**STATE OF MAINE**

**Governor’s Office of Policy Innovation and the Future**

*Children’s Cabinet*



**RFA# 202203044**

**Maine Career Exploration**

**Grant Funding**

|  |  |
| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.  **Name:** Ana Hicks **Title:** Children’s Cabinet Coordinator  **Contact Information:** [ana.hicks@maine.gov](mailto:ana.hicks@maine.gov) |
| **Applicants’ Conference** | **Date:** **Time: April 27, 2022 from 4 pm to 5 pm**  **Location:** Register in advance for this meeting:  <https://mainestate.zoom.us/meeting/register/tZAtcOuvqjwrE9NCV_9hlsgzy5u6KABwPdh_> |
| **Submitted Questions** | All questions must be submitted, by e-mail, to the RFA Coordinator no later than May 5, 2022, at 11:59 pm and must include **“RFA# 202203044 Question”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:*  **Initial Submission Deadline: May 26, 2022,** no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at [proposals@maine.gov](mailto:proposals@maine.gov) and must include **“RFA# 202203044 Application Submission”** in the subject line of the e-mail. |

**RFA DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Application

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Children’s Cabinet, Governor’s Office of Policy Innovation and the Future |
| **State** | State of Maine |
| **Youth** | Individuals aged 16 years old through 24 years old |
| **Meaningful Paid Work Experience** | A work-based experiential learning opportunity for youth to address a defined problem or participate in a project that is of value to an employer and provides an opportunity to reflect on the challenges and solutions. Meaningful paid work experience gives youth the opportunity to gain valuable applied experience in a business, non-profit or the government sector and make connections in professional fields they are considering for career paths. It includes an opportunity to learn foundational skills as well as 21st century skills, such as creativity, communication, collaboration, critical thinking, technology, and decision making. |
| **Career Exploration, including Extended Learning Opportunities** | Career exploration connects students with workforce opportunities in their communities by providing youth with direct interaction with businesses, non-profits, and/or the government sector to understand career opportunities that align with their interests. This includes extended learning opportunities, which means the acquisition of knowledge and skills, using defined objectives, through flexible instruction or study outside of the traditional classroom methodology. Career exploration includes, but is not limited, to:   * Job Shadow * Internships * Mentorship * Apprenticeship * Digital Learning * Independent Study * Community service * Work-based learning |
| **Mentor** | An experienced person who provides a younger or less experienced person help and advice over a determined span of time, especially at work or school through a formal relationship with professional expectations. There is a guidance expectation, mentor to mentee, for a pre-determined length of time. |

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RFA# 202203044Maine Career Exploration Grant Funding

Application

# Application Details and Instructions

1. **Application Purpose and Background**

Governor Mills’ Children’s Cabinet has set a goal of ensuring that all Maine youth enter adulthood healthy, connected to the workforce and/or education. To reach this goal, the Cabinet is committed to connecting more Maine youth to career exploration programming and meaningful paid work experiences. Through this RFA, the Children’s Cabinet is seeking to provide funding to community-based organizations to develop and/or expand programming and supports needed to connect more Maine youth between the ages of 16 and 24 to meaningful paid work experiences. The purpose of this grant funding is to support youth to gain a better understanding of career opportunities, valuable foundational and 21st Century skills, and meaningful connections to employers in our state. This funding will be provided to reach target populations including youth with disabilities, those connected to the juvenile justice system, those experiencing homelessness, those transitioning in or out of the foster care system, those with low-income, and youth of color and/or from indigenous communities. The funding for these grants is provided through Maine’s American Rescue Plan (ARP) allocation and as part of Governor Mills’ Maine Jobs and Recovery Plan.

## **General Provisions**

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA, the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
3. All submissions in response to this RFA will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
4. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## **Eligibility to Submit Applications**

In order to be considered for grant funding under this application process, applicants must:

* 1. Be a community-based organization, education provider, or workforce development entity currently providing services to Maine youth.
  2. Provide programming and services to in-school or out-of-school youth aged 16 through 24 and who represents one or more of the following populations:
  + youth with disabilities;
  + youth connected to the juvenile justice system;
  + youth experiencing homelessness;
  + youth transitioning in or out of the foster care system;
  + youth with low-income; and/or
  + youth of color and from indigenous communities.
  1. Provide direct connections to employers willing and able to provide a work experience for participating youth. The eligible organization will provide students with mentoring and work with employers to ensure needed supervision is provided by the employers as part of the work experience.
  2. Provide services in a manner that demonstrates cultural competency and respect for diversity.
  3. Have an ability to hire and maintain staff with the appropriate training and credentials for working with the target population.
  4. Have an ability to develop and maintain effective employer relationships to foster the creation of appropriate community-based work experiences and employment for the program’s targeted population.
  5. Comply with all aspects of the Americans with Disabilities Act (ADA) to include accessibility and reasonable accommodations for employees and clients.
  6. Agree to participate in a Bureau of Labor Standards informational session on the basics of child labor law if providing services and programming to youth under 18. Awardees will need to understand policies and procedures to keep youth safe and abide by allowable hours.

## **Number of Awards**

The Department anticipates making five to seven awards as a result of this RFA process. The Department may issue full or partial awards, whichever is found to be in the best interest of the State. The total estimated grant funds available are $2,000,000, with individual grants not exceeding $500,000 over the 26-month grant period.

Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

## **Contract Terms**

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | July 1, 2022 | August 31, 2023 |
| Performance Based Renewal | September 1, 2023 | August 31, 2024 |

The total grant period is 26-months, covering a period of performance from July 1, 2022 to August 31, 2024.

Applicants will be awarded funding for an initial 14-month period. An additional one year of funding may be available, pending progress towards Performance Metrics (**Appendix D**). Performance will be evaluated with the submission of regular reports. Applicants not making adequate progress towards their Performance Metrics may not have their contracts renewed. Funding decisions may be affected by meeting outlined goals or progress to-date.

**Meaningful Paid Work Experience Funding**

**Activities and Requirements**

# 

1. **Governor Mills’ Children’s Cabinet Resources**

The Children’s Cabinet will provide the following resources to grant recipients:

1. Informational webinar for grant recipients to review expectations and processes.
2. Establishment of a learning cohort for grant recipients to share and learn best practices from one another. The group will meet quarterly during the span of the grant period. The Children’s Cabinet will look for opportunities to connect grant recipients to national experts and learn from practices in other states.
3. Provide technical assistance to support grant recipients to meet the requirements of the grant including reporting of metrics.
4. **Grant Activities**

Required activities for this grant:

1. Recruit youth to participate in career exploration programming and meaningful paid work experience. This could be done in partnership with other youth serving organizations and/or local schools.
2. Expand existing or build new career exploration programming, such as financial literacy, job shadowing, developing interviewing skills, writing of resumes, that will support youth to build skills to prepare them to participate in paid work experiences. This grant is not prescribing the exact components of this programming, but it is required that awardees provide some sort of readiness programming to youth who need it.
3. Develop and support opportunities for youth to participate in paid work experience including:
   1. Conducting business outreach and recruiting employers to participate in this project;
   2. Training employers on how to mentor and support youth in work experience;
   3. Providing coaching and mentoring to businesses and youth while participating in paid work experience; and
   4. Facilitating opportunities for students to reflect on their experiences with peers, employers and/or program leads.

1. Design and support youth to access support services needed to successfully participate in work experience.
   1. Help youth to navigate and access services and benefits from the state or other programs.
   2. Provide supportive services directly to youth. This includes, but is not limited to, transportation, childcare, appropriate clothing, and other needs-related payments that are necessary to enable an individual to participate in activities funded through the grant.
2. Payment of wages or stipends for participating youth for the time they spend in a work experience. Funds can be used to cover the whole cost of wages or stipends for participating youth or can match the wages/stipends provided by employers. If necessary, these funds can cover other expenses related to the employment of youth including worker’s compensation and liability insurance. This is not a required expense if participating youth will receive compensation of at least minimum wage for their work experience directly from an employer.

Other activities that are allowable but not required:

* + - 1. Building of new curriculum and other resources to support career exploration programming and paid work experience.
      2. Developing and/or offering trainings to staff and/or employers on trauma-informed practices to ensure youth who have faced trauma are successfully supported to succeed.

Activities that are **not** allowable under this grant include:

* Purchase of equipment, defined as an item with an acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year (see [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for the definition of Equipment).
* Funding pre-existing positions or programs unless they are expanding in scale and capacity.

1. **Applicant and Staffing Requirements**
2. Applicants shall be expected to:
   1. Establish and track metrics in **Appendix D**.
   2. Engage and sustain employer engagement in programming.
   3. Participate in quarterly grantee meetings to share best practices and voice challenges.
   4. Prepare and submit narrative, metrics, and financial reports to the Department.
   5. Provide at least one (1) success story for publication and promotion by the Governor’s Children’s Cabinet in social media and with the legislature.
3. Program must demonstrate fiscal capacity to manage grant funds.

# **Reports**

* 1. Track and record all data/information necessary to complete the required reports listed in **Table 1**:

|  |  |  |
| --- | --- | --- |
| **Table 1 – Required Reports** | | |
| **Name of Report** | | **Description** |
| **a.** | Regular Narrative Report | Includes information on performance metrics, operations, successes, and barriers. |
| **b.** | Regular Financial Report | Includes information on expenditures, as detailed in the grant application. |
| **c.** | Contract Closeout Report | Includes information on performance metrics met and total expenditures. |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 2**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 – Required Reports Timelines** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **a.** | Narrative Report | Deadlines for regular narrative reports will be spelled out in the contract between the state and grantee. | Thirty (30) days after date set in the contract |
| **b.** | Financial Report | Deadlines for regular financial reports will be set in the contract between the state and the grantee. | Thirty (30) days after each quarter |
| **c.** | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period |

RFA# 202203044

Maine Career Exploration Grant Funding

# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator by the date and time on the cover sheet of this RFA document. Submitted Questions must include the subject line: “RFA# 202203044 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## **Submitting your Application**

1. **Applications Due:** Applications must be received by the date and time on the cover sheet of this RFA document. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202203044 Application Submission – [Applicant’s Name]”**
   6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 13 through 23 of this RFA document.

**Maine Meaningful Paid Work Experience Program**

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part 1 – Eligibility | Pass/Fail |
| Part 2 – Applicant Experience | 10 |
| Part 3 – Program Design: Expand the Number of Youth Participating in Meaningful Paid Work Experience | 30 |
| Part 4 – Equity and Partnerships | 30 |
| Part 6 – Budget and Budget Narrative | 20 |
| Part 7 – Sustainability | 10 |
| **Total Points** | **100** |

**Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to the assignment of points for each of those sections. All eligible applications will be rated, and rank-ordered according to the rating score in each allocation category. Applications will be funded in descending order, highest to lowest score, subject to funding available.

RFA# 202203044

Maine Career Exploration Grant Funding

APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | | Click or tap here to enter text. | | | | |
| **Name of Application:** | | Click or tap here to enter text. | | | | |
| **Executive Director’s Name:** | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | |
| **Headquarters’ City/State/Zip:** | | Click or tap here to enter text. | | | | |
| ***Provide information requested below if different from above*** | | | | | | |
| **Point of Contact for Application- Name and Title** | | | Click or tap here to enter text. | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | |
| **Headquarters’ City/State/Zip** | | Click or tap here to enter text. | | | | |
| **Dollar Amount of Application:** | | | | Click or tap here to enter text. | | |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

RFA# 202203044

Maine Career Exploration Grant Funding

DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

**Maine Meaningful Paid Work Experience**

**Grant Funding**

**Application**

**Part 1 – Eligibility and Proposed Program Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | |  | | |
| **Applicant’s Organization is a:**  If “Other”, please list. | | Community-Based Organization  Education Provider  Workforce Development Entity  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Total number of employees:** | | |  | |
| **Site Location:** |  | | | |
| **What is the intended geographic scope of your program?** | Town(s) (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  County (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Region (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Statewide (Please explain how the organization will reach youth statewide): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Programming will support 16- to 24-year-olds, either in or out of school from at least one of the key target populations.**  **Communities of**  **focus of the**  **proposed project:**  Must choose at least one and choose all that apply. | Youth from families with low income (A youth who lives in a household with income below 185% of the poverty level or is enrolled in MaineCare, TANF, General Assistance, Refugee Assistance, Food Supplement or free school meals based upon family income will be considered low income)  Youth who are experiencing homelessness  Youth of color  Tribal youth  Youth who are or have been justice involved  Youth with disabilities | | | |
| **Total number of youths between the ages of 16 and 24 who will be connected to paid work experience through this grant:** | | | |  |

**Part 2 – Applicant Experience**

**(This section has a 2 page limit)**

|  |
| --- |
| 1. Describe the history of the Applicant’s organization, especially regarding knowledge and skills pertinent to career exploration and working with youth to connect to meaningful work experience. Please share any special or unique characteristics of the organization which make it especially qualified to deliver programming to youth and to reach the goal of connecting historically underserved youth to meaningful paid work experience. |
|  |
| 1. Please include qualifications and experience that demonstrate the ability to manage strategic partnerships and ability to reach and engage youth facing increased barriers to participating in career exploration programming and work experience. |
|  |
| 1. Identify current partnerships with schools, businesses, service providers, and other similar organizations that will assist you in delivering quality career exploration programming and placements in meaningful paid work experience for participants. |
|  |

**Part 3 – Program Design: Expand the Number of Youth Participating in Meaningful Paid Work Experience**

**(This section has a 3 page limit.)**

|  |
| --- |
| 1. Describe in 4-6 sentences how your proposal will advance the above goal. |
|  |
| 1. What programming will be developed to prepare youth to participate successfully in meaningful paid work experience? Programming could include financial literacy, job shadowing, interview preparation, resume writing and other exposure to employers or information about career opportunities and/or career pathways. Programming should provide participating youth opportunities to reflect upon their work experiences. |
|  |
| 1. Identify how this grant finding will result in new career exploration and meaningful paid work experience programming that is not currently delivered to youth, either statewide or in a particular region? Or to specific populations? |
|  |
| 1. Please describe the staffing and mentoring supports that will be provided to support youth to be successful. |
|  |
| 1. The expectation of these grants is that every participating young person is connected to a meaningful paid work experience. Please describe the types of work experience that will be available to participating youth. Will the work experience vary from participant to participant? |
|  |
| 1. How will the programming introduce young people to thinking about career opportunities and future plans related to education and/or employment? |
|  |

**Part 4 – Equity and Partnerships: Increase the Number of Under-represented Youth Participating in Career Exploration and Meaningful Paid Work Experience**

**(This section has a 2 page limit)**

|  |
| --- |
| 1. Describe in 4-6 sentences the population(s) you will serve through this grant and how your proposal will advance the above goal for this or these communities. |
|  |
| 1. Through this grant, funding may be allocated toward providing supportive services to youth. How you will assess for and provide supportive services for participating youth to address and overcome barriers to participating and ensure completion (e.g., transportation, childcare)? How will you partner with other organizations (social service providers, housing, childcare, etc.) and connect youth to existing benefits to address barriers to participation? Which organizations will you partner with? |
|  |
| 1. Please describe partnerships that will be established with schools, social service providers and others to recruit youth as well as provide programming and/or needed services to youth. Please identify the partnering organizations. |
|  |
| 1. Please explain how your organization will recruit employers to provide meaningful work experience opportunities for participating youth. Will you build off of existing relationships or need to build new relationships? How will you work with businesses to ensure that they are prepared to support participating youth? (Please answer all questions.) |
|  |

**Part 5 – Budget and Budget Narrative**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Complete the **Grant Funds Requested Table** below 2. Please provide key details in the budget narrative section to justify each line of the Grant Funds request. | | | |
| **Budget Categories** | **7/1/2022- 8/31/2023** | **9/1/2023-8/31/2024** | **TOTALS** |
| **Personnel Costs** |  |  |  |
| Staff Salary & Wages |  |  |  |
| Staff Fringe & Benefits |  |  |  |
| Supportive services to help youth effectively participate |  |  |  |
| Staff In-state Travel |  |  |  |
| Materials/Supplies |  |  |  |
| Staff training |  |  |  |
| Wage costs for youth, including costs for liability insurance and worker’s compensation |  |  |  |
| Communications, including telephone, postage and outreach/advertising |  |  |  |
| **TOTAL REQUEST** |  |  |  |
| Please share any in-kind or leveraged funding provided to project |  |  |  |
| 1. Please provide a detailed **budget narrative** which explains and justifies the planned expenditures of grant funds. (The budget narrative should be no longer than 2 pages.)    1. The budget narrative must provide a description of the costs associated with each of the line items in the Grant Funds Requested table and how they are needed to fulfill the requirements and goals of the grant.    2. Personnel Costs – list all staff positions by title including the roles and responsibilities. Indicate the percentage of each person’s time devoted to the project, the amount of each person’s salary and benefits funded by the grant, and the total personnel costs for the period of performance.    3. Travel – specify the purpose of travel, mileage, and per diem rates.    4. Contractual – If you plan to contract with other organizations or individuals to provide key programming or services to youth, please separate purpose, details, and costs of each contract planned. | | | |
|  | | | |

**Part 6- Sustainability: Develop an Integrated, Sustainable, and Effective Apprenticeship System**

**(This section has a 2 page limit)**

|  |
| --- |
| 1. How will the grant funding result in longer-term relationships and partnerships between community organizations and employers to support historically underrepresented youth to gain foundational skills and better understand career opportunities through career exploration programming and meaningful paid work experience? |
|  |
| 1. How will this work with youth and the learnings from this programming be sustained following the grant period? |
|  |
| 1. What are the risks that might hinder your ability to achieve your stated goals? What supports will you need to mitigate the potential risks? |
|  |

**Meaningful Paid Work Experience Grant**

**Performance Metrics Table**

It is not be necessary for all requests to include numbers in all of the categories detailed in the Performance Metrics Table. For activities that your proposed grant-funded project will not include, please indicate by putting a zero beside the activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Metric** | **7/1/2022- 8/31/2023** | **9/1/2023 – 8/31/2024** | **Totals** |
| Number of new youth participating in programming |  |  |  |
| Number of youth completing paid work experiences |  |  |  |
| Number of youth with disabilities served (if applicable) |  |  |  |
| Number of youth who are low income served (if applicable) |  |  |  |
| Number of youth of color served (if applicable) |  |  |  |
| Number of Tribal youth served (if applicable) |  |  |  |
| Number of youth experiencing homelessness served (if applicable) |  |  |  |
| Number of justice involved youth served (if applicable) |  |  |  |
| Number of youth in or transitioning out of foster care served (if applicable) |  |  |  |
| Average wage for paid work experience |  |  |  |
| Average time participating in work experience |  |  |  |