



**Guidelines for Workforce Investment Act  
Annual Grant Awards for Regional Collaboration and Local Coordination**

*Issued by Virginia Community College System on behalf of  
the Virginia Workforce Council*

*February, 20 2012*

## I. General Information

The Virginia Community College System (VCCS), on behalf of Virginia's Workforce Council, announces a grant competition for three WIA Incentive grant awards of up to \$50,000 for the period July 1, 2012 through December 31, 2013. There are two categories for applicants to apply: Regional Collaboration and Local Coordination. Awards will be provided to the top three applicants *regardless* of the category for which they apply. Grant recipients must be Workforce Investment Boards in Virginia. Local WIBs may apply for both categories of funding, but each WIB will only be awarded a maximum of **one** \$50,000 award. Applications for both categories of this year's WIA Incentive grant awards will be due to the VCCS on Tuesday, May 1, 2012 with submission of both an electronic copy of the grant application on or before that date and three hard copies of the same application with appropriate signatures to be postmarked on or before the same date.

The grant awards seek to improve services through the following strategies which are aligned with the goals of the Virginia Workforce Council, Virginia Career Pathways System Development Plan and as outlined by US DOL and US Ed for Career Pathways Development (references to these documents are located under Incentive Awards: Appendix A and B of the WDS Grants page [www.vccs.edu/workforce/grants](http://www.vccs.edu/workforce/grants)) :

- Alignment with employer needs
- Collaboration with workforce and economic development organizations
- Leveraged funding and resources
- Measuring results
- Awareness/Communication

## II. Requirements for Regional Collaboration and Local Coordination Awards

Regional Collaboration: The key requirements for the Regional Collaboration grant is that successful applications must (1) involve *one* other WIB in the proposed project and (2) actively engage *at least one* of the following regional stakeholder groups in the LWIA(s):

- Economic and workforce development organization or entity
- Employer or professional association
- Postsecondary educational or training institution
- Community-based organization

Local Coordination: The key requirement for the Local Coordination is that successful applications must actively engage *at least two* of the following stakeholder groups in the region:

- Economic and workforce development organization or entity
- Employer or professional association
- Postsecondary educational or training institution (including an adult education provider)
- Community-based organization

### III. Pre-Proposal Webinar

A pre-proposal webinar is scheduled for 10 am on Thursday, March 1 to respond to queries from organizations interested in submitting proposals and to provide models and resources relevant to planning for grant application. This will be a WebEx conference. Information to connect to the conference is provided below. In order to ensure your computer is setup for a WebEx conference, please test your computer using the link provided at the bottom of this meeting information. Additionally, applicants can find resource materials related to the grant at [www.vccs.edu/workforce/grants](http://www.vccs.edu/workforce/grants).

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Meeting information  
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Topic: WIA Incentive Grant  
Date: Thursday, March 1, 2012  
Time: 10:00 am, Eastern Standard Time (New York, GMT-05:00)  
Meeting Number: 642 534 120  
Meeting Password: (This meeting does not require a password.)  
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To start or join the online meeting  
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Go to  
<https://vccsedu.webex.com/vccsedu/j.php?ED=150229027&UID=490826422&RT=MiMxMQ%3D%3D>

Or

<http://bit.ly/IncentiveGrant>

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Audio conference information  
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To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.  
Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Global call-in numbers:  
<https://vccsedu.webex.com/vccsedu/globalcallin.php?serviceType=MC&ED=150229027&tollFree=1>  
Toll-free dialing restrictions: [http://www.webex.com/pdf/tollfree\\_restrictions.pdf](http://www.webex.com/pdf/tollfree_restrictions.pdf)  
Access code:642 534 120  
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For assistance  
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1. Go to <https://vccsedu.webex.com/vccsedu/mc>
  2. On the left navigation bar, click "Support".
- To add this meeting to your calendar program (for example Microsoft Outlook), click this link:  
<https://vccsedu.webex.com/vccsedu/j.php?ED=150229027&UID=490826422&ICS=MS&LD=1&RD=2&ST=1&SHA2=fO-Yr5NkKjteOfn7gjaqOrKsLqhDuyXDaMeW9mslAks=>

**To check whether you have the appropriate players installed for UCF (Universal Communications Format) rich media files, go to**  
<https://vccsedu.webex.com/vccsedu/systemdiagnosis.php>.

#### **IV. Grant Deliverables**

Each of the four WIBs receiving this grant will be responsible for completing and submitting as scheduled progress and final reports that provide both quantitative and qualitative data on progress activities and outcomes. Templates of progress and final reports will be provided by the VCCS to grant recipients. Additionally, monthly requests for reimbursement are expected to the VCCS. Eligibility for future incentive grants may include how well grant recipients meet the fiscal and grant reporting requirements of these grants.

Grant recipients may be asked by the VCCS to participate in monthly phone conferences to ascertain and report progress, in semi-annual statewide meetings for the same purpose, and in presentations designed to disseminate grant outcomes and promising practices to other WIBs and One Stop Centers.

#### **V. Evaluation Criteria for Ranking Proposals**

Proposals will be ranked by a multi-agency grant review team based on the following criteria:

1. Alignment with employer needs (25 points): Proposal is aligned with needs of employers and includes data to support employer needs or strategies to gain input of employer needs as part of the project.
2. Collaboration with workforce and economic development organizations (25 points): Proposal includes collaborative initiatives workforce and/or economic development organizations.
3. Outside funding (10 points): Proposal includes leveraged funding (in-kind or monetary) from external partners
4. Measuring impact (30 points): Proposal clearly describes how it will measure impact of the strategies and how data will be used to continuously assess and improve.
5. Awareness/Communication (10 points): Proposal includes strategies to communicate results of proposed activities.

#### **XV. Grant Proposal Requirements and Timeline**

##### Grant Proposal Requirements

The grant application is divided into two sections. The first part is provided in a word document format. The second part is provided in an Excel format. The following table lists the items that need to be completed as part of the grant application and is intended to be a helpful reminder of the submission requirements that are also referenced in the guidelines.

## Checklist

- Signature Page (Word Section, Part 1 of WIA Incentive Award Application)
- Narrative Proposal (Word Section, Part 1 of WIA Incentive Award Application)
- Work Plan (Word Section, Part 1 of WIA Incentive Award Application)
- Line Itemized Budget (Excel Section Part 2 of WIA Incentive Award Application)
- Partner Contributions (Excel Section, Part 2 of WIA Incentive Award Application)

## Timeline

Three hard copies of the grant application, including one with original signatures and two with copies of original signatures included, are due to the VCCS on or before 5pm, Tuesday, May 1, 2012. Mailed applications should be addressed to Wendy Kang, Virginia Community College System, 101 N. 14<sup>th</sup> Street, James Monroe Building, 17<sup>th</sup> Floor, Richmond, VA 23219. Faxed proposals will not be accepted. In addition to providing the VCCS with three hard copies of the application, including signature pages, narrative proposal, Excel spreadsheet work plan, and line item budget, applicants must also send an electronic copy of all of the above materials on or before May 1, 2012 to [wdsgrants@vccs.edu](mailto:wdsgrants@vccs.edu).

E-mailed proposals that are not accompanied by signed hard copies postmarked or delivered by deadline of May 1, 2012 may be disqualified from consideration for grant funding. Proposals must be signed by designated officials: the WIB Chair and WIB Director. Unsigned, improperly signed, and incomplete proposals may not be reviewed for funding.

Grant awards will be reviewed by a committee designated by members of the Virginia Workforce Council and recommendations for approval will be provided at the June 10<sup>th</sup> Workforce Council Meeting. Grant awards will be issued July 1, 2012.

The grant award period is from July 1, 2012 to December 31, 2013. Extensions will not be provided beyond this time period. The following table provides a timeline of events for the WIA Incentive Applications:

<b>Event</b>	<b>Date</b>
Deadline for submission of proposals	May1, 2012
Grant awards announced	June 10, 2012
Grant performance period	July 1, 2012-December 31, 2013
Interim progress report	December 31, 2012 June 30, 2013
Final report due	January 31, 2014

## **XVI. Fiscal Requirements**

The fiscal agent for a WIA Incentive Award must be the fiscal agent designated by the local workforce area for local area formula funds. Applicable federal circulars must be followed. Revisions to budgets provided in grant applications must be approved in advance of spending by the assigned VCCS project manager for this grant. Local areas must expend 75% of their funds by June 30, 2013 or submit an explanation of why the funds have not been spent to the project manager for this grant. Eligibility for future incentive grants may include how well grant recipients meet the fiscal and grant reporting requirements of these grants.