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**PRE-PROPOSAL APPLICATION**

**JTPA EDUCATION-COORDINATION FUNDS (8%)**

**PY 1987**

**Job Training Partnership Act, Sec. 123  
State Board of Vocational Technical Education  
Suite 400, Gallery Professional Building  
17 W. Exchange Street  
St. Paul, Minnesota 55102**

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Saint Paul, Minnesota 55155**

**REQUEST FOR PRE-PROPOSALS FOR JTPA-EDUCATION  
COORDINATION SERVICES FOR SPECIAL NEEDS GROUPS**

**I. BACKGROUND**

The concept of close coordination between job training and education systems is an integral part of the Job Training Partnership Act (JTPA). Funds are available under Section 123 of JTPA "To provide services for eligible participants through cooperative agreements" between service delivery areas and state and local education agencies.

In Minnesota, the Governor's Job Training Council approved a plan in which the education coordination funds will be utilized to provide services to groups of clients with special needs, through a competitive request for proposal process. Education agencies and service delivery areas must jointly submit proposals on the use of the education coordination funds. Special needs organizations and community groups are encouraged to join with SDAs and education agencies in submitting proposals.

The state education coordination funds are administered by the State Board of Vocational Technical Education working in conjunction with the State Job Training Office of the Department of Jobs and Training. In the past, programs that provide quality service to clients and that encourage and facilitate collaboration between a broad base of educational and job training agencies have been funded. Pre-proposals are to focus on the needs of one specific special needs group unless rationale is provided to include additional groups.

The Request For Pre-proposals is being issued to announce that grants are being made available at the local/regional level for services to be provided jointly by service delivery areas and education agencies. Funds will be available statewide for funding of these programs starting July 1, 1987 to June 30, 1988. Pre-proposal requests should not exceed \$70,000.

Pre-proposals may request to be considered as either a one-year or a two-year project. The second year of funding for two-year projects will be made available contingent upon satisfactory performance during the first year and availability of funds.

**II. TIMELINE**

A two-stage process will be used to select programs for funding consideration. The first stage requires bidders to submit two-page pre-proposals for the consideration of the State Programs Committee of the Governor's Job Training Council. The Committee will then select pre-proposals that will be invited to submit full proposals for funding consideration.

There are two deadlines listed for the pre-proposal process. To facilitate SDA involvement and to allow time for private industry council consideration, SDAs may require that all pre-proposals are due to the service delivery area administrative entity by December 5, 1986. (A list of the service delivery area personnel is attached.) Secondly, all pre-proposals

must be received by the State Board of Vocational Technical Education by 4:30 p.m., Monday, January 5, 1987. The complete time schedule is:

October 1, 1986	Issue Pre-RFP
October/November, 1986	Bidder's Conferences
December 5, 1986	Pre-proposals due to SDA
January 5, 1987	Pre-proposals due to State
January, 1987	Committee Review & Selection of Finalists
January 30, 1987	Issue Full RFP to Finalists
February, 1987	Bidder's Conference for Finalists
March 13, 1987	Full Proposals due to State
March, 1987	Reader Ratings
March, 1987	Committee Review - Oral Presentations
April, 1987	GJTC/SBVTE Approval
May-June, 1987	Negotiation & Contracting
July 1, 1987	Begin Implementation

### III. PROPOSAL ASSISTANCE

Staff from the State Board of Vocational Technical Education and from the State Job Training Office will be available to answer questions concerning this RFP. Questions may be directed to Steve Frantz (612/296-8493) or Jim Korkki (612/296-6061).

In addition, Pre-proposal Bidder's Conferences will be held in October and November. The purpose of these meetings will be to discuss the RFP process and to answer any questions. For further information on these meetings, contact Steve Frantz (612/296-8493).

### IV. FOCUS

The purpose of these education coordination funds is to provide client services which encourage cooperation between JTPA agencies and a broad range of state and local educational systems. The services which may be provided are those listed in Sections 204, 205 and 303 of the Act.

Specifically, the focus of the funds available through this request for proposals is to be on groups of people identified as having special needs. The intent of this RFP is to focus on the needs of one specific special needs group unless rationale is provided for including additional groups. These funds are to be used to service disadvantaged clients from any of the following groups: handicapped youth and/or adults (physically, mentally, emotionally or recovering chemically dependent), minority youth and/or adults (including migrant workers), displaced homemakers, Limited English Speakers, single parents, offenders/ex-offenders, high school dropouts, public assistance recipients, farmers in crisis. Programs serving public assistance recipients will receive a priority as described in Section VII Evaluation Criteria.

## V. PROPOSAL REQUIREMENTS

Proposals must meet the following requirements to be considered for funding:

1. Pre-proposals must include a one-page application form, a tentative budget page, a page describing the proposed matching contribution and not more than two pages, one side only, of narrative.
2. All projects must be consistent with the rules and regulations of the Job Training Partnership Act.
3. Education Coordination funds must be matched dollar for dollar with non-JTPA funds.
4. The program must serve clients from one of the identified special needs groups; if more than one group is selected, the proposal must include the rationale.
5. A minimum of 75% of the funds must be spent on services to economically disadvantaged individuals.
6. Not more than 15% of the funds may be spent on administration activities.
7. Pre-proposal requests shall not exceed \$70,000 per year.
8. Each pre-proposal must have the endorsement of the local private industry council.
9. Pre-proposals must be jointly submitted by one or more education agency(ies) and a service delivery area and must include authorized signatures from both education and JTPA agencies.
10. An educational agency will be eligible to seek funds if that agency is licensed, accredited, certified or approved.
11. All pre-proposals must document contact with at least one special needs organization during the planning phase of the proposal.
12. The applicant must comply with approved client-tracking requirements.
13. If any portion of these funds are to be subcontracted, this should be identified.
14. Fifteen (15) copies of each pre-proposal must be received no later than 4:30 p.m. on January 5, 1987 by Art Vadnais, State Board of Vocational Technical Education, Suite 400, Gallery Professional Building, 17 West Exchange Street, St. Paul, Minnesota 55102.

## VI. MATCHING FUNDS

The matching requirement in the education coordination funds of the Job Training Partnership Act may be satisfied in Minnesota from any of the following sources:

1. Public education funding from any federal, state or local source, unless the legislation or regulations for such funding expressly prohibit the use of those sources as matching funds. Examples of permissible sources include foundation aid, state and federal vocational aid, state and federal special education aid, block grants, adult basic and continuing education funds, student financial aids, Upward Bound funds, Indian educa-

2. Public funding from sources other than education which is legally used for the type of program being offered. Examples include funds from Vocational Rehabilitation, justice system, Welfare, Job Service, Governor's Youth Program and State Displaced Homemaker Program.
3. Private funding, such as from employers, foundations or organizations.
4. Income generated under any program supported by JTPA funds. (Refer to JTPA regulations 629.32).

The matching requirement can be satisfied by a cash contribution or by non-JTPA contributions or equipment, services or supplies that are directly used to provide services to participants. Each agency or institution that receives a grant from the state for participant services under the JTPA education setaside is responsible for maintaining auditable records regarding the matching funds. The use of matching funds should be consistent with OMB Circular A-102 (see attachment).

#### **VII. PRE-PROPOSAL EVALUATION CRITERIA**

Those proposals adhering to the points listed in the Project Requirements Section will be judged on the following criteria:

1. The pre-proposal should describe the need for the project.
2. The pre-proposal should describe the goals of the project.
3. The pre-proposal should describe the measurable objective outcomes of the project including projected number of participants involved in each activity.
4. Pre-proposals serving public assistance recipients will receive bonus points.

#### **VIII. REVIEW PROCESS**

Pre-proposals will be reviewed by the State Programs Committee of the Governor's Job Training Council. The committee will select pre-proposals that will be invited to submit full proposals for funding consideration.

#### **IX. COOPERATION**

Fostering interagency cooperation is one of the intents of the Job Training Partnership Act. Cooperation is more than simply requesting that an agency sign a proposal. Pre-proposals should be based on the common utilization of resources of all involved agencies. A joint application, a joint planning process, common clients, joint revenue contributions and shared personnel are all evidence of cooperative programming.

State Board of Vocational Technical Education  
Application for Education Coordination Funds

State of Minnesota  
State Board of Vocational  
Technical Education  
Suite 400 Gallery Building  
17 W. Exchange Street  
St. Paul, MN 55102

**FOR OFFICE USE ONLY**

NUMBER \_\_\_\_\_  
RECEIVED \_\_\_\_\_

2. Please check one:  
One Year Project \_\_\_\_\_  
Two Year Project \_\_\_\_\_

3. Brief descriptive name  
of project:  
\_\_\_\_\_

4. Project beginning date: \_\_\_\_\_

6. Total Funds Requested: \_\_\_\_\_

7. Person to be contacted concerning the proposal:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

8. List the agency to be the Fiscal  
Agent:  
\_\_\_\_\_

9. List special needs agencies  
involved in the planning, manage-  
ment and/or delivery of services  
of this project.  
\_\_\_\_\_

10. Application is made for a grant  
under the Job Training Partner-  
ship Act of 1982 (P.L. 97-300)  
in the amount and for the  
purpose stated herein:

\_\_\_\_\_  
Name of JTPA Service Delivery  
Area Authorized Official

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Title

11 Application is made for a grant  
under the Job Training Partner-  
ship Act of 1982 (P.L. 97-300) in  
the amount and for the purpose  
stated herein:

\_\_\_\_\_  
Name of Education Authorized Official

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Title

12. This proposal has the approval of  
the Private Industry Council in  
the Service Delivery Area.

\_\_\_\_\_  
Signature of PIC Chairman

Accredited/Approved By:  
\_\_\_\_\_  
\_\_\_\_\_

## PROJECT APPLICATION INSTRUCTIONS

### Cover Sheet

#### Item

1. Check the intended client group to be served.
2. Check to indicate if the project is planned to operate as a one-year or two-year project.
3. Enter brief descriptive name of the project in terms of services, target population, geographic scope or unique features.
4. Enter date you propose to start project (July 1, 1987 or later).
5. Enter date project will terminate (June 30, 1988 or earlier for one-year projects and June 30, 1989 for two-year projects).
6. Enter total education coordination (8%) grant project funds requested.
7. Enter the name and address of a person who can be contacted regarding questions on this proposal.
8. List the agency which will be responsible for the project management including client tracking, client eligibility certification and fiscal accountability.
9. List other agencies (special needs and/or community groups) which were actively involved in the planning services for this proposed project. Letters of support from these agencies may be attached.
10. A. Enter the identifying information and the signature of the individuals authorized to enter into binding agreements on behalf of the JTPA service delivery area administrative entity.  
B. Enter signature of chair of local private industry council.
11. Enter the identifying information and the signature of the individual authorized to enter into binding agreements on behalf of the education agency. (When several education agencies are involved, attach additional letters of support and involvement.) Also, list source of institutional accreditation, approval, certification or licensure.

BUDGET

A. Complete major category budget below, breaking out projected expenditures on a quarterly basis. Category totals must equal those of the Line Item Budget Summary on the following page.

	Start-up Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL	Percent of Total
Administration						*
Support Services						
Training						
TOTAL						100%

\*Administration costs must not exceed 15%

8% MATCHING FUNDS

All applicants for JTPA Section 123 Education Coordination Grants will be required to provide the following information regarding matching funds.

- List all sources of matching funds that will be contributed to the program and the total amount of matching funds from each identified source.

Source	Amount
_____	_____
_____	_____
_____	_____

- Describe the methodology that will be utilized to document the matching funds from each source listed above.
  
- Describe how the matching funds from each source will be utilized to directly benefit the goals and objectives of the program.

SDA ADMINISTRATORS

NORTHWEST  
SDA #1

Gail Butenhoff, Director  
Northwest PIC  
102 North Broadway  
Crookston, MN 56716  
218/281-5180

RURAL MINNESOTA CEP  
SDA #2

Larry Buboltz, Director  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
P.O. Box 1108  
Detroit Lakes, MN 56501  
218/847-9205

NORTHEAST  
SDA #3

Dennis Wain, Director  
Northeast Minnesota Office of  
Job Training  
Midway School/ P.O. Box 1285  
Virginia, MN 55792  
218/749-1274

CITY OF DULUTH  
SDA #4

Julie Smith, Director  
Duluth Job Training Programs  
Room 332, City Hall  
Duluth, MN 55802  
218/723-3771

EAST CENTRAL  
SDA #5

Richard Furcht, Director  
Private Industry Council 5  
P.O. Box 187  
Clearwater Shopping Center  
Clearwater, MN 55320  
612/558-2223

SOUTHWEST  
SDA #6

David Thompson, Director  
Southwest Minnesota PIC  
700 North 7th Street  
P.O. Box 1213  
Marshall, MN 56258  
507/532-4411

SOUTH CENTRAL  
SDA #7

Sandra Oppegard, Director  
South Central PIC  
410 Jackson  
P.O. Box 3327  
Mankato, MN 56001  
507/345-1837

SOUTHEAST  
SDA #8

Richard Harris, Director  
Southeast MN PIC  
1530 Highway 52 North  
Rochester, MN 55901  
507/281-1193

HENNEPIN/SCOTT/CARVER  
SDA #9

William Brumfield, Director  
Hennepin County Training and  
Employment Assistance Program  
300 South Sixth Street  
Minneapolis, MN 55487-0012  
612/348-5203

CITY OF MINNEAPOLIS  
SDA #10

Donna Harris, Director  
Minneapolis Employment and  
Training Programs  
310 1/2 City Hall  
Minneapolis, MN 55415  
612/348-4383

CITY OF ST. PAUL  
SDA #11

Jacqui Shoholm, Director  
Division of Job Creation  
and Training  
25 West 4th Street  
City Hall Annex  
St. Paul, MN 55102  
612/292-1577, Ext. 357

ANOKA COUNTY  
SDA #12

Jerry Vitzthum, Director  
Anoka County Job Training  
Center  
8008 Highway 65 NE  
Spring Lake Park, MN 55432  
612/784-1800

DAKOTA COUNTY  
SDA #14

Jerry Krueger, Director  
Dakota County Economic  
Assistance  
33 East Wentworth - Suite 66  
West St. Paul, MN 55118  
612/457-0603

RAMSEY COUNTY  
SDA #15

Constance M. Peikert, Director  
Ramsey County Job Training  
Center  
Gladstone Community Center  
Frost Avenue and Manton Street  
Maplewood, MN 55109  
612/770-8900

WASHINGTON COUNTY  
SDA #16

Fred Feuerpfeil, Director  
Washington County Job Training  
Center  
14900 North 61st Street  
Stillwater, MN 55082  
612/439-3220, Ext. 190

STEARNS COUNTY  
SDA #17

Pat Serrano, Director  
Stearns County Social  
Service Center  
700 Mall Germain/P.O. Box 1107  
St. Cloud, MN 56302

WINONA COUNTY  
SDA #18

Jane Saunders, Director  
Winona Job Services  
52 East Fifth Street  
P.O. Box 739  
Winona, MN 55987  
507/457-5460

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR NO. A-102

MATCHING SHARE

1. This Attachment sets forth criteria and procedures for the allowability of cash and in-kind contributions made by grantees, subgrantees or third parties in satisfying cost sharing and matching requirements of Federal grantor agencies.
2. The following definitions apply for the purpose of this Attachment:
  - a. PROJECT COSTS. Project costs are all allowable costs as set forth in Federal Management Circular No., 74-4 incurred by a grantee and the value of the in-kind contribution made by the grantee or third parties in accomplishing the objectives of the grant during the project or program period.
  - b. COST SHARING AND MATCHING. In general, cost sharing and matching represents that portion of project costs not borne by the Federal Government. Usually, a minimum percentage for matching share is prescribed by program legislation and matching share requirements are included in the grant agreements.
  - c. CASH CONTRIBUTIONS. Cash contributions represent the grantee's cash outlay, including the outlay of money contributed to the grantee by other public agencies and institutions, and private organizations and individuals. When authorized by Federal legislation, Federal funds received from other grants may be considered as grantees' cash contributions.
  - d. IN-KIND CONTRIBUTIONS. In-kind contributions represent the value of non-cash contributions provided by the grantee, and non-Federal funds be considered as the grantee's in-kind contributions. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable to the project or program.
3. General guidelines for computing cost sharing or matching are as follows:
  - a. Cost sharing or matching share may consist of:
    1. Charges incurred by the grantee as project costs. (Not all charges require cash outlays during the grant period by the grantee; examples are depreciation and use charges for buildings and equipment.)

2. Project costs financed with cash contributed or donated to the grantee by other non-Federal public agencies and institutions, and private organizations and individuals.
  3. Project costs represented by services and real or personal property, or use thereof, donated by other public agencies and institutions, and private organizations and individuals.
- b. All contributions, both cash and in-kind shall be accepted as part of the grantee's matching share when such contributions meet all of the following criteria:
1. Are verifiable from the grantee's records.
  2. Are not included as contributions for any other federally-assisted program.
  3. Are necessary and reasonable for proper and efficient accomplishment of project objectives.
  4. Are types of charges that would be allowable under FMC 74-4.
  5. Are not paid by the Federal Government under another assistance agreement unless authorized under the other agreement and the laws and regulations it is subject to.
  6. Are provided for in the approved budget when required by the Federal agency.
  7. Conform to other provisions of this Attachment.
4. Values for grantee in-kind contributions will be established at the grantee's actual cost in accordance with FMC 74-4.
5. Specific procedures for the grantees in establishing the value of in-kind contributions from non-Federal third parties are set forth below:
- a. Valuation of volunteer services. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered service may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program.
    1. Rates for volunteer services. Rates for volunteers should be consistent with those paid for similar work in other activities of the State or local government. In those instances in which the required skills are not found in the grantee organization, rates should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.
    2. Volunteers employed by other organizations. When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.

- b. Valuation of donated expendable personal property. Donated expendable personal property includes such items as expendable equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Values assessed to expendable personal property included in the cost or matching share should be reasonable and should not exceed the fair market value of the property at the time of the donation.
- c. Valuation of donated non-expendable personal property, buildings and land or use thereof.
  - 1. The method used for charging matching share for donated non-expendable personal property, buildings, and land may differ depending upon the purpose of the grant as follows:
    - a. If the purpose of the grant is to furnish equipment, buildings, or land to the grantee or otherwise provided a facility the total value of the donated property may be claimed as a matching share.
    - b. If the purpose of the grant is to support activities that require the use of equipment, buildings, or land on a temporary or part-time basis, depreciation or use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be made provided that the grantor agency has approved the charges.
  - 2. The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications.
    - a. Land and Buildings. The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser (e.g., certified real property appraiser or GSA representatives) and certified by a responsible official of the grantee.
    - b. Non-Expendable Personal Property. The value of donated non-expendable personal property shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation.
    - c. Use of Space. The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
    - d. Loaned Equipment. The value of loaned equipment shall not exceed its fair rental value.

6. The following requirements pertain to the grantee's supporting records for in-kind contributions from non-Federal third parties.
  - a. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the grantee for its employees.
  - b. The basis for determining the valuation for personal services, materials, equipment, buildings, and land must be documented.

**NOTE: This form will be used in rating the pre-proposals.**

**JTPA-EDUCATION COORDINATION GRANTS (8%)**

**Rating Sheet for Special Needs Pre-Proposals**

Pre-Proposal Number: \_\_\_\_\_

**Requirements**

- |     |  |     |       |    |       |
|-----|--|-----|-------|----|-------|
| 1.  | Is the matching requirement of at least 1:1 met?                                     | Yes | _____ | No | _____ |
| 2.  | Will the project serve special needs clients?  | Yes | _____ | No | _____ |
| 3.  | Has the local PIC approved the proposal?   | Yes | _____ | No | _____ |
| 4.  | Is there an authorized signature from the LEA/SDA?                                   | Yes | _____ | No | _____ |
| 5.  | Is there documentation of contact with at least one special needs organization?      | Yes | _____ | No | _____ |
| 6.  | Are at least 75% of the funds to be spent on services to economically disadvantaged? | Yes | _____ | No | _____ |
| 7.  | Is 15% or less used for administration?  | Yes | _____ | No | _____ |
| 8.  | Did the proposal request less than \$70,000?   | Yes | _____ | No | _____ |
| 9.  | Is the LEA approved, certified, licensed or accredited? By whom? _____               | Yes | _____ | No | _____ |
| 10. | Is the proposal consistent with JTPA, its regulations and the RFP?                   | Yes | _____ | No | _____ |
| 11. | Are the administrative assurances provided?  | Yes | _____ | No | _____ |

**PROPOSAL RATING**

Please rate the extent to which the pre-proposal:

		<u>Max Points</u>	<u>Score</u>
1.	Documents the need for the project.	9	_____
2.	Contains effective & quality project goals.	10	_____
3.	Contains effective and measurable objectives and outcomes.	15	_____
4.	Focuses on the special needs of the group(s) selected, including the rationale for selection.	6	_____
5.	Serves public assistance recipients.	5	_____
<b>TOTAL RATING</b>			_____