

Request for Application (RFA)  
for the  
Workforce Innovation and Opportunity Act  
(WIOA) Performance Support Grant

Released by:

Indiana Department of Workforce Development

July 1, 2019

Proposals Due: August 7, 2019 by 12:00 pm (EST)



**INDIANA**  
DEPARTMENT OF  
**WORKFORCE**  
**DEVELOPMENT**

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## **Background and Purpose**

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The Indiana Department of Workforce Development (DWD) is pleased to announce this Request for Application (RFA) for the 2019 Workforce Innovation and Opportunity Act (WIOA) Performance Support Grant.

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 endeavors of Hoosiers in improving their skills and embarking on a rewarding career. Correspondingly, DWD has amplified its efforts in engaging and serving employers that seek a better-skilled workforce. The purpose of this grant is to encourage the development and use of innovative practices resulting in improved performance outcomes for prospective jobseekers and employers.

Successful grant applications will align with the DWD theme of “Connecting people and employers through engagement, with continued transparency and accountability.” In addition, selected proposals will demonstrate how the project will result in improved performance outcomes for job seekers and employers, as well as a plan for sustainable implementation of proposal strategies after the expiration of grant funding.

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## **Eligibility, Funding Information and Grant Term**

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### **Eligibility**

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

### **Funding Source and Award Amount**

DWD will dedicate up to \$1.5 million (\$1,500,000.00) from the WIOA discretionary allocation for this grant opportunity. DWD anticipates that grant awards will range between \$50,000 and \$150,000, and generally will not exceed \$200,000. The amount of the grant award will be based upon the strength of the application. Grant applications may not be approved for the full amount of the request. DWD reserves the right to adjust the 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. Administrative costs are limited to 10% of the total award amount.

## **Grant Period**

The grant term is anticipated to begin on October 1, 2019 and all funds must be obligated by March 31, 2021.

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## **Expectations**

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## **Partnerships**

A successful workforce development system is dependent on effective partnerships and the commitment of local / regional workforce agencies, elected officials and government partners, not-for-profit organizations, education and training providers, the business community and a variety of other stakeholders all working to address critical workforce issues. Grant award recipients are expected to identify ways to leverage or develop partnerships to further project goals and outcomes.

## **Reporting**

Award recipients will be required to provide to DWD a quarterly 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, 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 and/or rolled out for statewide implementation.

## **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.

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## **Proposal Content**

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### **Section I - Applicant Information and Executive Summary**

The proposal should contain a completed proposal cover page included as Attachment A to this RFA. A listing of all Regional Workforce Development Board members and their contact information should be included as an appendix to this cover page.

In addition, the proposal should include an Executive Summary that summarizes the intended scope of the project, partnerships and associated performance outcomes that the applicant will use to measure success.

The proposal should include the signature of the WDB chair and if different from the WDB chair, the WDB authorized signatory. The authorized signatory is the individual who has the authority to negotiate, enter into and sign grants on behalf of the WDB.

## **Section II - Project Description**

The proposal should include a comprehensive overview of the proposed project. Successful proposals will describe the topics outlined below:

1. Documentation of Need
  - What are the issues, problems or needs addressed by the project?
  - What populations, industries or other stakeholders are impacted by these issues?
2. Applicant Capacity
  - Describe your region's related experience and outcomes in serving the target population.
  - Provide a description or list of the applicant's staff, including any proposed sub-recipients, to be assigned to the project and the role that they will fulfill.
3. Project Design and Goals
  - What is the intended scope of the project?
  - How is the project intended to address the identified areas of need?
  - What new or existing partnerships will be leveraged?
  - How does the project further the DWD theme of "Connecting people and employers through engagement, with continued transparency and accountability"?

## **Section III – Project Implementation**

1. 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.
2. What other funding will be used to support activities in this proposal?
3. Discuss the plan for sustaining the project after the funding period ends.
4. How could the project be implemented on a statewide basis or lead to a replicable best practice?

## **Section IV - Project Outcomes and Performance**

1. Describe the intended outcomes for the project.
2. How many program participants will be served as a part of this project?

3. How will you determine whether or not the project has been successful? What methods, assessments or other tools will you use to measure success?
4. How will this project lead to a replicable best practice?

### **Section V – 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 has been provided as Attachment B to this RFA.

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### **Evaluation Criteria**

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**Review and Selection Process:** A team of three (3) to five (5) DWD staff (Grant Evaluation Committee) will evaluate grant proposals based on responsiveness to this RFA and the criteria outlined below. Prior to scoring any applications, all members of the Grant Evaluation Committee will complete a conflict of interest disclosure.

Applications that fail to meet the responsiveness criteria outlined in this section may not be scored and considered for funding. Decisions to award grants and the funding levels associated with each award will be determined in DWD’s sole discretion based on compliance with the requirements of this RFA and the quality of the grant proposal as determined using the evaluation criteria outlined below.

**Responsiveness Criteria:** In order to satisfy the responsiveness criteria for this RFA and be considered for award and funding, an application must (1) satisfy all of the application requirements outlined in the section of this RFA titled “Application Format and Submission Requirements”, and include (2) a completed cover page including name and contact information, (3) an Executive Summary of the project proposed, and (4) a project budget.

#### **Proposal Evaluation Criteria:**

Proposals will be scored out of a possible 100 points. The point value associated with each category is identified below, as well as the associated factors the Grant Evaluation Committee will take into consideration when evaluating proposals.

1. Project Description (30 points)
  - The proposal features a clear, thorough and well-developed plan that is suitable for this funding opportunity.
  - The proposed project is innovative.
  - The proposal includes a detailed description of the problems, gaps or needs that will be addressed by the project.
  - The proposed project aligns with and furthers the DWD theme.
  - The proposed project focuses on a priority population or high-impact, high-growth industry sector.
  - The proposal describes new or existing partnerships leveraged to achieve outcomes.

2. Implementation Plan (25 points)
  - The proposal provides a thorough, detailed and realistic timeframe for project implementation.
  - The implementation plan includes major project activities, timelines for completion of the activities, and the deliverables associated with the project activities.
  - The proposal includes a clear and realistic plan for sustainability and/or leads to a replicable best practice.
3. Project Outcomes and Performance (30 points)
  - The proposal identifies specific project outcomes, goals and deliverables.
  - The proposal includes a reasonable method for determining project success. For projects working directly with individuals, this includes a demonstration of understanding of WIOA performance measures.
  - The proposal describes how the project could be implemented on a statewide basis and what benefit the state might realize from statewide implementation.
4. Project Budget (15 points)
  - The proposal contains a realistic and detailed budget plan and narrative for utilization of funding within the grant period.
  - The budget narrative includes proof of financial need for the award based on a reduced funding allocation for Program Year (PY) 2019 as compared to PY 2018.
  - The applicant documents and remains on target with the expenditure of PY 2019 WIOA funds.

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### **Application Format and Submission Requirements**

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#### **Application Format**

All applications submitted in response to this RFA must:

1. Be formatted on 8 x 11 inch paper using 11 or 12 point font. Tables may be used to present information using a 10 point font.
2. The Executive Summary should be no more than two (2) pages in length.
3. The entire application should not exceed fifteen (15) pages in length. The cover page, project budget and any appendices are not included in the page limit for the application.
4. The entire application, including appendices, should include the region number and name of the WDB applying for the grant.
5. All pages, including the appendices, should be sequentially page numbered.

#### **Proposal Contact**

The contact person identified on the cover sheet 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 during the RFA evaluation period 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 August 7, 2019. DWD is under no obligation to review any applications submitted after that time.

All questions regarding this RFA should be submitted to [policy@dwd.in.gov](mailto:policy@dwd.in.gov) on or before July 16, 2019.

**Submission Process**

Complete applications (including attachments) must be submitted electronically via email to [policy@dwd.in.gov](mailto:policy@dwd.in.gov). The subject line of the email should state “Region #, Name of Workforce Development Board, WIOA Support Grant.”

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

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**Proposal Review and Timeline**

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<b>Activity</b>	<b>Date</b>
<b>RFA Issued</b>	July 1, 2019
<b>RFA Questions Due</b>	July 16, 2019
<b>DWD Information Webinar (optional)</b>	July 19, 2019
<b>RFA Responses to Questions Issued</b>	July 22, 2019
<b>Proposals Due</b>	August 7, 2019 by noon EST
<b>Proposal Evaluations</b>	August 12 – September 6, 2019
<b>Anticipated Notification of Awards</b>	September 9, 2019
<b>Effective date of grant award and fund availability</b>	October 1, 2019