



MARYLAND GOVERNOR'S GRANT CONFERENCE – NOVEMBER 14, 2016

Eric Nelson, Director, Office of Special Initiatives and
Demonstrations

Two Types of ETA Funding

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□ 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

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YouthBuild (YB)

Reentry
Employment
Opportunities
(REO)

Trade Adjustment
Assistance Community
College & Career
Training (TAACCCT)

Workforce
Innovation Fund
(WIF)

American
Apprenticeship
Initiative (AAI)

Linking to
Employment
Activities Pre-
Release (LEAP)

National
Farmworker Jobs
Program (NFJP)

Senior Community
Service Employment
Program (SCSEP)

Technical Skills
Training Grants
(TST)

Disability
Employment
Initiative (DEI)

Training to Work
(T2W)

Youth Career
Connect (YCC)

Face Forward (FF)

Ready to Work
Partnerships (R2W)

Characteristics
Common to Female
Former Offender
(CCFFO)

Demonstration
(Demo)

Getting Started & Application Tips

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- 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

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- 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](https://www.grants.gov) (several days before the deadline)

Funding Opportunity Announcement (FOA)

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

Preparing your Application

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- 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

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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

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- 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

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➤ Typical Requirements include:

- ✓ Project Approach and Management Plan
- ✓ Outcomes and Metrics
- ✓ Potential Impact and Sustainability
- ✓ Budget Form and Budget Narrative



Application Tips

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- 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

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- ❑ 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

Criterion	Points
1. Statement of Need	10
2. Linkages to Key Partners	20
3. Training and Capacity Building Plan	25
4. Outcomes, Benefits, and Impact	30
5. Program Management and Organization Capacity	10
6. Integration with and Regional Economic and Talent Development Strategies	5
7. Bonus: Integration of Workforce Investment Act training funds	5
Total Possible Points	105

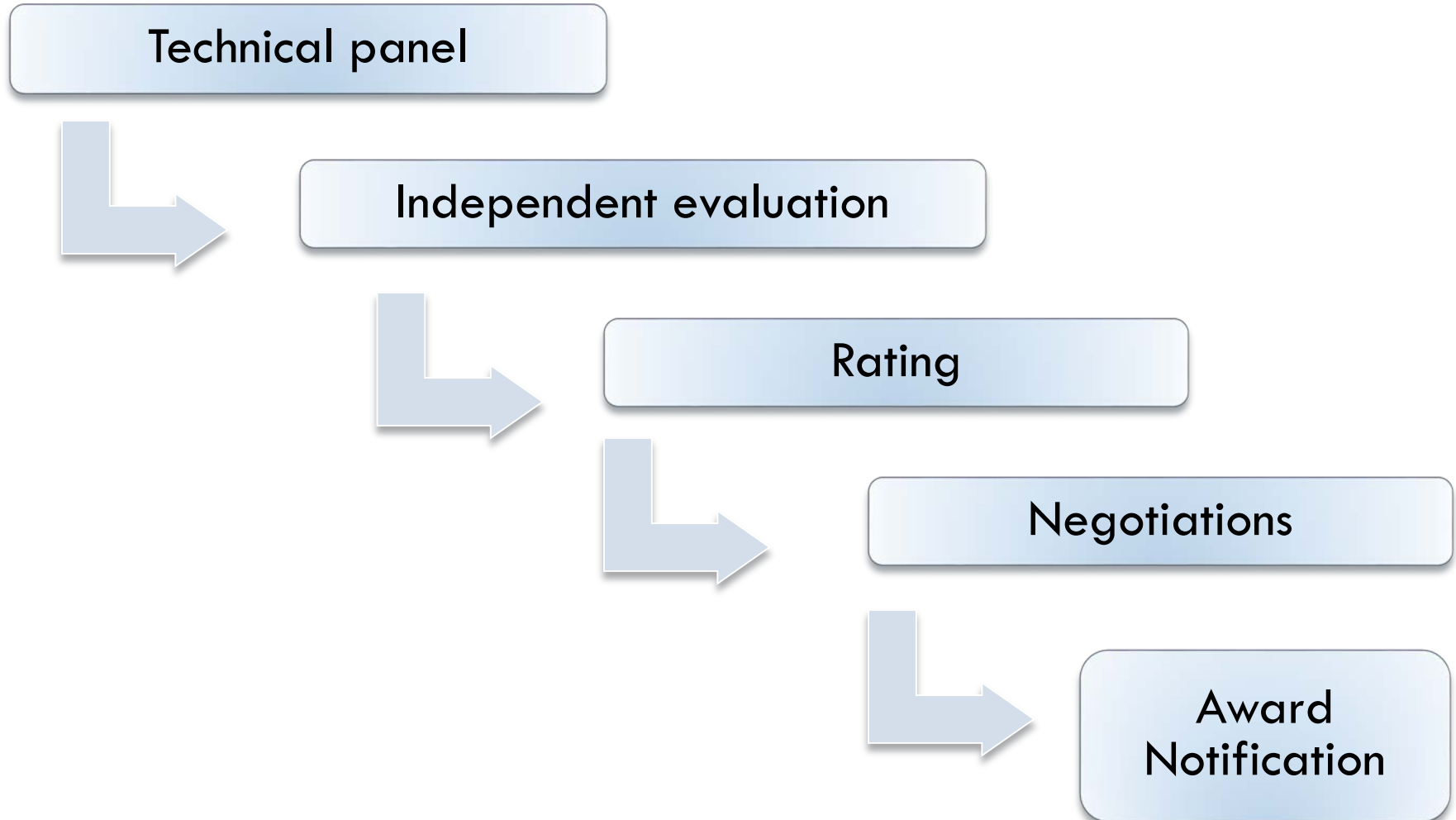
The Don'ts

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- ❑ 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

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Here's what your up Against

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



Upcoming Funding Opportunities

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- Reentry Projects - \$66 Million (Anticipated Publication: January 2017; Awards in Spring 2017)
- Workforce Data Quality Initiative Grants – Approximately \$6 Million (Anticipated Funding Opportunity Announcement – Winter 2016)
- YouthBuild Program - \$80 Million (Anticipated Funding Opportunity Announcement – Winter 2016)



For More Information

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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?

