

GRANT SOLICITATION

Issue Date:	June 15, 2005		
Title:	‘Florida BEST – Business Employment Solutions and Training’		
council:	This is a ‘Cross-council’ Initiative		
Funding:	\$10,000,000 ((\$750,000 per region or multi-region projects) WIA 15% State Set-Aside & TANF	Project Expires:	June 30, 2006

DUE DATE:	5:00 PM, Eastern; July 27, 2005
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1.0 Purpose. In previous program years, Workforce Florida has issued separate grant solicitations or RFPs for each of the three policy councils – First Jobs/First Wages, Better Jobs/Better Wages and High Skills/High Wages. WFI now has five years of experience in these council grants. This experience allows WFI to issue a grant solicitation that gives regions more flexibility in developing customized programs that meet local needs.

This is a ‘cross-council’ initiative, meaning regions will be able to identify strategies that address the objectives of one, two or all three of the councils. This solicitation provides the framework within which regions can customize their projects to their local needs. Under the ***Florida BEST: Business Employment Solutions and Training*** initiative, regions will identify gaps in needed local services and will be able to submit truly creative projects that fill those gaps.

THIS WILL BE THE CENTRAL ‘COUNCIL’ INITIATIVE FOR 2005-06. AS A RESULT, WFI DOES NOT EXPECT TO SOLICIT ADDITIONAL APPLICATIONS FROM REGIONS AT A LATER DATE FOR INDIVIDUAL COUNCIL PROJECTS. THIS INITIATIVE, THEREFORE, REPRESENTS THE REGIONS’ PRIMARY OPPORTUNITY TO ACCESS STATE-LEVEL FUNDS TO MEET LOCAL NEEDS FOR INNOVATIVE PROJECTS THAT SUPPORT EMPLOYED WORKERS, HARD TO SERVE PERSONS AND EMPLOYERS THAT CANNOT BE ADDRESSED WITH LOCAL, FORMULA FUNDS.

2.0 Funding. Because this is a ‘cross-council’ initiative, WFI will utilize WIA and TANF dollars to fund local projects. The use of either or both of those funding sources will depend on the projects regional boards submit and the eligibility of the participants they intend to serve. Projects could be all WIA, all TANF or a combination of the two. Please note that the eligibility of the participants that regional boards plan to serve will determine the funding allocated to the project. This is different from previous grant solicitations in which the designated Council determined funding. There will be \$10 million set aside at the state level to fund ***Florida BEST*** projects - \$8 million in

WIA and \$2 million in TANF. Awards to regions will be limited to **\$750,000** each, which may be, depending on the project that is being proposed, all WIA or all TANF or a combination of the two. WFI will be looking for projects that blend the goals of all the councils, target the primary clients to be served by F/F, B/B & H/H as much as possible and therefore expects that most local projects would be a blend of WIA/TANF funding. With an allocation of \$10 million and a \$750,000 cap per region, there are sufficient dollars to fund 20 regions at the max. WFI will attempt to fund as many viable projects as possible but is not committing to fund any projects that don't meet the intent of this solicitation.

No funds granted by Workforce Florida under this initiative may be used to purchase equipment or furnishings (Operating Capital Outlay) or for building construction or renovations (Fixed Capital Outlay). If regions plan to purchase equipment furnishings or have construction done as a part of this project, they must utilize funds from sources other than WFI.

3.0 Qualifications for Applicants. Only regional workforce boards may apply for these funds. Two or more regions may join together as a consortium for this project and submit a single application for the combined regions. In such case, one of the regions must be identified as the lead region or fiscal agent for the consortium and the request for the combined application may not exceed \$750,000. There will be no more than one award per region. If a region elects to participate in a 'consortium' as described here, it cannot also submit its own, separate application.

4.0 Intent of the BEST Initiative. This initiative is a 'cross-council' project unlike any other project WFI has undertaken. WFI is providing the *framework* within which regions will develop customized projects that meet their local needs while relating to that overall framework. This section lays out WFI's intent and therefore provides the framework within which regions will develop their applications. Care should be given to consider the intent of this solicitation and wherever necessary reference this intent in the application. WFI has constructed the application to address the goals and objectives intended to be addressed.

Regions are familiar with the goals and objectives of each of the councils. Since this initiative crosses the lines of all three councils and WFI's primary intent is to obtain applications that address all three as much as possible, the council goals listed below have been enhanced to address the BEST initiative. The first section describes the long-standing, published goals of each council followed by language that focuses those established goals on the BEST initiative (see **bold, italicized** wording that has been added to the standard language outlining the goals of each council). The **KEY** narrative just provides regions with some additional suggestions as to how they might address these enhanced goals in their applications.

- First Jobs/First Wages Council – Has as its objective to promote successful entry into the workforce by youth and first-time job entrants through education and workplace experience that lead to self-sufficiency and career advancement.

Funding for youth is intended to advance the critical strategies laid out in the ETA's New Youth Vision: 1) Focus on alternative education; 2) Meet the demands of business, especially in high growth industries; 3) Focus on the neediest, most at-risk youth, including out-of-school youth; and 4) Focus on improved performance.

KEY: Applications should therefore utilize a collaborative approach, involving to the greatest extent possible local youth partners and business, to

- a) Enhance the quality of services***
- b) Improve efficiencies or return on investment***

c) Improve the achievement of desired outcomes.

- Better Jobs/Better Wages Council – Has as its objective to target families transitioning from welfare and incumbent workers with limited skills and earnings; and helping these families and workers move toward self-sufficiency by employing job placement, retention and career advancement strategies.

Funding is intended for the purpose of proactively partnering with business to focus on employed workers with limited skills and earnings to help those workers and their families to move toward self-sufficiency by employing strategies to achieve career retention and advancement. The Better Jobs/Better Wages Council is also interested in funding collaborative projects that include placement, retention and career advancement for disabled clients.

KEY: Applications should therefore utilize a collaborative approach that advance these objectives of achieving economic self-sufficiency that

- a) Target TANF/WIA eligible disabled clients, and/or*
- b) Target TANF/WIA eligible employed workers.*

- High Skills/High Wages Council – Has as its objective the development of high value jobs and the workforce to fill those jobs to retain, expand and attract quality job-creating businesses and thereby improve the overall economy.

Funding is intended to promote and support a demand-driven and responsive workforce system that increases the number of workers with sufficient skills to retain, expand or recruit targeted, high-value industries thereby supporting Florida's economic development goals.

KEY: Applications should utilize a collaborative approach, involving business partners to the greatest extent possible (that is what is meant by 'demand-driven' - what are the needs of local businesses or those being recruited into the region?), that advance in upgrading the skills of employed workers to further the economic goals within the region.

Simply stated, applications should address three areas – providing assistance for youth or first-time jobs entrants to become employed, providing assistance for the disabled to become employed, retain their jobs and/or advance their careers and providing assistance to employed workers in high-value industries in receiving the skills necessary to retain/expand/recruit businesses in those high-value industries.

5.0 General Scope of Services. As was mentioned above, Workforce Florida is providing the *framework* within which regions will develop their applications. That framework includes the intent section (4.0) and this scope section. Although regions may choose to target one or two of the council objectives listed above, the best applications will address all three of the council objectives in a seamless, combined cross-council project. Regions will develop their own scope of services based on their local circumstances and priorities. It bears repeating that WFI is providing a great deal of flexibility for regions to come up with their own innovative projects.

5.1 Program Elements. Regions should consider the following elements as they design their projects and complete their applications:

- 5.1.1 A strong 'employer-based' program that involves local businesses in targeted, high-value industries in identifying need and assisting with program development and ongoing assessment.

- 5.1.2 A program that contains a mix of soft skills training and hard skills or skills upgrade training.
- 5.1.3 A program that contains a number of training approaches including formal postsecondary classroom training, distance learning, web-based training, OJT, job shadowing, mentor programs.
- 5.1.4 A flexible program that addresses the unique needs of clients who may require non-traditional access to training, such as nighttime or weekend training.
- 5.1.5 A program that can document the achievement of required competencies such as those resulting in an industry-recognized certification.
- 5.1.6 A program that addresses the unique support needs of certain clients that might include pre- and post-employment mentoring and support either through the region or through active partnerships with other local agencies or groups.
- 5.1.7 A program that maximizes the use of all the agencies and local organizations, particularly faith-based and community-based organizations (FCBOs), plus chambers of commerce and economic development agencies, that could help ensure its success and its sustainability beyond this funding. FCBOs represent a major resource to regions to access clients needing services.

5.2 Program Strategies. When designing their programs, regions should consider strategies that will assist in the success of the program. Those strategies can and should be a blend of the strategies of each of the three WFI councils. Strategies should include ***customer outreach*** (*reaching out to participants, businesses, training providers and local service providers*), ***retention services*** (*programs that retain participants in the program and help find employment & retain employment*), ***assisting with local economic development*** (*meeting the demands of local small medium and large businesses*), ***post-employment services*** (*continuing to help workers once they have found employment to ensure continued employment*). Suggested strategies for a comprehensive, cross-council, integrated program are listed below (the specific strategy is listed in each section in bold, italics, such as ***customer outreach***)–

- 5.2.1 Strategies that include methodologies for actively identifying and recruiting the most at-risk youth, the disabled, WIA/TANF eligible employed workers and those whose upgraded skills could effect a positive impact on local economic development efforts, and employers in targeted industries. ***Customer outreach.***
- 5.2.2 Strategies that utilize labor market information. ***Customer outreach.***
- 5.2.3 Strategies that develop or further enhance a collaboration among local business and social service providers, faith-based/community-based organizations (FBCOs) and training/education providers. ***Customer outreach.***
- 5.2.4 Strategies that incorporate incentives to businesses, such as tax incentives or training dollars used for hiring incentives, job shadowing or mentoring. compensation for the specialized supervision required of some of the targeted populations. ***Customer outreach.***
- 5.2.5 Strategies, such as mentoring programs, salary reviews and turnover reduction strategies, that assist employers in retaining workers. ***Retention services***
- 5.2.6 Strategies that develop and implement processes to provide transitional and/or support services for employed workers. ***Retention services; Post-employment services***
- 5.2.7 Strategies that focus on innovative support services for the most at-risk youth. ***Retention services; Post-employment services***

- 5.2.8 Strategies that support small business growth by making them aware of services available at One-Stops and partnering with entities that provide entrepreneurial training/assistance. *Assisting with local economic development*
- 5.2.9 Strategies that partner with public/private training providers to increase the number of industry-recognized credential programs in the area. *Assisting with local economic development*
- 5.2.10 Strategies that support the formation of industry consortiums to pool resources and helping to identify common workforce and training issues and possible solutions. *Assisting with local economic development*
- 5.2.11 Strategies that increase the awareness in the business community of the local, One-Stop system and how it can help business. *Assisting with local economic development*
- 5.2.12 Strategies that attempt to develop flexible training programs – web-based, evening or weekend classes or on-site training – to satisfy the special needs of local businesses for employed worker training. *Assisting with local economic development*
- 5.2.13 Strategies that develop a defined process for at-risk youth, the disabled and the working poor to access critical services to address employment-related needs including transitional, support, housing, food stamps, medical referrals, etc. *Post-employment services*
- 5.2.14 Strategies that involve mentoring, counseling, job coaching and related services to improve the chances of targeted populations retaining their jobs. *Post-employment services*
- 5.2.15 Strategies that involve intensive follow-up and continued case management (service provider incentives or additional pay points for retention/career advancement). *Post-employment services*

5.3 Connectivity. Regions will note that WFI has purposely built connectivity between **intent**, **scope of services** and **strategies** into this solicitation. In some cases it may appear there is an overlap or redundancy or that WFI is saying the same thing in Sections 4.0 and 5.0. That connectivity and even redundancy, however, is by design and regions will do well to make it the hallmark of their application. The application itself will lead regions to describe the connectivity – between intent, scope & strategy – of their program.

THESE STRATEGIES ARE NOT INTENDED TO ‘PRESCRIBE’ TO REGIONS WHAT THEIR PROGRAMS SHOULD LOOK LIKE BUT RATHER THEY ARE OFFERED AS CONSIDERATIONS FOR DEVELOPING A COMPREHENSIVE, INTERRELATED, CROSS-COUNCIL, MARKET-DRIVEN PROGRAM THAT MEETS THE LOCAL NEEDS OF PARTICIPANTS & EMPLOYERS AND THE STAKEHOLDERS THAT SERVE THOSE TWO SETS OF CLIENTS.

6.0 Performances and Reporting. Since WFI is not prescribing how regional projects will be developed, it cannot define specific performance requirements. Regions are aware that certain performances will be tracked within either OSMIS or OSST or through scheduled reports filed with AWI. Specific performance requirements will be developed by WFI/AWI based on the regions’ applications and possible post-award negotiations regarding services and funding and will be included in the NFA Participant Reporting Instructions. Obviously, there will be several activities

that will be reported and tracked, if they are a part of a region's project; those activities would include but not necessarily be limited to -

OSMIS/OSST

- Participants that are enrolled into the local RWB system
- Training enrollments/completions; particularly training/completions that result in some type of industry-recognized certification.
- Job placements and/or job retention
- Earnings gains and/or upgraded positions (similar to CARC)
- Completion of job shadowing, mentoring, OJT, etc.
- Performance benchmarks for participants/employers/partners
- Customer satisfaction outcomes for participants/employers/partners

Scheduled Reports

- Documentation of meetings with local partners – training providers, businesses, social agencies, FCBOs
- Any MOUs that may be executed as a result of local partnerships with the above
- Recommendations of procedures that facilitate referral and on-going services between regions, i.e. youth exiting juvenile justice facilities, foster youth moving between regions, etc.
- Depending on the project that is proposed, the report might also include other activities related to the success of the program that are not the type of activities that can be or are normally reported in OSMI/OSST. Such activities may include support services provided – transportation, child care, etc.
- These scheduled reports might also contain updates on the accrual of local, leveraged funds.
- Performances or benchmarks that can be tracked and reported, either through these scheduled reports or possibly through OSMI/OSST, that demonstrate other possible benefits to employers like layoff avoidance or market expansion.

7.0 Grant Application. Regions will use the attached Grant Application (Attachment A) for applying for these funds. Please use the format, font and font size that is embedded in the application. Regions may attach additional information they feel is pertinent. Regions are encouraged to provide letters from local partners that a) describe in detail what *role* the partner will play in the project; b) provide some indication if the partner plans to *continue in the partnership* beyond the WFI funding for this project; and, c) if the partner is providing leveraged funds, cash or in-kind services, the letter should describe the *specifics of those leveraged funds* – if cash, how much and, if in-kind, what are the specific services and the value of those services. Since WFI will be looking for specific commitments from various partners and those commitments may vary depending on the partner and its role, regions are advised to avoid ‘canned’ letters that may be developed by the region and provided electronically to partners to place on their letterhead.

7.1 Limit on number of pages. Applications should be twenty (20) pages or less.

7.2 Number of copies. Regions must submit ten (10) copies of their application. One should contain the original signature of the regional board executive director.

7.3 Submit applications to WFI. Instead of submitting applications to AWI as has been the process with previous grants, applications must be submitted directly to WFI at –

Workforce Florida, Inc.
1974 Commonwealth Lane
Tallahassee, FL 32303
ATTN: BEST Application (Mike Johnson)

8.0 Evaluation of Applications and Award. Rather than being *scored* using a point system, applications will be judged independently of the others as to acceptability and quality. Applications deemed to be unacceptable by WFI may not be funded – that is, if a region fails to meet the basic intent of this initiative or fails to adequately address the issues of collaboration, leveraged funds, a ‘cross-council’ approach that serves a variety of groups and is tied strongly to business – its project may not be funded.

IMPORTANT: These are some of the issues during the evaluation process:

- **POSITIVE:** Does the proposed project address all or portions of the goals of all **THREE** councils; is the proposed project truly a ‘**cross-council**’ project? The project should address youth/first time job entrants, those transitioning off welfare, the working poor, the disabled and high skill workers and business needs.
NEGATIVE: Does the proposed project concentrate on only one or two of the council sets of goals at the exclusion of or with minimal attention to the other(s)?
- **POSITIVE:** Is the proposed project truly a **collaboration** with – local business and business associations, strong ties to faith-based & community-based organizations, state agencies that also provide services to targeted clients, a broad range of training providers, other stakeholders if appropriate? Is there a plan for fully involving local partners in the development/rollout/assessment of the project?
NEGATIVE: Is the proposed project very limited in the number of partners it involves or is the involvement of partners limited?
- **POSITIVE:** Does the proposed project commit local, **leveraged funds** to help ensure its success, give WFI a better return-on-investment and increase the likelihood that the project could continue after WFI funding? Do local partners commit specific levels of funding and/or in-kind services? Does the project offer opportunities for job creation for targeted populations like – as an example. Job slots for at-risk youth, offenders, the disabled?
NEGATIVE: Is the application vague relative to the financial participation of local organizations, businesses, providers and state agencies? Does the application imply that this organization ‘supports’ or will help with the project but fails to provide specifics of that support?
- **POSITIVE:** Does the proposed project include reasonable (based on the funding being requested) and **measurable outcomes** that tie directly back to the intent of this initiative?
NEGATIVE: Does the application fail to provide specific, measurable outcomes or does it fail to provide the level of outcomes commensurate with the funding being requested?
- **POSITIVE:** Does the proposed project, to the greatest extent possible, address the program **elements & strategies** outlined in Section 5.0?
NEGATIVE: Does the proposed project fail to address those elements & strategies?

- **POSITIVE:** Does the proposed project contain a plan for **sustainability** of the project beyond the funding received from Workforce Florida through this grant? Is there a commitment of resources on the part of the regional board and its local partners to continue the project beyond the term of the grant?
NEGATIVE: Does the application fail to address the commitment on the part of the board and its partners to sustain the project beyond the term of the grant? Through the lack of a firm commitment to continue the project, will this project be, in effect, a one-year project?

Issues that may also be considered in making award decisions include but aren't necessarily limited to –

- 1) **Cost per participant served.**
- 2) **Some consideration may be given to regions most adversely affected by the reductions in funding for 2005-06.**
- 3) **Some consideration may be given to projects in regions that are predominantly rural – for this solicitation, regions that WFI considers predominantly ‘rural’ are Regions 3, 6, 7 & 19.**
- 4) **Proposed projects that target high-value industries such as – biotechnology, life sciences construction, business services, other EFI targeted sectors (see www.eflorida.com/keysectors) or locally in-demand industries based on labor market statistics.**
- 5) **Proposed projects that limit the amount of administrative costs and devote the greatest amount of the funding toward direct services (admin will be limited to 10% or less; less will be determined to be better for evaluation purposes).**
- 6) **Proposed projects that demonstrate service offerings from local partners/stakeholders, including combining resources from this grant, local RWB formula dollars and other local funds or in-kind services.**

9.0 Budget. Regions will submit a budget document for their project. Attachment B provides a format that can be used to develop and submit the budget. At a minimum, the budget document should list the broad categories for which funds will be spent and it should show the source(s) of the funding and amounts from each source for each of those categories. If multiple sources will be used for one category, the source and amount from each source should be listed. The funding being requested from WFI and its use should be clearly identified in the budget document. Leveraged funds from other sources should match any letters of commitment from those sources (such as businesses or other state agencies or training providers, etc.) or other items provided to document leveraged funds. As an example, if ACME manufacturing is listed as a source of funding for a particular category or purpose in the budget document, the letter a region may submit from ACME Manufacturing should address that financial commitment listed in the budget.

10.0 Term. The grants resulting from this solicitation will commence upon award of the funding and expire on June 30, 2006. Based on the availability of funds and the determination by WFI that a project has been successful, WFI may provide funding for an additional year (2006-07). Section 12.0 below describes the procedure WFI will use for determining second-year funding.

CAUTION: For several reasons, regions are advised not to count on second-year funding, even if they perform at or above the level expected. WFI is not committing to second-year funding but is including it in this solicitation as an option to possibly avoid having to go through this same competitive process next year. The reasons WFI cannot commit to second-year funding are – a) the councils have just been newly appointed and new member priorities may change between now and

next year resulting in one or more of the councils wanting to develop a different initiative; b) funding may continue to be adversely affected through action by Congress or the Legislature; c) the Governor or the WFI chairman may develop initiatives requiring some or all of the funding normally allocated to the councils.

11.0 Contact. Questions regarding this solicitation should be directed to Mike Johnson, Contract Manager, at mjohnson@workforceflorida.com Please submit email questions on or before Friday, June 29, 2005

12.0 Notice of Fund Availability (NFAs). Funding for the projects selected as a result of this solicitation will be provided to regional workforce boards via an NFA.

12.1 Reporting Instructions. Detailed activity reporting instructions will be issued by AWI either with the release of the NFAs or shortly after. RWBs will be required to input specified activities, including participant enrollment and completion data, into OSMIS and/or OSST. In addition, regions will be required to submit monthly ‘scheduled reports’ showing activities that are not or cannot be captured in OSMIS/OSST. Any activity that is not captured and input into OSMIS/OSST or not addressed in the scheduled reports will be not be considered by WFI for – satisfactory progress; release of the 20% WIA holdback; or second year funding. If it’s not reported, it didn’t happen. NOTE: It is critical that RWBs notify AWI immediately if any problems arise regarding the data in the monthly reports or OSMIS/OSST.

The failure on the part of RWBs to input or report data timely may result in the NFA being canceled. When WFI is making holdback release or second-year funding decisions, it will not consider unreported problems that arose early in the grant as mitigating factors for poor performance.

AWI will provide instructions for exiting participants from this project once the grant expires. If RWBs desire to retain participants as WIA clients for the purpose of tracking subsequent services that may be provided locally outside of this grant, they may do so but, **for purposes of these grants participants will be enrolled into the project under a unique OSMIS/OSST tracking code provided by AWI when services begin** and exited from the project when services are completed or the grant expires.

NOTE: Trainees that may begin (enrolled) but not complete training prior to the end of the grant (6/30/06) will not be considered as completions for this program year. They may, however, be considered as completions for the following program year (2006-07) **IF** second-year funding is awarded. If an RWB enrolls too many trainees late in this program year, it does so at its own risk because late enrollments will not satisfy the performances for this year and the 20% WIA holdback and second-year funding may be denied. In such cases there would be no state funds to draw down to pay for that training.

12.2 Contract Management. The Contracts & Grants Section within AWI will assign a contact person to manage these grants. That contact person will be WFI’s primary liaison with RWBs regarding issues relating to these grants. The contact person will produce and provide to WFI a performance report by the 20th of each month based on data input into OSMIS/OSST by the 10th of the month so, any accrued activities an RWB wants considered toward its performance requirements, should be input into OSMIS by the 10th of each month.

12.3 Holdback. AWI will retain 20% of the WIA grant award amount as a holdback to ensure satisfactory progress is being made with the proposed training. There will be no hold back of TANF funds. AWI will monitor the performances of each RWB and advise WFI of the progress of each region. Upon review of the data from AWI, WFI will authorize release of the 20% holdback and AWI will issue an NFA modification.

Through the AWI contact person, WFI will notify regions on or about March 31, 2006 the status of their progress as determined by data in OSMIS and the monthly reports. This status report will reflect whether each region has achieved sufficient performances for release of the holdback or, if not, what additional performances need to be achieved before the holdback will be released. Holdbacks may be released at any time RWBs accrue performances that meet the holdback release point based on OSMIS input for the period up to and including June 30, 2006.

NOTE: Release of the 20% holdback of WIA funds does not mean that the project has been successful and that second-year funding will be provided. It simply means that the RWB has performed at a level in the grant year to be eligible for all of the 2005-06 funds allocated to it.

12.4 De-obligation/Re-obligation of Funds. If RWBs anticipate that they will not be able to achieve the performances they committed to achieving in their grant applications, they may request that funding be de-obligated. Funds that are de-obligated may be made available to other regions by email notice issued by WFI to remaining grantees seeking interest in additional funds or they may be used for purposes not connected to this initiative. There will be no holdback on re-obligated funds. Acceptable changes in performances (number of completions) will be negotiated at the time a de-obligation request is received. Changes in RWB performances will also be negotiated for re-obligated funds.

13.0 Second-Year Funding. Based on 1) the availability of funds; 2) the joint wishes of the council and the WFI Board; and 3) WFI's assessment of the 'success' of the 2005-06 projects, funding for 2006-07 **MAY** be granted. 'Success' of the current project will be determined solely by WFI based on the attainment of performances represented in the NFA instructions or as modified by de-obligations effected on or before 12/31/05. WFI may consider extenuating circumstances that prevented a region(s) from achieving the level of performance that was anticipated. The decision to award or not award second-year funding to any or all 2005-06 grantees is solely at the discretion of WFI. WFI retains the authority to apply the second-year funding award criteria outlined here as it deems appropriate or to apply alternative or additional criteria. The process for making second-year funding decisions will be –

- In March or April of 2006, WFI will issue a request to regional boards soliciting their interest in funding under this program for 2006-07. WFI will seek information from regions seeking second-year funding regarding anticipated performances, funding amounts, leveraged funds and any program modifications contemplated for year two. NOTE: If a decision is made to grant second-year funding, the funding amounts may be different than those awarded for 2005-06. WFI will advise regions of any funding limitations if/when it advises them of the availability of second-year funding.
- WFI will review the year-to-date performance data for 2005-06 and the information submitted with the second-year funding application and make a determination regarding awards. RWBs should not assume they will receive second-year funding just because they

have attained a certain level of performance and submitted an application. If WFI receives applications for more funds than it has available for 2006-07, RWBs will be ranked based on performances (highest to lowest) and second-year funding awards based on those rankings or WFI may limit the amount of funds provided to regions in the second year.

- Award decision notices for second-year funding will be made by email to all regions submitting applications for second-year funding. For regional planning purposes, WFI will strive to issue second-year funding awards as soon as possible after receiving second-year funding requests.
- The granting of second-year funding will be a *conditional award*. Second-year funding will not be provided to:

Regions that do not earn their 20% WIA holdback.

Regions that do not achieve a level of progress or performance acceptable to WFI by the end of this grant period, 6/30/06.

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

June 15, 2005	Issuance of grant application solicitation
July 27, 2005 5:00 PM, EDT	DEADLINE for submittal of applications
August 8, 2005 (on or about)	Awards
June 30, 2006	End of grants

**Grant Application:
'Florida BEST – Business Employment Solutions and Training'**

1. REGION NO.	
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2. <i>Brief</i> Program Description	

3. Number of Participants to be Served	
3. (a) Estimated Number of WIA Participants to be Served	
3. (b) Estimated Number of TANF Participants to be Served	

4. Total Amount of Funds Requested	\$
4. (a) WIA Funds Requested	\$
4. (b) TANF Funds Requested	\$

5. Cost per Participant (Divide total amount of request in 4. above by number of participants in 3. above)	\$
5. (a) Cost per WIA Participant (Divide WIA \$\$ requested by # WIA participants to be served)	
5. (b) Cost per TANF Participant (Divide TANF \$\$ requested by # TANF participants to be served)	

6. Total Amount of Local Leveraged Funds	\$
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7. (a) Admin Costs - % (Cannot exceed 10% of requested amount)	%	7. (b). Admin Costs - \$\$	\$
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CONTACT NAME		CONTACT EMAIL	
CONTACT PHONE		CONTACT FAX	

Signed:	
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Executive Director¹

¹ Must be signed by regional board executive director

**Grant Application:
‘Florida BEST – Business Employment Solutions & Training’
Detailed Project Description**

Regions must use this form to submit their applications. Please do not change the type style or size. Each of the answer boxes will expand as necessary for a full response to the question being asked. Submit ten (10) copies of this application, including the preceding cover page, to –

Workforce Florida, Inc.
1974 Commonwealth Lane
Tallahassee, FL 32303
ATTN: Florida BEST, Mike Johnson

The following sections address issues relating to, in order, the First Jobs/First Wages Council, Better Jobs/Better Wages Council and the High Skills/High Wages Council. Regions are not *required* to include aspects relating to all three councils, but regions are encouraged to include a component of each in their application. Leave blank or add ‘N/A’ in any section that does not apply to the project being offered. Applications that include all three council priorities will have a competitive advantage.

First Jobs/First Wages Council Component

1. Does the project address the goals of the First Jobs/First Wages Council as described in 4.0? Yes/No

2. Describe specifically how the project relates to the goals of the F/F Council (see 4.0, Pages 2. & 3.).

3. In Section 5.0, there are several program *elements* and program *strategies* listed. In the space below, list the specific element(s) and/or strategy(ies) relating to the goals of the F/F Council that the proposed project incorporates. List the element and/or strategy number from the solicitation (like element 5.1.3 or strategy 5.2.1) and then describe how the proposed project incorporates that element/strategy as it relates to youth and first time job entrants. List as many of the elements/strategies as are appropriate.

4. List the local partners that will be involved in the F/F component of the project. Local partners may include businesses, other state agencies, community-based and faith-based organizations, and training providers. For *each* local partner provide the role it will play in the project and the amount of financial assistance (leveraged funds) it will provide if any. Letters from partners should mirror the roles and financial commitment listed here.
Go to ‘table’, ‘insert’ and ‘rows below’ to add rows as necessary.

Partner Name	Brief Description of Partner Role	Amount of Leveraged Funds

5. List the specific ‘outcomes’ or performances that will be achieved in the F/F component of the project. Where it applies, include the expected number of participants that will achieve the outcome.

Go to ‘table’, ‘insert’ and ‘rows below’ to add rows as necessary.

Outcomes	No. of Participants

6. If training is to be a part of this F/F component, please indicate if it will be available through non-traditional means such as on-line, on-site (business), evenings or weekends.

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Better Jobs/Better Wages Council Component

1. Does the project address the goals of the Better Jobs/Better Wages Council as described in 4.0? Yes/No

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2. Describe specifically how the project relates to the goals of the B/B Council (see 4.0, Page 3.).

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3. In Section 5.0, there are several program *elements* and program *strategies* listed. In the space below, list the specific element(s) and/or strategy(ies) relating to the goals of the B/B Council that the proposed project incorporates. List the element and/or strategy number from the solicitation (like element 5.1.6 or strategy 5.2.5) and then describe how the proposed project incorporates that element/strategy as it relates to welfare transition clients, the working poor and/or the disabled. List as many of the elements/strategies as are appropriate.

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4. List the local partners that will be involved in the B/B component of the project. Local partners may include businesses, other state agencies, community-based and faith-based organizations, and training providers. For *each* local partner provide the role it will play in the project and the amount of financial assistance (leveraged funds) it will provide if any. Letters from partners should mirror the roles and financial commitment listed here.

Go to ‘table’, ‘insert’ and ‘rows below’ to add rows as necessary.

Partner Name	Brief Description of Partner Role	Amount of Leveraged Funds

5. List the specific ‘outcomes’ or performances that will be achieved in the B/B component of the project. Where it applies, include the expected number of participants that will achieve the outcome.

Go to ‘table’, ‘insert’ and ‘rows below’ to add rows as necessary.

Outcomes	No. of Participants

6. If training is to be a part of this B/B component, please indicate if it will be available through non-traditional means such as on-line, on-site (business), evenings or weekends.

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High Skills/High Wages Council Component

1. Does the project address the goals of the High Skills/High Wages Council as described in 4.0? Yes/No

2. Describe specifically how the project relates to the goals of the H/H Council (see 4.0, Page 3.).

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3. In Section 5.0, there are several program *elements* and program *strategies* listed. In the space below, list the specific element(s) and/or strategy(ies) relating to the goals of the H/H Council that the proposed project incorporates. List the element and/or strategy number from the solicitation (like element 5.1.1 or strategy 5.2.9) and then describe how the proposed project incorporates that element/strategy as it relates to employed workers. List as many of the elements/strategies as are appropriate.

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4. List the local partners that will be involved in the H/H component of the project. Local partners may include businesses, other state agencies, community-based and faith-based organizations, and training providers. For *each* local partner provide the role it will play in the project and the amount of financial assistance (leveraged funds) it will provide if any. Letters from partners should mirror the roles and financial commitment listed here.

Go to 'table', 'insert' and 'rows below' to add rows as necessary.

Partner Name	Brief Description of Partner Role	Amount of Leveraged Funds

5. List the specific 'outcomes' or performances that will be achieved in the H/H component of the project. Where it applies, include the expected number of participants that will achieve the outcome. For skills training, indicate if the training results in an industry recognized certification.

Go to 'table', 'insert' and 'rows below' to add rows as necessary.

Outcomes	No. of Participants

6. For this H/H component, list the names of actual businesses that will be served and identify what industry each business represents using SIC or NAICS codes; for help with relevant SIC or NAICS go to <http://www.census.gov/epcd/www/naics.html>
Go to 'table', 'insert' and 'rows below' to add rows as necessary.

Name of Business	SIC or NAICS

7. Please indicate if the training involved in this H/H component will be available through non-traditional means such as on-line, on-site (business), evenings or weekends.

Budget

1. Using Attachment B or a similar format, attach a proposed budget document for the project. The budget document should identify use categories, the source(s) of funds for each use category and the amount per source.

