



# APPLICATION FOR FUNDING:

## HEALTHCARE CAREER PATHWAY DEVELOPMENT

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# PART I: GENERAL INFORMATION

## Background

Michigan Works! Northeast Consortium (MW!NC) and Michigan Works! Region 7B comprise a network of resources, providing free workforce services to improve the region's workforce. The two agencies cover fourteen counties: Alcona, Alpena, Arenac, Cheboygan, Clare, Crawford, Gladwin, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon.

Michigan Works! partners with job seekers to enhance their education, help find employment, and expand career opportunities. We offer services such as: resume assistance, interview coaching, job search guidance, career counseling, career fairs and events, options for in-demand jobs, networking opportunities, access to the Pure Michigan Talent Connect portal, potential classroom or on-the-job training programs, information on child care, transportation services and more.

We partner with businesses to develop recruiting and retention strategies. We offer services such as: qualified applicant referrals, employee recruitment, career fair hosting, interview space by appointment, on-the-job training providing valuable wage reimbursement, assistance with job postings, current labor market info, up-to-date info on state and federal employment programs, government contracting assistance, and one single point of contact for all business services.

## Purpose of Funding Opportunity

The state of Michigan, Department of Labor and Economic Opportunity (LEO), has granted funds to the two agencies for development of career pathways in high-demand sectors. MW!NC is the fiscal agent for this project and is releasing this funding opportunity. The project has involved working closely with employers to specify their skill needs and then assessing available educational opportunities. In doing so, a gap has been identified in the region's ability to support healthcare career development. Individuals working at entry or mid-level positions have difficulty scheduling their current workload and available classes. It is an extreme burden on both the employer and the individual to pause working in order to take classes. Therefore, this funding opportunity enables training providers to creatively and proactively support learners who are also working. Funding will be made available to institutions of higher education to develop courses that can be delivered in alternative formats, such as online or hybrid, and offered at varying times, such as in the evening and part-time.

The purpose of this Application for Funding is to award funds for the development of such courses.

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## PART II: PARAMETERS

### Relevant Dates

February 22, 2022	Application for Funding Released
March 1, 2022	Request for alternative formats due to Kim Schultz Questions due to <a href="mailto:general@nemcworks.org">general@nemcworks.org</a>
March 3, 2022	Answers to questions posted to website
March 10, 2022	Application for Funding Due to <a href="mailto:general@nemcworks.org">general@nemcworks.org</a>
March 17, 2022	Notification of Funding

### Stipulations and Submission

This Application for Funding will be made available in alternative format (audio tape or large print) upon request. Requests for alternative formats shall be made in writing and shall be emailed to the attention of Kim Schultz at [SchultzK@nemcworks.org](mailto:SchultzK@nemcworks.org) or to [general@nemcworks.org](mailto:general@nemcworks.org) by March 1, 2022.

Questions regarding this opportunity may be sent to [general@nemcworks.org](mailto:general@nemcworks.org) by 5:00pm on March 1, 2022. Answers to any questions will be posted to the MW!NC website by 5:00pm on March 3, 2022.

In order to be considered for funding, applications must be submitted electronically to [General@nemcworks.org](mailto:General@nemcworks.org) no later than 5:00 p.m. on Thursday, March 10, 2022.

Applications must be submitted using the form provided below. Failure to adhere to all technical requirements will result in a reduction of points and may disqualify the application. Faxed applications will not be accepted.

### Disclaimer

This application for funding does not commit MW!NC or its boards to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. MW!NC and the boards reserve the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the opportunity if it is in the best interest of MW!NC or the boards to do so. MW!NC is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall applications considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. The boards may require selected applicants to participate in negotiations and to submit price, technical, or other revisions of their proposals that may result from negotiations.

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## Funding Source and Amount

Applicants must be aware that funding will be dependent upon the continuing availability of funds, contractor performance, and determination of needs, services, activities, and delivery methods.

A total of \$180,000 is available for this opportunity. MW!NC intends to award funds, based on applications that meet the criteria set forth, in a manner that makes career pathway development available across the 14 counties involved in this project.

## Application Appeals Process

An applicant wishing to appeal the final funding decisions of the Workforce Development Board and/or the Administrative Board must adhere to the following procedure:

An applicant can request a copy of the review documentation. Documentation will be sent to the applicant if requested in writing within five (5) working days after funding decisions are reached.

An applicant may request a formal review. The appeal for review shall state the basis of the appeal founded on violation of the law and regulations and/or existing contracts. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.

## Use of Funding

Applicants must propose to develop and/or offer courses that accommodate a student working in healthcare to participate in a career pathway leading to a higher-level position. Examples include (but are not limited to) Certified Nurse Aide progressing to Licensed Practical Nurse, or Licensed Practical Nurse progressing to Registered Nurse. Courses must be made available in accessible and alternative formats, and/or offered on an alternative schedule, such as evenings and/or part-time. Beginning courses must be made available starting in the Fall semester of 2022.

Funding may not be used for tuition and fees or equipment. Equipment is defined as a single unit (or group of units comprising a single purpose) totaling \$5,000 or more. Funds must be fully expended by March 31, 2023.

Allowable activities include, but are not limited to:

- Curriculum development
- Course development
- Credential development
- Instructor compensation
- Marketing and Recruitment

## Eligible Applicants

- Institutions of higher education that offer courses in the 14-county coverage area are eligible to apply for this opportunity.

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## PART III: INSTRUCTIONS

1. Complete the application form provided. An official signatory for the applicant organization must sign the form.
2. Submit the form electronically to [general@nemcworks.org](mailto:general@nemcworks.org) by 5:00pm on Thursday, March 10, 2022.
3. Electronic notification of receipt will be provided to the applicant.
4. Late applications and/or applications that do not meet submission requirements will not be considered or scored.
5. Applicants will be notified of the outcome of this process after review by MW!NC and Region 7b representatives no later than March 17, 2022.

MW!NC reserves the right to negotiate planned activities and cost based upon applications received.

### Evaluation Criteria

Applications will be evaluated based on the following factors:

- Compliance with allowable Use of Funds
- Alignment with the Purpose of the project
- Reasonability of budget

## Application Form: Healthcare Career Pathway Development

**Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Signatory Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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How will **funds** be used?

- |  |  |
|--|--|
| <input type="checkbox"/> Course Development        | <input type="checkbox"/> Curriculum Development              |
| <input type="checkbox"/> Credential Development    | <input type="checkbox"/> Instructor Wages                    |
| <input type="checkbox"/> Marketing and Recruitment | <input type="checkbox"/> Other (please specify in narrative) |

Please provide a narrative description of how funds will be used:

\_\_\_\_\_

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In what **format** will courses be offered?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Hybrid    | <input type="checkbox"/> Online                              |
| <input type="checkbox"/> In-Person | <input type="checkbox"/> Other (please specify in narrative) |

Please provide a narrative description of how courses will be offered:

\_\_\_\_\_

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On what **schedule** will courses be offered?

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Evenings    | <input type="checkbox"/> Weekends                            |
| <input type="checkbox"/> Accelerated | <input type="checkbox"/> Cohort-based                        |
| <input type="checkbox"/> Modular     | <input type="checkbox"/> Other (please specify in narrative) |
| <input type="checkbox"/> Part-time   |  |

Please provide a narrative description of the type of schedule that will be offered:

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**Projected Participants:** Please provide anticipated participant numbers.

Number enrolled by March 31, 2023: \_\_\_\_\_

Number enrolled who will complete training (may complete after March 31, 2023): \_\_\_\_\_

Number who will receive credentials in high-demand, high-wage occupations: \_\_\_\_\_

**Project Narrative:** Please provide any other relevant description not already provided regarding your application.

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**Budget:** Please complete the budget information.

Wages:	
Fringe:	
Supplies:	
Contractual:*	
Other:*	
<b>TOTAL:</b>	

If Contractual or Other line items are included in the Budget, please provide a narrative explanation:

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