



**Notice of Request for Grant Applications**  
**Workforce Investment Act (WIA)**  
**Statewide Projects**  
**State Fiscal Year 2015**

**Date of Issue: April 1, 2015**

**Project Timeline**  
**May 1, 2015 to September 30, 2016**

This request for grant applications is dependent upon availability of funds and authorization by the  
Alaska State Legislature

## **Grant Applications Must be Submitted through EGrAMS By 5:00 p.m., April 17, 2015**

EGrAMS is an **E**lectronic **G**rants **A**dministration and **M**anagement **S**ystem. It can be accessed from the Alaska Department of Labor and Workforce Development website at [egram.s.dol.alaska.gov](http://egram.s.dol.alaska.gov). Questions about EGrAMS should be directed to the EGrAMS Help Desk at 907-465-4893, [dol.dbp.egram.s.helpdesk@alaska.gov](mailto:dol.dbp.egram.s.helpdesk@alaska.gov)

**Pre-application teleconference:** The Division will host a pre-application teleconference on April 9, at 10:00 a.m. to answer questions related to this RGA and the EGrAMS process. Participation in this teleconference is not a requirement for submitting an application.

The teleconference number is 1-800-315-6338 Pass Code: 18820#

**Program Contact:** Questions about the content of this Request for Grant Applications should be directed to the WIA Program Coordinator – Shawna Harper, (907) 465-1882, or [shawna.harper@alaska.gov](mailto:shawna.harper@alaska.gov)

**Americans with Disabilities Act** - Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division of Business Partnerships at (907) 269-4651 no later than ten working days prior to the application deadline. The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer /Program. All grant recipients or sub-contractors must comply with the Americans with Disabilities Act.

## BACKGROUND

The Alaska Department of Labor and Workforce Development (Department), Division of Business Partnerships (Division), is requesting grant applications for participant training projects. Under Title IB of the Workforce Investment Act (WIA), the state is authorized to retain 8.75 percent of the federal WIA Adult, Youth and Dislocated Worker program funds allocated to Alaska. This 8.75 percent may be used for training and employment projects.

Organizations that can apply for this Request for Grant Applications (RGA) include state and local agencies, private businesses, employers, federally registered apprenticeship sponsors, non-profit and for profit organizations.

The goal is to build a trained and prepared workforce for employment in Alaska's high wage, high growth industries and occupations.

## SCOPE OF WORK

Training projects will include participant training for adults age 18 years and older, and if male, registered with selective service. Priority is to be given to Veterans and low income individuals.

The Alaska Workforce Investment Board (AWIB) determines priority industries annually and the training outlined in this solicitation must lead to industry recognized credentials for occupations in the following priority industries.

- Construction
- Education
- Hospitality and Tourism
- Information Technology
- Health Care
- Natural Resource Development (oil, gas, mining)
- Transportation

Authorized training programs must be approved on the [Eligible Training Provider List](#) with the exception of on-the-job training. Information on how to apply for the ETPL can be located on the Division's website at [labor.alaska.gov/bp/ETPL.htm](http://labor.alaska.gov/bp/ETPL.htm).

The training services that may be provided to eligible participants include:

- **Industry Specific Training** – Training resulting in participants acquiring industry-recognized skills, competencies, or certifications as required by a specific industry.
- **On-the-Job Training (OJT)** – Training provided by an employer at the work site to a paid participant while engaged in work that provides knowledge and skills essential to perform the job successfully while the employee is learning the job requirements of the position, including apprentice training in a registered apprenticeship program. OJT is intended to compensate the employer for the *extra* cost associated with hiring and training an individual who does not meet the minimum requirements of the position.
- **Customized Job-Linked Training** – Training designed to meet the specific workforce development needs of an employer, resulting in participants acquiring the skills and knowledge necessary to be hired, remain employed, or advance in employment. Employers must have expressed a willingness to hire, retain, or advance participants within six months of successfully completing the training.
- **Registered Apprenticeship** – Programs designed to move an apprentice from a low- or no-skill entry-level position to full occupational proficiency, meeting parameters established under the National Apprenticeship Act (29 U.S.C. 50 and 29 CFR Part 29) and designed to protect the welfare of the apprentice. Upon completion of a Registered Apprenticeship program, participants receive an industry issued, nationally recognized credential.

Grant funds may leverage existing training and employment assistance programs. The training may also foster new jobs in priority industries and occupations.

## PROGRAM DESIGN

The grantee will be responsible for incorporating the following services into their project:

1. Outreach and recruitment;
2. Intake of training participants;
3. Objective assessment of each training participant;
4. Development of an Individual Employment Plan for each participant;
5. Referrals to other resources;
6. Exit and follow-up services.

### Outreach and Recruitment

Outreach and recruitment activities are aimed to increase awareness of the project and may be delivered via multiple means. Successful applicants will have a strategy for actively recruiting participants for the project through established partnerships.

### **Intake**

Intake involves services such as registration, eligibility determination, and collection of information to support verification of eligibility of services. It may also include pre-screening of potential participants and general orientation. The division will provide the intake application and other forms as required by WIA for reporting and data validation purposes.

### **Objective Assessment**

Assessment is a process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs. The grantee shall perform an assessment of the skill levels and service needs of each participant to ensure they can successfully complete the training program.

### **Individual Employment Plan (IEP)**

The individual employment plan identifies the services and associated costs, the participants will receive and employment and credential goal.

### **Referral**

If the participant is in need of other services other than those available through this project they may be referred to other agencies that best fit the participant's needs.

### **Exit and Follow-up**

Participants in the project will "exit" from the project when they have completed their training and obtained employment. Follow-up services may be provided for 12 months following the exit date. Follow-up services include, but are not limited to, regular (monthly, quarterly, e-mail, in-person, etc) contact with the participant.

## **PERFORMANCE INDICATORS**

This project has specific performance indicators and outcomes that grantees will be required to achieve. Acceptable performance is based on a negotiated or set percentage rate of attainment of each measure. Attainment equates to the percentage of program participants that meet the performance indicator definition.

### **Entered Employment Rate**

- Of those who are not employed at the date of participation, the number of adult participants who are employed in the first quarter after exit quarter divided by the number of adult participants who exit during the quarter. **The goal is 80%.**

## Employment Retention Rate

- Of those who are employed in the first quarter after the exit quarter, the number of adult participants who are employed in both the second and third quarters after the exit quarter divided by the number of adult participants who exit during the quarter. **The goal is 82%.**

## Earnings

- Of those adult participants who are employed in the first, second and third quarters after the exit quarter, the total earnings in the second quarter plus total earnings in the third quarter after exit quarter divided by the number of adult participants who exit during the quarter. **The goal is \$20,100.**

## FUNDING

Total grant funds available are \$300,000. There are no limitations on funding levels for individual grants; however costs must be reasonable and comparable to industry standards for the type of training proposed. The budget narrative should contain the following categories:

- **Personal Services:** Summarize the positions that will be covered under personal services, including the roles of the positions, the proportion of the individuals' total time that will be dedicated to this grant, and the funds allocated for the positions.
- **Travel:** Summarize the program-specific need for travel, including when travel is anticipated to occur. Participant travel is entered under Participant Support.
- **Contractual:** Summarize the contractual expenses (expenses for services received from entities other than the applicant), including how the costs of contractual fees were determined.
- **Supplies:** Summarize the supplies (typically items less than \$5000) that will be purchased in support of program objectives.
- **Equipment:** Summarize the equipment (typically items more than \$5000) that will be purchased in support of program objectives.
- **Participant Support:** Summarize the expenses for training (tuition, books, fees) and any employment assistance services.
- **Administration:** Summarize how the program or participants benefit from the funded administrative services. This line item is limited to twelve percent.

## APPLICATION TIMELINES

**Date of Issue:** April 1, 2015

**Submission deadline:** April 17, 2015 by 5:00 p.m.

## **Application**

Applications will be accepted through EGrAMS, the Division's **Electronic Grants Administration and Management System**. EGrAMS is a web-based system accessed through the internet. A tutorial on how to submit an application through EGrAMS can be accessed at the Alaska Department of Labor and Workforce Development, Division of Business Partnerships' website: [labor.alaska.gov/bp/egram/home.htm](http://labor.alaska.gov/bp/egram/home.htm) **Applicants are strongly encouraged to complete the full tutorial before attempting to use EGrAMS, if they have not used EGrAMS previously.**

An activated EGrAMS user must enter a request to be a Project Director to be able to submit a grant application. The EGrAMS tutorial explains how to submit such an application. The EGrAMS home page also has FAQs about using EGrAMS.

## **Budget Narrative and Budget Summary**

The budget section of the application includes two parts: a Budget Narrative and the Budget Summary. The Budget Narrative should be used to explain and justify the costs included in the Budget Summary. All costs identified should be described in EGrAMS in the budget section as percentages within each budget line item listed in each budget category. Costs must be reasonable, practical, and determined based on provision of services that best support participant needs.

## **Maintaining Participant Information**

In preparing an application, applicants should consider any costs associated with maintaining and providing participant-related information. The grant agreement will specify the types of information required and its format and frequency for submission. Grantees will be required to maintain all personal information obtained from participants as confidential for the life of the grant and for as long as grant-related records are maintained, a period of at least three years following the end of the grant.

## **Grant Recipient Contribution**

While direct matching funds are not required, leveraging other community, state, or federal resources with the WIA Statewide project funding stream is highly desired and will rank higher in this category. Grantee contributions may take many forms, such as the organizations resources or unsubsidized wages paid by an employer to the participant. The Division contends that leveraged resources foster innovation and encourage development of long-term resources.

## **Funding Limits**

Awards are subject to availability of funds and authorization by the Alaska legislature. Funding requests, including administrative costs, must be reasonable and practical, and will be assessed and evaluated by the review committee according to the percentage allocated for administration, the overall cost per participant and, the ratio of staff costs to benefits derived by the participant.

## SELECTION AND AWARD PROCESS

All eligible and responsive applications will be forwarded to an independent review team consisting members of the Alaska Workforce Investment Board. The Division facilitates the process and offers guidance to the review team.

Applications will be evaluated on their relative merit according to the information provided in the application and the evaluation criteria specified in this RGA. The Division may request additional information from applicants if it is needed to make funding recommendations.

The application review team will review and assess each application based on the following criteria:

- Project description to include demonstrated plan or ability to recruit and serve adult applicants;
- Ability to provide the mandatory program requirements including outreach and recruitment, intake, assessment, referral, individual employment plan development, case management and follow up services;
- Ability to coordinate and/or provide training that leads to an industry recognized credential;
- Ability to develop partnerships and referral systems;
- Ability to assist participants in obtaining employment upon completion of training;
- Organizational qualifications;
- Past performance if a former WIA grantee;
- Budget.

Upon commissioner approval, applicants are emailed a Notice of Intent to Award letter or Notice of Denial letter. Upon notice of award, the Division will initiate grant scope and budget negotiations. The state reserves the right to revoke a Notice of Intent to Award if it is subsequently found to be in error, made on the basis of inaccurate information, or not in the best interest of the state.

### **Notice of Award Denial**

Any applicant notified with a Notice of Award Denial has ten working days from date of the denial notice to request reconsideration. Requests for reconsideration must be made in writing and sent to the Director of the Division of Business Partnerships, Alaska Department of Labor and Workforce Development, 1016 West 6<sup>th</sup> Avenue, Suite 205, Anchorage, AK 99501.

The request for reconsideration must demonstrate one or more of the following:

1. There has been a substantial change in the circumstances that led to the denial;
2. The request provides relevant information to the Department that was not available when the denial was made; or,



3. The request shows the Department's decision contains a technical, legal, or administrative error or misinterpretation of data, the correction of which might reverse the decision.

A decision on the request for reconsideration will be made within ten working days from receipt of the request. If the commissioner does not make a decision on the request within the ten working days, the request will be considered denied.

### **Ownership of Grant Applications**

Confidentiality and release of information during opening of applications, application evaluation, and grant negotiation are the responsibility of the issuing office. Application information shall not be treated as public information any time prior to the notices of award or denial, and is subject to public disclosure after the notices are issued. Upon receipt, all applications and their contents become property of the Division.

### **Grant Negotiations**

The Division will negotiate grant award amount, performance and reporting levels, and any conditions to a grant award that it determines are prudent and in the best interest of the state.

### **Grant Agreements**

All projects funded under this RGA must begin upon signature by the Department and no work on the project may begin prior except in instances where a Reimbursable Service Agreement is used and it is in the best interest of the participants or program to begin prior to signing, but after the notice of intent to award.

Grant agreements are generally written on a cost reimbursable basis. The frequency of reimbursement for program services can vary and is described in the terms of each negotiated grant agreement. The grant agreement and any subsequent amendments become legal and binding upon the authorized signature of both parties.

### **Prior Costs**

Costs incurred by the applicant prior to the period of performance of the grant agreement are the sole responsibility of the applicant, including the cost for the preparation and submission of a grant application.

### **Grant Award**

Grant agreements must be signed within 45 days of receipt from the Department or the Department may rescind the award in order to redirect the funds to a responsive grantee.

## **REPORTING**

### **Progress Reporting**

Grant recipients must complete and submit monthly progress reports in EGrAMS. Reports must be submitted to the Division by the 15<sup>th</sup> day following the end of each month to reflect the activity for the prior month. Progress reports must include narrative updates on the progress of the project and statistical data related to the grant recipient meeting the goals and objectives of the project scope.

### **Financial Reporting**

To ensure that budgets are on target, grant recipients are periodically required to demonstrate how their budget will be fully expended at the end of the period of performance. Grant recipients that are not meeting their planned expenditures may have their grant awards reduced and the funds may be provided to other organizations.

The Division will provide electronic forms to request reimbursement of expenditures outlined in the grant agreement. Expenditures incurred prior to the start date of the period of performance of the grant agreement signed by the Department will not be reimbursed. Requests for reimbursement must be submitted to the Division by the 15<sup>th</sup> day following the end of each calendar month to reflect the activity for the prior month. All reimbursement requests must be supported with clear and concise financial reports and expense documentation. The Division shall pay the grantee on a cost reimbursable basis only for costs actually paid during the report period, as outlined in the grant agreement. Technical assistance is available to grantees.

### **Participant Data Collection**

Each grant recipient shall gather and record information pertaining to participant demographics and other information using the tools designated by the Division. All data must be collected and entered into the Division's database within 30 days of completion of each service being provided. Grant recipients may require participants to provide information requested by the Division that includes name, address, and other statistical data. The Division will provide data collection and data entry training to grant recipients.

The Division's Individual Case Management (ICM) system is used to collect participant data and document services. Participant data is critical to determining the success of the project. Successful applicants must be able to access ICM from the internet and ensure accurate and timely data collection and data entry.

### **Monitoring**

All grant recipients are subject to monitoring. This will include, but is not limited to review of participant files and records to ensure adherence to the project scope, objectives, goals, training schedules, and financial compliance. Monitoring may be conducted on-site, through written requests for information, or be distance-delivered at the discretion of the Division.

## DUE DILIGENCE REQUIREMENTS

As part of the negotiation of a grant award, all grant recipients and any sub-contractors or sub-grantees receiving over \$25,000, which are not state agencies, are required to go through a multi-step due diligence process to demonstrate their suitability to receive grant funds. Prior to negotiation of a grant award, the applicant must take any necessary actions to ensure they will meet the due diligence standards, to include but not limited to the following conditions.

Grant applicants must:

- Be in good standing with the State of Alaska and the Department of Labor and Workforce Development
- Be in good standing with the United States government
- Maintain adequate insurance, as described in Certificate of Insurance below
- If applicable, be an acceptable past grant performer, as determined by the Division
- Not be on the state or federal debarment lists
- Be financially capable of administering a grant using generally accepted accounting principles as evidenced through review of the applicant's audit report or financial statements

Applicants that fail to meet a due diligence condition will be notified in writing of the reason, and will be provided five working days from the date of the notice to correct the deficiency. If the applicant fails to correct the deficiency within the five working days, the grant award may be withdrawn.

### Certificate of Insurance

The type of insurance coverage required is specific to the project. If an applicant is not able to provide a Certificate of Insurance meeting the minimum coverage, the applicant must provide documentation to demonstrate it will obtain the necessary insurance coverage. The Certificate of Insurance must demonstrate the following minimum coverage, **only if applicable** to the proposed project:

- Workers' Compensation: Grant recipients and any sub-grantee or sub-contractor must provide and maintain Workers' Compensation Insurance for all employees engaged in grant work and/or services under the project.
- Comprehensive General Liability: Grant recipients and any sub-grantee or sub-contractor must have comprehensive general liability insurance with coverage limits of at least \$300,000 combined limit per single occurrence. The policy shall include coverage for the premises and operations, independent contractors, and products, property damage, blanket contractual, and personal injury.
- Comprehensive Auto Liability: Grant recipients and any sub-grantees or sub-contractors are required to have comprehensive automobile liability insurance for their vehicles used in project activities with coverage limits of at least \$100,000 per person, \$300,000 per occurrence of bodily injury, and \$50,000 property damage.