Return To Work Grant Request for Proposals

Synopsis

During the 2022 legislative session, the Utah State Legislature authorized a grant program for business entities, through HB 333, to offer innovative return-to-work programs for employees throughout the state of Utah. The purpose of this fund is to support business entities in developing a new return-to-work program or expanding an existing return-to-work program offering opportunities for adults looking to re-enter the workforce after an extended absence.

Grant Goals
- Provide adults opportunities to re-enter the workforce after an extended absence.
- Provide innovative return-to-work programs that offer experience, training, skills, mentoring, and networking opportunities aligned to a career path.

Eligibility
- The primary applicant must be a "business entity" defined as for-profit or nonprofit in HB 333.

Submission Process
- Qualified applicants will be required to submit the following documents:
  - Return-To-Work Application Form;
  - Budget Sheet; and
- Applicants will complete the submission Google form where the application and any additional documents can be uploaded: https://forms.gle/DqNZsiGkBYS32frHA.

Selection Schedule
- The Talent Program shall award grant funds on a rolling basis until funds are exhausted or June 30, 2025, whichever is earlier.
- Proposal Review and Questions from Review Committee
  - All submissions will be initially verified. Applicants should be prepared to respond to requests for clarification or additional information.
  - After verification, proposals will be considered by the review committee, and applicants should be prepared to respond to final requests for clarification or additional information.

- Review Committee Recommendations to Talent Ready Board
  - Following the completion of the proposal review, the Review Committee will present their recommendations to the Talent Ready Board.
- Award Notification to Awardees
  - Upon final decision by the Talent Ready Utah Board, notification of awards will be sent by email to the contact listed in the application.

To be considered a successful submission, the business entity must complete the Return-to-work Application Form containing the following information:

- Contact Information
- Targeted Industry
- Business Entity Demand
- Program Narrative
- Budget
- Budget Narrative
- Data Collection and Reporting

Budget

Subject to appropriations from the Legislature, the Talent Program, in consultation with the Talent Board, may award grants to business entities to offer innovative return-to-work programs for employees.

- Applicants are required to submit a budget narrative and budget sheet to illustrate the funds needed to implement the proposed return-to-work program.
  - Grant funds under this section may only be used for:
    - costs associated with developing a new return-to-work program; or
    - costs associated with expanding an existing return-to-work program.

Reporting and Data Collection

- The business entity shall report to the center on a quarterly basis and by reasonable request of Talent Ready Utah.
- At a minimum, the business entity shall provide documentation of the following:
  - number of participants in the program;
  - number of participants who have retained employment 6 months after hiring date;
  - occupation titles held by return-to-work participants;
  - demographic information of participants; and
  - any additional data as required and outlined in the terms of the contract.

- The business entity shall submit to any audit, by the center or a third-party, to verify reported data.

Evaluation Criteria
- Does the proposed program specify the projected number of return-to-work participants anticipated?
- Does the proposed program specify return-to-work job opportunities, specifying occupations, duties, and responsibilities?
- Does the proposed program provide an outline of return-to-work experience and include opportunities for training, skills development, mentoring, and networking opportunities?
- Does the proposed program demonstrate efficient use of funds for addressing strategic workforce needs and a reasonable timeline for program implementation?
- Does the proposed program demonstrate plans to support return-to-work participants with ongoing employment opportunities?

For any questions regarding the Return-To-Work Grant and application process, please contact Peter Reed at peter.reed@ushe.edu.