Nevada Governor's Office of Science, Innovation and Technology

REQUEST FOR APPLICATIONS

STEM WORKFORCE PATHWAYS GRANT ROUND I

IMPORTANT INFORMATION

Purpose:	To support and enhance existing efforts throughout Nevada to provide high school students with the opportunity to progress toward an industry-recognized, high-demand, STEM postsecondary credential, certificate, or degree. To support and enhance existing efforts throughout Nevada to provide high school instructors with the professional learning and certifications necessary to teach high-demand STEM program areas.
Proposals Due:	June 29, 2018
Funding Available:	$350,000
Bidder's Call:	June 5, 2018 at 4 p.m. Dial in Number: 775-687-0999 Passcode: 70987#
Eligibility:	Eligible applicants for a STEM Workforce Challenge Grant are any public school district or charter school in Nevada.
Website:	A Frequently Asked Questions document will be posted at http://osit.nv.gov. Please check the website regularly for updates.
Contact:	Brian Mitchell 775-687-0987 or blmitchell@gov.nv.gov

Nevada Governor's Office of Science, Innovation and Technology

REQUEST FOR APPLICATIONS – STEM WORKFORCE PATHWAYS GRANT

GOVERNOR'S OFFICE OF SCIENCE, INNOVATION AND TECHNOLOGY

INTRODUCTION:

The Governor's Office of Science, Innovation and Technology (OSIT) of Nevada was established by the Legislature (NRS 223.600) to promote, coordinate and align education, workforce, and economic development and diversification efforts in the areas of science, innovation, and technology.

After being hit harder than any other state during the recession, Nevada's economy is growing. The State's economic development strategy has resulted in significant growth across a variety of industry sectors that require Nevada employees to have at least some training in Science, Technology, Engineering and Math (STEM). However, employers often encounter difficulty finding workers with the skills they require. A skilled workforce is critical to Nevada's continued economic development and diversification. Likewise, education and skills training help workers qualify for jobs that provide family-sustaining wages. A recent Brookings Institution report found that STEM jobs pay a wage premium of nearly 50% over non-STEM jobs requiring a similar level of education[1].

In an effort to enhance Nevada's workforce with in-demand, industry-recognized skills required by Nevada's growing STEM economy, OSIT invites applications for a STEM Workforce Pathways Grant. This grant program aligns with previous OSIT STEM Workforce Challenge Grants at the postsecondary level and builds a partnership with career and technical education at the Nevada Department of Education and in high schools in order to build pathways to rewarding STEM careers.

SECTION I: DESIRED OUTCOMES & TRAINING PROGRAM STRUCTURE

Purpose:

OSIT, through STEM Workforce Pathways Grants, seeks to provide additional opportunities for students in high school to earn industry-recognized, high-demand, STEM postsecondary credentials, certificates, or degrees. Funded applications:

1) Will result in high school students earning or making significant progress toward an industry-recognized, high-demand, STEM postsecondary credential, certificate, or degree and recognized as either qualified for employment or qualified for advanced studies at a postsecondary institution.
2) Will result in high quality instructors in programs that lead to industry-recognized, high-demand, STEM postsecondary credentials, certificates, or degrees.
3) Are aligned with present and future workforce needs in Nevada as identified by relevant labor market information (LMI).
4) Are sustainable after grant funds have been exhausted.

Types of Programs:

Funds from a grant award must be used to support the development and implementation of programs that will train individuals for "middle-skills" STEM jobs requiring technical skills and postsecondary credentials below a bachelor's

[1] Brookings Institution, *Cracking the Code on STEM. 2014 http://www.brookings.edu/~/media/Research/Files/Reports/2014/11/nevada-stem/BMPP_NevadaSTEM_full-report-web-final.pdf?la=en*

degree. Middle-skills STEM jobs account for half of all STEM jobs and pay on average $53,000[2]. Training must result in completers receiving a STEM-related nationally recognized industry credential, certificate, or associate degree. Credentials and certificates should be found on the Nevada Eligible Industry Credentialing List.[3] If the applicant proposes a certificate or credential that is not on the list, the applicant is required to provide additional detailed justification in the Work Plan for why the credential or certificate is preferred and also provide evidence of employer demand.

Eligible Uses of Funding:

Funding must be used for initial start-up costs, defined as capital or programmatic expenses. A capital expense is defined as a long-term physical asset directly involved in the learning process, such as equipment, machines, software, or devices, which can be used by multiple cohorts of students. A programmatic expense is defined as one-time expenses related to curriculum or program development, such as the purchase of curriculum from a third party, or expenses related to the professional learning or acquisition of industry certification for instructors who lack the industry credential that the students in the program are preparing for. Funding can be used to create new programs or expand existing programs with a track record of success to more students.

Prohibited Uses of Funding:

Funding cannot be used for maintenance or on-going expenses, such as student tuition, salaries for instructors while teaching the course, replacement equipment in existing programs, or consumables. Funding cannot be used to continue or maintain existing programs. Funding cannot be used to purchase equipment, computers, supplies, or other items used solely by adults, with the exception of expenses related to initial professional learning. If expansion funding is requested, applicants should clearly describe how grant funding will add to existing capacity.

Targeted Training Recipients:

Proposed projects should provide education for and develop the STEM-specific, in-demand skills of one or more of the following target populations, leading to new or improved employment opportunities in Nevada:

1) High school students in their junior or senior year;
2) Students pursuing their High School Equivalency; or
3) Instructors requiring additional professional learning in order to teach a high-demand occupational area

Targeted Industries:

In order to align workforce development efforts across the State and assist applicants create or expand programs that align with existing training efforts, OSIT has identified the following funding priorities:

Priority Industries:

- Cybersecurity

Other Eligible Industries:

- Advanced Manufacturing, healthcare, or IT

[2] Ibid.

[3] http://gov.nv.gov/uploadedFiles/govnvgov/Content/OWINN/NV-Eligible-Credentials-List.pdf

Nevada Governor's Office of Science, Innovation and Technology

SECTION II: AWARD INFORMATION

Awards Process:
A competitive process will be used to distribute grants. All responses that meet the minimum requirements laid out below in Section IV will be scored by a review team selected by OSIT. Respondents are required to include a detailed scope of work and a detailed budget in their responses to this Request for Applications (RFA). OSIT reserves the right to determine the number of awards for each grant cycle, based on funds available and projects selected.

Spending Timeframes:
All funding received from the state must be spent by June 30, 2019. All awardees are required to submit progress reports on project activities, including training, program completion, and employment results throughout the entire length of the reporting period, regardless of when state funds are spent. Please see the Reporting Requirements section below for more details.

SECTION III: ELIGIBILITY INFORMATION

Eligible applicants for a STEM Workforce Challenge Grant are any public school district or charter school in Nevada.

SECTION IV: APPLICATION & SUBMISSION INFORMATION

A comprehensive, well-written application provides all the information necessary for a complete evaluation. The OSIT review committee will use the rubric located in Attachment A to evaluate applications. A complete application will include the following four components listed below and described later in greater detail. Each section inside the grant should include headings and subheadings:

1) Cover Sheet
2) Project Abstract;
3) Project Narrative; and
4) Budget Plan.

Incomplete applications or applications that did not follow the submission requirements, including the formatting requirements described in detail below, as of the filing deadline, will be disqualified and will not be scored for STEM Workforce Challenge Grant consideration.

1. Cover Sheet (Pass/Fail)

Format: The cover sheet must not exceed one (1) page, use Times New Roman 12-point font, is not included in the 10-page narrative limitation and must contain the following information:

- **Applicant Information**
  Organization name, full mailing and physical addresses, phone number, federal tax ID number, DUNS number, and website (if applicable)

- **Project Information**
  Title, school location(s), and proposed dollar amount
- **Project Director Information** (overall project responsibility)
  Full name, title, mailing and physical address, daytime & evening phone, email address
- **Project Contact** (daily project contact – if different than director)
  Full name, title, mailing and physical address, daytime & evening phone, email address

2. Project Abstract (Pass/Fail)

Format: The Project Abstract must not exceed one (1) page, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The project abstract must succinctly summarize the proposed project and should include:

1. A brief summary of the project;
2. Specific goals and expected results or outcomes;
3. How the project is unique and innovative;
4. Collaboration and partnerships; and
5. How the proposal meets OSIT's goals.

3. Budget Narrative & Detailed Spreadsheet (10 points possible)

Format: The budget narrative must not exceed one (1) page, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. For the detailed budget spreadsheet, use the template located in Attachment B. The detailed budget spreadsheet does not have a page limit.

The applicant is required to submit a 1) budget narrative and a 2) budget plan.

1) The budget narrative must demonstrate a clear and strong relationship between the program's expenses and the program's goals and activities. The budget narrative should be detailed, reasonable and adequate, cost efficient, and should align with the proposed work plan. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate directly to the goals of the program. The budget narrative does not count towards the 10 page limit of the Project Narrative.

2) The budget plan should be completed in the template provided in Attachment B. Costs should be broken down into individual line items. All project costs should fall in either the "Capital Expenses" or "Programmatic Expenses/Curriculum Development" categories. See Attachment B for additional instructions.

State grant funding must be spent on or before June 30, 2019.

4. Project Narrative (90 points possible)

Format: The Project Narrative must not exceed ten (10) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The following information must be contained within the Project Narrative. Please respond to each question below and number your response.

A. Needs Assessment (15 points possible)

1) Provide a clear and concise overview of the school or schools where the program will be located. What are the school(s)' demographics? What other STEM options do students have at the school? Why does the proposed school or schools need this program? What are the needs of instructors?
2) Describe local employers' need for workers trained in the STEM field proposed by the grant. Use labor market data.

B. Work Plan and Impact Analysis (40 points possible)

Provide a detailed work plan with specific data and information that describes how the proposed project and grant activities address the needs identified in the Needs Assessment. In your work plan and impact analysis, please respond to each question below and number your response.

The **Work Plan** should include responses to each of the following elements:

1) The target STEM industry and occupation(s).
2) The student population that will participate (traditional public school or adults pursuing high school equivalency) and the grade levels of participants.
3) A detailed description of the program that includes:
    a. a description of the curriculum;
    b. a brief description of the learning outcomes for students including what skills completers will have;
    c. any prerequisites that students will be required to have before enrolling in the program;
    d. the nationally recognized industry credential, certificate or degree program completers will receive at the conclusion of the program (see page 2 for eligible credential list) or the name of the credential, certificate or degree program students will work toward in high school and complete at a postsecondary institution shortly after high school graduation, the cost (if any) of the examination fee, how the fee will be paid, and where students will take the exam;
    e. what types of jobs completers will be qualified for; and
    f. a list of the instructors for the program and the instructor(s)' qualification to teach the course. If applying for funding for professional learning and instructor certification, please list the certification and describe the professional learning program that will be used.
4) A timeline, in table format, of project phases from award of funds to the completion of the first cohort of students.
5) The industry stakeholders consulted and how their comments influenced the design of the program. Have any employers advised on the selection or development of the curriculum? Have any employers expressed interest in possibly participating in a work-based learning program or hiring program graduates?
6) A diversity action plan that includes strategies to recruit, retain, and assist underrepresented groups in STEM complete the program. Do the strategies outlined go beyond existing efforts to recruit all students? If not, explain why existing efforts are sufficient.

The **Impact Analysis** must include the following information in table format. Justification should be given for how estimates were determined.

1) The estimated number of students each school year that will be enrolled in programs leading to certification in high demand occupations as a result of these funds, broken down by grade level.
2) The total requested funding from the state divided by the total number of students served each school year.
3) The estimated program completion rate.
4) The estimated percentage of completers who will have full-time employment in the target industry after high school graduation as a result of grant-funded programs.
5) The estimated percentage of completers who will continue on to a related postsecondary program as a result of grant-funded programs.
6) The estimated starting wage of program completers.
7) The number of instructors (if any) that will receive professional development, certification, or training.

C. Sustainment Plan and Institutional Capacity (20 points possible)

A significant component of the STEM Workforce Challenge Grant is creating training programs that can continue to provide instruction after grant funds have been exhausted. Please answer the following questions individually:

1) Please list all projected ongoing costs associated with this program;
2) Please describe how the applicant will fund these ongoing costs including the funding source;
3) It is expected that each funded program will continue indefinitely beyond the first cohort of students without continued funding from OSIT. Please make a statement of institutional commitment to continue the program indefinitely beyond the first cohort of students.

D. Data Collection & Evaluation (15 points possible)

This section should include performance evaluation measures. As a reminder, data collection is not a performance measure but used in developing and evaluating the measure. All programs will be judged on whether students complete the program and earn the corresponding certification, credential or degree, or enroll in a corresponding postsecondary education program to complete the certification, credential, or degree. Please describe each of the following individually:

1) Please describe how the success of the training program will be evaluated.
2) What data will be collected to measure the success of the program and how will it be shared with OSIT?

Submission Timeline and Instructions

Submit one (1) electronic copy of the application in a single pdf by 5:00 p.m., June 29, 2018, to:

Brian Mitchell
Governor's Office of Science, Innovation and Technology
blmitchell@gov.nv.gov

Applications must be received by the date above. Applications received after the date above will not be considered.

Tips & Common Pitfalls to Avoid

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page.
- Use only whole dollar amounts.
- Observe page limits (any pages over the page limit will not be reviewed).
- Follow stated formatting guidelines.
- Respond to all sections of the application; ensure the thread that ties the application sections together are related.
- Supplanting - Grant funds may not be used to replace federal, state, or local funds that are currently being used or are forthcoming.
- Spell out acronyms at initial use. Eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Read the Request for Application (RFA) carefully.
- Use local statistics rather than national statistics.
- Submit applications early in case revisions need to be made.

SECTION V: AWARD ADMINISTRATION INFORMATION

Grant Review and Selection Process

Eligible applications are reviewed, evaluated, and competitively scored by a review committee using the scoring matrix located in Attachment A. Applications selected to receive a grant award will enter into an agreement with OSIT in compliance with the State of Nevada regulations. OSIT reserves the right to award all, part or none of the available grant funding during this grant round. In cases where the ranked applications may "tie", OSIT reserves the right to consider Section B "Work Plan and Impact Analysis" scoring independently to determine placement.

To avoid disqualification, all application areas must be concise, complete and follow all formatting rules. Denial letters will be sent to applicants that are not funded.

Grant Commencement and Duration

Project implementation must be initiated within sixty days (60) after funding is awarded. Requests for an exception to this rule must be justified and submitted in writing within thirty days of award. At the discretion of OSIT, the grantee risks losing the award if the project does not commence as required.

All grant funding must be spent by June 30, 2019. Grantees must specify in their application the length of the proposed training program, if the initial training period will end after June 30, 2019 (see reporting requirements below). Projects must demonstrate sustainability beyond the initial reporting period. By submission of the grant application and acceptance of the award, the grantee is certifying its intention to continue and sustain the program beyond the initial grant implementation award. There is no expectation of funding beyond awarded grant funds.

Reimbursement Notice

The STEM Workforce Pathways Grant is a reimbursement grant. Grantees are expected to pay for expenses up front from their budgets and will be reimbursed for eligible expenses listed in the approved award budget after a review of the

expense request form and appropriate backup. Under certain limited circumstances, an advance of funds for specific, approved start-up costs may be requested by the grantee.

Fiscal Responsibilities

All recipients of funding are required to identify a fiscal agent if the grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. All grant awards are subject to audits during and within three years after the grant award reporting period has concluded.

Reporting Requirements

All recipients of funding are required to submit quarterly fiscal reports, quarterly progress reports, and a final evaluation. Recipients have the option of submitting monthly reports in lieu of quarterly reports. The final evaluation is due within thirty (30) days after the conclusion of the reporting period. The reporting period is defined as the period of time from the day the grant is awarded to the conclusion of the training program for the first cohort of trainees. Grantees must specify the length of the program in their applications in order to calculate the reporting period. Grantees must continue to submit quarterly reports and a final evaluation even after all state funding has been spent. Fiscal reports must include an accounting of State funding that has been expended. The quarterly reports and final evaluation must include the performance measures proposed in the application. OSIT maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.

Additional Information

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (grant awards) will become null and void, without penalty to the state of Nevada.

All materials submitted regarding this application for OSIT funds becomes the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.

Reconsiderations

Any applicant whose application has been filed according to the rules governing the grant process and who is aggrieved by the awards made pursuant to these rules may request reconsideration.

Submit requests for appeal to the OSIT within five days of the posting of the grant awards. Requests for reconsideration must be in writing and must clearly state how OSIT has erred in following the administrative rules governing the grant process or the procedure outlined in the program RFA. OSIT will schedule a public meeting to hear the reconsideration as expeditiously as possible so all funds can be distributed in a timely fashion, and a final decision will be rendered within 30 days subsequent to such meeting. Notice of the approval/denial of the appeal will be conducted by legal counsel. This procedure concludes the review process.

Bidding Process

The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds. Proof of Invitation to Bid, contracts, and any other pertinent documentation must be retained by the grantee. Likewise, all local, state, and federal permits required for construction projects must be acquired by the grantee within 90 days after the contract is entered into.

Access for Persons with Disabilities

The grantee shall assure that persons with disabilities are not precluded from using OSIT grant funded facilities. Projects must meet requirements as set by the Americans with Disabilities Act.

Nondiscrimination

Projects funded with OSIT grant funds shall be available for public use, regardless of race, religion, gender, sexual orientation, age, disability, or national origin.

In any instance that the grant notice, award, rules, regulations, and procedures are silent – prior written approval is required.

Thank your interest in applying for STEM Workforce Challenge Grant funding. You will be contacted if further information is required. Do not begin your project or incur costs until you have received, signed and returned a grant award contract.

Nevada Governor's Office of Science, Innovation and Technology

ATTACHMENT A: APPLICATION REVIEW INFORMATION

Each proposed project will be evaluated for inclusiveness and succinctness of their application using the scoring matrix below.

Evaluation Criteria	Maximum Points & Reviewer Score	Comments/ Recommendations
Cover Sheet and Abstract	**Maximum Points: P/F Reviewer Score**	**Comments/Recommendations**
Needs Assessment	**Maximum Points: 14 Reviewer Score**	**Comments/Recommendations**
Work Plan & Impact Analysis	**Maximum Points: 40 Reviewer Score**	**Comments/Recommendations**
Sustainment	**Maximum Points: 20 Reviewer Score**	**Comments/Recommendations**
Evaluation and Data Collection	**Maximum Points: 10 Reviewer Score**	**Comments/Recommendations**
Budget Plan	**Maximum Points: 10 Reviewer Score**	**Comments/Recommendations**

Nevada Governor's Office of Science, Innovation and Technology

ATTACHMENT B: BUDGET TEMPLATE

Use the templates below. Please be specific and include as much line-item detail as is reasonably possible. Use this space to provide more specific justification for expenditures mentioned in the Budget Narrative. Break down cost categories such as "equipment," "travel," "salaries," "training," or "supplies" to individual components so that it is clearly understood how funding will be spent. For example, for travel, list costs for flights, hotel, per diem, and transportation. All program expenses should be accounted for.

Capital Expenses

Item	Quantity	Amount Paid with Grant Funds	Description/Justification

Programmatic Expenses/Curriculum Development

Item	Quantity	Amount Paid with Grant Funds	Description/Justification