

Pathways Out of Poverty

SGA/DFA PY 08-19



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Who We Are...

The WorkPlace, Inc. –Southwestern CT Regional Workforce Investment Board www.workplace.org

Over 20 years experience with U.S. Department of Labor and other federal grant writing.

bluegreen Research Institute provides grant writing & research services on Green jobs



What is a WIB?

- WIB's main role is to direct federal, state and local funding to workforce development programs.
- Workforce Investment Act (WIA) vehicle.
- Serves as an intermediary for workforce development activities and resources.
- Board members represent private industry, labor, education, economic development, community-based organization, and more.
- Conducts research, sets policy & operates the One-Stop Career Center.
- Can be public or private-non-profit.

How to connect to WIBs

- Join the Board or project-orientated committees.
- Become a vendor for training.
- Offer services to customers at the local One Stop.
- Become a satellite site for One Stop.
- Partner on grant applications.

In Partnering... WIBs Like...

- A track record of success.
- Ability to work with population with multiple barriers.
- Relationships with employers/placement.
- Leveraged resources. (Cash or In-Kind)
- Sustainability in programming.
- Strong management and accountability.
- Direct service delivery on delivering services.

It's All About the Points...

- I. Statement of Need – 20 points
- II. Project Management and Organizational Capacity – 15 points
- III. Strategy and Work Plan – 45 points
- IV. Outcomes and Deliverables – 20 points

Total: 100 points

I. Statement of Need – 20 pts

- A. Demonstration of minimum 15% poverty rate for each community served (10 pts)
- B. Overview of current economy and workforce (10 pts)

Tips:

- Make a good needs statement (unemployment, industries, high school drop outs, returning of offenders)
- Be specific as possible about the communities.
- Discuss barriers that the target population has.

II. Description of Project Management and Organizational Capacity – 15 pts

- A. Staff capacity (5 pts)
- B. Fiscal, administrative, and performance management capacity (5 pts)
- C. Experience of applicant (5 pts)

Tips:

- Staffing – Detail all positions. Use real people (where known) and discuss qualifications where person is not identified.
- Fiscal, Admin, Performance Management – Describe what your “back-office” looks like (e.g., MIS, IT, payroll, accounting, data capture, reporting systems).
- Experience of applicant – Describe partnership experience, track record in administering grants, partners.

III. Strategy and Project Work Plan – 45 pts

- A. Address conditions described in statement of need, and targeted industries and occupations (5 pts)
- B. Roles/levels of commitment of project partners (10 pts)
- C. Proposed recruitment, training, placement, and retention strategies (10 pts)
- D. Leveraged resources (5 pts)
- E. Project work plan (15 pts)

III. Strategy and Project Work Plan, cont'd.

Tips:

- Address conditions – How do needs match up to service delivery? Address challenges of the target population. For targeted industries description, what occupations? what are employer needs?
- Roles – Describe roles and get letter that describes their role. (No letters of general support accepted.)
- Recruitment etc. – What is your outreach plan? ID types of training and support services. For placement, who are employers? For retention strategies, what are support services.
- Leveraged resources – Can be cash or in-kind. Commitment letters ok. Can be used for support services. Tie to WIA \$ would be great.
- Work Plan – Chart format timelines for all five phases, and activities with specific metrics, start date, end date, responsible party, milestones, \$.

IV. Outcomes and Deliverables – 20 pts

- A. Projected performance outcomes (5 pts)
- B. Appropriateness and feasibility, degrees or certificates resulting from training, and deliverables (10 pts)
- C. Suitability for evaluation (5 pts)

Tips:

- Performance – Total served, completing, placed in unsubsidized employment, etc. See RFP for full list of outcomes. Page 30148, bottom of first column. For data collection, detail how you will collect and aggregate outcome data.
- Appropriateness and feasibility – Demonstrate feasibility of projections. Training leading to an industry-recognized degree or certificate. Describe employer engagements in curriculum design and jobs.
- Suitability for evaluation – DOL intends to select a portion of grantees for rigorous evaluation. Answer all questions.

Nuts and Bolts

- Formatting:
 - Use boxes and charts.
 - Watch your formatting and font.
- Application parts
 - Cost proposal
 - SF 242 (application for federal assistance)
 - DUNS number
 - Budget Information Form (SF424A)
 - Budget Narrative
 - OMB Survey ((optional)
 - Technical proposal (25 page limit / 12 point double spaced)
 - Attachments (20 page limit)
 - One page abstract
 - Letter(s) of commitment from required partners
 - No general support letters

Nuts and Bolts, cont'd.

- Submitting the application:
 - Get your DUNs #.
 - For electronic filing, register with CCR and grants.gov.
- Writing the application:
 - Read, read, and re-read the SGA
 - Hiring grant writers: Check references and experience
- Limitations
 - Admin costs – capped at 10%
 - Support services – capped at 5%
 - Salary and Bonus limitation

How do you stand out?

- Create rich, broad partnerships.
- Document past experience with partners.
- Get employers involved.
- Create a steering committee.
- Obtain good data sources.
- Leverage resources (I like 2.5 times the ask).
- Zero in on the local.
- Established career ladders.
- Use industry recognized credentials.

Avoid Overlap

- Talk to your WIB.
<http://www.servicelocator.org/wibcontacts/>
- Contact your strategic partners: Unions, Education and Training, employers, industry-related organizations, non-profits, etc.
- Call around to the training community.
- Hold a public meeting. Get the word out.
- Work collaboratively.



Got Questions?

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