

Request for Application (RFA) for the Disaster Recovery Dislocated Worker Grant

Released by:

Indiana Department of Workforce Development

April 30, 2020

[Revised May 13, 2020](#)

Proposals Due: May 20, 2020 by 12:00 pm (EST)



INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

Background and Purpose

The Indiana Department of Workforce Development (DWD) is pleased to announce this Request for Application (RFA) for the Disaster Recovery Dislocated Worker Grant (DWG). This grant will be a one-time award of funding to Indiana Regional Workforce Development Boards (WDBs) who submit proposals and are approved for funding in accordance with the requirements outlined in this RFA.

DWD seeks to support the efforts of Regional WDBs in responding to the significant workforce-related impacts resulting from the COVID-19 pandemic. The COVID-19 public health emergency has contributed to a dramatic rise in unemployment throughout Indiana. In addition, COVID-19 has created an increased demand for humanitarian services and supports, and need for an expanded workforce in some industry sectors in order to provide such assistance and respond to the crisis. These grant funds are intended to provide WDBs with funding to create temporary employment opportunities to assist the thousands of Indiana Hoosiers facing unemployment and Hoosier employers seeking an expanded temporary workforce as a result of the crisis.

DWD intends that WDBs utilize these funds to support rapid creation of temporary employment positions (for up to twelve (12) months or 2080 hours) consistent with regional need in one or more of the following areas¹:

1. Food bank staffing and support,
2. Delivery staff to support delivery of food, medical, and other supplies to at-risk populations,
3. Community and home healthcare, and
4. Childcare.

Regions may propose other temporary employment positions if a local area can demonstrate significant need due to COVID-19 impacts. Successful grant applications will prioritize partnerships with local disaster recovery and response organizations to quickly develop temporary employment positions to assist with disaster response and recovery efforts, including, but not limited to creating employment positions to supplement and/or replace positions temporarily filled by Indiana National Guard troops as a part of the public health emergency declaration. All grant proposals and activities must be in compliance with the requirements further outlined in USDOL Training and Employment Guidance Letter (TEGL) No. 12-19 and this RFA.

¹ Other temporary employment positions may be proposed if a local area can demonstrate significant need due to COVID-19 impacts.

Eligibility, Funding Information and Grant Term

Eligibility

Eligibility for this grant award is limited to the twelve (12) Indiana Regional Workforce Development Boards.

Funding Source and Award Amount

DWD anticipates awarding each regional WDB with \$131,500.00 from the WIOA National Dislocated Worker Grant through this grant opportunity. DWD anticipates requesting additional grant funds from the U.S. Department of Labor through the National Dislocated Worker Grant Program, and if successful, WDBs will be extended an opportunity to request additional funding under its DWG award. The amount of any future grant modification awards will be based upon the strength of the application and demonstrated performance outcomes in serving grant participants. DWD reserves the right to adjust grant award amounts prior to award based on availability of funding.

Use of Grant Funds

The applicant is required to submit a proposal that describes the intended use of the grant funds with a detailed narrative of costs for each activity. Applicants should provide a complete Project Budget and Budget Narrative utilizing the template and instructions provided. Administrative costs are limited to 10% of the total award amount.

Grant Period

The grant term is anticipated to begin on May 15, 2020 and all funds must be obligated by March 31, 2022.

Expectations

Partnerships

Grant award recipients are expected to identify ways to leverage or develop partnerships to further project goals and outcomes. Priority consideration should be given to strategies to partner with local disaster response and recovery organizations to identify the areas of greatest need for humanitarian assistance that could be supported through temporary employment opportunities funded through this DWG.

Reporting

Award recipients will be required to provide to DWD a monthly update on project activities, expenditures and budget, requested technical assistance, and performance outcomes. In addition, regional operations directors may be asked to report out on project progress at the quarterly field operations meeting and during regional monitoring visits.

At the conclusion of the grant term, award recipients will be required to submit a final report summarizing performance outcomes achieved as a result of the project, expenditures, lessons learned, and a discussion of how the project or any tools developed as a part of the project could be replicated as a best practice.

Compliance with Laws

Award recipients shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances. These requirements will be further defined in the grant award.

Application Format and Submission Requirements

Application Format

Interested WDBs should submit a complete and responsive Proposal electronically to policy@dwd.in.gov no later than 12 pm EST on Wednesday, May 20, 2020. All applications submitted in response to this RFA must include:

1. Proposal Contact Information,
2. Project Description,
3. Project Timeline, and
4. Project Budget and Budget Narrative.

The entire application, including appendices, should include the region number and name of the WDB applying for the grant. The Project Description and Project Timeline should not exceed four (4) to eight (8) pages.

Proposal Contact

The contact person should be identified in the email submission of the Proposal and should be an individual who can respond to questions from DWD regarding the proposal during the RFA review period. The contact person should be knowledgeable of the proposal, reasonably available to discuss the application, and authorized to provide information on behalf of the WDB.

Submission Deadline

All applications should be submitted by noon (12 pm) EST on May 20, 2020. DWD will review applications in the order that they are received. DWD is under no obligation to review any applications submitted after the submission deadline.

All questions regarding this RFA should be submitted to policy@dwd.in.gov on or before May 13, 2020.

Submission Process

Complete applications (including attachments) must be submitted electronically via email to policy@dwd.in.gov. The subject line of the email should state "Region #, Name of Workforce Development Board, Disaster Recovery Grant."

The contact person listed on the cover email will receive a confirmation email from policy@dwd.in.gov and may be contacted by DWD during the proposal evaluations with specific questions regarding the application.

Proposal Content

Section I - Project Description

The Project Description should include a strategy for creating temporary positions, any required training necessary to allow participants to begin employment in the designated positions, and resources needed to begin enrolling participants.

Successful proposals will include the topics outlined below:

1. Project Description and Statement of Need
 - What are the issues, problems or needs resulting from the public health emergency that the project proposes to address? Please provide data to support local / regional need.
 - Identify where these needs exist within the project's proposed service area.
 - Describe the proposed temporary employment positions or types of disaster-relief work necessary to address the stated need.
 - How will the proposed temporary employment opportunities contribute to response and/or recovery from the public health emergency?
2. Planning and Partnerships
 - How will the WDB establish these temporary employment opportunities? Identify the entities involved with establishing the positions.
 - Who will the WDB partner with to create and fill these employment opportunities?
 - What additional resources are needed to implement the region's strategy?
3. Project Implementation
 - Identify the resources required to carry out the disaster-relief positions.
 - How will the WDB recruit participants into the program?
 - What training needs, supportive services and/or supplies (including any required personal protective equipment (PPE)) will be necessary and how will those needs be met?
4. Future Opportunities
 - If DWD is awarded additional DWG funding to expand its initial grant award beyond the \$131,500 per region allocation available through this RFA, how much additional funding do you anticipate requesting for temporary disaster recovery employment based on identified needs in your Region?

- [How many additional participants would that allow you to serve?](#)

Section II – Project Timeline

Provide a detailed timeline for project development and implementation that includes:

- Major project activities and milestones,
- Timelines for completion of each activity, and
- The deliverables associated with project activities.

Section III – Project Budget and Budget Narrative

The proposal must include a detailed budget plan and narrative for utilization of grant funds within the grant term. A budget template and instructions have been provided as attachments to this RFA.

Evaluation Criteria

Review and Selection Process: A committee of three (3) to five (5) DWD employees will evaluate grant proposals for responsiveness to this RFA. Prior to evaluating any applications, all members of the Grant Evaluation Committee will complete a conflict of interest disclosure.

Applications that fail to meet the requirements of this RFA may not be considered for funding. Decisions to award grants will be determined in DWD’s sole discretion based on compliance with and responsiveness to the requirements of this RFA.

Proposal Review and Timeline

Activity	Date
RFA Issued	April 30, 2020
RFA Questions Due	May 13, 2020
RFA Responses to Questions Issued	May 15, 2020
Proposals Due	May 20, 2020 by noon EST
Anticipated Notification of Awards	Week of May 25, 2020