



Pacific Mountain Workforce Development Council

announces

Request for Applications

Thurston County Job Champion Network

Release Date: February 28, 2022
Priority Consideration Due Date: March 11, 2022

Contact Information: contracts@pacmtn.org

Pacific Mountain Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Request for Applications

Thurston County Job Champion Network

Background

Pacific Mountain Workforce Development Council (PacMtn) is the federally designated, strategic workforce development agency serving Grays Harbor, Lewis, Mason, Pacific, and Thurston counties. PacMtn focuses on finding the appropriate workforce solution for both employers and those in need of jobs and careers. With this competitive grant program, local nonprofit employers adversely affected by the COVID-19 pandemic may apply for funds to temporarily support the creation of an employment opportunity in their community-based organization (CBO). This triple benefit program enables unemployed or underemployed individuals to gain valuable professional skills and experience while increasing CBOs' capacity to fulfill their missions and expanding community access to critical programs and services countywide.

Thurston County has provided PacMtn with federal Coronavirus State and local Fiscal Recovery Funds granted under the American Rescue Plan Act. These monies will support local job seekers and nonprofit organizations' recovery from the adverse economic effects of the COVID-19 pandemic through an employment support program called the Thurston County Job Champion Network (JCN). JCN dollars will fund eighteen (18) paid mentorships (Full- or part-time employment positions—up to 12-months in duration—that provide meaningful professional experience and development for the employee) through newly created or continuation/growth of preexisting staff roles. This opportunity is open to Thurston County CBOs that the pandemic has negatively impacted.

PacMtn seeks applications from Thurston County non-profit CBOs to receive up to \$55,000 for cost reimbursement via invoicing to cover expenses including wages, benefits, and other related costs associated with an up-to-twelve-month mentee staff role. CBOs with human service missions will be prioritized. Full-time employment is prioritized, and part-time mentorships are also allowable. All mentorships must conclude by no later than June 30, 2023.

Definitions

Thurston County Job Champions:

Organizations awarded applications for funds will be referred to as Job Champions. Job Champions will be mission-driven 501c3 nonprofit organizations operating in Thurston County that have been negatively impacted by the novel coronavirus pandemic.

Mentee/Mentorship:

Full- or part-time employment positions—up to 12-months in duration—that provide meaningful professional experience and development.

Negatively Impacted:

Negative impacts of the novel coronavirus pandemic include, but are not limited to:

- ❖ Lost revenue from reduced donations, earned income, program/membership fees, grants, etc.
- ❖ Increased costs related to the COVID-19 pandemic (e.g., adaptations to accommodate social distancing or remote work, added costs due to supply chain issues, space reconfiguration, staffing to replace volunteers, etc.)
- ❖ Increased demand for services (serving more people)

Applicants will be asked to provide verification of adverse effects in order to be considered eligible to receive funding. If you are unsure of how to produce verification of negative impact, please contact Daisha Versaw at the Community Foundation (daisha@TheCommunityFoundation.com) for application support.

Mentee/Mentorship: Full- or part-time employment positions—up to 12-months in duration—that provide meaningful professional experience and development.

Roles and Scope of Work

Job Champions will:

- ❖ Interview and select one or more underemployed and/or unemployed Thurston County residents, or “mentee(s)” for full- or part-time mentorships of up to 12-months in duration (mentees must be eligible to work in the US)
- ❖ Provide meaningful employment experiences, on-the-job training, and related employment and training opportunities to improve mentees’ critical job skills and competitiveness in the local job market
- ❖ Act as the employer of record for the mentee(s) and pay for mentee wages, benefits, training, credentials, and equipment necessary to perform assigned tasks (including personal protective equipment such as masks and gloves)

To ensure the Job Champions’ and mentees’ success, PacMtn will

- ❖ Identify potential mentee candidates and determine eligibility
- ❖ Provide ongoing mentoring program support and technical assistance to Job Champions
- ❖ Reimburse Job Champions for mentee wages, benefits, training, credentials, supplies and other expenses necessary to complete assigned tasks (including personal protective equipment) up to \$55,000
- ❖ Assist Job Champions and mentees in connecting additional workforce and other programs and services as needed to support Job Champion and mentee success

Eligibility

Successful respondents to this Request for Applications will be nonprofit, 501(c)3 organizations

in Thurston County, can demonstrate (with documentation) that the COVID-19 pandemic has negatively impacted their organization, and will have the capacity and ability to provide robust mentorships to mentee participants. Note that CBOs with a human service mission will be given priority consideration.

Key Events and Dates

Request for Applications released	February 28, 2022
Virtual Information Session Zoom Link: https://pacmtn-org.zoom.us/j/83510975018	March 4, 2022, 1:00 pm PST
Deadline for questions and requests for additional information <i>*To ask clarifying questions regarding this solicitation, please email contracts@pacmtn.org. For assistance in completing your application and providing required supplemental documentation, please contact Daisha Versaw at the Community Foundation, daisha@TheCommunityFoundation.com</i>	March 10, 2022, 5:00 pm PST
Application submission deadline for priority consideration <i>* Additional application submissions will be considered after the priority deadline as long as funding remains available</i>	March 11, 2022, 5:00 pm PST
Selected applicants announced	March 18, 2022, by 5:00 pm PST
Appeals Window for applications received by the priority deadline <i>* The Appeals Window for applications received after the priority deadline will be seven (7) calendar days following the date of announcement of award.</i>	March 18, 2022– March 25, 2022

Evaluation and Selection Criteria

Applications will be reviewed and evaluated on the following criteria:

- Ability to provide proof of eligibility for receipt of funds as outlined in this RFA
- Priority will be given to applications submitted by CBOs with a human services mission
- Priority will be given to applications submitted for full-time positions, though part-time positions are allowable
- Priority will be given to applications received by the RFA priority deadline, while proposals received after that date will be considered on a funding availability basis
- Applications will be processed on a first-come-first-serve basis in order of receipt

Appeal Process

Upon contract award any appeal of the final contractor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful contractor(s) to:

William Westmoreland, CEO
Pacific Mountain Workforce Development Council
1570 Irving St SW
Tumwater, WA 98512
contracts@PacMtn.org

It is the responsibility of proposers to check for the publication of selected Job Champions at the following website: <https://pacmtn.org/investments/service-provider-opportunities/>

Submission Format

Please complete the online **Job Champion Application Form**, available at this link: <https://pacmtn.jotform.com/220374517297056>

Please complete the online form in its entirety, following all instructions on the form for including necessary supplemental attachments. If you need assistance in completing the application, understanding how to create the necessary supplemental attachments, or uploading attachments, please contact Daisha Versaw at the Community Foundation, daisha@TheCommunityFoundation.com.

Questions?

Questions regarding this Request for Applications may be sent to the email address contracts@pacmtn.org. Please specify "Application for Job Champion" in the subject line. If you need assistance in completing the application, understanding the necessary supplemental attachments, or uploading attachments, please contact Daisha Versaw at the Community Foundation, daisha@TheCommunityFoundation.com.