

Project Planning Phase Requirements

Successful applicants will establish and implement a well-developed and cohesive program that provides performance-based reimbursement to employers for costs associated with training workers for occupations in the targeted industries. As a condition of award, grantees will have a 60-day project planning phase to expand their project narratives into a comprehensive Statement of Work (SOW) that contains an updated and finalized program design, numerical projections for the performance outcomes listed below, a timeline and staffing plan for implementation, an updated budget, and an updated abstract.

During this 60-day period, grantees are expected to work with the Department to solidify the final components of their program. Once approved, the SOW developed during the planning phase will be processed into the grant award through a grant amendment. To be approved by the Department, the SOW must contain the following information and/or documentation:

1. **Project Narrative** (see more detail below)
 2. **Performance Targets** (see more detail below)
 3. **Timeline for Project Implementation**
 4. **Staffing Plan**
 5. **Budget and Budget Narrative**
 6. **Project Abstract**
- **Project Narrative Details:** The project narrative must include the below information to be considered complete:
 - Project Scope and Design
 - The targeted industries
 - If proposing shipbuilding as an industry, the amount of grant funding that will be provided for shipbuilding. (Note: this amount cannot be less than what was proposed in the grant application.)
 - The targeted service area
 - A description of the employer-driven training approach, including any innovative and/or accelerated training strategies that will be encouraged
 - Alignment of the project with state workforce strategies, which may include WIOA State Plans or other initiatives or existing programs in the state
 - The process for identifying prospective employers, including strategies for outreach and recruitment, and the procedures for ensuring employers meet the eligibility criteria; at a minimum, the procedures adopted must be able to establish the eligibility criteria listed in **Attachment I. Section II.B. Eligible Employers**, as well as any additional criteria that will be used in the selection process
 - The strategies for collaborating with employers to ensure alignment exists between proposed training models and employee training needs, and for assisting employers with finding training that meets their employees' needs

Employer Reimbursement Requirements

- The proposed per-employer cost reimbursement ceiling
- The proposed per-employee cost reimbursement ceiling
- The maximum reimbursement percentage for individual participants, up to 80% of the total cost of the training
- The terms to which employers will agree in order to receive reimbursements for employee training, and how employers will communicate their agreement with those terms (e.g., memoranda of understanding, contracts, etc.)

Project Management and Oversight

- Procedures for obtaining necessary programmatic- and performance-related information from employers on an ongoing and timely basis (See **Attachment IV. Performance Reporting Requirements**)
 - Oversight procedures to monitor program performance across all participating employers and ensure adherence to program requirements. At a minimum, grantees must have processes in place to enable them to communicate program requirements and provide ongoing guidance to employers; monitor, track, and document employer performance; receive participant data from employers; and consolidate the data received from all employers in preparation to report on grant participants to the Department each quarter.
 - If applicable, a description of the subrecipient or partner organization(s) that will take on project responsibilities and the roles they will play in grant operations
 - The amount, type, and source of leveraged resources that have been secured, if applicable
- **Performance Target Details:** Successful applicants must provide numerical projections for the following key data points:
 - Total number of participating employers
 - Total number of participants who complete training
 - Note that the Department may request additional targets for other indicators or outcomes identified in **Attachment I. Section III. Expected Performance Outcomes**.

Additional instructions about the planning phase and timeline for submitting a final SOW will be provided to successful applicants shortly after award.