



INDIANA COMMISSION *for*  
HIGHER EDUCATION

**REQUEST FOR PROPOSAL: 23-0006**

**Intermediary Capacity Building Grant**

PURSUANT TO INDIANA CODE 21-18-19-2

Administered by:

Indiana Commission for Higher Education

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## **Request for Proposal: 23-006**

### **Intermediary Capacity Building Grants**

#### **I. Overview**

The 2023 Indiana General Assembly created the Intermediary Capacity Building Grant with \$5 million in funding. The Indiana Commission for Higher Education (Commission) will award the funding to approved intermediaries for the purpose of increasing capacity to serve a greater number of individuals. The Commission may award a one (1) time Intermediary Capacity Building grant of not more than two hundred fifty thousand dollars (\$250,000) to selected recipients.

The Commission will award a minimum of 20 grants to intermediaries, defined in [House Enrolled Act 1002-2023](#) (HEA 1002) as an “organization that connects individuals with companies looking for new workers.” Intermediaries must use grant funds to expand their ability to improve the connection between high schools, students, and employers with an emphasis on carrying out the programs and goals outlined in HEA 1002. Those programs include Career Scholarship Accounts, Career Discovery Meetings and Career Coaching and Navigation which are described below.

#### **Career Scholarship Account Program**

HEA 1002 established the Career Scholarship Account (CSA) program. The CSA program is administered by the Indiana Treasurer of State (TOS) in partnership with the Indiana Department of Education (IDOE) and the Commission. The IDOE approves the CSA-eligible programs, the Commission approves which entities can provide an eligible program and the TOS approves eligible students and qualified expenses. Students must apply by October 1 of the academic year, but CSA providers may be approved at any time.

The CSA program provides \$5,000 annually to 10th, 11th, and 12th grade students enrolled in eligible course sequences, career courses, modern youth apprenticeships, apprenticeships and programs of study leading to industry-recognized credentials.

Further, the CSA program’s individual student accounts cover the following qualified expenses to enroll in and attend the eligible programs listed above:

- postsecondary education and training,
- transportation and equipment,
- certification and credentialing examinations,
- career coaching and navigation services

A memo outlining the requirements for the first year of the CSA program can be found [here](#).

#### **Career Discovery Meetings**

HEA 1002 established Career Discovery Meetings, also known as 30-minute meetings. Students enrolled in 11th and 12th grade must meet with a postsecondary educational institution or an approved intermediary, employer or labor organization to discuss current and future career opportunities and the corresponding education levels. The meeting must take place in person and on school property during regular school hours.

## **Career Coaching and Navigation**

Increasing career coaching and navigation opportunities is a key portion of HEA 1002. The Commission is required to develop a Comprehensive Career Coaching and Navigation system and administer a new Career Coaching Grant. School corporations, public schools, including charter schools, state-accredited nonpublic schools, approved intermediaries and approved career coaching providers may apply for Career Coaching Grant funds.

However, school corporations, public schools, including charter schools, and state-accredited nonpublic schools must partner with an intermediary or approved career coaching provider to apply for funding. Students who receive career coaching services through a Career Coaching Grant recipient are not required to participate in the Career Discovery Meetings.

### **Project Period**

The Intermediary Capacity Building Grant period will run from December 1, 2023, to June 30, 2025. Applicants must expend all funds prior to the end of the grant period and will not be given a grant extension.

### **Deadline**

The deadline for submission is Wednesday, November 22 at 5 PM EST. Applications will be reviewed by order received, and notification of decisions will be sent in December.

## **II. Evaluation Criteria**

Intermediary Capacity Building Grant proposals will be evaluated based on four criteria:

- Organization and Program Overview,
- Capacity Building Plan,
- Letters of Support,
- Budget and Sustainability Plan

Applicants must provide narrative responses to substantiate how the current or proposed programs address the specified criteria.

### **Organization and Program Overview**

Applicants for the Intermediary Capacity Building Grant should have a strong record of connecting students and schools with employers to create education and training opportunities and create awareness of career options. The funding is intended to expand successful programs and not act as startup funding for a new organization. The Organization and Program Overview should address the following elements:

- Background/history of the applicant,
- An organization chart for the applicant which identifies the staff and the role each staff member serves,
- How the applicant serves as an intermediary as defined in IC 21-18-1-3.5,
- Descriptions of the current programs administered by the applicant which build connections between students, K-12 schools, postsecondary educational institutions, and employers,

- Information on the schools, community partners, and employers with which the applicant currently partners,
- Quantitative and qualitative data on the effectiveness of current programs,
- Any other information which demonstrates a history of successfully connecting students and schools with employers

### **Capacity Building Plan**

The Capacity Building Plan should highlight how the applicant will expand their current programs with an emphasis on the programs created by HEA 1002: Career Scholarship Accounts, Career Discovery Meetings and Career Coaching and Navigation. The Capacity Building Plan should address the following elements:

- Identifying barriers limiting the expansion of current programs and how the proposal will address those barriers,
- How the applicant will expand access to one or more of the following:
  - Career Scholarship Accounts
  - Career Discovery Meetings,
  - Career Coaching and Navigation Opportunities,
- Information on the schools, postsecondary institutions, community partners and employers where the applicant will expand or provide programming,
- Any other information which demonstrates how the intermediary will use the funds to expand capacity

The Commission will give additional consideration to applicants who plan to expand in a geographic area with a shortage of intermediaries.

### **Letters of Support**

Partnering with schools and employers is necessary to ensure intermediaries will be able to increase opportunities for students. Applicants must provide letters of support from at least three schools and three employer partners.

### **Budget and Sustainability Plan**

The Budget and Sustainability plan must outline all costs of administering the proposed Intermediary Capacity Building Grant Proposal and address the following elements:

- A detailed budget highlighting the current cost of the programs offered and the cost to expand programming,
- Details on how costs were determined,
- Any matching funds to be used and their source,
- How the applicant will maintain the expanded programming after the grant period ends

Each proposal will be scored based on a 100-point scale. The scoring rubric for the Intermediary Capacity Building Grant RFP is below:

<b>RESIDENCY GRANT SCORING</b>	
<b>Criteria</b>	<b>Maximum Points</b>
Organization and Program Overview	30
Capacity Building Plan	40
Support Letters	10
Budget and Sustainability Plan	20
<b>TOTAL POINTS</b>	<b>100</b>

### **III. PROPOSAL SUBMISSION AND REVIEW PROCESS**

Intermediary Capacity Building Grant proposals may be submitted via email.

#### **EMAIL SUBMISSION (PREFERRED):**

Joshua Garrison  
Senior Associate Commissioner and Chief of Staff  
[Grants@che.in.gov](mailto:Grants@che.in.gov)

Proposals must not exceed 15 pages not counting letters of support. All proposals will be reviewed by the Commission and scored based on the evaluation rubric and metrics. Intermediary Capacity Building Grants will be awarded based on the score of each proposal. Notification of award status will be emailed to the point of contact listed in the proposal.

To receive grant funds, grantees must enter into a grant award agreement with the Commission and have an active vendor ID with the State of Indiana. The agreement outlines the terms and conditions of the award. The Commission will provide an agreement to the grantee for review and execution. Grant payments are made in arrears and invoices must be submitted monthly to [finance@che.in.gov](mailto:finance@che.in.gov) and [grants@che.in.gov](mailto:grants@che.in.gov).