



Minnesota Adult Workforce Development Competitive Grant Pilot Program

Report to the Legislature
As required by Laws of Minnesota, 2011 Special Session 1,
Chapter 4, Section 3, Subdivision 3(m)

January 10, 2012
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Total cost of salaries, printing, and supplies in developing/preparing this report is \$58.32.
(reported as required by MS. 3.197)

Adult Workforce Development competitive Grant Pilot Program Minnesota Department of Employment and Economic Development

Background

The Minnesota Legislature authorized the Adult Workforce Development Competitive Grant Pilot program in 2011 Session Laws, Chapter 4, Article 1, Section 3, Subdivision 3(m). DEED's Commissioner, in consultation with the Governor's Workforce Development Council shall develop and implement a competitive grant program for adult workforce development activities for **people living with disabilities**, employment services targeted to **people who are deaf or hard of hearing**, and **people who are in transition to work from public assistance**. Additionally, the Governor has mandated that participating service providers in this program serve **veterans, older workers, and individuals who identify with minority ethnic or racial groups**.

\$830,000 the second year is from the general fund and \$1,905,000 the second year is from the workforce development fund for the adult workforce development competitive grant pilot program. [NOTE: The enabling legislation also permits DEED to retain five percent of these funds for administrative purposes, making the amount available \$2,598,250.]

Methodologies and Processes for Soliciting and Evaluating Grant Proposals

The legislation requires DEED staff to develop and implement a competitive grant program to provide workforce development activities to adults in Minnesota, in consultation with the Governor's Workforce Development Council (GWDC).

During design of the Request for Proposals, DEED Adult program staff consulted with the following:

Staff with Vocational Rehabilitation Services

Staff with Veterans Services

Staff with Senior Community Service and Employment Programs – serving older workers

Staff with Minnesota Family Investment Programs – serving those in transition to work from public assistance

Staff and Members with the Governor's Workforce Development Council

FastTRAC program staff

The RFP is now published on the Contract and Grant Opportunities section of DEED's website:

http://www.positivelyminnesota.com/About_Us/Notices_Announcements/Contract-Grant_Opportunities/MN_Adult_Workforce_Development_Competitive_Grant_Pilot_Program.aspx.

The RFP was published in the State Register on Monday, January 9, 2012.

DEED staff established the following timeline for the solicitation and evaluation of grant proposals:

RFP Release: <i>(published in the Minnesota State Register)</i>	Monday, January 9, 2012
Statement of Intent Due:	Friday, February 10, 2012
Proposals Due:	Friday, March 2, 2012 by 4:00 p.m. Minnesota Department of Employment and Economic Development Adult Program – Attn: Annie Welch First National Bank Building 332 Minnesota Street, Suite E200 Saint Paul, Minnesota 55101
Review and Selection Period:	March 5, 2012 to April 13, 2012
Notification to Bidders:	Monday, April 16, 2012
Contract Start Date:	July 1, 2012
Contract End Date:	June 30, 2013

The RFP directed potential applicants to submit any questions following the release of the RFP in writing via e-mail to a specific DEED staff contact person. All questions submitted in writing related to the RFP will be answered and published in DEED’s monthly Dislocated Worker program newsletter and on DEED’s website at http://www.positivelyminnesota.com/About_Us/Notices_Announcements/Contract-Grant_Opportunities/MN_Adult_Workforce_Development_Competitive_Grant_Pilot_Program.aspx. Staff will publish questions and answers on a weekly basis until April 12, 2012.

Criteria and Methodology for Selecting Grant Recipients

The RFP fully describes the criteria DEED staff will use to evaluate project proposals. The evaluation team may award up to 100 points for a proposal with the following breakdown:

- Effective Project Design**
- Organizational Capacity and Relevant Experience**
- Focus on Target Populations (required)**
- Partnerships and Project Sustainability**
- Assessment and Evaluation**
- Budget**

A team of reviewers will read and evaluate all complete applications. Per M.S. 13.599, all reviewers will maintain confidentiality during the review process. The DEED Commissioner will make the final decision regarding who receives grant funding and the granted amount.

Methods and Procedures for Monitoring the Use of Grant Awards, including expenditures for administrative expenses by grant recipients

Grant recipients will be required to adhere to standard DEED policies regarding the use of funds and reporting of expenditures on the grant. DEED policies require grantees to submit monthly Financial Status Reports (FSRs), reporting all accrued expenditures and obligations during the grant period. Grantees may use no more than five percent of the grant funding for administrative costs, as stated in the RFP. The

DEED program manager will review and approve FSRs each month. DEED staff will monitor all fiscal expenditures, planned vs. actual, including administrative expenditures each month.

DEED will monitor each grant on site during the grant period to ensure that program operators are using funds consistently with the approved plan and contract and the intent of the Adult Workforce Development Competitive Grant pilot program.

Methods for Measuring Outcomes and Accomplishments of Grant Recipients

DEED staff developed reporting requirements for Adult Competitive Grant Program Operators, which will meet the requirements established in State Statute and will allow for appropriate evaluation of the programs. DEED staff will review all participant data and fiscal data on a monthly basis to ensure that the grantee's expenditures and Adult participant outcomes are on track to meet approved plans.

Depending upon the designed program and as outlined in the RFP, grant applicants must be willing to use – if they do not already – Workforce One and/or the Provider Reporting System (Vocational Rehabilitation Services).