Community College HVAC and Heat Pump Workforce Training, Equipment and Infrastructure Grants RFP

Attachment 2: Application Form

Please fill in the tables below.

*If the fillable Word version of Attachment 2. Application Form creates an undue hardship, contact* [*rfpworkforce@masscec.com*](mailto:rfpworkforce@masscec.com) *to request a plain text Word version of the form.*

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| **1.1 Applicant Information** | | | |
| **Community College Legal Name** | Click or tap here to enter text. | | |
| **Registered Organization Name** | *If different than above, please list organization name exactly as registered with the Secretary of State of MA, including DBA or subsidiary / division information:*  Click or tap here to enter text. | | |
| **Fiscal Agent** | *If applicable, list Fiscal Agent name and enter full information below as a partner organization:*  Click or tap here to enter text. | | |
| **Contact Person** | Click or tap here to enter text. | | |
| **Pronouns** | Click or tap here to enter text. | | |
| **Title** | Click or tap here to enter text. | | |
| ***Billing Street Address*** | *Needs to match information shown on organization W-9:*  Click or tap here to enter text. | | |
| **City, State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Registered Street Address** | *If different than above, please list organization street address exactly as registered with the Secretary of State of MA:*  Click or tap here to enter text. | | |
| **City, State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text. | | |
| **Contact Phone** | Click or tap here to enter text. | | |
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| **2.1 Grant Proposal Summary** | |
| **Executive Summary** | ***In a three (3) to five (5) sentence paragraph****, provide a high-level summary of the planned scope of work being pursued as part of this HVAC training program funding opportunity. As part of this summary, please confirm whether you are seeking to establish a new HVAC training program, or upgrade a current program at your community college, and clarify whether the training program will be credit-bearing or non-credit-bearing. Highlight any featured benefits of the proposal, including the impact of equipment, key learning benefits of the program, and anticipated employment outcomes for participants.*  Click or tap here to enter text. |
| **Requested Allocation Funding (Strand A – Implementation, or Strand B - Planning Grant) See Attachment 6 for Allocation Funding per Applicant** | **$Click or tap here to enter text.** |
| **If allocation funding is not fully utilized across the 15 community colleges as part of this RFP, at its sole discretion, MassCEC may approve applicant requests for additional funding beyond the maximum allocation funding as specified in Attachment 6 (“Additional Funding”). Additional funding requests will be considered based on the justification of the use of the funding, and available program budget. If applying for more than the maximum allocation funding amount specified in Attachment 6, please clarify the additional funding amount being sought below, along with justification for the additional funding request.** | |
| **Requested Additional Funding (Optional)** | **$Click or tap here to enter text.** |
| ***In 500 words or less****, if seeking Additional Funding,**describe how the funding would be utilized, why it is warranted for the purpose or purposes laid out below, and what the anticipated impact of the additional funding would be.*  Click or tap here to enter text. | |
| **Proposed Total Duration of Grant Term (in months)** | Click or tap here to enter text. |

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| **2.2 Research & Stakeholder Engagement** |
| **In 250 words or less**, if your college currently runs an HVAC training program, briefly describe (i.e. size (estimated number of participants annually), training length, partnerships). If your college does not yet operate an on-campus HVAC training program, please briefly describe the program you intend to set up (size (estimated number of participants annually), length, partnerships). Please indicate any research or stakeholder engagement that has informed current or planned programming.  Click or tap here to enter text. |

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| ***2.3 Diversity Equity & Inclusion (DEI) Statistics (Required for Strand A)*** | | | |
| *Please check box for any applicable Equity populations served through the proposed program.*  *Provide estimated % of the funds directed at each population served. Each population is not mutually exclusive and may overlap, e.g., EJ populations may also be LMI or live in a Gateway City. Use historical program data of past services to estimate your metrics. Refer to Section 4. Program Definitions in the RFP Solicitation for definitions of each population.* | | | |
| ​​  Environmental Justice Community | ​  Low/Moderate Income | ​​  Diversity, Equity & Inclusion | Gateway City |
| % ​ Click or tap here to enter text. | % ​ Click or tap here to enter text. | % ​ Click or tap here to enter text. | % Click or tap here to enter text. |

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| **2.4 Planning Grant Proposal Overview (Only fill out if applying for a Planning Grant)** |
| Please select type of planning grant being applied for:  Planning Grant – Establishing a new HVAC Training Center (Note: This planning grant funding is intended for community colleges that are not ready to apply for implementation grant funding but are interested in initiating a planning process for a future HVAC Training Center on their campus. Community colleges seeking implementation funding should not additionally apply for planning grant to establish a new HVAC Training Center.)  ***In 1,500 words or less****, describe the goals of the planning process. Provide an overview of key and specific steps that are anticipated to be taken to develop an implementation plan or to build capacity for the development of an HVAC training center on campus. Please include a proposed timeline, and relevant staff and partner roles and responsibilities.* |
| Click or tap here to enter text. |

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| **2.5 Individual Participant Impact (if applying for Strand A )** | | |  |
| **Number of Individuals projected to benefit from the funding per year** | **Year 1 of Training Implementation** | **Year 2 of Training Implementation  (if relevant)** | **Ongoing Estimate of Annual Impact of Equipment  (If relevant)** |
| Click here. | Click here | Click here |
| **Average Cost per Individual and Explanation of Estimates** | $Click or tap here to enter text. | | |
| 1. *If relevant, explain how these anticipated numbers compare to past and current training participation outcomes.* 2. *Share details about how many participants are estimated to be new entrants versus incumbent workers seeking upskilling.* 3. *Provide a brief explanation of the per-participant cost.*   Click or tap here to enter text. | | |

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| **2.6 Initial Vision of Equipment and Infrastructure Funding (Required for Strand A)** |
| ***In 1,000 words or less****, describe the following:*   1. *Provide a high-level overview of the equipment and infrastructure that would be supported through this funding opportunity.* 2. *If applying for funds to establish a new HVAC and Heat Pump training center, clarify what steps the applicant has taken to determine the proposed location for the training center on campus, and whether the facility will be housed in an existing building, or will be part of a new construction project. If currently known, what are the specifications of the proposed project site regarding anticipated square feet of lab space, electrical panel amperage (e.g. 200 amp panel), and electrical service. Please see the RFP, Section 3 for additional information about training space specifications.* 3. *Note key and specific steps that will be taken to select, procure, and integrate this new capacity. To the extent you are able, describe your proposed procurement processes for equipment and infrastructure, including selection processes for vendors and subcontractors. If relevant, discuss the process by which applicants may engage with DCAMM and whether they will need to participate in a certified study process.* 4. *If you are planning to lease a space for the training, detail the anticipated terms of the lease and opportunities and challenges for maintaining an ongoing training center space.* 5. *Discuss how funding for equipment and infrastructure will lead to expanded training capacity within the region.*   Click or tap here to enter text. |

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| **2.7 Program Development (Required for Strand A)** |
| ***In 500 words or less,*** *describe work anticipated to occur prior to the launch of training delivery, including but not limited to program design, including development of curriculum and any work readiness resources. Include information about relevant curriculum resources, certifications supported, and an overall dosage of instructional time. Clarify if any portion of the curriculum or training infrastructure is anticipated to include an online or remote learning component and whether this component would be synchronous with the classroom and lab learning or would be self-paced. Note that at least 80% of participants’ combined classroom learning and lab time must be in person to be eligible for funding through this solicitation. Additionally, does the applicant anticipate any cohorts or training that will be focused on upskilling existing technicians, and if yes, how is the applicant approaching this differently compared to new entrants?*  ***Specific to Upgrading a current HVAC training center****, highlight any anticipated changes to existing training or new curriculum or training opportunities that will result from the proposed equipment and infrastructure.* |
| Click or tap here to enter text. |

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| **2.8 Program Staffing (Required for Strand A)** |
| ***In 500 words or less****, discuss the proposed staffing and management structure for the project, including anticipated roles for key staff, partners, and/or vendors/subcontractors involved in the project, and anticipated reporting structures for project administration. Clarify anticipated staffing needs as part of the planning and procurement process, installation of infrastructure and equipment, and implementation of programming (including teaching, supportive admin, and any case management for wraparound support services)* |
| Click or tap here to enter text. |

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| **2.9 Tuition Reimbursement (Required for Strand A )** |
| ***In 500 words or less****, confirm that the proposed HVAC program is, or is anticipated to be a non-credit bearing program, and therefore not eligible for MassReconnect and MassEducate. Additionally, clarify the process by which tuition reimbursement funds would be implemented to support HVAC training participants.* |
| Click or tap here to enter text. |

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| **2.10 Support Services (Required for Strand A)** |
| ***In 500 words or less****, outline anticipated support services that will be offered to participants, such as providing training stipends, skill development support such as ESOL and basic skills, maintaining an emergency fund to address participant barriers, including work-based learning opportunities or leveraging funds for staffing for case management.*  *Note that if the Applicant does not yet have a fully laid out plan for support services at the time of application, including whether they will work with any partner organizations, please include what information and insights you do have now below, and clarify by when you will have any additional details. The specific scope of work related to Support Services can be formalized as part of the contracting process.* |
| Click or tap here to enter text. |

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| **2.11 Outreach and Recruitment (Required for Strand A)** |
| ***In 500 words or less****, describe the outreach and recruiting plan to engage training candidates once the HVAC program is implemented. List any partners who may provide referrals. Include examples of outreach and recruitment anticipated to engage training participants, such as mass media and outreach methods, information sessions, outreach education, and other informational approaches.* |
| Click or tap here to enter text. |

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| **2.12 Intake and Assessment Processes (Required for Strand A)** |
| ***In 250 words or less****, describe the process anticipated to be used to intake and assess training candidates to ensure that the HVAC training program and HVAC mechanic and technician occupation is a good match for the candidate.* |
| Click or tap here to enter text. |

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| **2.13 Job Placement and Employer Engagement (Required for Strand A)** |
| ***In 500 words or less****, describe plans for employer involvement in the workforce training program and their role in job placement. Describe plans for ongoing employer engagement and job development.*  *Note that if the Applicant does not yet have a fully laid-out plan for job placement and employer engagement at the time of application, please include what information and insights you do have now below and clarify by when you will have any additional details. The specific scope of work related to job placement and employer engagement can be formalized as part of the contracting process.* |
| Click or tap here to enter text. |

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| **2.14 Retention Support Services (Required for Strand A)** |
| ***In 500 words or less****, describe proposed retention support strategies, including, but not limited to, case management, ongoing career coaching, and/or mentoring. Note that if Applicant does not yet have a fully laid out plan for retention support services at the time of application, please include what information and insights you do have now below, and clarify by when you will have any additional details. The specific scope of work relating to retention support services can be formalized as part of the contracting process.* |
| Click or tap here to enter text. |

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| **3.1 Outcomes, Metrics, and Reporting (Required for Strand A)** | | | | |
| *Use the following table to provide proposed annual target outcomes for all relevant years. If you are proposing new entrant and upskilling, add rows as needed to clarify the differences in expected outcomes. If proposed average target rates fall below the 80%/70%/60% rates referenced in the RFP, please use the box below to explain in 250 words or less how the program design justifies these rates. If the applicant anticipates one or more cohorts focused on upskilling existing technicians during the term of funding, please reference this in the written description below.* | | | | |
| Project Year | Completion Rate | Placement Rate within 30 days of completion | Retention Rate at 6 months | Estimated Average Starting Wage |
| 1 | Completion | Placement | Retention | Wage |
| 2 | Completion | Placement | Retention | Wage |
| 3 | Completion | Placement | Retention | Wage |
| Average | Average | Average | Average | Average |
| ***In 250 words or less****, provide an explanation of the above proposed rates. Please note any necessary justification for proposed rates below the standards. If an alternative reporting timeline requiring more time than a 6-month or quarterly window, please provide justification.* | | | | |
| Click or tap here to enter text. | | | | |
| *\*Please refer to Attachment 5 on the RFP Solicitation to see a sample Progress Report that grantees*  *are required to update and submit with each invoice. Please note that we require grantees to capture*  *primary and secondary languages spoken for their participants\** | | | | |

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| **3.2 Additional Information (Optional)** |
| ***In 500 words or less****, provide any additional information that may be relevant to those reviewing the proposed project.*  Click or tap here to enter text. |

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| **3.3 Submission of Program Budget** |
| Have you attached a proposed ‘Attachment 3—Program Budget’, acknowledge that the applicant will be expected to deliver the proposed program in line with the program budget as presented if awarded, and understand that MassCEC reserves the right to present awardees with partial awards with reduced funding requiring revised program budgets adjusted reasonably in line with the original application budget presented?  Yes  No  *If no, please elaborate below and provide an explanation as to why.*  Click or tap here to enter text. |

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| **4.1 Partner Selection (Optional but Recommended)** |
| ***In 250 words or less****, clarify if you anticipate engaging any partner organizations that may play a supporting or lead role in building out the training center space, delivering the program, or providing wraparound support services. If available, clarify names of partner organizations and any past interaction or collaboration with your organization.* |
| Click or tap here to enter text. |

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| **4.2 Leveraged Resources and Sustainable Funding (Optional)** | | | | |
| *Use the following table to identify resources outside of potential program partners listed earlier that may be used to enhance the program. Note if the resource is pre-existing or aspirational.* | | | | |
| Organization Type | Organization Name | Grant Name / Support Type | Notes | Status |
| Type | Organization | Name | Contact | Status |
| Type | Organization | Name | Contact | Status |
| Type | Organization | Name | Contact | Status |
| Type | Organization | Name | Contact | Status |
| ***(Optional) In 250 words or less****, describe the resources and funding outside of potential partners that will be used to enhance the proposed program and integrate the program into the pre-existing workforce development ecosystem. Identify sources of funding that will be used to sustain the program, including other government grants, private foundation grants, corporate sponsorships, next-generation contract training agreements, etc.* | | | | |
| Click or tap here to enter text. | | | | |

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| **4.3 Commitment to Technical Assistance** |
| ***In 250 words or less****, describe plans to utilize technical assistance offered if awarded. Identify which community college staffer(s) are anticipated to be assigned to take part in all technical assistance webinars and virtual meetings.* *(Technical Assistance includes ongoing monthly meetings with a MassCEC staff member or assigned consultant, and participation in remote community college cohort Community of Practice sessions).* |
| ​​Click or tap here to enter text.​ |

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| **4.4 Review of Attachment 4: Sample Grant Agreement** |
| *Have you reviewed the sample grant agreements in Attachment 4 (Cost Reimbursement Grant Agreement), and acknowledge that the sample agreement is provided as a resource, and understand that MassCEC reserves the right to present awardees with grant agreements that differ from the example provided? (Required)* |
| Yes |
| Do you accept the terms and conditions as presented in the sample grant agreement in Attachment 4 (Cost Reimbursement Grant Agreement)?  Yes |
| *Are there any changes to this template contract agreement that would be necessary before the Applicant could sign the contract? (Note: MassCEC has limited ability to change our contract terms.)*  No  Yes  *If yes, please elaborate below and provide an annotated version of Attachment 4 with your application.*  Click or tap here to enter text. |

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| **4.5 Consideration of MassCEC Cross-Review** |
| *Would you like this application to be considered for a cross-review with other open MassCEC workforce RFP Solicitations? If your application is deemed to be a stronger fit for another procurement, you may be asked to submit additional information. Programs that want to submit concurrent applications are encouraged to do so. (Response required)* |
| Yes  No |