NOTICE OF AVAILABILITY OF FUNDS
WORK-BASED LEARNING PILOT GRANTS

Background

The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to complete in the global economy. The legislation makes key investments in serving disconnected youth and other vulnerable populations by increasing the use of proven service models, such as on-the-job training, pre-apprenticeships, summer jobs and internships so that youth can be prepared for employment. This is the first legislative reform in fifteen years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The Midlands Workforce Development Board contracts with two organizations to provide the comprehensive array of WIOA Youth elements to the residents of Fairfield, Lexington and Richland Counties. To advance the purpose and intent of WIOA, the Midlands Workforce Development Board (MWDB) seeks to strengthen the work-based learning component of the Youth program elements to better prepare a skilled workforce for current and emerging jobs. A combination of Pre-Apprenticeship, Apprenticeship, Internship, Co-Op, and On-the-Job Training is the strategy to enhance current work-based learning activities. These activities are focused on acquisition of the following:

- Academic learning
- Development of career-track skills
- Development of professional skills
- Employment (temporary or permanent)
- Exposure to a career field and/or the world of work

The MWDB has approved funding up to **$300,000** to pilot Youth services within these advanced work-based learning activities. The Board anticipates awarding 1-3 contracts.

Program Purpose
The funds set aside by the MWDB will be used to pilot the advanced work-based learning activities for future replication within the year-round programs. The pilot project will target youth ages 17-24 who are eligible for the WIOA Youth services. During the program, participants will:

- Receive a customized Individual Employment Plan (IEP) after completing the assessment process
- Participate in an advanced work-based learning activity
- Earn an occupational skills credential
- Receive twelve (12) months of follow-up services to successfully transition into unsubsidized employment and/or pursue advanced training to enhance their career entry and advancement

Additionally, participants may receive wraparound support services to address their basic needs and reduce or eliminate barriers to success.

Period of Performance
The funding set-aside by the MWDB will support the pilot project for a period of up to six (6) months, to not include the full twelve (12) months of follow-up. The anticipated start date of awarded projects is **April 1, 2019**.

Eligible Applicants
All public and private entities are eligible to apply for a pilot grant. Entities that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities are not eligible to receive grant funding. Additionally, entities that have failed to perform successfully and/or sustain fiscal integrity on

previously awarded grants are not eligible to apply. Successful performance includes timeliness or compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and meeting or achieving the expected outcomes. Entities with demonstrated expertise in serving youth and young adults with barriers to employment are strongly encouraged to apply.

Each applicant may only submit one application for funding. To ensure full implementation of the pilot, applicants are encouraged to leverage resources from complimentary partners, programs and activities including their own organization. Partnership and collaboration should be demonstrated through a complete narrative to outline the additional resources brought to the pilot and how each will complement the program design. If awarded a pilot grant, the applicant must obtain a Memorandum of Understanding (MOU) to partner with any outside entity no later than 30 days from the award date of the grant. The agreement should be submitted to the Grantor.

Eligible Participants
In order to be eligible for the pilot program, participants must:
- Be a US Citizen or eligible non-citizen;
- Be in compliance with Selective Service registration requirements (for male applicants over age 18);
- Meet Youth program specific eligibility:
  *Out of School Youth***:**
  - Not attending any school (as defined by State law)
  - An individual 16-24 years of age (priority will be given in the Midlands to 17-24)
  - Authorized to work in the United States
  - An individual who has one or more of the following barriers:
    - A school dropout
    - Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
    - A recipient of a secondary school diploma who is a low-income individual and is:
      - Basic skills deficient; or
      - An English language learner
    - Subject to the juvenile or adult justice system
    - Homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
    - Pregnant or parenting
    - A disability
    - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment
    - Requires additional assistance to complete education as defined by the Midlands area.
  *In-School Youth***:**
  - Attending any school (as defined by State law)
  - An individual 14-21 years of age (priority will be given in the Midlands to 17-21)
  - A Low income individual (WIOA family income guidelines)
  - Authorized to work in the United States
  - An individual who has one or more of the following barriers:
    - Basic skills deficient
    - An English language learner
    - An offender
      - A homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
      - Pregnant or parenting
    - A disability
    - Low income and requires additional assistance to enter or complete an educational program

or to secure or hold employment
- o Requires additional assistance to complete education as defined by the Midlands area.

Expenditure of Funds
Applicants may apply for funding for up to $300,000 to be spent over a 6-month period. Grant funds are intended as assistance in piloting an advanced work based learning project in conjunction with another employment and training style activity. The Board is particularly interested in piloting work-based learning that ties occupational skills training and hands-on application of the knowledge in the workplace such as an Apprenticeship or Internship model. During the grant period, funds may be used to support overhead expenses (staff, program supplies, etc.). However, it is intended that the funds be used to fund work-based learning activities in the form of payment to the participants and/or services to the participants. A minimum of 25% of the grant total must be for work-based learning expenses (participant wages/stipends and staff costs for developing and maintaining the work sites).

Expected Outcomes
The pilot is outcome driven. At the completion of the 6-month grant period, the following outcomes are expected to have been achieved.
- All participants be accurately tracked in SC Workforce Online Services;
- All participants clarify employment and training goals;
- All participants receive an advanced work based learning placement;
- 85 percent of the participants placed successfully complete the placement;
- 77 percent of the participants be employed in unsubsidized employment and/or enrolled in advanced training following the project activity;
- 75 percent of the participants placed in employment or training in follow-up be in training related fields;
- 5 percent or less of the participants be classified as unable to locate.

In order to successfully implement the pilot, it is highly recommended that the grantee evaluate performance on a bi-monthly basis.

Participant Tracking and Data Management
Grantees are required to track participant activities and performance outcomes in SC Works Online Services (SCWOS). Training will be provided to ensure correct usage of the system.

Grantee Orientation and Professional Development
MWDB staff will provide a grant orientation for successful bidders who are awarded a pilot grant contract. The orientation will cover financial and programmatic reporting, participant tracking in SCWOS and general grant expectations. Grantees will also be expected to attend MWDB Youth Committee meetings and statewide Youth provider meetings. These meetings are held in the Midlands area.

Application Narrative
Applicants must clearly and completely respond to the RFP highlighting their ability, qualifications and plan for implementation.

1. **Applicant Information**
   a. Provide the full name, mailing address, physical address, phone number and web address of the entity/organization applying for the grant funding.
   b. Provide a point of contact for the application and program implementation, including the individual's name, mailing address, physical address and email address.
   c. Provide a complete and thorough overview of the entity/organization applying for funding, including the organizational structure and demonstrated experience in serving youth and young adults with barriers to employment as well as experience in working with one or more of the work-based learning components.

d. Provide the entity's DUNS number and a five year summary of any Federally-funded grant or program the entity has administered including the entity's fiscal and programmatic performance on the grant.

2. **Project Design** Plans should contain and address the following components:
    a. **Participant Selection:** Describe in detail the process that will be implemented to recruit, screen and select eligible participants to participate in the program. Refer to Participant Eligibility to provide a complete and thorough response. How will the project be promoted? What criteria will be used for participant screening?

    b. **Work-Based Learning Site Selection, Matching and Progress Monitoring:** Describe in detail the targeted work-based learning targeted sites, existing relationships with the sites, potential program participants, occupations targeted, the process to match the two and progress benchmarks planned. This should include a brief description of the classroom skills possessed by the participants and specific skills or competencies to be learned or practiced at the worksite.

    c. **Wrap-around Services:** Describe any wrap-around services proposed with the project to enable the success of the work-based learning opportunity. This should include any services needed to prepare the participant for the advanced work-based learning to include classroom occupational training, resume refinement, and supportive services to include services or goods necessary to participate at the worksite. Coordination with other programs and organizations is encouraged.

    d. **Participant Case Management and Expected Outcomes:** Describe how the applicant will case manage participants while at the worksite and prepare for the individual's next steps after the worksite period. Explain how the applicant will determine appropriateness and ensure placement into either continued advanced training and/or unsubsidized employment at the conclusion of the work-based learning activity.

    e. **Scalability:** The Board's goal for this pilot is to prepare for scalability of this element to the year-round full WIOA program. Describe how this program design is prepared to incorporate into the full program and enable an array of WIOA participants to participate in the element.

3. **Partnerships and Collaboration** Discuss how you will identify and engage other organizations/entities in the project. How will resources and services be leveraged to promote the project to potential participants? How will the resources be used to provide components of the project if applicable? Identify any opportunities for co-enrollment in complimentary programs or projects, especially for the provision of wrap-around or supportive services. Attach any applicable letters of support that will aid in the deployment of the project. Any letter attached should clearly express the organization's intent to be an active partner and outline the entity's role and responsibilities.

4. **Budget and Budget Narrative** Use the budget worksheet attachment template to develop a grant budget. If awarded a grant, you will be required to complete a detailed budget and to submit monthly Financial Status Reports (FSRs) on or before the 10th of each month.

    Provide a thorough explanation for each budget line item emphasizing how the funds will be used to successfully implement the project. The narrative should include:
    a. **Salaries and Fringe Benefits:** Itemize any project supported staff costs to include salaries and fringe benefits.
    b. **Local Travel:** Estimate staff travel associated with the project in coordinating and monitoring worksites. Reimbursement rates are limited by Federal and State guidelines.
    c. **Supplies:** Provide a list of supplies needed to implement the project, including a summary of items to be used and the estimated costs.

d. **Participant Assessments:** Provide an inventory of the participant assessments that may be used in the program such as TABE and/or WorkKeys, including a summary of each of the estimated costs per assessment. Note the awarded contract may be able to utilize assessments at the Administrative level at no cost.

e. **Wages/Stipends:** Provide an estimated amount per participant and total allocated for wage/stipends for work-based learning activities. The costs should be delineated by activity if more than one is proposed. Note a minimum of 25% of the grant total must be expended on work-based learning activities.

In the narrative, please indicate which position(s) in the proposal will have a portion of time spent on the worksite development and maintenance. The total cost will be accounted for in salaries and fringe benefits. However a portion of the staff time may be counted toward the 25% minimum of expenses toward work-based learning.

f. **Support Services:** Provide a list of support services the grant will provide, including a description of each and the estimated amount a participant is likely to receive. Any equipment or uniforms needed for the worksite should be included in this line item.

g. **Contributions:** Contribution or match funds are not required but may strengthen the services offered to participants. When applicable, provide the amount and source of funds.

Evaluation

Applications will be reviewed, evaluated and scored by a panel based on the criteria below. Further explanation of the criteria is found in the attachment. Late or incomplete applications will not be considered.

Criteria	Points (maximum)
1. Project Design	40
2. Previous Experience	25
3. Partner Collaboration	15
4. Expected Outcomes	10
5. Budget and Projected Costs	10
TOTAL	**100**

Submission Process

Applications are due no later than December 14, 2018. An original and five (5) copies should be delivered by Noon to Midlands Workforce Development at 100 Executive Center Drive Suite 218 Columbia, SC 29210. We encourage interested applicants to submit any questions in writing no later than November 26, 2018 to info@midlandsworkforce.org. No additional questions will be accepted after this time. The answers will be posted at www.midlandsworkforce.org no later than 3 pm on November 28, 2018.

Award Timeline

November 26 2018 - Questions Due
November 28 2018 no later than 3 pm - Posting of Answers to submitted questions
December 14 2018 - Submission Deadline
April 1 2019 - Anticipated Grant Start Date

Attachments

A. Applicant Information Sheet
B. Budget Planning Worksheet
C. Participant Planning Worksheet
D. Evaluation Criteria

APPLICANT INFORMATION SHEET

Organization Name: _____

Mailing Address: _____

Physical Address: _____

Web Address: _____

DUNS Number: _____ Contact Name: _____

Contact Phone Number: _____ Contact Email: _____

Contact Address: _____

Experience of Applicant

Federally-funded grants or programs

Funding Agency	Target Population	Number of Participants Served	Grant Total

Notes and Performance on previous federal grants or programs:

_____
_____
_____
_____
_____
_____
_____
_____

Experience with Disadvantaged Youth and/or Work-Based Learning programs

Funding Agency	Target Population	Number of Participants Served	Grant Total

Notes and Performance on previous federal grants or programs:

_____
_____
_____
_____
_____
_____
_____
_____

BUDGET PLANNING WORKSHEET

Additional budget information should be included in your application, including a narrative for each budget line item.

PROGRAM INFORMATION	
Applicant	
Proposal Title	

STAFF & OPERATING EXPENSES					
Position	Wkly Salary	Number of Wks	Fringe Benefits	Total	Contributed Funds
SUBTOTAL					
OPERATING EXPENSES					
Equipment					
Supplies					
Facility Expenses					
Local Travel					
Other (please describe):					
SUBTOTAL					
INDIRECT COST & OTHER					
Indirect Cost					
Other (please describe):					
SUBTOTAL					
STAFF & OPERATING EXPENSES SUBTOTAL					

PARTICIPANT COSTS		
Assessments (please describe types and quantities in the narrative)		
Support Services (please describe types and quantities in the narrative)		
Wage/Stipends (please describe type of positions, duration and worksites where possible in the narrative)		
Training Costs (please describe the type of training and supplies proposed)		
Other (please describe):		
PARTICIPANT COSTS SUBTOTAL		
TOTAL BUDGET		

PARTICIPANT PLANNING WORKSHEET

This section is intended to demonstrate the planned participant flow through services in the project. Please enter the planning number of cumulative participants for each month. Depending on the size of the project awarded and the intended work-based learning activities, it is anticipated the project will serve between 10 and 40 participants.

	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019
Number of Participants Enrolled							
Number of Participants in Work-Based Learning							
Number of Participants Completed Work-Based Learning							
Number of Participants Placed in Advanced Training/Employment							
Total Planned Participants							

This section demonstrates the distribution of planned worksites across the priority clusters as well as demonstrates the complexity of the skills at the worksite to be learned/practiced. The worksites are limited to the five Midlands clusters.

Target/Planned Worksite Employer	Type of Position	Number of Positions
Advanced Manufacturing		
Business		
Healthcare		
Information Technology		
Transportation/Logistics		

EVALUTION CRITERIA

Applicant Name: _____ **Reviewer:** _____ **Date:** _____

Criteria	Exemplary	Adequate	Needs Improvement	Score
Project Design (40 points)	The project has a thorough and effective design with a well-defined plan of action and strategies for implementation.	Adequate project design with defined plan of action and strategies for implementation, but project design is somewhat unclear and/or disorganized	Project Design is vague. No clear plan of action or strategies for implementation	
Previous Experience (25 points)	Based on the application, the applicant has strong experience in serving disadvantaged youth and/or operating work-based learning programs as demonstrated by the entity's past or current projects, years of service, and other similar characteristics.	Based on the application, the applicant has some experience serving disadvantaged youth and/or operating work-based learning programs but experience is limited.	Based on the application, the applicant has very little or no experience serving disadvantaged youth and/or operating work-based learning programs	
Partner Collaboration (15 points)	The application narrative includes a thorough and complete discussion on the inclusion and engagement of partners, identifying appropriate collaborative partners, each of which add considerable value to the program.	The narrative includes an adequate discussion on the inclusion and engagement of partners, but only shows some indication of appropriate collaborative partners and lacks clearly defined roles and contributions expected of each partner.	Critical project partner(s) are missing from the project design and/or partner contributions are unclear.	
Expected Outcomes (10 points)	The project design is clearly aligned with and provides a framework for achieving the expected outcomes of the program.	The project design is somewhat aligned with the expected outcomes and/or the narrative does not describe a comprehensive method for achieving the expected outcomes.	The project design is not aligned with the expected outcomes and the narrative does not include any methods for achieving expected outcomes.	
Budget and Projected Costs (10 points)	The application includes a detailed and complete budget and budget narrative. The budget is linked to activities and outcomes, and does not exceed limitations.	The application includes a budget and narrative that are complete but only somewhat detailed; budget items are directly related to activities and outcomes; and do not exceed limitations	The application includes a budget and budget narrative that lacks required information and detail; budget items do not relate to activities and outcomes, and/or exceeds limitations.	
TOTAL				