Prospective Applicant Webcast: Workforce Pathways for Youth Grants 2024
Webcast Transcript

Slide 1	Hello and Welcome to this Webcast for **Workforce Pathways for Youth Grants Prospective Applicant**
Slide 2	Our speakers today are Laquisha Barnes, Adrienne Bailey, Lillian Fix and LaSharn Youngblood
Slide 3	Objectives; Inform prospective applicants on the essential components of the funding opportunity announcement (FOA) for the Workforce Pathways for Youth Grants. Highlight the major focus areas to help applicants understand key provisions in the FOA. Advise prospective applicants of the required documents and attachments needed to complete the application process. Clarify grant management requirements and required documents that must be submitted in the application response.
Slide 4	Background: More than 7.5 million U.S. children attend after-school programs between 3 p.m. and 6 p.m.; however, only 11 percent of these young people are high school aged. Demonstrating a significant need for those serving high school aged youth. The U.S. Department of Labor will award funding to out-of-school time organizations to expand work-based learning opportunities, job training and career pathways. Out-of-School Time organizations operate supervised programs for youth when school is not in session. The purpose of this program is to increase alignment between the workforce development system, schools, and out-of-school time (OST) programs and leverage the roles, responsibilities, resources, and expertise of these entities in order to expand work-based learning opportunities, job training, and career pathways for underserved youth. The Workforce Pathways for Youth demonstration grants support national out-of-school time (OST) organizations that serve historically underserved and marginalized youth ages 14 to 21. There is a demand for OST programs in areas of concentrated poverty and rural areas because these programs provide a safe space for young people, providing academic support and contributing to improved overall health.

Slide 5	Program Activities: There are five major responsibilities for Out of School Time (OST) organization applicants to consider when applying for the grant. 1) funding locally operated OST organizations that will implement workforce-focused OST programming. 2) providing coordination among the OST, education, and workforce systems partners. 3) monitoring progress of the implementation of programming and delivery of services. 4) developing a process for scaling up and sustaining effective programming across its network of affiliates after initial funding expires; and 5) ultimately sustaining and beginning to scale up effective programming with additional affiliates by leveraging existing WIOA and other workforce funding streams.
Slide 6	Next, I will discuss the components of the applications
Slide 7	We will discuss several key areas of the Funding Opportunity Announcement, or FOA, as it is also called: ➢ Eligibility of Applicants ➢ Geographic Scope ➢ Applicant Screening Criteria ➢ Application Requirements ➢ Eligible Participants ➢ Project Narrative ➢ Point Distribution ➢ Project Design ➢ Partnerships ➢ Workforce Opportunities of Youth ➢ Scalability ➢ Financial Data Collection ➢ Past Performance Requirements ➢ Budget Narrative ➢ Leveraged Resources ➢ Priority Consideration ➢ Standards for Evaluating Applications ➢ Attachments
Transition	**I will now turn it over to Adrienne Bailey to discuss the applicant checklist, who can apply for funds, geographic locations, eligible participants, statement of need, population served and target areas.**

Slide 8

An applicant screening criterion check list is provided.
Use the checklist provided when preparing your application package to ensure that the application has met all of the screening criteria.

Checklist is only an aid for applicants and should not be included in the application package.

If your application does not meet all the screening criteria, it will not move forward through the merit review process.

Slide 9

Who can apply for these funds?

Eligible applicants. Such applicants are nonprofits having a 501(3) status with the IRS, other than institutions of higher education.

For the purpose of this FOA, OST is defined as an organization that has affiliates operating in at least three states.

An OST organization is a non-profit that operates a supervised program that young people regularly attend when school is not in session.

This can include before- and after- school programs on a school campus or at facilities located outside of a school campus such as academic programs (e.g., reading or math focused programs), specialty programs (e.g., sports teams, STEM, arts enrichment), and multipurpose programs that provide an array of activities.

Applicants which received funding from the FY 2023 Workforce Pathways for Youth grant [FOA-ETA-23-06] are not eligible to participate in this competition and their applications will be considered non-responsive. Eligibility will be determined based on applicants' Employer Identification Numbers.

Slide 10

Applicants may choose one of the following geographic scopes: statewide or multi-state scope.

- Statewide means serving at least two non-contiguous sites within one state.
- Multi-state means serving non-contiguous sites in at least two or more states.

If an applicant proposes to serve a site that crosses more than one state, for example, Kansas City, Kansas and Kansas City, Missouri,

that would be considered a single site in geographic scope and thus must also propose to serve at least one more site.

Within the chosen geographic scope, applicants must identify the specific site(s) where participants will receive services.

Slide 11

Eligible Participants

Must be youth between the ages of 14 to 21 at the start of program participation.

Within this population of youth, applicants may serve a wide range of individuals, such as in-school and out-of-school youth; low-income youth; and youth with barriers to employment including, but not limited to, foster youth, parenting youth, homeless youth, youth with disabilities; youth who are justice impacted; and youth from communities that have been historically underserved and marginalized, including Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color. In addition to individuals in the LGTBQ+ community.

Male participants aged 18 or older must register for the U.S. Selective Service System (www.sss.gov) before being provided any program services. If they turn 18 while participating, they must register at that time.

Slide 12

I will now discuss the project narrative components, statement of need, expected outcomes and program design. Slides 12-15

Slide 13

Project Narrative

Applicants are expected to demonstrate their capability to implement the grant Project in accordance with the provisions of this Announcement.

Within the document you should provide a comprehensive framework and description of all aspects of the proposed project.

It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

DOL will evaluate the Project narrative using the evaluation criteria identified in section V.A. of the funding announcement.

Please note that we will not read or consider any materials beyond the specified page limit in the application review process.

Slide 14

Statement of Need. (Up to 10 points)

Scope of the Issue

Describe in both quantitative and qualitative terms the need for funding for increased access to enhanced age-appropriate and workforce development-focused OST activities for youth with barriers to employment and/or from historically marginalized and underserved populations in rural areas.

Population Served (6 points)

Provide a clear description of how the project will increase access to workforce-focused OST programming for youth with barriers to employment or underserved populations in rural areas, including those populations listed under eligible participants, as well as a clear description of the specific youth population segment(s) and the numbers of youth to be served through the project, including demographic characteristics **and** skill levels.

Proposed Target Area (2 points)

Identify the proposed target service area the applicant expects to serve. Applicant must state the geographic scope of their proposed target area as discussed in Section I.C. as well as the specific sites within their chosen geographic scope.

You will now hear from Lillian Fix who will discuss expected outcomes and outputs, participant outputs and outcomes in slide 15-22.

Slide 15

Expected Outcomes and Outputs (Up to 8 Points)

Participant Outputs and Outcomes (Up to 8 points)

Applicants must clearly identify outputs and outcomes that the project will achieve as a direct result of the proposed project. Outputs are tangible products or services that result from the project. Outcomes are the intended results, such as milestones and goals, of a program or intervention. They are what applicants expect their projects to achieve.

(1) Participant Outputs and Outcomes (6 points) Applicants must provide a table that clearly identifies the outputs and outcomes (listed directly below) that will result from the project. This table will include annual target outcomes that will be used for the purposes of technical assistance. In addition, applicants must describe in a narrative format how these outcomes and outputs align with their project goals.

The performance table must be submitted as a separate attachment and does not count against the page limit of the Project Narrative (see Section IV.B.4. Attachments to the Project Narrative, as well as Appendix B, Performance Outcome Measures Table).

(i) The table must include comprehensive numerical outcome projections for each of the three measures identified below and defined in Appendix B. Applicants must provide raw numbers for each of the target outcome measures for each year of the project as well as the cumulative number; otherwise, they will not receive full points. Percentages, percent increases, or other types of data projections are not acceptable.
1) Total number of program participants who complete a work experience as a result of a program supported by this grant;
2) Total number of program participants who enter postsecondary education or occupational skills training; and
3) Total number of program participants who enter unsubsidized employment.

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(2) Partnership Expansion and Outputs (2 points)

(i) Applicants are required to provide feasible targets for the following performance metrics to track the efforts of developing new partnerships with the required and optional grant partners. These targets must be included in the performance table in Appendix B discussed above. Applicants must provide raw numbers for each of the target outcome measures; otherwise, they will not receive any points. Percentages, percent increases, or other types of data projections are not acceptable.
1) Total numbers of new workforce development partners engaged due to the grant.
2) Total numbers of new employer, trade/association, and/or labor union/labor-management partners engaged due to the grant.
3) Total numbers of new education partners, including secondary and postsecondary, engaged due to the grant.
4) Total numbers of new optional partners engaged due to the grant.

These partnership expansion indicators will be reported as part of the quarterly narrative report. For item number 2, applicants must report on the number of new employer, trade/association, and labor union/labor-management partners separately, as appropriate.

Slide 17

Project Design Model (up to 46 points)

1. Project Design/Logic Model (8 points)

Scoring under this criterion is based on how completely the application describes the project design and the strength of the logic behind the design based on need and intended outputs and outcomes. Successful applicants will design their project based on existing evidence for serving youth and cite such evidence in their project design.

(i) Applicants must provide a comprehensive graphic depiction (not longer than one page) of the applicant's logic model that illustrates the underlying theory of how the applicant's strategy will produce intended outcomes. This logic model is a required attachment to the Project Narrative. A logic model (also referred to as theory of action) is a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" or inputs and outputs that may be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. This logic model must include the "ingredients" that are articulated in Section IV.B.3. c.1. ii. below. (4 points)

(ii) Applicants must provide a clear description of the project design that addresses the gaps and the disparities identified in the response to the statement of need and how the project design will achieve intended outcomes. This includes a description of the applicant's plan for the following:

- how it will provide funding to its affiliate OST organization(s);
- how the affiliate organization(s) will recruit and engage youth from the target populations;
- the services and activities (outputs) that will be provided to youth; specifically outlining the services that will be provided by the affiliate organization(s) and those that will be provided by the required and optional partners;
- the outcomes that the affiliate organization(s) and partners will help youth achieve;
- a description of the plan for how it will provide oversight and support to the affiliate organization(s) throughout the project;
- how it will track and identify strategies and practices; and
- how it will sustain activities with an even broader set of affiliates. (4 points)

Slide 18

2. OST Partnership Design (up to 16 points)

Scoring under this criterion is based on how completely the application describes how the applicant has structured the partnership to meet effectively the goals outlined in the funding opportunity including how the affiliate organization(s) will communicate and collaborate with the required and optional partners.

(i) Workforce Development Partner: The applicant must provide documentation of the role of the required workforce development partner organization(s) identified in Section III.A. (4 points)

(ii) Employer, Industry/Trade Associations, or Labor Unions/Labor-Management Organization Partner: The applicant must provide a clear explanation and concrete evidence, with appropriate citations, that at least two employer partners, or one industry /trade association, or one labor union or labor-management organization represents a presence in the service area and how the entity will be involved in the project. (4 points)

(iii) Education Partner: The applicant must provide documentation of the role of the required education partner identified in Section III.A. This includes a thorough and clear description of the capacity of the partner's involvement, including in expanding an existing program on a local/regional, statewide, or national scale, deploying a new program, and/or providing outreach and recruitment services and other services. Such documentation must be included in the form of attached partnership agreements, letters on the partner letterhead outlining partnership commitment signed by an officer of the entity, or other documentation (as described in Sections IV.B.4. Attachments to the Project Narrative). (4 points)

(iv) Optional Partners: If the applicant includes collaboration with any optional partners, the applicant must provide documentation of the role of the optional partners. Optional partners may include, but are not limited to other youth-serving organizations that serve historically underserved, marginalized, and adversely affected by persistent poverty, local Workforce Innovation and Opportunity Act (WIOA) Youth programs, and higher education entities that serve minority populations as defined under Part F of the HEA of 1965, 20 U.S. Code § 1067q including Historically Black Colleges and Universities (HBCUs), Hispanic-serving institutions, Tribal colleges and Universities, Alaska Native-serving institutions or Native Hawaiian-serving institutions, Asian American and Pacific Islander-serving institutions, and

Native American-serving nontribal institutions in areas where these institutions exist.

Applicants who select an employer or industry/trade association partner as one of their required partners are strongly encouraged to also seek partnerships with a labor union/labor-management organization. (4 points)

Slide 19

3. Increasing Workforce Opportunities for Youth (12 points)

i. Comprehensive description of the recruitment and enrollment strategy for engaging the target population(s). (4 points)

ii. Clear explanation of how the applicant will directly engage with partners and leverage resources. (4 points)

iii. Clear description of the proposed supportive service strategy(ies) for participants, such as mental health counselling and guidance including a thorough description of the specific services to be provided. (4 points)

Slide 20

4. Project Work Plan (6 points)

Another key component in the application is the work plan. The work plan should include clear and complete project goals, milestones, key activities, and key partners of the proposed program as described in the work plan attachment as outlined in Appendix C. (6 points)

Note: Attachments do not count against page limitation. Applicants should use the suggested template provided in Appendix C to describe their goals with specific activities that would meet those goals and deliverables including timeframes and deliverable dates.

(i) Narrative description that clearly identifies the overall project goals and milestones of this project. The work plan must include all of the following:

- Project goals and outcomes, which are the overarching achievements that will be pursued;
- Milestones, which are key markers of grant progress; these are typically expressed in the form of an action or event marking a significant change or stage in development;
- Key Activities, including timeframes for development and/or expansion of apprenticeship programs, deployment

of apprenticeship programs, and/or enrollment in apprenticeship training; and
- Key partner(s) identified for key activities.

Slide 21

5. Scalability/Sustainability (4 points)

Applicants must provide a description of a clearly delineated scalability strategy for the final year of the grant.

a. Convincing description of the how the project will implement the program model in OST affiliate sites that are not part of the initial project design;

b. A realistic timeline for when the project will implement the program model in additional affiliates; and

c. Convincing description of the strategy for bringing on the additional workforce development, employer, labor, and education partners in the local areas of affiliates that will implement the program model as part of the scaling up in the latter phase of the project. (2 points)

Slide 22

Scalability for applicants proposing a multi state project can include expanding to new noncontiguous regions of a state currently served or new state.

Applicants must provide a description of a clearly delineated sustainability strategy that includes the following elements:

a. Convincing description of the resources the program will use to ensure institutional capacity to support the program in the long-term, demonstrating strong potential to continue program activities without future federal funding;

b. How the continuing program will incorporate the strategies used to carry out the core elements of the program;

c. To the extent possible, the application should demonstrate plans for the sustainability of existing partnerships that include employers, labor partners, educational institutions, and the workforce development organizations;

d. Applications must demonstrate how they plan to sustain program activities beyond the program's period of performance and provide a detailed description of professional development plans for program staff and how they will lead to sustainability beyond the period of performance; and

e. Applicants must demonstrate the ability to build relationships and partnerships to facilitate leveraging funds and resources across the workforce system. (2 points)

Transition slide: LaSharn will discuss Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems (6 points)

Slide 23

Organizational, Administrative, and Fiscal Capacity (Up to 6 Points)

Detailed description demonstrating the applicant's capacity to effectively manage each component of the program, including a project management plan and a communications plan for efficient and effective management of the project with all partners and staff. (2 points)

Applicants must provide a detailed organizational chart that identifies the applicant and required partners. The chart must describe the structure of the relationships of all partners involved in

the project. The chart must also identify the proposed project's staffing plan to illustrate that partners have the capacity to support the applicant to carry out the proposed project. (2 points)

The staffing plan must describe the qualifications and experience of all executive and administrative staff, as well as other personnel such as board members, advisors, and consultants, to fulfill the needs and requirements of the proposed project. Chart should be included as an attachment to the project narrative and does not count against the 20 page limit. (2 points)

Slide 24

Financial, Data Collection, and Performance Reporting Systems (2 points)

Applicants must provide a comprehensive description of the existing or planned systems and processes that the applicant will use to provide timely and accurate financial and performance reporting to report to the Department during the life of the grant.

The description must detail how these systems will be used to regularly assess progress towards the identified performance goals and that rigorous performance reporting will be taken into account in staffing and budgeting plans.

Slide 25

Past Performance. Organizations will receive up to 24 points based on past performance data. Applicants must submit the following information:

A full description of the prior experience and performance in the development and implementation of OST programs, particularly with the specific youth populations who would be served by this grant. This could include evidence of existing partnerships, prior experience in developing and implementing OST program, and relevant performance outputs and outcomes. (8 points)

You must demonstrate that the partners chosen have experience in engaging industry, employers, and labor unions or labor-management organizations in working with youth, including specific industries, employers, and labor organizations that partners have worked with in the past; (4 points) and

Demonstrate that the applicant or partners have experience in developing and implementing youth workforce development programs, including work experience for youth, and demonstrated ability to integrate and work with the existing workforce system

partners including the specific workforce system partners applicants have worked with in the past. (4 points)

Applicants must demonstrate ability to serve youth rural areas with barriers to employment and from historically marginalized and underserved communities, particularly the applicant's identified target youth population(s) for the grant. Applicant must provide data on numbers of youth with barriers served that demonstrates they have served such youth in the past; (4 points)

Applicant must demonstrate ability to pilot an initiative, monitor its progress and performance, adjust practices as needed and then effectively scale up those promising elements of the initiative to a broader set of affiliates. (4 points)

Slide 26

Budget and Budget Narrative (Up to 6 points)

Grants office staff will provide details on the budget and budget narrative later in the presentation.

Amount and Scope of Leveraged Resources (4 points)
A Detailed description of the leveraged resources to be provided that indicates if the project will have leveraged resources and the amount of such leveraged resources, including a complete account of these leveraged resources.

Slide 27 **Attachments to Project Narrative**

Abstract
Documentation of Partnership Commitment
Documentation of OST Organization and Required Number of Affiliates

Requested – will impact scoring

Project Work Plan
Performance Outcomes Table
Indirect Cost Agreement
Financial System Risk Assessment Information
Organization Chart
Verification of 501(c) (3) status
Logic Model

Slide 28 **Priority Consideration- 4 Bonus Points**

Applicants that propose to serve Indian and Native Americans. 2 points.

Applicant must demonstrate how the program will address recruitment, service design, implementation and support services that aim to provide equitable access and outcomes to Native American youth.

The Department of Labor supports efforts to increase access to mental health services for youth, including prioritizing the expansion of career pathways related to mental health care.

Applicant must demonstrate how the program will address recruitment, service design, implementation and support services that aim to provide participants with an opportunity to engage with mental health care system. 2 points

This concludes the program office section of the webcast. Thank you for joining us. Laquisha Barnes, the grants office expert will start now.

Slide 29 Thanks. In the next few slides, I will go over the application submission requirements.

Slide 30	Content and Form Application Submission the Standard Form (SF) 424, Application for Federal Assistance; Project Budget; which consists of the SF-424A and the budget narrative; Project Narrative; and attachments to the Project Narrative. Applicants must include the items listed here. There is no exception to this requirement. Each of these items are explained in more detail in the FOA, and all must be addressed in the application, or it will be deemed non-responsive and will not be reviewed.
Slide 31	The SF-424, Application for Federal Assistance – all applicants for Federal grant and funding opportunities must have a UEI which is alphanumeric and must supply their UEI on the SF-424. Applicants must also register with the System for Award Management (SAM) The Project Budget must consist of the SF-424A, Budget Information Form and the Budget Narrative
Slide 32	Applicants will most likely spend the majority of their time preparing the Project Narrative. This is where applicants demonstrate their capability to implement the grant project in accordance with the provisions of this announcement. The Project Narrative is limited to 20 double-spaced single-sided 8.5 x 11inch pages with Times New Roman 12 point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1. We will not read or consider any materials beyond the specified page limit in the application review process. Applicants should provide a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project. The guidelines for preparing the Project Narrative are found in Section IV.B.3 and it will be evaluated using the criteria identified in Section V.A.
Slide 33	In addition to the Project Narrative, applicants must submit attachments.

All attachments must be clearly labeled as Attachments. We will only exclude those attachments listed in Section IV.B.4 from the page limit. You must not include additional materials such as resumes or general letters of support. These will not be considered.

You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

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The checklist shown here should be used as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package.

We urge you to use this checklist to ensure your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Slide 35

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of the applications and to assist you in understanding the standards against which your application will be judged.

The evaluation criteria are based on the information required in the application as described in Sections IV.B.2 (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria as shown in this chart. See the FOA for the full description of each criterion.

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Applications must be received by 11:59pm (Eastern Time) on the closing date.

The FOA limited the method of submission to only electronic submissions. You can only submit applications online at www.grants.gov. See the FOA for details on how to submit your application through grants.gov.

I'll now turn it back to Lashaun Youngblood.

Slide 37	This concludes the webcast. If you have any questions, please contact the information provided on this slide. Thank you for joining us.