

Workforce Florida, Inc.

GRANT SOLICITATION

Issue Date:	July 28, 2009		
Title:	Employ Florida Healthcare Workforce Initiative		
Council:	Business Competitiveness Council Healthcare Ad Hoc Committee		
Funding:	\$7.0 Million WIA 15% State Set-Aside (\$5.0 M) ARRA Stimulus State Set-Aside (\$2.0 M) Maximum of \$500,000 per project	Project Expires:	June 30, 2011

DUE DATE:	5:00 PM, Eastern; September 15, 2009
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Attachments:	Attachment I – Application Transmittal Document Attachment II – Grant Application Attachment III – Equal Opportunity Assurance Statement (must be submitted)
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1.0 Purpose and Background. A significant issue of concern to the Florida economy is the large number of persons unemployed. Florida’s unemployment rate for June 2009 was 10.6 percent—the highest rate in 35 years. For that reason, a primary concern of the Florida workforce system is to place unemployed Floridians into work as soon as possible through targeted retraining efforts linked to occupations in industry sectors that are still growing and have vacancies despite the downturn. Based on recent labor market data from the Agency for Workforce Innovation, the only growth sector at this time is Health Services / Educational Services.

According to recent data from the Agency for Workforce Innovation, Labor Market Statistics, high demand health care occupations include Registered Nurses (RNs), Licensed Practical Nurses (LPNs), Nursing Aides (CNAs), Medical Assistants, Home Health Aides, and Pharmacy Technicians. However, CNAs and Home Health Aides are low wage occupations and for that reason, are not on the statewide Targeted Occupations List (TOL). The largest health care occupation is RNs, the majority of which are employed by hospitals. RNs are projected to generate over 6,600 new jobs in Florida by 2016, among the largest number of new jobs for any occupation. Additionally, thousands of job openings will result from the need to replace experienced nurses who leave the occupation. Survey data from the Florida Center for Nursing corroborates this need. The healthcare sector provides an exceptional career pathway for Floridians many of whom can enter the profession at an entry-level and proceed up the career ladder with opportunities for greater earnings.

For this reason, the Workforce Florida Board of Directors has set aside considerable funding for training associated with the Employ Florida Healthcare Workforce Initiative. The initiative has

been rolled out as a pilot first in South Florida among the four South Florida RWBs (20-23, given economic needs and early identification of partnerships) and has three components:

1. Rigorous pre-assessment of potential candidates for employment in a healthcare setting—in order to make the highest and most prudent use of training resources, training funds will be provided for persons unemployed in a region who have the *appropriate aptitude and interest* in entering the healthcare professions. These individuals will be pre-screened by the regional workforce boards—using public or proprietary tools—to assess skill levels.
2. Identification of Critical Healthcare Occupations in the Region—working with healthcare employers in the region, the occupations of critical concern to be focused on will be identified. These occupations must be on the regional or statewide TOL.
3. Training—once assessed, these individuals will be referred to appropriate training by public/private training providers. Training providers will be selected by the proposed employer(s) and the regional workforce board based on flexibility in training schedules, negotiated costs, and other factors. All licensure and testing fees will be covered for individuals completing training. Once licensed, these individuals will be referred to the proposed employer(s) for employment in entry-level healthcare occupations currently open and/or vacated by incumbent workers who have moved into higher positions. Skills upgrade training funds will be available to enable an employer’s existing workforce in critical healthcare occupations to move to the next appropriate level of licensure, providing entry points for persons recently retrained under the components described above.

An important objective of this initiative is to identify sustainable and innovative regional workforce solutions—established through partnerships with employers, training providers and other stakeholders—that can help resolve the critical needs of skilled workers in this vital sector of the Florida economy. For that reason, a special ad hoc committee on healthcare has been established by the Workforce Florida Board of Directors to track and monitor the projects funded through this initiative.

Based on the advice of the ad hoc committee, Workforce Florida will accept proposals that focus on one or more of the following healthcare subsectors and occupational categories:

- i. Nursing – nursing roles range from primary patient care to case management and directing complex healthcare systems. Proposals in this category that address any of the following strategies are encouraged:
 - a. Dislocated workers holding a baccalaureate degree in another field that have interest and aptitude to enter nursing through accelerated programs;
 - b. Transitioning workers with healthcare backgrounds to pursue higher levels of training leading to higher certifications (e.g. CNA, HHA, LPN);
 - c. Moving existing nurses into critical care slots through training that then opens entry-level slots for new nursing graduates;
 - d. Moving existing nurses into accelerated higher-education programs that prepare them for faculty roles;
 - e. Re-tooling existing nurses that may be near retirement into mentoring roles (e.g. practicum’s, clinical settings) to assist newer nurses; and
 - f. Developing seamless transition programs that facilitate smoother Registered Nurse to Bachelor’s in Science-Nursing advancements.
- ii. Allied Health – allied health occupations include medical assistants, respiratory therapists, pharmacy technicians, diagnostic medical sonographers, paramedics and radiological and

- other technicians. Bureau of Labor Statistics projects that medical assistant occupations are expected to grow 35 percent and radiological technicians by 15 percent.
- iii. Long-Term Care – workers in long-term care settings assist older individuals and others with disabilities and chronic diseases. As the Florida population ages, preparing our workforce to deal with the mounting needs of the elderly is vital.
 - iv. Health Information Technology (HIT) – refers to the juncture of information management, medical practice and the complex business of healthcare delivery. HIT jobs will be created in hospitals, physicians’ offices, home healthcare and outpatient clinics and residential care facilities. Further, comprehensive reforms in health law and policy will require new and updated skill sets for a range of clinical occupations including nursing and allied health professionals, medical records technicians, coders, health information technicians, and other HIT professionals.

2.0 Funding. WFI will utilize WIA state set-aside dollars and ARRA state set-aside dollars to fund local projects. There is a total of approximately \$5.0 M in WIA state set-aside funds and \$2.0 in ARRA state set-aside dollars to fund projects under the Employ Florida Healthcare Initiative. All training projects using these funds must be completed by June 30, 2011. Awards to individual regions may not exceed \$500,000 (please note exceptions below for regions that have already received state-level awards from the Business Competitiveness Council). With an allocation of \$7 million and a \$500,000 cap per region, there are only enough dollars to fund 14 regions at the maximum project amount. WFI will attempt to fund as many viable projects as possible but is not committing to funding any projects that don’t meet the intent of this solicitation. No funds granted by Workforce Florida under this initiative may be used to purchase equipment or furnishings (Operating Capital Outlay) or for building construction or renovations (Fixed Capital Outlay). If a respondent to this RFP plans to purchase equipment furnishings or have construction done as a part of this project, they must utilize funds from sources other than WFI.

3.0 Qualifications for Applicants. Only regional workforce boards (RWBs) may apply for these grants. Please note that any regional workforce board that has received funding for healthcare training under the special grant solicitation for the four South Florida RWBs (RWBs 20 – 23) or from the Business Competitiveness Council in 2009 (i.e., RWBs 5, 13, and 14) will not be eligible for the maximum award available. For example, if a regional workforce board received funding in the amount of \$200,000 from the Business Competitiveness Council for a project related to healthcare training, that amount will be deducted from their maximum amount of funding under this RFP. In other words, \$500,000 is the maximum award amount, and if \$200,000 has been previously awarded to the regional workforce board that board may only apply for a maximum award of \$300,000.

4.0 Term. The projects funded through this grant solicitation will expire on June 30, 2011. For this reason, all training proposed using this funding source must be spent by **June 30, 2011**.

5.0 Leveraged Funds. Regional workforce boards **MUST** obtain and document a dollar-for-dollar leveraged funding for the project amount they submit. In other words, if a RWB is seeking \$100,000 in state-level funds from WFI, it must leverage that amount with \$100,000 in local funds. Leveraged funds may come from –

- RWB formula dollars,
- Participating businesses or business groups;
- Educational institutions; or

- Any other local source that wishes to contribute financially to the project.

Leveraged funds can be in the form of cash or in-kind services. “In-kind” services are merely services that are provided to enhance the project at no charge or at discounted charges. In-kind services that are used to meet this leverage requirement must be described in the application along with the method used to ascertain their (in-kind) value. Leveraged funds accomplish three things: 1) they help assure the success of an initiative because the funding party has a financial stake in the success of the project; 2) they allow WFI to get more “bang for the buck” meaning that the project is not totally funded by WFI and, therefore, WFI’s dollars go farther; and 3) they help promote the sustainability of the project because funding has been identified that may continue beyond the term of the WFI-funded project. Please note that special consideration will be given for projects emanating from those counties in Florida’s three Rural Areas of Critical Economic Concern. Submissions received from regional workforce boards serving these areas will not need to meet the dollar-for-dollar leveraged funding requirement.

6.0 Project Scope of Services. This section provides a detailed overview of the projects that WFI will fund. RWBs should pay particular attention to the requirements listed in this section.

RWBs will be required to enter into MOUs, agreements or contracts with their local partners implement this project. To that end, applicants (RWBs) are required to obtain letters of commitment from their partners, public and private, and include those letters with their application. The letters will include the activities and the financial support each of the partners will provide.

6.1 Project Elements. Applicants should consider the following elements as they design their response to this grant solicitation and complete their applications:

- 6.1.1 Organization/Implementation Plan. This component will describe the timelines for developing and implementing the project. This component will address how the regional workforce board will address the workforce needs of multiple health care providers with the ultimate goal of getting persons into jobs in a healthcare setting or identifying persons who are currently working in a healthcare setting that have the appropriate interest and aptitude to pursue additional training leading to advancement in the workplace setting. The applicant should also identify which of the four healthcare subsectors of focus identified in Section 1.0 will be addressed through the project. This component will also identify a coordinator to be accountable for overall project coordination, development and implementation of all project deliverables within the specified timeframe of this initiative.
- 6.1.2 Business and Education Partnership Plan. This component will describe the recruitment and involvement of actual healthcare business partners (public and private) in the area through the efforts of the regional workforce board, as well as the engagement of training providers. This component will also identify the financial involvement of the partners and the role each will play in providing a creative and innovative healthcare workforce solution for the area. Any commitments from employers to hire and place into jobs individuals who have been pre-assessed and trained for critical healthcare occupations of concern will be identified. The use of special tools aimed at rigorous pre-assessment strategies to ensure an appropriate fit for both job-seekers and employers in the healthcare workforce setting should be identified and their use described in this component. Creation of memoranda of agreements among key business and education partners

to solidify the collaboration and clearly outline roles and responsibilities of each partner involved.

- 6.1.3 Training Plan. This component will identify how individuals will be recruited specific to the needs of the healthcare providers in the area, which key occupations will be addressed in what healthcare subsectors of focus (see Section 1.0), the timeframe associated with each, how the training will be offered (e.g., employer site, training institutions, weekends, virtual), the cost of the training, as well as how many persons will be trained within the life of the project. Occupations for which the training is offered should result in high-wages. Training outcomes that lead to industry-recognized certifications should be identified.
- 6.1.4 Financial Plan. This component will describe the proposed implementation financial plan. This component requires the development of a budget to enable all project deliverables as well as identification of leveraged resources, both cash and in-kind to effect outcomes.
- 6.1.5 Performance Tracking Plan. This component will describe how the outcomes associated with the project will be tracked within the Employ Florida Marketplace. Additionally, since federal workforce performance metrics may not provide sufficient detail as to fully describe the creative/innovative elements of the proposal, it is suggested that quarterly written reports and a final summative report be outlined in this section.
- 6.1.6 Sustainability Plan. This component will consider and offer recommendations on sustainability of the initiative after the grant ends. In other words, after the grant funding ends in June 2011, how will the initiative, if valued, continue? What components of the offered project are considered innovative and have applicability for replication in other areas? What components of the project make it noteworthy for addressing the critical healthcare workforce needs in the region?

7.0 Performances and Reporting. WFI will develop a scope of work and reporting requirements based on the winning applicant's proposal and scope of services. There may be negotiations regarding services, performances and funding during the review and award of an application that result in some modifications. **Please note that if any project, or portion of a project, is funded with recovery act funds, reporting requirements must comply with the American Recovery and Reinvestment Act.**

8.0 Application Submittal Requirements. RWBs are advised to carefully read and follow these instructions for submitting grant applications. WFI will use an outside team of raters to review and rate applications based on the requirements in this grant solicitation. Attachments I, Application Transmittal Document, and Attachment II, Application, are provided for RWBs to complete and submit as their applications. Using these attachments to submit the application makes it easier for regional boards to prepare their applications (they simply have to fill-in each section) and ensures that WFI obtains the information it needs in a consistent format and therefore makes it easier for raters to review and rate the applications.

DO NOT submit a separate application. Use only Attachments I & II to submit your application.

8.1 Copies. RWBs shall submit one original and five (5) copies (total of 6) of their application (Attachments I and II). The original shall include the signature of the regional workforce board executive director on the "Application Transmittal Document" (Attachment I).

8.2 Twenty-page Limit. Applications (completed Attachments I and II) should not exceed twenty (20) pages. RWBs are also required to submit letters of commitment from partners (see Section 6.0). These letters **do not** count toward the 20-page limit on applications.

8.3 Letters. Each application (the original and five copies) must contain letters of support and commitment from 1) businesses/business groups involved; 2) educational partners; 3) other partners/stakeholders. The letters submitted with applications in response to this Grant Solicitation MUST commit the partner to a) specific activities it will provide during the project; b) the funding it will provide to the project; and c) any ongoing support, both program and financial it will provide to the project. RWBs are encouraged to use a letter “format” to ensure that these three issues are addressed in each letter.

8.4 Budget. RWBs are required to submit a one-page budget for their project. This budget should reflect the following:

- Costs. The projected overall costs broken down by 1) administrative costs and 2) direct costs for project implementation and providing services to trainees. ‘Administrative’ costs would be those costs associated with managing the project; ‘direct services’ costs would be those that involve trainee recruitment, curricula development, actual training or mentoring or those types of services provided directly to trainees. Administrative costs CANNOT exceed 10% of the funds WFI will provide (as an example, if a respondent is seeking \$100,000, it could not spend more than \$10,000 of the WFI funds on administrative costs which would leave \$90,000 for direct costs). Applications that minimize administrative costs will receive a competitive advantage. Administrative costs that are being donated or paid for by other sources are not subject to this 10% limitation.
- Revenue. The budget must list where the revenue for the project is coming from – funds from WFI and matching local funds. Matching funds need to be specific as to source and amount.

This one-page BUDGET **does not** count toward the 20-page limit for applications.

8.5 Equal Opportunity Assurance Statement. Applicants **MUST** sign and submit the Equal Opportunity Assurance Statement (Attachment III).

9.0 Rating Applications and Award. Applications will be rated by a committee administered by the Agency for Workforce Innovation (AWI). AWI shall tabulate scores and submit its findings to Workforce Florida, Inc. After a review of the findings from AWI, Workforce Florida, Inc. will make award decisions and direct AWI to issue award notices. WFI retains the authority to accept or reject any or all applications. WFI also retains the authority to negotiate terms (i.e., performances, overall cost, and cost per participant) with RWB(s) to which it is considering an award and to decline its award if such negotiations prove unsuccessful. The notice of award of this grant solicitation will be emailed by AWI to **all RWBs that submit applications**. Awards will also be posted on the AWI web site at www.floridajobs.org/workforce/grant_awards.html and will be posted on the WFI web site at www.workforceflorida.com.

If a regional board that submitted an application has not received an email award notice on the tentative date listed below in Schedule of Events that means the award has not been finalized. There may be circumstances beyond the control of WFI that may delay the award decision. If awards are delayed, WFI will make an effort to off-set those delays when determining the term of funding.

Applications will initially be reviewed to determine that they contain the required letters of support. That will be a pass/fail review. If applications do not contain support letters they may be REJECTED.

9.1 Rating Points. Raters will score each application using the range of points for the areas listed below:

<p>Leveraged Funds (see 5.0, Page 3) There must be a minimum of a dollar-for-dollar leverage of funds (1:1 ratio of local funds to WFI funds with exceptions made for those RWBs serving the three rural areas of critical economic concern). If, however, RWBs can accrue <i>more</i> local leveraged funds, the application will receive additional points based on the following scale: Obtain at least 105% local leverage match (would = 105% WFI funds).....3 pts Obtain at least 110% local leverage (would = 110% WFI funds).....6 pts Obtain a \geq 115% local leverage (would = \geq115% WFI funds).....10 pts</p>	<p>0 – 10 Points</p>
<p>Administrative Costs (see 8.4, Page 5) Does the application include administrative costs that will be paid out of the funds requested from WFI (if so, cannot exceed 10% of the requested amount)? If 10% administrative costs are being requested, the application will receive -0- points in this section. If no administrative costs are being sought (that is if administrative costs are being donated locally or covered by another source of funding), the application will receive the maximum 5 points. Other points will be given as follows: 2% = 4 pts; 4% = 3 pts; 6% = 2 pts; 8% = 1 pt; 10% = -0- pts. Note: If the applicant is a rural RWB, they will receive the full 5 points.</p>	<p>0 – 5 Points</p>
<p>Organization/Implementation Plan (see 6.1.1, Page 3) How does the RWB plan to collaborate with other partners to accomplish the goals of this initiative—that is placing persons in healthcare workforce settings by June 30, 2011? Has the RWB identified which healthcare subsectors to focus on? How will the regional workforce board support the program?</p>	<p>0 – 10 Points</p>
<p>Training Plan (see 6.1.3, Page 4) How will trainees be recruited, assessed, trained and placed into jobs or receive training while working? How will the training be offered? How many persons will be trained under the proposed project? Will industry-recognized certifications be awarded? Has the RWB identified the healthcare subsectors on which their training plan will be focused? Is the training for occupations that pay high-wages within the region?</p>	<p>0 – 15 Points</p>

Financial Plan (see 6.1.4, Page 4) How solid and realistic is the funding for implementation and how committed is the funding for continuation of the program beyond the grant period?	0 – 15 Points
Business and Education Partnership Plan (see 6.1.2, Page 4) Are the methodologies that the applicant will employ reasonable in the context of getting local businesses and businesses groups to buy-in to the program both from a financial standpoint and supporting the program through providing training and job placements? Are partnership roles clearly identified? What is creative and innovative about the workforce solution offered?	0 – 15 Points
Performance Tracking Plan (see 6.1.5, Page 4) How will the outcomes associated with the proposed project be tracked? How will the applicant convey information through quarterly progress reports and a final summative report?	0 – 10 Points
Sustainability Plan (see 6.1.6, Page 4) Will the project offered be sustainable after the grant funding ends? What components of the project are creative / innovative?	0 – 10 Points
Budget (see 8.4, Page 5) Does the budget reflect a good utilization of the financial resources that are being devoted to the project? Are the cost-per-trainee estimates reasonable?	0 – 10 Points
TOTAL AVAILABLE POINTS	100 Points

10.0 Schedule of Events. To the extent possible, WFI will adhere to the following timelines:

July 28, 2009 Issue GRANT SOLICITATION

September 15, 2009 **DEADLINE for receipt of applications**
5:00 PM, Eastern

October 10, 2009*(on or about) Ratings completed and notices of award sent to regions

June 30, 2010/2011 End of Projects

*All applicants (RWBs) will receive a notice of award via email from AWI when the award decision is made. In addition, awards will be posted to the AWI & WFI web sites. This date is a *tentative* date of award; if a RWB has not received an email award notice, that means that the award decision has not been made – please do not call and request information regarding the timing of the award.

11.0 DUE DATE for Applications. Applications shall be submitted for *receipt* by AWI at the following address NO LATER THAN **5:00 PM, Eastern, September 15, 2009**. Send applications to -

Agency for Workforce Innovation ATTN: Jackie Phillips
MSC G229, Caldwell Building
107 East Madison Street
Tallahassee, Florida 32399-4137

Facsimiles and e-mail applications are not allowed.

12.0 Point of Contact. Any questions regarding this grant solicitation should be emailed to –

Rosanne Heard	Workforce Florida, Inc.
E-mail	rheard@workforceflorida.com

Application Transmittal Document

“Employ Florida Healthcare Workforce Initiative”

In consideration of the requirements specified in this Grant Solicitation titled, “Employ Florida Healthcare Workforce Initiative”, as issued by Workforce Florida, Inc. (WFI) on July 27, 2009 or as may have been amended by WFI, the undersigned submits the enclosed application. The undersigned understands and agrees that where there may exist or develop a discrepancy between this application and the grant solicitation issued by WFI, the grant solicitation will take precedence over the application.

1. Region Number:	
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2. Name of Contact Person Contact Phone # Contact Fax # Contact Email Address:			
3. Printed Name of Executive Director:			
4. Executive Director’s Signature:		Date:	

NOTE: This signed Application Transmittal Document *MUST* be submitted with the application. The deadline for receipt of applications is 5:00 PM, Eastern, September 15, 2009.

FUNDING REQUEST

1. Amount of Funds Requested from WFI: (may not exceed \$500,000)	\$
2. Amount of Local Leveraged Funds: (must be equal to or greater than funding request amount unless a rural RWB) a. Cash b. In-Kind	a. \$ b. \$ Total: \$
3. Percent of Local Leveraged Funds: (must be equal to or greater than 100% unless a rural RWB)	%
4. Total Number of Trainees:	
3. Cost per Trainee: (Amount Requested ÷ Number of trainees)	\$ /Trainee ¹

REMINDER: Attachment II, Application, must be completed and submitted with this Application Transmittal Document along with letters of support from partners and a one-page BUDGET document. The EO assurance document (Attachment III) **MUST also be included. Attachments I & II cannot exceed 20 pages; letters from partners and the one-page budget do not count toward this 20-page limit.**

¹ WFI understands that most of the funding being provided will not go to direct services to trainees. This cost/trainee however is a measure that WFI may use to assess overall return on investment. **Cost/trainee is not rated as a separate item.**

APPLICATION

“Employ Florida Healthcare Workforce Initiative”

This ‘Application’ document must be completed in full and submitted with – 1) Attachment I, Application Transmittal Document; 2) Attachment III, the EO assurance document; 3) letters from all partners; and, 4) a one-page budget document. This document is intended to be used as the application. DO NOT submit a separate application – applications must be submitted on these attachments. Attachments I & II cannot exceed 20 pages. Attachments I & II should be completed as electronic documents, then printed and signed and submitted to the address listed in Section 10.0. Six (6) copies of the application package must be submitted with one containing an original signature. RWBs are not required to but may submit additional information with their applications as long as Attachments I & II plus the additional information DO NOT exceed 20 pages.

1. Region Number:		1.a. Region Name:	
1.b. County(ies) Being Served:			

2. Employ Florida Healthcare Workforce Project:	
In this section applicants will provide specific information regarding the program to be funded. Each blank in this section MUST be answered. Failure to input information in each of the areas below for the program may result in the application being rejected.	
2.a. Within the healthcare sector, identify the <u>healthcare subsector</u> and <u>occupations</u> that the region will focus on and how these occupations were identified. The occupations <u>must</u> be on the regional or statewide TOL.	
2.b. Total number of persons projected to be pre-assessed.	
2.c. Identify the pre-assessment tools (public and proprietary) that will be used and how these tools were identified.	
2.d. Total number of persons to be trained in the occupations identified in 2.a.	
2.e. Total number of persons employed to receive skills upgrade training in occupations identified in 2.a.	

3. Leveraged Funds (see 5.0, Page 3 and 8.3, 8.4, Page 5):
The RWB submitting this application will use this section to list the local leveraged funds required for this project. The TOTAL amount of leveraged funds and the % (must be at least 100%) of grant funds represented should be included in Attachment I). (RWBs may delete or add rows as necessary)

Source	Amount	‘X’ if Cash	Describe if In-Kind (List how the ‘value’ was determined)
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	\$		
	\$		
	\$		
TOTAL	\$		

4. Administrative Costs (see 8.4, Page 5):

If the regional workforce board submitting this application is seeking administrative costs (cannot exceed 10% of the overall amount requested), the percentage (%) of admin costs being requested must be indicated here. NOTE: RWBs requesting lower than 10% will receive a competitive advantage.

Response (indicate the % of admin costs, if any, being requested):	%
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5. Organization/Implementation Plan (see 6.1.1, Page 3 and 9.1, page 6)

In this section RWBs will provide a detailed timeline and plan with deliverables that describes how the board will address the workforce needs of multiple health care providers in key healthcare subsectors in the region. Has a coordinator been identified to oversee the initiative? How will potential workers be recruited, pre-assessed, enter into training, and placed with an employer? If currently employed, how will existing workers be identified and participate in training? Have the roles of each of the partners to accomplish the goals of this initiative been identified? Is this project innovative and creative? If so, why? Flowcharts can be inserted in the box or attached as long as such attachments do not cause the overall application (Attachments I & II plus attachments) to exceed the 20-page limit.

The box below for the response will expand as the plan is input.

Response:

6. Business and Education Partnership Plan (see 6.1.2, Page 4 and 9.1, Page 6):

Describe how the RWB recruits and involves multiple healthcare employers and training providers in the region and how they will work together to craft creative and innovative workforce solutions. What is being newly deployed? What types of contributions—financial and in-kind—will be provided to support the project? Are there definitive commitments to hire persons once trained and licensed? What types of agreements have been executed to clearly identify the roles and responsibilities of partners? What types of assessment/aptitude tools will be deployed to ensure an appropriate “fit” within the healthcare sector and how were they identified?

The box for the response below will expand as the project description is input.

Response:

7. Training Plan (see 6.1.3, page 4 and 9.1, page 6)

How have the occupations of critical concern to healthcare partners been identified? How will individuals be recruited and how is this recruitment strategy customized to their needs? Describe the training for the occupations and how it will be offered, the costs, training outcomes and placement expectations, and whether industry-recognized certifications will be earned by individuals.

The box for the response below will expand as the project description is input.

Response:

8. Financial Plan (see 6.1.4, Page 4 and 9.1, Page 6):

This section should describe the financing available for implementation of this project as well as how the project might be sustained following the end of this grant. The amounts of leveraged resources (cash and in-kind/public and private) should be identified and how they will affect outcomes of this project.

The box for the response below will expand as the project description is input.

Response:

9. Performance Tracking Plan (see 6.1.5, Page 4 and 9.1, Page 6):

How will the RWB track performances associated with the project? How will the creative/innovative elements of the project and its implementation be conveyed through quarterly reports and a final summative report?

The box for the response below will expand as the project description is input.

Response:

10. Sustainability Plan (see 6.16, Page 4 and 9.1, Page 6):

WFI and the ad hoc Healthcare Committee are very interested in using the outcomes of these initiatives to improve Florida's healthcare talent pipeline. What do you intend to learn from your regional project and what noteworthy elements have merit for Florida? Can it be replicated in other areas of the state? How can it be sustained?

The box for the response below will expand as the project description is input.

Response:

11. Budget (see 8.4, Page 5 and 9.1, Page 7):

Attach a one-page budget showing 1) where the funds are coming from (amounts & sources) to fund this project – that will include local matching funds and WFI funds; and 2) how the funds are projected to be spent – this part of the budget should differentiate between projected expenditures for *direct services* to the project and *administrative costs* (those costs associated with the 'management' of the project).

13. Letters from Partners (see 8.3, Page 5):

Attach letters from each of the partners. Each letter from the partners should be on the organization's letterhead and should be signed by an officer of the organization. Each letter must describe with specificity the partner's role in the project and financial commitment, if applicable, to the project. All partners that are listed as sources for matching funds **MUST list their financial contributions in the letters to be attached.**

DUE DATE: 5:00 PM, Eastern; September 15, 2009

Equal Opportunity Assurance Statement

Any organization, public or private, including regional workforce boards, seeking WIA funds from Workforce Florida Incorporated, **MUST** sign and submit this Equal Opportunity Assurance Statement or its proposal or grant proposal **may be rejected.**

As a condition of the proposal for this grant, the Applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Applicant also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that WFI and the United States has the right to seek judicial enforcement of the assurance.

By signing below, the Applicant certifies and assures that it will fully comply with the applicable assurances outlined above.

Name and Title of Authorized Representative

Applicant

Date

NOTE: This assurance form MUST be signed and submitted with your proposal/application.