



Oklahoma Office of Workforce Development  
900 N. Portland Ave.  
Oklahoma City, OK 73107

## MEMORANDUM #M-04-2017

**DATE:** December 18, 2017

**TO:** Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Staff

**FROM:** Dr. Erin Risley-Baird, Executive Director

**RE:** 2018 Sector Partnership Grant Awards for Local Workforce Development Boards

**PURPOSE:** This policy outlines the criteria for awarding funds to Local Workforce Development Boards to convene sector partnerships during the period of February 1, 2018 through January 31, 2019 and details the required deliverables associated with receipt of these funds.

**BACKGROUND:** WIOA envisions business driven strategies tailored to meet the needs of regional economies. The law emphasizes the need for partnerships and strategies that align workforce development, education and economic development programs with regional needs. Sector partnership strategies are among the activities required to meet WIOA objectives. States may use a portion of the funds reserved for statewide workforce development activities to support and implement sector partnership strategies at the state, regional and local levels.

WIOA also requires Local WDBs to promote the use of industry and sector partnerships that include key stakeholders in an industry cluster or sector that work with public entities to identify and address the workforce needs of multiple employers. Additionally, successful implementation of many of the approaches called for within WIOA, such as career pathways and sector strategies, require robust relationships across programs and with businesses, economic development, education and training institutions, including community colleges and career and technical education, local entities, and supportive services agencies.

OOWD will award Sector Partnership Grants to Local Workforce Development Boards to support the establishment, strengthening, and expansion of sector partnerships, including the local and regional coordination of sector partnerships, sector strategies and the identification of partnerships for career pathways development.



Regional cooperation may lower costs and increase the effectiveness of service delivery to businesses that span more than one local area within a region and to job seekers through coordination of shared services, processes, and operations.

**MESSAGE:** This memo is intended to provide the criteria and process for Local Workforce Development Boards (LWDBs) to apply for Sector Partnership Grant awards. The purpose of these funds is to support LWDBs in planning and executing two or more sector partnerships and/or sector strategies. The partnerships and strategies must be employer-led and focused on the two to three industry sectors in which the LWDB would like to develop and implement sector partnerships. The strategies must align with the 4-year local plan, the 4-year regional plan, the WIOA State Plan, and the Oklahoma Works Strategic Plan, including a focus on the following:

1. Increased Educational Attainment
2. The expansion of Registered Apprenticeship programs and other work-based learning opportunities such as internships and job shadowing for youth and adults
3. Filling occupations on the Local Area's and State's Critical Occupations lists.
4. Other strategies identified in the Comprehensive Five-Year Local and/or Regional WIOA Plans

### **Eligibility**

Each of the 7 LWDB areas and 4 Planning Regions are eligible to apply for the Sector Partnership Grant. Planning regions with multiple LWDBs are strongly encouraged to work together to develop a common application.

The grants are competitive and will be awarded to applicant LWDBs or Planning Regions based on the submission of an approved application narrative (Attachment A), budget and letters of support from sector partners. Grants will either be awarded to individual LWDB applicants or to Planning Region applicants; awards will not be made to both.

### **Application requirements**

Application for funds requires the submission of a project narrative (Attachment A), detailed line-item budget (OKGrants), and letters of support from identified sector and career pathways partners. Application narrative must describe:

- How the LWDB will engage required partners (identified below) and regional employers in growth and demand industry sectors to: determine local and regional hiring needs, identify credentials and degrees of value that result in higher wages or priority hiring, and align education and training programs that are responsive to those needs.
- A plan for mapping career pathways that shows how students, youth and adults enter and exit education and training programs for critical occupations within the identified growth and demand industry sectors.
- Which growth and/or demand industries the LWDB will target to develop sector partnerships, including the relevant labor market data that supports the selection(s).

- What the goals of the LWDB are in executing sector partnership strategies, including how the strategies will further the work/plans outlined by the LWDB in local and regional plans.
- How the strategies and sector partnerships will incorporate into conversations and plans the need to increase education attainment, develop and strengthen career pathways, and expand and diversify opportunities for registered apprenticeship and other work-based learning opportunities to meet the critical needs of regional employers.
- How the regional partnership will incorporate into plans serving WIOA-defined special populations, including ex-offenders, veterans, homeless adults, long-term unemployed, individuals with disabilities and at-risk youth.
- A detailed plan of how the funds will be used.
- Identification of partners who will participate as part of the Sector Partnership, including the industry or organization they represent.
- Identification of any resources and/or funds other partners (public or private) plan to contribute to support the goals of the sector strategies. Letters of support must be submitted describing any pledged resources by participating partners (see Required Partners section below for more information).

Applications should include data and narrative portions previously submitted in local and regional plans in which the LWDB described the needs and strategic priorities for sector partnership strategies.

### **Required Partners**

Except in extenuating circumstances, sector partnership strategies must include participation from:

- Regional KEN Champion(s) and their networks
- Career Pathways Champion(s) appointed by the Career Pathways Committee of the Governor's Council for Workforce and Economic Development
- Economic Development Organizations
- Local/Regional Chamber(s) of Commerce
- Industry Businesses and Organizations (at least 3-5 within the selected industry)
- Local/Regional Public Education Institutions (PK-12, CareerTech and higher education)
- Associations and Organizations Representing Specific Industries and Businesses
- Military and Tribal Organizations, if applicable
- Vocational Rehabilitation
- Adult Learning Programs
- Community-Based Organizations and Non-Profits
- Local Social Services Partners (SNAP, TANF, transportation, housing, etc.)
- Private Education Institutions (PK-12, CareerTech and higher education)

If any of the identified required partners will not be participating in the sector partnership, provide a description of the reasons why.

Letters of Participation are required to be submitted from each required partner. Letters must specify:

- The name of the representative from the organization who will attend the regional partnership meetings and his or her commitment of time to the project;
- Any resources the partner will contribute to the project, including any in-kind\* match or braided funding that will be dedicated to the project (if applicable);
- Expected contributions to the regional partnership and any benefits the organization hopes to gain from its participation; and
- A commitment that those with the authority to make policy and funding decisions within the organization will be available as needed to participate in project meetings.

*\*In-kind contributions to the partnership could be such things as donated meeting space, printing, supplies or food, staff time for planning, logistics or research, data support, etc.*

### **Deliverables**

- Applicants must plan and execute two or more convenings of sector partners in the identified target industry sectors. Convenings should be documented via attendance sheets and/or meeting minutes.
- A mid-year report must be submitted describing progress made toward the goals described in the application. (Attachment B)
- An end-of-grant case study must be submitted describing the status of the sector partnerships, progress made, outcomes, what was learned, and future plans for the partnerships. (Attachment C)

### **Allowable Activities**

In order to accomplish the deliverables listed above, allowable activities may include:

- Conducting strategic planning efforts, including convening relevant stakeholder discussions and meeting
- Convening, facilitation, meeting costs as described in 2 CFR 200.432
- Conducting research and demonstration projects in order to successfully scale sector strategies and industry partnerships
- Gathering and dissemination of technical information

Any cost incurred for Sector Strategies efforts must be necessary, reasonable, allowable, and allocable consistent with financial cost principles as found in 2 CFR 200.

### **Budget**

Single LWDB area applicants may request up to \$16,000. LWDB areas applying jointly as a planning region may request up to \$28,750. The number of applications received may result in the availability of additional funding, in this instance applicants may be asked to modify

narratives and budgets appropriately. Administrative expenditures are limited to 10% of the total award. (Budget Form in OKGrants)

**TECHNICAL ASSISTANCE:** Participation in technical assistance will be required. Technical assistance *may* include activities such as:

- Initial training workshop for required partners
- Sector Strategies session at the 2018 Oklahoma Works Partners Conference

**EVALUATING APPLICATIONS:** Applications will be evaluated for the following:

- Submission of required documents, including: application narrative (Attachment A), Budget and Letters of Participation from sector partners.
- How well the application narrative describes:
  - Partnership Leadership: Explain who will lead the sector partnership and identify the key collaborative partners, their roles, and desired outcomes of the partnership and/or strategies.
  - Special Populations: Explain how the sector partnership will serve WIOA-defined special populations and other populations important to the work of the region.
  - State Initiatives and Programs: Explain how the sector partnership anticipates connecting with and leveraging state workforce training and education-related initiatives and programs (e.g. Launch Oklahoma, Work-Based Learning, New Skills for Youth, Career Pathways Initiatives, etc.)
  - Sustainability: Explain how partnerships will be sustained beyond the grant period.
- Preference will be given to applications by LWDBs submitted jointly as one planning region.

**TIMELINE:** The extended deadline for submission of applications for funds is January 30, 2018. All applications must be submitted through OKGrants. The applications will be reviewed by an evaluation team and scored based on the criteria described above. OOWD will notify applicants of funding awards to be made.

Mid-year and end-of-grant reports are required. These reports will be reviewed by the Career Pathways Committee of the Governor’s Council for Workforce and Economic Development and used to inform statewide sector partnership strategies and policy.

All grant funds must be expended by February 17, 2019.

Deadline	Deliverable
January 30, 2018	Application, including detailed budget, submitted through OKGrants
February 19, 2018	Award notices made and funds dispersed

October 17, 2018	Mid-year narrative report due detailing progress made toward outlined goals described in application for the period of February 19, 2018-September 19, 2018
February 17, 2019	All funds must be expended
March 17, 2019	Final narrative report due detailing activities carried out with funds, including any outcomes achieved for the period of February 17, 2018-February 19, 2019

**INQUIRIES:** If you have questions, contact OOWD information officer staff. Contact information can be found on the Oklahoma Works website about page: <https://oklahomaworks.gov/about/staff/>.

## **Attachment A: Sector Partnership Grant Application**

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**Local Area:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Sector Partnership:** *Provide letters of support from partners who will participate in the Sector Partnership, including the industry or organization they represent, and any resources or funds partners plan to contribute in support of the goals of the sector strategies.*

**Proposal Narrative:** *In narrative form, describe how you will develop and strengthen sector partnerships. Please clearly describe:*

- *How the LWDB will engage required partners (identified below) and regional employers in growth and demand industry sectors to: determine local and regional hiring needs, identify credentials and degrees of value that result in higher wages or priority hiring, and align education and training programs that are responsive to those needs.*
- *A plan for mapping career pathways that shows how students, youth and adults enter and exit education and training programs for critical occupations within the identified growth and demand industry sectors.*
- *Which growth and/or demand industries the LWDB will target to develop sector partnerships, including the relevant labor market data that supports the selection(s).*
- *What the goals of the LWDB are in executing sector partnership strategies, including how the strategies will further the work/plans outlined by the LWDB in local and regional plans.*
- *How the strategies and sector partnerships will incorporate into conversations and plans the need to increase education attainment, develop and strengthen career pathways, and expand and diversify opportunities for registered apprenticeship and other work-based learning opportunities to meet the critical needs of regional employers.*
- *How the regional partnership will incorporate into plans serving WIOA-defined special populations, including ex-offenders, veterans, homeless adults, long-term unemployed, individuals with disabilities and at-risk youth.*

**Budget:** *Provide a detailed budget narrative describing how funds will be spent. Also complete the Budget Form (Budget Form in OKGrants).*

## **Attachment B: Mid-Year Report**

*This information will be used to inform the work of the Career Pathways Committee of the Governor's Council for Workforce and Economic Development.*

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**Local Area:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Overview:** *Provide a brief summary of the current status of your sector partnerships and planned future actions.*

**Activities and Results to Date:** *Describe progress made toward developing and strengthening sector partnerships, including:*

- *How required partners and regional employers have participated in the development and implementation of sector partnerships*
- *How many convenings have been held*
- *What progress has been made toward identified goals*
- *What actions or strategies have been identified by the sector partnership related to education attainment, career pathways, registered apprenticeship and work-based learning*
- *What progress has been made toward understanding career pathways for critical occupations within the identified growth and demand industry sectors*
- *How WIOA-defined special populations are being incorporated into sector partnership strategies*
- *How any resources and/or funds from partners are helping to support the sector partnership*
- *What lessons have been learned through convening sector partnerships*

**Challenges and Obstacles:** *Describe any challenges or obstacles faced in developing and implementing sector partnerships.*

**Next Steps and Future Plans:** *Describe plans for continuing and/or expanding sector partnerships.*

**Recommendations and Needs:** *Describe any policies, recommendations or unmet/unsupported needs identified through the development and implementation of sector partnerships. Unmet needs might include resources, technical assistance, regional data collection, etc.*

**\*\*If any materials were produced as a part of these activities, please provide links or documents (e.g. data presentations, fact sheets, PowerPoints, etc.)\*\***



### **Attachment C: End-of-Grant Case Study**

*Case Study should be 2-6 pages in length and provide a summary of the work carried out during the grant period. Case Study should include a description of the status of the sector partnerships, progress made, outcomes, what was learned, and future plans for the partnerships.*

*Example Case Studies can be found at:*

- <http://www.georgia.org/wp-content/uploads/2016/10/Appendix-K.-Cobb-Workforce-Partnership-Case-Study.pdf>
- <http://www.georgia.org/wp-content/uploads/2016/10/Appendix-D.-Innovation-Crescent-Case-Study.pdf>
- <http://www.georgia.org/wp-content/uploads/2016/10/Appendix-L.-Albany-Dougherty-Industry-Roundtable.pdf>
- <http://www.georgia.org/wp-content/uploads/2016/10/Appendix-M.-Partnership-in-Middle-Georgia-National-Emergency-Grant-Case-Study.pdf>