

Application Now Open: Oklahoma Office of Workforce Development Sector Partnership Grants

The Governor's Council for Workforce and Economic Development (GCWED) and the Oklahoma Office of Workforce Development (OOWD) believe that businesses and employers are best positioned to solve the problems of industry, including talent recruitment, development and retention. We envision business driven strategies tailored to meet the needs of regional economies and align workforce development, education and economic development efforts with regional needs. Sector partnerships are a proven strategy to accomplishing these objectives.

Sector partnerships:

- Promote and fill high-demand occupations in Oklahoma.¹
- Build lasting, collaborative relationships between business, education, workforce development, economic development, and government and community organizations.
- Leverage resources and funding to support partnerships and industry strategies for long-term sustainability.
- Increase capacity among local and regional organizations to collaborate around shared industry needs.
- Align local, regional and state priorities and initiatives to the needs of business.

To support businesses and industry partners in creating effective and sustainable sector partnerships, OOWD will award Sector Partnership Grants to support businesses or intermediaries (e.g. Chamber, EDO, industry association) in the establishment or expansion of employer-led sector partnerships, including the local and regional coordination of sector partnerships and the identification and implementation of comprehensive industry strategies that address the workforce needs of multiple employers. Sector partnership applications in industries hardest hit by the impacts of the COVID-19 pandemic will be prioritized for funding, such as Retail, Hospitality, Health Care, and Supply Chain/Distribution. Sector partnerships are eligible for up to \$100,000.

Competitive applications will be employer-led, clearly demonstrate a talent pipeline need in a specific industry or common occupation(s), and show a commitment by business/industry to lead efforts to align training with the skills needed for that industry to grow and compete. Strong applications will also demonstrate a willingness of businesses and partners to dedicate time and resources to supporting the sector partnership as needed.

OOWD is accepting grant applications through **January 22, 2021 at 5:00 p.m. CDT**. Detailed information on grant requirements and applying for funds are available on pages 2-4. Questions can be directed to workforce@okcommerce.gov or (405) 213-4076.

¹ Oklahoma's demand [industries](#) and [Critical Occupations](#) include, but are not limited to, those listed at these links.

What is a sector partnership?

[Sector partnerships](#) are partnerships of business leaders, from the same industry and in a shared labor market region, who work with education, workforce development, economic development, and community organizations to address the workforce and other competitiveness needs of their industry.

What is an intermediary organization?

Eligible applicants to serve as an intermediary organization include: Industry Associations, Economic Development Organizations, Chambers of Commerce, Industry Working Groups or Task Forces, or other similar organizations formally representing the interests of employers or closely related stakeholders in the industry cluster or sector. The intermediary must define the boundaries of the identified region in which work will be focused.

Who can apply for a Sector Partnership Grant?

Eligible applicants include:

- Individual businesses representing multiple businesses within the same industry or sector;
- Intermediary organizations as defined above;
- Local Workforce Development Board; and
- Other employers representing multiple employers within the same industry or sector.

I already participate as part of a sector partnership. Can I still apply for the grant?

Yes, grants can be used to help implement already identified strategies or to expand or strengthen an existing sector partnership.

How much funding will be available to awardees?

Applicants can apply for up to \$100,000.

How can funds be used?

Funding may be used to:

- Convene employers, educators, economic development, workforce development, government and community organizations, and other stakeholders to identify workforce gaps, barriers to employment, and other talent pipeline or industry needs. This may include meeting space, supplies, travel expenses, facilitation, time and effort, or consultant services.
- Conduct an assessment of employers' workforce needs and requirements to develop a strategic plan for implementing strategies that meet demonstrated industry demand for skilled workers.
- Conduct industry research to determine strategies to be implemented as a part of the sector partnership.
- Carry out strategies identified through the sector partnership.

As these are one-time only funds, employers should identify sustainable funding sources to support any ongoing efforts associated with the sector partnership.

What is the grant period?

Grant applications will be accepted until 5 p.m. CDT on January 22, 2021. The grant period will run from March 1, 2021 until February 28, 2022. Example timeline for grant activities:

DEADLINE	DELIVERABLE
0-6 months post-award	Carry out any needed pre-planning, assessment of industry/workforce needs, research, strategic planning, etc.
7 months post-award	Brief mid-year narrative report due detailing progress made toward outlined goals described in application during the first six months
12 months post-award	All funds must be expended
13 months post-award	Final narrative report due detailing activities carried out with funds, including outcomes achieved for the entire 12 month period

What are the specific grant requirements?

The awardee(s) will complete the following as part of the award:

- Convene employers, educators, economic development, workforce development, government and community organizations, and other stakeholders to identify workforce gaps and barriers to employment.
- Submit a brief mid-year report describing progress made toward the identified goals, including any successes and challenges.
- Submit a brief end-of-grant report describing outcomes, what was learned, and any future plans for the partnerships.
- Routinely communicate and coordinate with the OOWD/Oklahoma Works as necessary.
- Collect and report any required outcomes data required for evaluation purposes.

How do I apply?

Submit applications to workforce@okcommerce.gov. Please identify your application in the email subject line as follows: Sector Partnership Grant: NAME OF CONVENER

What should be included in my application?

1. Name of the company or organization who will be responsible for convening the partnership (Convener).
2. Name of employers participating in the sector partnership.
3. Which demand industry will be the focus of the sector partnerships, including relevant data demonstrating a workforce gap and any underlying causes (e.g. COVID-19, inability to find qualified applicants, length of time to fill positions, age of current workforce, etc.).
4. How the applicant will engage and convene regional employers within an industry and other community partners to develop and implement sector partnership strategies.
5. What the goals of the applicant are in convening a sector partnership, including any preliminary plans, milestones, action items or outcomes if already identified.
6. How the sector partnership will support the competitiveness of the industry.
7. Budget outline: a budget plan for expending the grant funds should be included
8. Budget narrative: applicants should provide a short budget narrative explaining how funds will be expended.
9. W-9 for the applicant organization.
10. Completed Applicant Non-Collusion Form (attached).

Whom should I contact for more information?

Applicants should send all questions related to the incentive grants to workforce@okcommerce.gov. Include your name, email, contact information, and question and someone will respond to your queries.

How will awards be administered?

Awardees must register and utilize OOWD's OKGrants grant management system found out, <https://grants.ok.gov>. Budget maintenance, financial reporting and cash disbursements will all be completed within the OKGrants system.

Other helpful resources:

- [NextGen Sector Partnerships](#)
- [High Performing Sector Partnership Framework](#)

Nondiscrimination and Equal Opportunity Assurances

All parties must comply with Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and all other relevant regulations implementing the laws listed above. (29 CFR Part 38).

The parties also assure compliance with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the parties' operation of the WIOA Title I-financially assisted program or activity, and to all agreements to carry out the WIOA Title I-financially assisted programs or activities. The parties understand that the United States has the right to seek judicial enforcement of this assurance.



NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Department of Commerce Agency Number: 16000

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

- 1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

[] the competitive bid attached herewith and contract, if awarded to said supplier;

OR

[] the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number