

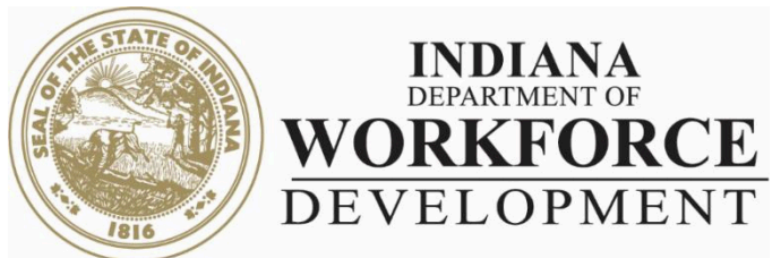
Request for Application (RFA)
for the
Employment Recovery Dislocated Worker Grant

Released by:

Indiana Department of Workforce Development

July 31, 2020

Proposals Due: August 14, 2020, by 12:00 pm EST



Background and Purpose

The Indiana Department of Workforce Development (DWD) is pleased to announce this Request for Application (RFA) for the Employment Recovery Dislocated Worker Grant (DWG). This grant will be a one-time award of funding to DWD and the Indiana Regional Workforce Development Boards (WDBs) who submit proposals and are approved for funding in accordance with the requirements outlined in this RFA.

DWD seeks to implement statewide virtual service delivery and support the efforts of Regional WDBs in responding to the significant workforce-related impacts resulting from COVID-19. The COVID-19 public health emergency has caused a dramatic rise in unemployment and dislocated workers throughout Indiana. These grant funds are intended to provide WDBs with funding to temporarily expand capacity and meet the increased demand for career and training services due to COVID-19. These services will assist thousands of Hoosiers facing unemployment in successfully finding employment and/or advancing their skills through training.

DWD intends that WDBs utilize awarded funds for the following activities:

1. Career services – Services that will help dislocated workers understand local and regional economic demand, especially the impacts on the job market made by COVID-19. These services should lead to more informed education and reemployment decisions.
2. Training services – Training services include occupational training, on-the-job training, entrepreneurial training, and customized training that will lead to employment for workers dislocated due to COVID-19.
3. Supportive services – Services that will enable dislocated workers to participate in career and training services successfully.

Successful grant applications will document and explain how COVID-19 has impacted the region, why the proposed services were chosen for pandemic recovery, and how the services will result in employment for dislocated workers.

All grant proposals and activities must be in compliance with the requirements further outlined in USDOL Training and Employment Guidance Letter (TEGL) No. 12-19 and this RFA.

Eligibility, Funding Information, and Grant Term

Eligibility

Eligibility for this grant award is limited to the twelve (12) Indiana Regional Workforce Development Boards

Funding Source and Award Amount

DWD was awarded \$6.6 million in initial funding for employment recovery through the emergency application process. DWD anticipates awarding approximately \$5 million of this initial amount to the regional WDBs from the WIOA National Dislocated Worker Grant through this grant opportunity. Funds will be allocated to WDBs through a review and scoring process detailed in "Evaluation Criteria" below. Additional funds from this grant will be used for statewide employment recovery efforts. DWD also anticipates requesting additional grant funds from the U.S. Department of Labor through the National Dislocated Worker Grant Program (DWG) and, if successful, WDBs will be extended an opportunity to request additional funding under their DWG awards. The amount of future grant modification awards will be based on the strength of the application and demonstrated performance outcomes in serving grant participants. DWD reserves the right to adjust grant award amounts prior to award based on the availability of funding.

Use of Grant Funds

WDBs are required to submit a proposal that describes the intended use of the grant funds with a detailed narrative of costs for each activity. Applicants should provide a complete Project Budget and Budget Narrative utilizing the template and instructions provided. The Project Budget and Budget Narrative should address how the WDB will use funding from an initial award and any requests for additional funding. Administrative costs are limited to 10% of the total award amount.

Grant Period

The grant term is anticipated to begin on April 15, 2020, and all funds must be obligated by June 30, 2022.

Expectations

Reporting

Award recipients will be required to provide to DWD a monthly update on project activities, expenditures and budget, requested technical assistance, and performance outcomes. In addition, regional operations directors may be asked to report out on project progress at the quarterly field operations meeting and during regional monitoring visits. At the conclusion of the grant term, award recipients will be required to submit a final report summarizing performance outcomes achieved as a result of the project, expenditures, lessons learned, and a discussion of how the project or any tools developed as a part of the project could be replicated as a best practice.

Compliance with Laws

Award recipients shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances. These requirements will be further defined in the grant award.

Application Format and Submission Requirements

Application Format

Interested WDBs should submit a complete and responsive proposal electronically to policy@dwd.in.gov no later than 12 pm EST on Friday, August 14, 2020. All applications submitted in response to this RFA must include:

1. Proposal Contact Information,
2. Project Description,
3. Project Timeline,
4. Regional Employer Information, and
5. Project Budget and Budget Narrative

The entire application, including appendices, should include the region number and the name of the WDB applying for the grant. The Project Description and Project Timeline should not exceed four (4) to eight (8) pages.

Proposal Contact

The contact person should be identified in the email submission of the Proposal and should be an individual who can respond to questions from DWD regarding the proposal during the RFA

review period. The contact person should be knowledgeable of the proposal, reasonably available to discuss the application, and authorized to provide information on behalf of the WDB.

Submission Deadline

All applications should be submitted by noon (12 pm) EST on August 14, 2020. DWD will review applications in the order that they are received. DWD is under no obligation to review any applications submitted after the submission deadline. All questions regarding this RFA should be submitted to policy@dwd.in.gov on or before August 5, 2020.

Submission Process

Complete applications (including attachments) must be submitted electronically via email to policy@dwd.in.gov. The subject line of the email should state "Region #, Name of Workforce Development Board, Employment Recovery Grant."

The contact person listed on the cover email will receive a confirmation email from policy@dwd.in.gov and may be contacted by DWD during the proposal evaluations with specific questions regarding the application.

Proposal Content

Section 1 – Project Description

Successful proposals will include the topics outlined below:

1. Project Description
 - Describe the layoff events impacting dislocated workers in your region and the effects the layoffs had on the region as a whole. Provide data when possible.
 - Describe activities and methods used to determine the projected number of participants, the types of career and training services that are proposed to address the needs of affected workers, and the total funding amount.
 - What barriers to employment face dislocated workers in the region? Describe them in detail, particularly barriers related to COVID-19.
 - Identify the types of reemployment services to be provided with direct reference to the allowed activities. Provide information on why these reemployment services were chosen.

- Describe in detail how the proposed services will result in participants securing employment in in-demand jobs.

2. Project Implementation

- Identify the resources required to carry out the proposed reemployment services.
- Describe how WDB will identify and recruit participants.
- Identify all supportive services and/or supplies necessary for conducting services. Describe how these supportive services will be provided.

3. Future Opportunities

- If DWD is awarded additional DWG funding beyond the initial award amount, how much additional funding do you anticipate requesting for employment recovery?
- How would additional funding be used?
- How many additional participants would it allow you to serve?

Section 2 – Project Timeline

Provide a detailed timeline for project development and implementation that includes:

- All major project activities and milestones,
- Timelines for completion of each activity,
- The individual responsible for each activity, and
- The deliverables associated with each project activity.

Section 3 – Regional Employer Information

The proposal must include a detailed breakdown of relevant employers in the region, including employers who conducted layoffs, layoff notification information, total number of affected workers, and how many dislocated workers are anticipated to become participants in grant programming. An employer information template has been provided as an attachment to this RFA.

Section 4 – Project Budget and Budget Narrative

The proposal must include a detailed budget plan and narrative for the utilization of grant funds within the grant term. A budget template and instructions have been provided as attachments to this RFA.

Evaluation Criteria

Review and Selection Process

A committee of three (3) to five (5) DWD employees will evaluate grant proposals for responsiveness to this RFA. The Grant Evaluation Committee will also receive technical assistance in reviewing grant proposals through a third-party consultant. Prior to evaluating any applications, all members of the Grant Evaluation Committee, including third-party consultant advisors, will complete a conflict of interest disclosure.

Applications that fail to meet the requirements of this RFA may not be considered for funding. Decisions to award grants will be determined in DWD's sole discretion based on compliance with and responsiveness to the requirements of this RFA.

Scoring Guidelines

Each proposal will be scored by the Grant Evaluation Committee using a one hundred (100) point scale utilizing the following rubric:

Category	Point Value
Project Description	25
Project Implementation	20
Future Opportunities	5
Project Timeline	10
Regional Employer Information	15
Project Budget and Budget Narrative	20
Total Possible Points	100

Proposal Review and Timeline

Activity	Date
RFA Issued	July 31, 2020
RFA Questions Due	August 5, 2020
RFA Responses to Questions Issued	August 10, 2020
Proposals Due	August 14, 2020, by 12 pm EST
Anticipated Notification of Awards	Approx. August 26, 2020