

RESPONSIVE PROGRAMMING FUND: GUIDELINES

Meeting Training Needs through Joint Labor/Management Projects

The **Responsive Programming Fund (RPF)** allows Labor and Management to propose mutually beneficial projects that address unmet training needs. Selection and funding of individual projects is determined by pre-set criteria that have been developed by the Training Fund Board of Trustees.

Every year, Training Fund Trustees allocate a total dollar amount to this fund. Please [contact us](#) to get the most current information about available funding levels, and also review these guidelines before you apply.

Program Guidelines & Timeline

1. RPF project ideas must meet training needs that are otherwise unavailable (or largely inaccessible) through existing programming.
2. Project ideas must be developed jointly with Labor and Management in order to qualify.
3. Projects ideas can address training needs for members from the service/maintenance/LPN, professional or technical, and RN bargaining units.
4. RPF training can only be provided free of charge to Training Fund–eligible workers. Non-eligible workers (such as per diem employees) may participate but will require separate funding to cover the full participation cost.
5. Proposals are twice each year. Submit an RPF Idea Form:
 - By **Feb 01**, for consideration at the April Board Meeting
 - By **Aug 01**, for consideration at the October Board Meeting

Proposals may either be: **(a)** fully approved for funding; **(b)** conditionally approved with a request for clarifying information; or **(c)** declined with suggestions for improvement and re-submission by a future deadline.

Submitting a Project for Funding

1. To begin the process, Labor/Management teams must submit an [RPF Idea Form](#).
2. The Training Fund will follow up within a week to clarify and review whether this idea is a good fit for RPF funding.

We can also help with project planning, if needed. The total available RPF amount varies from year to year, so early conversations with the Training Fund will help ensure that your project reflects these factors and overall selection criteria.

3. If the RPF is feasible and meets selection criteria (see below), our staff will provide a more detailed **RPF Proposal Form** that must be completed by both Labor and Management partners.
4. Submit the **RPF Proposal Form** by the specified deadline to be considered by the Training Fund's Board of Trustees.

Selection Criteria

Submitted projects are assessed and scored based on the following criteria

1. **Impact:** The project's potential to serve the greatest number of workers (scored 1 – 5: 1 = serving fewer workers, 5 = serving a high number of workers).
2. **Relevance across the partnership:** The project's potential to meet an unmet training need across multiple Training Fund Employers (scored 1 – 5: 1 = relevant to a low number of employers, 5 = relevant to a high number of employers);
3. **Cost:** The project's number of potential workers served vs. total cost (scored 1 – 5: 1 = higher cost per worker served, 5 = lower cost per worker served);
4. **Diversity of offerings:** The project is balanced to serve a variety of job classes (scored 1 – 5: 1 = multiple offerings proposed to benefit the same job class, 5 = only one option proposed for the same job class).

Note: Higher scores increase the likelihood that a project will receive RPF funding, especially when the total number of RPF applications exceed available resources.

Project Examples

The core requirement is that the proposed project will address an unmet training need that adds value to both the worker and the employer.

Some examples of Responsive Programming Fund projects include:

PAST PROJECTS:

- Hiring a nationally recognized trainer to come to Seattle to deliver a two-day review course for the VIRR certification test (Vascular Interventional Radiography Registry). No review course for this difficult national exam existed on the West Coast.
 - **The Training Fund paid for the trainer's costs. Sixteen IR Techs from across the Training Fund participated free of charge in the two-day training.**
- Having a local community college develop and offer a 10-week review course for surgical technicians to prepare for the national certification exam. No national exam review course for working surg techs previously existed—either locally or nationally.
 - **Twenty-two surgical techs from across the Training Fund participated free of charge in the training.**