

# 2018-2019 WorkINDiana Grant

## Competitive Application (Request for Application)

### Statement of Purpose

The Indiana Department of Workforce Development (DWD) is committed to providing outstanding adult education and training services that help Hoosiers acquire the knowledge, skills, and abilities that are required for careers in high demand, high wage industries.

To support this commitment, DWD Adult Education has set the goal to provide four thousand five hundred (4,500) short-term credentials needed to work in jobs that require more than a high school education, but less than an associate's degree, each year. DWD expects a significant portion of these credentials will be earned through the WorkINDiana program.

DWD is soliciting applications/proposals from Workforce Development Boards (WDBs), current Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education Providers (AEPs) who were awarded WorkINDiana funds during the first round grant application in 2017, and Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education Providers who are not currently grantees for WorkINDiana funds for the 2018 program year (PY18)<sup>1</sup>. DWD desires to fund WorkINDiana providers requesting a minimum of twenty-five thousand dollars (\$25,000) that can provide WorkINDiana services specified in this request for application (RFA).

### Grant Period

DWD will award single year WorkINDiana grants on a competitive bases for PY18 (July 1, 2018 through June 30, 2019).

### Right to Recompete

The State of Indiana and DWD reserves the right, at any time, to cancel this request for application prior to the awarding of funds and to recompete the WorkINDiana PY18 funds.

### Eligible Applicants

To be eligible to receive funds as a result of this RFA, an organization must be:

- I. A WDB; AND
- II. Have at least one (1) employer partnership for delivering WorkINDiana services; AND
- III. Be willing to attend one (1) WorkINDiana professional development training provided by DWD; AND
- IV. Be willing to meet the data reporting requirements set by DWD; OR
- V. An Indiana AEP that has been awarded funds through the 2018-2019 Adult Basic Education (ABE) or the 2018-2019 Integrated English Literacy & Civics (IELCE) RFAs; AND
  - a. Applicants may NOT be a current Second Round WorkINDiana Grantee (those who received award letters January 2018).

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<sup>1</sup> The PY18 grant period starts on July 1, 2018 and ends on June 30, 2019.

- VI. Have at least one (1) employer partnership for delivering WorkINdiana services; AND
- VII. Be willing to attend one (1) WorkINdiana professional development training provided by DWD.
- VIII. Be willing to meet the data reporting requirements set by DWD.

## Applicant Grant History

Organizations that have received grant awards in previous grant competitions are not guaranteed funding as a result of this grant competition. Applicants not funded as a result of previous grant competitions will not be precluded from applying during this grant competition, unless the organization fails to meet the criteria of an eligible applicant. Additionally, applicants not chosen for funding during this grant competition will not be barred from applying for funding in any future grant competitions.

## WorkINdiana

WorkINdiana provides the first step on a career pathway for eligible individuals by giving them access to occupational skills training that is a minimum of forty (40) hours of instruction, but not more than fourteen (14) weeks in duration, ending in an industry-recognized credential.

WorkINdiana training programs are intentionally short-term to allow students to finish quickly, gain an industry-recognized, entry level certification, gain or retain employment, and/or pursue advanced education or employment.

## Eligible Individuals

Individuals who wish to participate in WorkINdiana must meet the following requirements to be considered an eligible individual:

- I. Have completed the Indiana Career Explorer (ICE) assessment; AND
- II. Have a student record in the InTERS data system; AND
- III. Have a valid TABE score; AND
- IV. Be currently enrolled in an Indiana Adult Education Program<sup>2</sup>; **OR**
- V. Have a high school diploma or high school equivalency; AND
  - a. Have been enrolled<sup>3</sup> during the current, or previous, program year in an Indiana Adult Education Program; **OR**
- VI. Have successfully completed the Jobs for America's Graduates program (JAG); AND
  - a. Be in the one-year JAG follow-up period.

## Scope of Work

WorkINdiana grantees will be responsible for providing and/or contracting to provide the following services:

- I. Embedded student services, such as, but not limited to:
  - a. Case management;
  - b. Career counseling, coaching, and mentoring;

<sup>2</sup> 12 hours or more recorded attendance in an Adult Education Program.

<sup>3</sup> *ibid.*

- c. Enrollment into WorkINDiana occupational skills training; and
- d. Student supportive services.
- II. Employment services such as, but not limited to:
  - a. Building relationships with local employers that can provide WorkINDiana students:
    - i. Job shadowing, internships, and/or paid or unpaid work experience; and
    - ii. Commitments to interview and hire WorkINDiana completers.
  - b. Follow-up services, such as, but not limited to:
    - i. Job placement and
    - ii. Workforce preparation.
- III. The issuance of WorkINDiana training funds to eligible training providers.

### WorkINDiana Training Funds

WorkINDiana funds shall be issued to cover the costs of approved WorkINDiana training programs for WorkINDiana participants using the following criteria:

- I. WorkINDiana training funds will be used as a per customer reimbursement; AND
  - a. WorkINDiana training funds shall pay for one (1) certification exam per customer; and
  - b. WorkINDiana training funds shall pay for one WorkINDiana training program per customer over his/her lifetime.
- II. WorkINDiana training funds shall be paid in two phases:
  - a. Seventy percent (70%) of the cost of the program shall be paid if the WorkINDiana participant is present on the first day of training; AND
  - b. Thirty percent (30%) will be paid after the approved training provider provides documentation that a WorkINDiana participant has completed the training program and is prepared to sit for an industry-recognized certification exam.

In order for a provider to be eligible to receive WorkINDiana training funds the program must:

- I. Provide training that has been WorkINDiana approved;
- II. Appear as WorkINDiana eligible on Indiana's eligible training provider list; and
- III. Accept WorkINDiana's two-phased funding scheme.

### Grant Funds

DWD plans to distribute funds to WDBs and AEPs across the state that request *at least* twenty-five thousand dollars (\$25,000). While there is no maximum requested dollar amount associated with this RFA, eligible applicants should keep in mind DWD's goal of awarding Hoosiers four thousand five hundred (4,500) credentials to fill in-demand jobs that require more than a high school diploma (HSD) or high school equivalency (HSE), but less than an associate's degree.

### Eligible Expenditures

WorkINDiana grant funds must be utilized according to this formula:

- No more than ten percent (10%) of WorkINDiana grant funds shall be spent on administrative costs; and
- At least ninety percent (90%) of WorkINDiana grant funds shall be collectively spent on:
  - WorkINDiana training funds or participant supportive services for WorkINDiana training; AND
  - WorkINDiana completer paid work experiences; AND

- Expenses up to \$500 for reimbursement to employer partners for instructor salaries and administrative or support costs associated with an eligible employee<sup>4</sup> obtaining their High School Diploma or High School Equivalency Diploma through a program organized or funded by the employer.
  - Employee eligibility requirements are as follows:
    - (1) The individual must be at least eighteen (18) years of age and not enrolled in a school corporation's kindergarten through grade 12 educational program.
    - (2) The individual must be a resident of Indiana for at least thirty (30) days before enrolling in a program of adult education.
    - (3) The individual must be employed on a part-time or full-time basis in Indiana.
    - (4) When initially employed by the employer, the individual:
      - (A) did not have sufficient high school credits to earn a high school diploma; or
      - (B) had not passed the examination to earn a high school equivalency diploma or a general educational development(GED) diploma.

### Performance Metrics

DWD will monitor WorkINdiana grantees' WorkINdiana enrollments and performance. DWD reserves the right to reallocate funds during the grant period if the performance of a provider is determined to be unacceptable. WorkINdiana grantees will be expected to meet the following performance requirements:

- I. Eighty percent (80%) WorkINdiana participant completion rate; AND
- II. Seventy-four percent (74%) certification rate for WorkINdiana completers; AND
- III. Sixty percent (60%) WorkINdiana completer employment rate.

### Proposal Review and Timeline

All applications submitted for this RFA will be evaluated based on the criteria listed below. Submitting an incomplete application or submitting an application that is later than the stated application deadline will be grounds for non-consideration.

The following types of attachments to the RFA application will **NOT** be evaluated:

- a. Not solicited as part of the RFA application; OR
- b. DWD determines to be an attempt to circumvent application length requirements.

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<sup>4</sup> Pursuant to Indiana Code 22-4.1-20-4.

## Timeline

Event	Date
RFA Issued	April 9, 2018
RFA Questions Due	April 27, 2018
RFA FAQ Issued	May 4, 2018
Proposal/Application Due Date	May 21, 2018 11:59PM (EST)
Proposal/Application Evaluation	May 22, 2018 – June 1, 2018
Notification of Awards	June 4, 2018
Grant Activation	July 1, 2018

## DWD Contact Information

Question & Application Submission	
<a href="mailto:WorkINdiana@dwd.in.gov">WorkINdiana@dwd.in.gov</a>	
DWD WorkINdiana Manager	Nathan Storm
<a href="mailto:Nstorm@dwd.in.gov">Nstorm@dwd.in.gov</a>	

## Application

All applications submitted to DWD in response to this RFA must:

1. Use 12 pt. font;
2. Be single spaced;
3. Be submitted electronically to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov)<sup>5</sup>; AND
4. Be complete<sup>6</sup>;
  - a. Part I: Program Information/Cover Sheet & Application Narrative;
    - i. These should be combined in a single document (.doc or .pdf);
  - b. Part II: Itemized Budget Attachment (WorkINdiana Detailed Budget.xls);
  - c. Part III: Partnerships Attachment;
    - i. Annotated list of current partners saved in the following format Program; name\_WI\_partnerships (.xls, .doc, or .pdf); and
5. Be no more than ten (10) pages in length, excluding requested attachments.

**Completed applications (including attachments) must be:**

1. Submitted electronically to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov)<sup>7</sup>; AND
2. Submitted on or before May 21, 2018, by 11:59PM EST<sup>8</sup>.

<sup>5</sup> Applications/proposals must be submitted to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov). Failure to submit grant applications to the correct email inbox will be grounds for non-consideration.

<sup>6</sup> All narrative questions that apply to the applicant must be answered. Failure to provide answers to the narrative portion of the application will be grounds for non-consideration. Failure to submit all completed attachments will be grounds for non-consideration. Any attachment submitted, but not solicited; or DWD determines is an attempt to circumvent application length requirements, will not be evaluated.

<sup>7</sup> Applications/proposals must be submitted to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov). Failure to submit grant applications to the correct email inbox will be grounds for non-consideration.

<sup>8</sup> Failure to submit all completed application documents by this time *will* be grounds for non-consideration.

## Evaluation Criteria

Each proposal will be scored by the WorkINDiana grants scoring team using a one hundred and twenty (120) point scale utilizing the following rubric:

Category	Point Value
Cover Sheet & Program Introduction	10
Narrative Response	80
Itemized Budget Attachment	20
Partnership Attachment	10
<b>Total Possible Points</b>	<b>120</b>

**Cover Sheet**

The cover sheet is worth five (5) points. The application cover sheet should be included at the beginning of the document which contains both the program introduction and the grant narrative. The cover sheet must include the following information:

Grant Funds Requested	
Proposed Number of Participants To Be Served	
Projected Cost Per Participant	
Certification Training Programs To Be Offered	
Proposed Eligible WorkINDiana Providers To Be Used	

Applicant Organization	Region(s)
Address	
Agency Telephone Number	
Grant Contact	
Grant Contact Telephone	
Grant Contact Email	
Fiscal Agent (If Different)	

Fiscal Agent Address
Fiscal Agent Telephone Number
Signing Agent*
Signing Agent Email
*Signing agent is the person who signs for a fiscal agent

## Program Introduction

The program introduction is worth five (5) points. Applicant should include an introduction to, and description of, the applying organization, not to exceed more than one half (1/2) of a page.

## Narrative

The narrative questions are divided into four categories each worth twenty (20) points. The category point totals equal eighty (80) points. The applicant must complete all questions (listed numerically) and all sub-questions (listed as bullets under the questions) found in each category. Answers should be as thorough as possible while keeping the overall application under the ten (10) page length maximum.

### I. Student Services (20 points)

1. Explain how your organization plans to provide:
  - a. Case management for WorkINDiana participants; INCLUDING
    - i. Career counseling, career coaching, and mentoring; and
2. Describe your organization's plan to enroll WorkINDiana participants in WorkINDiana training.

### II. Employment Services (20 points)

3. Explain how your organization plans to partner with employers to provide WorkINDiana participants with:
  - a. Job shadowing, internships, and/or paid or unpaid work experience; and
  - b. Current employees of employer partners who require additional skills training; and
  - c. Commitments from employer partners to interview and hire WorkINDiana completers.
4. Explain how your organization currently provides, or plans to provide, follow-up services; INCLUDING
  - a. Job placement and
  - b. Workforce preparation.

### III. Implementation of Employer Training Grant (20 points)

5. Explain how your organization plans to partner with at least one employer to implement the employer training grant.

#### IV. Issuance of WorkINDiana Funds To Eligible Training Providers (20 points)

6. Describe your organization's plan to manage the issuance of WorkINDiana funds to WorkINDiana eligible training providers. Explain:
  - a. Whether or not your organization is an eligible WorkINDiana provider; AND IF SO
    - i. The types of WorkINDiana approved certifications your organization offers; AND
    - ii. Your organization's plan to issue funds to WorkINDiana eligible providers other than your organization.

#### Budget Attachment

Complete and submit the budget attachment document (2018 – 2019 WorkINDiana Detailed Budget.xls). The budget attachment is twenty (20) points and will be scored based on a number of factors including, but not limited to:

- a. The amount of funds allocated to each line item;
- b. Alignment with DWD priorities; and
- c. Overall cost per WorkINDiana participant.

#### Partnership Attachment

Attach an annotated<sup>9</sup> list of partners your organization intends to utilize to provide services to WorkINDiana participants. This section is ten (10) points.

#### Application Procedure

All documents requested for this RFA should be submitted in a single zipped folder to the following email address: [WorkINDiana@dwd.in.gov](mailto:WorkINDiana@dwd.in.gov) **no later than 11:59PM (EST) May 21, 2018**. The folder should be named using the following format: programname\_WIRFA.

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<sup>9</sup> See <https://owl.english.purdue.edu/owl/resource/614/03/> a description, and examples of, the annotation process.

