# Workforce Development and Economic Opportunities Plan

## Narrative Plan

### Applicant Information

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| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

### Plan Details

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| --- | --- |
| Plan Lead Entity |  |
| Organization Type |  |
| Partners |  |

### Instructions

* For the **Workforce Development and Economic Opportunities Plan,** Applicants must provide a **Narrative Plan** using the template provided in this document. The template outlines the overall plan structure and information required for the Workforce Development and Economic Opportunities Plan. The narrative plan will be attached to the grant agreement of awarded Applicants.
* **Word counts** are listed for each question. Responses that exceed the word count limit will not be reviewed. Use the Word Count tool to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read
* **Naming conventions** for all Application materials have been provided in the TCC Round 3 Implementation Grant Application Instructions.

### Checklist

Use the checklist below to ensure all materials have been submitted as part of the Application.

☐ **Narrative Plan** (this Word document)

☐ **Plan Workbook** (Excel document)

☐ **Supporting Documentation** (organizational capacity)

#### Summary

1. Summarize the overall plan to create workforce development training programs and economic opportunities in the TCC Project Area that prioritizes high-quality jobs, career pathways and advancement, and economic and climate resilience. **(200 words)**

#### TCC Project Area Opportunities and Needs

1. Describe the workforce development needs and challenges facing the TCC Project Area. What are the employment, education, and training needs of Project Area residents? What are the Project Area residents’ barriers to economic security and economic mobility? **(200 words)**
2. Describe the major regional markets, drivers of employment, and labor demand in your area. Explain how labor demand and skill needs are determined in your local region. If known, indicate the training needs of the forthcoming jobs or industries, including any current industries impacted by a transition to a net zero economy. Describe whether these industries are likely to produce high-quality employment. For example, do these industries typically offer a living wage, benefits, and workplace flexibility? **(200 words)**
3. Describe if/how the proposed plan will address worker, employer, and industry needs as they respond and adapt to climate change and climate-related policies, including building community and economic resilience. **(200 words)**

#### Workforce Development Partnerships

1. Describe the stakeholder engagement process used to develop this proposal. **(200 words)**
2. Outline the role of each party (Lead Entity, Co-Applicant, and supporting entities) involved in implementing the Workforce Development and Economic Opportunities plan. Specify the role (e.g. training partner, labor union, workforce board, data partner, etc.) and provide a brief description.

*Example:*

|  |  |
| --- | --- |
| **Responsible Party** | **Role in Workforce Development & Economic Opportunities Plan**  **(50 words each)** |
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#### Workforce Development and Training

1. **Proposed Workforce Development and Training Plan:** Provide a high-level summary of the proposed workforce development and training plan for the TCC Project Area. Describe how the proposed training programs and services were selected. Explain how the overall training plan will **(500 words)**:
   1. Target occupations and industries that support TCC Proposal implementation;
   2. Help prepare Project Area residents for future employment demand in the region; reduce barriers to employment;
   3. Address the range of employment readiness needs of residents and individuals with employment barriers;
   4. Builds on, or leads to, partnership with local workforce development boards and other key workforce development stakeholders;
   5. Address critical skill issues as industry faces challenges of climate change and environmental sustainability to help prepare local workers and employers to adapt and compete in a net zero economy;
   6. Align and enhance high-performing education and training programs that have a proven record of leading to high-quality, industry-recognized credentials and labor market advancement; and
   7. Complement but do not duplicate existing resources in the community (e.g., those not included in the Workforce Innovation and Opportunity Act [WIOA] Plan).
2. **Proposed Training Program and Services:** List all training programs that will be created, funded, or expanded under the TCC Proposal. For each program, describe the: **(500 words for each training program)**
   1. Pre-apprenticeship programs and the industry standard developed curriculum that will be used in the proposed program;
   2. Connections to an existing formalized pathway or partnership with potential employers or industries;
   3. Previous rates of training completion, post-training job placement, and job retention for all proposed training activities;
   4. Recognized credentials that the proposed workforce program and/or activities will result in (e.g., certifications, certificates, degrees, licenses, other documentation of competency and qualifications). Credentials should support long-term, stable employment and career development.

To be funded by the TCC Program, training activities should lead to high-quality, industry-recognized credentials with the following characteristics:

* + 1. Accessible: Trainings for the credential are affordable and readily accessible at places and times convenient for working adults;
    2. Transparent: Clearly articulated costs and prerequisites; accurate picture of what skills, knowledge and abilities are benchmarked by a given credential, and the value that it carries in the labor market;
    3. Stackable: One of multiple manageable chunks that add up to a more substantial credential and do not require starting over at each new step;
    4. Portable: Credential is transferable between firms, regions, and educational institutions;
    5. Meaningful: Credential has value in the labor market; and
    6. Connected: To a job or an educational pathway.
  1. Focus on high-quality employment. Factors commonly considered to influence job quality include, but are not limited to: local living wages; benefits provided: health insurance, paid leave, sick leave, or child care services; geographic accessibility and commute distance; job strain, schedule, and flexibility; working conditions and health risks; and job retention or duration of employment.
  2. Focus on high-quality employment. Factors commonly considered to influence job quality include, but are not limited to: local living wages; benefits provided: health insurance, paid leave, sick leave, or child care services; geographic accessibility and commute distance; job strain, schedule, and flexibility; working conditions and health risks; and job retention or duration of employment.
  3. Projected climate impacts and/or climate policy impacts to the proposed sector, and how the relevant emerging “critical skills” are integrated into the training program;
  4. Participant recruitment and training plan for residents of the Project Area, and how the plan will target Project Area residents and reduce participation barriers through the training program design and recruitment strategy. Include any target rates for Project Area resident participation.

1. **Organizational Capacity:** Describe the track record and working relationships of the organizations and/or individuals that will be involved in implementing the proposed program. Organizations and individuals responsible for implementation must have previous experience that is similar in scale, scope, and activities to the proposed TCC workforce development programs to be eligible. Upload documentation of previous experience. **(100 words for each organization and/or individual; 100 words to describe coordination between entities)**

#### Economic Opportunities and Job Creation

1. **Proposed Economic Opportunities and Job Creation Plan:** Provide a high-level summary of the proposed economic opportunities and job creation plan for the TCC Project Area. Explain how the proposed plan **(200 words)**:
   1. Results in the creation of local, high-quality jobs that offer living wages, benefits, worker voice, predictable scheduling, and opportunities for advancement;
   2. Provides clear access points for low-income residents in and near the Project Area;
   3. May be tied directly to Projects that are part of the TCC Proposal (not required, but describe if applicable);
   4. Is informed by regional partnerships that identify evolving “skill needs” of local industries; and
   5. Increases the capacity of workers to adapt and compete in a net zero economy.
2. **Targeted Recruitment Strategies:** Describe how the Lead Applicant and Co-Applicants will utilize targeted recruitment strategies in each job training and job creation component. Targeted recruitment strategies should direct opportunities to residents and/or businesses within the TCC Project Area, as well as low-income residents, residents of disadvantaged communities, veterans, and/or residents displaced or otherwise impacted by project development, among other specific criteria. Approaches for targeted hiring should be consistent with federal and state law, and may include, but are not limited to **(500 words)**:
3. Community Benefits Agreement (CBA): A contract between community-based organizations and project proponents or agencies that identify benefits to be provided as part of a project or program. Hiring priority for low-income individuals and prevailing wage requirements are commonly found in CBAs. CBAs may also include provisions for ongoing community engagement to ensure continued success.
4. Labor agreements or community workforce provisions: Comprehensive agreements between labor unions and project proponents (e.g., contractors, developers) or local agencies (e.g., transit agencies, cities) to achieve breadth of objectives including uniform labor standards. These agreements may extend across multiple projects. Applicants may choose to prioritize projects with established labor agreements or community workforce provisions that contain targeted hiring provisions.
5. Contract provisions: Contract provisions between a grantee and an applicant that include criteria for targeted hiring.
6. **Organizational Capacity:** Describe the track record of the organizations and/or individuals that will be involved in implementing the proposed recruitment plan. Organizations and individuals responsible for recruitment should have proven track records working among barrier and diverse populations. Upload documentation of previous experience. **(200 words)**

#### Budget Narrative

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,XXX***

Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $XXX***

Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. During the grant term, travel expenses will be compensated at the [California Department of Human Resources Travel Reimbursement rates](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

* ***Equipment Total: $X,XXX***

Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects may optionally include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

**END OF DOCUMENT**