

Request for Application (RFA) for Grant Writing Support Services Funds

Released by:

Indiana Department of Workforce Development

February 7, 2020

Responses Due: Friday, February 28, 2020 by 12:00 pm (EST)



INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

Background and Purpose

The Indiana Department of Workforce Development (DWD) is pleased to announce this Request for Application (RFA) for Grant Writing Support Services Funds.

This grant will be a one-time award of funding to Indiana Regional Workforce Development Boards (WDBs) who submit a complete and responsive Grant Writing Support Services Funds Request Form (Funds Request Form) and are approved for funding in accordance with the requirements outlined in this RFA.

DWD seeks to support the efforts of WDBs in developing strategies that include identifying and pursuing funding opportunities through grant awards and other private partnerships. The purpose of these grants is to support and encourage the practice of identifying and applying for funding through a variety of avenues beyond the traditional workforce funding streams (i.e., WIOA, Wagner Peyser, etc.) as a way to further the WDB's mission and improved service delivery for prospective jobseekers and employers.

DWD intends that WDBs would utilize these funds to support regional efforts to explore grant funding opportunities. Activities that these funds could help to support may include:

- 1) Funding Needs Analysis – Identification of priority areas for funding.
- 2) Grant Funding Research – Identification of grant and private foundation opportunities including, but not limited to, federal, state, county and foundations that support the WDB's mission, funding needs and priorities.
- 3) Grant Writing/Application — Staff time or services associated with the completion of grant applications on behalf of the WDB.
- 4) Other Funding Programs — Exploration of other opportunities for public-private partnership concepts and other marketing programs to generate additional funding opportunities.

Successful grant applications will provide a proposed strategy for how the WDB will utilize these funds to further its grant seeking efforts.

Eligibility, Funding Information and Grant Term

Eligibility

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

Funding Award Amount

DWD will dedicate up to \$75,000.00 for this grant opportunity. DWD anticipates that grant awards will range between \$3,000 and \$6,000. The amount of the grant award will be based upon the strength of

the application. Grant applications may not be approved for the full amount of the request. DWD reserves the right to adjust the grant amounts prior to award based on availability of funding.

Use of Grant Funds

The applicant is required to submit a Funds Request Form that describes the intended use of the grant funds.

Grant Period

The grant term is anticipated to begin on April 15, 2020 and all funds must be obligated by December 31, 2020.

Application Format and Submission Requirements

Application Format

Interested WDBs should complete a copy of the Funds Request Form for Grant Writing Support Services and return it to policy@dwd.in.gov no later than 12 pm EST on Friday, February 28, 2020.

Proposal Contact

The contact person identified on the Funds Request Form should be an individual who can respond to questions from DWD regarding the proposed use of any awarded funding 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 February 28, 2020. DWD is under no obligation to review any applications submitted after that time.

All questions regarding this RFA should be submitted to policy@dwd.in.gov on or before February 18, 2020.

Submission Process

Complete applications 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, Grant Writing Support Services."

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

Application Review and Timeline

Activity	Date
RFA Issued	February 7, 2020
RFA Questions Due	February 18, 2020
RFA Responses to Questions Issued	February 21, 2020
Funds Request Forms Due	February 28, 2020 by noon EST
Evaluations	March 2 - 11, 2020
Anticipated Notification of Awards	March 13, 2020
Anticipated effective date of grant award and funds availability	April 15, 2020

Expectations

Reporting

Award recipients will be required to provide to DWD a brief quarterly update on grant-writing activities, expenditures and budget, and performance outcomes. In addition, regional operations directors may be asked to report out on grant pursuit efforts 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 brief final report summarizing how the funds were utilized by the Region to support its grant seeking efforts, any performance outcomes achieved as a result of those efforts, lessons learned, and a discussion of whether this funding opportunity or some other similar service should be made available in the future.

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.

Evaluation Criteria

Review and Selection Process: A team of three (3) to five (5) DWD staff (Grant Evaluation Committee) will evaluate requests based on responsiveness to the information requested on the Funds Request Form. Prior to evaluating any applications, all members of the Grant Evaluation Committee will complete a conflict of interest disclosure.

Applications that fail to provide complete, responsive answers to all questions on the Funds Request Form may not be further evaluated and considered for funding. Decisions to award grants and the funding levels associated with each award will be determined in DWD's sole discretion based on compliance with the requirements of this RFA, the quality of the funds request and funding availability.