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**STATE OF VERMONT**

**Department of Labor**

**Workforce Development Division**

**Work Based Learning and Training Granting Plan**

Effective Date: June 5, 2023 Version #: 1

**GRANT PROGRAM DESCRIPTION**:

This granting plan will cover the Work Based Learning and Training grant program administered by the Vermont Department of Labor, Workforce Development Division. This granting plan will cover the Work Based Learning and Training grants awarded in and running through fiscal year 2023. Applicants can expect the funds allocated for Work Based Learning and Training grants to be allocated between two rounds of grant applications. This granting plan is applicable to the first round launching in late spring of 2023 and the second round is anticipated to launch in the fall of 2023. Please note that all funding is designated from the state and is subject to availability. Reductions. If any budgetary reductions or rescissions are enacted by the State of Vermont, the Department of Labor may seek to modify this granting plan and all subsequent grant agreements in accordance with available funding or may cancel the agreement within the agreement’s provisions for cancellation.

2. Unemployment

The Department anticipates allocating enough funding for approximately twenty grants at varying award amounts for the first round of grants. The grants will be administered by the division’s Contract and Grants Administrator and the grant program will be overseen by division director Jay Ramsey. All procedures and guidelines in this granting plan are intended to be a supplement to the final grant agreement. Any conflicting terms in this granting plan will be superseded by the signed grant agreement. This granting plan is subject to change. The applicable version number will be indicated above.

**I. Grant Funding Opportunity Description**

The Vermont Department of Labor (VDOL) supports up-skilling and re-skilling opportunities for Vermont workers through workforce development activities aimed at strengthening and expanding the labor force in Vermont.

The Vermont Department of Labor’s has developed a statewide Work-Based Learning and Training Program that serves transitioning secondary and postsecondary students and Vermonters seeking work-based experience as part of a career experience or change and is designed to support Vermonters who are graduating from postsecondary education or a secondary CTE program or who are pursuing a career change with a paid on-the-job work experience lasting 12 weeks or fewer; and support employers by providing them with assistance in developing and implementing meaningful work-based learning and training opportunities.

Funding of this grant may be used to build or administer a new or existing Work Based Learning and Training program or to provide interns with stipends during the Work Based Learning and Training. From a programmatic perspective, the divisions goal is to serve 400 individuals over the course of the fiscal year.

This funding opportunity announcement describes the process for awarding $400,000.00 of Vermont Work Based Learning and Training Program Funds through a competitive application process. Please note that as mentioned in the Grant Program Description above, VDOL will be issuing two rounds of Work-based Learning and Training grants in fiscal year 2023. This announcement pertains to the first round of funding launching on August 14, 2023. The second round of funding (approximately $475,000) will be announced in early fall. Please note that the Workforce Development Division reserves the authority to rollover unallocated funds from round one of granting to round two.

**II. Award Information**

Award Type and Amount: Grant awards will range from $10,000 to a maximum of $50,000. Applicants may not request more than $50,000. Factors that will support awarding a higher grant amount include:

* The establishment ofnew opportunities for Work Based Learning and Training with a Vermont employer,
* The degree to which the employer, industry organization, philanthropic organization, or applicant is also funding costs such as program administration, intern stipends, job-related equipment or supplies, mentoring or coaching of employer or intern, or other employer incentives,
* The number of interns relative to the size of the award requested,
* Whether Work Based Learning and Trainings funded by this grant are structured to support the possibility of a job offer for the participant,
* The use of innovative approaches in recruitment, selection, and support for interns that will result in serving more individuals with disabilities, individuals with language access needs, or who have otherwise been historically marginalized, and
* Unique characteristics in the proposal align with the state’s efforts to increase the labor force in high demand occupations as defined by 10 V. S. A 22A §544.

Period of Performance: The standard period of performance for the first round of grants awarded under this funding opportunity is August 14, 2023, through June 30, 2024.

**ISSUANCE PROCEDURES**:

1. **Eligibility**. Public and private entities that conduct business primarily in Vermont are eligible to apply for this grant. Organizations must be in good standing with the state, be able to comply with all standard state provisions and assurances contained in “Attachment C: Standard State Provisions for Contracts and Grants” as revised 12/15/2017 and comply with the State of Vermont’s Agency of Administration Bulletin No. 5, Policy for Grant Issuance and Monitoring, located on the Agency’s website. Additionally, all business entities receiving funds must have an active [Vermont JobLink](https://www.vermontjoblink.com/) account.
2. **Proposal Criteria.** The Vermont Department of Labor is seeking proposals to support the creation and expansion of Work Based Learning and Training programs and opportunities at the secondary level and at the postsecondary level *if the intern is enrolled at a career or technical education program.* Grants will not be awarded to projects or proposals that replace or supplant existing positions with interns through the creation or expansion of Work Based Learning and Training opportunities.
3. **Experience Criteria.** Work Based Learning and Training proposals funded through this grant opportunity must achieve the following aims:
4. Provide participants with paid work experience with a Vermont employer for a minimum of 4 weeks and a maximum of 12 weeks;
5. Promote understanding and competency in occupation-specific or transferable skills required for success in the workplace through work-based experiences; and
6. Include employer involvement with the development of industry-specific practices for on-the-job training.
7. **Grantee selection process.** The grantee selection process will include an RFP to be published on June 5, 2023. All applications will be due by June 31, 2023. All applications received will be reviewed by a Workforce Development (WFD) committee for eligibility and content. The WFD committee will have sole discretion on which applicants receive a grant and grant funding provided may differ from grantee to grantee. All selected grantees will be selected and announced by July 25, 2023. Selected organizations will be contacted directly as well as posted on the VDOL website at www.labor.vermont.gov.
8. **Pre-award eligibility and risk assessment process**. All applicants and subsequent grantees will need to be certified in good standing with VDOL’s Worker’s Compensation program, Unemployment Insurance program, and the Vermont Department of Taxes. Applicants will also need to include a certificate of insurance, further defined in Exhibit A. All usual grant requirements will apply to the Work Based Learning and Training grants under this granting plan. The attached compliance form (Exhibit A) will be completed for each selected applicant.
9. **Grant award document.** The grant award document will be in line with the Department’s standardized grant documents. For more information on the requirements and standards, please reference standard Bulletin 5 grant forms and attachments.
10. **VISION entry.** The business office will work closely with the grant administrator to ensure all data is timely entered into VISION.
11. **Amendment process.** If at any point in the period of performance for the 2023 Work Based Learning and Training grants (July 1, 2023 through June 30, 2024) the Department or Division sees the need to revise this granting plan, a formal request will be submitted to the grants administrator and the division director for review and execution. Amendment requested submitted after March 1, 2024 will not be considered.
12. **Funding.** All funds for grants issued under this granting plan are funded with state dollars; therefore, subject to the State of Vermont’s Agency of Administration Bulletin No. 5, Policy for Grant Issuance and Monitoring.
13. **Materials.** All activities funded by this grant shall be credited to VDOL and shall include the approved VDOL logo in all disseminated materials. All selected grantees will receive a media packet including further directions and all approved logos.
14. **Grant modifications.** If at any point in the period of performance for the 2023 Work Based Learning and Training grants (July 1, 2023 through June 30, 2024) the grantee or grant administrator sees the need to revise the executed grant document, a formal request should be submitted to the grants administrator for review and execution. Amendment requested submitted after the halfway point of the grant period will not be considered.

**SCORING AND SELECTION**

1. **Internal approval process.** The internal approval process will have three steps. Step one will be the grants administrator reviewing all applications for eligibility. Once ineligible applications are eliminated, the grants administrator will further review the content and evaluate the strength of each application. Please reference the scoring key (Exhibit B) for additional scoring information. The top applications will be discussed with and scored by a committee assembled by WFD and the applicants with the top scores will be selected. In the case of a scoring tie, the Division director will act as the tie breaker. Each applicant will be evaluated on the same rubric by neutral parties to ensure fairness. If any party in the approval process experiences a conflict of interest, they will be recused from the review process of that application.
2. **Notice of award.** Selected applicants will be notified via email about their award status by June 31, 2023. A full list of selected applicants will be posted on the [VDOL website](https://labor.vermont.gov/). If an application is not selected, the only notification may be via the website, so please check it at critical deadlines for updates.

**MONITORING PROCEDURES:**

1. **Quarterly Reports.** Quarterly financial statements and are due no later than the fifteenth of the month following the quarter being reported, (January 15, April 15, July 15, October 15). Expenditures reported on the quarterly financial statement will be on an accrual basis.
2. **Performance Reports.** Within 30 days of the expiration of the grant, the grantee will provide the Vermont Department of Labor with performance data as outlined in the grant agreement. Grantees will submit quarterly fiscal reports using a form supplied by the Department. Grantees will submit a programmatic performance report on or before December 15, 2023, or within 30 days after the grant ends, including a closeout package. The Department of Labor will provide a form for the programmatic report which will include request to provide one or more testimonials by a participating intern and employer, in addition to the following data points:
3. Name of the person/entity receiving funding;
4. Amount of funding;
5. Activities and training provided;
6. Number of intern applications;
7. Number of interns placed;
8. Number of Work Based Learning and Trainings completed;
9. Occupational areas served;
10. Rate and total pay for each intern;
11. Number of employers served;
12. Number of permanent employment offers made by employer at completion of Work Based Learning and Training;
13. Number of interns who received offers of employment made by hosting employer before or at the end of the grant period;
14. Demographic data including age, sex, and race, color, or natural origin of interns;
15. Future needs for resources;
16. Any other metrics or information as requested by the division.
17. **Cash Requests.** Payment must be requested using a Cash Request Form submitted to the business office.
18. **Grant Closeout.** A Grant Closeout Package must be submitted within 45 days of the end date of the grant.
19. **Site Visits.** Site visits may be conducted by VDOL staff with prior notice to grantee.
20. Reporting. Follow up – direct contact with interns
21. **Data Review.** All data received will be reviewed at the six-month mark of the period of performance.

**OFFICIAL GRANT/MONITORING FILE:**

1. All grant files will be kept in electronic format. Each grant will have a dedicated folder with all relevant information included.
2. Each grant will be logged in the division’s grant inventory sheet.
3. Each file will contain the grant application, all supporting documents, the draft and final version of the grant, the signed grant, all financial requests, all financial records, correspondence with grantees, and any other information as required by federal or state law, subject to updates.
4. The Contracts and Grant Administrator is the acting custodian of the file(s), though the files are stored on the divisions SharePoint for access by the entire division.

**APPLICATION PROCESS:**

**Required materials.** Please reference Attachment A, B, C, and D for all required materials. This includes the Project Proposal, Budget, Budget Narrative. Please submit all materials in Word format.

**Questions.** All questions related to the grant program or application may be submitted to [labor.grants@vermont.gov](mailto:labor.grants@vermont.gov) by June 26, 2023 (4:00pm). Please reference 2023 Work Based Learning and Training Grant in the subject of your email. We do not have the ability to answer questions via telephone or offer one on one technical assistance at this time.

**SIGNATURES:**

## Workforce Development Director

Name Date

# Chief Financial Officer

Name Date

# Appointing Authority

Name Date

**EXHIBIT A**

**COMPLIANCE CHECK**

|  |  |
| --- | --- |
| **DEPARTMENT** | **STATUS** |
| UNEMPLOYMENT INSURANCE: |  |
| TAX: |  |
| WORKER’S COMPENSATION: |  |
| PREVIOUS GRANTEE? If yes, requirements fulfilled? |  |
| CERTIFICATE OF INSURANCE  *Please ensure the COI is certified as follows:*  **Text  Description automatically generated** |  |
| AUTHORIZED SIGNATORIES FORM |  |
| NOTES |  |

**EXHIBIT B**

**2023 Work Based Learning and Training Grant Scoring Rubric**

The application scoring rubric is an important tool used to evaluate applicants for this grant. This rubric helps to ensure that all applicants are evaluated fairly and objectively. The criteria used in the application scoring rubric include experience, education, qualifications, and other factors that may be relevant to the grant. The score given to each applicant will determine their eligibility for the grant program. This goal of this rubric is to help the WFD decision committee to make informed decisions about who should receive the grant funds. The maximum total score an application can receive is 100 points. The scoring will help the WFD decision committee in evaluating and comparing the applicants objectively to determine their eligibility for the grant program.

1. Each application must achieve these three aims: (40 pts)

* Provide participants with paid work experiences with a Vermont employer for a minimum of 4 weeks and a maximum of 12 weeks,
* Promote understanding and competency in occupation-specific or transferable skills required for success in the workplace through work-based experiences, and
* Include employer involvement with the development of industry-specific practices for on-the-job training.

2. Award points for how well the application speaks to the following: (40 pts)

* The process for recruiting and matching interns,
* Access to additional supports for interns, including mentoring, stipends, support services, career counseling, occupation-related instruction, if applicable,
* The scope of Work Based Learning and Training opportunities targeted, including any sector or geography-specific components,
* The expected number of interns and employers served, and the reasonableness of anticipated number of interns served;
* Any specific efforts that will be performed to promote equity, diversity, and inclusion in the recruitment, selection, and support for interns, and
* Likelihood for work opportunities or continued employment with host employer post-Work Based Learning and Training.
* Inclusion and thoroughness of a proposed intern training plan, including the likelihood that the applicant is capable of executing the plan given the funds provided and time allotted. Of note, an outline of an internship training plan was provided to applicants with the materials of this granting plan.

3. Award additional points for an application that meets these preferred characteristics (20 pts)

* Opportunities in health care, construction, clean energy, weatherization, manufacturing, hospitality, childcare, and/or broadband will be prioritized.
* Program targets postsecondary participants who have an affiliation with Vermont and wish to become employed in Vermont,
* Participants with potential barriers to future employment are provided additional support or consideration, and
* Innovative ways to expand Work Based Learning and Training placements, including braiding of non-state or federal funds, special incentives offered by employers or third parties, or participant outreach.
* New or novel industry or employer.
* Applicants who have not been awarded a grant by WFD in the past or do not currently have an active grant with WFD (a list will be provided).
* Applicants desire or ability to continue or expand the Work Based Learning and Training program after the grant program ends.

4. Please choose A, B or C to signify whether this grantee should be funded fully (A), partially (B), or minimally (C) – based on whether their proposal is strong in any of the following ways:

* The establishment of *new* Work Based Learning and Training opportunities with a Vermont employer,
* The degree to which the employer, industry organization, philanthropic, or applicant is also funding costs such as program administration, intern stipends, job-related equipment or supplies, mentoring or coaching of employer or intern, or other employer incentives,
* The number of interns relative to the size of the award requested,
* Whether Work Based Learning and Trainings funded by this grant are structured to support the possibility of a job offer for the participant,
* The use of innovative approaches in recruitment, selection, and support for interns that will result in serving more individuals with disabilities, individuals with language access needs, or who have otherwise been historically marginalized, and
* Unique characteristics in the proposal align with the state’s efforts to increase the labor force in high demand occupations.

**ATTACHMENT A: PROJECT PROPOSAL**

*Please type your answers directly into this Word Document and submit as .docx. Please title it [Grantee Name Work Based Learning and Training Grant 2023] and send to* [*labor.grants@vermont.gov*](mailto:labor.grants@vermont.gov) *along with ATTACHMENT B, C, and D (if applicable). Please send all attachments in one email.*

**SEC 1: BASIC INFORMATION**

If your application is selected for funding, the following information will be used to compile the grant agreement between your organization and VDOL. Please ensure that the information you provide is accurate.

**1. Legal Name of Applicant Organization** (*If another organization would serve as your fiscal agent for this grant, please use their legal name).*

**2. Legal Address of Applicant Organization.**

**3. First & Last Name, Email, and Title of Individual Authorized to Sign on Behalf of Grantee.** (*This email address will be the way that grant documents will be routed for official signatures via an online electronic signature platform, DocuSign.)*

**4. Applicant Employer Identification Number (EIN) and DUNS number.**

1. **First and Last Name, Email, and Title of Contact Person for this Application and Implementation of the Program.**

**ATTACHMENT A**

**Due to the high volume of applications, the grant submission must adhere to a strict 10-page limit, ensuring concise and focused proposal content from the applicant and timely review by the WFD review committee. Please note that Attachments B and E do not count towards this page limit.**

**PROJECT NARRATIVE**

Please address the following components in narrative form. Please keep answers concise. The information you provide in this section will become your scope of work, if awarded the grant.

**A. Overview of Project.** Please be sure this section addresses the following:

* Proposal: Describe how the grantee plans to create or expand paid Work Based Learning and Training programs or opportunities.
* Specify if the programs are targeted at the secondary (high school) or postsecondary level, only if the intern is enrolled in a career or technical education program.
* Clearly state the specific work that will be performed using the grant funds.
* If there are any deliverables beyond the placement or payment of interns, provide a description of those deliverables.
* Indicate who will be responsible for carrying out the work funded by this grant.
* Timeline: Provide the expected timeline for completing the work outlined in the grant.
* Explain how both the Vermont Department of Labor (VDOL) and the grantee will determine when the work of the grant is completed.
* State the anticipated number of interns the applicant plans to hire and for how long (refer to Section F. Projected Placements for more details).
* Specify the rate and total pay for each intern.
* Outline the applicant's plan for recruiting interns.
* Indicate whether the applicant anticipates hiring any interns full or part-time after the conclusion of the grant period, subject to intern success.
* Provide information on any current or past internship programs conducted by the applicant.

**B. Work Based Learning and Training Structure:**

* Specify whether Work Based Learning and Training will be paid for by the grantee using grant funds.
* Provide the estimated rate of pay for interns during the Work Based Learning and Training period.
* Indicate whether employers will contribute to interns' salary or benefits during the program.
* Explain if any additional financial supports, such as transportation or stipends, will be provided to interns.
* Describe the process for recruiting and selecting interns, including any specific criteria or requirements.
* Explain how interns will be onboarded and supported throughout the program, including mentoring opportunities.
* Specify the expected duration of the Work Based Learning and Training period.
* Discuss the possibility of employment offers by employers at the conclusion of the program.

**C. Work-Based Learning and Training.**

* Describe how the Work Based Learning and Training opportunities funded by the grant will help participants acquire occupation-specific or transferable skills.
* Highlight the level of employer involvement in the development and support of industry or job-specific training during the Work Based Learning and Training experience.

**D. Equity, Diversity, and Inclusion.** Outline any specific efforts or initiatives aimed at promoting and supporting equity, diversity, and inclusion in the recruitment, selection, and employment of interns under the grant.

**E. Additional Information.** You may use this section to include other relevant information about the proposal that you feel would be valuable for the reviewers to know.

**F. Projected Placements.** Please indicate how many interns and employers will be supported with this grant using the form below.There may be overlap through quarters. The total should reflect an unduplicated count.If the grantee is serving multiple employers, please report how many interns you anticipate placing and how many employers interns will be placed with.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Q1 (July – Sept) | Q2 (Oct –Dec) | Q3 (Jan – March) | Q4 (April – June) | **TOTAL** |
| **Interns Enrolled** |  |  |  |  |  |
| **Employers Served** (only fill out this section if you place interns with external employers) |  |  |  |  |  |

**ATTACHMENT B**

**BUDGET INFORMATION**

Record funds requested for the initial period of performance.

Budget Category Grant Request Amount

|  |  |
| --- | --- |
| 1. Personnel |  |
| 2. Fringe Benefits |  |
| 3. Travel |  |
| 4. Supplies |  |
| 5. Contractual |  |
| 6. Other (Includes payment to interns) |  |
| 7. Total, Direct Cost  (Lines 1 through 7) |  |
| 8. Indirect Cost |  |
| 9. TOTAL Funds Requested  (Lines 8 through 9) |  |

**ATTACHMENT C**

**BUDGET NARRATIVE**

Describe how funds will be used. Descriptions may be brief but require sufficient detail so that fiscal and program staff can match reimbursement request documentation to what is noted below. **To best serve the goals of this grant program, 80% of the grant funds must be used to pay interns.** The remaining 20% of awarded funds may be used throughout other categories but should remain in focus of continuing and bettering the intern experience and the work based learning and training program.

**Personnel**  Amount =

Salary costs for individuals employed by grantee. Does not include wages for interns. *List all staff positions by title including the roles and responsibilities. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.*

Description:

**Fringe Benefits** Amount =

Fringe Benefit costs for individuals included in Personnel cost above. *Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc. If fringe costs are calculated as a percentage of personnel costs, please note the percentage used in addition to the dollar amount.*

Description:

**Travel**  Amount =

Costs can be for grantee’s employees or for travel provided directly by grantee to participants. Travel stipends should be listed under “Other.” *Specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.*

Description:

**Supplies**  Amount =

Supplies include all tangible personal property, including technology. *The detailed budget should identify categories of supplies (e.g., office supplies). List the quantity and unit cost and total cost per item. No item may exceed $5,000 in value.*

Description:

**Contractual**  Amount =

Goods or services procured by contract. *For each proposed contract and subaward, specify the purpose, activities, and estimated cost. Contracts are a legal instrument by which the grantee purchases tangible goods or services needed to carry out the project or program. No contract may exceed $5,000 and all contracts must include Attachment A from the grant agreement and must be approved by the Workforce Development Director before execution.*

Description:

**Other**  Amount =

Costs that are not covered in other categories. **This category includes intern pay and stipends. Intern pay must account for 80% of awarded grant funds.**  *List each item in sufficient detail for DOL to determine whether the costs are reasonable or allowable. List item, such as stipends or incentives, not covered elsewhere.*

Description:

**Indirect\*** Amount =

Costs that are not directly allocated. *VDOL prefers that grantees allocate all costs directly. When that isn’t possible, grantees are permitted to account for indirect costs, provided that they submit a currently approved indirect cost rate agreement issued by the federal government or the state of Vermont. The Department of Labor does not approve or issue these agreements directly. A copy of this agreement must be submitted with the application as Attachment D.*

Description:

**TOTAL** =

\* Grantees may only receive payments for indirect costs if they have a federal or state approved indirect cost agreement.

**ATTACHMENT D**

**AUTHORIZED GRANT SIGNATORIES**

Grantee Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME(S), TITLE(S) AND SIGNATURE OF PERSON(S) AUTHORIZED TO:**

**(A) Sign Grant Documents and this Form**

NAME: TITLE:

SIGNATURE: E-MAIL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(B) Sign Checks**

NAME: TITLE:

SIGNATURE: E-MAIL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(C) Sign Cash Requests**

NAME: TITLE:

SIGNATURE: E-MAIL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(D) Sign Quarterly Financial Statements**

NAME: TITLE:

SIGNATURE: E-MAIL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification By Person Listed In (A) Above:** I certify that the individuals named above are authorized according to federal and state law and grantee organization to perform the stated functions.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

**Instructions for the Authorization and Certification Form**

*This form may be e-signed or signed manually. A recent copy must be sent to* [*labor.grants@vermont.gov*](mailto:labor.grants@vermont.gov) *before a grant is executed.*

**Explanation of Authorization Status:**

(A) Sign the Grant and this form: Must be an authorized signor of the organization. Must also

sign the final closeout forms.

(B) Sign Checks: Must be authorized to sign checks and disburse the funds on behalf of the organization.

**NOTE: The person authorized to sign checks may not be the same person who is authorized to submit cash requests. Also, an individual may not sign their own paycheck.**

(C) Sign Cash Requests: Must be authorized to submit cash requests for reimbursement of costs on behalf of the organization.

(D) Sign Quarterly Financial Statements: Must be authorized to submit quarterly financial statements on behalf of the organization.

**ATTACHMENT E**

**Example Intern Training Plan**

YOU ARE NOT REQUIRED TO SUBMIT THIS FORM.

In order to establish a successful work-based learning and training program with on-site interns, applicants are encouraged to reference the below example training plan when generating their application. Please note that aspects of this outline may be addressed in other parts of the application and the below outline is just an example of what your organization may want to consider when beginning a work-based learning and training program. There is no requirement to complete this exact form and it is only for your reference as a guide and starting point to complete this application.

**Program Overview:**

* Provide a brief overview of the internship program, including its purpose, objectives, and target participants.
* Outline the duration of the internship (e.g., 8 weeks) and the expected start and end dates.
* Highlight the key components of the program, such as work-based learning, mentorship, and professional development opportunities.

**Work-Based Learning:**

* Describe the specific work experiences and tasks that interns will engage in during the internship period.
* Outline the industry-specific or transferable skills that interns will have the opportunity to develop and enhance.
* Provide details on the types of projects or assignments interns will work on, highlighting their relevance to the desired workplace competencies.

**Mentorship and Support:**

* Explain any mentorship program in place for interns, including how mentors will be assigned and the expected frequency and format of mentorship meetings.
* Discuss additional support services available to interns, such as counseling, career guidance, and access to resources or networks.
* Highlight any specialized training or workshops that will be provided to interns to support their personal and professional growth.

**Professional Development:**

* Outline any occupation-related instruction or training that interns will receive to further develop their skills and knowledge.
* Describe workshops, seminars, or conferences that interns may have the opportunity to attend to expand their understanding of the industry or occupation.
* Explain any certification programs or credentials that interns may pursue during the internship period.

**Evaluation and Feedback:**

* Explain the evaluation process that will be used to assess intern performance, including any criteria or metrics that will be used.
* Outline how feedback will be provided to interns, both formally and informally, to help them track their progress and make improvements.
* Discuss opportunities for interns to reflect on their experiences and set goals for their ongoing development.

**Post-Internship Opportunities:**

* Explain how the internship program is structured to support the possibility of a job offer or continued employment with the host employer.
* Discuss any pathways or connections that will be established to facilitate intern transition into full-time employment or further educational opportunities.
* Highlight success stories or testimonials from previous interns who have benefited from the program and secured meaningful employment afterward.

Note: The internship training plan should be tailored to the specific objectives and requirements of the applicant and the target industry or occupation. It should provide a clear roadmap of the intern's journey throughout the program and demonstrate how it aligns with the goals of the grant and the desired outcomes for the participants.