State of Michigan
Workforce Development Agency (WDA)

**Michigan Industry Cluster Approach 2.0**

**Employer-Led Collaborative Grants**

**Proposal Template**

**SUBMISSION DEADLINES**

**Existing Employer-Led Collaboratives**  Wednesday, May 8, 2019 (5:00 PM)

**New Employer-Led Collaboratives**
- **Cycle 1:** Wednesday, May 8, 2019 (5:00 PM)
- **Cycle 2:** Monday, July 15, 2019 (5:00 PM)
- **Cycle 3:** Monday, September 16, 2019 (5:00 PM)

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**GRANT PROPOSAL:**

Please complete this proposal template which will serve as your response to the Request for Proposals for the Michigan Industry Cluster Approach 2.0 Grant Funding

**PROPOSAL RESPONDENT INFORMATION:**

- **Organization Name:** Click here to enter Organization Name
- **Contact Name:** Click here to enter Contact Name
- **Title:** Click here to enter Title
- **Address:** Click here to enter Street Address
  - Click here to enter City, State, and Zip Code
- **Prosperity Region:** Select Talent Region  [Michigan Prosperity Regions Map](#)
- **Phone:** Click here to enter Phone Number
- **Email:** Click here to enter Email Address
STRATEGY DESCRIPTIONS:

EMPLOYER ENGAGEMENT (20 POINTS AVAILABLE):

Respondent must include:

- Names of employers in the identified industry sector and the specific employers that will fill leadership roles within the employer-led collaborative. Employers must drive the work of the employer-led collaborative.
- At least two commitment letters from employer champions within in the identified industry cluster. Employers champions are employers that have demonstrated involvement with other employers for the purpose of addressing key workforce issues and understand a collaborative employer-led approach. Employer champions know they are a part of a collaborative employer group and have a clear definition of their expanded leadership role to direct education and workforce partnerships in effective talent supply chain management.
- A description of the employer champion role.
- A description of the process that will be used to establish or revitalize an employer-led collaborative during the development of the initiative, and how the individual members within the industry were involved in its development.

Enter Employer Engagement Strategy Description here (500 words or less)

Please identify the employers who are committed to the proposed employer-led collaborative. Attach additional sheets if necessary to identify more employers.

EMPLOYER #1:

Employer Name: Click here to enter Employer Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
TALENT DEVELOPMENT NEEDS AND GOALS (15 POINTS AVAILABLE):
The respondent must clearly articulate a problem or “galvanizing issue(s)” that is affecting the industry sector and therefore necessitating the establishment of a new employer-led collaborative or revitalizing an existing employer-led collaborative. The problem statement must include how the employer-led collaborative will directly address the training, placement, and/or retention needs that employers have identified. In addition, respondents must outline broad goals and objectives for the proposed or revitalized employer-led collaborative. Objectives can include – but are not limited to – filling high growth job openings, upgrading incumbent worker skills, establishing career pathways, talent pipeline management activities, career awareness, establishing industry skill standards, and incorporating plans to serve Workforce Innovation and Opportunity Act (WIOA) defined special populations.

*Enter Talent Development Needs and Goals Strategy Description Here (500 words or less)*

**PARTNERS (10 POINTS AVAILABLE):**

In addition to employers, employer-led collaboratives under MICA 2.0 funding must include other principal stakeholders positioned to address the challenges facing the region and industry. Each employer-led collaborative will be expected to include the appropriate partner organizations and their commitment to align with the other workforce and training initiatives. The proposal must describe the collaboration with education and training providers (secondary and post-secondary) and other partners to leverage stakeholder connections. Partners must have a clear understanding and definition of their role within the employer-led collaborative. Partners can include, but are not limited to, K-12 educational institutions, post-secondary educational institutions, economic development organizations, Michigan Works! Agencies, workforce development boards, labor and trade organizations, employer/business/industry associations, faith-based organizations, community-based organizations, advocacy or interest groups, chambers of commerce, and local or state government organizations.

Describe below the partners who will be engaged and their importance to the proposed or revitalized employer-led collaborative. Successful respondents will be required to submit partner commitment letters within 60 days of award notification.
Please identify the principal partners necessary to implement the proposed MICA 2.0 employer-led collaborative. Attach additional sheets if necessary to identify more partners.

PARTNER #1:

<table>
<thead>
<tr>
<th>Partner Type:</th>
<th>Select Partner Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Other:</td>
<td>Click here to specify</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Click here to enter Organization Name</td>
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<tr>
<td>Contact Name:</td>
<td>Click here to enter Contact Name</td>
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<td>Title:</td>
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<td>Address:</td>
<td>Click here to enter Street Address</td>
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<td>Phone:</td>
<td>Click here to enter Phone Number</td>
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<tr>
<td>Email:</td>
<td>Click here to enter Email Address</td>
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<tr>
<td>Role in Partnership:</td>
<td>Click here to enter Partner Role</td>
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</tbody>
</table>

PARTNER #2:

<table>
<thead>
<tr>
<th>Partner Type:</th>
<th>Select Partner Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Other:</td>
<td>Click here to specify</td>
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<tr>
<td>Organization Name:</td>
<td>Click here to enter Organization Name</td>
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<tr>
<td>Contact Name:</td>
<td>Click here to enter Contact Name</td>
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<tr>
<td>Title:</td>
<td>Click here to enter Title</td>
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<tr>
<td>Address:</td>
<td>Click here to enter Street Address</td>
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<tr>
<td>Phone:</td>
<td>Click here to enter Phone Number</td>
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<tr>
<td>Email:</td>
<td>Click here to enter Email Address</td>
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<tr>
<td>Role in Partnership:</td>
<td>Click here to enter Partner Role</td>
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</tbody>
</table>
PARTNER #3:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in Partnership: Click here to enter Partner Role

PARTNER #4:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in Partnership: Click here to enter Partner Role

PARTNER #5:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in Partnership: Click here to enter Partner Role
CONVENER/COLLABORATIVE MANAGER (10 POINTS AVAILABLE):

The convener/collaborative manager is a key player in the employer-led collaborative; holding the role of providing staff and management support for the employer collaborative. The convener/collaborative organization must be recognized and chosen by employers to manage the employed-led collaborative within the targeted region. The convener adds value by providing subject matter expertise and a personal network that complements that of the champion employers and partners. The convener/collaborative manager must ensure that the employers drive the work of the employer-led collaborative. The employer champion commitment letter must address why the convener/collaborative management organization was chosen to support the employer-led collaborative. The respondent must describe below:

- The role of the convener or convening organization in implementing the work plan
- Relevant skills, knowledge and experience of the proposed convener/collaborative manager

Enter Convener/Partnership Manager Strategy Description here (500 words or less)

METRICS (15 POINTS AVAILABLE)¹:

Successful employer-led collaboratives must provide the following current (as appropriate) and planned outcome metrics:

- Total number of employers involved in the employer-led collaborative
- Total number of other stakeholders/partners involved in the employer-led collaboratives
- Total number of participants enrolled in training programs
- Total number of participants completing training
- Total number of credentials/certifications earned by participants for high-wage, high-demand occupations in the region
- Total number of participants unemployed/employed prior to training
- Total number of participants employed as a result of training completion
- Total number of participants retained in employment after six months
- Total number of participants from target populations (veterans, women, youth 16 – 24, individuals with disabilities, minorities, non-traditional employees)
- Dollar amount of participants’ earnings increases as a result of new skill attainment

¹ Additional metrics will be based on each employer-led collaboratives’ goals and objectives.
Respondents must describe how they will track and achieve these metrics for their employer-led collaborative. Selected awardees will be required to report on these items and any additional metrics as determined by the WDA on a regular basis throughout the grant period.

Enter Metrics Strategy Description Here (500 words or less)

BUDGET (10 POINTS AVAILABLE): Allowable expenditures include:

- **Employer-Led Collaborative Development and Implementation Activities**
  - Convening relevant partner discussion sessions and planning meetings
  - Convening, coordination, and meeting planning costs. Meeting costs may include facility rental, speaker fees, costs of meals, and local transportation
  - Community outreach and communication related to the sector partnership activities
  - Conducting research related to project goals and objectives
  - Gathering and disseminating technical information to sector partners and other stakeholders

- **Training Activities**
  - Apprenticeship readiness and Apprenticeship training
  - Developing industry-recognized credentials and/or certificates
  - Training for skills gaps identified by employers
  - School-to-work activities
  - Internships
  - Co-op programs
(Add additional lines if needed)

<table>
<thead>
<tr>
<th>Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer-Led Collaborative Development and Implementation Activities</td>
</tr>
<tr>
<td>Training Activities</td>
</tr>
<tr>
<td><strong>Total Budget – Up To $200,000</strong></td>
</tr>
</tbody>
</table>

### Budget Detail: Grant Costs and Leveraged Dollars

Please outline the costs (both proposed to be charged to the grant and leveraged) associated with the strategy outlined in the previous section. Please note that all budgets are negotiable and contingent upon grant award and availability of funds.

Please identify the source for any leveraged funds. Include a description of the amount and the activities for which the leveraged funds will be used.

<table>
<thead>
<tr>
<th>Budget Detail</th>
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<tbody>
<tr>
<td>Employer-Led Collaborative Development and Implementation Activities</td>
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<tr>
<td>Grant Costs</td>
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<tr>
<td>1.</td>
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<tr>
<td><strong>Employer-Led Collaborative Activities Sub-Totals</strong></td>
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<tr>
<td>Training Activities</td>
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<td>Grant Costs</td>
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<tr>
<td>1.</td>
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<td>5.</td>
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<tr>
<td><strong>Training Activities Sub-Totals</strong></td>
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<tr>
<td>Administration (not to exceed 10%)</td>
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<tr>
<td><strong>Total Budget</strong></td>
</tr>
</tbody>
</table>
BUDGET NARRATIVE (5 POINTS AVAILABLE) – 500 words or less:

Please include below a narrative for all items included in the budget.

Employer-Led Collaborative Activities (Please provide a narrative explanation for all activity line items): Click here to enter text

Training Activities (Please include in the narrative details for all activity line items): Click here to enter text

Administration (Please specify the administrative costs which will be covered by the grant): Click here to enter text

SUSTAINABILITY PLAN (15 POINTS AVAILABLE) – 500 words or less

The successful respondent must clearly identify the sustainability of the employer-led collaborative for at least three (3) years after the grant period has ended. This detailed plan should include which partners will contribute resources, both financial and non-financial, and the dollar amount or dollar value each will be expected to contribute. Documentation should include letters of commitment indicating intent to provide resources needed to sustain the sector partnership beyond the grant period.

Describe Sustainability Plan for the Employer-Led Collaborative Beyond the Grant Period: Click or tap here to enter text.
**Employer Commitment Letters**

Please attach Employer Commitment Letters and complete the **Summary of Job Openings Chart** below.

Click the drop-down list “Choose an item.” to select the appropriate Industry Sector.

**Summary of Job Openings - Select the Industry Sector**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Number of Job Openings -- Immediate</th>
<th>Number of Job Openings – Projected (over the next 3yrs)</th>
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<tr>
<td><strong>Total Job Openings</strong></td>
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</table>
PROPOSAL SUBMISSION DEADLINES

The completed grant proposal and all documentation must be submitted to the WDA contact via the TDL@michigan.gov email no later than the dates and times outlined below.

**Existing Employer-Led Collaboratives**
Wednesday, May 8, 2019 (5:00 PM)

**New Employer-Led Collaboratives**

- **Cycle 1**: Wednesday, May 8, 2019 (5:00 PM)
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Contact: Florine Davis, Executive Secretary
Talent Investment Agency
517-335-6461
TDL@michigan.gov