

STATE OF VERMONT
Department of Labor
Workforce Development Division
Work Based Learning and Training Granting Plan

Effective Date: February 1, 2024
Version #: 1

Application Open Date: February 1, 2024
Application Close Date: February 29, 2024 5:00pm
Awards Announced: March 29, 2024
Grant Period: April 15, 2024 – December 31, 2024
Contact: Labor.Grants@vermont.gov
Funding Available: \$1,000,000.00

I. Grant Funding Opportunity Description

This plan outlines the Work-Based Learning and Training grant program administered by the Vermont Department of Labor Workforce Development Division. Approximately twenty grants, with varying awards up to \$75,000.00, will be allocated. The grants will be overseen by Division Director Jay Ramsey and administered by the division's Contract and Grants Administrator.

The Vermont Department of Labor (VDOL) supports up-skilling, re-skilling, and connecting jobseekers and employers through paid on-the-job and work-based learning and training opportunities. This initiative is crafted to engage and benefit all working-age Vermonters seeking valuable experiences in work-based learning and training.

Grant funds, up to \$1,000,000.00, will be competitively awarded through this announcement to build or administer the Work-Based Learning and Training programs, with a focus on providing pay and/or stipends for participants.

All procedures in this plan supplement the final grant agreement. Conflicting terms will be superseded by the signed grant agreement. Funding, subject to availability, is designated by the State. Budgetary changes by the State of Vermont may lead to plan modifications or cancellations within the agreement's provisions.

II. Award Information

Award Type and Amount: Grant awards will be distributed in two funding tiers, ranging from \$5,000 to \$40,000 for applicants who have never had a training program and from \$5,000 to \$75,000 for those who have successfully administered a training program and are seeking to expand. However, no applicant is eligible to request more than \$75,000. In addition to the tiered funding based on program experience, factors that will support awarding a higher grant amount include:

- The establishment of new 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, participant stipends, job-related equipment or supplies, mentoring or coaching of employer or participant, or other employer incentives,
- The number of participants 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,

- Applicant's experience and proficiency with running a successful WBLT program,
- The use of innovative approaches in recruitment, selection, and support for participants 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.

The selection committee will utilize these factors to determine the awarded funding amount. Therefore, it is crucial that your application thoroughly outlines these considerations. Please note that, due to limited funding, no applicant is guaranteed to receive the full amount requested.

Period of Performance: The standard period of performance for grants awarded under this funding opportunity is April 15, 2024, through December 31, 2024. This period will be confirmed in signed grant documents, and any changes will be communicated. Please note that expenses incurred before the start of the Period of Performance will not be reimbursable under this grant funding.

ISSUANCE PROCEDURES:

- 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](#) account.
- 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 for all Vermonters. Grants will not be awarded to projects or proposals that replace or supplant existing positions with participants through the creation or expansion of Work Based Learning and Training opportunities. Additional consideration will be given to proposals that create opportunities in health care, construction, clean energy, weatherization, manufacturing, hospitality, childcare, and/or broadband sectors.
- Experience Criteria.** Work Based Learning and Training proposals funded through this grant opportunity must achieve the following aims:
 1. Provide participants with paid work experience with a Vermont employer for a minimum of 4 weeks and a maximum of 12 weeks;
 2. Promote understanding and competency in occupation-specific or transferable skills required for success in the workplace through work-based experiences; and
 3. Include employer involvement with the development of industry-specific practices for on-the-job training.
- Grantee selection process.** All applications will be due by February 29, 2024. All applications received will be reviewed by a Workforce Development (WFD) committee for eligibility and content and scored on a rubric. This rubric is available on the [VDOL website](#) for your review. It is encouraged to reference this rubric when drafting your application. All selected grantees will be selected and announced by March 29, 2024. Selected organizations will be contacted directly as well as posted on the VDOL website at <https://labor.vermont.gov/grants/work-based-learning-and-training>.
- 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 by the grants administrator for each selected applicant.

- f. **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.
- g. **VISION entry.** The business office will work closely with the grant administrator to ensure all data is timely entered into VISION.
- h. **Amendment process.** If at any point in the period of performance for the 2024 Work Based Learning and Training grants 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.
- i. **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. Grant amounts may vary among applicants and may be less than the requested sum in the grant application.
- j. **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.
- k. **Grant modifications.** If at any point in the period of performance for the 2024 Work Based Learning and Training grants 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. Amendments requested submitted after the halfway point of the grant period will not be considered. VDOL will not approve amendment requests that modify the indirect rate that was in place when the period of performance started.

SCORING AND SELECTION

- a. **Application approval process.** The application approval process will have two steps. Step one will be the grants administrator reviewing all applications for eligibility. In step two, after ineligible applications are eliminated, the selection committee will further review the content and evaluate the strength of each application. Please reference the scoring rubric (uploaded to the VDOL [website](#)) for additional scoring information. In the case of a scoring tie, the Division director will act as the final vote. 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.
- b. **Notice of award.** Selected applicants will be notified via email about their award status by March 29, 2024. A full list of selected applicants will be posted on the [VDOL website](#). 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:

- a. **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.
- b. **Performance Reports.** Grantees will be expected to submit quarterly fiscal and programmatic reports using forms provided by VDOL. Additionally, within 30 days after the grant concludes, grantees are to submit a programmatic performance report, including a closeout package, inclusive of the performance data specified in the grant agreement. The Department of Labor will supply a form for the programmatic reports, encompassing requests for one or more testimonials from participating participants and employers, along with the following data points:
 1. Name of the person/entity receiving funding;
 2. Amount of funding;
 3. Activities and training provided;
 4. Number of participant applications;
 5. Number of participants placed;

6. Number of Work Based Learning and Trainings completed;
 7. Occupational areas served;
 8. Rate and total pay for each participant;
 9. Number of employers served;
 10. Number of permanent employment offers made by employer at completion of Work Based Learning and Training;
 11. Number of participants who received offers of employment made by hosting employer before or at the end of the grant period;
 12. Demographic data including age, sex, and race, color, or national origin of participants;
 13. Future needs for resources;
 14. Any other metrics or information as requested by the division.
- c. **Cash Requests.** Payment must be requested using a Cash Request Form submitted to the business office.
 - d. **Grant Closeout.** A Grant Closeout Package must be submitted within 45 days of the end date of the grant.
 - e. **Site Visits.** Site visits may be conducted by VDOL staff with prior notice to grantee.
 - f. **Data Review.** All data received will be reviewed at the six-month mark of the period of performance.

OFFICIAL GRANT/MONITORING FILE:

- a. All grant files will be kept in electronic format. Each grant will have a dedicated folder with all relevant information included.
- b. Each grant will be logged in the division's grant inventory sheet.
- c. Each file will contain the grant application, all supporting documents, the draft and final version of the grant, the signed grant, any other information as required by federal or state law, subject to updates.

APPLICATION PROCESS:

Required materials. Please reference the Grant Application Packet uploaded to the VDOL [website](#) for all required materials. This includes the Project Proposal, Budget, Budget Narrative, Certificate of Insurance, and Authorized Signature page. **Please submit all materials in Word format.** Applications not in compliance with formatting requirements may not be considered. Please send all documents in one email to Labor.Grants@Vermont.gov

Questions. All questions related to the grant program or application may be submitted to labor.grants@vermont.gov. Please reference Work Based Learning and Training Grant in the subject of your email.

**EXHIBIT A
COMPLIANCE CHECK**

*This is for your reference on what will be checked as part of VDOL's compliance review.
Applicants do not need to complete this form.*

DEPARTMENT	STATUS
UNEMPLOYMENT INSURANCE:	
TAX:	
WORKER'S COMPENSATION:	
PREVIOUS GRANTEE? If yes, requirements fulfilled?	
CERTIFICATE OF INSURANCE <i>Please ensure the COI is certified as follows:</i> CERTIFICATE HOLDER <hr/> <div style="text-align: center; padding: 20px;"> Vermont Department of Labor 5 Green Mountain Drive Montpelier, VT 05604 </div> <hr/> ACORD 25 (2016/03)	
AUTHORIZED SIGNATORIES FORM	
NOTES	