

# NH Department of Education



PY 2007 Workforce Investment Act (WIA)

Title I Youth

Technical Assistance Conference

# Agenda



- ☒ Welcome and Introductions
- ☒ Overview of Process
- ☒ Goals and Priorities
- ☒ Proposal Contents
- ☒ Question and Answers
- ☒ Grant Writing Tips

# Housekeeping



- ⌘ Please keep questions until the end.
- ⌘ If unclear what saying, waive and I will repeat and try to rephrase.
- ⌘ Not use acronyms – but if I do, waive and will explain.
- ⌘ Restroom location
- ⌘ Sign-in sheet being circulated

# Overview of Process Funding Background



- ⌘ US Department of Labor
- ⌘ State of NH - NH Department of Labor
- ⌘ Workforce Opportunity Council/Youth Council
- ⌘ NH Department of Education

# US Dept. of Labor Vision (7/04)



⌘ Out-of-School Youth (and those most at risk of dropping out) are an important part of the new workforce “supply pipeline” needed by businesses to fill job vacancies in the knowledge economy. WIA funded youth programs will provide leadership by serving as a catalyst to connect these youth with quality secondary and post-secondary educational opportunities and high-growth and other employment opportunities.

# Background to Vision



- ⌘ Programs and services aimed at preparing country's most at-risk and neediest youth for real job opportunities.
- ⌘ Cannot leave behind any youth in our economy.
- ⌘ Well-designed workforce investment program offers youth opportunity to successfully transition to adult roles and responsibilities.

# US Dept of Labor Strategies/Focus



- ⌘ Alternative Education – providing high quality education that adheres to state standards developed in response to No Child Left Behind Act (NCLB)
- ⌘ Business Demands – Especially High Growth Industries and Occupations
- ⌘ Focus on Neediest Youth (foster care, aging out of foster care, youth offenders, children of incarcerated parent(s), and/or migrant youth)
- ⌘ Funding for youth programs is performance-based and focused on outcomes.

# Amount and Contract Period (1.0)



- ⌘ Contingent on US DOL Funding - Winter 2007
- ⌘ Anticipate approximately \$1.5 M (level funding) to decrease
- ⌘ Anticipated Contract Period - 5/1/07 - 6/30/2010

# Bid Procedures

## ⌘ Submittal Deadline -

☑ Received by 2/8/2007 at 4 pm EST-

☑ NH Department of Education

☑ Attn: Bonnie St. Jean

☑ 21 South Fruit Street, Suite 20  
Concord, NH 03301

# Submission Details - (2.0)



⌘ 6 identical copies of the proposal with one original signatures

⌘ Proposals received after this date may not be accepted.

# Multiple Site Proposal(s)



- ⌘ One proposal per region
  - ☑ Hillsborough County
  - ☑ Rockingham/Strafford Counties
  - ☑ Cheshire, Merrimack and Sullivan Counties
  - ☑ Belknap, Carroll, Coos and Grafton Counties
- ⌘ Separate sections per site for each section that is **unique (i.e. youth and community need, past outcomes, staffing, local partners)**
- ⌘ Individual site budget per year (requested and in-kind contributions)

# Allocation of Funds (3.2)



- ⌘ Minimum of 45% of funds to serve out-of-school youth and up to 55% for in-school youth.
- ⌘ Goal distribute funds throughout geographic regions; however, priority will be given to high performing programs in other regions if potentially unfunded.

# Timelines

## ⌘ WIA Youth Funding Cycle 39 months

- ☒ April – June, 2007 – recruitment
- ☒ July, 2007 through June, 2008 training
- ☒ July, 2008 through June, 2009 follow-up

## ⌘ Recruitment:

- ☒ April – June, 2007 and April – June, 2008

## ⌘ Training:

- ☒ July, 2007 through June, 2008 and
- ☒ July 2008 through June 2009

## ⌘ Follow-Up

- ☒ July, 2008-June, 2009
- ☒ July, 2009-June, 2010

# Program Management Technical Assistance (when funded) (2.5)



## ⌘ New Contractor/Site Personnel:

- ☑ Recruitment, Application, Assessment, and Web Enabled Reporting Requirements (April 11-14, 2005)

## ⌘ Returning Contractors:

⌘ OSY: April 6, 2007

⌘ ISY: April 13, 2007

## ⌘ All Contractors

- ☑ Other trainings may be required depending on DOL, WOC, DOE or Contractors' Requests.

⌘ Optional WIA Youth Directors Monthly Meetings with assorted training-related topics

# Overall Goals (page 4)



- ⌘ Out-of-school youth to attain employment and training skills (occupational, work readiness, and academic skills that lead to employment)
- ⌘ In-School youth to obtain high school diploma/GED and transition into skilled employment and or post-secondary education.

# Targeted Youth



- ⌘ Youth 14-21 that are economically disadvantaged (Family of 4 - 6 months' family income)
  - ☒ Hillsborough/Strafford/Rockingham: \$13,505
  - ☒ Balance of State: \$11,790
- ⌘ Minimum of 45% of total funds will be for Out-of-School Youth (OSY)
- ⌘ Up to 55% serve in-school youth (ISY) currently enrolled in educational activities
- ⌘ Respondents choose ISY, OSY, or both

# Funding Purposes (page 5)

## ⌘ Provide eligible youth

- ☑ assistance in achieving academic and employment successes with effective and comprehensive activities.
- ☑ on-going mentoring opportunities with adults
- ☑ training opportunities
- ☑ support services
- ☑ incentives for recognition and achievement
- ☑ leadership development, decision making, citizenship, and community service

# Funding Priorities (page 5)



- ⌘ Meeting Needs
- ⌘ Youth Development
- ⌘ Skill Development (including occupational specific training for all out-of-school youth)
- ⌘ Involvement of Employers and Links to Local Labor Markets
- ⌘ Collaboration and Leveraging Partnerships
- ⌘ Producing Results
- ⌘ Academic Gains that adheres to the state standards developed in response to NCLB.

# Proposal Narrative 4.0

- ⌘ Required Forms and Signatures (4.1) (pages 33-38) and budget sheets pages 39 and 43)
- ⌘ Statement of Work (4.2)
  - ☑ Executive Summary (4.2.1)
  - ☑ Youth, Community, and Services Need (4.2.2)
  - ☑ Program Design (4.2.3)
  - ☑ Operational Capacity/Outcomes (4.2.4)
  - ☑ Budget (4.2.5)
  - ☑ 13 Page Narrative Limit

# Executive Summary (4.2.1)



## ⌘ Description of Program

- ☑ To be used by DOE and other parties in describing program to partners and for recruitment.
- ☒ No more than one page

# Youth Community and Services Need (4.2.2)



⌘ Youth Need – Demonstrate need at site level – not based on state data

☑ Child Poverty, dropout statistics, achievement test scores, pregnant and parenting teens, juvenile offenders, Annual Year Progress, children of incarcerated adults, and/or foster children.

☑ Who is your program targeting?

⌘ Services Need

☑ Communities lack of youth development and employment and training services.

☑ Describe documentable gaps.

# Program Design (4.2.3)



- ⌘ How will you address overall goals through collaboration and leveraging resources?
  - ☑ 6 Priority Areas
  - ☑ 10 Essential Elements (Delivery must be available)
  - ☑ Demonstrate process towards attainment of NCLB
  - ☑ Recruitment
  - ☑ Assessment and Individual Service Strategy
  - ☑ Partnerships and Collaboratives

# Letters of support



- ⌘ Should specify resource (s) partner is adding to program
- ⌘ Should not be general letter of support

# Program Design 4.2.3.6



- ⌘ Include in proposal copies of boiler plate
  - ☑ summer youth contracts (subsidized and unsubsidized employment)
  - ☑ Work-based learning contracts
  - ☑ Other forms to be utilized in program delivery with students, business, and/or community

# Operational Capacity Outcomes (4.2.4)

- ⌘ Prior WIA youth funded recipients – describe improvements and/or programmatic changes based on previous experiences/lessons learned (continuous improvement plan).
- ⌘ Organizational Experience
  - ☑ Provider of Quality Youth programs, academic, employment, support and leadership development services.
  - ☑ Services to economically disadvantaged youth
- ⌘ Past Outcomes
  - ☑ Measurable outcomes of your youth programs related to youth development, employment, gaining skills, post secondary, etc.

# Organizational Capacity Outcomes (4.2.4) Continued

## Staff –

- ☒ Provide job descriptions and resumes and describe titles, qualifications, and responsibilities
- ☒ How provide substitutes if warranted

## ⌘ Facilities

- ☒ Describe instructional and worksite locations
- ☒ Compliance with ADA

## ⌘ Performance Goals

- ☒ Section 6.7 Outcome Goals (Form D – page 37)

## ⌘ Continuous Improvement

- ☒ Describe how you will use information and data to continuously improve program.

# Budget (4.2.5)

- ⌘ WIA Federal Dollars Requested - Forms F and G
  - ☑ Budget narrative describing assumptions and logic used in arriving at costs for program and administrative costs. Note any subcontracts.
- ⌘ Allowable, necessary, reasonable
- ⌘ Form H - Minimum 15% of federal dollars must have match (in-kind or cash)
  - ☑ Match narrative; letters of commitment from partners reflecting contributions and related costs.
- ⌘ Sustainability

# Rating Criteria (5.0)



- ⌘ Program Design (25 points)
- ⌘ Operational Capacity/Outcomes (50 points)
- ⌘ Budget (30 points)

# Required Program Components (6.0)



⌘ Recruitment (6.1)

⌘ Services to Eligible Youth Only (6.2)

☑ Meet income guidelines and specific barrier

☑ 2.5% over income through request/approval process for out-of-school youth contractors

☑ Assessment and Individual Service Strategy (6.3)

# Goal Standardization

## ☒ Academic Goals

- ☒ CASAS –Below score of 210 (5 points); 210 or above 3 points in math and reading per program year ([www.casas.org](http://www.casas.org))
- ☒ Other nationally normed tests on case-by-case basis

## ☒ Work Readiness Goals

- ☒ CASAS – Attainment of PE/WM Competencies
- ☒ Work Keys System
- ☒ Other nationally normed assessments on case-by-case basis

## ☒ Occupational Goals

- ☒ Group occupational skill attainment as outlined in proposal (subject to approval)
- ☒ Individualized occupational goals (i.e. Apprenticeship) through work-based/apprenticeship agreement.
- ☒ Post-Secondary education or advanced training – through grades, certifications or similar measures to demonstrate attainment of occupational competencies or competencies leading to attainment of occupational skills.

# Required Program Components (6.0)

## ⌘ 10 Essential Program Elements (6.4)


- ☑ Tutoring/study skills
- ☑ Alternative second school services
- ☑ Summer employment opportunities
- ☑ Paid and unpaid work and work based learning experiences
- ☑ Occupational skill training aligned with career majors
- ☑ Leadership development opportunities
- ☑ Supportive services and transition links
- ☑ Adult mentoring
- ☑ Follow-up services for not less than 12 months
- ☑ Comprehensive guidance and counseling

# 10 Essential Elements - Continued



- ⌘ Occupational training areas must be described in the proposal.
- ⌘ Occupational training must be provided by training institutions that are licensed by an appropriate approval board as determined by NH Dept. of Education and/or Workforce Opportunity Council.

# MINIMUM Programmatic Expectations In-School Youth (6.5)




- ⌘ Minimum of 1 credit for school year programming and 1/2 credit for summer component instruction
  - ☑ Tutoring – 1 class period per week
  - ☑ Summer youth – 4 weeks/20 hours a week
  - ☑ Work-based Learning – 60 hours outside of summer youth component
  - ☑ Occupational Skill – credential/license requirements

# MINIMUM Programmatic Expectations In-School Youth (6.5) (continued)

- ☒ Leadership – 50 hours
- ☒ Adult Mentoring – 1.5 hours per month (18 hours year)
- ☒ Follow-Up – 2 hours per month (24 hours per year)
- ☒ Guidance and Counseling (one class period per week- 36 weeks in addition to summer youth needs)

# MINIMUM Programmatic Expectations Out-of-School Youth (6.5)



- ⌘ Minimum 30 hours a week of services during training component; Minimum 2 hours per month of follow-up services
  - ☑ Alternative secondary school services – same as GED programs (9-12 hours per week)
  - ☑ Work-based Learning – 140 hours
  - ☑ Occupational Skill – credential/license requirements

# MINIMUM Programmatic Expectations Out-of-School Youth (6.5) (continued)

- ☒ Leadership – 50 hours
- ☒ Adult Mentoring – 1.5 hours per month (18 hours year)
- ☒ Follow-Up – 2 hours per month (24 hours per year)
- ☒ Guidance and Counseling 1 hour per week

# Services to Youth Thru NH WORKS Centers (6.6)



- ⌘ Programs must be aware of services available at NH WORKS centers
- ⌘ Programs funded must provide written material to local center about their program
- ⌘ OSY programs funded must give presentation to local NH Works Center on their program

# Performance Accountability (6.7)



## ⌘ All youth

- ☑ Customer Satisfaction of Participants

## ⌘ Youth 19-21

- ☑ Entry into unsubsidized employment

- ☑ Retention in unsubsidized employment after 6 months

- ☑ Earnings gain in unsubsidized employment after 6 months

- ☑ Attainment of a recognized credential relating to academic achievement

# Performance Accountability (6.6) (continued)

## ⌘ Youth age 14-18 at registration


- ☑ Attainment of basic skills, work readiness, and/or occupational skills
- ☑ Attainment of secondary school diploma or equivalent
- ☑ Placement and retention in post-secondary education, advanced training, military service, employment or qualified apprenticeship.

# Addition of Core Measures (Attachment A)



- ⌘ Youth and Lifelong Learning Measures
- ⌘ Attainment of a Degree or Certificate
- ⌘ Literacy and Numeracy gains

# Information and Referrals (6.8)



- ⌘ Full array of services available through other providers/one-stop partners.
- ⌘ Referral to appropriate training/educational program that have capacity to assist participant achieve goals.

# Reporting Requirements (6.9)



## ⌘ Programmatic

- ☑ Web-based reporting system that includes intake, assessment, services, follow up, outcomes, case management, etc.
- ☑ Attendance Reports
- ☑ Monthly Financial Advance Requests/Reconciliation
- ☑ Final Cumulative Report
- ☑ Equal Opportunity Self Assessment Review
- ☑ Success Stories/Press-Public Relations articles

# Additional Materials Required at point of award



- ⌘ Certificate of Authority
- ⌘ Organizational Bylaws
- ⌘ Articles of Agreement
- ⌘ Mission Statement
- ⌘ List of Board of Directors
- ⌘ Liability Insurance and Workers Compensation

# Definitions (7.0)



- ☒ Basic Skills Deficient
- ☒ Follow-Up
- ☒ Leadership Development
- ☒ Out-of-School Youth
- ☒ Support Services

# Terms and Conditions (8.0)



- ⌘ No reimbursement for costs incurred prior to contract start date.
- ⌘ Negotiate a best and final offer with all awardees.
- ⌘ Cost Reimbursement/Tuition
- ⌘ Noninterference and non-replacement of regular academic requirements.

# Proposal Forms and Attachments (Page 38)

- ⌘ A: Proposal Cover Sheet
- ⌘ B: Proposal Summary
- ⌘ C: Organization and Operation Summary
  - ☑ New – Identify Instructional Materials
- ⌘ D: Planned Performance
- ⌘ F: Budget Requests (two forms )
- ⌘ G: Salaries and Fringes (separated programmatic versus administrative)

# Proposal Forms and Attachments (page 38)



- ⌘ Cash and In-Kind Contributions
- ⌘ Job Descriptions and Resumes
- ⌘ Letters documenting leverage funds
- ⌘ Certificate of Good standing for profit and non-profit organizations
- ⌘ Copy of most recent audit and financial statement
- ⌘ Evidence of Bonding (minimum of 5,000 or 10% of contract request)

# Program Notes

- ⌘ In-school and out-of-school youth costs cannot be interchanged.
- ⌘ Monthly financial advance/reconciliation contractors
- ⌘ Enrollment goal is 7/1; 90 day grace period, if less than 90% enrolled on 9/30, contract renegotiation.
- ⌘ 15% required match (in-kind or cash)

# Brief Summary of Changes from Prior Year



- ⌘ Out-of-school youth will not be limited to individuals without high school diploma/GED. Students with these credentials may be served if meet eligibility and barrier requirements.
- ⌘ WIA Youth Programs are not limited to the NH Demand List for occupational skill training areas i.e. Associate in Arts
- ⌘ Out-of-school youth contact time weekly increased to 30 hours to coincide with NHEP.

# Brief Summary of Changes from Prior Year - continued



- ⌘ Training providers must be licensed by appropriate licensing board as determined by NH Dept. of Education and/or Workforce Opportunity Council.
- ⌘ Administrative costs identified and reported ~ 9%
- ⌘ Concurrent occupational training with academic and/or work readiness not required.
- ⌘ All contractors will need Governor and Council approval.

# Brief Summary of Changes from Prior Year - Continued



⌘ Contractors will have a site representative  
on local committees:

☑ NH Works

☑ Youth Vision

# WIA Youth Contractors' Insights



- ⌘ Any prior or current WIA Youth contractors will be invited to share their recommendations to assist potential new contractors – lessons learned.

# General Tips to Enhance a Grant Proposal

<http://www.epa.gov/seahome/grants/src/writing/tips.htm#partner>



- ☒ Read the Request for Proposals (RFP) carefully!
- ☒ Organize your proposal according to the RFP.
- ☒ Pay attention to the point allocation before you begin writing.
- ☒ Explain things -- don't DECLARE them!
- ☒ Don't make assumptions of your reviewers.
- ☒ Avoid jargon and A.C.R.O.N.Y.M.S.
- ☒ Don't simply reiterate buzzwords.

# General Tips to Enhance a Grant Proposal

<http://www.epa.gov/seahome/grants/src/writing/tips.htm#partner>



- ☒ Be innovative .. new audiences, new techniques, etc.
- ☒ Be passionate.
- ☒ Be realistic.
- ☒ Be specific. I would like this much in order to do this.
- ☒ Show the funder the return on its investment.
- ☒ Check grammar, spelling, and typos.
- ☒ Ask someone else to review it.
- ☒ Solicit partners!
- ☒ If the funder says "no," ask why.

# Questions After Today



⌘ All questions in writing, Fax (271-7095) or e-mail ([bst.jean@ed.state.nh.us](mailto:bst.jean@ed.state.nh.us)) to

- Bonnie St. Jean
- NH Department of Education
- 21 South Fruit Street, Suite 20
- Concord, NH 03301

☑ By January 12, 2007 - written response to be included on the NH DOE website –WIA Youth

# Next Steps



⌘ All technical assistance questions and answers will be placed on the NH Dept of Education and NH Works website for review by 1/1/07

☑ [www.nhworks.org](http://www.nhworks.org)

☑ <http://www.ed.state.nh.us/education/doe/organization/adultlearning/WIAYouth/WIATitleIYouth.htm>

# Questions and Answers



⌘???????????