



DESC TRAINING PROVIDER APPLICATION- INSTRUCTIONS

Detroit Employment Solutions Corporation (DESC) is interested in working with qualified organizations to support sector partnership-led occupational skills training programs that lead to industry-recognized credentials. Completers must be prepared to attain jobs that pay at least \$15/hour after completing the program; ideally, they will earn wages that place them in the middle-class or on a clear pathway to this goal. Training programs selected through DESC’s application process should focus on building technical and occupational skills and should assume that students have the baseline academic skills needed to succeed in the program.

I. **Sector Partnership Training Model:**

Detroit at Work’s Sector Partnership Training (SPT) model includes post-secondary training that leads to an industry-recognized credential or degree. Program types include apprenticeships, community college credit-bearing programs, classroom based occupational training, customized occupational training, hybrid classroom and work-based occupational training and incumbent worker training.

Successful sector partnerships training strategies have the following characteristics:

- Employers and data drive the occupations to be targeted, the volume of training by occupation and sector, and the credentials and content of training.
- Create a system to align the hiring needs of employers with trained job seekers.
- Multiple or strategic employers lead and contribute to training efforts. DESC defines a “strategic employer” as one that is large and/or likely to significantly drive economic growth within the City of Detroit.
- Career advancement opportunities are identified and supported as part of the model. Some programs support career advancement of employees while backfilling entry-level opportunities with new workers.
- Better align state and local programs and resources serving employers and workers; and
- Address issues at multiple firms in ways that individual firms, which independently could not solve the issues, can benefit.

II. **Confidentiality**

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your application (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. **Training Provider Eligibility**

Eligible applicants include:

- Non-Profit Organizations
- Private for-profit companies
- Units of Local Government, including community colleges and universities,
- Faith-based and Community Organizations

Small businesses, minority-owned firms, women business enterprises, and labor surplus area firms are particularly encouraged to apply.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required.

- Documentation of the business structure (e.g., corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

IV. Training Program Eligibility and Requirements

1. Proposed training program(s) must be listed on the Michigan Training Connect (www.mitalnet.org/mitc) at the time of the application or before a contract can be executed.
2. Proposed training program(s) must be directly implemented and provided by the applicant, no third-party outsourcing and/or contracting for training services.
3. Proposed training program(s) must align with skills and knowledge necessary for employment in the targeted occupation and/or industry.
4. Proposed training program(s) must result in an industry recognized credential.
5. Proposed training program(s) should be competitively priced and not exceed DESC's training cap of \$6,000.00 per program.
6. Proposed training program(s) must align with DESC's list of in-demand industries and occupations (Attachment A). If the proposed training program is not listed, the applicant must provide a short (no longer than 1 page, double-spaced in 12-pt font) explanation for why the program(s) should be considered including any local labor market research specific to the Detroit metropolitan area, local employer partnerships with open positions to be filled by the applicant and/or other relevant and verifiable data to support why DESC should consider the program. Please include sources.

V. Provisions for Recently Established Training Providers and/or Programs

Training institutions and programs that have not been in operation long enough to produce graduates may be granted, at DESC's discretion, provisional status as a Preferred Training Provider until an instructional history is established. Perspective training providers must submit a Quality Management Plan that should address how graduation/completion rates, placement and customer satisfaction reports will be gathered, how data and information will be analyzed/reported and incorporated into a continuous improvement model. This should be no longer than two (2) pages, double-spaced in 12-point font.

VI. Community Colleges and Universities

Accredited Community Colleges and Universities are not required to apply for training programs that are aligned with DESC's Target Industries and Occupations. Community College and University representatives should email training@detempsol.org and include Community College/University Training Information in the subject line. Training contracts for community colleges and universities are dependent on funding availability and training program objectives. Please note all other types of organizations must submit an application for consideration.

VII. U.S. Department of Labor Registered Apprenticeship Programs

USDOL Registered Apprenticeships (RAs) are automatically eligible for Individual Training Accounts and a Master Training Agreement. Apprenticeship programs must be aligned with DESC's goals, target industries and occupations. If your RA program is not listed on MiTC, you must register prior to receiving an award. DESC will apply its training policy funding cap to apprenticeship programs. Interested providers should email training@detempsol.org and include Interested Registered Apprenticeship Program in the subject line.

VIII. Financial Solvency and Regulatory Compliance

Organizations must be financially solvent and possess the ability to provide an industry-recognized credential as defined by the Workforce Innovation and Opportunity Act (WIOA). Accordingly, organizations may be asked to produce financial records and must submit such information for evaluation process to determine compliancy, programmatic suitability, and financial solvency in line with DESC's training priorities. Institutions that are selected to be Preferred Training Providers are expected to be in compliance and possess the credentials listed below, at the time of execution of a contract:

- All required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as required in the Master Training Agreement.
- Compliance with all state of Michigan regulations as well as any other county, local or federal laws or regulations as required to lawfully provide training services pursuant to WIOA.
- If relevant, have a certificate of Incorporation or legal entity established permitting operation as a business.
- Adequate financial resources for the performance of the contract.
- A satisfactory record of integrity, judgment, and performance.
- Historical reports regarding completion, placement, student satisfaction, state licensing success rates and similar measures.
- Most recent audited or filed financial statements such as: Balance Sheets, Income Statements, Cash Flow Statements, Tax returns, Audits, or any other financial records requested by DESC.
- Most recent safety inspection and proof of compliance with the ADA.
- Proposed training program(s) published on the Michigan Training Connect.

IX. Expected Performance Outcomes

Selected training programs are expected to achieve the following performance outcomes.

- **80% Industry Recognized Credential Attainment Rate.** Eighty percent (80%) of participants who complete training earn an industry-recognized credential.
- **80% Completion Rate.** If training does not result in an industry-recognized credential, eighty percent (80%) of participants must successfully complete the training program. Note: This applicable for specific types of training programs such as employ-led training (e.g., customized, on-the-job training, etc.).
- **80% Training Related Placement Rate.** Eighty percent (80%) of program completers obtain training-related employment in a targeted sector that pays \$15/hour or more. Note: Wage may be slightly lower depending on the occupation.
- **80% Customer Satisfaction Rate.** Eighty percent (80%) of program participants must be satisfied with training program.

X. Application Submission Details

Please forward your application and all supporting documentation to the following individual:

Training Department, training@detempsol.org

Subject Line: DESC Training Application

Applications may be submitted at any time throughout the year.

XI. Selection of Training Provider

Determination of an organization's status as a Training Provider is made at DESC's sole discretion based on quality, demand, available employment opportunities and needs of DESC. Selection as a Training Provider does not guarantee business from DESC.

The selection of training providers will be reviewed thirty (30) days after the end of a quarter following the schedule below.

Quarter	Application Decision Date
January – March	April 30 th
April – June	July 31 st
July – September	October 31 st
October – December	January 31 st

XII. Master Training Agreement

If your organization and training program is selected and approved as the result of this application, DESC will enter into a Master Training Agreement (MTA) that outlines the terms and conditions for providing training services to eligible Detroit at Work Customers. The initial term of the MTA shall be for up to twelve (12) months. Based on performance during the initial term and contingent on the availability of funds, MTAs may be extended for up to two (2) consecutive one (1) year renewal options.

If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

XIII. Application Instructions

Please read the application thoroughly. All applicable fields of the application should be completed. If a field does not apply to your organization or the proposed training program, please indicate “N/A” to acknowledge you have read the information in the field, but it does not apply to your organization or training program.

The application is comprised of four (4) sections and Past Performance as described below.

- **Section 1: Program Summary.** Applicants should complete the fields to provide a summary of the program including industry, program name, cost, duration of program, etc.
- **Section 2: Program Detail.** Applicant should provide details of the proposed program including but not limited to information related to requirements for program entry and credential(s) to be earned.
- **Section 3: Applicant Capacity.** Applicants should use this section to describe related experience, cohort management, annual capacity, data collection and expected performance.
- **Section 4: Employer Engagement and Partnership.** Applicants should use this section to describe any relationships with employers; including the employers’ commitment to minimally interview graduates of the proposed training program.
- **Past Performance.** If the applicant’s proposed training program was not under a Master Training Agreement with DESC within the last 12-months, the applicant must provide past performance for the proposed program for the most recent 12-month period. Applicants should enter the start and end date of the 12-month period and complete all fields. If the applicant is a new provider and has not had any performance, the applicant must use the applicable field to describe how the plan to meet DESC Expected Performance Outcomes.

Note: An application is required for each training program being proposed.

Detroit at Work Target Occupations

Revised 6/29/2023



Effective July 1, 2023, Detroit at Work will focus its workforce training programs on the attached list of target occupations that are in-demand and along career pathways that lead to the middle class. Detroit at Work analyzed a wide range of data and feedback from employers and jobseekers to develop its list of target industries and occupations.

Target Industries



- Detroit at Work expanded target industries to include Infrastructure, Mobility, Professional Services, and Small Business.
- Detroit at Work will support workforce training that benefits Detroit-based small businesses across all industries. We will **limit** investments in workforce training in retail, hospitality and entertainment, personal care services and childcare to small businesses located in the City of Detroit, where permissible and supported by funding sources. Detroit at Work will prioritize training programs where at least one Detroit-based small business commits to hiring or promoting graduates and/or assists in the delivery of the program.
- Detroit at Work will continue to provide recruitment and screening services to employers across all industries. We may also fund customized training programs with employers from any industry.

Target Occupations

Detroit at Work will invest in a variety of training programs that lead to employment in one or more of the attached target occupations. The list also indicates which occupations are eligible for Detroit at Work’s supplemented Eligible Training Provider List (ETPL). Applicants may propose occupations that are not included on the list if they are able to provide objective and compelling evidence of employer demand. DESC/Detroit at Work will evaluate the evidence with the same criteria used to develop the attached list; we do not anticipate including additional occupations outside of exceptional circumstances.

Program Type	Description	Funding mechanism
<i>Contextualized Integrated Education & Training (IET)</i>	Embedded or coordinated academic and technical instruction. May include credential	<ul style="list-style-type: none"> • RFP for Contextualized IET • Selected applicants enter contracts
<i>Occupational Training with Industry-Recognized Credential</i>	Training led by sector partnerships that equips graduates with skills and credential to obtain a job that pays at least \$15 per hour. ¹ Includes US Department of Labor Registered Apprenticeships (RAs)	<ul style="list-style-type: none"> • FOA for Sector Partnership Training; OR • Qualify via local training policy (Higher Education institutions and RAs) • Selected providers added to supplemented ETPL and enter Master Training Agreements. • DESC may also utilize contracts for special projects.
<i>On-the-Job Training</i>	Employers receive a subsidy for new hires to offset cost of training and onboarding	<ul style="list-style-type: none"> • Detroit at Work promotes program to employers • Interested employers work with staff to execute OJT agreement
<i>Customized Training</i>	Employers provide 50% or more of the cost of the program and written commitment to hire	<ul style="list-style-type: none"> • FOA for Sector Partnership Training • Employer may also initiate process with staff • Employer signs contract, along with training provider if applicable.

Detroit at Work Target Occupations

Revised 6/29/2023



SOC Code	Target Occupation
Primary Industry: Construction & Infrastructure	
47-2031, 49-9044	Carpenters & Millwrights
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
47-2073	Operating Engineers
49-9051, 49-9052	Electrical Power & Telecommunications Line Installers and Repairers
49-2022	Telecommunications Equipment Installers and Repairers
13-1051	Cost Estimators
47-2221	Structural Iron and Steel Workers
47-2021, 47-2051	Brickmasons and Cement Masons
37-3013	Tree Trimmers and Pruners
47-2111	Electricians
47-2152	Plumbers, Pipefitters, and Steamers
Primary Industry: Manufacturing & Mobility	
49-9071, 49-9041, 49-9043	Maintenance & Repair Workers, Industrial Machinery Mechanics
53-3032, 53-3033, 53-7051	Truck Drivers and Tractor Operators
49-3023, 49-3031	Automotive and Diesel Mechanics
51-4121	Welders, Cutters, Solderers, and Brazers
17-3024	Electro-Mechanical and Mechatronic Technologists and Technician
51-9161	CNC Tool Operators

Detroit at Work Target Occupations

Revised 6/29/2023



SOC Code	Target Occupation
Primary Industry: IT & Professional Services	
13-1082	Project Management Specialists
43-3031	Bookkeeping, Accounting, and Auditing Clerks
41-2031, 41-3091, 41-4011, 41-9099	Sales Representatives
43-4051	Customer Service Representatives
15-1232	Computer User Support Specialists
43-4131	Loan Analysts and Clerks
13-1031	Claims Adjustors, Examiners, and Investigators
23-2011	Paralegals and Legal Assistants
41-3021	Insurance Sales Agents
15-1252, 15-1253	Software Developers and Quality Assurance Analysts
15-1211	Computer Systems Analysts
15-1212	Cybersecurity Analysts
Primary Industry: Healthcare	
31-9092, 31-1131	Medical and Nursing Assistants
29-2018, 29,2031, 29-2034, 29,2055, 29-2099	Healthcare Technologists and Technicians
29-2061	Licensed Practical and Vocational Nurses
31-9091	Dental Assistants
29-1126	Respiratory Therapists
29-2042, 29-2043	Emergency Medicine Technicians and Paramedics

Detroit at Work Target Occupations

Revised 6/29/2023



SOC Code	Target Occupation
Primary Industry: Healthcare	
31-9091	Phlebotomists
29-2056	Veterinary Technicians
43-3021	Billing and Posting Clerks