will have:

1. Enrolled and graduated participants from existing healthcare certificate programs in occupations with high regional demand, and placed graduates of those certificate programs in targeted healthcare jobs.
2. Completed design work aimed to improve alignment and acceleration of healthcare education and training pathways that lead to Associate's Degrees.

Re-Design



Re-design of courses/programs may focus on one or more areas including but not limited to:

- Align coursework and certificates from one level to the next so that prior coursework, certificates, and/or work experience counts toward an Associate's Degree.
- Build in stepping-out points within a degree program at which students can obtain a certification leading to employment and then work while continuing their education toward the next certification or degree.
- Offer flexible scheduling alternatives that accommodate working students and allow for multiple starting points during the year.
- Integrate occupational and academic content.
- Accelerate the transition to credit-bearing coursework for students placed in developmental classes.

Regional Partnership Development



Developed a sustainable regional partnership among employers, post-secondary education institutions, the workforce development system, and community based organizations that will continue beyond the life of the grant.

- Facilitate closer working relationships among the partners w/clear roles and responsibilities.
- Develop mechanisms for regional information sharing and strategic workforce planning, based on identification of regional labor market supply and demand.
- Involve employers in sharing real-time vacancy information, crafting appropriate education and training programs and assessments, and placing trainees in jobs.
- Engage employers in program design so that they see graduates of the program as one of their primary pipelines for new entrants to their workforce.
- Work toward a longer-term vision for regional workforce development beyond the implementation of this grant.
- Serve as a model for regional workforce development that can be applied to other sectors.

Target Population



- Participants who are unemployed (at the time of enrollment) or,
- Employed but in need of skill enhancement to get to the Associate's degree level in order to advance in the healthcare sector.
- Partnerships should be prepared to screen participants for Workforce Investment Act (WIA) eligibility

You may have a combination of both within your grant project.

Application Schedule



Application Issue Date	September 18, 2009
Close of Bidders' Webinar Registration	October 6, 2009 at 5pm
Applicants' Webinar	October 9, 2009 11am-12pm
Deadline for Letter of Intent for both submission dates	October 16, 2009 at 5pm
Written questions accepted	Sept. 18, 2009 - Nov 13, 2009
Final questions and answers posted	November 20, 2009

Application Due Dates



First Submission:

December 4, 2009 at noon

Estimated award date for
first submission:
January 4, 2010

Estimated contract start date
for first submission:
January 18, 2010

Second Submission:

January 15, 2010 at noon

Estimated award date for
second submission:
February 12, 2010

Estimated contract start date
for second submission:
March 1, 2010

Eligible Applicants



Lead Partner: Massachusetts Workforce Investment Boards

Required Partners include:

- At least one Community College that grants certificates/degrees in healthcare field
- At least two healthcare employers
- At least one career center
- Signed Memoranda of Agreement are required for all members of the partnership

Other Eligible Partners



Community based organizations

Labor unions

Local economic development agencies

Healthcare professional/trade associations

Adult basic education providers

Public and private 4-year degree colleges

Vocational technical high schools

Other education and training providers

Available Funds



- \$210,000 for applications submitted by Dec 4, 2009
- \$200,000 for applications submitted by January 15, 2010
- Administrative Costs should not exceed 10% of the sum of all project expenses

Budget and Allowable Expenses



- See Budget Attachment #3 and directions on website.
- Review Budget attachment #3 for categories of allowable program costs.
- Funds may be utilized for tuition expenses as a last resort after all other sources have been exhausted.

Match Contribution



- 30% Match requirement, may include:
 - ✦ Cash contributions
 - ✦ Paid time for classes
 - ✦ Tuition Reimbursement
 - ✦ Classrooms, equipment
 - ✦ Materials/supplies
 - ✦ Costs of staff from the lead or partner organization
- **(Not an exhaustive list)**

Project Terms and Conditions



- Commonwealth Corporation's Standard Contract Terms and Conditions
- Statement of Work; will be developed

Anticipated Duration of Contract(s)



- Contracts to begin no later than:
January 18, 2010
- OR
- March 1, 2010
- Contracts for both submissions will end no later than
June 30, 2011

Outcomes & Ownership



- Enrollments
- Completions/graduations
- Job placements
- Wage Gain for employed participants
- Curricula created or re-designed

- Curriculum/Materials Ownership
- Curriculum/Materials Dissemination
- Curriculum Guidelines ; Appendix A

Reporting Requirements

- Quarterly Narrative Reports
- Final Report
- Data entry of participant information

Appendix D: Sample Quarterly Narrative Report

Clean Energy Workforce Training Capacity Building

Quarterly Narrative Report

Project Name:					
Lead Organization:					
Reporting Period:			Date Submitted:		
Submitted by:					
Thinking about all of the aspects of your project—new course development, course enhancement, articulation and transfer agreements and professional development—please describe briefly successes, challenges and next steps.					
Successes/Accomplishments					
Challenges					
Metrics Tracker					
	Students		Teachers		
Numbers Reached Directly					
Numbers Reached Indirectly					
Specific Audience(s) Targeted					
Hours of Training					
Curriculum (what is the plan for adopting and implementing existing curricula)					

Payment



- Cost Reimbursement
- Quarterly Invoices

Appendix E: Invoice Sample

COMM CORP FISCAL STATUS REPORT				
Contract with:		Contract No.:		
Contract to:		Phase:		
Contract Person:		Fiscal:		
		Fiscal Year:		
		Fiscal Date:		
		Fiscal Rate:		
		Report:		
Contract Budget				
Period	Total Budget	Total Current Month	Total Expenses Through To Date	Balance
May & June	10,000.00	0.00	0.00	10,000.00
Employee Release Fee	0.00	0.00	0.00	0.00
Other Program Costs	0.00	0.00	0.00	0.00
Support Services	0.00	0.00	0.00	0.00
Equipment Release Fee	0.00	0.00	0.00	0.00
Travel Costs	0.00	0.00	0.00	0.00
Total Other Expenses	0.00	0.00	0.00	0.00
Contract Budget				
Period	Total Budget	Total Current Month	Total Expenses Through To Date	Balance
May & June	10,000.00	0.00	0.00	10,000.00
Employee Release Fee	0.00	0.00	0.00	0.00
Other Program Costs	0.00	0.00	0.00	0.00
Support Services	0.00	0.00	0.00	0.00
Equipment Release Fee	0.00	0.00	0.00	0.00
Travel Costs	0.00	0.00	0.00	0.00
Total Other Expenses	0.00	0.00	0.00	0.00
TOTALS THIS MONTH	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00

CERTIFICATION

I hereby certify that this report and expenses are true and correct, and that all items are in full compliance with the terms and conditions of the contract and that the same are necessary and used solely for the purpose specified in the award for this contract.

Name: _____ (Signature) Date: _____

Title: _____

FOR CONTRACTOR USE ONLY

I hereby certify that this report and expenses are true and correct, and that all items are in full compliance with the terms and conditions of the contract and that the same are necessary and used solely for the purpose specified in the award for this contract.

Name: _____ (Signature) Date: _____

Title: _____

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I hereby certify that this report and expenses are true and correct, and that all items are in full compliance with the terms and conditions of the contract and that the same are necessary and used solely for the purpose specified in the award for this contract.

Name: _____ (Signature) Date: _____

Title: _____

Application Submission



- Thursday, December 4, 2009 @ 12:00 noon or
- January 15, 2010 @ noon
- Commonwealth Corporation
529 Main Street, Suite 1M8
Charlestown, MA 02129
- One complete double-sided hard copy
- Electronic copy emailed to srs@commcorp.org

Evaluation Process and Criteria



• Process

- Screened for completeness, conformity & timeliness
- Applications judged against a benchmark. One application from each WIB region.
- Reserve the right to request additional information to inform review committee understanding

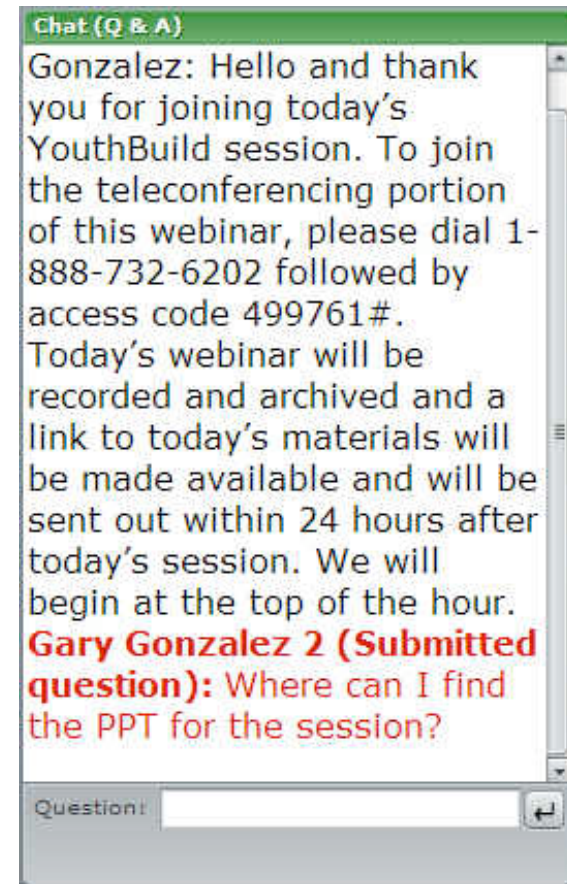
• Criteria

- Workforce Need
- Outcomes
- Partnership
- Proposed Program Design
- Budget
- Other Criteria

Please see section 6 for the full list of criteria.

Response to Questions

- Respond to questions submitted through “Chat Pod”



Additional Clarifications/Questions



Accepted in writing through November 13, 2009
at 4pm

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Commonwealth Corporation

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617-717-6930

- All questions and answers posted to www.commcorp.org