



CNMI Department of Commerce

Economic and Labor Enhancement Program



TA-CNMI-2011-5

Public Service Announcement - Availability of Federal Funds

I. Program Description

The Department of Commerce, through a technical assistance grant from the U.S. Department of Interior, Office of Insular Affairs, has funding available for sub-granting to support the CNMI Economic and Labor Enhancement Program. Interested applicants within the CNMI are encouraged to submit a proposal for the listed programs below.

The Department of Commerce will utilize the available funding for sub-granting to eligible and qualified applicants including public agencies and registered non-profit organizations to implement economic and labor enhancement programs in the CNMI. This includes programs to develop and enhance the areas of tourism, hands-on training programs that enhance technical, vocational, and professional skills for United States eligible workers.

Generally, Technical Assistance grants are not meant to supplant local funding of routine operating expenses of an insular government, private entities, and non-profit organizations or to be used for construction-related activities such as renovations. Technical assistance grants do not fund the salaries of local government, private entities, and non-profit organization employees, but may be utilized to provide temporary short term expertise.

The Technical Assistance grants are to provide assistance for eligible applicants to develop or expand an “on-the-job training program”, to train United States eligible workers (U.S. Citizens, FAS Citizens, and green card holders) where the actual jobs are, so that trainees can meet the job requirements and become employable upon completion of their training. The Technical Assistance grants are not to “supplement” salaries for trainees, local government, private entities, and non-profit organization employees. In addition, grant funds may not be used for equipment and supplies. Only allowable costs include the following: Professional Services, Personnel Training, Advertisement, Printing and Photocopying.

II. Brief description and amounts available for each program

Project Scope

a.) *Tourism Hospitality Enhancement Program: \$50,000.00 (competitive)*

Coordinate the expansion of hospitality training programs with MVA to improve hospitality, attraction of repeat tourists, and creation of new markets.

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b.) Labor Enhancement Program: \$450,000.00 (competitive)

Coordinate the development of a program that will provide a Quick Employee Development (QED). The QED will provide a synergy amongst all identified and qualified agencies and non-profit organizations to focus on development or expansion of an “on-the-job training program” for United States eligible workers (U.S. Citizens, FAS Citizens, and green card holders) to be employable and to replace and maintain available jobs currently occupied by alien workers. The QED will involve hands-on training that include technical, professional, and vocational skills enhancement, as well as workshops to address worker ethics and hospitality, skills for financial literacy and communication, other fundamental work place skills, and employer and employee roles, and bolster and augment professional and vocational training programs.

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c.) Agriculture and Aquaculture Enhancement Program: \$150,000.00 (competitive)

In coordination with CREES, focus must be on training to increase technically trained United States eligible workers to operate farms and aquaculture projects such as: animal husbandry, entomology, plant cultivation and aquaculture technicians.

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III. Sub-grant Award Information

Due to funding limitations, preference is given to proposals that foster the development of the CNMI Economic and Labor Enhancement Program in the following categories: tourism hospitality enhancement, labor enhancement, agriculture and aquaculture enhancement. The period of performance funded under this program is twelve months. Project proposals must be designed accordingly.

IV. Eligible Applicants

Eligible applicants are the public agencies and chartered non-profit organizations whose mission directly benefits the CNMI Economic and Labor Enhancement Program.

V. Project Timeline

This project timeline is for 12 months

VI. Sub-grant Application Information

Submission deadline: *The submission deadline of grant proposals and sub-grant applications is no later than 3:00 p.m., October 13th, 2011 at CNMI Department of Commerce located at the Donni Hill Complex, Capitol Hill second floor room #8. Submitted proposals and applications of five set (1 original & 4 copy).*

Pre-proposal Conference: *Will be held at the Department of Commerce conference room #12 at 10am – 11am on October 6th, 2011.*

Decision Timeframe: *Decisions on funding of project proposals are subject to the availability of funds. The TA sub-grant committee will meet at the Multipurpose Center between 8am – 12pm; applicants are welcomed to do a 5-10 minute PowerPoint presentation.*

Application Format: *Your proposals should include these elements:*

a) Project Narrative: *the project narrative should include the following elements:*

- 1. Detailed Project Description(s):** *Describe the project(s) being proposed in detail.*
- 2. Detailed Project Budget(s):** *Provide detailed budget information for the proposed project(s).*
- 3. Statement of Need:** *Describe why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work.*

4. **Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the projects period of performance).
5. **Priority Listing for Multiple Projects:** If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

SUMMARY PRIORITY PROJECTS:

| <u>Priority Project (list in priority order)</u> | <u>Requested Amount</u> |
|---|-------------------------|
| 1 <i>Priority 1 - Project [Name]</i> | \$ |
| 2 <i>Priority 2 - Project [Name]</i> | \$ |
| 3 <i>Priority 3 - Project [Name]</i> | \$ |
| <i>Total Sub-grant Requests for this project:</i> | \$ |

6. **Project Manager:** Please provide name and contact information for the project manager for this proposal. Please include mailing address, phone number, fax number and email address.

b) Evaluation Criteria

1. Proposals will be evaluated utilizing the following criteria:

- *Qualifications, background and prior experience in conducting similar work or projects.*
- *Content and technical approach and understanding the scope of the project.*
- *Demonstrate quality and completeness of requested information as it relates to technical approach.*
- *Detailed information describing exactly how the Project will be completed using the program description and the ability to comply with all acts, laws, and codes.*
- *Cost as compared with the level of effort to be expended.*

2. The evaluation will be base upon the following criteria:

- **40% - Overall Cost**
- **30% - Technical Expertise**
- **15% - Commitment of Resources**
- **15% - Previous Experience in projects of similar scope**

c) Available Sub-grant Application Forms

Sub-grant application forms may be obtained at the CNMI Department of Commerce located at the Donni Hill Complex, Capitol Hill, or request via email from POC Mark Rabauliman, ta.elep2011@commerce.gov.mp or call 664-3002

VII. Reporting

Sub-grant recipients will be required to submit on a timely basis quarterly progress and financial reports to the CNMI Department of Commerce within fifteen (15) days following the close of each fiscal quarter. The following illustration is an example of when the quarterly program progress and financial reports must be submitted:

| <u>QUARTER</u> | <u>PERIOD</u> | <u>REPORT DUE</u> | <u>DEADLINE</u> |
|----------------|-----------------------------|----------------------------|--------------------------|
| FIRST | October, November, December | December 31 st | January 15 th |
| SECOND | January, February, March | March 31 st | April 15 th |
| THIRD | April, May, June | June 30 th | July 15 th |
| FOURTH | July, August, September | September 30 th | October 15 th |

The standard reporting requirements will apply to all program awards unless otherwise indicated in the Sub-grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Sub-grant Terms and Conditions section of each program award.

VIII. Agency Contact

CNMI Department of Commerce

Project Manager:

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Project Point of Contact:

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