



Request for Proposals: Students and Young Adult Equity  
Workforce Climate Service Corps  
[CSCWFD022025]

Date of Issue: February 3, 2025

Proposals Due: Rolling until May 12, 2025 at 11:59pm

Total Anticipated Funding Available: \$800,000

(additional funding may be added as resources become available)

All proposals must be submitted to:

[rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com)

by 11:59 pm on May 12, 2025

## 1. SUMMARY

Through this Request for Proposals (“RFP”) the Massachusetts Clean Energy Technology Center (“MassCEC”) is offering the Students and Young Adult Equity Workforce Climate Service Corps Grants. The Grants will help establish career pathways in clean energy with training providers to provide work-based learning programming under MassCEC’s Climate Service Corps Program.

In Fall 2023, Massachusetts’ Climate Chief Office issued a comprehensive report titled “Recommendations of the Climate Chief<sup>1</sup>” which offers a detailed overview of all aspects of the state’s climate policy. The report emphasized that planning around workforce development and clean energy economic development are key for improvement. This report calls for the creation of a state Climate Service Corps (CSC) for young people ages 18-24. MassCEC is supporting these efforts through planning, capacity, and implementation grants.

Climate Service Corps Grants will provide direct funding and technical assistance support to organizations that can build and scale career pathway programs tied to occupations in the energy efficiency and clean heating and cooling sector for young people ages 18-24 from the following targeted populations<sup>2</sup>:

- Individuals from Environmental Justice (“EJ”) Neighborhoods<sup>3</sup> or low-income communities;
- Members of federally recognized or state-acknowledged tribes;
- Members of underrepresented communities in the clean energy workforce; and
- Current or former workers from the fossil fuel industry (“Fossil Fuel Workers”).

Applicants may apply for one (1) or more of the following categories:

**Strand A:** Implementation Grants for a career pathway workforce development program that incorporates all the MA Climate Service Corps framework’s required components and demonstrates strategic braiding or utilization of matching funds to support a robust program offering.

**Strand B:** Planning Grants to prepare for full implementation of the MA Climate Service Corps program via a comprehensive planning process supported by MassCEC technical assistance.

Depending on the type of request, applicants may apply for up to \$375,000 in funding for work completed over a period of two (2) years.

Details about the range of acceptable funding requests across the various grant options are outlined in Section 9: How to Apply.

Funds for this program will be expended from Equity Workforce Training Funds, initially created through the March 2021 Climate Legislation, *An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy*<sup>4</sup> and re-defined by the August 2022 Climate Legislation, *An Act Driving Clean Energy and*

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<sup>1</sup> [Recommendations of the Climate Chief](#)

<sup>2</sup> Please refer to Section 4: Definitions of this RFP for more complete definitions of the target populations.

<sup>3</sup> 1 More information about Environmental Justice Populations can be found at [Environmental Justice Populations in Massachusetts | Mass.gov](#)

<sup>4</sup> <https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8>

*Offshore Wind*<sup>5</sup>. Should additional relevant funds become available through the Equity Workforce Fund or other sources, MassCEC may add funding to this RFP.

## 2. ABOUT MASSCEC

MassCEC is a quasi-state economic development agency dedicated to accelerating the clean energy sector's growth across the Commonwealth to spur job creation, deliver statewide environmental benefits, and secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC's mission is to accelerate the innovation of clean energy and climate solutions critical to meeting the Commonwealth's climate goals, advancing Massachusetts' position as an international climate leader while growing the state's clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work to promote the equitable distribution of clean energy's health and economic benefits and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate equitable, clean energy, and climate solutions.

## 3. PROGRAM GOALS AND DESCRIPTION

This Request for Proposals (RFP) aims to establish Climate Service Corps programs to provide work-based learning, skills training, service opportunities, and career guidance in clean energy to young people ages 18-24. The Climate Service Corps program will contribute to the workforce crucial to attaining the Commonwealth's 2050 goals. MassCEC's *Powering the Future: A Massachusetts Clean Energy Workforce Needs Assessment* projects that the state's decarbonization plan will require the clean energy workforce to expand by a likely conservative projection of 29,700 full-time equivalent ("FTE") workers by 2030, or the equivalent of 38,100 workers spending some or all of their time on clean energy projects. By raising awareness, engaging young adult residents of Massachusetts, and developing career paths, Climate Service Corps programs will contribute critically to the state's clean energy and climate workforce development strategy. The goals for Climate Service Corps programs include:

- Contribute to the talent pipeline for climate critical occupations in the energy efficiency and clean heating and cooling sector with careful attention to regional and local occupational labor demand.
- Ensure equity and inclusion via purposeful recruitment, sufficient wages, and effective support.
- Provide an integrated sequence of learning and service activities that constitute the start of a career pathway.
- Incorporate opportunities for participants to build social capital and develop networking skills.

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<sup>5</sup> <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter179>

- Enable a smooth transition from participation in the Climate Service Corps to related continued education, training, or career opportunities.
- Be designed to have a positive impact both on participants and community climate challenges.
- Offer young people the opportunity to tackle climate change via compensated work and service opportunities.

Ultimately, this solicitation will support work-based learning, service-learning, training, and career development that fills gaps in the workforce for climate-critical sectors while creating opportunities for underserved individuals most impacted by climate change who are often excluded from opportunities in these sectors. The Climate Service Corps Grants will provide direct funding and technical assistance support to organizations that can build and scale Climate Service Corps programs tied to occupations in energy efficiency and clean heating and cooling for young people ages 18-24 from the following targeted populations<sup>6</sup>:

- Individuals from Environmental Justice (“EJ”) Neighborhoods<sup>7</sup> or low-income communities;
- Members of federally recognized or state-acknowledged tribes;
- Members of underrepresented communities in the clean energy workforce; and
- Current or former workers from the fossil fuel industry (“Fossil Fuel Workers”).

### **Required Components of the Massachusetts Climate Service Corps Model**

All implementation proposals must present program models that include at least twenty (20) weeks in direct program delivery (orientation, skills training, work-based learning, and service experiences) and alumni services for at least one (1) year after the program completion.

- **Recruitment, Assessment, and Onboarding:** coordination of all administrative and fiscal processes, member and partner recruitment and outreach plans, service site orientation and training for program fidelity and quality participant experience, evaluation of participant applications, participant selection, and onboarding.
  - Sample activities may include but are not limited to: community outreach through social media, trusted messengers, and partnership for program promotion, participant recruitment, host site orientation, application review and selection, participant orientation to supports (e.g., stipend for service, transportation stipend, childcare assistance, case management), and referrals for applicants not selected for the Corps.
- **Durable Skill Development and Coaching:** training and coaching work designed to prepare new Corps participants for work-based learning, service, and further training, including Core Career Readiness Skill training to improve retention and employability, participation in career advising, and time for local staff to get to know their participants and any unique needs they may have while developing work and service placement plans. Coaching and case management must be present and consistent throughout the entirety of the participant experience and beyond, as described in Placement, Enrollment, Next Step Planning, and Alumni Services below. Skill

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<sup>6</sup> Please refer to Section 4: Definitions of this RFP for more complete definitions of the target populations.

<sup>7</sup> 1 More information about Environmental Justice Populations can be found at [Environmental Justice Populations in Massachusetts | Mass.gov](https://www.mass.gov/info-details/environmental-justice-populations)

Development and Coaching (when paired with Industry-Aligned Skill Development) may comprise the majority of participants' time during an orientation period. However, they should be less frequent as the term progresses to leave time for more substantial work and service learning.

- Sample topics and activities may include but are not limited to job readiness, clean energy and climate resilience career awareness, Energy Industry Fundamentals, training outlined by the [Massachusetts Career Readiness Initiative](#), and career exploration services such as field trips and job shadowing.
- **Industry-Aligned Skill Development:** standard universal training for clean energy career awareness, occupation-specific training for specific high demand, climate critical occupations in energy efficiency and/or clean heating and cooling.
  - Sample topics and activities may include but are not limited to technical training opportunities that are fully embedded in the program schedule to allow for full participant participation and facilitation of career pathway planning to connect Corps experience to future career phases such as credentials, certificates, and degrees.
  - Sample certifications and trainings to consider include:
    - OSHA 10
    - NATE Ready-to-Work
    - BPI certificates specific to the Weatherization Technician and Energy Auditor
    - EPA 608 Universal
    - The Multi-Craft Core Curriculum (MC3)
      - A comprehensive pre-apprenticeship training curriculum, developed and approved by the Building Trades National Apprenticeship and Training Committee in 2008 and recognized by the U.S. Department of Labor.
- **Climate Service and Work-Based Learning:** The main component of the experience for Corps participants is a combination of paid and/or stipend-supported work-based learning and service-learning experiences focused on tackling local climate challenges in the energy efficiency and clean heating and cooling sector of the clean energy industry.
  - Sample activities may include but are not limited to: community engagement related to climate tech issues through the measurement of heat islands, education regarding state energy incentives for home improvement, development of engaging outreach content, energy efficiency analysis of residential buildings, solar opportunity assessments, and support the addition of weatherization and insulation to buildings.
- **Placement, Enrollment, Next Step Planning, and Alumni Services:** individual and group opportunities to examine the Corps experience, reflect on strengths and challenges, consider future career plans, connect with employers, or participate in further training for career pathway success, 12 months post-term with follow-up services, coaching, and contact from the grantee and/or partner organizations.

### **Additional Considerations in Program Design**

While by no means exhaustive, the list below highlights relevant design considerations and best practices:

- **Determining Occupational Focus** – Awardees must provide programming that prepares participants to enter and succeed in energy efficiency and/or clean heating and cooling sector, occupations critical to the Commonwealth achieving 2030 emission goals and net zero emissions in 2050. Applicants are strongly encouraged to consult the Massachusetts Clean Energy Workforce Needs Assessment, available at <https://www.masscec.com/resources/massachusetts-clean-energyworkforce-needs-assessment> for reference.

**Defining and Targeting Living Wages** – Applicants should design programming that expands workforce development pipelines and provides long-term economic stability to participants by offering careers with living wages. Certain climate-critical priority occupations start at lower hourly wages. However, they may still be appropriate target occupations for this program if they enable expedited entry into high-growth career pathways with clear trajectories to livable wages.

- **Transparent Career-Fit Counseling** – Potential recruits should be interested and able to work in the target occupations to ensure the long-term success of training participants. Job description, duties, work environment, requirements, salary range, and potential career pathway should be provided to the recruit before applying for and enrolling in the program.
- **Designing and Delivering Quality Training** – The Climate Service Corps (CSC) intends to combine a work/service opportunity with a well-designed career pathway experience as an on-ramp to climate-critical occupations for interested Corps participants. The CSC experience must include well-designed training and skill-building that provide participants with exposure to the clean energy and climate resilience industries and enough skills to proceed to the next phase, whether further training and education or immediate employment.
- **Addressing Barriers** – From the initial outreach through employment retention services, Applicants are encouraged to design programming that mitigates barriers. Strong outreach plans will include ways to connect with individuals who may be difficult to reach via traditional avenues due to various factors such as language barriers, lack of digital access, lack of affordable childcare, and distrust/cultural stigmas. Participants of the target populations may lack prior support and experience to compete successfully for initial job openings and advancement opportunities. Thoughtful, engaging, accessible, and well-integrated work readiness or soft skill training components are critical to participant success. Additionally, Applicants are encouraged to explore strategic usage of training stipends, work-based learning, and initial wage subsidies combined with ongoing mentorship and support service after service.
- **Skill Development** – Training topics may include durable skills for career readiness such as those referenced by the Massachusetts Career Readiness Initiative<sup>8</sup>, Clean Energy Career Awareness Curriculum developed for DESE’s Innovation Pathways by MassCEC<sup>9</sup>, specific skills needed for service during the program term, and additional skill building such as pre-apprenticeship content. Applicants in the process or intend to develop training curricula are encouraged to reach out to MassCEC to determine the availability of quality curricula to use as exemplars or as the basis for customization. Additionally, skills training should be informed by employer input and differentiated to meet the learning needs of the participant population.

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<sup>8</sup> [Massachusetts Career Readiness Initiative](#)

<sup>9</sup> <https://cleanenergyeducation.org/curriculum/>

- **Designing for Success** – Applicants should consider designing and striving for at least 80% completion, 70% placement of participants into a target occupations, technical training, or apprenticeship programs, and 60% retention of participants twelve (12) months after the initial post-program placement. For Applicants seeking to serve participants with higher initial barriers, it is helpful to reference any comparable outcome data. In cases where the proposed target rates for a program are lower than 80%/70%/60%, Applicants are encouraged to detail strategies and support that can lead to increased outcomes over the performance period of the grant.

### **Program Outcomes and Metrics**

MassCEC requires implementation grantees to track and report within the design of final implementation plans. Grantees administering direct service to participants via an Implementation or Capacity Grant will be required to track and report outcome metrics using MassCEC templates and standards. Outcome metrics reflect successful progress toward the overall goals of the Equity Workforce Fund and Climate Service Corps.

Climate Service Corps grantees will provide career pathway training and career awareness to participants entering the clean energy sector. The goal is to offer young people from underrepresented populations an opportunity to serve their community doing climate-critical work while providing exposure and training to enter the clean energy sector and take advantage of the opportunities presented by starting on a pipeline to obtain employment in a high-quality climate-critical career.

MassCEC tracks the outcomes of programs using metrics including:

- Enrollment/engagement rates of target populations;
- Demographic details of participants served;
- Completion rates for individuals enrolled;
- Number and type of certifications completed;
- Placement rates/rates of individuals successfully navigated into an accepted off-ramp (e.g., number of participants entering a climate-critical training program, number of participants admitted to apprenticeship programs, or number of participants obtaining employment in a climate-critical occupation).
- Retention rates for individuals post-program completion for at minimum twelve (12) months; and
- Changes in salary/hourly wages.

## **4. DEFINITIONS**

**Climate Critical Priority Occupations:** Occupations critical to the Commonwealth achieving 2030 emissions goals and net zero emissions in 2050. Applicants are encouraged to consult the MassCEC Clean Energy Needs Assessment and the companion data workbook, both available at <https://www.masscec.com/resources/massachusetts-clean-energy-workforce-needsassessment> for a comprehensive detailing of climate-critical priority occupations. The list below provides examples of Climate-Critical occupations relevant to this opportunity.

- High-Performance Building Sector Occupations (for retrofit and new construction): Electricians and Electrical Contractors with expertise in building service upgrade, knob, and tube removal

and/or heat pumps; Insulation Workers; Weatherization Crew Chiefs and Supervisors; Energy Auditors; HERS Raters; HVAC/R Technicians with heat pump expertise; Carpenters and Construction Laborers; Hazardous waste removal specialists (especially for asbestos and vermiculite removal); Building Operators/Maintenance Mechanics; Plumbers and Pipefitters; Customer Service Representatives.

**Climate Service Corps (CSC):** a program creating opportunities for young people ages 18-24 to take action to reduce emissions while giving back to their communities, being exposed to clean energy careers, and learning relevant skills for the sector through **work-based** learning.

**Environmental Justice Populations:** As defined by the Massachusetts Department of Energy and Environmental Affairs (EEA), these are “segments of the population determined to be most at risk of being unaware of or unable to participate in environmental decision-making or to gain access to state environmental resources, or are especially vulnerable.”

- “Environmental Justice (“EJ”) Neighborhood” means a census block group where:
  - Twenty-five percent (25%) of households have an annual median household income that is equal to or less than sixty-five percent (65%) of the statewide median income; or
  - Forty percent (40%) of its population is Minority; or
  - Twenty-five percent (25%) or more of the households lack English language proficiency; or
  - Minorities comprise twenty-five percent (25%) or more of the population, and the annual median household income of the municipality in which the neighborhood is located does not exceed one-hundred fifty percent (150%) of the statewide annual median household income.
- “Minority” refers to individuals who identify themselves as Latino/Hispanic, Black/African American, Asian, Indigenous people, and people who otherwise identify as non-white (see additional definition below).
- “Low-income” means median household income at or below sixty-five percent (65%) of the statewide median income for Massachusetts, according to federal census data.
- To see census block groups that meet the Environmental Justice definition, see Environmental Justice Map Viewer<sup>10</sup>.

**Federally Recognized and State-Acknowledged Tribes:** Defined by the US Department of the Interior Bureau of Indian Affairs as a federally recognized tribe that is an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs. Massachusetts’ Commission on Indian Affairs (MCIA)<sup>11</sup> assists Native American individuals, tribes, and organizations in their relationship with state and local government agencies, and more information can be obtained from their website and office support line.

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<sup>10</sup> <https://mass-eoeea.maps.arcgis.com/apps/webappviewer/index.html?id=1d6f63e7762a48e5930de84ed4849212>

<sup>11</sup> <https://www.mass.gov/info-details/indian-affairs>



**Fossil Fuel Workers:** Current and former workers from the fossil fuel industry, including but not limited to oil and propane dealer employees, including fuel delivery truck drivers; oil, gas, and propane heating technicians, sales, and administrative staff; gas station attendants; gas station equipment repair staff; gasoline car repair staff, and natural gas pipeline contractors.

**Gateway City:** Defined by the Massachusetts Legislature as twenty-six (26) mid-size urban centers that anchor regional economies around the state that face social and economic challenges but retain many assets with unrealized potential. These communities are municipalities with a population greater than 35,000 and less than 250,000 with a median household income below the Commonwealth’s average, and rate of educational attainment of a bachelor’s degree or above that is below the Commonwealth average.

- These communities include: Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield and Worcester.

**Low/Moderate Income Initiatives:** Initiatives that serve low and/or moderate-income populations. “Low income” generally is defined as earning 60%-65% of the statewide median income. “Moderate income” varies more; defined as earning 60%-80% to 80%-120% of statewide median income. If your organization uses another definition for low/moderate income than above, please provide your definition on the application form.

**Potential Barriers:** For the purposes of the solicitation, MassCEC has identified potential barriers to entry and participation in the climate-critical workforce (“Potential Barriers”) to include, but not be limited to:

- Childcare and/or other caregiving costs;
- Transportation costs;
- Vehicle and/or public transportation access;
- Lack of a driver’s license;
- Lack of a high school diploma or GED;
- Tool/equipment purchase costs;
- Training fees, tuition, or other educational costs;
- Access to Internet and computers or other connective devices;
- Opportunity costs of time spent in training or educational programs;
- Housing and/or food insecurity;
- Lack of support systems providing guidance and raising awareness to make training/educational programs and job opportunities more accessible and achievable;
- Cultural barriers; and
- Language barriers.

## 5. ELIGIBILITY

Organizations or a partnership/team are eligible to apply and are collectively termed “Applicants.” Partnerships are strongly encouraged and may be looked upon more favorably when scored on selection

criteria to the extent that partnerships can provide a range of expertise and experience to deliver a comprehensive proposal. If multiple parties jointly apply, one party should lead the application team (“Lead Applicant”). If a single organization is applying for this opportunity, that organization would also be the Lead Applicant.

In the context of this solicitation, any organization or individual anticipating receiving a portion of the grant funds for their activities related to the proposed work through a subcontract or other formalized agreement should be considered a partner organization (“Partner Organization”) and listed in Section 1 of Attachment 2: Application Form. MassCEC may request further information about the qualifications of Partner Organizations during the review process.

The Applicant is encouraged to list other organizations and individuals not receiving a portion of the grant funds but contributing to the proposed work as proposed partners in Section 1.4 of Attachment 2 and indicate their past experience.

The Lead Applicant will sign Attachment 1, sign a contract with MassCEC (if selected), and receive funds from MassCEC. The following entities are eligible to serve as a Lead Applicant with the following conditions:

- Community-based entities (often called community-based organizations) include community action partnerships, environmental justice organizations, neighborhood revitalization organizations, advocacy groups, affordable housing providers, affordable housing developers, and non-profits.
  - Note: If Applicant is not an entity with the ability to hire staff or receive funds, consider forming a partnership with another group that can act as a fiscal agent.
- Post-secondary educational institutions, K-12 School Districts, Comprehensive and Vocational High Schools, Middle schools, and Vocational Schools offering a Career Technical Initiative evening program.
- For-profit entities such as for-profit training companies, trade associations, unions, or other coalitions of businesses and clean energy businesses.
- Federally Recognized and State-Acknowledged Tribes.
- Workforce Development Organizations, Non-Profit, and For-Profit.
- Massachusetts Workforce Investment Boards and Career Centers/Mass Hire Organizations.

Applicants may choose to form partnerships. Partnerships may be advantageous relative to scoring criteria if all the partnership participants add to the project’s success.

Additional eligibility notes:

- Applicants to Strand A must be able to demonstrate a capacity to braid additional relevant funding (e.g., YouthWorks, WIOA, Job Corps, AmeriCorps) to offer a comprehensive program
- Lead Applicants must have a Massachusetts office and must be able to submit a Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue. For more

information and to obtain your COGS, please visit: <https://www.mass.gov/info-details/dor-certificate-of-good-standing-and-or-corporate-tax-lien-waiver-faqs>

- Note: COGS requested through the mail may take up to four (4) to six (6) weeks; plan accordingly. Public K-12 schools and public post-secondary institutions are exempt from this requirement.
- Applicants who have received prior funding or are pursuing separate funding opportunities from MassCEC are eligible to apply for this funding so long as the proposed work is sufficiently distinct and does not lead to the same project being funded, except for additional capacity-building support services, which work will necessarily overlap with a previously funded opportunity but should expand upon the same in accordance to increase the impact of supportive services.
- Applicants currently or previously funded via solicitations under the Equity Workforce Fund must be in good standing with MassCEC and have submitted progress reports to the Workforce team during their project.
- Applicants will be expected to disclose any potential conflicts of interest created through partnerships or subcontracts with related family members, current and recent employers, or any other involved parties that may make such conflicts of interest and to detail the review and selection processes used by the Applicants to ensure selection of the best parties to perform the related work.

## 6. FUNDING AVAILABLE

MassCEC anticipates awarding a total of 800,000.00 in funds through the one deadline being offered to Applicants, with funds available until expended. MassCEC may increase or decrease funding at its sole discretion.

Grant Strand	Award Range	Braided Funding Requirement <sup>12</sup>	Duration Options
Strand A: Implementation	\$120,000 - \$375,000	Yes – applicants must be able to demonstrate a capacity to braid additional relevant funding (e.g., YouthWorks, WIOA, Job Corps, AmeriCorps) or other disclosed funding source	<b>One (1) to Two (2) year award.</b> (an additional year of post-training monitoring and metrics tracking is required, so Applicants should plan and budget for that obligation.)
Strand B: Planning	\$30,000 to \$50,000	Not required, but encouraged	<b>Six (6) months to one (1) year award</b>

<sup>12</sup> While there is no fixed per-participant cost limit, applicants who propose programs requiring MassCEC funding of more than \$18,000 per participant must demonstrate detailed rationales for higher cost models.

At MassCEC's discretion, applications for Climate Service Corps Grants that are not detailed enough for an implementation award or need further development prior to implementation may be offered a planning grant, and if funding is available, an opportunity to reapply in a later round of Climate Service Corps Grants for implementation funds.

Additionally, MassCEC may elect to award a portion of Climate Service Corps Grant funds requested by Applicants in their applications in the event a proposed project contains sufficient detail to merit an implementation grant versus a planning grant but does not have sufficient scope to justify the entire amount of the award requested by the Applicant.

During the review process, MassCEC may deem an Applicant's proposal a stronger fit for other concurrent procurement(s). The Applicant may be asked to submit additional information and/or authorization to consider their application for those procurement opportunities.

Cost-reimbursement grant agreements will be used for all Strand A grantees. Under this agreement, the grantee is reimbursed for actual expenses incurred in the approved budget. The sample agreement, Attachment 4: Sample Cost-Reimbursement Grant Agreement, is provided as a resource. MassCEC reserves the right to present Awardees with grant agreements that differ from the example provided. Applicants will have an opportunity to clarify specific budget needs in their application.

Awards for Strand B will use Milestone Grant Agreements. Under this agreement, the grantee is paid installments of the award amount upon the grantee's completion of determined milestones and deliverables. The sample agreement, Attachment 5: Milestone Grant Agreement, is provided as a resource, and MassCEC reserves the right to present Awardees with grant agreements that differ from the example provided. Applicants will have an opportunity to clarify specific budget needs in their application.

## 7. ELIGIBLE FUNDING USES

Applicants must use funds to implement workforce development programs that lead to careers in the clean energy sector. Grant funds shall be used for activities including, but not limited to:

- Staff time devoted to the program, including outreach and recruitment, intake and assessment, training delivery, wraparound support services, job placement services, and retention services, or to general operating activities needed to launch and continue the program, where costs related to general operating do not exceed the stated indirect rate;
- Marketing, communications, and outreach activities related to recruitment for the program, such as design costs for marketing collateral, purchasing mass media spots, and website or social media costs as long as it's less than 10% of the total budget;
- Subcontracting with training providers for curriculum delivery or with vendors providing specific training platforms or licensure testing services;
- Purchasing and installing specialized equipment for training;
- Leasing venue space and other direct startup costs needed for training delivery;
- Training stipends for program participants;
- Subsidized wages for on-the-job training/initial placements;

- Support services to reduce barriers, including but not limited to transportation reimbursements, language support, and childcare subsidies;
- Uniforms or professional clothing, equipment, and gear subsidies.

Activities that are NOT eligible for funding include, but are not limited to:

- Purchase or lease of venue space or equipment intended for general operating purposes;
- Costs associated with preparing this proposal; and
- Activities that occur before or following the term of an awarded grant.

## 8. ESTIMATED TIMELINE

This timeline is subject to change at MassCEC’s discretion.

Release of RFP	February 3, 2025
Questions due to MassCEC via email to <a href="mailto:rfpworkforce@masscec.com">rfpworkforce@masscec.com</a>	Ongoing
Questions with Answers Posted to MassCEC Website	Ongoing
Pre-Application Webinar	February 14, 2025 at 12pm
Pre-Application Office Hours	February 24, 2025 at 5pm March 11, 2025 at 12pm April 10, 2025 at 9am May 7, 2025 at 3:30pm
Proposals Due	Rolling until May 12, 2025
Interviews of Top Applicants (as needed)	TBD
Notification of Award	Within two to three (2-3) weeks of application

## 9. HOW TO APPLY

To apply:

1. Review this RFP to understand the opportunity, requirements, and MassCEC’s objectives.
2. Review all RFP forms and attachments.
3. Attend MassCEC informational webinars and/or utilize other informational resources offered.
4. Contact MassCEC with questions and/or to discuss your idea(s) via email at [rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com).
5. Complete all RFP forms and attachments, adhering to word limits, format requirements, deadlines, and other instructions listed within this RFP and each attachment.

6. Submit all completed RFP forms and attachments by email to [rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com) by **11:59 pm on May 12, 2025**, with “Students and Young Adult Equity Workforce Climate Service Corps Grants” in the subject line.

A complete application packet will include the following:

- Attachment 1: Authorized Applicant’s Signature and Acceptance Form
- Attachment 2: Students and Young Adult Equity Workforce Climate Service Corps Grant Application Form
- Attachment 3: Budget and Proposed Payment Schedule
- Attachment 4: Milestone Grant Agreement
- Attachment 5: Cost Reimbursement Grant Agreement

Attachments 1 and 2 must be submitted as **separate** documents in PDF or Word format. Attachment 3 must be submitted as an Excel file with all tabs filled out. Attachments 4 and 5 need not be returned and are strictly for review and reference unless the applicant requests changes to any language in the sample grant agreements. Changes requested to these sections are subject to the review of MassCEC, must be signaled at the point of application submission to be considered during contract scoping negotiations, and may impact an Applicant's eligibility for funding. MassCEC has limited ability to change contract terms.

Supporting documents such as Memorandum of Understanding (MOUs) and Letters of Support should be integrated into Attachment 2, but applicants may also submit these as distinct attachments. Additional attachments will **not** be considered during review and scoring.

Cost Reimbursement grants apply for all Implementation grants. Milestone Grant Agreements (Attachment 5) will be utilized for all Planning Grants.

Using Attachment 3, provide the program’s proposed budget, cost center breakdown, and payment schedule.

#### 1.1. Program Budget

On tab two (2) or tab four (4), depending on the application strand, provide a standard project budget, including staff salaries, direct program costs, subcontracting costs, indirect costs, and fringe costs. The budget should include a narrative to explain these costs. Subcontractor budgets over \$10,000 should be added with additional tabs.

#### 1.2. Proposed Program/ Payment Schedule

Strand A applicants must provide a proposed project schedule on tab three (3). Applicants must provide a project schedule including a timeline and phases aligned with and fully reflected in the requested budget, ensuring all activities correspond with associated budget costs.

Strand B applicants must provide a proposed payment schedule on tab five (5). During the fulfillment of the grant, MassCEC responds to timely invoices that provide documentation of deliverables to disburse grant funds for this grant. The close of MassCEC’s fiscal year is June of each

year, and an invoice should be issued on this date. **Applicants must provide a payment schedule proposing chronological invoice dates, where each invoice date is associated with clear milestones and deliverables related to defined tasks within the Scope of Work. Quarterly schedules are preferred.**

Final complete application submissions are accepted until **11:59 pm on May 12, 2025**. Under no circumstances will MassCEC accept responses past the deadline.

**Resources and Support for Potential Applicants:**

All applicants are encouraged to work with MassCEC and utilize MassCEC support when preparing an application, such as attendance at the pre-application webinars and office hours. Links to helpful resources and past webinars will be provided on the MassCEC website, along with the links to the funding opportunity documents.

Additionally, Applicants are encouraged to leverage MassCEC networks to seek partnerships. MassCEC will maintain an opt-in listserv to provide program updates, including descriptions of potential Applicants seeking partnerships. If you want to be added to the workforce listserv, email [workforce@masscec.com](mailto:workforce@masscec.com).

**Electronic Accessibility:** If accessibility to a computer, internet, or software may prohibit you from submitting an electronic application, in general, or by any deadline, or if there are other challenges with accessibility, such as language or writing barriers, alternative options may be discussed, such as video application. Please email [rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com) or telephone the Workforce Equity Program Administrator at (617)315-9300, option 7, option 2, to discuss accommodations.

Under no circumstances will MassCEC accept responses past the deadline.

**10. SELECTION CRITERIA**

Proposals submitted in response to this solicitation will be reviewed by MassCEC, which will include a threshold criteria screening, a compliance screening, and a review committee. MassCEC reserves the right to request additional information from any Applicant. MassCEC will consider the following categories when evaluating the strengths and weaknesses of proposals:

<p>Applicants’ Experience and Qualifications</p>	<ul style="list-style-type: none"> <li>• Strong track record serving the target population</li> <li>• Understanding of how to translate work-based learning experience to the clean energy sector</li> <li>• Demonstrated organizational capacity for implementing workforce development programs</li> <li>• Defined network of partners to provide comprehensive program services</li> <li>• Demonstrated history of providing unique or advanced approaches to program services</li> </ul>
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<p>Target Populations and Target Occupations</p>	<ul style="list-style-type: none"> <li>• Target participants' assets and barriers addressed through programming</li> <li>• Target occupations align with climate-critical occupations in the Energy Efficiency and Clean Heating and Cooling Sectors. This sector is by far the largest clean energy sector, with 74,305 workers in 2022, equivalent to over 70% of the clean energy workforce in the state. Modeling from MassCEC's workforce needs assessment anticipates an additional 18,000 jobs to be added to this sector by 2030.</li> </ul>
<p>Wraparound and Post-Placement Retention Support</p>	<ul style="list-style-type: none"> <li>• Comprehensive access to wraparound and support services and retention services, including career counseling and/or mentoring, for at least 1-year post-training.</li> <li>• Designated staff or referral partners to provide case management.</li> <li>• Applicants offer unique and/or heightened social support and retention services based on population served (e.g., extended retention support, specialized trauma-informed care, stipends, etc.).</li> </ul>
<p>Commitment to Maximizing Partnerships, Resources, and TA</p>	<ul style="list-style-type: none"> <li>• Applicant explains the plans to establish needed partnerships and identify resources to execute the programmatic vision.</li> <li>• Applicants propose milestones, deliverables timelines, and resource allocations that align with the proposed project.</li> <li>• Applicant describes a clear plan for how they intend to utilize the TA provided, including information about which staff members on the proposed project will participate in various components of TA.</li> </ul>
<p>Outcomes, Budget, Leveraged Resources, and Sustainability</p>	<ul style="list-style-type: none"> <li>• Line-item budget with detailed line-item descriptions that strongly matches with narrative in the application</li> <li>• Strong outcomes, a program design that can achieve these outcomes, and data collection practices that support effective outcome tracking.</li> <li>• Budget results in a reasonable per-participant cost for the type and intensity of programming the applicant proposes</li> <li>• Timeline that includes program development, delivery phases, and monitoring and matches length of grant period proposed</li> <li>• Appropriate funding supports to leverage in the initial award period and sustainable funding sources to continue programming beyond the grant period</li> </ul>



	<ul style="list-style-type: none"> <li>○ This includes braided funding for all Strand A applicants, as outlined in the Strand A portion of the table in Section 6: Funding Available.</li> </ul>
Metrics and Outcomes (Strand A)	<ul style="list-style-type: none"> <li>● Applicants connect how the proposal will meet the core goals of the relevant program strand and offer innovative ideas about how to support the identified target populations.</li> <li>● Applicants propose a reasonable number of participants directly impacted by the project results.</li> <li>● Applicants present trackable outcomes and metrics that will signal the successful impact of the project.</li> </ul>
Impact of Program (Strands B)	<ul style="list-style-type: none"> <li>● Applicants connect how envisioned program would meet the core goals of the Climate Service Corps</li> <li>● Applicants present increased capability to plan and execute intentional Climate Service Corps programming with potential support</li> </ul>

**11. EXPECTATIONS FOR GRANT AWARDEES**

In addition to fulfilling Project Plan and Timeline described in the Scope of Work, to be agreed upon and finalized upon award, Awardees will be expected to satisfy the following responsibilities:

1. **Finalize Grant Agreement** Awardees will work with the MassCEC Program Manager to develop and finalize their grant agreement to ensure that the statement of work, project plan, timeline and other terms are in conformity to MassCEC standards prior to commencement of project work and disbursements of funding.
2. **Attend Awardees Cohort Sessions and Training** Awardees must send at least one (1) representative to participate in meetings to promote networking, synergize projects, share best practices, and strengthen the quality of the workforce ecosystems related to climate-critical occupations. Virtual and in-person sessions will be scheduled quarterly and Awardees are required to attend at least two (2) sessions per year.
3. **Consult with MassCEC Workforce Technical Assistance** MassCEC will provide technical assistance via staff with extensive workforce development and climate critical occupation-related experience and via the services of a subcontracted provider. Technical assistance will consist of guidance and support during implementation, networking opportunities and partnership development assistance, and promoting continuous improvement to ensure the success and quality of the programs. Technical assistance will be delivered on an ongoing and as-needed basis to be agreed upon between the technical assistance provider and Awardees. For budgeting purposes, Applicants should consider that active grantees will likely need to

participate in at least one (1) hour of TA each month the grant is active. MassCEC will host one (1) in-person full-day TA session, and Applicants should consider the associated travel cost. Applicants may plan for multiple people to participate in the various TA offerings, especially if it will provide opportunities for staff from various partner organizations to advance the efforts of the grant.

4. **Provide Regular Reporting and Case Studies** MassCEC requires Awardees to provide regular reports typically timed to coincide with scheduled invoices for payment. Along with Progress Reports, Awardees will be asked to provide interim progress reports using templated forms and by attaching additional documentation for program-specific deliverables not captured within the Progress Report template. The templated Grantee Progress Report captures general programmatic and participant data, including but not limited to demographic data, employment and wage data, dosage of service, and changes to status that signal progress towards program completion, placement, and job retention.

MassCEC regularly features Awardees in social media blog posts, reports, and other media. To facilitate these activities, Awardees will be expected to provide case studies and the regular reports as agreed upon in the Scope of Work. At a minimum, case studies will be expected to include a one (1) page text description of a successful training participant and an appropriate accompanying picture, with additional information, statistics, and photographs potentially requested by the MassCEC Program Manager. It is anticipated that case studies will be required on at least an annual basis. Finally, MassCEC welcomes additional opportunities to collaborate with grantees on media opportunities.

## 12. CONTACT INFORMATION FOR QUESTIONS

For all questions on Climate Service Corps Grants, please email [rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com).

## 13. GENERAL REQUEST FOR PROPOSALS CONDITIONS

### NOTICE OF PUBLIC DISCLOSURE

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an applicant is a public record subject to disclosure. Applicants shall not send MassCEC any confidential or sensitive information in response to this RFP. If confidential information is submitted as part of the application and not clearly marked as confidential, such information may be made publicly available by MassCEC without further notice to the Applicant.

### DISCLAIMER & WAIVER AUTHORITY

This RFP does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to accept or

reject any or all applications received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the application, negotiate with all qualified Applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in MassCEC's best interests.

This RFP has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to an RFP to which they intend to respond. MassCEC accepts no liability and will provide no accommodation to Applicants who submit an application based on an out-of-date RFP document.

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#### CONTRACT REQUIREMENTS

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded applicant(s) will execute a contract, substantially in the form of the template agreement attached hereto as Attachments 4 and 5 which will set forth the respective roles and responsibilities of the parties.

**ATTACHMENT #1: AUTHORIZED APPLICANT’S SIGNATURE AND ACCEPTANCE FORM**

**Students and Young Adult Equity Workforce Climate Service Corps (the “RFP”)**

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the RFP requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the RFP Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the RFP are mandatory.

The undersigned and each Applicant and each member of its team acknowledges and agrees that (i) all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the RFP; (ii) that the Massachusetts Clean Energy Technology Center (“MassCEC”) has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein; and (iii) that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The undersigned and each member of the Applicant’s team understands that, if the Application is selected by MassCEC pursuant to this RFP, the Applicant will execute and deliver an agreement to be provided by MassCEC that shall set forth the terms and conditions, together the respective roles and responsibilities of the Applicant, and each member of its team, and MassCEC, with respect to the project described in the RFP.

I certify that the statements made in this Application, including all attachments and exhibits, are true and correct.

Applicant: \_\_\_\_\_

(Printed Name of Applicant)

By: \_\_\_\_\_

(Signature of Applicant or Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT #2: APPLICATION FORM

ATTACHMENT #3: BUDGET AND PROPOSED PAYMENT SCHEDULE

ATTACHMENT #4: SAMPLE AGREEMENT – COST REIMBURSEMENT

ATTACHMENT #5: SAMPLE AGREEMENT – MILESTONE