



Request for Proposals for New FY19 – TRAIN Grant Projects

COVER PAGE

Applicant Information			
<b>Lead Applicant (Campus):</b> <b>Cape Cod Community College</b>		<b>Grant Focus (check):</b> <input checked="" type="checkbox"/> Long-term unemployed, underemployed and new entrant adult workers	
<b>Name of Project/Project Title:</b> Construction Trade Training Program		<b>Type of Grant (check):</b> <input checked="" type="checkbox"/> Workforce Development	
<b>Program Partners (list all):</b> Commonwealth of Massachusetts Department of Transitional Assistance; Barnstable County; Home Builders and Remodeler's Association of Cape Cod; Shepley Wood Products, Housing Assistance Corporation Cape Cod and Southeastern Massachusetts; WellStrong; Cape and Islands Workforce Board; MassHire Cape and Islands Career Center			
<b>Grant Administrator:</b>  <b>Name:</b> <u>Tammi Jacobsen</u> <b>Title:</b> <u>Director, Workforce Development &amp; Training</u> <b>Telephone:</b> <u>508.375.5011</u> <b>E-mail:</b> <u>tjacobsen@capecod.edu</u>		<b>Institution:</b> <u>Cape Cod Community College</u>  <b>Mailing Address:</b> <u>2240 Iyannough Road</u> <u>West Barnstable, MA 02668</u>	
Program Information			
Total Number of Students Served Upon Implementation:	30	Target Population:	Long term unemployed, underemployed, new entrants in Barnstable County
<b>Brief Summary of Project Outcomes:</b> Recruit and enroll 30 participants, 24 complete training and go on to internships 25-30 OSHA30 certified participants, 15-20 OSHA Basic Rigger and Signal Person certification 100% of completers placed in internships (60 hours each) 80-90% employed within 6 months of completion			
Budget			
Total Funds Requested:	\$85,803	Total Matching Funds (9%):	\$7,920
		<b>Total Project Cost: \$93,723</b>	
<b>Authorizing/Fiscal Agent:</b>  <b>Name:</b> <u>Lisa Kopecky</u> <b>Title:</b> <u>VP, Finance and Operations</u> <b>Phone:</b> <u>774.330.4303</u> <b>Email:</b> <u>lkopecky@capecod.edu</u>		<b>For DHE Office Use:</b>	

I certify that the information reported herein is accurate and complete.

Authorized Agent Signature: Lisa Kopecky Date: 9/19/18

**Lead Applicant:** Cape Cod Community College, Tammi Jacobsen, Director of Workforce Development & Training, Tel: 508-375-5011 Email: [tjacobsen@capecod.edu](mailto:tjacobsen@capecod.edu).

**Project Abstract:** Cape Cod Community College (CCCC) is applying for \$85,803 to develop and offer an entry level **Construction Trade Training Program** to the unemployed, underemployed, and new entrant populations (including the recovery community) in the Cape Cod region. Participant recruitment will focus on members and individuals serviced by the Housing Assistance Corporation of Cape Cod (HAC), Massachusetts Department of Transitional Assistance (DTA), MassHire Cape & Islands Career Center (OSCC), and other support service agency partners (i.e. Barnstable County Department of Human Services, WellStrong Falmouth, Lower Cape Outreach Council). CCCC plans to serve 25-30 participants in the Construction Trade Training Program starting in February 2019 and running through April 2019. The program will offer two tracks: Construction Worker and Office Administration/Project Management. Employers have committed to offering at least two or more internships for participants who successfully complete the training program curriculum. Internships will be 60 hours in length and offered in May 2019. The academic training coursework for each track was identified and outlined by the Home Builder's Task Force which includes; The Home Builders and Remodeler's Association of Cape Cod & Islands (HBRACC), Barnstable County Department of Human Services, Delphi Construction Inc., OSCC, MassHire Cape and Islands Workforce Board, and Cape Cod Child Development. Target outcomes: at least 24 participants will complete the program (80%) completion rate with 80-90% of the participants expected to receive full-time employment within 6 months of program completion. Tammi Jacobsen, Director of Workforce Development and Training at the Center for Corporate and Professional Education (CCAPE) at Cape Cod Community College will oversee the program, with assistance from Mary Conklin, Program Coordinator at CCAPE. Ms. Jacobsen and Ms. Conklin have over 10 years of experience administering workforce education programs and grant funded activities. Key project college personnel have been identified in the areas of academic advising, tutoring, Math and English refresher courses, human resources, communication, safety, and a variety of construction courses. In addition to the training program, participants will have the opportunity to connect with support service agencies providing emergency assistance of food, clothing, and financial support across the region through strategically planned Support Service Agency Information Sessions. Community Partners include: Peter Danzel, Area Director, Commonwealth of Massachusetts Department of Transitional Assistance, Tel: 508-862-6618; Elizabeth Albert, Director, Barnstable County Department of Human Services, Tel: 508-375-6628; Diane Pratt, Executive Officer, Home Builders and Remodeler's Association of Cape Cod, Tel: 774-330-3140; Tony Shepley, President, Shepley Wood Products, Tel: 508-862-6200; Alisa Galazzi, CEO, Housing Assistance Corporation Cape Cod and Southeastern Massachusetts, Tel: 508-771-5400; Amy Doherty, President, WellStrong, Tel: 508-444-2219; Kara Galvin, Assistant Director, MassHire Cape and Islands Workforce Board, Tel: 508-775-5900; Martha Burzycki, MassHire Cape and Islands Career Center, Tel: 508-771-5627. Employers and partners have committed to assisting with recruiting, training, hosting internships, and career fairs. CCCC is requesting \$85,803 from the TRAIN grant, and in-kind costs are estimated at \$7,920 in the form of staff time and facilities use. Requested funds will cover training costs, classroom and training supplies, and wrap around support services for participants.

**Project Narrative - Recruiting:** Cape Cod Community College (CCCC) will recruit 25-30 participants working in partnership with MassHire, Cape & Islands Career Center (OSCC), MA Department of Transitional Assistance (DTA), Housing Assistance Corporation (HAC) and other community based organizations, into this entry level Construction Trade Training Program. Participants will undergo basic assessment at the OSCC and/or at CCCC to ensure they meet eligibility requirements for successful completion. CCCC and partners will publicize the program through flyer distribution among agency service members, online advertising, and will work closely with OSCC, Barnstable County Department of Human Services, WellStrong Falmouth, HAC, Lower Cape Outreach Council, and other local support service partners to host information sessions for individuals, case managers, and agency members. CCCC will also make presentations to and encourage GED/HiSET participants in its service region to participate. The populations CCCC will prioritize are (a) new entrants, b) incumbent workers who are underemployed c) workers who face barriers to employment (childcare, COR/SORI, substance disorders, etc.). Among targeted population are participants ages 16-24 and enrolled in Title I out-of-school youth programs, workers referred by DTA and/or Massachusetts Rehabilitation Commission (MRC) services, workers receiving public assistance, and adults who are unemployed or underemployed. All prospective participants will be recruited and referred to CCCC for intake and preliminary screening. All participants will be then assessed and screened by the OSCC for reading, mathematics and vocation assessment. The OSCC will schedule specific days/times to administer assessments and forward results to CCCC. Once CCCC has the results, participants will be fully on-boarded, including orientation and referrals and connections to additional support/wrap around services. Support services are detailed below, and include academic advising and case management, career exploration in construction and preparation for internships/work-based training. CCCC has received commitments from several partner employers who are dedicated to offering two or more internships to participants as part of this program. The Homebuilders and Remodelers Association of Cape Cod and Islands (HBRACC) will assist with additional employer recruitment to its 325 members. Employer commitments were already received from Mid Cape Home Centers, Cape Associates, Davey Tree, and White Wood Kitchens through the Home Builders and Remodeler's Association of Cape Cod, detailed in the attached letter of support.

**Academic, Work Place Readiness and Industry Skills Training:** Working in partnership with the OSCC, DTA, Community Based Organizations, and employers CCCC will recruit, enroll and train 25-30 workers for entry level positions in the construction industry (office functions/project management and construction worker basics). Once trained, all participants will be placed in internships with employers in the region. All programs will be offered to participants free of cost. Instruction will be in a face to face

format, classes will be held at the Adult Education Center in Hyannis, most of the training will be delivered in a cohort format. All participants will have internships with regional employers with a duration of at least 60 hours. Training will start in February 2019 and will run through April 2019 for both tracks, internships will take place in May 2019. Training will be approximately 20 hours per week, totaling 163 hours in each track (199 hours combined). There will be 1 cycle of training in each track. The program is Noncredit, but there will be opportunities for interested participants to pursue credit training upon completion of the program. In addition, participants will receive industry recognized OSHA certifications related to the construction field. Credentials earned upon completion of the training- OSHA 30-Hour Construction Industry Outreach Training Program and OSHA Basic Rigger and Signal Person Course. Additional industry safety courses will be offered through a licensed regional Occupation Services Provider: Trenching and Excavation and Fall Prevention for the Competent Person. Participants must pass the OSHA 30-Hour Construction Industry Outreach Training Program as a prerequisite for employment. Employers and agency partners will have several opportunities to participate in the proposed activities, e.g. as guest lecturers, connection sessions for possible mentors, during career exploration and job fair events. Partners will also be on-hand to guide eligible participants to access additional wrap-around support services in the region through planned Support Service Agency Information Sessions. Once the curriculum is developed and the first cohort successfully completes the program, CCCC will continue to work with employers, HBRACC, Barnstable County Department of Human Services, and support service agency partners to develop sustainable strategies and programs to meet the need for workers in construction related occupations on Cape Cod. A Home Builders Association Task Force was created earlier this year, led by HBRACC, with several employers and community based organization partners – CCCC included, to address barriers to gaining successful long-term employment in the region for the construction industry. This task force will continue to meet once a month focusing on ways to fulfill its mission to provide training, transportation, and wrap-around support services needed for workers who face barriers to employment in the region. **The entry level Construction Training Program will include the following workplace readiness training and curriculum:**

**Basic Literacy Program (20 hours):** Based on assessment scores, this contextualized program will establish a basis for future education and employment in the fields of trade, industry, business and community services. Participants will learn within a practical context related to general employment and successful participation in society, drawing on the literacy used by various professional and industry groups.

**Basic Math Refresher Program (20 hours):** A mastery-based course in contextualized arithmetic operations and techniques designed to provide a foundation for thorough coverage of whole number arithmetic, fractions, and decimals. The course focuses on basic computational skills, study skills, and background needed to succeed in construction related jobs.

**Building a Professional Image (6 hours):** This course will help participants learn the importance of attitude, behavior, appearance and body language in a professional setting.

**Construction Essentials (24 hours):** Top Ten Work Ethic Traits, Intro to OSHA, Fire Safety & Prevention, Personal Protective Equipment, Lockout/Tagout, Procedures, MSDS & Hazard Communications, Math: Units of Measurement, Basics of Tolerance, Blueprint Reading Beginners, Basic measuring devices.

**Construction Permitting and Inspections (6 hours):** This unit will allow participants to develop basic knowledge of the Massachusetts State Building Code for residential and commercial properties and will learn to interpret and apply the code requirements.

**OSHA 30-Hour Construction Industry Outreach Training Program (30 hours):** The OSHA 30 Hour Construction Industry Outreach Training Program is intended to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site. **Keystones of**

**Communication and Conflict Resolution (12 hours):** This training provides insight into what affects communication in the workplace. Participants will gain an understanding about their own learning and communication style, how that interacts with other styles and where natural conflict happens.

Participants will learn how to remove barriers to effective communication, recognize how their generational mindset affects communication and become more proactive rather than reactive in their communication.

- **Construction Workplace Culture (4 hours):** Substance Abuse (2 Hours) - Participants will receive information and reference materials on the problems associated with substance use in the workplace, general information about the nature of addiction, its impact on work performance, health, and personal life, and information on help available for related problems. Substance use problems associated with workplace injuries in the construction trades will be an area of particular focus for the participants, and exploration of these issues will take place via case studies and class discussion.

Construction Culture (2 hours) – Participants will receive information and reference materials on the organizational culture in the construction field.

**Wrap-Up/Follow-Up (3 hours):** A follow-up session will be provided to gain insight into the participants' experience with the education and internship components. Participants will be encouraged to share their experience with their assigned employer and discuss training program outcomes.

**Track One: Construction Worker (36 hours) 15-20 participants**

**Tools, Tools, Tools! (21 hours):** This introductory level course helps participants learn the essentials of carpentry, tool choices, ergonomic use and maintenance. This course will cover practice with precision cuts, using levels, speedy squares, and other tools.

**OSHA Basic Rigger & Signal Person Course (4 hours):** The Basic Rigger & Signal Person training is designed to fulfill the training requirements for Basic Rigger person under the new OSHA requirement 1926.1400, as well as to provide the class attendee an overview of hazards related to rigging and in the establishment of safe and proper rigging practices.

**Trenching and Excavation Safety (3 hours):** United Alliance Services Corporation (UASC) has a trenching and excavation safety course. This course is designed to better inform the employee of the possible health and safety concerns unique to trenching and excavation. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Topics: Beginning trenching and excavation, Underground installations, Types of excavation, sloping, and shoring principles, Trench box, Hazards present in excavation work.

**Fall Prevention for the Competent Person (8 hours):** This course is designed for those who require an in-depth knowledge of the OSHA Fall Protection standard. Competent Person training will be provided in the areas of fall hazard identification, the different types of available Fall Protection systems as well as Personal Fall Arrest Systems (PFAS). Topics: Identifying and preventing fall hazards, Requirements of the OSHA Standard, Use and application of conventional Fall Protection Systems, Inspection and use of personal fall arrest equipment, Competent Person training requirements, Pre-planning techniques to eliminate fall exposures, Rescue considerations.

**Track Two: Office Administration and Project Management for the Trades (36 hours) 10-15 participants**

**Intro to Project Management (12 hours)**

This Project Management course will take a deep dive into the roles and responsibilities of the project manager, and examine project management in theory as well as in practice. The course offers a practical approach to managing projects, without requiring any previous project management experience. We will focus on organizing, planning, and controlling the deliverables of the project using good practices. Participants will participate in structured workshops where simulated project plans and designed and implemented. At the end of the course, participants will understand why project management requires a high degree of professionalism and attention to detail, and how to achieve that end in future projects.

**Computer Essentials for the Construction Workplace (24 hours)**

This course is a great introduction to Windows 10, Office 2016, and Adobe Acrobat, and is designed to provide the fundamental computer competencies workers need to survive and prosper in today's fast-changing workplace. Participants will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the construction workplace.

The classroom work in both tracks will be immediately followed by internships with employers. A 3-hour debriefing and lessons learned session will be included after the completion of the internship to discuss preparedness, expectations, and overall experience with the employer.

**Wrap-around Support Services:** CCCC will work in collaboration with partner CBOs, the OSCC, DTA, Lower Cape Outreach, Cape Cod Child Development, HAC, and other related support agencies to provide wrap-around support services (child care vouchers, transportation, housing assistance, SNAP benefits, recovery assistance) Support service agencies will be connected with qualified participants through Support Service Agency Information Sessions held at the college multiple times throughout the duration of the program. DTA recipients are automatically eligible to receive child care vouchers and will receive them immediately if needed through the regional Child Care Network. In addition, CCCC will offer transportation assistance (gas cards and bus passes), as well as, financial literacy information sessions, tutoring, job search assistance, career advising, and assistance to purchase tools, protective equipment, and other related materials to participants. As allowable, support services for child care will be disbursed at milestones, up to \$500 per participant, based on need. Every effort will be made to provide eligible participants with a vouchers to a support service agency. If a stipend is the only option, based on eligibility and upon completion of the classroom component, participants will receive an initial disbursement of \$250 in stipends to assist with costs in preparing for internships (clothing, transportation, childcare). Upon completion of the internship and participation in the debriefing session participants will receive job search assistance and an additional \$250 stipend to help with costs of transition into the workforce. Total stipends per participant will not exceed \$500.

**Internships:** CCCC is partnering with HBRACC - an industry association with over 325 employer members and Shepley Wood Products, among others. **Employers have committed to offering at least 2 internships of 60 hours each to participants.** The internships will allow participants to apply the skills learned in training since the curriculum is tailored to meet the needs of the construction industry employers in the partnership. Each track will offer internships, a total of 30 internships. 10-15 internships will be offered in Office Administration/Project Management focusing on office related functions of the construction business, such as scheduling, budgeting, and tracking of projects. 18-20

internships will be offered in Construction Worker focusing on construction site work and will apply the necessary construction skills (measuring, shop essentials, tool usage and safety precautions). Employers have provided crucial input for the development of this proposal and the required curriculum for entry level workers, in both tracks, in the construction industry. The two tracks selected, along with training program topics, were based specifically on employer requested priorities in this region. We are encouraging all partner employers to offer paid internships (recommended starting salary of \$12-14 per hour). We have received commitment, through HBRACC, from at least six employers to honor this paid internship request. The internships will be with regional employers and will prepare participants to transition into jobs in the construction industry immediately. Participants are being trained in skills that are applicable to jobs and in demand in this area. Employers will benefit from a larger well prepared, qualified pool of workers. It is very likely that many of the participants will be hired by the employers upon completion of the internship period. The experiential learning internship will provide participants with the ability to immediately apply industry knowledge learned, access to real-time coaching and feedback, and promote teamwork and communication skills. The integration of knowledge and theory learned in the classroom with practical application and skills development in a professional construction setting will provide the participants with the opportunity to gain valuable applied experience and make connections in the fields they are considering for career paths.

**Program Measures and Outcomes:** CCCC's proposed outcomes for the Construction Industry training program is as follows: 12-18 participants will enroll in each track, a total of 25 to 30 participants; at least 24 participants will complete the program (80%) completion rate; currently six employers have committed to paid internships, 100% of completers will be placed in internships. 25-30 participants will be OSHA30 certified, 15-20 OSHA Basic Rigger and Signal Person certification.

A total of 15 employers have committed to providing at least two internships. Each internship will be approximately 60 hours and will allow participants to gain the on-the-job knowledge and experience required for the construction field. Participants will learn about high demand construction skills, through the educational training components, (scheduling, tool safety, measurement, workplace culture, office administration, Construction Industry OSHA Certifications, hazard communications, blueprint reading, job-site safety, and fundamentals of project management, and personal protective equipment) and will learn how to successfully perform their duties in the construction field. The approximate number of participants who are expected to receive full-time employment within 6 months of completing the program is 80-90%. The cost per participant is estimated at approximately \$3,124, plus social support services for which they are eligible outside of this grant via the OSCC and other support service agencies.

**Evaluation & Reporting:** CCCC will collect both qualitative and quantitative data during implementation and completion of training. Among the outcomes to be tracked are number of participants, demographic information on participants, satisfaction with program and instruction, completion of program, number of participants to enroll in additional training, and employment outcomes. In addition to participant data, CCCC will track employer involvement, including number of internships offered, number of hours of internships conducted, and number of related hires.

Activity	Proposed Outcome	Data source
Outreach/recruitment and screening/intake	30+ participants recruited	Partner agencies data Staff notes on recruitment
Delivery of Basic Skills and construction trades (2 tracks)	Curriculum developed 199 hours of instruction delivered Completion rate	Attendance, completion Participant satisfaction survey
Diagnostic/Skills Assessment and Placement Test	30-35 participants assessed	Assessment results Placement results
Internships	30 (60-hour) internships with 15 employers, with an expectation of 80% of participants obtaining full-time employment.	Employer & Participant satisfaction survey and employment follow-up
Academic advising, career exploration, financial aid advising and other academic support services	4-6 sessions will be provided for all 30 participants Satisfaction with service	Participant Satisfaction survey CCCC Advisors/staff
Tutoring sessions (group and individual)	20-30 tutoring hours provided Satisfaction with tutoring	CCCC Tutors/staff Participant Satisfaction survey
Wrap around/Support services (transportation, childcare, counseling)	All qualified participants	Case managers/staff, partner agencies data Participant Satisfaction survey
Industry Certifications	25-30 OSHA30 certified participants, 15-20 OSHA Basic Rigger and Signal Person certification	CCCC Staff and OSHA Trainers

**Budget Information:**

Expense	Requested Funds	Matching Funds	Total Requested & Matching Funds	Budget Narrative
<b>Salaries</b>	<b>\$16,350</b>		<b>\$16,350</b>	
Administrative				
Support Staff				
Instructional/Professional	16,350		\$16,350	199 instructional hours @\$50, and 160 hours of prep/internship/support service coordination @\$40
Other (Describe)				
<b>Payroll Tax*</b>	<b>\$283</b>		<b>\$283</b>	1.73% of salaries
<b>Indirect**</b>	<b>\$7,800</b>		<b>\$7,800</b>	Estimated at 10% of total costs
<b>Travel</b>	<b>\$1,090</b>		<b>\$1,090</b>	Mileage reimbursement for internship coordinator to visit sites, visit to work sites. 2,000 miles X \$ 0.545/mile
<b>Supplies and Materials</b>	<b>\$9,000</b>		<b>\$9,000</b>	
Curriculum and Books	\$4,500		\$4,500	Books for participants estimated at \$150/participant
Class Supplements	\$4,500		\$4,500	Classroom and training supplies/materials, e.g. construction materials, OSHA certificates and CPR certificates
Other (Describe)				
<b>Subcontracts</b>	<b>\$8,030</b>		<b>\$8,030</b>	
Industry Trainers	\$8,030		\$8,030	OSHA 30 Trainers
<b>Consultants</b>				
<b>Tuition and Fees</b>	<b>\$7,500</b>		<b>\$7,500</b>	\$250 per participant fees for courses
<b>Equipment</b>	<b>\$13,250</b>		<b>\$13,250</b>	
Tablets, Computers Software Licenses	\$5,000		\$5,000	Construction industry software licenses (MS project, Acrobat)
Trade Tools	\$8,250		\$8,250	Up to \$275/ participant for tools, protective gear
<b>Food</b>	<b>\$3,000</b>		<b>\$3,000</b>	Lunches for participants and food for career events during training period
<b>Transportation</b>	<b>\$4,500</b>		<b>\$4,500</b>	Participant transportation assistance (gas cards, bus passes) up to \$150/participant
<b>Employer Paid Internships</b>		<b>\$7,920</b>	<b>\$7,920</b>	Employer Paid internships (\$11/hour X 60 hours X 12)
<b>Other</b>	<b>\$15,000</b>		<b>\$15,000</b>	

Wrap Around Support Services	\$15,000		\$15,000	Support services/stipends for child care and other workforce related needs will be disbursed at milestones, up to \$500 per participant.
<b>TOTALS:</b>	<b>\$85,803</b>	<b>\$7,920</b>	<b>\$93,723</b>	
<p>* Any state entity applying for these grants is expected to submit payroll tax costs in alignment with the rates set by the Massachusetts State Comptroller. The FY19 payroll tax rate is 1.73%.</p> <p>** This program is funded by state appropriation. Indirect costs are allowed up to 10%. If funds are transferred to awardees via a child account in MMARS, applicants should plan to charge overhead expenses to this funding source up to the dollar value that is equivalent to the cost calculated by applying the indirect rate.</p>				
<b>Authorizing Signature:</b>			<b>Date:</b>	



# CAPE AND ISLANDS WORKFORCE BOARD

426 North Street, Suite 9  
Hyannis, MA 02601  
508.775.5900

September 20, 2018

Ms. Tammi Jacobson  
Director of Workforce Development & Training  
The Center for Corporate & Professional Education  
Cape Cod Community College

Ms. Jacobson,

On behalf of the MassHire-Cape & Islands Workforce Board (CIWB) I am writing to lend my full support and commitment to Cape Cod Community College's Construction Trade Training Program's grant proposal.

The CIWB is fully committed to collaborating on this regional initiative. If awarded, this grant will greatly benefit the construction industry within the Cape Cod region. The construction industry faces significant and severe skills gap as a result of an aging workforce population. The Cape & Islands Regional Blueprint indicates construction will continue to be a leading occupation within the region through 2022. This grant is critical for the continued economic growth and development within the region.

The construction industry is a primary economic driver within the Cape & Islands region, this grant will provide the necessary training to ensure job seekers are able to secure fulltime, year-round, self-sustaining employment. Connecting participants to both employers and the One-Stop Career Center; Career Opportunities are strategies to ensure success.

Sincerely,

Kara L. Galvin

Assistant Director  
MassHire-Cape & Islands Workforce Board

September 19, 2018

Ms. Tammi Jacobsen  
Director of Workforce Development & Training  
The Center for Corporate and Professional Education Cape Cod Community College  
2240 Iyannough Road  
West Barnstable, MA 02668

Dear Ms. Jacobsen,

Delphi Construction, Inc. is in full support of Cape Cod Community College's application for a TRAIN Grant focused on training qualified workers for entry level construction jobs. Labor shortages in the construction industry is a nation-wide issue and is greatly impacting our industry.

Delphi's commitment to this program is to provide internships for one candidate from each of the two tracks being pursued – field construction and office/project management – for the term of the program.

Should you have any questions, please contact me at [MParonich@DelphiConstruction.com](mailto:MParonich@DelphiConstruction.com) or 781-893-9900 X-108.

Sincerely,



Mark Paronich  
Chief Financial Officer

September 19, 2018

To whom it may concern:

I am writing to enthusiastically support the TRAIN grant being submitted by The Center for Corporate and Professional Education at Cape Cod Community College. Access to training and internships are two key components that we see a need for in order to successfully house our clients at Housing Assistance Corporation. We host over 200 families annually in our family homeless shelters. One of their barriers to housing stability is the lack of employability in jobs that pay above minimum wage. Many of our clients have a high school education or lower. They need specific training and experience in order to gain a position that could potentially afford them the opportunity to advance their life situation. We will work closely with the administrators of the TRAIN program to recruit not only our homeless families but also the 1500 low income families that we serve annually. We also have access to transportation and connections to childcare vouchers for our clients. I believe that should this project be funded, we have the infrastructure in place to ensure success for the individuals who are fortunate enough to participate.

Sincerely,



Alisa Magnotta Galazzi  
Chief Executive Officer





372 North Street  
Hyannis, MA 02601  
508.771.JOBS (5627)

September 19, 2018

Tammi Jacobsen  
Director of Workforce Development & Training  
The Center for Corporate and Professional Education Cape Cod Community College  
2240 Iyannough Road  
West Barnstable, MA 02668

Dear Ms. Jacobsen,

On behalf of MassHire Cape and Islands Career Center, I am excited to support Cape Cod Community College's application for a TRAIN Grant focusing on entry level jobs in construction. Creating a robust program to train qualified workers for entry level construction jobs will benefit the entire region; creating career opportunities for residents and allowing employers to hire well prepared workers, better serving the region's growing needs.

My involvement with this grant is due to my work with the MassHire Cape and Islands Career Center in my role as Director of Education and Special Programs. MassHire Cape and Islands Career Center agrees to assist with outreach and recruitment of participants, provide academic and vocational testing to potential participants and offer job search workshops as needed.

Cape Cod Community College is working with Construction employers in this region and has strong commitment from them to offer internships to participants. Cape Cod Community College has great experience providing workforce training that takes into account employer needs in this region. I have no doubt of the College's capacity to implement the TRAIN program. If you have questions, please contact me by telephone at 508-862-6139 or by email at [mburzycki@masshire-capeandislands.com](mailto:mburzycki@masshire-capeandislands.com)

Sincerely,

A handwritten signature in black ink that reads "Martha A. Burzycki". The signature is written in a cursive, flowing style.

Martha A. Burzycki

Director of Education and Special Programs



3 Patti Page Way  
Centerville, MA. 02632  
O: 774-330-3140 ~ F: 774-994-8284  
Website: [capecodbuilders.org](http://capecodbuilders.org)  
Email: [info@capecodbuilders.org](mailto:info@capecodbuilders.org)

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*Shepley Wood Products*

Jack Stevenson  
*Mid-Cape Home Centers*

Tammi Jacobsen  
Director of Workforce Development and Training  
The Center for Corporate and Professional Education  
Cape Cod Community College  
1240 Iyannough Road  
West Barnstable, MA 02668

Sept 13, 2018

Dear Ms. Jacobsen:

On behalf of the Homebuilders & Remodelers Association of Cape Cod (HBRACC), we fully support the application for the Train Grant being submitted by Cape Cod Community College focusing on entry level jobs in construction and office administration and project management for the trades.

As the trade association for 325 + members on Cape Cod and Marthas Vineyard, we hear from our members everyday about the shortage of workforce labor in our area. The construction industry on the Cape is booming, however, workforce development is unable to keep up. Many of our workers are aging out and many of our young people are leaving the Cape as training, housing and transportation are huge detriments. The programs outlined in the Train grant application will have a positive effect by training and offering opportunities to earn a sustainable living here.

I have received commitments from a number of our member businesses to train interns and some will be offered paid internships. Companies in support include:

Shepley Wood Products, Mid Cape Home Centers, Cape Associates, Davey Tree, White Wood Kitchens, and Delphi Construction.

Our partnership with Cape Cod Community College will provide the workforce training so desperately needed for our economy and the trades industry on Cape Cod to continue to grow and prosper.

Should you have any questions, please do not hesitate to reach out to me directly at: [diane@capecodbuilders.org](mailto:diane@capecodbuilders.org)

Sincerely,

Diane L. Pratt  
Chief Executive Officer



216 Thornton Drive Hyannis, Massachusetts 02601 508-862-6200 Fax 508-862-6012 [www.shepleywood.com](http://www.shepleywood.com)

8/24/18

Diane Pratt, Executive Officer  
Home Builders and Remodelers Association of Cape Cod  
3 Patti Page Way  
Centerville MA 02632

Dear Diane,

We have had great success with a number of interns working for our company over the years. A number of them including our Hyannis Operation Manager have gone on to build their careers with us here. We treat internships as we do any other job and screen candidates through the interview process to make sure we are hiring the right candidates to succeed within our system. Attitude, Character and Aptitude are the basic drivers we look for in an intern.

Useful skills for a candidate to have coming in can be basic computer and office skills, CAD training, math skills, OSHA training, and carpentry skills or construction field experience.

We would pay a qualified candidate a starting rate of \$14 per hour plus benefits after completion of a 90 day probationary period, if the candidate stays on for full time employment with us. We believe that "ground floor up" training is a great way to give a candidate a stable base on which to build their career and fully support the idea of internship as a valuable way to get them started in the workforce. We are glad to see the HBRACC working on such a program.

Sincerely,

Tony Shepley, President



*Commonwealth of Massachusetts*  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
*600 Washington Street • Boston MA 02111*

CHARLES D BAKER  
Governor

MARYLOU SUDDERS  
Secretary

KARYYN POLITO  
Lieutenant Governor

JEFF McCUE  
Commissioner

September 17, 2018

Tammi Jacobsen, Director of Workforce Development and Training  
540 Main Street  
Hyannis, MA 02601

Re: Letter of Support for TRAIN Program

Dear Tammi Jacobsen

The Hyannis DTA office is very interested in forming a partnership with Cape Cod Community College in providing support services towards the success of the TRAIN grant

As the Area Director for the Hyannis DTA office, I am looking forward to assisting with program recruitment, presentations to my SNAP and Economic Assistance case managers, making flyers/brochures available in our waiting room areas and inviting your staff to set up tables in our waiting room area to promote the opportunities provided by this grant.

In regards to the promotion of this program for our First Available SNAP workers statewide, I will strongly advocate to have the flyers/brochures created for this grant to be available to all so that the grant can be promoted statewide for any SNAP applicant/client interested in a career opportunity in the Construction field located in the Cape & Island catchment areas.

The Hyannis DTA office is very much looking forward to the opportunity in working in conjunction with the college in making the TRAIN Grant a complete success.

Up until the time a decision is made on this grant proposal, feel free to reach out to me on anything I can do to assist in making this program a reality

Thank you

Sincerely,

A handwritten signature in black ink that reads "Peter Danzell".

Peter Danzell, Area Director



**BARNSTABLE COUNTY  
DEPARTMENT OF HUMAN SERVICES**

3195 Main Street, Post Office Box 427  
Barnstable, Massachusetts 02630  
Office: 508-375-6628 | Fax: 508-362-0290  
www.bchumanservices.net

Elizabeth Albert, Director  
balbert@barnstablecounty.org

9/12/18

Tammi Jacobsen  
Director of Workforce Development & Training  
The Center for Corporate and Professional Education Cape Cod Community College  
2240 Iyannough Road  
West Barnstable, MA 02668

Dear Ms. Jacobsen,

On behalf of the Barnstable County Department of Human Services we fully support Cape Cod Community College's application for a TRAIN Grant focusing on entry level jobs in construction. Creating a robust program to train qualified workers for entry level construction jobs will benefit the entire region; creating career opportunities for residents and allowing employers to hire well prepared workers, better serving the region's growing needs.

For this grant staff in my department, in furtherance of our work as DPH-BSAS grantees under the Massachusetts Opioid Abuse Prevention Collaborative (MOAPC) will provide curriculum and faculty to teach a module on the problems associated with substance use in the workplace, general information about the nature of addiction, its impact on work performance, health, and personal life, and information on help available for related problems.

The regional construction industry has difficulty recruiting and retaining workers currently, and yet there are many workers on Cape Cod who still face barriers to viable employment, due to lack of experience, training or personal challenges. I believe that offering the two-track construction-focused program that CCCC has designed will benefit the region in several ways: it will provide focused curriculum and hands-on training, free of cost, to new workers, unemployed persons, and underemployed workers, and will benefit employers by providing specialized training for existing jobs. These jobs are viable and pay sustaining wages.

Cape Cod Community College is working with Construction employers in this region and has strong commitment from them to offer internships to participants. Cape Cod Community College has great experience providing workforce training that takes into account employer needs in this region. I have no doubt of the College's capacity to implement the TRAIN program.

If you have questions, please contact me at [balbert@barnstablecounty.org](mailto:balbert@barnstablecounty.org).

Sincerely,

Beth Albert, Director

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***Creating a Healthy Connected Cape Cod***

*The Mission of the Department of Human Services is to plan, develop, and implement programs which enhance the overall delivery of human services in Barnstable County and promote the health and social well-being of County residents through regional efforts that improve coordination of services.*



6 Alphonse Street  
East Falmouth, MA 02536  
(508) 444-2219  
[www.wellstrong.org](http://www.wellstrong.org)

September 20, 2018

To Whom It May Concern,

WellStrong's Officers, employees and volunteers are pleased to be collaborating with Cape Cod Community College (CCCC) and their partners on the Training Resources and Internship Networks (TRAIN) objective.

WellStrong is a Recovery Community Organization located in East Falmouth, MA that that supports people in addiction recovery through fitness, yoga and meditation in a supportive environment of peers. We offer free and affordable memberships to anyone committed to recovery. Studies show that including exercise and/or yoga and meditation as an integral part of treatment and recovery, leads to a sense of accomplishment, feeling stronger, improved health and an increased confidence in staying clean and sober, while also decreasing depression and anxiety.

WellStrong opened its doors in December of 2017, and currently has 80 members with over 460 individuals coming through the doors since opening for memberships, meetings and other programs. The sober environment leads to a strong sense of commitment and community that helps people feel safe and more secure in their relationships and paths to recovery. Members are in all stages of recovery, from newly out of treatment, to having many years clean sober and drug-free. Many live in local sober homes or network closely with others within the recovery community through meetings and other programs.

A local study done by Barnstable Human Resources has revealed that there an over-representation of opioid-related deaths among persons working in the trades and service industries and among those with a high school-only level of education. This leads to the conclusion that many who have overcome their addiction and who are living in recovery have a background in construction or related fields. During active addiction, they may not have been capable of holding a skilled position or working for an established business, but in recovery they would have a skillset and confidence that can be expanded on in a program like TRAIN. The TRAIN program also offers new possibilities for others committed to a new life in recovery but not having a background or career path to follow.

Due to our connectedness to the recovery community in Falmouth, WellStrong is excited to help identify and recruit people suitable and who would benefit most from the TRAIN program. We feel it is a program that will make a positive impact, increasing a person's potential for continued success in their recovery. We would commit to having our employees connect and communicate the details of the program to potential participants, aid in making referrals to the screening process to be completed by CCCC and help in any other way possible.

Respectfully,

A handwritten signature in dark blue ink that reads 'Amy C Doherty'.

Amy Doherty  
Founder and President