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## ***Request for Applications (RFA)***

### ***STEM Workforce Challenge Grant Round XIV***

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#### **IMPORTANT INFORMATION**

<b>Purpose:</b>	To spark the creation of lasting partnerships between industry and workforce training providers resulting in sustainable training programs that provide in-demand, industry-recognized STEM skills to training recipients and lead to full-time jobs in STEM industries.
<b>Proposals Due:</b>	December 4, 2023 by 5:00pm PST
<b>Funding Available:</b>	\$500,000
<b>Bidder's Call:</b>	November 2, 2023 at 1:00pm PST Zoom: <a href="https://bit.ly/3EV7oH0">https://bit.ly/3EV7oH0</a> This call will be recorded and available by request sent to T.Howard@gov.nv.gov
<b>Eligibility:</b>	Eligible applicants for a STEM Workforce Challenge Grant are Nevada's Community Colleges or State College, private career colleges located in Nevada that provide technical training, Chambers of Commerce, organizations that specialize in workforce training, Regional Development Authorities, STEM-related businesses, employee associations, and city and county governments.
<b>Website:</b>	Please check <a href="https://osit.nv.gov/Grants/Grants/">https://osit.nv.gov/Grants/Grants/</a> regularly for updates. Additionally, information about past awardees can be found on the OSIT website.
<b>Contact:</b>	Tracey Howard <a href="mailto:T.Howard@gov.nv.gov">T.Howard@gov.nv.gov</a>  Lis Dziminski <a href="mailto:LDziminski@gov.nv.gov">LDziminski@gov.nv.gov</a>



## Request for Applications – STEM Workforce Challenge 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.

The State's economic development strategy has resulted in growth across a variety of industry sectors that require Nevada employees to have at least some training in Science, Technology, Engineering and Mathematics (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<sup>1</sup>.

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 Challenge Grant. First proposed as an economic development strategy by the Brookings Institution in its report *Cracking the Code on STEM*, and endorsed by the Nevada System of Higher Education, these grants were funded by the Nevada Legislature at the request of Governor Joe Lombardo.

#### **SECTION I: DESIRED OUTCOMES & TRAINING PROGRAM STRUCTURE**

##### **Purpose:**

The State, through STEM Workforce Challenge Grants, seeks to spark the creation of lasting partnerships between industry and workforce training providers. These partnerships must result in:

- 1) The identification of STEM-specific skills needed by employers in Nevada.
- 2) The creation of programs that provide the education and skills training to workers that match the needs of employers.
- 3) Are aligned with present and future workforce needs in Nevada as identified by relevant labor market information (LMI). (Visit <https://www.nevadaworkforce.com/>)
- 4) Are sustainable after grant funds have been exhausted.

##### **Types of Training Programs:**

Funds from a grant award must be used to support the development, implementation, improvement, or expansion of programs that will train participants for "middle-skills" STEM jobs requiring technical skills and postsecondary credentials below a bachelor's degree. Middle-skills STEM jobs account for half of all STEM jobs and pay on average \$53,000<sup>2</sup>. Training must result in completers receiving a STEM-related nationally recognized industry credential, certificate, or associate

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<sup>1</sup> 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](http://www.brookings.edu/~media/Research/Files/Reports/2014/11/nevada-stem/BMPP_NevadaSTEM_full-report-web-final.pdf?la=en)

<sup>2</sup> Ibid.

degree. Credentials and certificates should be found on the [Nevada Industry-Recognized Credentials List](#).<sup>3</sup> If the program 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 compelling evidence of employer demand. Note: [Visit GOWINN's website at GOWINN.nv.gov](#) to request a credential be added to the Nevada Industry-Recognized Credentials List.

**Accepted and Prohibited Uses of Funding:**

Funding must be used for capital or programmatic expenses to start or expand a STEM program.

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 the salaries and benefits of persons developing the program or curriculum that can be used by multiple cohorts of students. Funding may also be used to purchase equipment or curriculum resources needed for virtual learning.

Funding can be used to create new programs or expand existing programs with a track record of success. Funding cannot be used for maintenance or on-going expenses, such as student tuition or instructor salaries. Funding cannot be used to continue or maintain existing programs. If expansion funding is requested, applicants should clearly describe how grant funding will add to existing capacity.

**Targeted Training Recipients:**

Proposed projects should provide training 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) incumbent workers of any age;
- 2) displaced workers of any age; and/or
- 3) traditional postsecondary students (18-24).

**SECTION II: AWARD INFORMATION**

**Awards Process:**

A competitive process will be used to distribute a total of \$500,000. 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 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<sup>th</sup> of the fiscal year awarded. However, training for the initial cohort may conclude at a date beyond June 30<sup>th</sup>. 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.

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<sup>3</sup> [https://gowinn.nv.gov/uploadedFiles/owinn.nv.gov/Content/OWINN/Nevada\\_Industry\\_Recognized\\_Credentialing\\_List\\_20220523.pdf](https://gowinn.nv.gov/uploadedFiles/owinn.nv.gov/Content/OWINN/Nevada_Industry_Recognized_Credentialing_List_20220523.pdf)

### **Match Requirements:**

Grantees will be required to match grant funding at 10% with either cash, in-kind contributions, or a combination of both. Proposals matching with cash will be allocated up to four (4) additional points in the scoring. Further, up to four (4) additional points will be awarded to proposals that include match of any kind from a STEM business partner.

The following may be used as in-kind match:

- Equipment, office supplies, workshop or classroom materials, workspace or classroom space, training materials or equipment.
- The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. NOTE: The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included.
- Professional services valued at fair market value.
- An audited or identified indirect cost rate of up to 10% may be used as in-kind match.

While State funding must be spent before the end of the State Fiscal Year (June 30), match may be expended at any time before the first cohort of students graduate. Grantees that have been awarded projects that have in-kind valuation must include those activities in their program and evaluation reports. All in-kind match is subject to review and prior approval. Funds that are used as a match for any other program or unrecovered indirect costs cannot be used as match.

Additional information regarding match may be found in the Frequently Asked Questions on the OSIT website. Questions about match should be directed to OSIT.

### **SECTION III: ELIGIBILITY INFORMATION**

Eligible applicants for a STEM Workforce Challenge Grant are Nevada's Community Colleges or State College, private career colleges located in Nevada that provide technical training, Chambers of Commerce, organizations that specialize in workforce training, Regional Development Authorities, STEM-related businesses, employee associations, and city and county governments.

### **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 five (5) 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) Budget Plan;
- 4) Project Narrative;
- 5) Letters of Commitment.



**Incomplete applications or applications that did not follow the submission requirements, including the formatting requirements described in detail below, as of the filing deadline, may be disqualified and may 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, and state vendor ID number  
<https://controller.nv.gov/Buttons/ElectronicVendorReg/>
- **Project Information**  
Title, county location, 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
- **Fiscal Agent Contact** (daily contact for fiscal matters– if different than Project Contact)  
Full name, title, mailing and physical address, daytime & evening phone, email address

## **2. Project Abstract (Pass/Fail)**

**Format:** The Project Abstract must not exceed two (2) 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 project abstract must succinctly summarize the proposed project and should include:

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

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

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

**Format:** The budget narrative must not exceed two (2) 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. For the detailed budget spreadsheet, use the template located in Attachment B. The detailed budget spreadsheet does not have a page limit.

- 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 should also describe which program expenses will be paid for with grant funds and which program expenses will be paid for with match. The budget narrative does not count towards the 10-page limit of the Project Narrative.

- 2) The budget spreadsheet 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.

#### **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** (14 points possible)

- 1) Provide a clear and concise overview of the current labor market and industry skills gap faced by employers in the industry targeted by the application, illustrated with local labor data.
- 2) Describe existing training options, efforts or resources, if any, in the region and their limitations to meet the needs of employers.
- 3) Provide an explanation for why funding is needed from this grant.

##### **B. Work Plan and Impact Analysis** (30 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 including how the target industry and occupation are STEM-related.
- 2) The target population (such as incumbent workers, displaced workers, or traditional postsecondary students) including the location within Nevada trainees will come from.
- 3) A detailed description of the training program.
  - a. a description of the learning outcomes for students including an overview of the curriculum and what skills completers will have;
  - b. what type of nationally recognized industry credential, certificate or degree program completers will receive at the conclusion of the training program (see page 2 for eligible credential list), the cost of the examination fee if separate from the cost of the program, and where students will take the exam;
  - c. a description of when, how, and where students will learn;
  - d. a brief bio for all faculty or instructors that will teach courses with information such as relevant credentials, or prior teaching experience. If instructors will be hired after the grant is awarded, provide a plan and timeline for hiring instructors and the minimum qualifications required.



- e. For applicants seeking funding to adapt existing programs to changes in learning required by COVID-19, please provide a description of
  - i. the proposed changes to the program when compared to the program;
  - ii. why the changes are needed; and
  - iii. how grant funds will be used to implement those changes.
- 4) A timeline, in table format, of project phases from award of funds to the completion of the first cohort of trainees; include measurable goals for each project phase.
- 5) A description of how the grant applicant will reach out to and recruit possible trainees to participate in the training program and retain students accepted into the program.
- 6) A detailed diversity action plan that includes strategies to recruit, retain, and assist underrepresented groups in STEM to complete the new or expanded program. Examples of underrepresented groups include racial or ethnic minorities, females, veterans, persons in poverty, and persons with disabilities. Do the strategies outlined go beyond existing efforts? If not, explain why existing efforts are sufficient.
- 7) Provide an organizational description which identifies the project manager, all others responsible for project implementation, and any external partners and their roles. Include the resources, including any in-kind contributions, which the partners bring to the project.

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 trainees per cohort, including the estimated number of trainees in subsequent cohorts if different from the initial cohort.
- 2) The total requested funding from the state (not including match) divided by the total number of trainees or students served per calendar year.
- 3) The total cost charged to the student to complete the program including tuition, books, and examination fees (not including living expenses) before scholarships or grants.
- 4) The amount of time necessary to complete the training- if variable, please explain.
- 5) The estimated training program completion rate.
- 6) The estimated number of training recipients who will have full-time employment in the target industry as a result of grant-funded programs.
- 7) The estimated starting wage of program completers.

**C. Partnerships (10 points possible)**

OSIT, through STEM Workforce Challenge Grants, seeks to create and strengthen lasting partnerships between workforce training providers and employers. The most important outcome of these grants is that workers receive skills training that leads to employment in their field of study. Please answer the following items individually:

- 1) List the industry stakeholders consulted and how their comments influenced the design of the training program.
- 2) Does the applicant have employer partners that will partner in work-based learning initiatives, such as career exploration, job shadowing, internships, or apprenticeships?
- 3) Have any employers expressed interest in interviewing or hiring program graduates?
- 4) How will the applicant assist completers of this specific program find employment at the conclusion of training?





For applicants that are employers, please describe any partnerships with workforce development organizations, postsecondary institutions, or other employers. Please also indicate what percentage of the program's completers the employer applicant plans to hire.

**D. Sustainment Plan and Institutional Capacity (20 points possible)**

A goal of the STEM Workforce Challenge Grant is to create training programs that can continue to produce a qualified workforce after grant funds have been exhausted. Please answer the following items individually:

**Sustainability**

- 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;

**Capacity**

- 1) Please describe the applicant's capacity to sustain the program long-term.
- 2) Does the applicant have existing training programs in other STEM areas?
- 3) Please describe the funding sources that sustain the day-to-day operations of the applicant.

**E. Data Collection & Evaluation (10 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 training program and earn the corresponding certification, credential or degree, and whether program completers are employed in the corresponding career field to the training program. Please describe each of the following individually:

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

**5. Letters of Commitment- (6 points possible)**

Format: Letterhead with signature.

Please provide a signed letter of commitment from the applicant. It is expected that each funded program will continue indefinitely beyond the first cohort of students without continued funding from OSIT. Please include a statement of institutional commitment to continue the program indefinitely beyond the first cohort of students and expiration of grant funds.

Applicants are required to submit letters of commitment from each partner. Letters must be on letterhead and signed. At least one letter must be from an employer. Letters should outline how the partner will contribute to the project and what commitments they will make, including any committed match. Letters of commitment do not count towards the 10-page limit of the Project Narrative.





## **Submission Timeline and Instructions**

Submit one (1) electronic copy of the application in a pdf by 5:00pm PST, December 4, 2023:

<https://forms.gle/DFuxMSQCSuy29F1B6>

The application submission link can also be found on our website: [OSIT.nv.gov/grants/grants/](https://OSIT.nv.gov/grants/grants/)

Submit any questions or concerns to [T.Howard@gov.nv.gov](mailto:T.Howard@gov.nv.gov).

## **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 scored by a review committee using the scoring matrix located in Attachment B. Applications selected to receive a grant award will enter into a contract 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 each grant round.

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 thirty days (30) 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 of the fiscal year in which the funding is awarded. Grantees must specify in their application the length of the proposed training program, and if the initial training period will end after June 30 (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 Challenge 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 both State funding and match that has been expended. The quarterly reports and final evaluation must include the performance measures proposed in "4E Data Collection and Evaluation" section of 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.

### **Maintenance and Operation**

The grantee is responsible for seeing that OSIT grant funded projects are maintained and operated in a condition equal to what existed when the project was completed; normal wear and tear is accepted. Maintenance and operations standards should be adopted upon completion of the project.

### **Signs**

Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund upon the start of the project or purchase of equipment.

### **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.

## **SECTION VI: OSIT CONTACTS**

### **Grant Administration Contact:**

Tracey Howard

Governor's Office of Science, Innovation and Technology

775-687-0989

[T.Howard@gov.nv.gov](mailto:T.Howard@gov.nv.gov)

*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.*



**ATTACHMENT A: APPLICATION REVIEW INFORMATION**

Each proposed project will be evaluated using the criteria below.

<b>Needs Assessment</b>	<b>Maximum Points: 14 Reviewer Score</b>
Establishes a clear and compelling description of the need for the project. Clearly describes the skills gap faced by employers. Uses compelling, relevant and specific data to back up claims. Describes other efforts, and how the project is unique. Describes why the grant funding is needed.	
<b>Work Plan &amp; Impact Analysis</b>	<b>Maximum Points: 30 Reviewer Score</b>
Provides a clear and detailed explanation of what the proposal will do. The target STEM industry, occupation, credential, and population are clearly identified and align with the Needs Assessment. Clearly describes the strategy of the proposal, each step in the plan, and who in the organization is responsible. The training program described seems well thought out and aligned with industry demands. The timeline is both ambitious and feasible, and clearly aligned with the requested resources needed to implement the project. Provides a strong explanation for marketing and outreach efforts, including a detailed equity action plans with strategies to engage and retain underrepresented groups in STEM. Impact analysis is complete with justifications. The number of completers and the starting wage are high for funding requested.	
<b>Partnerships</b>	<b>Maximum Points: 10 Reviewer Score</b>
It is clear the applicant has established and committed industry partners and the program design reflects their input. Applicant lists specific partners and their commitments for work-based learning, interviews, and other job placement assistance.	
<b>Sustainability and Capacity</b>	<b>Maximum Points: 20 Reviewer Score</b>
It is clear that the project will have a long-term impact. Ongoing costs are provided in detail, are reasonable and the organization demonstrates an ability to sustain them. The proposal describes in detail how the applicant will take over personnel costs and student expenses covered by the grant funded.	
<b>Evaluation and Data Collection</b>	<b>Maximum Points: 10 Reviewer Score</b>
The goals of the project are clear and aligned with the proposed work plan. The proposal identifies performance measures and methods for collecting data. The data collected goes beyond measures of program enrollment and completion to measures of program quality and completer success. It is clear how OSIT will determine whether the program is successful.	

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<b>Budget Plan</b>	<b>Maximum Points: 10 Reviewer Score</b>
Establishes a clear and strong relationship between the project's expenses and the project's goals and activities. Costs are broken down and easily understood. Costs are justified and reasonable. Personnel expenses include description of assigned duties, pay rate, and time allocated to the project. Budget describes how the personnel costs are above and beyond existing duties.	
<b>Letters of Commitment</b>	<b>Maximum Points: 6 Reviewer Score</b>
The letter of commitment is on letterhead, signed by the organization's leader and clearly commits the organization to the project. It is clear that this project is supported. Partner letters are strong and specific to the project and the partner's commitment. Note: form letters and outdated letters will result in a loss of points.	
<b>Additional Possible Points</b>	<b>Maximum Points: 8 Reviewer Score</b>
<b>Cash Match</b>	
<ul style="list-style-type: none"> <li>4 – Cash match amount is greater than the funding request</li> <li>3 – Cash match amount is equal to the funding request</li> <li>2 – Cash match amount is greater than 50%, and less than 100% of the funding request</li> <li>1 – Cash match amount is less than 50% of the funding request</li> <li>0 – Cash match is not provided</li> </ul>	
<b>STEM Business Partner's Match</b>	
<ul style="list-style-type: none"> <li>4 – Partner(s) proposed match amount is greater than the funding request</li> <li>3 – Partner(s) proposed match amount is equal to the funding request</li> <li>2 – Partner(s) proposed match amount is greater than 50%, and less than 100% of the funding request</li> <li>1 – Partner(s) proposed match amount is less than 50% of the funding request</li> <li>0 – Partner(s) do not provide match</li> </ul>	



**ATTACHMENT B: BUDGET TEMPLATE**

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. For any personnel expenses, describe assigned duties and break down the personnel expenses by rate and time spent on the project. All program expenses and all match should be accounted for.

**Capital Expenses**

<b>Item</b>	<b>Quantity</b>	<b>Amount Paid with Grant Funds</b>	<b>Match-in-kind or cash</b>	<b>Description/Justification</b>

**Programmatic Expenses/Curriculum Development**

<b>Item</b>	<b>Quantity</b>	<b>Amount Paid with Grant Funds</b>	<b>Match-in-kind or cash</b>	<b>Description/Justification</b>