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**Act 1131 of 2015  
Regional Workforce Continuation Grant**

**APPLICATION COVER SHEET***DUE JUNE 1, 2018*

|  |  |
| --- | --- |
| **To:** | Arkansas Department of Higher Education |
| **Requesting Institution:** |  |
| **Title of Project:** |  |
| **Project Partners:** | |  |  | | --- | --- | | 1.  2.  3.  4.  5. | 6.  7.  8.  9.  10. | |
| **Requested Budget:** |  |
| **Date Submitted:** |  |
| **Applicant Contact:** | Contact Name |
| **Applicant’s Information:** | Address  City, State ZIP |
| Phone |
| Email |

**Authorized Signatures for Institution**

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|  |  |  | | |  |
| Lead Institution |  | Authorized Official |  |

**Act 1131 of 2015  
Regional Workforce Continuation Grant Application**

*Please complete each section of this application and submit to the Arkansas Department of Higher Education by* ***June 1, 2018****. Applications should be emailed to* [*ADHE.Workforce.Grant@adhe.edu*](mailto:ADHE.WorkforceGrant@adhe.edu)*. Please note that only projects that were awarded an implementation grant are eligible to apply for a continuation grant.*

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| **SECTION 1 – PROGRAM NEED** | **20 Points** |

Proposals will include a thorough description of the labor needs, as determined by the Local Workforce Development Board, and specifically identify the skills gap employers face in the selected region and will continue to face in the future. Entities seeking grant funds must outline the proposed program and/or equipment needed and how continuation of the program and/or acquisition of equipment will address those labor needs.

*Essential Components:*

* Regional data demonstrating the need for action - provide empirical data that illustrates needs of the local workforce, with a particular emphasis on anticipated or future needs.
* Clear linkages between grant activities and local needs- clearly illustrate how the proposed grant project is directly linked to addressing the workforce needs and deficits of the region. Successful applications will provide a thorough description of the region’s high-demand and high-skill industrial occupations, and identify how the proposed activity will address job candidate deficits in those areas. **Applicants must also submit letters of support from at least two area employers for the proposal, citing need and outlining benefits for local industry.**
* Alignment with Arkansas economic and workforce goals- describe how the proposed project will increase overall higher education attainment in the region and provide clear linkages between a postsecondary credential and the needs of employers.

Keep the following rubric in mind when completing this section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** |
| **Program Need**  **(20 Pts)** | Significantly addresses a top 3 workforce need in the region.  (18–20 Pts) | Addresses in a more limited way a top 3 workforce need in the region.  (15–17 Pts) | Addresses in a limited way a less critical workforce need in the region. (11-14 Pts) | Identified labor need is too narrow or not in a critical area.  (0–10 Pts) |

*Please enter your answer in the box provided below. Feel free to include any necessary charts, graphs or tables.*

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| **SECTION 2 – PROGRAM PLAN** | **25 Points** |

Program plans must be designed to meet the goals and core requirements of the Regional Workforce

Grants program as well as the following Essential Components:

* Detailed project timeline and overview- provide a month-by-month overview of the critical convenings, activities, and actions that will comprise the project.
* Measurable objectives for each phase of the project- detail the metrics utilized throughout the project to track how credentialed job candidates possessing the skills needed by employers will be provided.
* Project governance and accountability plan- clearly describe the plan for governance, meetings, and decision-making structure; identify a project director; and identify members of a project steering committee that will maintain oversight throughout the project period.
* Pathways articulation and support- clearly describe the educational pathway(s) and support services that will be developed, or existing pathways that will be enhanced, to meet the identified workforce needs. Pathways should incorporate all appropriate student outcomes from short-term industry-recognized credentials through the highest certificate or degree programs appropriate to the identified career goals and include career step-out points at the completion of each credential.
* Role of equipment request- required only for those proposals seeking equipment purchases. Outline how equipment purchase will specifically address local labor market needs; provide detailed description of equipment, educational value of equipment in preparing workforce, and justification for purchase.
* Performance assessment- clearly define measurable outcomes to be achieved through continuation of the plan and strategies to measure and report achievement of those outcomes. Priority will be given to programs which prepare candidates for high wage jobs or which create capacity to move candidates from unemployment to employment.
* Program plans must be designed to meet the goals and core requirements of the Regional Workforce Grants program. At a minimum, the plan must include a detailed project timeline and overview, measurable objectives for each phase of the project, a project governance and accountability plan, pathways articulation and support, the role of any equipment requested, and a performance assessment.

Keep the following rubric in mind when completing this section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** |
| **Program Plan**  **(25 Pts)** | Plan addresses all goals and core requirements and properly connects all activities to measurable outcomes that address workforce needs.  (22–25 Pts) | Plan addresses most goals and requirements and substantially connects activities to measurable outcomes. (18–21 Pts) | Plan addresses many goals and requirements and connects some activities to measurable outcomes.  (14–17 Pts) | Plan lacks significant requirements or connections of activities to measurable outcomes are not clear.  (0–13 Pts) |

*Please enter your answer in the box provided below. Feel free to include any necessary charts, graphs or tables.*

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| **SECTION 3 – STRENGTH OF PARTNERSHIP** | **20 Points** |

Proposals are required to address how the program plan incorporates each of the mandatory partners, as identified above, in a meaningful role.

*Essential Components:*

* Detailed description of role of each partner in continuation of the project- describe how each partner will continue to carry out components of the grant project; provide a description of assigned tasks for each of the mandatory partners; identify specific personnel and the roles they will play throughout the project; describe the integration of each role into the overall project; and describe the process for implementing fully articulated pathways from K-12 through a baccalaureate degree, as appropriate.
* Capabilities of each partner in ensuring project success- discuss the unique strengths of each partner in continuing the implemented project; describe how each partner is qualified to continue to participate in the project and how each partners strengthens the overall partnership.
* Consideration of all potential partners in the region – describe the process for identifying each selected partner, including the consideration of regional community colleges, universities, public schools, education service cooperatives, businesses and industries, career and technical education programs, multidistrict vocational centers, and private partnerships.

Keep the following rubric in mind when completing this section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** |
| **Strength of Partnership**  **(20 Pts)** | Plan includes broad representation and each partner has a defined role with identified critical contributions.  (18–20 Pts) | Plan includes broad representation but partner roles are not clearly defined. (15–17 Pts) | Plan lacks one or two important partners or not all partners are critical to success of the plan.  (11–14 Pts) | Partner participation is too narrow or some partners do not contribute meaningfully.  (0–10 Pts) |

*Please enter your answer in the box provided below. Feel free to include any necessary charts, graphs or tables.*

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| **SECTION 4 – BUDGET PLAN** | **15 Points** |

Proposals will include a detailed financial plan that maximizes efficient use of existing resources and a completed budget template.

*Essential Components:*

* Clear alignment between funding request and grant activities- detailed discussion of how each component of the grant budget supports the goals and stated outcomes of the program.
* Institutions may request up to $1 million over two years that will provide resources to continue approved Phase 2 projects.
* Local match of at least 10% of the total request, with a maximum cap of $50,000- all proposals will include a plan for local funding to match 10% of the total grant proposal. For example, a grant requesting $400,000 in funding would be required to provide $40,000 in matching funds. However, the local match is capped at $50,000, meaning grants in excess of $500,000 will have the same match as a $500,000 project.

*Note: With a submitted written commitment and payment guarantee from an industry partner, internship wages paid during the initial twenty-four (24) months of this program may be used to offset the local match amount on a dollar-to-dollar basis. Additionally, wages paid to incumbent workers of the employer while enrolled in academic training may be deducted from the match as well. Any entity wishing to utilize this method of funding the match must include the appropriate documentation with their proposal and, if selected for funding, will be monitored to ensure compliance.*

Keep the following rubric in mind when completing this section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** |
| **Budget Plan**  **(15 Pts)** | Plan identifies efficiencies that take full advantage of existing human and physical resources and all requested resources clearly support the goals of the plan.  (13-15 Pts) | Plan includes significant efficiencies from existing resources and all requested resources clearly support the goals of the plan.  (10-12 Pts) | Plan includes limited efficiencies from existing resources or includes some questionable resource requests. (7-9 Pts) | Budget includes limited or no existing resources from partners or includes requests deemed unnecessary.  (0–6 Pts) |

**Section 4.1 – Budget Plan Detail**

*Please provide your detailed financial plan in the box below.*

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**Section 4.2 – Budget Plan Template**

*Please complete the budget template below. Totals will calculate automatically based on your input. Institutions may request up to $1 million in grant funding for Phase 3 Projects.*

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| **Requesting Institution:** |  |
| **Title of Project:** |  |

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| **A. PROGRAM LEADERSHIP SUPPORT COSTS** | |  |  |
|  | 1. Personnel/Stipend |  | $0.00 |
|  | 2. Travel |  | $0.00 |
|  | 3. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL PARTNER PARTICIPANT COSTS** |  | $0.00 |
|  |  |  |  |
| **B. OTHER DIRECT COSTS** | |  |  |
|  | 1. Equipment |  | $0.00 |
|  | 2. Materials and Supplies |  | $0.00 |
|  | 3. Publication Costs/Documentation/Dissemination |  | $0.00 |
|  | 4. Consultant Services |  | $0.00 |
|  | 5. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL OTHER DIRECT COSTS** |  | $0.00 |
|  |  |  |  |
| **C. TOTAL DIRECT COSTS (A & B)** | |  | $0.00 |
|  | |  |  |
| **D. COST SHARING (Minimum 10% of C; up to $50,000)** | |  | $0.00 |
|  | |  |  |
| **Total Continuation Grant Budget** | |  | $0.00 |

*Other Notes*

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| **SECTION 5 - SUSTAINABILITY** | **20 Points** |

Proposals will include a commitment and detailed plan for sustaining grant activities beyond the twenty-four (24) month continuation period. Equipment requests will clearly specify how purchased equipment will continue to be linked to addressing labor and workforce needs beyond the grant period.

*Essential Components:*

* Detailed plan for sustaining the program beyond the twenty-four (24) month continuation grant funding period- describe how the work supported by this grant will continue beyond the grant period; outline the roles and funding sources of each partner after the grant period.
* Detailed plan for maintaining communication and sharing resources among all the program partners beyond the twenty-four (24) month funding period;
* Identify availability of long-term resources to maintain and/or repair any equipment requested.
* Describe plan for redistribution of equipment to meet additional workforce needs once the employer needs addressed by the proposal have been satisfied.

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|  | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** |
| **Sustainability**  **(20 Pts)** | Identifies existing resources to continue the program with no reduction in services at the end of grant funding period. (18–20 Pts) | Identifies significant resources to continue the program with limited reduction in services at the end of grant funding period.  (15-17 Pts) | Identifies limited resources to continue the program or proposes significant reduction in services at the end of grant funding period.  (11-14 Pts) | New funding sources must be identified for continuation of program at the end of grant funding. (0-10 Pts) |

*Please enter your answer in the box provided below. Feel free to include any necessary charts, graphs or tables.*

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**SUBMIT BY JUNE 1, 2018**Email to [ADHE.Workforce.Grant@adhe.edu](mailto:ADHE.Workforce.Grant@adhe.edu)  
*Applications will only be accepted for projects that were awarded an implementation grant.*

**CONTINUATION GRANT SCORING RUBRIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Elements** | **Exemplary** | **Superior** | **Adequate** | **Needs Improvement** | **Value** |
| **Program Need** | Significantly addresses a top 3 workforce need in the region.  (18–20 Pts) | Addresses in a more limited way a top 3 workforce need in the region.  (15–17 Pts) | Addresses in a limited way a less critical workforce need in the region.  (11-14 Pts) | Identified labor need is too narrow or not in a critical area.  (0–10 Pts) | 20 Pts |
| **Program Plan** | Plan addresses all goals and core requirements and properly connects all activities to measurable outcomes that address workforce needs.  (22–25 Pts) | Plan addresses most goals and requirements and substantially connects activities to measurable outcomes. (18–21 Pts) | Plan addresses many goals and requirements and connects some activities to measurable outcomes.  (14–17 Pts) | Plan lacks significant requirements or connections of activities to measurable outcomes are not clear.  (0–13 Pts) | 25 Pts |
| **Strength of Partnership** | Plan includes broad representation and each partner has a defined role with identified critical contributions.  (18–20 Pts) | Plan includes broad representation but partner roles are not clearly defined. (15–17 Pts) | Plan lacks one or two important partners or not all partners are critical to success of the plan.  (11–14 Pts) | Partner participation is too narrow or some partners do not contribute meaningfully.  (0–10 Pts) | 20 Pts |
| **Budget Plan** | Plan identifies efficiencies that take full advantage of existing human and physical resources and all requested resources clearly support the goals of the plan.  (13-15 Pts) | Plan includes significant efficiencies from existing resources and all requested resources clearly support the goals of the plan.  (10-12 Pts) | Plan includes limited efficiencies from existing resources or includes some questionable resource requests. (7-9 Pts) | Budget includes limited or no existing resources from partners or includes requests deemed unnecessary.  (0–6 Pts) | 15 Pts |
| **Sustainability** | Identifies existing resources to continue the program with no reduction in services at the end of grant funding. period  (18–20 Pts) | Identifies significant resources to continue the program with limited reduction in services at the end of grant funding. period  (15-17 Pts) | Identifies limited resources to continue the program or proposes significant reduction in services at the end of grant. funding period (11-14 Pts) | New funding sources must be identified for continuation of program at the end of grant funding.  (0-10 Pts) | 20 Pts |
| **Total Points Possible** | | | | | **100 Pts** |