

DEFINITIONS
RFP Number LAB 19 001-TRAIN

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

1. **Assessment**-refers to a variety of methods or tools that are used to evaluate, measure, and documents academic readiness, learning progress, skills acquisition, interests, service needs, and fit for a particular program.
2. **Community Based Organization** - A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
3. **Convener**-An individual or organization that starts the dialogue, assembles a shared set of facts about potential target industries or skills, and reaches out to potential partners. The convener must have credibility with industry and diverse set of program partners. The ideal convener will have the discipline and credibility to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. As a practical matter, the convener plays a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the Strategic Workforce Training Plan.
4. **Cost Reimbursement Contract** –An agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.
5. **Credential** – A recognized educational diploma, certificate or degree, occupational license, apprenticeship certificate, industry- recognized certification, or award for skills attainment and completion, issued by an approved training provider in the State or third-party credential provider.
6. **Common Skill(s)**- A skill or multiple skills that employers from various industries come together to agree that this common skill is used by workers within their industries. This is not industry specific, but instead used in various industries. For example, supervisory skills and information technology skills.
7. **Day 1 Outcome**- refers to unsubsidized employment maintained for one (1) day with an anticipated permanent duration of 180 days or more. This includes Military service and Registered Apprenticeship. All outcomes entered in Delaware JobLink for performance must be documented in accordance with DET’s policies/procedures. See Employment Upgrade definition as well.
8. **Day 30 Outcome**- refers to a Day 1 outcome maintained for 30 continuous calendar days.
9. **Day 90 Outcome**- refers a Day 1 outcomes that continued until day 90 with no break in employment greater than 15 days.

10. **Delaware JobLink (DJL)** is the case management, data management, reporting system as well as job matching system for jobseekers and employers used by Delaware Department of Labor. It can be located at <https://joblink.delaware.gov>
11. **DOL/DET**- Department of Labor, Division of Employment and Training
12. **Employment Upgrade**-Employment upgrade is defined as an assignment to a higher position, and/or an increase in hourly wages with their current employer. As part of this policy, DOL recognizes the addition of health benefits as an increase in wages or salary.
13. **Implementation Phase (Phase II)** –Phase II to implement the Strategic Workforce Training Plans developed during the Planning Phase (Phase I). Phase II will fund training to participants with the goal of employment, employment retention, or employment upgrade (increase pay/position).
14. **Job Readiness Training** – Training for the purpose of assisting and supporting jobseekers in overcoming individual barriers to employment and developing the skills required by industry necessary to maintain employment and to qualify for skills training opportunities. Job readiness training includes occupational skills development, GED preparation, literacy advancement, financial stability services, including financial coaching, credit counseling, transportation and child care.
15. **Lead Applicant** – The entity designated by the applicant group to serve as the Fiscal Agent for the partnership for the purposes of the Phase I and II. The Lead Applicant is the responsible entity for producing the end product (Strategic Workforce Training Plan) and meeting the Phase I and Phase II requirements. A Lead Applicant may be a Convener and vice versa. It is expected that documentation of the planning process will be maintained by the Lead Applicant.
 - Employer
 - Nonprofit Organization
 - Two or four year institution of higher education
 - Industry association
 - Labor union
 - Local government
 - Local or regional economic development entity

An organization can serve on multiple Phase I Applicant Groups but can only serve as the Lead Applicant on one submission. The Lead Applicant for Phase I award does not have to be the Lead Applicant for the Phase II award if awarded.

16. **Participant** refers to an individual who has been determined to be eligible to participate in and who is receiving services under a funded program. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving career services, training, or other services. Enrollments and students may also be used to mean that same as participant.
17. **Planning Phase (Phase I)** – Awards made from this RFP to provide modest funding to assist awardees in assembling their Strategic Workforce Training Plan, identifying high priority skills and workforce needs of an identified industry or across multiple industries based on data and

employers' experience, and developing solutions to address these high priority skills and workforce gaps or needs.

18. **Phase I Applicant Group** – The group of entities applying for Phase I funding. This group must include at least two employers and at least one representative from other stakeholders such as nonprofits, community-based organizations, two or four year institutions of higher education, government, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners that are able to identify common workforce needs and develop and implement strategies to meet these common workforce needs.
19. **Provider**-successful proposer and recipient of Phase I and/or Phase II funding.
20. **Strategic Workforce Training Plan**-The final work product produced as a result of Phase I awards funded with this RFP. This plan will provide a training plan developed by the planning Phase I applicant group that addresses the workforce skill needs of the target industry or common skill identified. This plan will be used to request funds for Phase II. See Part C Strategic Workforce Training Plan Template attached to this RFP.
21. **Supportive Services/Direct Benefits**- Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in training and/or employment related activities.
22. **Target Industry** – A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains, or other economic ties.
23. **Training** – A systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.
24. **Work-Based Learning**- has the primary purpose to expose students to future options and provide opportunities for skill development and mastery over time. All work-based learning experiences involve interactions with employers/industry or community professionals. These learning experiences are intentionally designed to help students extend and deepen classroom work and to make progress toward learning outcomes that are difficult to achieve through classroom or standard project-based learning alone. The term “work-based” does not mean the experience must occur at a workplace or during the standard “work day.”
25. **Work Experience**- refers to a type of work-based learning that is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences must be paid except when the program provides occupational skills training that leads to employment in an occupation that meets the all of the following:
 1. A state issued license is required to work in the occupations.
 2. That license requires clinical hours.
 3. It is common practice that the clinical hours are not paid.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.

For youth programs, Work experiences provide the participant with opportunities for career

exploration and skill development. Work experience should be designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time. Work experiences must include academic and occupational education. They include experiences known as internships, clinical, and summer employment.

26. **Work Readiness-** Refers to the skills, aptitudes, and attitudes employers expect job seekers to have in preparation for the culture and demands of the workplace. Can be obtained through education or job training programs, employer-sponsored events, work-based learning, and other activities that increase transferable skills. Skills may be taught that focus on these work behaviors, not necessarily the occupational or technical skills. These include skills such as problem solving, working with others, communication, etc.