



COLORADO

Department of Labor and Employment

Sector Partnership Grant

REQUEST FOR APPLICATIONS

RFA # KWDC 2027_15463-SSGJSP

**Applications Due:
September 22, 2026 at 11:59 PM Local Time**

**Bidnet Link:
Colorado Department of Labor & Employment - Bid Opportunities and RFPs |
BidNet Direct**

I. Project Background and Overview

A. Introduction

The Colorado Workforce Development Council (CWDC) is pleased to announce \$276,000.00 in Federal Workforce Innovation and Opportunity Act (WIOA) funding to support active Colorado sector partnerships to address workforce and economic development needs that strengthen critical industry sectors and connect Coloradans with training and good jobs through strategies including skills-first hiring and advancement practices.

A minimum of 25% of awarded funding shall be granted to rural sector partnerships that submit an application. If no applications from rural sector partnerships are received, the full amount will be repurposed for sector partnerships submitting an application. Applicants are encouraged to apply for the total amount of funding that will bring valuable impact with their employer partners, the requested amount should not exceed \$276,000.00.

B. Background

In Colorado, sector partnerships are partnerships of employers, from the same industry and in a shared labor market region, who work with education, workforce development, economic development and other community organizations to address the workforce and other competitiveness needs of their industry. Employers are co-producers of talent, leading through the sector partnership ecosystem, to champion how talent is equipped with the skills needed to succeed in a changing economy through co-designing pathways, providing work-based learning experiences, and advancing skills-first hiring and advancement practices that promote economic mobility.

Sector strategies are a key element of a Career Pathways system, which develops education and training in collaboration with employers to ensure the end product supports the skills and competencies needed by industry.

The Colorado Workforce Development Council (CWDC) supports the expansion and effectiveness of Colorado's sector partnership network to better meet talent needs and other industry-identified priorities. This funding opportunity is building upon the Next Gen Sector Partnership model which has been active in Colorado since 2005.

C. Current Status

Sector partnerships are a proven approach to developing industry-led infrastructure focused on strengthening key business sectors and preparing and connecting people with good jobs in the state. There are currently 28 active sector partnerships in Colorado who are actively

innovating solutions for employers, learners, jobs seekers and local communities. This round of funding continues Colorado's investment in sector partnerships with a focus on increasing awareness and adoption of skills-first practices and developing strong career pathways from quality training programs into good jobs.

II. Definitions

- A. Sector Partnership: Industry-specific, regional collaborations led by business leaders from the same industry. These leaders partner with education, workforce development, economic development, and community organizations to address workforce needs, improve competitiveness, and foster economic development within their region.
- B. Skills-First Approach: A skills-first approach focuses on identifying, developing, and recognizing the specific skills individuals possess, rather than relying solely on traditional credentials like degrees or years of experience.
- C. Skills-based Hiring: Involves identifying the specific skills a job requires for success, and screening candidates based on whether they possess those necessary skills or not rather than using a degree as a proxy for skills. This practice can help remove barriers for candidates that might not have access to traditional degrees, and can widen the talent pool so you can find the best match for your open position.
- D. Work-Based Learning: Learning opportunities that occur in part or in whole in the workplace and provide the learner with hands-on real world experience. Work-based learning opportunities include but are not limited to: internships, apprenticeships, and residencies and incumbent worker training.
- E. For additional definitions, please refer to [CWDC's glossary](#).

III. Project Budget & Funding Information

- A. Funding Source
Federal Funding per 29 U.S.C. sec. 3101 et seq., Workforce Innovation & Opportunity Act (WIOA).
- B. Funding Period
The grant funding period is upon execution of the agreement through April 30, 2028.
- C. Funding Amount
The total budgeted for this program during this grant cycle is \$276,000.00.
- D. Potential Award Amount
Awards are based on the determination of the award committee's review of applications and budget requests. Multiple smaller awards may result from this RFA. In the past, awards to individual partnerships have averaged around \$49,500.00, which includes any indirect cost pool addition.

Funding is based on eligibility and need. Funding is provided via cost reimbursement, not advanced payments.

E. Funding Provisions

1. Eligible Applicant

- a) Only active sector partnerships that are recognized by CWDC are eligible to apply. A list of recognized sector partnerships is available on [CWDC's website](#). Sector partnerships recognized as active and in good standing by CWDC have completed the [Sector Partnership Acknowledgement Form](#). A sector partnership can be awarded one time under this grant.
- b) The applicant needs to complete the grant application in its entirety to be eligible. Incomplete applications will not be considered for award.
- c) If an eligible sector partnership is utilizing a fiscal agent, the fiscal agent information should be reflected in Attachment A. Local workforce areas are eligible to serve as fiscal agents for the funding or delegate an alternate fiscal agent.
- d) Priority Consideration:
 - Strengthen the supply of good jobs or connect individuals with good jobs.
 - Partnerships incorporating a job quality component into their application. [The Colorado Job Quality Framework](#) defines job quality as being when the features of a job supports the needs of workers and allows the business to thrive.
 - Applications that prioritize a focus on improving job quality through the integration of skills-first hiring and advancement practices, adoption or use of apprenticeships and work-based learning, transparent career pathways and growth opportunities or other actions as outlined in [Colorado's Job Quality Checklist for Employers](#).
 - Sector partnerships interested in pursuing job quality should identify the job quality strategy and key metrics they will use to assess job quality actions pursued during the program period.

2. Allowable Costs:

- a) Include those costs meeting 2 CFR 200.400 Cost Principles: Allowable, Allocable, Reasonable. i.e. Salaries of staff performing direct work on the grant program, recipient support costs, program costs directly related to the grant program, etc.

3. Unallowable Costs Include:

- a) Replacement of costs paid for by another State or Federal source covering the same activities in the proposed project
- b) Organizational or individual Food and beverages
- c) Gifts
- d) Politically related activities
- e) Entertainment
- f) Fines and penalties
- g) Donations
- h) Fundraising activities
- i) Individual memberships and subscriptions
- j) Any activities related to the marijuana industry
- k) Any other activity noted in 2 CFR 200.400 Cost Principles

IV. Program Requirements if awarded

A. Responsibilities

1. Grantees

- a) The Grantee shall respond to a CDLE check-in or other communication within five business days.
The Grantee shall:
 - Submit reimbursement requests in a timely manner.
 - Submit progress reports in a timely manner.
- b) The Grantee shall notify CDLE within five business days of becoming aware that the grant objectives cannot be met.
- c) The Grantee shall maintain records in accordance with the provisions of this resulting grant agreement.
- d) The Grantee shall participate in State monitoring and evaluation processes as requested to ensure it is utilizing funds properly and achieving grant outcomes.
- e) The Grantee shall oversee successful implementation of the grant objectives and report out on partnership outcomes and achievements on as outlined in the reporting section
- f) The Grantee shall identify a representative to attend community of practice calls hosted by CWDC
- g) Primary Contact for this grant program (provided upon grant award)
- h) Back-up Contact for this grant program (provided upon grant award)

2. State

- a) CDLE may conduct progress checks through correspondence as needed throughout the Period of Performance.
- b) CDLE shall respond to a grantee's communication within five business days.
- c) CDLE shall provide technical support and assistance for this grant.
- d) CDLE shall:
 - Process reimbursements in a timely manner.

- Review progress reports in a timely manner and notify the Grantee whether the reports are satisfactory.
- e) Primary Contact for this grant program (provided upon grant award)
- f) Back-up Contact for this grant program (provided upon grant award)

V. Additional Requirements

A. Reporting and Other Requirements

Grantees must submit reports in the manner described in the resulting agreement Statement of Work.

B. Reporting Schedule

- December 11, 2026
- April 9, 2027
- August 13, 2027
- December 10, 2027
- May 26, 2028- final reports due

C. Reimbursement Requirements

1. This is a cost reimbursement grant. Reimbursements to Grantee shall be made in accordance with the provisions of §<5> of the Grant Agreement and Exhibit A, §<SOW §# for Reimbursement Requests and Payments>. Advanced payments have not been authorized for this grant.
2. Grantee shall submit monthly reimbursement requests that detail expenses with justification based on the approved budget by the <Day of Month> of the month following the month of expenditures. The reimbursement requests should clearly detail the actual approved costs related to the grant incurred during the time since the last reimbursement request was submitted. If there have been no incurred expenses for a given month, then a reimbursement request is not required for that month. Initial reimbursement request may not be dated prior to the effective date of this agreement. No reimbursement will be made for expenditures that occur prior to the effective date of this agreement.
3. Reimbursement requests must include an expenditure report, typically generated from financial tracking software, to include, where appropriate and relevant: time sheets/timecards, staff/employee time allocation forms, payroll reports from “official” payroll system or system of record, proof of purchases, itemized receipts, detailed account of all related expenses, related grant project objective & date of expenditure, or any

other documentation that <DIV or BU> shall request in its sole discretion. Such supporting documentation shall be considered part of the Grantee Records and shall be kept for the duration of the Record Retention Period §7 and Exhibit A §<SOW §#>of this Agreement.

4. Reimbursement Requests shall be submitted to <BOX file request link specific for this grant award> or an email to the BOX folder for Reimbursement Requests for review. You will receive a ‘file uploaded successfully’ or an email notice once completed. If in doubt, you may review the file submission folder. If <DIV or BU> staff approves the request, it will submit it to CDLE Controller’s/Finance Office for review, approval, and payment. All reimbursement requests shall contain the grant agreement number.

VI. Selection, Evaluation & Award

CDLE is committed to ensuring a comprehensive, fair, and impartial evaluation of the applications received in response to this Request for Applications (RFA). A responsive application includes all required documentation requested in the RFA. Failure of an Applicant to provide any required information and/or failure to follow the response format dictated in this RFA may result in reduced ranking and/or disqualification. The purpose of the evaluation is to select the applications that most closely align with the goals and requirements of this grant program and is most advantageous to CDLE and the State. Applicants should submit their best initial application, as opportunities for clarification or revision may be limited. Awarding a grant will be based on the impartial evaluation of written applications, past performance, and good standing status with the State of Colorado Secretary of State’s Office and [SAM.gov](https://sam.gov).

A brief overview of the evaluation process follows:

1. RFA responsiveness review. Failure to provide all required application materials and appropriate signatures on designated Attachments may result in disqualification.
2. Clarification requests (may occur at any point during the evaluative process).
3. Evaluation and scoring of all responsive applications.
4. Award Recommendation by evaluation committee.
 - a) Evaluation Criteria
 - (1) An Evaluation Committee will review applications based on all information, including presentations and other sources. The decision will be a best-serve judgment considering these factors (in no particular order): Activities, Background and Qualifications, Evaluation, Finance, and Budget and Budget

Narrative. Priority consideration will be given to partnerships incorporating job quality practices into their action plans.

5. Use of Financial Risk Assessment: After the final decision to recommend award(s), and before a final awarded agreement, a financial risk assessment rating determined as high risk from the submitted Risk Assessment Questionnaire or FRMS shall be applied in the form of additional monitoring and technical support to the awarded organizations' final Statement of Work.

VII. How to apply

A. General Rules

The State of Colorado, Department of Labor and Employment seeks Applications in accordance with the specifications in this RFA. Office of Management and Budget ("OMB") Uniform Guidance (Title 2 of C.R.S., subtitle A, Chapter II, Part 200) applies to this RFA and any issued subawards.

Responses must be submitted as specified in this announcement.

Applications that fail to follow all of the requirements may be deemed unresponsive and not considered.

CDLE reserves the right to cancel this RFA at any time without penalty.

1. Discrepancies

Should the Applicant find any part of the RFA to be discrepant, incomplete or otherwise questionable in any respect, the Applicant shall be responsible to call such matters to the attention of CDLE immediately. Failure to do so shall be at the Applicant's risk.

Amendments and modifications to this RFA will be official only if published on Bidnet. Applicants shall not rely on verbal statements that may be intended or inferred to alter this RFA.

2. Addendum(s) or Supplement(s) to this RFA

In the event that it becomes necessary to revise any part of this RFA, an addendum/modification will be published on Bidnet. It is incumbent upon an Applicant to carefully and regularly monitor Bidnet for any such postings.

3. Valid Application Period

All aspects of an applicant's application, including budget, will be firm for the duration of a subsequent subaward, unless altered through a formal modification issued by CDLE's Procurement and Contract Services Unit.

4. Withdrawal of Applications

Applications may be withdrawn by the applicant prior to the established due date and time.

5. RFA Response Material Ownership

CDLE has the right to retain the original application response and other application response materials for its files. As such, CDLE may retain or dispose of all copies as is lawfully deemed appropriate.

Application response materials may be reviewed by any person after

the "Notice of Intent to Award" has been posted in Bidnet, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (Open) Records. Applicant expressly agrees that CDLE may use the materials for all lawful State purposes, including the right to reproduce and distribute copies of the material submitted for purposes of evaluation, and as part of the resulting State of Colorado Grant Agreement, and to make the information available to the public in accordance with the provisions of the Public Records Act.

6. Selection of Applications Notice

Upon review and approval of the Applications and the Evaluation Committee's recommendation for award, CDLE will issue a "Notice of Intent to Make an Award" to all Applicants, awarded or not, via email notification.

7. Acceptance of Application Content

Upon award, all contents of the application response of successful applicant(s) may become binding obligations of a resulting agreement.

8. Insurance

Awarded Applicant(s) who are not State of Colorado Agencies or Institutions of Higher Education shall agree to the State's Insurance Requirements located in the Sample State of Colorado Grant Agreement attached to this RFA.

Awarded Applicant(s) shall provide a copy of a valid proof of insurance coverage (i.e., insurance certificate(s)) within seven (7) business days of an executed State of Colorado Grant Agreement. Applicants must affirm that they will be able to obtain all insurance requirements and maintain them for the duration of the period of service.

9. Incurring Costs

The State is not liable for any cost incurred by the Applicant prior to the issuance of a legally executed State of Colorado Grant Agreement, Small Dollar Grant Award, or other authorized acquisition document. No property interest, of any nature, shall occur until a State of Colorado Grant Agreement is awarded and executed.

10. Rejection of Applications

CDLE reserves the right: 1) to reject any or all applications; 2) to waive informalities and minor irregularities in applications received as determined by CDLE; and 3) to accept any portion of an application or all items in an application if deemed in the best interest of CDLE. Failure of an applicant to provide any information requested in this RFA (and in the manner or format required in this solicitation) may result in disqualification of the application.

11. Parent Company/Vendor Identification

If an Applicant is owned or controlled by a parent company or financially managed via a fiscal agent, the name, main office address, and parent company's or fiscal agent's tax identification

number shall be provided in the application. The tax identification number provided must be that of the applicant responding to the RFA. The Applicant must be a legal entity with the legal right to enter into a legal agreement.

12. External Communications, Outreach, and Logos

External communications and outreach pertaining to this RFA or award are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office. External communications and outreach include, but are not limited to, news releases, advertising, and marketing materials.

Awarded Applicant's use of CDLE or project logos is not permitted without prior written approval from CDLE's Government Policy and Public Relations Office.

13. Past Performance

Each Applicant's past performance shall be reviewed as part of the State's overall evaluation. This evaluation will take into account past performance information as a part of such Applicant's application including but not limited to, information regarding previous State grant performance, predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s), if such information is relevant. Applicants without a record of relevant past performance or for whom information on past performance is not available will receive a neutral past performance rating.

14. Applicant Agreements

The successful Applicant is required to enter into a formal State of Colorado Grant Agreement ("Agreement") with CDLE. The State of Colorado Grant Agreement incorporates standard State terms including Special Provisions.

The Model State of Colorado Grant Agreement is linked to this RFA. Applicants are strongly encouraged to seek advice from legal counsel regarding such grant exceptions. Applicants should not assume any term or condition in this RFA or in the attached sample State of Colorado Grant Agreement are negotiable.

15. Pricing

Except as otherwise disclosed in Applicant's submission, Applicant certifies that the prices and/or rates have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents by any other competing Applicant. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices gained through the availability of established price lists or catalogs made available to the public by the competing Applicant. No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

All prices and fees contained in application responses, or ARs if conducted, shall be firm for the initial term of an award period of the State of Colorado Grant Agreement.

16. Remedies

If an Applicant disagrees with the determination of whether that Applicant should have received an award or with a determination of its compliance with the requirements of this RFA, the application will have the following remedies:

- i. Federal Program Remedies - if a federal program under which funding is provided for the Grant provides for an appeal process, then CDLE will follow the appeal process provided for by the federal program.
- ii. State Award Remedies - if there is no federal appeal process available as described in the prior section, the Applicants may submit their appeal to the CDLE Procurement Official, who shall review the appeal and make a final determination, unless the authority for making this determination is otherwise specified by law. The sole remedy for Applicants shall be potential funding depending on the availability of funding.
- iii. State of Colorado Grant Agreement Disputes - if the Applicant has a dispute related to the agreement to which they are a party, then the dispute shall be resolved in accordance with the terms of the agreement.
- iv. Contracts - any protest, appeal, or dispute related to a contract shall be resolved in accordance with the Procurement Code.

17. Resident Applicant Preference

Per Colorado Revised Statutes, Section 24-103-906, a resident Applicant may be allowed a preference against a non-resident Applicant equal to the preference given or required by the State in which the non-resident Applicant is a resident.

18. Service-Disabled Veteran-Owned Small Businesses

The State encourages applications from Service-Disabled Veteran-Owned Small Businesses (“SDVOSB”) and sets a three percent (3%) statewide goal by the dollar value of all contracts/agreements to be awarded to SDVOSB. An interested SDVOSB Applicant should submit, with its application, verification that it is incorporated or organized in Colorado, maintains a place of business, or has an office in Colorado and is officially registered and verified as an SDVOSB by the U.S. Department of Veterans Affairs.

<https://vetbiz.va.gov/>

Applicants who fail to provide SDVOSB documentation in their proposal, or upon request by the State, cannot be considered for a preference. Reference §24-103-905, C.R.S.

19. Minority and Women-Owned Business and Small Business Enterprises

CDLE is dedicated to creating, operating, and maintaining a procurement and contracting system that provides all Colorado

individuals and businesses, including minority and/or women-owned enterprises (M/WBE) and small business enterprises, with an equal and fair opportunity to compete for CDLE business. Applicants should take all necessary affirmative steps, as required by 45 CFR 93.36(3), Colorado Executive Orders, and Procurement Rules, to ensure small, minority, and women business enterprises are utilized, when feasible, as sources of supplies, equipment, construction, and services purchased under awarded contract.

In an effort to track levels of participation by women or minorities doing business with the State of Colorado, a Minority and Women-Owned Business Self Certification should be submitted with final proposals to this RFA. The Certification may be found in the Attachments.

20. Non-Discrimination

Applicants shall comply with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit discrimination on the basis of race, color, national origin, religion, and sex, including but not limited to: Title VI of the Civil Rights Act of 1964, as amended (P.L. 88-352), 42 U.S.C. § 2000d et seq., and Title VII of the Civil Rights Act of 1964, as amended. Unless required by federal law or regulation, employers may not automatically bar Applicants or employees with an arrest or conviction record from employment.

21. Section 508 Compliance

If applicable, all electronic and information technology deliverables under this solicitation shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794 (d); 36 CFR Part 1194) and the Access Board Standards. Section 508 requires that accessibility for people with disabilities be incorporated into all electronic and information technology developed, procured, and maintained under the resulting solicitation award.

The solution shall also conform to the most current version of the Web Content Accessibility Guidelines (WCAG) available at <https://www.w3.org/TR/WCAG21/>. Ability to conform to these standards will be verified through a demonstration by the Applicant. The Applicant should provide a policy, commitment, or mission statement regarding electronic accessibility.

- i. [State of Colorado Accessibility Statement](#)
- ii. [C.R.S. 24-85-104, ARTICLE 85. "INFORMATION TECHNOLOGY ACCESS FOR INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED", \(PDF\)](#)
- iii. [TS-OEA-001: Technology Accessibility for Persons with Disabilities, \(PDF\)](#)
- iv. [WCAG 2.1 Standards, W3C](#)

- v. [Section 508 of the U.S. Rehabilitation Act of 1973,
section508.gov](http://www.oit.state.co.us/section508.gov)

If applicable, the successful Applicant must also adhere to the State of Colorado Governor's Office of Information Technology (OIT) Security policies located at: <http://www.oit.state.co.us/ois/policies>.

22. Conflict of Interest/Ethics

Applicants must disclose in their application any potential or actual conflict of interest in connection with an application to this RFA. A conflict of interest may include, but is not limited to, access to any nonpublic information by the Applicant regarding the RFA or its subject matter, or by any of the Applicant's employees, contractors, or agents, including any individual who may have had access to nonpublic information in a prior capacity before entering into a relationship with the Applicant.

Applicants acknowledge that even the appearance of a conflict of interest may be harmful to the State's interest. Applicants should disclose in their applications whether there currently are, or potentially could be, the appearance of a conflict of interest regarding this RFA, application staff, any proposed subcontractors or partners, and/or any related business with the State.

Requirements set forth in this section are continuing requirements through the solicitation process and, for the awarded Applicant, the contract term, including any extensions. Reference §24-18-201, C.R.S., et. seq. (Proscribed Acts Related to Contracts and Claims); §24-50-507, C.R.S. (Conflict of Interest); §18-8-301, C.R.S., et. seq., (Bribery and Corrupt Influence); §18-8-401, C.R.S., et. seq. (Abuse of Public Office); §6-4-101, C.R.S., et. seq., (Colorado Antitrust Act of 1992); §24-109-105, C.R.S. (Debarment and Suspension); and Procurement Rule R-24-101-107-01 (Ethics).

The State reserves the right to determine an Applicant's responsibility based on factors such as financial, material, personnel resources and expertise, satisfactory record of performance; satisfactory record of integrity; and status of debarment. Reference §24-103-401, C.R.S.

B. Required Documents

All applications must include the following in this order:

1. Attachment A
CDLE RFA Cover Sheet and Signature Page
2. Attachment B
Financial Risk Assessment Questionnaire

IMPORTANT: A risk rating will be assigned for all Applicants. Colorado State Agencies and Colorado State Institutions of Higher Education

are not required to complete the Financial Risk Assessment Questionnaire.

This form must be completed and submitted by all other Applicants.

Note: if the applicant has submitted a Financial Risk Assessment Questionnaire within the past 12 months and the applicant has not experienced changes in that time period, the applicant should submit a copy of the questionnaire. If the applicant has experienced changes within the past 12 months the applicant must submit an updated questionnaire. The application may not be reviewed if the completed form is not included. The final application score will be impacted by risk determinations made by CDLE based on information contained in the form. The form and guidance are part of this announcement.

3. Attachment C

List of all Current Active and Expected Grant Awards for this State and Federal Fiscal Years

4. Attachment D

Sponsoring Division Questionnaire

5. Attachment E

Project Detailed Itemized Budget and Narrative

IMPORTANT: The budget form must explain all expenses included in a narrative format. Applicants are responsible for ensuring the calculations in the budget are accurate. There will be no reimbursement of pre-award costs. CDLE reserves the right to deny requests for any item listed in the budget that is deemed to be unnecessary for the implementation of the project.

6. Attachment F

Sample State of Colorado Grant Agreement

7. Attachment G

Agreement Certification Form

8. Attachment H

Conflict of Interest Form

9. Attachment I

M/WBE Self Certification

10. Attachment J

Applicant Checklist

C. Submission Instructions

1. General Information

This Request for Applications (“RFA”) is issued by the Colorado Department of Labor and Employment (“CDLE”), also referred to as the “State”. The CDLE contact listed in these instructions is the sole point of contact concerning this RFA.

All official communications regarding this RFA will be posted via an addendum in Bidnet, as outlined in the schedule of activities. These notices may include modifications to administrative or performance requirements, responses to inquiries, clarifications, and the announcement of the awarded applicant(s).

Applicants are responsible for regularly checking for any modifications to this solicitation. Do not contact other State offices or individual(s) about this RFA or project, and do not rely on any statements that alter the solicitation's specifications, terms, or conditions unless posted on Bidnet.

Applications must be received on or before the due date and time indicated in the Schedule of Activities. Late applications will not be accepted. It is the applicant's responsibility to ensure that CDLE receives its application through the online submission link listed in these instructions on or before the due date and time.

One completed copy of the Request for Application Cover Sheet & Signature Page MUST be signed by a person who is legally authorized to bind the applicant to the application and subsequent grant award. Submissions that do not comply with this requirement may be deemed non-responsive and may not be accepted.

2. Instructions for Electronic Applications

CDLE posts all Grant opportunities via Requests of Applications (RFA) on Bidnet at the link available below and on the cover page. Applicants do not need to pay funds to access the solicitation. Should applicants wish to obtain the documents via email, requests should be made as outlined herein. Review business and/or grant opportunities or register today by visiting the link below:

[Colorado Department of Labor & Employment - Bid and Grant Opportunities | BidNet Direct](#)

Vendor registration on Bidnet is FREE; however, applicants may elect to receive automatic email notification of all open solicitations matching their vendor profile for an annual fee. If an applicant does not select the upgraded option, it is the responsibility of the applicant to monitor the website regularly in order to be aware of business and/or grant opportunities and review changes or addendums to postings. Applicants who upgrade to receive email

notifications will receive opportunities matching their business goods/services provided automatically. Information may be accessed through the BidNet Direct at:

<https://www.bidnetdirect.com/register>

BidNet Direct's Help Desk can be reached at 800-835-4603 or by email: support@bidnet.com

3. Questions and Inquiries

Submit questions to Jessie Tucker, jessie.tucker@state.co.us

D. Pre-Application Conference

A voluntary pre-application conference will be held on Monday, August 10, 2026 at 12:00pm local time to allow prospective Applicants to ask questions and clarify requirements for this RFA.

Should you require reasonable accommodation for the meeting, such as American Sign Language (ASL) interpreter, foreign language interpreter, etc., please send that request to Jessie Tucker, jessie.tucker@state.co.us at least five (5) business days in advance of the Pre-Application Conference.

Questions may be asked (and are encouraged) during this conference; however, to have them formally considered, they must be submitted in writing, and only responses in writing shall be considered official responses. All Applicants are encouraged to submit all of their questions in writing after this pre-application conference per the instructions listed in Section V.C.3 above. All questions submitted in writing will be published as an addendum on Bidnet according to the tentative schedule below.

Virtual Meet information:

RFA KWDC 2027_15463-SSGJSP Pre-Application Conference

Monday, August 10 · 12:00 - 1:00pm

Time zone: America/Denver

Register for Zoom Meeting:

<https://us02web.zoom.us/meeting/register/1kvBiqjIQ8ScN7QRzdSKpA>

Join Zoom Meeting:

<https://us02web.zoom.us/j/82221312642?tk=7Ctnhcz4A1aK0XPzyY1b9WlrVMOkoVmdVOuoRq0fx-A.DQkAAAATJMWqghZ>

[mT3BzaVA4ZVltMkFodFZHb2ViSnFnAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&
pwd=iB9IWjGPPU4wotyvl9Bd57D7swaLMV.1](https://bidnet.org/join-meeting/mT3BzaVA4ZVltMkFodFZHb2ViSnFnAA&pwd=iB9IWjGPPU4wotyvl9Bd57D7swaLMV.1)

Meeting ID: 822 2131 2642

Passcode: 207919

E. Applicant Submission Documentation

Include all required documents found in the Checklist.

F. Tentative Schedule

The following schedule of events represents the tentative schedule. Dates and times are open to changes at any time throughout the course of this solicitation. Any changes to the Schedule of Activities will be posted as an addendum to this RFA in Bidnet.

Activities Timeline	Date and Time (Local Time)	Location
RFA Published	July 23, 2026	Bidnet
Pre-Application Conference	August 10, 2026, 12:00 - 1:00pm	Virtual Meeting
Deadline for Written Questions	August 17, 2026	Email Only
Answers to Written Questions Posted	August 21, 2026	Bidnet
Application Submission Deadline	September 22, 2026, 11:59pm	Bidnet

Instructions for Fillable Attachments

The following attachments may be completed in Google suite by clicking this link to the [RFA KWDC 2027_15463 Fillable Attachments](#). You will need to make a copy in order to edit your grant application submission. All attachment docs, with exception of Attachment E, must be submitted as a PDF through File, Export as pdf once completed. Digital signatures are allowed where required.

Alternatively, you may choose to complete the Fillable Attachments in Word format through the additional uploaded Word Doc named RFA KWDC 2027_15463 Fillable Attachments. Again, this document, with exception of Attachment E, must be submitted as a PDF.

Attachment A - CDLE RFA Cover Sheet & Signature Page

- RFA Title: _____
- RFA Number: _____
- Sector Partnership Name: _____
- Company or Fiscal Agent Tax ID Number (FEIN): _____
- Company or Fiscal Agent SAM/UEI Number: _____
- Company Legal Name: _____
- Company DBA, if applicable: _____
- Company Address: _____
- Fiscal Agent Legal Name, if applicable: _____
- Fiscal Agent DBA, if applicable: _____
- Fiscal Agent Address, if applicable: _____
- Project Manager Contact Name: _____
- Project Manager Contact Phone: _____
- Project Manager Contact Fax, if applicable: _____
- Project Manager Contact Email: _____

Your signature on this cover page hereby acknowledges that you have received and reviewed the RFA and all modifications as published on Bidnet.

Signature of legally authorized company
representative, or Fiscal Agent for the company.

Date

Printed Name

Title

PARENT COMPANY - A vendor, owned or controlled by a parent company should provide the name, main office address, tax identification number, and SAM UEI of that company on a copy of this form. The tax identification number provided should be of the vendor's parent company who will be legally responsible for performing services under any commitment document resulting from this RFA.

THIS FORM SHOULD ACCOMPANY ALL APPLICATIONS. A PERSON LEGALLY AUTHORIZED TO BIND THE COMPANY SHOULD SIGN.

Attachment B - Financial Risk Assessment Questionnaire
FINANCIAL RISK ASSESSMENT FORM

Please complete all of the questions below in their entirety. Failure to complete a question will result in the question being assessed at the highest risk rating for that question. Please retain a copy of this form for your records.

Please note that the term “Sub-recipient” refers to the applicant filling out this form.

SUBRECIPIENT DETAILS

Full legal company or organization name of Subrecipient: Type Answer Here

Name and title of person completing this form: Type Answer Here

Amount of funding requested on this grant application: \$ Type Answer Here

OPERATION CONSIDERATION

The significant aspects of Sub-recipient’s operations, the failure of which could impact Sub-recipient’s ability to perform and account for the grant deliverables.

- 1) Sub-recipient’s total annual operating budget: Type Answer Here
- 2) Total state, federal and private grants that Subrecipient expects to receive in its current fiscal year, including this grant:
 - Total number of all grants: Type Answer Here
 - Total dollar amount of all grants: \$ Type Answer Here
- 3) Total dollar amount of all grant funding Subrecipient will receive from CDLE in its current fiscal year, including this grant: \$ Type Answer Here
- 4) Will the Subrecipient sub-grant any portion of this award?
Yes
No
- 5) Total dollar amount of grant funds Subrecipient received in its last fiscal year:
\$ Type Answer Here

EXPERIENCE CONSIDERATION

Sub-recipient's experience and history with the same or similar Federal awards or grants.

- 6) How many years has Subrecipient been in existence? Type Answer Here
- 7) Has Subrecipient administered programs similar to this grant?
Yes
No
• If yes, please list and explain. Type Answer Here
- 8) Has Subrecipient satisfactorily met any State, Federal or private grant deliverables in the past?
Yes
No
Not Applicable
• If no, please explain what deliverables were not met and why Subrecipient was unable to meet them: Type Answer Here

FINANCIAL CONSIDERATION

Sub-recipient's financial stability and ability to comply with the grant's financial reporting requirements.

- 9) Does Subrecipient have a time and effort reporting system in place or maintain time cards to account for 100% of each employee's time (both salaried and hourly employees) broken down by time spent per funding source (or grant), with evidence of supervisory approval?
Yes
No
• If no, If no, explain how Subrecipient intends to document each employee's time by funding source: Type Answer Here
- 10) Does Subrecipient have an accounting system to track expenditure activity by funding source (or grant), with mechanisms to track multiple activities within the grant?
Yes
No
• If no, explain how Subrecipient intends to keep CDLE's grant segregated from other regular or grant activities of the Subrecipient: Type Answer Here

- 11) Does Subrecipient maintain time records (timesheets or personnel activity reports) for all employees when their effort cannot be specifically identified to a particular program or cost objective: for example, general administrative staff such as accountants?
- Yes
- No
- If not, does Subrecipient have an approved alternative system to account for time distribution of overhead salaries and when was it adopted? **Type Answer Here**
- 12) Does Subrecipient have a cost allocation plan that spreads all common costs, such as phone, rent, utilities, etc. among all funding sources based on a systematic metric; for example, FTE or square footage?
- Yes
- No
- If no, describe how the Subrecipient allocates common costs. **Type Answer Here**

MONITORING AND AUDIT RESULT CONSIDERATION

Results of Sub-recipient's previous audits or monitoring visits.

- 13) Has Subrecipient received an audit under the Single Audit Act/Uniform Administrative Requirements, 2 CFR Part 200, Subpart F (Government Auditing Standards)?
- Yes
- No
- If yes, provide a copy (electronic preferred) of its most recent audit report.
- 14) Has the Sub-recipient received an annual financial statement audit under Generally Accepted Auditing Standards (GAAS)?
- Yes
- No
- If yes, provide a copy (electronic preferred) of its most recent audit report.
- 15) Are there any outstanding audit findings from prior audits?
- Yes
- No
- If yes, identify the following:

- Number of Outstanding Control Deficiencies: Type Answer Here
- Nature of Outstanding Control Deficiencies: Type Answer Here
- Number of Outstanding Significant Deficiencies: Type Answer Here
- Nature of Outstanding Significant Control Deficiencies: Type Answer Here
- Number of Outstanding Material Weaknesses: Type Answer Here
- Nature of Outstanding Material Weaknesses: Type Answer Here

INTERNAL CONTROL CONSIDERATION

Sub-recipient's ability to safeguard its assets and resources, deter and detect errors, fraud and theft, ensure accuracy and completeness of accounting data, produce reliable and timely financial and management information, and ensure adherence to its policies and plans.

- 16) Has Subrecipient updated any of its policies and procedures within the last two years?
 - Yes
 - No
 - If no, please indicate when policies and procedures were last updated.
Type Answer Here
- 17) Does Sub-recipient's accounting system allow it to segregate all assets, liabilities, revenues and expenditures by funding source, and produce a balanced trial balance by funding source or grant?
 - Yes
 - No
 - If no, explain how the Subrecipient intends to segregate this grant from its other activities. Type Answer Here
- 18) Does Subrecipient have an active oversight committee/board, and is it provided financial reports and information on a regular basis?
 - Yes
 - No
- 19) Does Subrecipient have fidelity bond insurance coverage (or any other form of insurance coverage) to protect itself from fraudulent acts of its employees, at a minimum all employees who handle cash?
 - Yes
 - No

IMPACT CONSIDERATION

Potential impact of Sub-recipient's non-compliance to the overall success of the program objectives.

- 20) This grant will be disbursed on a cost reimbursement basis. Does the sub-recipient have sufficient liquid assets, including cash, to allow it to manage its finances between the time costs are incurred and reimbursed?
- Yes
- No
- If no, explain how Subrecipient intends to cover its costs prior to receiving reimbursement. Type Answer Here
- 21) Has Sub-recipient had any significant changes in its key personnel (e.g. Controller, Executive Director, Accounting Manager, Program Manager, etc.) or its time keeping or accounting systems in the last year?
- Yes
- No
- If yes, explain the changes. Type Answer Here
- 22) Does Sub-recipient have any potential conflicts of interest in accordance with the State of Colorado which includes any potential or actual situations where any employee's objectivity, professional judgment, professional integrity or ability to perform work related to procurements is compromised by financial, personal or familial interests (see 2CFR \$200.112)?
- Yes
- No
- If yes, explain the potential conflict of interest. Type Answer Here

Please Sign and Date below, electronic signatures are acceptable.

Executive Director (or authorized delegee)
Signature

Date

Financial Director Signature

Date

Attachment C - Grant Funding Sources

Please list ALL grant funding sources your organization currently has under an Active Federal Agreement, State of Colorado Grant Agreement, or Local Agreement and their purpose below.

1. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

2. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

3. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

4. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

5. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

6. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

*Please attach additional sheets if necessary.

Attachment D - Sponsoring Division/Applicant Questionnaire

Eligibility

1. Is the sector partnership recognized as active and in good standing by CWDC?
2. Partnerships who are listed on the CWDC Sector Partnership directory webpage are in good standing; they are eligible to apply for this funding and do not need to resubmit the acknowledgement form. Is the sector partnership included on the [CWDC Sector Partnership directory webpage](#)?
3. If the sector partnership is not listed on the CWDC webpage, have you submitted a [Sector Partnership Acknowledgement Form](#)?
4. Which local workforce area will serve as the fiscal agent for this grant? If the local workforce organization in your region has decided to delegate another entity to serve as the fiscal agent, please list the organization who will serve as the fiscal agent.

Partnership Information

1. What is the sector partnership name?
2. What is the sector partnership region? Select the primary region:
 - Region 1 - Morgan, Logan, Sedgwick, Philips, Yuma, Washington
 - Region 2 - Larimer, Weld
 - Region 3 - Denver, Adams, Arapahoe, Douglas, Jefferson, Boulder, Gilpin, Clear Creek
 - Region 4 - Park, Teller, El Paso
 - Region 5 - Elbert, Lincoln, Cheyenne, Kit Carson
 - Region 6 - Crowley, Kiowa, Prowers, Bent, Otero, Baca
 - Region 7 - Pueblo
 - Region 8 - Saguache, Mineral, Alamosa, Rio Grande, Conejos, Costilla
 - Region 9 - Dolores, San Juan, La Plata, Montezuma
 - Region 10 - Delta, Gunnison, Hinsdale, Ouray, Montrose, San Miguel
 - Region 11 - Moffat, Routt, Rio Blanco, Garfield, Mesa
 - Region 12 - Jackson, Grand, Summit, Eagle, Pitkin
 - Region 13 - Lake, Chaffee, Fremont, Custer
 - Region 14 - Huerfano, Las Animas
3. What is the name of the organization submitting this application?
4. What is the name of the convener/person who will oversee implementation, if awarded?
5. What is the email address of the convener/person who will oversee implementation if awarded?
6. List the strategic priorities of the sector partnership (3-5 bullet points detailing the partnership's strategic priorities).

7. How long has the sector partnership successfully operated?
8. How has the sector partnership demonstrated strong and effective industry-led collaboration? Please explain by describing how the partnership has mobilized employers and community partners to actively strengthen the sector and connect Coloradans to career pathways in high-demand industries and good jobs paying a livable wage.
9. How has the sector partnership demonstrated the advancement of skills-first practices, aligned with actions from Society for Human Resource Management (SHRM) nationally recognized [Skills First Action Planner](#)? Explain by elaborating on the following:
 - a. Recruitment, Branding & Attraction
 - Example: Organizations involved prioritize and align skills in job descriptions and implement new hiring criteria for assessment of skills during the interview process.
 - b. Employee Integration, Onboarding, and Employee Value Proposition
 - Example: Designing and implementing processes that weave skill building as part of onboarding.
 - c. Training and Development
 - Example: Focused training delivered to employees to advance skill sets and, ultimately, their career progression.
 - d. Performance Management & Succession Planning
 - Example: Updating internal review processes to evaluate employees based on demonstrated skills rather than length of time in a role.
 - e. Leadership Development
 - Example: Building the skills of managers to be able to advocate and implement skills-first strategies at various levels of an organization.

Use of Funds

1. Please provide a brief description of funding objectives - in 100 words or less, describe the actions for which the sector partnership is requesting grant funding.
2. How much funding is your partnership requesting (maximum amount is \$276,000.00)?
3. By what date does the partnership anticipate utilizing all of the awarded funds (last date of funding is April 30, 2028)?
4. Who is the target audience for the sector partnership initiative that you are requesting funding? Select all that apply:
 - Employers
 - Prospective employers
 - Learners
 - Job seekers
 - Training providers
5. Include an estimated number of how many individuals/entities from the target audience will be served by this funding.

6. Provide a clear action plan detailing how the sector partnership will use this funding to execute the priorities of partnership. The action plan should demonstrate how the partnership will advance skills-first practices. (Not to exceed 3 pages).

Impact Measures

1. If funded, what outcomes will be achieved for the community, learners and/or employers? Outcomes should be specific, measurable, attainable, relevant and timebound. (No more than half a page.)
2. Explain what actions the partnership will implement that will have the most impact for the sector, learners, job seekers, and for maximizing the funding investment.
3. Explain what actions the sector partnership will take to advance skills-first practices of either multiple employers or a single employer, aligned with actions from the nationally recognized [Skills First Action Planner](#).
4. Explain how the partnership will strengthen the supply of good jobs or connect individuals with good jobs.
5. Explain how the partnership will incorporate a job quality component into their application based on [The Colorado Job Quality Framework](#). It should prioritize improving job quality through the integration of skills-first hiring and advancement practices, adoption or use of apprenticeships and work-based learning, transparent career pathways and growth opportunities or other actions as outlined in [Colorado's Job Quality Checklist for Employers](#). (No more than one page.)
6. What success metrics will the sector partnership collect data and report on to indicate that you have reached your stated outcome? Select all that apply:
 - Number of actively engaged business partners
 - Number of actively engaged public partners
 - Number of employers trained on skills-first practices
 - Number of businesses adopting skills-first practices
 - Number of public partners adopting skills-first practices
 - Number of training providers mapping skills to curricula
 - Number and type of new work-based learning opportunities created
 - Number of employers trained on operationalizing work-based learning and apprenticeship practices
 - Number of participants enrolled in work-based learning opportunities
 - Number of participants completing work-based learning opportunities
 - Number of new apprenticeships created
 - Number of participants enrolled in apprenticeships
 - Number of participants completing apprenticeships
 - Number of businesses involved with apprenticeships or “Earn and Learn” models
 - Number of businesses implementing job quality initiatives
 - Number of employees impacted by job quality improvement initiatives
 - Number of participants enrolled in employee development or upskilling programs
 - Number of networking opportunities created and number of participants

- Number of employer partners reporting decreased time-to-hire as a result of partnership activities
 - Number of employer partners reporting increased pool of eligible applicants for job openings
 - Other (please detail here)
1. What is the sector partnership's sustainability plan for continued action towards strategic goals?

Funding Commitments

1. If awarded, how will you sustain the momentum of the sector partnership when funding concludes?
2. If awarded, do you agree to attend the [Sectors Community of Practice](#) calls hosted by CWDC? (yes/no)

Attachment E - Project Budget and Narrative

Please submit your Attachment E, Budget and Narrative covering the Grant Program timeline using two separate files:

1. **Itemized Budget:** An Excel file, utilizing the provided linked budget template.
2. **Budget Narrative:** A Word document explaining each line item in the budget.
 - a. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Itemized Budget Template, linked below. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

Resources and Instructions:

- **Required Template and Instructions:** Please utilize the [provided linked budget template](#), which also includes a sample budget and narrative instructions for reference.
 - **NOTE:** The sample budget and narrative provided in the link are for different grant programs but serve as an example of a constructed line item budget and narrative.
- **Editing the Template:** You must make a copy of the template to edit it for your application.
- **Submission Format:** Ensure the Line Item Budget is exported as an **Excel file** and the Narrative as a **Word document** for submission to Attachment E.
- **Travel Reimbursement:** Travel expenses will only be reimbursed at a maximum of the State's current mileage rate, which is **\$0.65/mile**, effective January 1, 2026.
- **Negotiated Indirect Cost Rate (NICRA):** If claiming reimbursement for indirect costs using a NICRA, you must provide a completely signed copy of the current NICRA from the cognizant agency.

Attachment F - Sample State of Colorado Grant Agreement

A resulting agreement will be in the form of a State of Colorado Grant Agreement.

Terms and Conditions are uploaded as separate document - Titled “Attachment F-Sample State of Colorado Grant Agreement Award Terms and Conditions” in Word Format.

Attachment G - Agreement Certification Form

RFA # KWDC 2027_15463-SSGJSP

I, on behalf of the applicant identified below, hereby certify I have read a copy of the sample agreement attached to the RFA and understand the terms and provisions contained in that contract. I further hereby certify it is the applicant's intent to comply with each and every term and provision contained in the sample agreement and propose no modifications to the sample agreement except as provided as redlines (tracked changes) in the sample agreement Word Document included as Attachment F. Any proposed alternative language, if any, should be included in the redlined attachment.

I understand the modification(s) proposed in the sample agreement, if any, are offered for discussion purposes only and the State of Colorado reserves the right to accept, reject, or future negotiate any and all proposed modifications to the sample agreement.

Company Legal Name: _____

Authorized Signature: _____

Signatory's Full Name: _____

Signatory's Title: _____

Date of Signature: _____

Attachment H - Conflict of Interest Disclosure

Applicants should state whether there are, or potentially could be, actual or perceived organizational or other conflicts of interest with the State of Colorado, CDLE, or CDLE employees with regard to: this RFA, Applicant's submission to this RFA, Applicant's staff, or Applicant's proposed subcontractors. Attach additional pages if necessary.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PCS reserves the right to make a non-responsive determination on an Applicant's application or cancel the award of a successful Applicant's application if there is a conflict and/or a perceived conflict disclosed from any other source.

Is your company registered with the Colorado Secretary of State (circle one):

YES

NO

If "Yes" please provide a copy of the Certificate of Good Standing

Attachment I - M/WBE Self-Certification
Minority and Women-Owned Businesses (M/WBEs)
Self Certification
Mark with X if applicable

In an effort to track levels of participation by women and minorities doing business with the State of Colorado, the following information is requested. Please indicate the appropriate category of ownership for your company. "Owned" in this context means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If your business is jointly owned by both men and women or is a large publicly held corporation, please check the box labeled "Not Applicable."

GENDER INFORMATION:

Female Owned:

Male Owned:

Not Applicable:

OWNER ETHNICITY INFORMATION:

African American:

Asian/Pacific American:

White (non-Hispanic):

Hispanic American:

Native American:

Not Applicable:

Other:

SMALL BUSINESS INFORMATION:

A small business is defined as: a business organized for profit, is independently owned and operated, and has 25 or fewer full time equivalent employees. Are you a small business?

YES:

NO:

Attachment J - Applicant's Checklist

Applicants should ensure all documentation requested is provided with the RFA submission prior to the RFA submission deadline. Applicants may use this checklist as a guide.

Application Documents Checklist

- ☐ Attachment A: CDLE RFA Cover Sheet and Signature Page (Status: **Required**)
- ☐ Attachment B: Financial Risk Assessment Questionnaire (Status: **Required**)
- ☐ Attachment C: Grant Funding Sources (Status: **Required**)
- ☐ Attachment D: Sponsoring Division Specific Questionnaire / Work Plan (Status: **Required**)
- ☐ Attachment E: Project Budget and Narrative (Status: **Required**)
- ☐ Attachment F: Redlined Agreement Changes (Status: If Applicable)
- ☐ Attachment G: Agreement Certification Form (Status: **Required**)
- ☐ Attachment H: Conflict of Interest Disclosure (Status: **Required**)
- ☐ Attachment I: M/WBE Self Certification (Status: **Required**)
- ☐ Company W-9 (Status: Requested)
- ☐ SDVOSB Certification (Status: If Applicable)
- ☐ CO Secretary of State Cert of Good Standing (Status: If Already Available)