



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

## **BACKGROUND**

The State Workforce Innovation Council (SWIC)<sup>1</sup> views the development and adoption of a community and employer recognized Work Ethic Certificate (WEC) as an important tool that can help prepare high school graduates for the demands of the Indiana workforce. The employability skills recognized in the Governor's WEC have been vetted by Hoosier employers, community based organizations and post-secondary education institutions and are designed to encourage students to meet the work ethic benchmarks that will assist them in their college or career goals.

While all students can undoubtedly benefit from development and honing of employability skills, the students who stand to benefit the most from development of these skills and obtaining this certificate are those who are not on a traditional post-secondary education track. According to the Indiana Chamber, more than half of Hoosier employers cite employability skills as the most challenging skills to find in employees. The Governor's WEC will create one path to closing the skills gap by ensuring our secondary students who plan to immediately enter the workforce upon graduation have these skills.

Program goals include:

- Facilitate collaboration among employers and their local school district through the creation of a Work Ethic Certificate Advisory Council, designed to create a collaborative partnership that benefits the community.
- Provide students with a means to identify and develop the employability skills being demanded by local employers, and allow them an opportunity to demonstrate these skills while in high school.
- Provide employers with a pipeline of workers with a proven work ethic, who understand the value and importance of responsibility and perseverance in the workplace.
- Create awareness and understanding of the unique workforce needs of the local community and help meet the challenge facing Indiana of 1 million jobs to fill by 2025.

## **PURPOSE OF FUNDING**

Under the leadership of the SWIC, the Department of Workforce Development (DWD) assembled a taskforce including members of the Indiana Department of Education (IDOE), Vocational Rehabilitation (VR), Indiana Chamber of Commerce, Greater Clark County Schools (GCCS) and local employers to fund up to 24 local sites to pilot the Governor's Work Ethic Certification Program during the 2016-17 and 2017-18 school years. The second semester of the current school year will serve as a planning year, with roll out of the program to students during the 2017-18 school year. School corporations, consortiums of corporations or regional workforce development boards serving schools will have an opportunity to apply for one-time funding through a competitive grant process developed by DWD and outlined below.

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<sup>1</sup> SWIC is a Governor appointed board whose primary focus is to offer strategic guidance to the Governor regarding Indiana's workforce, such as identifying skill gaps to meet employer demand for credentials and degrees; improving labor market intelligence for employers, job seekers, and policy makers; defining initiatives that create a more streamlined and effective education and training system in collaboration with a variety of key stakeholders; and recommending strategies for technological improvements to facilitate access to services between employers and job seekers.

Participating pilot sites will have access to the SWIC developed Governor's WEC Implementation Guide and technical assistance and training through DWD and GCCS.

Selected sites will have discretion to use funding as they see fit within their proposed application, but funding for a full-time employee is discouraged, as the impetus of the funding is to create a sustainable change to both school culture and school-to-work process within the community. Agencies and employees must exercise discretion and judgment in ensuring that proposed expenses are appropriate, necessary, and managed in a manner that minimizes expense to taxpayers.

By accepting grant funding, pilot sites will also agree to serve in a train-the-trainer model for neighboring schools or communities, in an effort to grow the program on a statewide scale. Participating sites will be asked to meet with other school corporations for review of implementation and technical assistance needs in order to continue to improve the program in the 2018-19 school year.

## **PROPOSAL FORMAT**

1. Proposal Cover Page
  - Organization Name(s), Address(s), Phone Number(s)
  - Contact Person(s), title(s), email address(s)
2. Table of Contents
3. Organizational Section
  - School/corporation profile(s)
  - Brief overview of leadership team (within corporation and secondary schools) or organization chart(s)
4. Background and Experience
  - Summary and experience of person(s) responsible for program implementation and oversight
  - Outcomes of 2014-15 and 2015-16 graduation data (complete Attachment A-Corporation Data for this portion), including:
    - Demographic breakdown of Class of 2015 and 2016 (including free and reduced lunch status)
    - Total number of potential graduates for Class of 2015 and 2016 as reported for ADM count
    - Total number of actual graduates for Class of 2015 and 2016 as reported to DOE
    - Total number of potential graduates and actual graduates for Class of 2015 and 2016 who were identified with an Individual Education Plan or 504 Plan
    - Total number of potential and actual graduates for Class of 2015 and 2016 who were participants in Career and Technical Education Programs
    - Total number of potential and actual graduates for Class of 2015 and 2016 who were Free and Reduced Lunch recipients
    - Total number of potential and actual graduates for Class of 2015 and 2016 who were identified as minorities
    - Total number of drop-outs or non-graduates who were referred to Adult Basic Education programs
    - Post-secondary placement data on Class of 2015 and 2016 actual and potential graduates entry into: the workforce, military or matriculation into post-secondary education (if applicable)
  - Description of planned or existing school to employer partnerships (minimum of three):
    - Employer name(s) and industry
    - Contact person name(s) and title(s)
    - Narrative of partnership details

## 5. Program Plan of Service

- Projected number of potential graduates for Class of 2018
- Projected use of funding (range from \$25,000-\$50,000 over 1.5 years)
- Planned budget included as Attachment B- Budget Estimate Worksheet
- List of resources and key partners that will be utilized in development of Work Ethic Certificate Advisory Council
- Timeline for implementation
- Identification of training plan for teachers and community partners
- Train the trainer proposed plan (identify potential neighboring schools or communities with which you have a positive working relationship and describe efforts to collaborate with them on WEC program expansion)

### **DATA REQUIREMENTS, OUTCOMES AND PERFORMANCE STANDARDS**

Following current data tracking methods identified in the Governor's WEC Implementation Guide, data tracking will be imperative to participation in the funding of pilot projects. Grant recipients must submit participant data and outcomes on a DWD designed spreadsheet that will be submitted to DWD via email. A training webinar to familiarize recipients with the requirements will take place following the grant awards.

Additionally, a quarterly narrative will be required outlining program successes, challenges and key partnerships. This narrative report will also be submitted to DWD. Attachment C includes the narrative report format.

Grantees will also be required to submit quarterly budget and expense information to DWD. This document will be issued to grantees based on their proposed budget line items and will be forthcoming.

Quarterly reports should be submitted on the following schedule:

January 1, 2017- March 31, 2017:	Submitted no later than April 10, 2017
April 1, 2017- June 30, 2017:	Submitted no later than July 10, 2017
July 1, 2017- September 30, 2017:	Submitted no later than October 10, 2017
October 1, 2017- December 31, 2017	Submitted no later than January 10, 2018
January 1, 2018- March 31, 2018:	Submitted no later than April 10, 2018
April 1, 2018- June 30, 2018:	Submitted no later than July 10, 2018

### **TERM OF CONTRACT**

The period of the contract will be effective no later than January 1, 2017 and will expire June 30, 2018. Grant funds will not be available for renewal.

### **KEY DATES**

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.

RFP Release	October 11, 2016
Deadline for Questions	October 19, 2016
Proposal Submission (electronic PDF format)	November 18, 2016
Proposal Selection and Announcement (Planned)	December 2, 2016
Contract Start (Planned)	January 1, 2017

**EVALUATION PROCESS AND RATING CRITERIA**

There are 50 points available under this Request for Proposal.

Where appropriate, the State reserves the right to request clarifications and adjustments to the plan of service of any regional proposal during the evaluation process.

The applicants' proposals will be evaluated on four (4) criteria, each carrying a unique point value.

<b>Criteria</b>	<b>Points Possible</b>
Experience implementing new programming within school/community	10
Plan of Service	20
Key Partnerships identified	10
Budget	10

Questions and completed applications should be addressed to:  
**Brianna Morse**  
**317-376-5083**  
**Bmorse1@dwd.in.gov**