

Request for Proposals

From Employers in the Transportation, Distribution & Logistics and Sector

To receive funding from

CareerEdge Funders Collaborative

This Request Issued: February 18, 2016 | **Proposals due:** March 14, 2016

About CareerEdge

CareerEdge opened doors in 2010 as the first (and still only) Florida affiliate of the National Fund for Workforce Solutions, a partnership of 300 funders across America who have invested over \$35 million in local communities to help advance more low-wage workers into higher-paying jobs.

CareerEdge was founded with the backing of local and national funders committed to a vision of helping the Tampa Bay region speed growth by closing worker skills gaps that hinder employer's ability to grow jobs and income. Our work began in Manatee & Sarasota counties and in 2015, expanded to Hillsborough and Pinellas.

Since then, CareerEdge has invested \$5.8 million to train 2,565 workers who earned a combined 5,612 career skills credentials and 3,319 raises (totaling \$22 million in new annual earnings), while helping employers grow revenue and create 825 new jobs.

About this Funding Opportunity

CareerEdge is requesting proposals from Transportation, Distribution & Logistics sector employers located in Manatee, Sarasota, Pinellas and Hillsborough Counties who can make a compelling case that the CareerEdge *Employer Partnership Model* can help them accelerate promotions for incumbent workers, while speeding job creation and improving the company's bottom-line.

Our *Employer Partnerships* in three sectors - healthcare, manufacturing and TDL (transportation, distribution & logistics) - help some of the region's

top employers to close skills gaps and speed the advancement of incumbent and new workers.

Over the past four years, CareerEdge has invested nearly \$1.2 million in grants to *Employer Partners*, which was matched by employers' investments of \$3.9 million, in order to fund programs that:

- Trained and closed skills gaps for 1,364 workers
- Designed new "career ladders"
- Streamlined and integrated training series
- Developed new strategies to support workers more effectively
- Pioneered new training programs with post-secondary schools

Proposals may request grants of \$10,000 to \$25,000 to implement training programs of up to 12 months in duration, starting as early as April 2016 ending by December 2017.

Details & key dates

<i>Minimum grant amount:</i>	\$10,000
<i>Maximum grant amount:</i>	\$25,000
<i>Total funding available:</i>	\$100,000
<i>Anticipated no. of awards:</i>	4 - 6
<i>Required applicant Info Session:</i>	TBD
<i>Deadline for proposals:</i>	3/14/2016
<i>Investor Board ranks proposals:</i>	3/25/2016
<i>Investor Board conducts site visits:</i>	3/17-18/2016
<i>Grant decisions announced:</i>	3/28/2016
<i>Grant agreements executed:</i>	4/1/2016
<i>Programs may begin:</i>	4/1/2016
<i>½ grant funds disbursed:</i>	4/1/2016

To learn more

For all questions please call Deborah Chapman, Program Director, at 941-328-6985.

What we look for in programs

CareerEdge is interested in funding training programs that accomplish two things: #1 help workers advance up the career ladder, earning promotions, pay raises and credentials that permanently improve their lifetime earning power, and #2 help employers accelerate revenue and job growth. Here is a summary of a **sample** training program that would be attractive to CareerEdge.

XYZ Corporation is requesting \$18,000 from CareerEdge to help us train XX workers in six job categories where we continue to face a critical skills shortage and high turnover.

We expect the program to benefit our company in a number of ways. It will increase our ability to deliver services to more clients, and increase our ability to compete with industry peers in other parts of the country. We also expect that it will help reduce turn-over among workers.

Trainings will be conducted by EFG institution. Trainees are expected to earn from 2 to 8 career certifications each. They will receive raises of \$1 to \$2.50/hour shortly after completion of training; and X workers will be promoted.

How we support Employer Partners

As a partner, CareerEdge can help you with the following:

- **Industry Collaborative Meetings** (Quarterly) to help same-sector employers share resources, best practices, and the latest workforce innovations in their fields.

- **Partnerships** with economic development organizations, educational institutions, and others to help you access the latest industry research, incentives, funding opportunities, and career ladder strategies for your sector.
- **A Career Coach** can be made available to stay in touch with your employees, providing 1-on-1 counseling and resources to help them complete their training programs.

How to submit a proposal

Please return these **three items** via email to info@careeredgefunders.org (formats indicated).

1. This document, after completing the questions on pages 3 & 4 (Microsoft Word or PDF)
2. The Program Workbook (Microsoft Excel)
3. Resumes of personnel who will implement the proposed program (Microsoft Word or PDF)

How grantees will be selected

Ultimate responsibility for selecting grantees rests with our Investor Board, which is made up of the investors who make it possible for us to help local employers. CareerEdge's Board and Executive Director will use this process to select grantees:

1. **Executive Director SWOT Analysis** of proposals & recommended "short list" of prospective grantees
2. **Site Visits by Board & Director** to include interviews with staff who wrote your proposal, and a meeting with your CEO or COO.
3. **The Point Scoring System** (below) will be used to rank, and in some cases, eliminate prospective grantees

Point Scoring Criteria	Max. Points	Where you provide the information we need	
		This document	Program Workbook (TAB name below)
<i>Accuracy & completeness of Company Profile</i>	10	Page 3, Item 1	
<i>Workforce challenges you face</i>	10	Page 3, Item 2	
<i>How this grant will help meet the challenge</i>	20	Page 3, Item 3	Benefits for your company
<i>How this grant will benefit your employees</i>	20		Benefits for employees
<i>Innovations in your training program</i>	15	Page 3, Item 4	
<i>Your "cost-share" in the program</i>	20		Program Budget
<i>Employee supports in your program</i>	5		Training Program Design
TOTAL MAXIMUM POINTS	100		

About Your Company & Proposed Training *[Please do not exceed 2 pages]*

1. Company Profile

Why this is important: It is important for CareerEdge investors to have a solid picture of your workforce and operations. The data you provide will be included in reports and other documents used to inform and influence elected officials, potential funders, and others. Data should be as recent as possible (e.g., from your most recent annual report).

Company name:			
Year founded:		Publicly traded?	
No. of employees (total):		Annual revenue last year:	
No. of employees (in region):		Annual revenue growth last year:	
No. of location (total):		Net profit (%) last year:	
No. of locations (in region):		Annual employee turnover (%):	
Who will oversee the proposed training program?			
Name:		Title:	
Telephone:		E-mail:	
Who will attend CareerEdge's quarterly Industry Collaborative Meetings (required for grantees)			
Name:		Title:	
Telephone:		E-mail:	
Who will be responsible for reporting the outcomes of your training program?			
Name:		Title:	
Telephone:		E-mail:	
Summary of your proposed Training Program (Use sample on page 2 in gray box as a guide)			

2. Workforce challenges you face

How to respond: [250 words total] Describe your top human resource challenges, such as high turnover for some job types, excessive costs for safety infractions or wastes, or shortages of specific skills, which potentially results in low customer satisfaction level, inability to expand a product or service, or other.

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3. How a grant investment can help you meet those challenges

How to respond: [250 words total] Discuss how you expect this grant to help your company to resolve your top human resource challenges. As food for thought, see the Benefits for your company TAB in the Program Workbook.

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4. Innovations in your training program

How to respond: [250 words total] Discuss whether your program will result in any new innovations in your industry, such as new on-the-job or applied learning formats or new combinations of trainings that

you have not used before. Innovations may also include streamlining of trainings, tailoring or customizing trainings or working with an educational institution to test a new certification program. When answering, consider industry distinctions you may earn as a result of this program, such as your company's ability to attain a new industry standard or certification.

Benefits for Your Company



INSTRUCTIONS: Help us understand the impacts this grant can help your company achieve. Enter "Yes" alongside any of the benefits & impacts that you expect to result from this grant. Then enter a brief note to help us understand the impact.

Company Name:

#	Types of Benefit & Impact the Program May Generate The program is expected to help our company.....	Yes, if applicable	If Yes, provide a brief note to help us understand the impact
1	Save jobs for workers who may be laid off due to their skills gaps		
2	Create new jobs as the company grows faster		
3	Create new job openings, faster, as incumbent employees are promoted		
4	Close skills gaps in key areas of operations		
5	Improve efficiencies among employees trained		
6	Improve safety and reduce infraction-related costs		
7	Reduce scrap or waste		
8	Improve employee satisfaction		
9	Reduce turnover for some job types		
10	Help replace retiring workers in key areas of operations		
11	Allows us to skill-up to meet industry standards		
12	Enable us to enhance our competitiveness		
13	Enable us to grow revenue		
14	Enable us to enhance profits or profit margins		
15	Enable us to improve price points for one or more products & services		
16	Other: ENTER		
17	Other: ENTER		

Description of Training Program & Supports

INSTRUCTIONS: Please complete both Tables 1 and 2 below. Table 1 asks you to enter the current job titles of workers who will be trained. If one of those groups of workers will enter more than 1 type of training, please use separate lines to indicate (see SAMPLE ENTRIES at top of table for a guiding example).

TABLE 1: TRAINING PROGRAM & RESULTING PAY & POSITION CHANGES

#	Current Job Title of Employee(s) to be Trained	# of	Name of Training Program(s) they will complete	Training Provider(s)	Est. Months of Training	Does training result in 1 or more credentials? If so, enter name of credential(s)	Current average hourly wage	Benefits cost (as % of wage)	Expected average hourly after training?	Expected job title after training?
SAMPLE ENTRIES:										
1	Machinist	4	CNC	Suncoast Tech. College	12	CNC Machinist	\$ 14.00	25%	\$ 17.00	CNC Machinist
2	Certified Nurse Assistants	4	RN	State College of FL	12	Registered Nurse	\$ 10.90	25%	\$ 22.00	RN
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

TABLE 2: SUPPORTS FOR EMPLOYEES DURING TRAININGS

Types of Support	Yes, if applicable	If Yes, will this support be offered to all workers above? If not, please enter brief explanation.
1 Career mentoring or planning services		
2 Paid Training Time/Leave		
3 Flexible Training Time (e.g., nights & weekends)		
4 Childcare while training		
5 Digital literacy training		
6 Financial literacy training		
7 No-cost text books or training materials		
8 Transportation help to or from training		
9 Other: ENTER		
10 Other: ENTER		
11 Other: ENTER		
12 Other: ENTER		

Benefits for Employees

INSTRUCTIONS: Help us understand the impact this grant can have for the employees who will be trained. Enter "Yes" alongside any of the benefits & impacts that you expect to result from this grant, or enter "No," if not applicable.

#	Types of Benefit & Impact	Yes or No	If Yes, will this support be offered to all workers above? If not, please enter brief explanation.
1	Advancement from part-time to full-time		
2	Increased access to health insurance		
3	Increased access to other benefits		
4	Cross-training to improve or stabilize worker hours/earning		
5	Increased retirement contributions		
6	Increased access to tuition reimbursement		
7	Improvements in the flexibility of work schedule		
8	Internship Opportunity		
9	Other: ENTER		
10	Other: ENTER		
11	Other: ENTER		
12	Other: ENTER		
13	Other: ENTER		

Program Budget

See instructions at right and please read all of the comments for all header fields that have a red triangle in the top right corner.

	TOTAL	SOURCES OF PROGRAM FUNDING			EMPLOYEE-RELATED COSTS		
		Your Company's Investment	Other Sources	CareerEdge Grant	Full-time base salary	% of Time Devoted to Program	Benefits Expense (%)
1. Staff who implement your program							
EXAMPLE: Training Director	\$ 7,812	\$ 7,812	\$ -		\$ 42,000	15%	24%
	0.00	0.00	0.00	CareerEdge grants cannot be used to pay your staff			
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
SUB-TOTALS	\$ -	\$ -	\$ -				
2. Employees to be trained by program					Hourly wage	# Hrs Paid Training	# To be trained
EXAMPLE: CNA trainees	\$ 6,450	\$ 6,450	\$ -		\$10.75	50	12
	0.00	0.00	0.00	CareerEdge grants cannot be used to pay your staff			
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
	0.00	0.00	0.00				
SUB-TOTALS	\$ -	\$ -	\$ -				
3. Contractual (Including Trainers & Facilitators)							
EXAMPLE: Contract with ABC Institution for Training	\$ 10,000	\$5,000	\$0	\$5,000			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -			
4. Training Supplies (including Curriculum)							
EXAMPLE: Training Curriculum Series (20 sets x \$49.95)	\$ 999	\$ -	\$ 999	\$ -			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -			
5. Tuition & Other Training Expenses							
EXAMPLE: Tuition - 20 C.N.A. training program enrollees	\$ 5,000	\$ -	\$ 5,000	\$ -			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -			
6. Employee Supports during Training							
EXAMPLE: Bus passes for est. 10 workers for up to 60 days	\$ 900	\$ 450	\$ -	\$ 450			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -			
7. Other & Miscellaneous							
EXAMPLE: Train-the-trainer certification for a staff person	\$ 1,000	\$ -	\$ -	\$ 1,000			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00			
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -			
GRAND TOTALS	\$ -	\$ -	\$ -	\$ -			

BUDGET INSTRUCTIONS:

Allowed Expenses

Your budget may include items that are directly linked to the training program. Allowable expenses include, but are not limited to:

- Training supplies, including printing and reproduction
- Professional development for staff such as train-the-trainer credentials
- Supports for employees being trained (transportation, childcare, uniforms, tools/equipment, etc.)

Instructional Notes:

- In Sections 1, and 2, please begin by completing the light gray boxes under "EMPLOYEE-RELATED COSTS." The TOTAL column (column B) will automatically calculate.
- For all remaining sections of the budget (Sections 3 through 7); please sure that the "TOTAL" column of each row (column B) that you use reflects the total of columns C, D and E.
- Sub-total rows should automatically calculate for all sections of the budget.
- Please insert rows, if more rows are needed for any section of your budget
- Please review all instructional comments in header fields that have a red triangle in the top right corner.