



Opportunity Internship Program

Program Application Guidelines
September 26, 2011

The Opportunity Internship Program supported by the PASS Act (E2SHB 1599), provides incentives for local partnerships to build educational and employment pipelines for low income high school students in high demand occupations in targeted industries. This program will be administered by the Workforce Training and Education Coordinating Board (Workforce Board).

The Opportunity Internship Program will include services called for in the state legislation (2SHB 1355), including developing internships and pre-apprenticeships for low-income students, providing guidance with college applications and financial aid, guarantee a job interview if a participating student completes a postsecondary program of study, and conducting outreach efforts to inform students about the program and high demand occupations in targeted industries. Students from the program that enroll in a qualifying postsecondary education program or apprenticeship within one year of high school graduation may be eligible for the State Need Grant program. There is a possibility that the contractor will receive an incentive payment of \$2,000 for each graduate that obtains employment in a high-demand occupation to support the costs of the program, contingent upon future funding by the federal or state government.

Applicant requirements:

A consortium may be composed of the Workforce Development Council(s), high schools, skill centers that may be available in the region, community or technical colleges, and apprenticeship committees in a targeted industry. The consortia may also include the Economic Development Council(s), public and private four-year institutions of higher education, private vocational schools, employers, and labor organizations. Local consortia are encouraged to designate a Workforce Development Council as the fiscal agent.

Application submittal:

Completed applications will be due in both a paper and electronic (Word file) format on or before October 26, 2011, and should be directed to Mike Brennan (mike.brennan@wtb.wa.gov) 360.586.8683; Workforce Board, P.O. Box 43105, Olympia, WA 98504-3105.

To qualify as an Opportunity Internship Program, consortia will be **required to provide the following activities:**

- Identify high demand occupations in targeted industries that provide a wage of at least \$30,000 for which internships and pre-apprenticeships will be developed and offered for low income students;
- Develop paid or unpaid internships and pre-apprenticeships of at least 90 hours in length for at least 50 low-income students per budget year;
- Provide mentoring, guidance, and assistance with college applications including FASFA and financial aid applications;
- Guarantee a job interview if a participating student completes a postsecondary program of study;
- Conduct outreach efforts to inform students about the program and high demand occupations in targeted industries;
- Inform students about the services available through the Career Bridge website;
- Obtain appropriate documentation of the low-income status of students who participate in the Opportunity Internship Program;
- Maintain communication with program graduates who enroll in postsecondary programs of study; and
- Submit quarterly financial and activity updates, and an annual report to the Workforce Board, including an annual list of Opportunity Internship Program enrollees and graduates from the consortium; and graduates who have completed a postsecondary program of study; obtained employment in a high-demand occupation that pays a starting salary or wages of not less than \$30,000 annually; and remain employed for at least six months.

Applicants are also **encouraged** to engage in the following activities as part of the program:

- Provide summer internships and pre-apprenticeships;
- Work with area high schools and skills centers to:
 1. incorporate the Opportunity Internship Program into their comprehensive guidance and counseling programs;
 2. incorporate the Opportunity Internship Program into available career and technical education programs of study; and
 3. make the internships count as worksite learning experiences for high school credit;
- Coordinate with other workforce education, dropout prevention, and financial aid programs.

Program Notes:

- Award priority will be given to the consortia that offer the proven ability to manage this type of program and project.
- The Workforce Board reserves the right to add additional requirements to the terms of the contract consistent with its obligation under Subsection 2, Section (2) of E2SHB 1599, laws of 2011, to operate the program systemically with other dropout prevention and intervention programs.
- Opportunity Internship Program graduates may be eligible for up to one year of financial assistance for qualifying postsecondary education, including an apprenticeship program

with related and supplemental instruction, through the State Need Grant if they enroll within one year of high school graduation.

Definitions

- A low income student is one in 10th, 11th, or 12th grade in a public high school who qualifies for federal free and reduced price meals at the time of entry into the program.
- A high demand occupation is one with a substantial number of current and projected employment opportunities.
- An opportunity internship graduate is a low-income high school student who successfully completes an opportunity internship program and graduates from high school.
- A targeted industry is a business or industry identified by a local workforce development council as having high-demand occupations that require candidates to have completed a postsecondary program of education.
- A qualifying postsecondary program of study is an apprenticeship program or an undergraduate certificate or degree program in a public university, college, community college or technical college in the State of Washington or any other university, college, school, or institute in the State of Washington offering instruction beyond the high school level which is a member of an accrediting association recognized by the Higher Education Coordinating Board.
- Pre-apprenticeship requires a program of at least ninety hours and not more than 180 hours in length that provides practical experience, education, preparation, and development of skills that would be beneficial for entry into state-approved apprenticeship programs, including but not limited to construction industry structure and the construction process, orientation to a state-approved apprenticeship, tools of the various trades and safety handling of power tools, and industry standards of safety, responsibility, and craft excellence.

The Selection Process:

The Workforce Board may select up to 5 consortia to operate the program. Applicants may request up to \$80,000 per budget year. Successful applicants will demonstrate the strongest commitment, readiness, capacity, and experience to operate a program. The Workforce Board will attempt to select consortia representing a geographic distribution across the state and a variety of targeted industries.

Program details:

- Each consortium shall select at least 50 low income students per budget year to participate in the program.
- Lists of program graduates shall be submitted to the Workforce Board through a designated file format.
- Those program graduates who enroll in a postsecondary program of study within one year of high school graduation may be eligible to receive a State Need Grant (SNG) for up to one year.
- Program graduates must be enrolled in a qualifying postsecondary program of study, which may include related and supplemental instruction for apprentices that is provided through a community or technical college.

- Program graduates who are in an apprenticeship program may also use the SNG award to pay for instruction, tools, and other program costs.
- The applicant shall submit quarterly financial and activity updates, and an annual report to the Workforce Board.
- This shall be a performance based contract that will require the completion of actions and/or tasks as defined on the work plan prior to payment for services.

Opportunity Internships Program Application
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Applicant Organization: _____

Address: _____

Project Manager: _____

Phone _____

E-Mail Address: _____

Program Name: Opportunity Internships

Budget Amount: _____

Proposed Project Start Date: _____

PROGRAM DESCRIPTION:

Provide a program description (up to four pages) for your proposal. The program description will include the following:

1. Identification of the partners that compose the consortia.
2. A description of how your consortia will provide:
 - the required program services and activities (see the listing above);
 - the activities that are encouraged (see the listing above); and
 - details on the mentoring, guidance and assistance that will be provided for students in coordination with community and technical colleges, apprenticeship programs, and/or high schools and skills centers, including support that will be provided for industry mentors. A favorable proposal will ensure effectiveness of the mentoring experience.
3. A succinct description of the industries that will be targeted and the projected number of students that will be served, including target dates for:
 - identification of high demand target occupations and starting wages;
 - creation of internships and pre-apprenticeships;
 - completion of internship and pre-apprenticeship programs; and
 - implementation of public recognition events for Opportunity Internships awardees.
4. A description of any connections to existing programs that will be available through your consortia, including Navigation 101, the Building Bridges Program, the College Success

Foundation, Running Start for the Trades, I-Best, CTE programs of study, and the Opportunity Partnership Program

5. Identification of the staff member who will be the project manager and the other staff members who will be assigned to work on the program. Indicate their qualifications and responsibilities and include the amount of time each will be assigned to the program.

PROGRAM BUDGET:

Provide a budget/expense projection for your proposed program. Up to 5 consortia shall be awarded up to \$80,000 per consortia for the budget period. Utilize the attached budget/expense form to project the anticipated expenses on a quarterly basis.

Budget. 2011-2012

PROJECTED QUARTERLY EXPENDITURES				
Category	10/1/11 - 12/31/11	1/1/12 - 3/31/12	4/1/12- 6/30/12	Category Total
Salaries & Benefits				
Travel				
Goods & Services				
Equipment and Supplies				
Sub-contracts				
Administration (total administration costs may not exceed 5% of the total budget)				
TOTAL				

Budget. 2012-2013

Category	7/1/12 - 9/30/12	10/1/12 - 12/31/12	1/1/13- 3/31/13	4/1/13- 6/30/13	Category Total	Contract Total 10/1/2011- 6/30/2013
Salaries & Benefits						
Travel						
Goods & Services						
Equipment and Supplies						
Sub-contracts						
Administration (total administration costs may not exceed 5% of the total budget)						
TOTAL						