

GRANT CONTINUATION APPLICATION

FOR

WorkINDiana Program Administration

Released by:
Indiana Department of Workforce Development
March 21, 2016

Application Submission Due: 10:00a.m. EST, April 29, 2016

Section I – Introduction

The Indiana Department of Workforce Development (IDWD) is issuing a Grant Continuation Application (GCA) to Regional Workforce Development Boards (RWDB) for the administration of the WorkINDiana training program in accordance with the scope of work, application preparation instruction section, and specifications contained in this document.

This GCA is being posted to the IDWD website (<http://www.in.gov/dwd/2904.htm>) for downloading. Neither this GCA nor any response (application) submitted hereto are to be construed as a legal offer.

WorkINDiana is a bridge program, the first step on a career pathway for lower-skilled adults. Through WorkINDiana, IDWD seeks to increase the rates at which WIOA Title II Adult Education (hereafter called Adult Education) students move into post-secondary occupational skills training with a focus on in-demand jobs, obtain credentials, and attain career advancement.

Section II – Eligibility Requirements

Individuals who wish to participate in WorkINDiana must meet the following eligibility requirements:

- Students must be currently enrolled in an Adult Education program; **OR** have a high school diploma or equivalent from an Adult Education program and have been enrolled in Adult Education during the current or previous program year.
- Students must have a student record in InTERS.
- Students must be enrolled in WIOA Title I Adult, Dislocated Worker, and/or Youth programs.
- Students must have a valid pre TABE test on file (refer to Educational Functioning Level Assessment Policy at <http://www.in.gov/dwd/2482.htm>).
- Students must have the referral form (See Attachment A in the WorkINDiana policy,2015-05), which shows the student has taken the Indiana Career Explorer assessment.
- Any additional entry requirements, such as TABE score minimums, may be set by the approved WorkINDiana training provider.

Section III – Scope of Work

RWDBs shall provide the following services:

1. A client-centric approach to services that include partnering and coordinating with Adult Education providers to:
 - a. Develop an enrollment process for WorkINDiana students that focus on removing barriers to training and streamlining the enrollment process
 - b. Identify a WorkINDiana contact at each WorkOne location
 - c. Develop a shared referral process with roles and responsibilities outlined by each entity
 - d. Promote open communication between Adult Education staff and WorkOne counselors who are working with Adult Education students
 - e. Staff participation in joint regional or statewide WorkINDiana trainings once a year
2. Promote partnerships between the RDWBs, Adult Education, training providers, and employers to ensure students are provided with a full-range of services, supports and employment opportunities;
3. Recruitment activities that, at a minimum, include attending orientation sessions and classrooms at the Adult Education site to jointly promote WorkINDiana training;
4. WIOA embedded services such as:
 - a. Career counseling, coaching and mentoring
 - b. Enrollment into training

- c. Case management
 - d. Student support services
 - e. Follow up services such as workforce preparation and job placement
5. Employer services such as:
- a. Providing input on the competencies/skills required to perform the job effectively
 - b. Job shadowing, internships, and/or work experiences paid or unpaid
 - c. Commitments to interview and hire students who complete training
 - d. Providing information on the effectiveness of training and the capabilities of the students who are hired

Section IV – Allocation

IDWD will grant funds to each region (i.e., Workforce Development Board) using the WorkINDiana formula allocation described in Table 1 below. These funds will be granted for a term beginning on July 1, 2016, to June 30, 2017. Up to 10% of the allocation may be used for administration. The remaining 90% of grant funds must be dedicated to WorkINDiana vouchers and supportive services following the statement of work (SOW) section above and any program guidelines and policies. The allocation has a floor of \$30,000 and a ceiling of \$300,000. More specifically, to make funding equitable, no region shall receive less than \$30,000 and no region shall receive more than \$300,000.

Table 1: WorkINDiana Formula Allocation

Variable	Description	Weight
% WorkINDiana Enrollment	The number of students enrolled in WorkINDiana per the monthly report for the following time frames: <ul style="list-style-type: none"> • PY2014-15 (July 1, 2014 – June 30, 2015) • PY2015-16 (July 1, 2015 – December 31, 2015) 	40%
% Adult Education Enrollments	<ul style="list-style-type: none"> • The number of students enrolled in Adult Education from NRS table 4 for the same time frames. 	10%
% Completion	<ul style="list-style-type: none"> • Of those enrolled in WorkINDiana per the monthly report for the same time frames, the number who completed the program 	15%
% Certification	<ul style="list-style-type: none"> • Of those who completed WorkINDiana per the monthly report for the same time frames, the number who earned a certification 	15%
% Placement	<ul style="list-style-type: none"> • Of those who completed WorkINDiana per the monthly report for the same time frames, the number who were employed 	20%

Table 2: WorkINDiana Regional Allocations

PY16-17 Allocations	
Region	PY16-17
1	\$ 96,196
2	\$ 147,830
3	\$ 202,626
4	\$ 182,047
5	\$ 208,671
6	\$ 97,010
7	\$ 187,972
8	\$ 103,014
9	\$ 300,000
10	\$ 30,000
11	\$ 47,231
12	\$ 238,746
TOTAL	\$ 1,841,343

* \$100,000 held back for high-performing regions

**Allocations based upon formula weights; adjusted for \$300,000 maximum & \$30,000 minimum.

Section V – Vouchers

WorkINDiana vouchers shall be issued to cover training costs at approved WorkINDiana training programs on behalf of qualified WorkINDiana participants. In addition, WorkINDiana programs and training costs must have been previously approved and listed on INTraining - the WIOA approved Eligible Training Prover List - with the WorkINDiana designation.

The vouchers will cover the cost of one certification exam as specified in the policy.

The vouchers/funds will be used for the cost of supportive services as specified in the policy.

Grantees must submit monthly fiscal reports to the IDWD and enrollment and voucher reports at the request of IDWD.

Section VI – Performance Metrics

IDWD will monitor WorkINDiana enrollment and performance and may choose to reallocate funds mid-year if performance in a region is not acceptable. Performance metrics include:

1. 2.5% enrollment (based on Adult Education total from previous year) by the end of the grant term; must show progress in moving towards this metric throughout the grant term
2. 80% completion rate
3. 74% certification rate
4. 60% employment rate
5. 90% of students enrolled in WIOA by the end of the grant term

Section VII – APPLICATION CONTENT

A. PROVIDER NARRATIVE (Up to 5 pages)

The provider narrative must address the following topics and in this order:

1. General Info/History of service provision

This section should cover important information about your organization including an organizational chart and must clarify whether the applicant is going to sub-contract or administer the WorkINDiana program themselves. This section should also include applicants experience with the WorkINDiana program.

2. Collaboration

This section should describe applicant’s ability and experience with working with a full array of participants in a collaborative manner. This should include IDWD in general, Employers, training providers, Adult Education providers, other community based organizations, and students from diverse backgrounds.

3. Qualifications and Staffing

This section should include at least 3 brief examples of staff working with Adult Education students, Adult Education providers, and employers on behalf of the WorkINDiana program. The roles/titles of staff assigned to work with Adult Education students should be indicated.

B. SERVICE NARRATIVE

Using the Scope of Work in Section III in this GCA as guidance, describe the implementation plan that will be utilized to administer the WorkINDiana program. This section must address all points in Section III of the Scope of Work and the points outlined below.

- 1. Proposed number of students to be served**
- 2. Certification training programs to be offered**
- 3. Average training costs per student**

C. COSTS

See Appendix C: for IN-KIND/MATCHING Costs template. Use the template provided, as this worksheet has embedded formula’s that will calculate the respective totals.

PLEASE NOTE: There are 2 sections to this form. Section I-Budget Detail and Section II-Budget Narrative. See Appendix C for instructions for both sections.

Section VIII – Application Instructions and Information

A. QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this GCA must be submitted in writing via email to WorkINDiana@dwd.in.gov.

If it becomes necessary to revise any part of this GCA, or if additional information is necessary for a clearer interpretation of provisions of this GCA prior to the due date for applications, an addendum will be posted on the IDWD website. If such addenda are necessary, IDWD may extend the due date and time of applications to accommodate such additional information requirements.

B. DUE DATE

One electronic copy of the application must be submitted via email to WorkINDiana@dwd.in.gov no later than **10 am on April 29, 2016**. Additional grant continuation requirements and submission details are included in Section VIII J Submission Requirements.

Any Region (WDB) that does not submit an application will forfeit allocated WorkINDiana funding. IDWD has sole discretion to determine how to allocate the forfeited funds to ensure the administration of the WorkINDiana program in every region.

C. APPLICATION CLARIFICATIONS AND DISCUSSIONS, AND GRANT DISCUSSIONS

The IDWD reserves the right to request clarifications on applications submitted to the IDWD. IDWD also reserves the right to conduct application discussions, either oral or written, with Applicants. These discussions could include requests for additional information or technical application revision, etc. Additionally, in conducting discussions, IDWD may use information derived from applications submitted by Applicants only if the identity of the Applicant providing the information is not disclosed to others. IDWD will provide equivalent information to all Applicants which have been chosen for discussions. Discussions, along with negotiations with responsible Applicants may be conducted for any appropriate purpose.

The IDWD and its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

D. TYPE AND TERM OF GRANT

The State’s intent is to sign a grant with the RWDBs for their respective region.

The term of the grant shall be for a period of 12 months, beginning **July 1, 2016, and ending June 30, 2017**. The State may exercise the option to extend grants.

E. AMERICANS WITH DISABILITIES ACT

The Applicant specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*).

F. SUMMARY OF MILESTONES

Key Grant Continuation Application Dates: Activity	Date
Issue of Grant Continuation Application	March 18, 2016
Submission of Applications	April 29, 2016 by 10:00 am
The following timeline is only an outline of the GCA process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.	
Application Evaluation	May 6, 2016
Notification of Awards	May 13, 2016
Grant Activation	July 1, 2016

J. Submission Requirements

1. **Electronic copies** of all required narrative responses must be submitted via email to WorkINDiana@dwd.in.gov. The subject line of the email should state “Region [#],” “Name of the

Regional Workforce Development Board,” “PY16-17 WorkINDiana Grant Continuance Application.”

If the electronic document is too large to be submitted in one email, the application should be sent in separate emails with the subject line of each email noting total number of messages being sent (e.g. Region 13, Workforce Strategies, PY16-17, WorkINDiana Grant Continuance Application Submission 1 of 2, Region 13, Workforce Strategies, PY16-17 WorkINDiana Grant Continuance Application, Submission 2 of 2, etc.)

A confirmation email will be sent to the contact person listed in the Section VIII J4. Contact Information when all components of the application are received.

2. **Application Format:** Applications must be typed, single-spaced, on an 8 ½ by 11 inch sized document with 1 inch margins, and 12 point font. Each page of the application, with the exception of the cover sheet, should be numbered as “page ___ of ___” with the name of the applicant on each page.

The provider narrative must address each topic in the order that it is listed in this GCA document.

3. **Responsiveness:** Regional Workforce Development Boards that fail to follow the requirements set forth in this document regarding page limits, number of copies and format may be considered non-responsive. The IDWD reserves the right to reject any or all applications at its sole discretion.
4. **Contact Information:** Contact information for the individual(s) who can respond to questions regarding the application must be listed on the Cover Sheet. The contact person should be the individual(s) who is knowledgeable of the application and who is authorized to provide information on behalf of the WDB.

K. Application Submission Order

1. Cover Sheet-Appendix B
2. Provider Narrative
3. Service Narrative
4. In-Kind/Matching Costs-Appendix C

L. Additional Information & Requirements

1. **Authorized Signatory:** The Regional Workforce Development Board’s authorized signatory must sign all signature documents in the application. This individual should typically be the director, president or chief executive officer of the organization or any individual who has the authority to negotiate and enter into and sign grants on behalf of the bidder’s organization.

Section VIII – Application Evaluation

A. APPLICATION EVALUATION PROCEDURE

The IDWD will select a group of personnel to act as a application evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating applications with regard to compliance with GCA requirements. All evaluation personnel will use the evaluation criteria stated in Section VIII B. EVALUATION CRITERIA, below. The IDWD will, in the exercise of sole discretion,

determine whether the application offers the best means of servicing the interests of the State of Indiana. Recommendation by the scoring team will be considered when determining which applications will be accepted for grants.

The procedure for evaluating the applications against the evaluation criteria will be as follows:

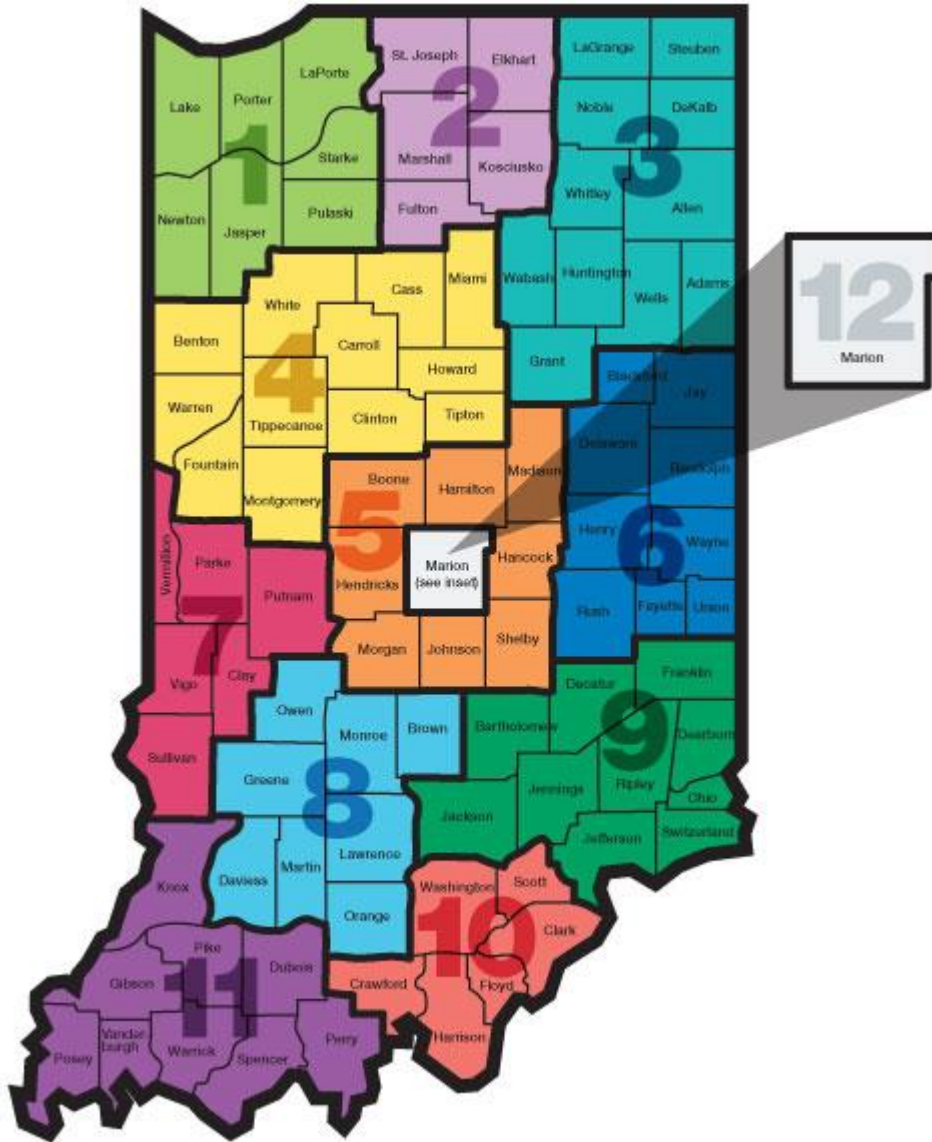
1. Each application will be evaluated for adherence to requirements on a pass/fail basis. Applications that are incomplete or otherwise do not conform to application submission requirements may be eliminated from consideration.
2. Each application will be evaluated on the basis of the categories included in Section VII A-B. A point score has been established for each category.
3. Based on the results of this evaluation, the qualifying application determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the IDWD for further action, such as grant negotiations. If, however, the IDWD decides that no application is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, an application is selected and it is not possible to consummate a grant with the Applicant, the IDWD may begin grant preparation with the next qualified Applicant or determine that no such alternate application exists. The State may also choose multiple Applicants to provide services, although it is the intent of this GCA to select a single Regional Workforce Development Board for each region.

B. EVALUATION CRITERIA

Applications will be evaluated based upon the ability of the Applicant to satisfy the requirements of the GCA. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). If any one or more of the listed criteria on which the responses to this GCA will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion, or criteria, will be disregarded and the responses will be evaluated and scored without taking into account such criterion, or criteria.

WorkINDiana Grant Continuation Application		Scoring Sheet	
Region: _____		Total	
Reviewer: _____		Score: _____	
Criteria	Points Possible	Points Earned	Comments
Adherence to Mandatory Requirements			
Followed instructions and standards format	Pass/Fail	0	
Application packet contained all required information	Pass/Fail	0	
A. Provider Narrative			
A1. General Info/History: Score is based on whether application adequately addresses all the response items and demonstrates the organization provided evidence of its ability to perform the functions described in their service narrative, including history of administering the WorkINDiana program.	15		
A2. Collaboration: Score is based on whether application adequately addresses all the response items and demonstrates fully formed and functional partnerships with IDWD, Employers, WorkOne Centers, Adult Education providers, and others.	15		
A3. Qualifications and Staffing: Score is based on completeness of responses to the items in the instructions, the quality of those responses, the strength of organizational experience, and demonstrated results.	10		
Provider Narrative TOTAL	40		
B. Service Narrative			
Score is based on adequacy of responses to all items in the instructions, the strength of approach and processes, and demonstration of an understanding of the work and objectives necessary in the administration of WorkINDiana programming. Including student-centric approach, future partnerships, recruitment activities, support services, etc.	60		
Service Narrative TOTAL	60		
TOTAL POINTS		100	
The IDWD will, in the exercise of the State's sole discretion, determine which application(s) offers the best means of servicing the interests of the State of Indiana. The exercise of this discretion will be final.			

APPENDIX A – IDWD Workforce Economic Regions



APPENDIX B – Application Cover Sheet: WorkINdiana Grant Continuation Application

Indiana Department of Workforce Development 10 N. Senate Ave., IGCS Indianapolis, IN 46204	Economic Growth Region:
Eligible Applicant Agency:	
Address – Administrative	Address – Other
Agency Telephone Number	Agency Fax Number
<u>Signing Authority</u> (This is the person who will sign the contract electronically in the state’s electronic grant agreement system): Name: Telephone: Email:	<u>Financial Officer</u> (This is the person who will receive electronic transfers and is responsible for submitting required fiscal reports): Name: Telephone: Email:
<u>Program Contact</u> (This is the person who will have day to day oversight of the program and is the main contact for DWD): Name: Telephone: Email:	
Grantee Statement of Certification : This application was prepared independently without consultation, agreement or cooperation with any other proposing agency or party. This application has been duly authorized by the governing body of the bidder. The applicant will comply with all rules and regulations of the funding agency and will revise this application, if necessary.	
_____ Authorized Signer’s Name Typed	_____ Authorized Signature
_____ Authorized Signer’s Title	_____ Date Signed