Project Development Guide

Application Package
- SF-424 “Application for Federal Assistance”
- Project Budget (including SF-424A and Budget Narrative)
- Project Narrative
- Attachments to the Project Narrative

Use the following guide for preliminary project development in advance of applying for the WORC Grant Program.

1. General Requirements
   - Does the applicant have a DUNS Number?
   - Is the applicant registered with the System for Award Management (SAM)?
     - Is the applicant’s SAM registration “active”?

2. Application Screening Criteria
   - Review the application screening criteria in the FOA (pg. 8). Will the applicant meet all of these requirements? If not, what is missing?

3. Project Summary
   - Briefly describe the proposed project concept.
   - Who is the applicant?
   - Is the applicant located in the DRA or ARC regions? If so, where?
     - Is the applicant located outside of the DRA or ARC regions? If so, where?
     - How will the applicant be serving participants located in the DRA or ARC regions?
   - What community(ies) or region will the project serve?
4. Eligible Applicants
   o Is the applicant eligible according to the list provided in the FOA?
   o Is the applicant including other partners? If so, who are the other partners?

5. Eligible Activities
   o Is the applicant providing one or more of the following services or activities? If so, which one(s)?
     ▪ 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
   o Briefly describe how the applicant will provide one or more of these services and activities.
     ▪ If providing more than one of these services or activities, describe how the applicant will coordinate implementation.

6. Project Purpose
   o Does the proposed project address one or both of the intended outcomes outlined in the FOA? If so, how?
     ▪ Economic and Workforce Development Alignment and Integration
     ▪ Consortia and Strategic Partnerships
   o What are the specific workforce needs of local or regional employers in the proposed project area(s)?
   o What types of individuals will the proposed project target for participation in the workforce program?
     ▪ What is the planned approach for identifying and enrolling eligible participants?
   o Is the proposed project aligned with an economic development plan? If so, which one?
     ▪ How does the proposed project support specific portions of the economic development plan?
   o Is the proposed project aligned with DRA’s Regional Development Plan III (visit [www.dra.gov/plans](http://www.dra.gov/plans))?
- How does the proposed project support specific portions of RDP III?
  - Is the proposed project serving an area located in a designated Opportunity Zone?

7. Period of Performance
   - How long will the proposed project take to complete?
   - Can the proposed project feasibly be completed in 36 months or less?

8. Expected Outcomes, Outputs and Sustainability
   - What are the outcomes of the proposed project?
     *Note: Outcomes are the measurable results of the project, such as the number of people obtaining new jobs or receiving certification.*
     - What is the anticipated # of participants receiving training and other services?
     - What is the anticipated # of employers receiving services?
   - What are the outputs of the proposed project?
     *Note: Outputs are tangible products or services that result from the project, such as new training programs and curricula.*
     - Will there be development of a new certification program(s)?
     - Will new curricula to be developed? If so, what kind specifically?

*Note: Applicants should locate contact information for their state workforce agency since they will need to work with these respective entities for outcomes and reporting.*

9. Project Description
   - What specific type(s) of education, training, and other activities will the proposed project address?
   - What is the proposed project area’s skills gap?
     - What type(s) of skilled workers do local employers need?
   - Are program participants considered one or more of the following: New Entrant to the Workforce, Dislocated Worker, or Incumbent Worker?
     - Is the program targeting one or more of these categories?
▪ If so, which worker category(ies) will the program impact (e.g., what type of individuals will receive training and other employment-related services)?
  o What is the proposed scope of work?
    ▪ What is the timeline for each major task?
  o What is the timeline overall?
  o How will the proposed project ensure achievement of the proposed outcomes?
  o Which partners are involved in the proposed project?
    ▪ Describe their roles.
  o For the portfolio of support letters, which partners (including employers) will be included?

10. **Cost Sharing and Leveraged Resources**
  o Is the applicant providing a match in the form of cash or in-kind resources? If so, how much cash or in-kind resources?
    ▪ What are the in-kind resources being provided and how do they directly support the project?
  o Is the applicant’s partner(s) providing a match in the form of cash or in-kind resources? If so, how much cash or in-kind resources?
    ▪ What are the in-kind resources being provided and how do they directly support the project?