

Equity Workforce Planning and Capacity Grants RFP

Dedicated to innovating energy solutions



AGENDA

Climate Law Equity Workforce Funding

Target Populations & Sectors

Eligibility

Planning and Capacity Grants

Questions & Answers

Selection Criteria

Application Process & Timeline

Office Hours & Networking

Questions & Answers

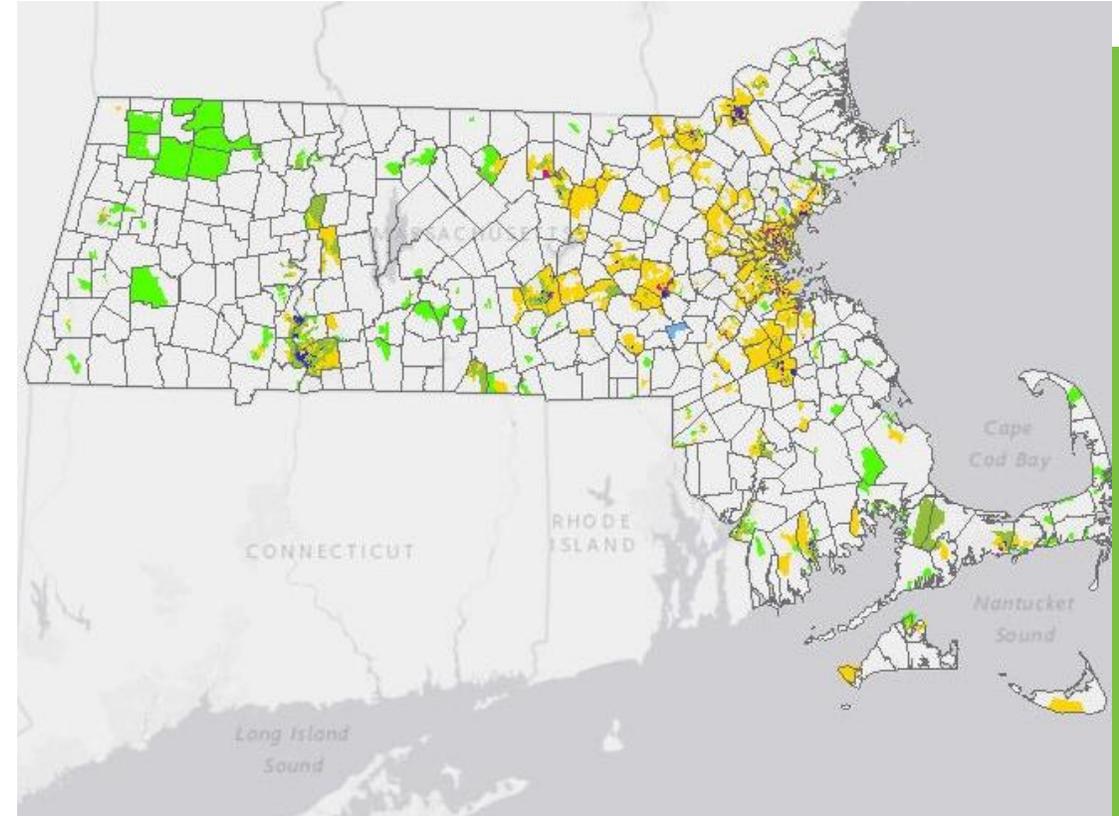
Act Creating A Next-Generation Roadmap for Climate Policy

\$12 MILLION ANNUALLY TO EXPAND MASSCEC'S WORKFORCE DEVELOPMENT EFFORTS

In 2021, the MA Legislature passed the Act Creating A Next-Generation Roadmap for Climate Policy setting aggressive net zero emissions goals for 2050 and interim goals and officially recognizing the inordinate impact climate change has on Environmental Justice (EJ) Neighborhoods and other marginalized communities.

Within the Act, the Legislature set aside \$12 million annually to enable MassCEC to expand its workforce development efforts to support individuals living in EJ Neighborhoods, Minority- and Women-owned Business Enterprises in Clean Energy Sectors, and Fossil Fuel Workers transitioning into the sector.

In 2022, the Legislature expanded the applicability of the Act to also include members of Federally Recognized and State Acknowledged Tribes, as well as members of those populations currently underrepresented in the Clean Energy Sector.



Targeted Populations

INDIVIDUALS RESIDING IN ENVIRONMENTAL JUSTICE NEIGHBORHOODS OR LOW-INCOME COMMUNITIES

An EJ Neighborhood has one or more of the following four criteria:

- Annual median household income not more than 65% of the statewide annual median
- Minorities comprise 40% or more of the population
- 25% or more of households lack English language proficiency
- 25% or more are minorities and the annual median household income is 150% or less of the statewide median

MEMBERS OF FEDERALLY RECOGNIZED OR STATE ACKNOWLEDGED TRIBES

MEMBERS OF UNDERREPRESENTED COMMUNITIES IN THE CLEAN ENERGY WORKFORCE

CURRENT OR FORMER WORKERS FROM THE FOSSIL FUEL INDUSTRY

DEFINITION & MAP OF EJ NEIGHBORHOODS



[HTTP://BIT.LY/3UOK1QW](http://bit.ly/3UOK1QW)



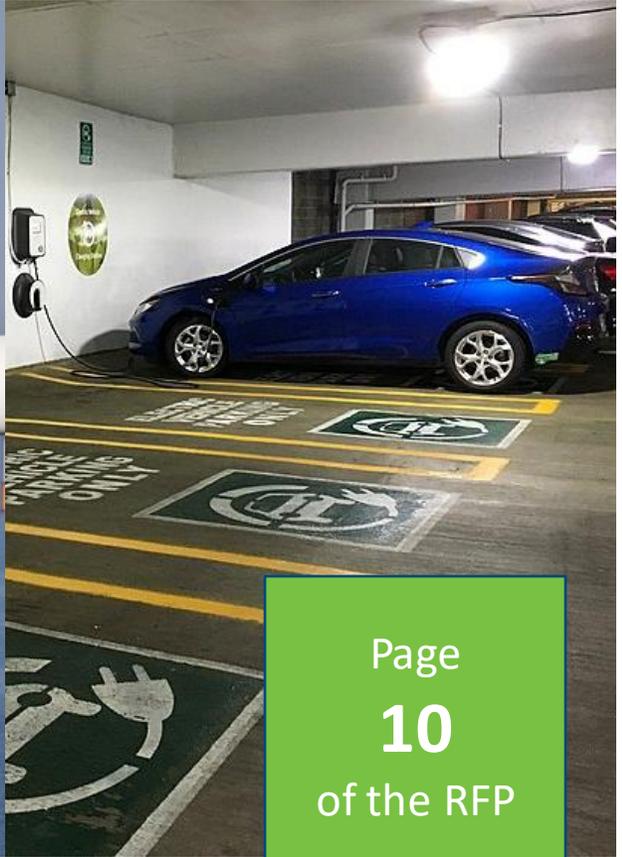
Targeted Minority and Women Owned Business Enterprises

MWBE ARE 51% OWNED AND DOMINANTLY CONTROLLED BY MINORITY OR WOMEN PRINCIPALS

- May have MA, federal or other city specific certifications in place
- May have the ownership structure in place to gain certification but need assistance
- May need support to create a business entity that would be able to gain certification once established
- May be an early-stage start-up with minority founders in executive roles, regardless of equity stake or demographics of other shareholders



Targeted Climate-Critical Sectors



Page
10
of the RFP

Powering the Future: A Massachusetts Clean Energy Workforce Needs Assessment

- **38,000+** additional clean energy workers are needed by 2030
- **88%** of clean energy employers already report difficulty finding workers
- **82%** of clean energy jobs will be middle to high-wage jobs, with a median wage of **\$36 per hour**
- **65%** of new jobs will be concentrated across **20** occupations

Workforce Needs Assessment:

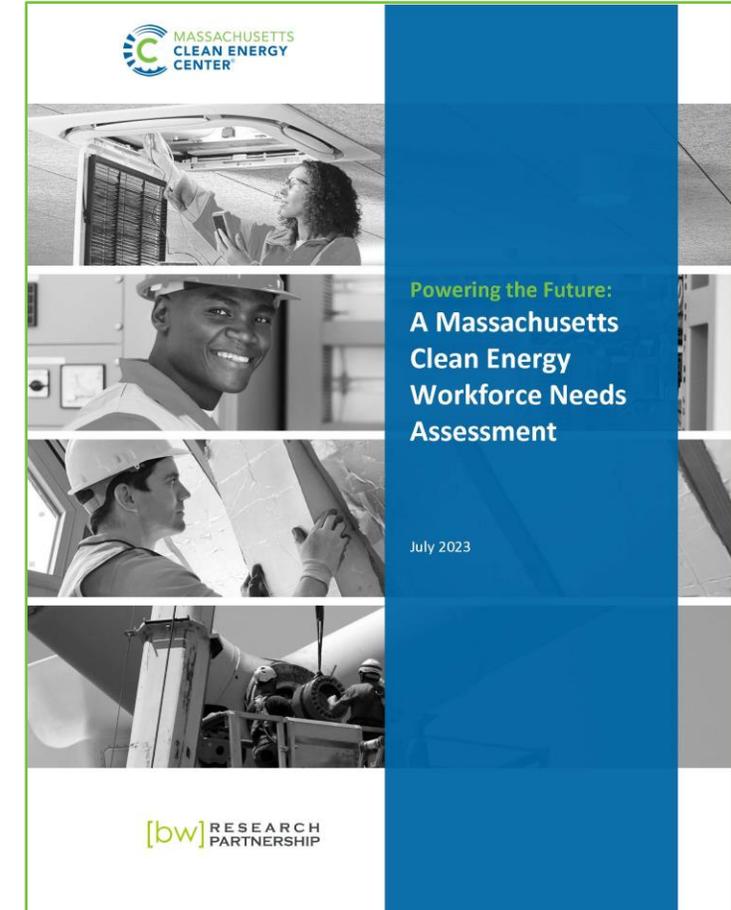


bit.ly/CleanEnergyWorkforce

Companion Excel Data Workbook:



bit.ly/3sRC2OB



Examples of Priority Occupations within Climate-Critical Sectors



ELECTRICIANS & SOLAR INSTALLERS

Electricians are needed across all sectors, especially in clean transportation. Solar installers are in demand to install and maintain solar on homes, businesses and on solar farms



CONSTRUCTION TRADES / PRE-APPRENTICESHIP

Individuals entering construction trades, especially weatherization and building electrification, are needed. This includes construction laborers, carpenters, and plumbers



ENERGY ANALYSTS & HERS RATERS

Energy Analysts and HERS Raters are needed to evaluate building energy efficiency criteria and identify additional opportunities for energy efficiency gains.



CUSTOMER SERVICE REPRESENTATIVES

Solar, weatherization and clean heating & cooling installers need representatives to work with individuals in EJ neighborhoods to support adoption of clean energy technologies



INSULATION WORKERS

Insulation workers install and replace the materials used to insulate buildings or mechanical systems, and may be involved in other weatherization efforts



HVAC TECHNICIANS

Technicians with heat pump and other weatherization expertise are in especially high-demand.



LINE INSTALLERS & REPAIRERS

A drastic increase in electricity usage will require upgraded and additional transmission and distribution systems that Line Installers will install and maintain



EV TECHNICIANS

EV technicians will be needed as EV adoption accelerates. Conversion of medium- and heavy-duty fleets will also increase demand.

Examples of Target MWBEs within Climate-Critical Sectors



ELECTRICAL CONTRACTORS

Minority sole proprietors or small electrical contractors exploring expanding into EV infrastructure, solar installation, or building retrofit



CLEANTECH STARTUPS

A startup in the blue economy supply chain with minority founders and executives seeking incorporation and subsequent certification



RETROFIT CONSULTANTS

Minority or women owned consulting services working in energy audits that need assistance with MWBE certification



HVAC CONTRACTORS

A larger HVAC general contractor that is minority owned that needs back office administrative support to enable growth into the heat pump sector and certification to better access contracts



GENERAL CONTRACTOR

Minority or women owned general contractor with experience retrofitting buildings that needs guidance on applying for and landing larger scale building retrofit contracts



ENGINEERING CONSULTANTS

Minority or women engineers seeking to expand their consultant practice and gain access to highly competitive procurement pipelines



SOLAR INSTALLERS

Solar installers that are women or minority owned and seeking assistance with capacity growth and recruiting assistance



EV CAR SHARE COMPANIES

EV car share startup company founded and owned primarily by women seeking access to capital to expand service area

Equity Workforce Planning and Capacity Grants RFP Overview

RFP available here:

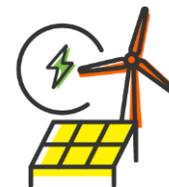
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**\$894,422 TOTAL
AVAILABLE FUNDING**



**DEVELOP AN
IMPLEMENTATION PLAN
OR ADD KEY CAPACITY
FOR PROGRAMMING**



**EXPAND ACCESS TO
CAREER AND BUSINESS
OPPORTUNITIES IN
CLIMATE-CRITICAL FIELDS**

Programming Strands

Career Pathway Training Leading to Employment in Climate-Critical Priority Occupations



Build job training and support capacity to fill workforce gaps for climate-critical sectors while creating opportunities for underserved individuals

Clean Energy Career Awareness, Exploration, and Preparedness



Expand awareness of or access to climate-critical careers among individuals from target populations

Business Support Service Leading to the creation or expansion of MWBEs in Climate-Critical Fields



Create new MWBE firms or increase growth of existing MWBEs in climate-critical business fields

Who is eligible to apply?

Partnerships are strongly encouraged and may be looked upon more favorably to the extent that partnerships can provide a range of expertise and experience to deliver a comprehensive proposal. One party should take on the role of leading the application team (“Lead Applicant”).

Page
6
of the RFP

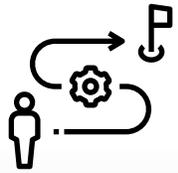
The following types of entities are eligible to serve as Lead Applicant:

- Community-based organizations
- Post-secondary educational institutions, K-12 School Districts, Comprehensive and Vocational High Schools, Middle schools, 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
- Massachusetts Workforce Investment Boards/Mass Hire Organizations

Additional criteria:

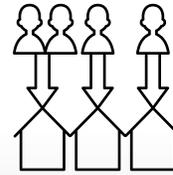
- Lead Applicant must have a MA-based office or staffing;
- Lead Applicant must be able to submit a Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue.

Equity Workforce Planning and Capacity Grants



Planning Grants

- **Award Range:** \$20,000 – \$50,000
(Requests over \$30K require substantiation)
- **Duration Options:** Six or Twelve-month Award
- Solidify elements of the program design prior to implementation



Capacity Grants

- **Award Range:** \$30,000 - \$150,000
- **Duration Options:** One or Two-Year Award
- Build in-house capabilities prior to implementing a program OR programs that do not require full implementation funding for successful delivery

Planning and Capacity Grants Eligibility

Q&A

Application Process

Review the RFP and all forms and attachments to understand the opportunity, requirements, and MassCEC's objectives.



Attend MassCEC informational webinar, office hours, and/or utilize other informational resources offered.



Contact MassCEC with questions and/or to discuss your idea(s) via email at workforce@masscec.com.



Submit all completed forms and attachments, adhering to word limits, format requirements, and other instructions listed within the RFP and each attachment, by email to workforce@masscec.com by 11:59pm on May 20, 2024, with "Equity Workforce Planning/ Capacity Grant Application" in the subject line.



Selection Criteria

Applicant and Partner Experience and Qualifications

- Track record serving the target population, demonstrated capacity for implementing relevant programs, and a track record of effective partnerships to plan and execute programming

Target Occupations, Businesses, and Populations

- Target occupations align with climate-critical occupations, the target businesses and fields align with the climate-critical businesses, and the target population(s) meet criteria
- Planning and capacity concepts demonstrate understanding of participant assets and address barriers

Strength of Initial Plan / Capacity-building Concept

- Compelling equity workforce programming to be created or augmented
- Meet the core goals of the relevant program strand and offer innovative ideas about how to support the identified target populations
- **A relevant budget that accurately reflects both direct and indirect costs**

Commitment to Maximizing Partnerships, Resources, and TA

- Identify needed partnerships and resources to execute programmatic vision
- Milestones, deliverables timelines, and resource allocations align with the proposed project.
- Participate in various components of provided TA

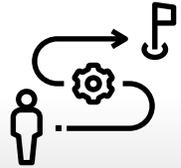
Diversity of Approaches

- Team diversity - applicant teams are diverse, including SDO certified partners
- Geographic diversity - consideration for a spread of communities, variety of climate critical business fields, and diverse project plans
- Sector diversity - consideration for variety of high priority climate critical business sectors

Page
14
of the RFP

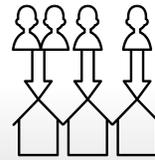


Eligible Funding Uses Examples



Planning Grants

- Identify partners for support services
- Clarify curricular resources
- Plan implementation schedule for programming
- Staff time devoted to program planning



Capacity Grants

- Curriculum development to expand existing programming
- Equipment and supplies for training program
- Staff time devoted to capacity building
- Run pilot cohort to test program design

Activities that are NOT Eligible for Funding include:

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



Application Packet

A COMPLETED APPLICATION PACKET MUST CONTAIN THE FOLLOWING:

- Attachment 1: Authorized Applicant's Signature and Acceptance Form
- Attachment 2: Equity Workforce Planning/Capacity Grant Application and **Letters of Support / MOUs** when applicable
- Attachment 3: Budget and Payment Schedule
- Attachment 4: Sample Agreement

Application Standards:

Responses must adhere to the **instructions** within each attachment

Attachments 1 and 2 must be submitted as separate documents in PDF or Word Format

Attachment 3: Budget and Payment Schedule must be submitted as an Excel file on the template(s) provided with all tabs completed

Additional attachments will **not** be considered during review and scoring



Page
13 of
the RFP



Attachment 3: Budget

Budget Tips

- ▶ Fill in both tabs of Attachment 3 – Budget and Payment Schedule
- ▶ Each line-item should have a rate and a quantity/unit
- ▶ Narratives for each line-item should be fully filled and match the activities described in Attachment 2: Application Form
- ▶ Failure to fill both tabs, provide rates, and provide narratives that match proposed activities may result in less favorable scores or may lead to the application being viewed as incomplete

LINE-ITEM EXAMPLE

Training Stipends and Subsidized Wages	75	\$1,500.00	\$112,500.00	\$112,500.00		<i>Participant stipends provided during training at a rate of \$500 per week for 3 weeks</i>
Subsidized Support Services	75	\$255.00	\$19,125.00	\$19,125.00		<i>Transportation reimbursements during training at \$85 per week for 3 weeks</i>
<i>(If additional rows are needed, please insert above this row)</i>						
Total Support Services Costs	150		\$131,625.00	\$131,625.00	\$0.00	
Subcontractors (specify names, titles, and organizations)	Hours or % FTE	Rate				<i>Provide detailed explanations of each subcontractors role in the program</i>
Jane Smith	200	\$75.00	\$15,000.00	\$15,000.00		Curriculum design for HVAC training during program ramp up
Tim Lopez	400	\$95.00	\$38,000.00	\$38,000.00		Mentoring and retention services on demand
			\$0.00			

Attachment 3: Fringe and Indirect

FRINGE

Please enter your calculated fringe rate in the yellow box.

Personnel Costs	1.00		\$99,000.00	\$99,000.00	\$0.00	
Fringe <i>(enter actual calculated fringe rate in yellow box)</i>		24.99%	\$24,740.10	\$24,740.10	\$0.00	7.65% to FICA, 11% to health insurance, 3% to retirement, 3.34% to childcare
Total Personnel			\$123,740.10	\$123,740.10	\$0.00	

INDIRECT

Please enter your indirect rate in the orange box, if different than the federal de minimis and provide an explanation.

Total Personnel + Direct Program Costs			\$184,625.00	\$184,625.00	\$0.00	
Indirect Costs <i>(enter indirect rate in orange box if different than federal de minimis)</i>		15%	\$27,693.75	\$27,693.75	\$0.00	Negotiated federal indirect rate. Substantiation attached.
Total Program Costs			\$212,318.75	\$212,318.75	\$0.00	



Attachment 3: Payment Schedule

PAYMENT SCHEDULE EXAMPLE

Invoice#	Task Number	Category	Subtask	Additional Details	Completion Date	MassCEC Payment Amount	applicable
1	1.1	MassCEC Agreement, Partnerships	Sign MassCEC Agreement		Jan-24	\$20,000	
	1.2	MassCEC Agreement, Partnerships	Partnerships	Hire subcontractor ABC			
2	1.3	MassCEC Agreement, Partnerships	Commitment to TA	Attend kick off meeting; sch	Mar-24	\$56,000	
	2.1	Program Planning	Program Plan Outline Develop	Initial plan outline draft			
	2.5	Program Planning	Eligibility Planning	Initial eligibility criteria			
	3.1	Recruitment, Marketing, and Outreach	Marketing and Outreach	Draft of outreach flyers			
3	1.3	MassCEC Agreement, Partnerships	Commitment to TA	Attend TA	Jun-24	\$40,000	
	4.1	Program Delivery, Support, Job Pla	Job Training/Career Navigatio	Deliver cohort 1 training		\$37,999	
Total						\$153,999.00	\$0.00

Payment Schedule Tips

- ▶ Payment schedule should be set up chronologically by invoice number, not by task
- ▶ Use the Task Number Reference Chart (next slide) to fill in the Payment Schedule
- ▶ Certain tasks may span across the entire course of the grant so will appear in multiple invoices
- ▶ Invoices should be quarterly or set up to be not more than five (5) or six (6) invoices annually
- ▶ Failure to fill the payment schedule may result in a less favorable score or may lead to the application being viewed as incomplete



Attachment 3: Payment Schedule - Milestones and Deliverables

Payment Schedule Tips

- ▶ Make sure to complete all sections of the Payment Schedule tab of the budget template
- ▶ Milestones and deliverables will depend on your scope of work
- ▶ Use the Task Number Reference Chart to fill out your payment schedule
- ▶ Task numbers and descriptions of milestones and deliverables should match the narrative in Attachment 2: Application Form

Task Number Reference Chart			
Milestone and Deliverables Category	Task Number	Subtask Number	Subtask
MassCEC Agreement, Partnerships, and Commitment to Technical Assistance	1	1.1	Sign MassCEC Agreement
		1.2	Partnerships
		1.3	Commitment to TA
Program Planning	2	2.1	Program Plan Outline Development
		2.2	Curriculum Development
		2.3	Program Development
		2.4	Staff Hiring
		2.5	Eligibility Planning
		2.6	Equipment/Capital
Recruitment, Marketing, and Outreach	3	3.1	Marketing and Outreach
		3.2	Intake and Assessment
Program Delivery, Support, Job Placement	4	4.1	Job Training/Career Navigation Delivery
		4.2	Certification/Credentials
		4.3	Job Placement and Employer Engagement
		4.4	Training Stipends/Subsidized Wages
Wraparound/Social Support Services	5	5.1	Case Management
		5.2	Support Service Stipends
Retention Services	6	6.1	Retention Case Management
		6.2	Retention Support

Application Timeline

RFP Release	September 5, 2023	
Questions Due via workforce@masscec.com and Answers Posted to MassCEC Website	Ongoing	
Pre-Application Webinar	September 21 st , 2023 at 3 pm	
Pre-Application Office Hours	Tuesday, 9/26 at 12 PM Thursday, 10/5 at 5:30 PM Tuesday, 10/10 at 12 PM Thursday, 10/19 at 5:30 PM Thursday, 10/26 at 12 PM Thursday, 11/2 at 5:30 PM	Tuesday, 11/7 at 12 PM Thursday, 11/16 at 5:30 PM Tuesday, 11/21 at 12 PM Thursday, 11/30 at 5:30 PM Thursday, 12/7 at 12 PM Tuesday, 12/12 at 12 PM
Proposals Due	Accepted on a rolling basis, until May 20th, 2024 at 11:59 pm	
Priority Review Dates for MassCEC	Received by October 16 th , reviewed week of October 23 rd Received by February 5 th , reviewed week of February 12 th	
Interviews of Applicants (as needed)	TBD	
Notification of Award	Approximately 6-8 weeks after submission	



Office Hours & Networking

OFFICE HOURS

Drop-in, no registration needed. Ask questions and discuss your specific proposals. Meet other potential applicants to form partnerships.

Dates:

Tuesday, 9/26 at 12 PM	Tuesday, 11/7 at 12 PM
Thursday, 10/5 at 5:30 PM	Thursday, 11/16 at 5:30 PM
Tuesday, 10/10 at 12 PM	Tuesday, 11/21 at 12 PM
Thursday, 10/19 at 5:30 PM	Thursday, 11/30 at 5:30 PM
Thursday, 10/26 at 12 PM	Thursday, 12/7 at 12 PM
Thursday, 11/2 at 5:30 PM	Tuesday, 12/12 at 12 PM

NETWORKING

- Drop your name, organization, and contact information in the chat
- Sign up to the partnership list by sending your contact name, contact info, org type, and focus sector to:

workforce@masscec.com



Equity Workforce Planning and Capacity Grants

Q&A

Clean Energy Internship Program

Enrollment is currently open!

- Tap into a dedicated, enthusiastic workforce that is committed to learning about the clean energy industry
- Employ students across different departments in your company
- Students must be in a training program or attending college
- MassCEC reimburses for 12 weeks of an intern's work
- Employers can be reimbursed up to \$18 per hour, or up to \$4,320 per intern
- Visit www.masscec.com/employer for more details



Questions can be sent to:

workforce@masscec.com

Equity Workforce Planning and Capacity Grants RFP
Webinar

Thank You