



DOL's Workforce Opportunity in Rural Communities (WORC) Funding Opportunity Announcement

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OVERVIEW

Partners

- U.S. Department of Labor-Employment and Training Administration
- Appalachian Regional Commission

Funding Opportunities

- Workforce Opportunity for Rural Communities (WORC) Grant Program - **\$29.2 million**
- Delta Workforce Grant Program - **\$1.5 million**

Technical Assistance

- Two Regional Workshops (Memphis and Baton Rouge)
- Post-award technical assistance for successful applicants



FUNDING OPPORTUNITIES

Workforce Opportunity for Rural Communities (WORC) Grant Program

- Total Program Funding: \$29.2M
- Award Ceiling: \$2.5M
- Award Floor: \$150k
- Funding Cycle: May 15 – July 15

Delta Workforce Grant Program

- Total Program Funding: \$1.5M
- Award Ceiling: \$150k
- Award Floor: \$25k
- Funding Cycle: July 1 – August 30



Acronym Definitions

- DOL: U.S. Department of Labor
- ETA: Employment and Training Administration
- FOA: Funding Opportunity Announcement
- RFP: Request for Proposals
- WORC: Workforce Opportunity for Rural Communities Grant Program
- DWP: Delta Workforce Program

Workforce for Opportunity for Rural Communities (WORC) Grant Program

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information

Funding Opportunity Description

PROGRAM PURPOSE (FOA pg. 4-6)

- Implement innovative approaches to address economic and workforce-related impacts
- Provide training and support activities to **Dislocated Workers, New Entrants in the Workforce, and Incumbent Workers**
- Support workforce development activities that align with state, regional, or community economic development strategy
- Foster expanded capacity and leveraging resources to address workforce development needs in the Delta and Appalachian regions

Funding Opportunity Description

PROGRAM PURPOSE (FOA pg. 4-6)

Intended Outcomes

- Economic and Workforce Development Alignment and Integration
- Consortia and Strategic Partnerships

Award Information

AWARD TYPE AND AMOUNT (FOA pg. 6)

- Funding will be provided in the form of a grant
- Total Program Funding: **\$29.2 million**
- Award Ceiling: **\$2.5 million**
- Award Floor: **\$150,000**

Award Information

PERIOD OF PERFORMANCE (FOA pg. 7)

- No more than 36 months
- Anticipated start date: October 1, 2019
- This period includes all necessary implementation and start-up activities

Eligibility Information

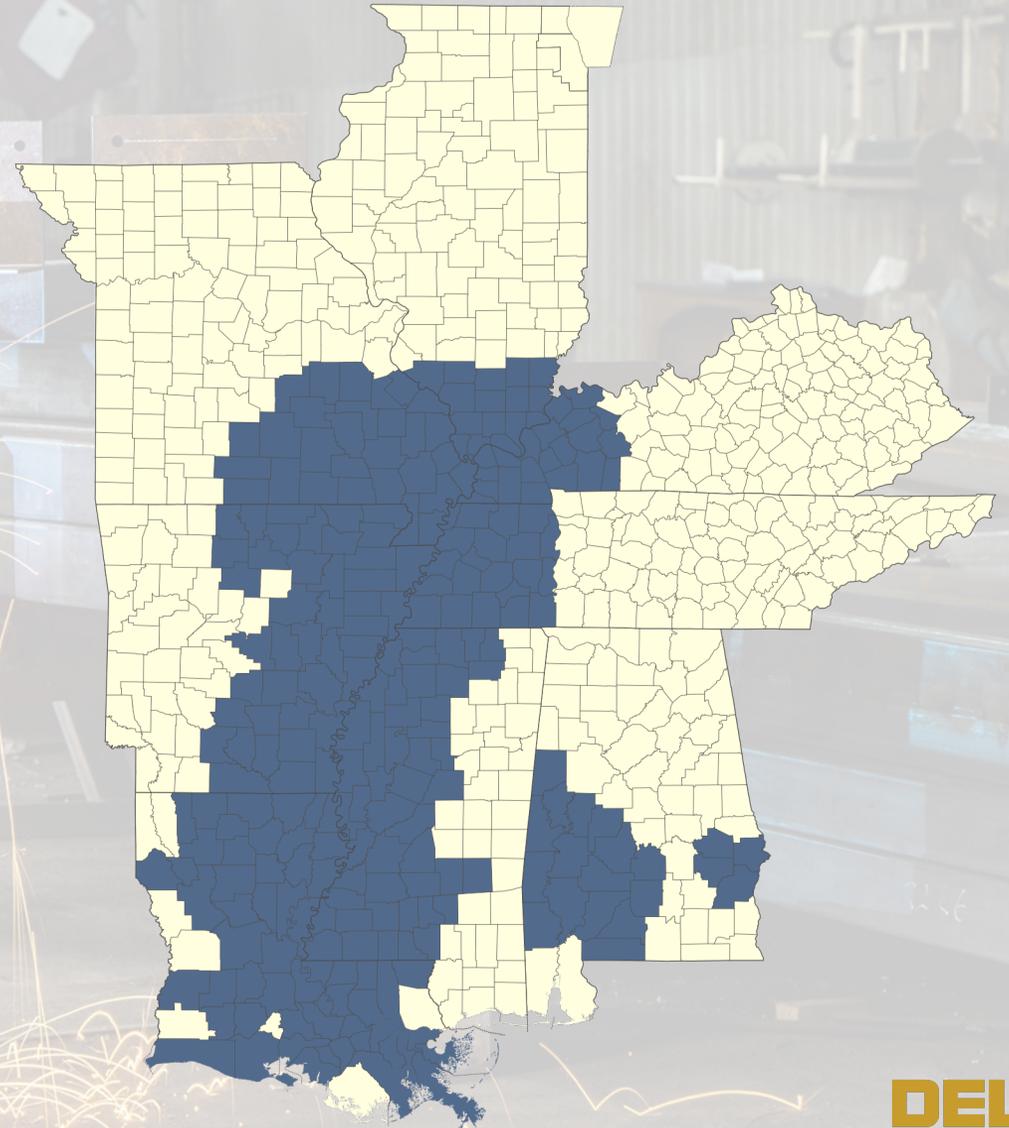
ELIGIBLE APPLICANTS (FOA pg. 7)

- State/County/City Government
- Special District Government
- Institution of Higher Education
- Regional Organization
- Non-profit Organizations
- Independent School District
- Public/Indian Housing
- Indian/Native American Tribal Government or Designated Organization

Eligibility Information

ELIGIBLE APPLICANTS (FOA pg. 7)

- Applicants **must** demonstrate that they are serving eligible participants who live and work in the **DRA/ARC regions**
- Applicants are *strongly encouraged* to **partner with other organizations** serving the proposed community(s), including potential employers, training providers, and community and faith-based organizations



Eligibility Information

COST SHARING AND LEVERAGED RESOURCES (FOA pg. 7)

- WORC does not require cost sharing or matching funds
- It is *strongly encouraged* for projects to leverage resources with partners and other stakeholders
- Applicants will be scored on how well they demonstrate that they have leveraged resources that will aid implementation of their workforce development program

Eligibility Information

APPLICATION SCREENING CRITERIA (FOA pg. 8)

Application Requirement	Instructions
The deadline submission requirements are met	Section IV.C
Eligibility	Section III.A
If submitted through grants.gov , the components of the application are saved in any of the specified formats and are not corrupt	Section IV.C.2
Application Federal funds request does not exceed the ceiling amount of \$2.5 million	Section II.A
SAM Registration	Section IV.B.1

Eligibility Information

APPLICATION SCREENING CRITERIA (FOA pg. 8)

Application Requirement	Instructions
SF-424 Application for Federal Assistance	Section IV.B.1
SF-424 includes a DUNS Number	Section IV.B.1
SF-424A Budget Information Form	Section IV.B.2
Budget Narrative	Section IV.B.2
Project Narrative	Section IV.B.3
Project Timeline (Attachment)	Section IV.B.4
Designation of DRA or ARC Region (Attachment)	Section IV.B.4

Eligibility Information

NUMBER OF APPLICATIONS APPLICANT CAN SUBMIT (FOA pg. 9)

- Only one application from each organization will be considered for funding
- Applicant organizations can be included as a partner on other applications

Eligibility Information

ELIGIBLE PARTICIPANTS (FOA pg. 9)

- New Entrants to the Workforce: Individuals who have never worked before or have been out of the workforce long enough time to make it as if they are entering the workforce for the first time
- Dislocated Workers: Individuals who were terminated or laid-off or have received a notice of termination or lay-off from employment; or those who were self-employed but now unemployed
- Incumbent Workers: Individuals who are currently employed and need training to secure full-time employment, advance in their careers, or retain their current positions

Eligibility Information

ELIGIBLE ACTIVITIES (FOA pg. 10-13)

- Training and Work-based Training Models
- Other Employment-Related Activities
- Proposed Innovative Service Delivery Strategies
- Participant Support Services
- Outreach and Interagency Coordination
- Purchasing Equipment and Making Renovations

Eligibility Information

ELIGIBLE ACTIVITIES

Training and Work-based Training Models (FOA pg. 10)

The primary focus of the WORC grant is the development of workforce training aligned with economic development priorities for the community or region served by the grant. Allowable activities include:

- Traditional classroom training; or
- Work-based learning such as apprenticeships, customized training programs, incumbent worker training, on-the-job training, internships, or other work experiences.

Eligibility Information

ELIGIBLE ACTIVITIES

Other Employment-Related Activities (FOA pg. 10-11)

Allowable activities include:

- Employability such as punctuality, personal maintenance skills, and professional conduct;
- In-depth interviewing and evaluation to identify employment barriers and development of individual employment plans; and
- Career planning (that includes a career pathway approach), job coaching, and job matching services.

Eligibility Information

ELIGIBLE ACTIVITIES

Proposed Innovative Service Delivery Strategies (FOA pg. 11)

Applicants are encouraged to propose unique or innovative models for delivery of services that aim to overcome challenges that exist in the region. Allowable activities include, but are not limited to:

- Broadband access and distance learning; and/or
- Availability of mobile service units, such as custom vehicles equipped with technology and other technology-enabled solutions to flexibly deliver training, outreach, and/or employment in remote areas.

Eligibility Information

ELIGIBLE ACTIVITIES

Participant Support Services (FOA pg. 11)

- Support services are those activities or resources designed to provide a participant with the resources necessary to enable their participation in career and training services or to gain or retain employment
- Grant recipients may offer support services to participants directly or through partner organizations, based upon the specific needs and focus of the project plan

Eligibility Information

ELIGIBLE ACTIVITIES

Participant Support Services (cont'd) (FOA pg. 11)

Allowable activities include, but are not limited to:

- Assistance with transportation;
- Assistance with child care and dependent care;
- Provision of stipends, wages, or other incentives to ensure participants are able to participate in the program or to obtain/retain employment;
- Linkages to community services, including services offered by partner organizations designed to support grant participants;

Eligibility Information

ELIGIBLE ACTIVITIES

Participant Support Services (cont'd) (FOA pg. 11)

Allowable activities include, but are not limited to:

- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective gear;
- Assistance with laptops or tablets, books, fees, school supplies, and other necessary items for students enrolled in training, work-based learning, or other elements of the proposed grant project;
- Payments and fees for employment and training-related applications, tests, and certifications;

Eligibility Information

ELIGIBLE ACTIVITIES

Participant Support Services (cont'd) (FOA pg. 11)

Allowable activities include, but are not limited to:

- Mental health services, including rehabilitation and treatment for substance use disorders (SUD) with inpatient treatment or intensive outpatient treatment/program (IOP) limited to 8-12 weeks;
- SUD recovery workforce strategies such as, but not limited to, recovery coaches, job/career coaches, and health navigator services; and
- Training site and/or workplace substance use testing and/or drug screening for trainees.

Eligibility Information

ELIGIBLE ACTIVITIES

Participant Support Services (cont'd) (FOA pg. 11)

- Note: Applicants proposing to include stipends or wages for participants **exceeding 20 percent** of the total grant award must receive **prior approval** from the grant officer

Eligibility Information

ELIGIBLE ACTIVITIES

Outreach and Interagency Coordination (FOA pg. 12)

- Another primary outcome of the WORC grant is to address specific, identified workforce needs of employers in the area covered by the grant
- Applicants are encouraged to consider, and incorporate where feasible, other roles that employers may play in grant activities
- Applicants may include plans to develop new, or enhance existing, strategies or approaches to build partnerships or relationships with regional employers

Eligibility Information

ELIGIBLE ACTIVITIES

Outreach and Interagency Coordination (cont'd) (FOA pg. 12)

- Applicants are encouraged to provide services to employers, particularly small and medium-sized employers, either individually or through industry-based approaches such as clusters or sectors.
- Employers may provide valuable insight into the development of innovative training approaches, as well as leadership in aligning/enhancing existing strategic plans for the economic diversification and overall development of the community or region

Eligibility Information

ELIGIBLE ACTIVITIES

Outreach and Interagency Coordination (cont'd) (FOA pg. 12)

Allowable activities include, but are not limited to:

- Designing and disseminating toolkits and training for employers to develop standards/processes that will enable recovery-friendly workplaces;
- Providing peer coaches, counseling, and worksite mentoring programs;
- Create, expanding, or enhancing apprenticeships, internships, and other work experiences, including subsidies of apprentice and intern wages;
- Creating customized training programs; and
- Establishing school-to-work type activities.

Eligibility Information

ELIGIBLE ACTIVITIES

Purchasing Equipment and Making Renovations (FOA pg. 12)

- Capital expenditures, such as the purchase of equipment or capital improvements, are **allowable with prior approval from the Grant Officer**
 - Provided they are related to addressing the employment and training needs of the community or region the applicant would serve with their grant project

Eligibility Information

ELIGIBLE ACTIVITIES

Purchasing Equipment and Making Renovations (FOA pg. 13)

Allowable activities include, but are not limited to:

- Capital improvements
 - Improvements to buildings or equipment
 - Minor alterations, renovations, or rearrangements of buildings/facilities/equipment
- Leasing space for training, education, and related activities

Note: New construction is not an allowable activity!

Application and Submission Information

HOW TO OBTAIN AN APPLICATION PACKAGE (FOA pg. 14)

- The Workforce Opportunity for Rural Communities (WORC) Grant Program FOA can be found at grants.gov

- Search Grant Opportunities using “WORC” as keyword

- Direct URL to page:

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=315986>

- Or visit: https://www.doleta.gov/grants/find_grants.cfm

A screenshot of the grants.gov search interface. The background is a dark blue header with the text 'HELP | REGISTER | LOGIN' in white. Below the header is a search bar with the label 'SEARCH:' on the left. The search bar contains a dropdown menu with 'Grant Opportunities' selected, a text input field with 'Enter Keyword...' placeholder text, and a red 'GO' button on the right.

SEARCH: Grant Opportunities Enter Keyword... GO

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION (FOA pg. 14)

Applications submitted in response to this FOA must consist of four separate and distinct parts:

1. SF-424 “Application for Federal Assistance”
2. Project Budget (composed of the SF-424A and Budget Narrative)
3. Project Narrative
4. Attachments to the Project Narrative

All mandatory forms can be found under “Package” on [grants.gov](https://www.grants.gov)

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

SF-424 Application for Federal Assistance (FOA pg. 14-16)

In order to submit an application, the applying organization must:

- Have a DUNS Number and include it in the SF-424
 - Don't have a DUNS Number? Visit the D&B website to get one for free: <https://fedgov.dnb.com/webform/displayHomePage.do>
- Be registered with the System for Award Management (SAM)
 - Find instructions for registered with SAM at <https://www.sam.gov>
 - If you are not yet registered on SAM.gov, do so ASAP to allow 4-6 weeks for processing

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget (FOA pg. 16-19)

- Applicants must complete the SF-424A Budget Information Form
- Additionally, applicants must provide a concise narrative explanation to support the budget request

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget (FOA pg. 16-17)

- Budget Narrative: Must provide a description of the costs associated with each line item on the SF-424A
 - Must breakout each line item and show how these costs were derived
 - Must provide additional information on the basis for the costs, and the function or use of particular items
 - If applicable, the budget narrative should also include a section describing any leveraged resources provided to support grant activities
 - Each category should include the total cost for the period of performance

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Personnel (**FOA pg. 16-17**)
 - List all staff positions by title (both current and proposed) including the roles and responsibilities
 - For each position, provide the annual salary, the percentage of time devoted to the project and the amount of each position's salary funded by the grant

Example: Provide for each position					
Position	Role	Yearly Salary	% of Time to Grant	# of Years Working for Grant	Total Cost
Trainer	Student Instruction	\$50,000	50%	2	\$50,000

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Fringe (FOA pg. 17)
 - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- Travel (FOA pg. 17)
 - For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel
 - Applicants who want to attend any post-award technical assistance events will need to request funding for travel costs under this line item
 - Applicants are encouraged to follow federal per diem rates when calculating costs for travel (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Equipment (**FOA pg. 17**)
 - Identify each item of equipment you can expect to purchase which has an estimated acquisition cost of \$5,000(+) per unit and a useful lifetime of 1(+) year(s)
 - List the item, quantity, and unit cost per item
 - In general, DOL does not permit the purchase of equipment during the last funded year of grant

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Equipment (FOA pg. 17)

Example: The SF-424A line item for equipment is \$500,000.

The budget narrative must include:

- The cost breakout
 - e.g., two CNC milling machines comparable to XYZ brand at \$250,000 each
- The role or function
 - e.g., these milling machines are used by area employers who require that all staff be certified in their operation; two are needed so that 12 trainees can work simultaneously, six on each machine

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Supplies (**FOA pg. 17**)
 - Items with a unit cost of less than \$5,000 are supplies not “equipment”
 - Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and unit cost per item
 - Supplies include all tangible property other than equipment

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Contractual (FOA pg. 17)
 - Under this line item, delineate contracts and subawards separately
 - A **contract** is defined as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award
 - A **subaward** is defined as an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity
 - For each proposed contract and subaward, specify the purpose and activities to be provided
 - Note: This line item does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Construction (**FOA pg. 18**)
 - Construction costs **are not allowed** and this line must be left as zero
 - **Minor alterations** to adjust an existing space for grant activities (such as classroom alteration) **may be allowable**
 - DOL does not consider this as construction and applicants must show these costs on other appropriate lines such as Contractual

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget

- Other (FOA pg. 18)
 - Provide clear and specific detail, including costs for each item so that DOL is able to determine whether the costs are necessary, reasonable and allocable
 - List any item, such as stipends or incentives, not covered elsewhere under this line item

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Budget (FOA pg. 18-19, 30)

- Indirect Costs
 - If you have a **Negotiated Indirect Cost Rate Agreement (NICRA)**, provide an explanation of how the indirect costs are calculated
 - This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base
 - Also, provide a current version of the NICRA
 - If you intend to claim indirect costs using the **10 percent de minimis rate**, please confirm that your organization meets the requirements
 - Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative (FOA pg. 19-23)

- The project narrative must demonstrate your capability to implement the grant project and provide a comprehensive framework and description of all aspects of the proposed project
- This section is **limited to 10 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman point text font and 1-inch margins**
- You must number the project narrative beginning with page number 1
- You must use the same section headers identified in the FOA for each section of the project narrative

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Statement of Need and Strategic Alignment (FOA pg. 19-21)

- This section must describe, in both quantitative and qualitative terms, the need for assistance, the nature and scope of the challenges, and the consequences of not addressing the need
- This section must clearly describe the project's proposed service area, including the specific communities, counties, demographics, and any relevant current workforce development needs or challenges
 - Attach any necessary support information such as maps or other data to demonstrate the area is eligible

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Statement of Need and Strategic Alignment (FOA pg. 19-21)

- Applications must include a description of the specific workforce needs faced by one or more employers in the proposed project area(s)
- Applicants are strongly encouraged to submit a portfolio of local support letters, but no less than one letter from an employer within the area
 - The employer(s) letter(s) must describe their specific workforce needs and their support of this grant to address those needs (e.g., XYZ Inc. needs 5 more welders and supports the creation or expansion of a welding apprenticeship program)

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Statement of Need and Strategic Alignment (FOA pg. 19-21)

- Applicants must describe the types of individuals targeted for participation in the grant, including demographic data and other information to support the proposed focus and to demonstrate the planned approach for identifying and enrolling eligible applicants

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Statement of Need and Strategic Alignment (FOA pg. 19-21)

- Strategic Plans: Applicants must identify, cite, and describe how their project aligns with any strategic or economic development plans for the proposed area to be served
 - Additionally, applicants must identify, cite, and describe how their project aligns with DRA's Regional Development Plan III (RDP3) and DRA State Plans
 - Applicants must identify specific portion(s) of these plans
 - These plans can be located at www.dra.gov/plans
 - Applicants must attach the relevant portion(s) of the plans to the application or provide a hyperlink or similarly accessible citation

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Statement of Need and Strategic Alignment (FOA pg. 19-21)

- Opportunity Zones

- If applicable, applicants should demonstrate that at least one census tract in the service area is classified as an Opportunity Zone
 - Designated Opportunity Zones can be found at: <https://www.irs.gov/pub/irs-drop/n-18-48.pdf> (for a comprehensive list) or [HERE](#) (for a visual map)

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Expected Outcomes, Outputs and Sustainability (FOA pg. 21-22)

- Applicants must clearly identify outcome(s) and output(s) that will result from the project
- **Outcomes** are the measurable results of the project, such as the number of people obtaining new jobs or receiving certification
- **Outputs** are tangible products or services that result from the project, such as new training programs and curricula

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Expected Outcomes, Outputs and Sustainability (FOA pg. 21-22)

- Applicants must also describe their plans for sustaining the activities funded by the grant once grant resources have expired
- Applicants must provide information more detailed than an intention to continue to seek additional grant funding from ETA or other funders
- Examples of sustainability plans might include tuition dollars; fees for services (e.g. renting manufacturing equipment for business use); and, employer payments (e.g. scholarships/tuition)

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Project Description (FOA pg. 21-22)

The project description must describe how an applicant proposes to address the need(s) identified, how the proposed plan aligns with existing local, regional, state, or other economic development plans, and define the community or regional partnership(s) that will ensure the success of these efforts. This section includes the following:

- Project Design
- Project Partners/Application Consortium

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Project Description (FOA pg. 21-22)

- Project Design
 - The project design must describe the education, training, and other activities as planned by the proposed project, address the proposed service area's skills gap, and **meet the documented needs of employers**
 - Applicants must outline the scope and detail of **how the project will accomplish the proposed work and include timelines for completion of work**
 - The outline and timeline **must account for all functions or activities identified in the budget**
 - Applicants must cite factors that might accelerate or decelerate the work and state the reason(s) for taking the proposed approach
 - Applicants must propose ways to ensure the achievement of proposed outcomes and outputs

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Project Description (FOA pg. 21-22)

- Project Partners
 - Applicants must describe the planned or existing partners in the proposed project
 - This section must **discuss each partner's role** and why each is included in the project and/or consortia
 - It must also **describe each partner's leveraged resources** to support the current and future success of the project
 - Applicants must include as attachments to their application letters or other documentation of engagement of the partners
 - **At least one employer must be engaged as a partner on the project (demonstrated in the narrative and via a letter of engagement and support)**
 - Applicants are strongly encouraged to **submit a portfolio of support letters** or other documentation of engagement from project partners

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Organizational, Administrative, and Fiscal Capacity (FOA pg. 22-23)

The grant review will include an assessment of the capacity of the applicant organization or consortium to carry out the proposed project effectively. To address capacity to carry out the proposed project, applicants must provide information including:

- The applicant's current mission, structure, and relevant experience
- How the applicant will manage and staff the project, and how staff, organizational structure, and management contribute to the applicant's ability to meet requirements and program expectations
 - Include information about any other organization(s) that will have a significant role in implementing the project and any previous experience implementing projects of similar design or magnitude.
 - **Resumes (or job descriptions for new or currently vacant positions) are required for all current or planned key personnel who may staff the project**

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Organizational, Administrative, and Fiscal Capacity (FOA pg. 22-23)

Cont'd...

- Experience managing Federal and other grants
 - The experience and training of specific staff managing federal funds may be substituted for organizational experience managing federal funds
- The fiscal and administrative controls in place to manage Federal funds.
 - Applicants may substitute a completed Financial System Assessment form as an attachment for the narrative section on 'fiscal and administrative controls'

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Project Narrative

Budget and Budget Narrative (FOA pg. 23)

See Slides 33-45

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative (FOA pg. 23-25)

- In addition to the Project Narrative, applicants must submit attachments
 - All attachments must be clearly labeled
 - DOL will only exclude those attachments (listed in the FOA) from the page limit
 - The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative
- Applicants must not include additional materials not requested by this FOA

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative (FOA pg. 23-25)

- Save all files with descriptive file names of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_)
- File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces or accent marks, and must be unique (e.g., no other attachment may have the same file name)
- You may use an underscore (example: My_Attached_File.pdf) to separate a file name

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Designation of DRA/ARC Region (FOA pg. 23-24)

- **You must submit a brief statement as a stand-alone attachment declaring for which region, the Delta or Appalachian, you are applying**
- If your project area covers counties or communities located within both regions, you must still declare which region you are applying for, as applications will be reviewed and funded based upon these regional designations
- Failure to include this document will result in your application not being reviewed
- **When submitting in grants.gov, applicants must upload this document as an attachment to the application package and specifically label it “Application Region”**

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Abstract (FOA pg. 24)

- **You must submit an abstract (up to two-pages) summarizing the proposed project**, including, but not limited to, the scope of the project and proposed outcomes
- The Abstract is **limited to two double-spaced, single sided 8.5x11 inch pages with 12-point text font and 1-inch margins**
- When submitting in grants.gov, applicants must upload this document as an attachment to the application package and **specifically label it "Abstract"**

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Abstract (FOA pg. 24)

The abstract must include:

- The applicant's name
- The project title
- A list of the counties included in the project area, and a demonstration of whether one or more of the areas included in the project area is considered a designated Opportunity Zone as defined by the U.S. Treasury Department
- Anticipated number and type of participants (e.g., dislocated workers, incumbent workers, new workforce entrants) to be trained
- The funding level requested
- Projected number of participants that will obtain new or enhance current jobs
- A brief summarization of the proposed project

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Project Timeline (FOA pg. 24)

- The applicant must submit a proposed Project Timeline, which includes a brief summary of planned grant activities and project milestones of the grant
- The timeline must cover the entire 36-month grant period of performance

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Evidence of Partnership Support and Employer Need (FOA pg. 24-25)

- Applicants must submit signed and dated letters of engagement, statement(s) of need, and/or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes
- **Your application must include at least one statement(s) of need from an employer attesting to the current and/or projected need for employees with the skills to be developed or enhanced through the proposed project plan**
- When submitting in grants.gov, **applicants must upload these letters as an attachment to the application package and label them “Letter of Engagement”**

Application and Submission Information

CONTENT AND FORM OF APPLICATION SUBMISSION

Attachments to the Project Narrative

Key Staff Resumes or Job Descriptions (FOA pg. 25)

- Applicants must provide resumes for all current or planned key personnel who may staff the project
- Job descriptions may be included for positions that are planned or currently unstaffed

Application and Submission Information

SUBMISSION DATE, TIME, PROCESS AND ADDRESS (FOA pg. 25)

- DOL must receive your application by **July 15, 2019 no later than 4:00pm Eastern Time**
 - Submittal can be electronic via www.grants.gov; or
 - Hardcopy by mail or hand delivery
- DOL will not review applications received after 4:00pm Eastern Time on the closing date
- DOL will not accept applications sent by email, telegram, or fax

Application and Submission Information

SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Hardcopy Submission (FOA pg. 25-26)

- All hardcopy applications mailed or hand delivered must be received at the designated place by the specified closing date and time
- Applications must be submitted “copy ready” free of bindings, staples, or protruding tabs
- Applications submitted in hardcopy must also include an identical electronic copy on CD or flash drive
- **Do not mail a hardcopy AND submit via www.grants.gov**

Application and Submission Information

SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Hardcopy Submission (FOA pg. 25-26)

Submit to:

U.S. Department of Labor

Employment and Training Administration

Office of Grants Management

Attention: Lynn Fraga, Grant Officer

Reference FOA-ETA-19-08

200 Constitution Avenue, NW, Room N4716

Washington, DC 20210

Application and Submission Information

SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Electronic Submission through Grants.gov (FOA pg. 26-28)

- Read through the registration process carefully before registering
 - These steps may take as much as four weeks to complete, and this time should be factored into plans for timely electronic submission
- Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>
- Grants.gov applicants can apply online using Workspace
 - Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Application and Submission Information

SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Late Applications (FOA pg. 28)

DOL **will not consider** any hardcopy application received after the exact date and time specified for receipt at the office designated in this notice

Application Review Information

CRITERIA (FOA pg. 32-33)

DOL has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged.

Reviewers will award points based on the evaluation criteria described below:

Criterion	Points (maximum)
Statement of Need and Strategic Alignment	25
Expected Outcomes, Outputs and Sustainability	25
Project Description	28
Organizational, Administrative and Fiscal Capacity	10
Budget and Budget Narrative	12
TOTAL	100

Application Review Information

CRITERIA (FOA pg. 33)

This section of the application covers an applicant's description of the area and individuals to be served, and addresses the workforce and other needs that the proposed project will attempt to address. There are five scored elements:

Criterion	Points (maximum)
1. Statement of Need and Strategic Alignment	
a. Description of Community(ies) and Needs	5
b. Description of Workforce Needs	5
c. Target Population	5
d. Alignment with Strategic Plan(s)	8
e. Demonstration of Inclusion of Opportunity Zone	2
SECTION TOTAL	25

Application Review Information

CRITERIA

Statement of Need and Strategic Alignment (FOA pg. 33-34)

- Description of Community and Needs
 - The extent to which the application demonstrates a comprehensive understanding of the area(s) served by the project
 - Including demographics, challenges, and other need(s) and the consequences of not addressing the need(s), based on the quantitative and qualitative information provided
- Description of Workforce Needs
 - Demonstration of this need must include evidence of the specific workforce-related needs of at least one employer in the area covered by the proposed project

Application Review Information

CRITERIA

Statement of Need and Strategic Alignment (FOA pg. 34)

- Target Population
 - A description of the population intended to be served through the grant, including any supporting information on why this population was selected
- Alignment with Strategic Plans
 - Provide evidence of alignment with relevant Federal, State, and local plans
 - Attach relevant excerpts of the plans (citing verifiable reference) or provide a hyperlink or similarly accessible citation
 - Identify the portions of the plan(s) stating relevant goals, components, descriptions of needs, or action items of the plan the applicant's project would address
 - Demonstrate how the applicant's project and its activities and outputs would address the identified portions of the plan(s)

Application Review Information

CRITERIA (FOA pg. 33)

Criterion	Points (maximum)
2. Expected Outcomes, Outputs and Sustainability	
a. Proposed Project Outcomes	10
b. Proposed Project Outputs	10
c. Project Sustainability	5
SECTION TOTAL	25

Application Review Information

CRITERIA

Expected Outcomes, Outputs and Sustainability (FOA pg. 35)

- Proposed Project Outcomes: The extent to which the expected outcomes are reasonable, measurable, realistic, clear, and consistent with the expressed need.
- Proposed Project Outputs: The extent to which the expected outputs are reasonable, measurable, realistic, clear, and consistent with the expressed need.
- Project Sustainability: Does the applicant put forward a reasonable plan for sustaining the training components of the project past the conclusion of the period of performance? This plan should go beyond simply applying for additional grants and be based on an income stream from tuition, employers, fees for services, or other source.

Application Review Information

CRITERIA (FOA pg. 33)

Criterion	Points (maximum)
3. Project Description	
a. Project Design	15
b. Project Partners	13
SECTION TOTAL	28

Application Review Information

CRITERIA

Project Description (FOIA pg. 35)

- Project Design:
 - The extent to which the application reflects a coherent and feasible approach for successfully delivering outcomes and outputs addressing the identified needs of the community, employers, and job seekers and workers.
 - The design addresses reasonable timelines for completion of work, any factors that might accelerate or decelerate the required work; and the degree to which the project takes into account barriers that may impact the project's success.

Application Review Information

CRITERIA

Project Description (FOA pg. 35)

- Project Partners:
 - The strength or value of identified or planned partnerships as exemplified through proposed roles and responsibilities, leveraged resources or programmatic alignment, letters of engagement or commitment, or Memoranda of Understanding between the applicant and each identified partner, or other evidence.
 - **At least one letter or other document from an employer in the area covered by the grant identifying one or more specific workforce needs that would be addressed by the proposed project is required**, noting that those **applicants including a portfolio of letters of support and collaboration earn more of the 13 possible points** for this section.

Application Review Information

CRITERIA (FOA pg. 33)

Criterion	Points (maximum)
4. Organizational, Administrative and Fiscal Capacity	
a. Staffing and management Plan	5
b. Organizational and/or staff experience managing grants	2
c. Fiscal controls	3
SECTION TOTAL	10

Application Review Information

CRITERIA

Organizational, Administrative and Fiscal Capacity (FOA pg. 35-36)

- **Staffing and Management Plan**

- The extent to which the applicant has clearly and convincingly demonstrated it has the capacity to carry out this proposed project, including a detailed description of the applicant's staffing plan, structure, and partners
- Applicant demonstrates that they have the necessary resources to effectively track expenditures and outcomes.

- **Organizational Experience**

- Applicant has relevant organizational experience and/or has staff with experience and/or training managing federal and other grants

- **Fiscal Controls**

- The strength of the fiscal and administrative controls for properly managing Federal funds

Application Review Information

CRITERIA (FOA pg. 33)

Criterion	Points (maximum)
5. Budget and Budget Narrative	
a. All items included in the budget align with the project description	4
b. Grant award plus leveraged resources are adequate to fully implement project as described and lead to attainment of outcomes	4
c. All costs included in the budget, including personnel, equipment, and capital improvements are reasonable for the type of project and location	4
SECTION TOTAL	12

Application Review Information

CRITERIA

Budget and Budget Narrative (FOA pg. 36)

- Alignment of Budget and Project Description
 - The SF-424A and Budget Narrative clearly reflect all grant activities proposed in the project narrative
- Adequacy of Funding Request and Leveraged Resources
 - Requested grant funds and any identified leveraged resources are adequate to fully implement project as described, and lead to attainment of outcomes
 - The budget narrative should include a description of any leveraged resources provided (as applicable) to support grant activities and fully implement proposed training
- Costs Reflect Scope of Work and Service Area
 - All proposed costs referenced in the SF-424A and Budget Narrative are reasonable for the scope of work and the project service area
 - Also, proposed costs directly support the implementation of the project and realization of the outcomes.

Application Review Information

REVIEW AND SELECTION PROCESS (FOA pg. 36)

Merit Review and Selection Process (FOA pg. 36)

- A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications
- These criteria are based on the policy goals, priorities, and emphases set forth in this FOA
- Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided
- The final scores will serve as the primary basis for selection of applications for funding

Award Administration Information

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS (FOA pg. 41-46)

Special Program Requirements (FOA pg. 45-46)

- **ETA Evaluation**
 - As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL
- **Performance Goals**
 - Applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA

Award Administration Information

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS (FOA pg. 41-46)

Reporting (FOA pg. 46)

- Applicants must indicate in their application the performance measures they will collect and share as part of their proposed project.
- Performance elements may consist of metrics or data that the organization already collects with respect to participants and/or grant projects.
- The application must also demonstrate how these measures are reflective of the overall goals for the project and for the regional strategy.
- Section IV.B.3.B. requires that awarded grantees provide information to state workforce agencies to register certain participants in the Wagner-Peyer Employment Service program, which allows the Department to collect employment outcomes data with minimal reporting burden by the grantees.
 - DOL will provide technical assistance to all grantees to help them complete this requirement

Award Administration Information

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS (FOA pg. 41-46)

Reporting (FOA pg. 46)

- Grantees will be expected to produce a final report no more than 45 days after the end of the project period of performance
 - Semi-annual reports will be due to ARC and DRA through the end of the project period of performance
- The final and semi-annual reports should address all outcomes and outputs from the project
- These reports should also include descriptions of any learnings (positive or negative), any impacts on partnerships or leveraged activities, describe how the project activities will be sustained, and other information that demonstrates the value to the community from the project

Agency Contacts (FOA pg. 46)

For more information about this FOA, contact:
Diane Easterling, Grants Management Specialist
Office of Grants Management
(202) 693-2625

Applicants should email all technical questions to easterling.diane@dol.gov
and must specifically reference **FOA-ETA-19-08**

- Include a contact name, phone number, and fax (if applicable)



Technical Assistance Regional Workshop

Sheraton Downtown Memphis Hotel

June 4, 2019

FUNDING OPPORTUNITIES

Workforce Opportunity for Rural Communities (WORC) Grant Program

- Total Program Funding: \$29.2M
- Award Ceiling: \$2.5M
- Award Floor: \$150k
- Funding Cycle: May 15 – July 15

Delta Workforce Grant Program

- Total Program Funding: \$1.5M
- Award Ceiling: \$150k
- Award Floor: \$25k
- Funding Cycle: July 1 – August 30

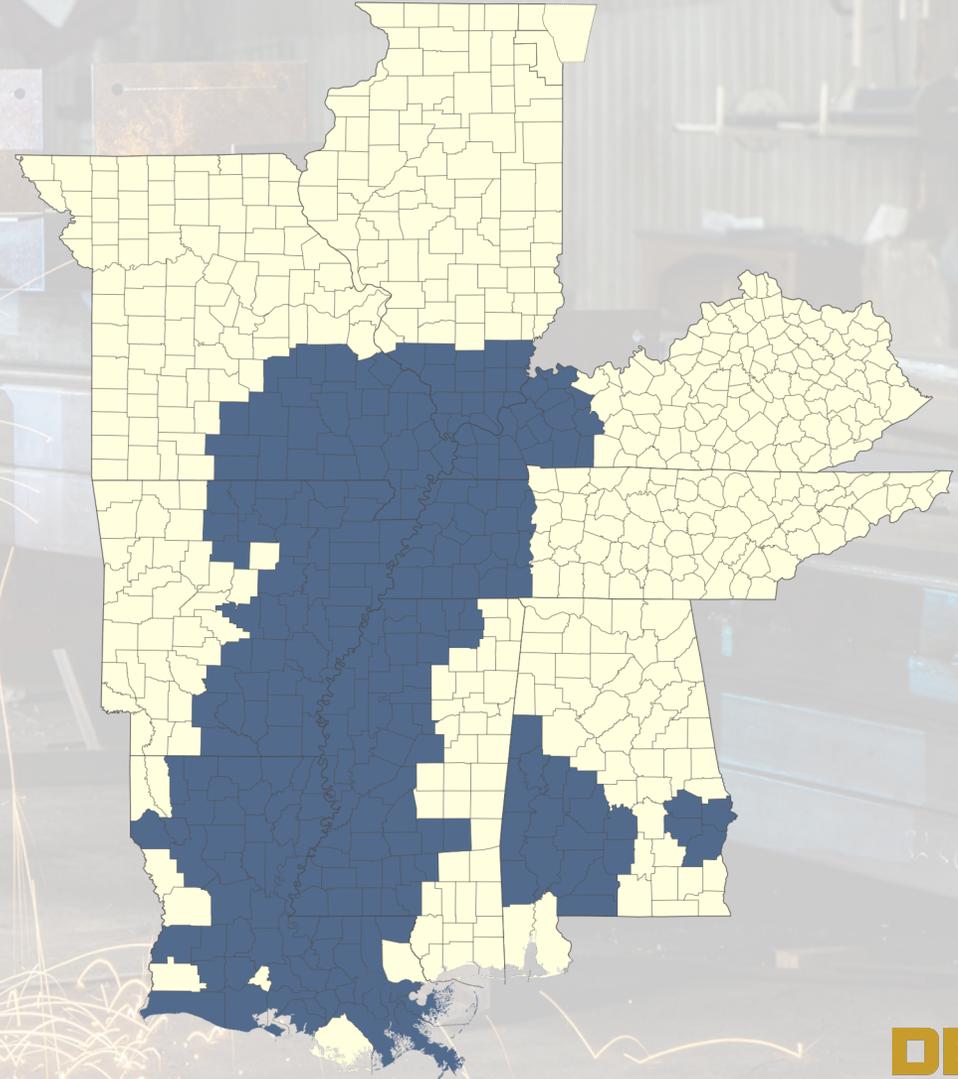


Delta Workforce Grant Program (DWP)

- A. DRA Overview
- B. Program Description
- C. Award Information
- D. Eligibility Information
- E. Application and Submission Information
- F. Application Review Information
- G. DRA Contact Information

DRA Overview

- Established in 2000
- Federal-State Partnership
- Economic and Community Development
- Eight States and 252 Counties/Parishes
 - Alabama
 - Arkansas
 - Illinois
 - Kentucky
 - Louisiana
 - Mississippi
 - Missouri
 - Tennessee



Program Description

DWP is a \$1.5 million grant program that supports efforts to develop and sustain a more prosperous economic future for Delta communities by:

- Aligning workforce and economic development strategies
- Enhancing job training and re-employment opportunities
- Creating a sustainable talent pipeline
- Establishing or enhancing regionally specific industry sectors or clusters
- Supporting regional competitiveness through investments in innovative programming

Program Description

Investment Priorities

- Supporting Industry-Led Workforce Training
- Building Collaborative Talent Pipelines
- Developing or Enhancing Industry Clusters
- Accelerating Regional Economic Development

Program Description

Objectives

- Workforce Training for High Demand Careers
- Job Creation
- Capital Investment

Eligibility Information

Eligible entities include:

- County/Parish Government
- Local Government
- Special District Government
- Regional Development Organizations
- Institutions of Higher Education
- Public or Private Non-profit Organizations or Associations
- Workforce Investment Boards

Period of Performance

- The period of performance for awards made under the 2019 DWP Program will be no more than 24 months after the Notice to Proceed
- The Notice to Proceed will be provided to the grantee within 45 days of public announcement

Application and Submission Information

The Notice of Intent to Apply and Application (and related attachments) can be submitted electronically via the DWP Program Portal available at: www.dra.gov/workforce

- Funding cycle opens July 1
- Notice of Intent to Apply due August 16
- Electronic Application due August 30

Application Review Information

- Internal Review
- External Review
- Budget Negotiation (if deemed necessary)
- Final Selection by DRA's Federal Co-Chairman in September 2019

DRA Contact Information

For more information about this RFP, contact:

Aury Kangelos, Program Manager

Delta Regional Authority

(901) 484-5082 mobile

workforce@dra.gov

Applicants should email all technical questions to workforce@dra.gov and must specifically reference **Delta Workforce Grant Program**

- Include a contact name, applicant organization name, and phone number



Headquarters:

236 Sharkey Avenue
Suite 400

Clarksdale, MS 38614
662.624.8600

Washington, DC:

444 North Capitol Street NW
Suite 365

Washington, DC 20002
202.434.4871

dra.gov/workforce