

# Improving the Economic Mobility of Detroiters through Innovative Approaches in Adult Education

## Phase 2 Application Requirements: New Pilot Program

The United Way for Southeastern Michigan-Detroit Regional Workforce Fund and Detroit Employment Solutions Corporation invite your organization to develop a full proposal during Phase 2 of the “Improving the Economic Mobility of Detroiters through Innovative Approaches in Adult Education” funding opportunity. The Phase 2 application is due at midnight on September 13, 2018, and NO late applications will be accepted.

### Partners

#### Request for applications issued by:



#### Support for Strategic Initiative by:



## Background

The focus of this grant opportunity is on improving the foundational skills of Detroiters. Foundational skills include basic entry-level work skills, including reading, math, English; work and basic professional skills; digital literacy; and career management skills. These grants will support new approaches that are innovative, accelerated, and build foundational skills at the same time as developing occupational skills.

Research has shown that four specific strategies are proving to be effective in other parts of the country:

- Contextualized integrated education and training programs;
- Career pathway on-ramp programs (also known as foundational skills bridge programs);
- Employment-based programs; and
- Accelerated high school diploma and equivalency programs.

Full proposals must fit one or more of these program types and demonstrate a commitment to the essential elements that make them successful in their program design. For more information on the strategies please visit this CSW research report:

<http://skilledwork.org/publications/detroit-foundational-skills/>. You may review the [chart of essential elements here](#).

## Timeline

	Key Dates
Request Phase 2 full proposals	August 14
Applicants develop full proposal; Technical Assistance available	August 14 – September 10
Information Session	Monday, August 20
Full proposals due	September 13 at midnight
Review of full proposals (including finalist interviews if needed)	September 14-28
Award announcements made	End of September
Program work launches	October 2018

## Technical Assistance

The goal of these grants is to launch new pilot programs to improving foundational skills and to encourage partnerships that remove silos in the education and workforce spaces. This Phase 2 development period is being utilized to allow applicants the time to develop these new pilot programs. Technical Assistance workshops on general topics of need will be held, and individual technical assistance will be offered throughout the entire period. Applicants are strongly encouraged to compare their program design to the Essential Elements Self Assessment Tool. General and Individual feedback will be provided at the beginning of the Phase 2 process. The point of contact for Technical Assistance referrals is Hilarie Chambers at [HChambers@readingworksdetroit.org](mailto:HChambers@readingworksdetroit.org).

## Submitting Applications

Similar to the submission of Phase 1 Applications, United Way will provide a link to their Apricot system later in August for the submission of full proposals. You should begin developing answers to the full proposal questions now and can add them to the system after that point.

## Questions and Answers

Questions and answers related to the application will be posted periodically and will be updated regularly. You will be notified of the location of the questions and answers link shortly.

Additional questions will be accepted through noon on September 7, 2018 at [descprocurement@detempsol.org](mailto:descprocurement@detempsol.org)

## Additional Resources

Additional resources you may want to review as you explore and craft your application:

- [PowerPoint presentation](#) from the Phase 1 Information Sessions on July 19, 2018
- A [chart of essential elements](#) for each of the four strategies and common across all four strategies
- [Additional resource documents](#) on the four strategies

## Full Proposal Requirements

- I. Program Vision and Design
- II. Outcomes and Data Tracking
- III. Budget
- IV. Timeline
- V. Organizational Background
- VI. Anticipated Technical Assistance Needs
- VII. Attachments

### I. Program Vision and Design

#### A. Program Model(s) and Vision

- i. Please indicate what program model(s) your proposal follows. If you are incorporating more than one of these strategies you may check more than one box.
  - Accelerated High School Diploma or Equivalency
  - Contextualized Integrated Education and Training
  - Career Pathway On-Ramps (foundational skills Bridge programs)
  - Employment-Based
- ii. Provide a short overview (5-7 sentences) about your program's intent and what you hope to achieve.

#### B. Program Design

Describe your program, including when relevant the following components:

- Adult education/ESL/HSD/HSE
- Work readiness/awareness/navigation

- Occupational training (including certificate attainment)
- Support services
- Work experience/placement
- Other

Include a brief description of format (location, length, schedule, size of cohorts, etc.).

Share curriculum if already developed; if not, describe how you plan to develop it and what you see as core components of it.

Note: Be sure to include in your description how your design incorporates the essential elements of the relevant program strategies from the self-assessment tool (being provided prior and at August 20 grant information sessions).

### **C. Partnerships**

- i. Describe the partnerships within your program and their roles:
  - Adult foundational skills provider
  - Occupational training provider
  - Support service provider(s)
  - Employer(s)
  - Others
- ii. Describe how your partnership will be managed.

### **D. Education, skills, and credentials**

- i. Describe the education and skills you anticipate participants will improve/attain.
- ii. Describe the credential(s) you anticipate they will attain and whether those credentials are industry-recognized.

### **E. Participants**

- i. *Target customers:* Who are you proposing to serve with this proposal? (e.g. target region(s) of city, population groups, education attainment level, etc.) Describe how you identified these targets and why they are a good fit for your program.

- ii. *Outreach & recruitment:* Describe your strategy for identifying and enrolling potential participants. Please indicate if you anticipate needing assistance with recruitment.
- iii. *Intake & Assessment:* Describe the process you plan to use.
- iv. *Support Services:* Describe how you plan to identify and provide/obtain supports needed by enrolling learners.

#### **F. Industry Context/Employer Engagement**

- i. How have you engaged employers in the design of this program, or plan to do so in starting your program? (e.g., to better understand industry/occupation(s), to better understand education/training needs, to better understand industry or workplace context and dynamics, to play specific role(s) in the program, to hire program participants, to provide education/training to current workers, etc.)
- ii. Does your program focus on an industry sector or occupational area, and if so, what is that focus? Programs are not required to focus on one or more of the five high-growth, high-demand industries at the core of the Detroit at Work strategy; however, it is encouraged. Those industries include: Health care; Information Technology; Construction and Skilled Trades; Manufacturing and Logistics; and Retail, Hospitality/Entertainment.

#### **G. Staffing**

Describe the staffing plan for the program. Include a description of current capacity and additional capacity you will need to fulfill the following key functions:

- Identify and develop curriculum
- Deliver quality adult foundational skills
- Deliver quality occupational training (at least for IET and on-ramps)
- Manage the project
- Track and report data
- Cultivate and maintain strong relationships between partners

Please provide short biographical paragraphs about key staff that will be involved in your program.

#### **H. Equipment**

What, if any, equipment is crucial to your program design? What, if any, do you propose to add for this program? If your program involves use of computers, access to the internet and/or remote options, describe how you will support teachers and students to use those tools effectively.

#### **I. Space**

Where do you plan to house the program? Do you already have a site secured, or will you need to do that during start up?

### **II. Planned Outcomes & Tracking**

- A. Describe the impact and outcomes the program is designed to achieve.
- B. At what scale do you propose to operate this program, and for what period of time with this grant?
- C. What scale is possible in the future, presuming the program is successful?
- D. Organizations who receive funding will be required to track and report demographic and outcomes data. Assistance will be provided, but describe your experience with and capacity to do that tracking, including any tools that you use/have used and found effective. Key data to be tracked will include:
  - Employability
  - Improved educational functioning level
  - High school degree/equivalent
  - Engagement in occupational training
  - Occupational credentials earned
  - Employment
  - Placement into job; retention
  - Wage gains
  - Housing status
  - Household income at start of program

### **III. Budget**

Please provide a budget for your program that includes a budget narrative explaining the basis for the costs proposed. If you are doing a partnership, identify which partner will serve as grant recipient and fiduciary for the partnership. No matching funds are required, but please indicate any funding/resources from other sources you propose to leverage to help deliver this program.

Please indicate any costs that are one-time (e.g. curriculum development, equipment purchase, etc.) and which costs are continuing program costs.



## V. Organizational Background

- i. Describe the experience your organization and partners bring to this proposal, including:
  - a. Subject matter expertise
  - b. Experience in working in Detroit and/or comparable communities
  - c. Project management capabilities
- ii. How does this proposed project fit within your organization's current or planned strategic plan?
- iii. Provide two examples of prior projects that are relevant to this proposal, including a brief description, the scale and results achieved.

## VI. Anticipated Technical Assistance Needs

We would welcome your input on technical assistance or other supports (i.e., recruitment, marketing, partnership development, etc.) that you feel would be beneficial to your organization in the implementation of your proposal. We understand technical support and other assistance will be critical in bringing new strategies into action, and plan to provide continuing technical assistance for this first cohort of grantees. We also hope that the grantees and other interested stakeholders will support the foundational skills strategies through ongoing professional development and learning community opportunities.

## VII. Required Attachments

- Staffing Plan/Partnership Structure Chart
- Annual Organization Budget
- Pilot Program Budget
- Most Recent Audit (financial statement audit results and single audit results) (if not applicable, please provide an explanation)
- Organization Financial Statements (tax returns, income statement, balance sheet) (if not applicable, please provide an explanation)
- Incorporation papers/ IRS 501 (c) (3) confirmation

## VIII. Review/Scoring

A scoring rubric will be provided at the August 20 proposal development information sessions.