July 5, 2020

Tracey Bryan, President State Workforce Board

RE: Reimagine Workforce Preparation

Dear President Bryan:

On behalf of New Mexico First, a statewide non-profit organization dedicated to being a catalyst for positive change by engaging citizens in policy and enabling action, I am pleased to submit a proposal to provide grant writing services to New Mexico’s Workforce Board. The Reimagine Workforce Preparation Discretionary Grant Program which is designed to “provide students the opportunity to develop new skills, provide innovators and inventors the resources to expand existing businesses or build new ones, and encourage institutions of higher education to foster business development and innovation as America begins to recover from COVID-19-related disruptions to education and our economy” is a competitive funding opportunity that could significantly benefit New Mexico. If successful, additional funding would provide New Mexico with the resources to combine the historic opportunity that COVID-19 has presented and the learning that emerged from the development of the WIOA Plan to support a better prepared and more competitive workforce.

Founded in 1986, New Mexico First has over three decades of experience writing and securing state, federal, and local grants to achieve mission-driven work. Lilly Irvin-Vitela, MCRP, the President and Executive Director of New Mexico First, has been successful as the lead grant writer on multi-million dollar grants on issues ranging from early care and education, workforce development, to health, community development, and natural resources. Wendy Wintermute, PhD is the Director of SHARE NM, a program of New Mexico First. She is also an experienced grant writer in both academic and non-profit settings and will be part of the grant-writing team. New Mexico First is prepared to extend this capacity to others engaged in work that is aligned with our mission and strategic objectives. Furthermore, New Mexico First’s role as a trusted facilitator of community input and researcher of public policy issues in a cross-partisan manner can be leveraged to strengthen this grant application. New Mexico First would work closely with the State Workforce Board, NM Department of Workforce Solutions leaders and identified personnel, Higher-education and K-12 leaders, to submit a proposal based on assets and opportunities to strengthen the talent pipeline and increase and improve pathways to economic opportunity for individuals and economic recovery for our state.

Increasing the likelihood of a successful application prior to the August 24th deadline is based on completion of 3 critical components:

1. Preparation, Goal Setting, Research, Deliberation, and Proposal Design
   Deliverables
   a. Work with the State Workforce Board and the NMDWS to use an approved grants.gov account.
   b. Communicate with key stakeholders to determine which strategy to pursue
   c. Determine key roles of stakeholders and what stakeholders are prepared to do to ensure equitable access to participation per US Department of Education requirements
   d. Identify existing and needed resources to accomplish grant objectives
   e. Gather key statewide and regional data to identify capacity and gaps
   Cost 45hours@$100per/hr=$4,500

2. Drafting and Review
   Deliverables
   a. Develop and submit drafts of the proposal narrative for review.
   b. Revise drafts based on input.
   c. Develop and submit drafts of the budget and budget narrative for review.
   d. Revise drafts based on input.
   e. Complete Required Forms
      • Application for Federal Assistance (SF-424) [V3.0]
      • U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.3]
      • Grants.gov Lobbying Form [V1.1]
      • Disclosure of Lobbying Activities (SF-LLL) [V2.0]
f. Secure necessary signatures.
g. Secure approvals for final drafts of abstract, project narrative, budget narrative, budget documents, and other forms.

Cost 120 hours@$100 per/hr = $12,000

3. Uploading in Grants.gov with all Necessary Attachments

Deliverables
a. Upload required forms with necessary approvals and signatures.
   • Application for Federal Assistance (SF-424) [V3.0]
   • U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.3]
   • Grants.gov Lobbying Form [V1.1]
   • Disclosure of Lobbying Activities (SF-LLL) [V2.0]
   • ED GEPA427 Form [V1.1]
   • ED SF424 Supplement [V2.0]
   • ED Abstract Form [V1.1]
   • Project Narrative Attachment Form [V1.2]
   • Budget Narrative Attachment Form [V1.2]
   • Other Attachments Form [V1.2]

Cost 12 hours@$100 per/hr = $1,200

Total Cost $17,700

Thank you for the opportunity to submit a proposal to write a federal grant for the State Workforce Board as part of the Education Stabilization Fund which was authorized in the CARES Act.

Sincerely,

Lilly Irvin-Vitela, MCRP
President and Executive Director, New Mexico First
lilly@nmfirst.org (505) 225-2140