MARYLAND GOVERNOR’S GRANT CONFERENCE – NOVEMBER 14, 2016

Eric Nelson, Director, Office of Special Initiatives and Demonstrations
Two Types of ETA Funding

- **Formula**
  - Directly to States
  - Funds Adult, Youth, Dislocated Worker Services and Labor Exchange
  - Includes training, data, and income support grants

- **Competitive**
  - Services to Adults, Youth and Dislocated Workers
  - Open to organizations that meet specific eligibility
  - Time frame is one to three years
  - Posted on www.grants.gov
# Competitive/Discretionary Funding

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Category</th>
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<tbody>
<tr>
<td>YouthBuild (YB)</td>
<td>Reentry Employment Opportunities (REO)</td>
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<tr>
<td>American Apprenticeship Initiative (AAI)</td>
<td>Linking to Employment Activities Pre-Release (LEAP)</td>
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<tr>
<td>Technical Skills Training Grants (TST)</td>
<td>Disability Employment Initiative (DEI)</td>
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<tr>
<td>Face Forward (FF)</td>
<td>Ready to Work Partnerships (R2W)</td>
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<tr>
<td>Trade Adjustment Assistance Community College &amp; Career Training (TAACCCT)</td>
<td>Training to Work (T2W)</td>
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<tr>
<td>Workforce Innovation Fund (WIF)</td>
<td>Characteristics Common to Female Former Offender (CCFFO)</td>
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<tr>
<td>Senior Community Service Employment Program (SCSEP)</td>
<td>Demonstration (Demo)</td>
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</table>
Getting Started & Application Tips

- Register for grants.gov and DOLETA updates to receive Funding Opportunity Announcements (FOA) notifications
- Start your application as soon after the posting as possible
- Check your grants.gov registration several weeks prior to the FOA closing (ensure you know your password and registered staff is still with your organization)
- Make sure your SAM registration is current
- When reading the FOA, mark the FOA for all of the “must dos”
Getting Started & Application Tips

- Review your application to verify all “must dos” have been addressed

- Use the checklist provided in the FOA to help ensure all documents are submitted

- Check your scanned documents to ensure all pages were scanned (no pages stuck together)

- Allow plenty of time to submit through grants.gov (several days before the deadline)
Funding Opportunity Announcement (FOA)

- Describes
  - The project
  - Eligibility requirements
  - Period of performance
  - Estimated number of grants
  - Closing date for applications
  - Reporting requirements
  - Rating criteria
Preparing your Application

- Start with an outline
- Include all important elements in the outline in the order you want to include them
- From the outline develop your proposal
- Your team should be involved in the process including program, fiscal and performance staff
Staying Organized

The grant writer needs to:

- Develop a plan and a timeline
- Develop a team
- Keep on top of multiple copies
- Incorporate and track feedback
- Create a checklist of required components
Notice of Grant Availability

- Grant Purpose
- Award Information (Deadline; Funding Available; Award Size; Period of Performance)
- Eligibility
- Application Requirements
  - Application Form
  - Project Summary/Abstract
  - Project Narrative
  - Budget Form & Budget Narrative
Project Narrative

- Typical Requirements include:
  - Project Approach and Management Plan
  - Outcomes and Metrics
  - Potential Impact and Sustainability
  - Budget Form and Budget Narrative
Application Tips

- Submit an organized application
- Be as responsive as possible to each required element
- Pay attention to the scoring matrix
- Use the allotted pages
- If you question a component of your proposal (narrative or budget) the reviewers are likely to question it as well
Elements of Fundable Projects

- Establish the “Need”
- Recognize the Individual
- Use Partnerships (especially the public workforce system)
- Illustrate Sustainability
- Leverage Resources beyond ETA
- Be Innovative

“It’s a foolproof formula for writing grant applications.”
The Do’s

- Do read the FOA
- Do pay attention to the rating criteria
- Do maintain FOA Order
- Do explain things
- Do avoid jargon
- Do be realistic
- Do consider becoming a panelist yourself

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Statement of Need</td>
<td>10</td>
</tr>
<tr>
<td>2. Linkages to Key Partners</td>
<td>20</td>
</tr>
<tr>
<td>3. Training and Capacity Building Plan</td>
<td>25</td>
</tr>
<tr>
<td>4. Outcomes, Benefits, and Impact</td>
<td>30</td>
</tr>
<tr>
<td>5. Program Management and Organization Capacity</td>
<td>10</td>
</tr>
<tr>
<td>6. Integration with and Regional Economic and Talent Development Strategies</td>
<td>5</td>
</tr>
<tr>
<td>7. Bonus: Integration of Workforce Investment Act training funds</td>
<td>5</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>105</td>
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</tbody>
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The Don’ts

- Don’t assume panelists know the subject area
- Don’t just reiterate buzzwords
- Don’t say you have a partnership when you don’t
- Don’t say you have experience when you don’t
- Don’t make things seem easier than they are
- Don’t submit a proposal that you don’t know very well or believe to be 100% true
ETA Review Process

1. Technical panel
2. Independent evaluation
3. Rating
4. Negotiations
5. Award Notification
Here’s what your up Against

- Example FOA: TechHire Partnership Grants
  - # Applications - 231
  - # Rejected Due to Missing a Required Document - 16
  - # Of Awards Made – 39
Upcoming Funding Opportunities

- Reentry Projects - $66 Million (Anticipated Publication: January 2017; Awards in Spring 2017)


- YouthBuild Program - $80 Million (Anticipated Funding Opportunity Announcement – Winter 2016)
For More Information

ETA Grant Application Toolkit Page:

- http://www.workforce3one.org/page/grants_toolkit

More Resources:

- www.grants.gov
- http://www.doleta.gov/grants/
- http://pep-incorporated.com/DOLPanelist/
- http://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx
Questions?