



TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Notice of Availability of Funds and Funding Opportunity Announcement for: **2020 Career Exploration Event**

Event	Dates
Closing time for submission of proposals	Friday, February 21, 2020 4:30 pm CST
Method to submit proposal	Proposals must be submitted in electric copy, indicating the project title: (LWDA) 2020 Career Exploration Initiative The Proposal (in PDF format) is to be submitted online: https://bit.ly/37AyZLe
Contact	Questions and comments can be submitted: https://bit.ly/37AyZLe
Informational call for interested applicants	February 7, 2020 10:30 am – 11:30 am CST (615) 532-2483
Expected execution date of contract	March 2, 2020
Date Services are to be completed	Services are required to be completed on or before June 30, 2020 .

I. Purpose:

Studies have shown that career exploration activities help youth set career goals, so that they can clearly define their “When I grow up” plans and move a childhood dream closer to reality.

The Tennessee Department of Labor and Workforce Development, Workforce Services Division, would like to support the local efforts that focus on delivering a career exploration event that emphasizes educational and career opportunities for in-demand career fields. The advantage of a career exploration event is that it offers youth a structured environment to absorb and navigate through employment and post-secondary opportunities that could assist with creating a career plan. It also offers a way for employers to better engage with the community and the potential of the workforce system within the area.

Local Workforce Boards have the opportunity to use funds for the creation and expansion of career exploration events and are invited to request funding.



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II. Eligible Applicants:

Local Workforce Development Boards (LWDB) ready to offer a career exploration event for youth.

III. Award Information:

- a. Funding allocation in the amount of \$270,000 from the Governor's State Reserve funding has been designated to support this initiative. Selected Grantees will receive up to \$30,000 with potential of additional funding.
- b. Grant funds must be directed to support the delivery of a career exploration event that focuses on one or three of the top in-demand industry sector for the region and/or local area.
- c. Applicants are encouraged to work with local economic and community development representatives as part of the planning group for the event.
- d. Applicants are encouraged to engage employers within the selected industries to assist with the planning and post-implementation activities.

IV. Grant Application Requirements

- a. Applicants must submit a short project narrative describing the strategy and key outcomes for the event. Narrative **must** include:
 - i. Clear alignment and partnership with industry employers and identifies a connection to a local education agency.
 - ii. Letter(s) of support from CTE representatives in the local area.
 - iii. Date of event.
 - iv. Outline of participating partners
 - v. Detailed referral process for those that attend that are not receiving services through the American Job Center network.
 - vi. Detailed tracking process of program participation of those referred to services through the American Job Center network from the event.
- b. Application must include a budget that shows the estimated number of youth to be supported and the amount of funds needed to support this effort, including the estimated expenditures at the end of June 30, 2020.

V. Funding Guidelines

- a. Up to 5 percent reserved for local administrative costs.
- b. Costs not permitted under this award include, but are not limited to:
 - i. Equipment
 - ii. Construction
 - iii. Additional Staffing
- c. Grantees must **exhaust all funds by contract end date.**



VI. Eligible Participants:

Eligible participants are any youth and young adults twenty-four (24) and younger. The intent of this initiative is to fund a career exploration project that provides exposure and career guidance that leads to economic self-sufficiency. The intent is also centered on allowing youth to engage with the workforce services offered within the local workforce area.

VII. Project Design:

In addition to the career exploration event, youth may be offered an opportunity to apply for the WIOA Title I youth program, access to on-site job searches and labor market information.

Requirement:

- ❖ 80% of employers present must represent one or three of the in-demand industry sector for the local and/or regional area
- ❖ 80% of post-secondary institutions present must have programs with linkages to the in-demand industry sectors represented at the event.
- ❖ American Job Center representation and resources must be made available to attendees.



Budget Template

Planned Participants/Planned Budget Goals

	Start Date	End Date
Planned Start /End Dates		

Projected Participants

	Projected	Actual
# of Youth		
# of Industry Representatives		
# of Post-Secondary Institutions		
Total Participants to be served		

Projected Expenditures (add additional lines as needed)

	Projected	Actual
Staffing Cost		
Other:		
Other:		
Other:		
Total Expenditures		