INNOVATION GRANT INFORMATION SESSION

May 2, 2018
To develop projects that demonstrate an innovative approach to achieving the vision and objectives of the State Workforce Development Board.
Projects may include, but are not limited to:

- Research and development
- Business services
- System process improvements
- Technical assistance
- Capacity building
- Employment and training activities*
- Youth activities*

*Please note: if a project involves direct services to individuals, every person receiving services through the funding must be WIOA Adult or Youth eligible
“To cultivate the development of a skilled workforce that meets the needs of business and industry leading to sustainable growth, economic prosperity and global competitiveness for South Carolina.”
OBJECTIVES

- **Objective 1:** Identify, invest in, and support educational and developmental strategies to better prepare a skilled workforce for current and emerging jobs.

- **Objective 2:** Align resources, policies, and strategies between state, local, and regional systems to continuously improve outcomes for businesses, individuals, and partners.

- **Objective 3:** Identify current and future workforce needs of South Carolina business and industry to support career pathways in growth sectors.

- **Objective 4:** Engage job seekers, employers, and other workforce partners through marketing and outreach to articulate a value proposition specific to each.

The 2017-2020 SWDB Strategic Plan can be found in Attachment A.
$1.8 million has been set aside for this grant opportunity

Please note: the SWDB is not obligated to award the full amount requested by an applicant

Requests may be partially funded

Funding is issued on a reimbursement basis
WHO IS ELIGIBLE TO APPLY?

- All public and private entities in South Carolina are eligible to apply for this funding opportunity.
- An entity may submit multiple applications; however, only one application from any single entity may be funded.
EXPENDITURE OF FUNDS

- Funds may be used to support:
  - Staff salaries and fringe benefits
  - Equipment and supplies
  - Facility expenses
  - Direct program costs
  - Indirect program costs
  - Participant costs
  - Any other category as approved and outlined in the project budget
PLEASE NOTE:

- No more than 10 percent of total grant expenditures may be used to support grant administration.

- This grant is Federally-funded through the Workforce Innovation and Opportunity Act -- all funding must be spent in accordance with all applicable Federal and state law, including the Uniform Guidance, 2 CFR 200.
Partnership with relevant workforce, education, and community partners is required.

Partnerships must be demonstrated through Letters of Support that clearly define each entity’s intent, role, and responsibilities.
If your project will provide direct services to individuals you must include your relevant Local Workforce Development Board (LWDB) as a partner.

At a minimum, the LWDB should provide assistance with determining WIOA eligibility.
PARTICIPANT TRACKING AND DATA MANAGEMENT

- If your project will provide direct services to individuals or businesses, you must use the SC Works Online Services system (SCWOS) to record services.

- All other projects are not required to use SCWOS, but must have a detailed plan in place for tracking and keeping accurate progress records.
PARTICIPANT TRACKING AND DATA MANAGEMENT

- **Projects serving businesses** will use SCWOS for:
  - Business registration
  - Tracking services provided

- **Projects serving individuals** will use SCWOS for:
  - Eligibility determinations
  - Participant enrollment
  - Case management
  - Activity tracking
  - Performance outcomes
REPORTING

- Monthly Financial Status Reports (FSRs)
- Programmatic progress reports
  - Quarterly
  - Final
DEW will provide a grant orientation for entities awarded a Workforce Innovation Grant.

Orientation will take place at DEW’s main office in Columbia, SC.

The orientation will cover:
- financial and programmatic reporting,
- participant and/or business tracking in SCWOS,
- general grant expectations, and
- any other relevant information
To apply for this grant, submit an application narrative to Grants Management at workforcegrants@dew.sc.gov

There is no application form – application narratives must be sent in either a Word or PDF document

Applications must be legible, double spaced, and contain page numbers

Applications, including attachments and letters of support, should not exceed 25 pages

Late applications or additions will not be accepted
APPLICANT INFORMATION

- Name and location of organization applying
- Point of contact and contact information for the application and program implementation
- Complete and thorough overview of the organization, highlighting demonstrated related experience
- The entity’s Data Universal Numbering System (DUNS) number and a summary of each Federally-funded grant or program the entity has administered
  - Fiscal and programmatic performance
PROJECT DESIGN

- Project overview
  - Includes basic information about the project and its structure

- Implementation
  - Details on how you will implement the project and how the project’s progress will be documented

- Project Outcomes and Performance
  - Information on the anticipated results of this project and how project success will be determined

- Additional information
  - Any additional, relevant information regarding the project

Please refer to the Notice for each specific question that must be answered in the application narrative.
PARTNERSHIP AND COLLABORATION

- In your application narrative:
  - Identify partners
  - Outline partner roles and responsibilities
  - Discuss opportunities for participant co-enrollment in WIOA programs
  - Attach Letters of Support that clearly define each partner’s role

- Remember: if the project will directly serve individuals, the entity’s Local Workforce Development Board must be included as a partner
  - At a minimum, the LWDB should provide assistance with determining WIOA eligibility.

Please refer to the Notice for each specific question that must be answered in the application narrative.
Submit a completed budget template and budget narrative

Budget narratives should include a thorough explanation for each line item specifying how the funds will be used to further the program

Budget costs must be:

- Allowable
- Allocable
- Reasonable

Please refer to the Notice for each specific element required in the budget narrative.
The following should be included with your application:

- A completed budget template and budget narrative
- Letters of support
- Any other relevant information that will better our understanding of the proposed project

*Remember, your application must not exceed 25 pages, including attachments and letters of support*
Applications are reviewed, evaluated and scored in three stages:

1. Responsiveness review
2. First-level review
3. Final review
Responsiveness review ensures every application has all requested documentation and answers all parts of the application narrative.

If an application is found to be non-responsive, it will not be reviewed and is disqualified from award consideration.

Please refer to Attachment E – Responsiveness Review Criteria to ensure that the application meets all requirements.
After passing responsiveness review, applications are scored and evaluated during first-level review using Attachment F – Evaluation Tool.

The Evaluation Tool tracks the questions asked in the narrative.

It is strongly recommended that the Evaluation Tool is used as a guide during application development.
Top scoring applications in first-level review will be selected for final review.

If selected for final review, the proposed project must be presented before a selected group of SWDB members and other panelists on June 21st or 22nd, 2018.

Presentations may be conducted either remotely or in person.

Further information will be sent pending results of first-level review.
TIPS FOR WRITING A STRONG GRANT PROPOSAL

- Read the grant notice carefully and follow instructions
- Make note of deadlines, application requirements, and evaluation criteria
- Ask questions if the notice is unclear!
- Be clear and specific
- Think like a reviewer – make your proposal stand out; anticipate and answer questions reviewers may have; write professionally
PROOFREAD:

- Check spelling, grammar, punctuation, font sizes and styles, etc.
- Check that everything in the budget adds up and matches the amounts described in the budget narrative
- Make sure all components of the application have been completed and are attached
- Organize – include page numbers, make sure each section is in order
- Review evaluation criteria
COMMON APPLICATION PROBLEMS

- Project design is unclear, or includes activities that are not consistent with the purpose of the grant
- Partnerships are not in place or letters of support are not provided/too generic
- Too much of the budget is allocated to administrative costs or budget includes disallowed costs
- One or more parts of the application are missing

*Please note:* We are unable to accept documents greater than 10MB. If your application size is greater than 10MB, please compress it into a ZIP file.
Applications are due no later than 5:00 p.m. on Friday, June 1st, and should be submitted through email to Grants Management at workforcegrants@dew.sc.gov
CONTACT US

SC Department of Employment and Workforce
Grants Management
workforcegrants@dew.sc.gov