



# INNOVATION GRANT INFORMATION SESSION

May 2, 2018



# PURPOSE

To develop projects that demonstrate an innovative approach to achieving the vision and objectives of the State Workforce Development Board.



# PURPOSE

- 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

# THE SWDB'S VISION

*“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.

# FUNDING AVAILABLE

- **\$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*

# PERIOD OF PERFORMANCE



**Up to 24 months**  
**Anticipated start date – July 1**



**3 month**  
**planning period**



**Remaining time for service delivery**



# 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 AND COLLABORATION

- 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.



# PLANNING ON SERVING INDIVIDUALS?

- **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**

# ORIENTATION

- **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



# APPLICATION PROCESS

- To apply for this grant, submit an application narrative to Grants Management at [workforcegrants@dew.sc.gov](mailto: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.

# BUDGET SUMMARY AND 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.

# ATTACHMENTS

- 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**

# REVIEW AND EVALUATION

- Applications are reviewed, evaluated and scored in three stages:


1. Responsiveness review

2. First-level review

3. Final review

# RESPONSIVENESS 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

  
**WORKFORCE INNOVATION GRANT**  
**ATTACHMENT E - RESPONSIVENESS REVIEW CRITERIA**

*Review the application packet as submitted by the applicant. Use the checklist below to identify missing application components (if any). Applications that are missing one or more components will not be considered for funding.*

Applicant Name			
Reviewer Number		Date Evaluated	

Required Application Components	Included? Y/N
<b>1. Applicant Information:</b> <ul style="list-style-type: none"><li>a. Full name, mailing address, physical address, phone number, and web address</li><li>b. Point of contact for application and program implementation</li><li>c. Overview of the entity/organization applying for funding</li><li>d. DUNS Number and summary of Federally-funded grants</li></ul>	
<b>2. Project Design</b> <ul style="list-style-type: none"><li>a. Project Overview</li><li>b. Implementation</li><li>c. Project Outcomes</li></ul>	
<b>3. Partnerships and Collaboration</b> <ul style="list-style-type: none"><li>a. Partnership with relevant workforce, educational, and community partners</li><li>b. Letter(s) of support</li></ul>	
<b>4. Budget and Budget Narrative</b> <ul style="list-style-type: none"><li>a. Completed budget template</li><li>b. Budget narrative</li></ul>	

Recommended for full review (responsive)  
 Not recommended for full review (non-responsive)



# FIRST LEVEL REVIEW



## WORKFORCE INNOVATION GRANT

### ATTACHMENT F - EVALUATION RUBRIC

Please score the applicant's proposal using the possible points listed for the criteria below. Scores should be based on how well each element is addressed in the application, using your own opinion as to whether full, partial, or no points should be given. Elements of the Evaluation Rubric align with the questions of the Application Narrative; their corresponding numbers are listed in the far left column.

Applicant Name			
Reviewer Number		Date Evaluated	

Narrative Section 2	Project Design	Possible Points	Points Earned
<b>a.</b>	<b>Project Overview</b>		
i.	The proposal features a clear, thorough and well-developed plan that is suitable for this funding opportunity.	10	
ii.	The proposed project is innovative.	5	
iii.	The proposal includes a detailed description of the problems, gaps, or needs that will be addressed by the project.	5	
iii.	The proposed project aligns with the vision and objectives of the SWDB Strategic Plan.	10	
iii.	The proposed project focuses on a priority population or high-impact, high-growth industry sector as outlined in the Notice of Availability of Funding.	5	
	<b>Project Design – Overview Total</b>	<b>35</b>	
<b>b.</b>	<b>Implementation</b>		
i.	The proposal provides a thorough, detailed and realistic timeline for the grant's implementation.	10	
ii.	The proposal provides a clear and realistic method for outreach or promotion of the project.	5	
iii. – v.	The proposal includes an established method for tracking and documenting performance during the grant. For projects working directly with individuals or businesses, this includes a demonstration of understanding of WIOA eligibility requirements or WIOA registration and tracking.	10	
	<b>Project Design – Implementation Total</b>	<b>25</b>	
<b>c.</b>	<b>Project Outcomes</b>		
i.	The proposal includes a comprehensive and realistic list of expected outcomes from the project that address the problems, gaps, or needs identified by the applicant.	10	
ii. – iii.	The proposal includes a reasonable method for determining project success. For projects working directly with individuals, this includes a demonstration of understanding of the WIOA performance measures.	10	
iv.	The proposal includes a clear and realistic plan for sustainability and/or leads to a replicable best practice.	5	
	<b>Project Design – Outcomes Total</b>	<b>25</b>	
	<b>Project Design Total</b>	<b>85</b>	

- 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

# FINAL REVIEW

- 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 21<sup>st</sup> or 22<sup>nd</sup>, 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

# BEFORE YOU SUBMIT . . .

## ■ 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.



# AWARD TIMELINE

**June 1, 2018** – Applications Due

**June 21 or 22, 2018** – Final Review Presentations

**June 29, 2018** – Grants Awarded

Applications are due no later than **5:00 p.m. on Friday, June 1<sup>st</sup>**, and should be submitted through email to Grants Management at **[workforcegrants@dew.sc.gov](mailto:workforcegrants@dew.sc.gov)**

# CONTACT US

**SC Department of Employment and Workforce  
Grants Management**  
[workforcegrants@dew.sc.gov](mailto:workforcegrants@dew.sc.gov)

