

# 2017 SD Workforce Education Grants

## **Private, Nonprofit Entity Grant Competition Guidelines**

*Released: October 4, 2016*

*Due: November 21, 2016 at 3 p.m. Central*

*Awards Announced: December 21, 2016*

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## Workforce Education Grant Background

In 2013, the South Dakota Legislature established the Workforce Education Grant fund through [SB 235](#). The initial grants were awarded only to secondary schools. The law was amended in 2016 via [SB 132](#) to allow private, nonprofit entities that “provide specialized career and technical services and education” to receive grant funds for training programs aligned to postsecondary technical education, providing work-readiness skills, and preparation for high demand technical careers. In 2017, up to \$250,000 will be awarded to qualifying private, nonprofit entities.

**The Workforce Education Grants provide funding to make transformative change in career and technical education programs in South Dakota.** High quality CTE programs give learners the knowledge, skills and experiences to be well prepared for postsecondary education and the workforce. Partnerships among secondary education, postsecondary education, and business & industry lay the foundation for modern CTE programs. These grants will efficiently increase the number of students with access to high quality career and technical education programs in the state.

South Dakota has taken the challenge of preparing and building its skilled workforce head on. Unemployment rates are low, the business climate ripe, and meaningful, well-paying careers await individuals in multiple industries. Education that blends academics, technical skills, career exploration, work-based learning, and the development of soft skills can be an expressway to success.

## South Dakota Administrative Rule 24:10:47

Per the direction given in [SB 235](#) and [SB 132](#), the South Dakota Board of Education promulgated administrative rules to provide consistent guidelines regarding the distribution of monies from the Workforce Education Fund. The rules can be accessed in [Chapter 24:10:47](#) at <http://sdlegislature.gov>. The chapter governs grants to both secondary schools and private, non-profit entities who offer specialized career and technical education services and training. Applications from private, nonprofit entities should follow only the rules which apply to them.

*“We need to prepare our young people to live and work in the 21st Century, and we need to give them the information they need to make wise decisions about career choices and academic programs. Students need to know that if they enter a high-need field, they will find a job in South Dakota, and they will make good money in that job.*”

*CTE is at the intersection of education and economic development. I can’t overstate the importance of these programs. CTE programs are very closely aligned with our state’s workforce needs from welding and machining, to healthcare and information technology, to engineering and biosciences. These programs give students experiences so they understand these aren’t “dirty jobs,” but opportunities to work with the latest technology hands-on...Higher education opportunities are available right here in South Dakota at our universities and technical institutes.”*

*- Governor Dennis Daugaard,  
2014 State of the State Address*

## Grant Purpose & Eligibility

The Workforce Education Grants are designed to demonstrate alignment to postsecondary education and South Dakota workforce needs, developing the state's talent pipeline for workforce development and economic growth. Projects must provide work-readiness training, including technical training. Projects cannot include adult basic education, English learner services, or high school equivalency training programs.

Eligible applicants are private, nonprofit entities that provide specialized career and technical services and education as referenced in [SDCL 13-13-89](#). The entities that are awarded grants will serve as fiscal agents through the completion of their projects. All applications must demonstrate commitment by all grant partners to the grant project and its sustainability following the conclusion of the grant.

Proposed projects must meet the following criteria:

1. Build, reform or enhance a career and technical education (CTE) program;
2. Align to high-skill, high-demand, and high-wage careers and postsecondary education programs in South Dakota; and
3. Demonstrate the ability to complete the project.

Private, nonprofit entities are not expected to have previously demonstrated success in all proposed grant activities, but must exhibit assurance and capacity to achieve the project's outlined goals. **In developing the application, entities should pay particular attention to how the vision of the project will promote modern, high quality technical education, provide learners preparation for the state's high-demand career fields, produce equitable access to students of all backgrounds, efficiently invest grant funds, and build partnerships for strong career pathways.**

Proposed projects must fall within one *or more* of the following categories:

1. Evaluation for alignment to postsecondary education and work force demands;
2. Development of career pathways or programs of study;
3. Development of career guidance or work-based learning programs;
4. Educator training;
5. Facilities;
6. Equipment; or
7. Instructional materials.

## Grant Submission Guidelines & Anticipated Award Timeline

Grants will be awarded so that they may begin in January 2017. Up to \$250,000 is available to private, nonprofit entities in 2017.

The Workforce Education Grants will be awarded through a competitive submission and review process. As such, grant teams are expected to make significant and meaningful improvements to training programs; applications should not be one-off projects for small purchases.

Priority for grants to private, nonprofit entities shall be given to entities which demonstrate alignment to postsecondary education and South Dakota workforce needs and include plans for sustainability. The Workforce Education Grants are one-time awards. If additional grants are available in the future, entities will not be re-awarded funds to sustain the initial award.

Grant applications are due November 21, 2016. Awards will be announced by December 21, 2016. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadline. *In addition*, a .pdf copy of the complete and signed grant application must be emailed to [sdmylife@state.sd.us](mailto:sdmylife@state.sd.us) by 3 p.m. Central on the grant application deadline.

Applications will be scored by a team of reviewers who represent secondary and postsecondary education, workforce development, and economic development. Reviewers may not be involved in any aspect of activities proposed in grant applications, whether in connection to the nonprofit entity, as part of a postsecondary partnership, or business partnership.

## Grant Match

The Workforce Education Grants require a one-to-one match, meaning the full amount requested from the state grant funds must be matched in an equal amount from non-state grant funds. The match may come from in-kind and/or monetary contributions by the LEA, community contributors, or business and industry partners.

Matching funds must be:

- adequately documented (i.e., time and effort records, invoices, current fair market value, etc.),
- necessary and reasonable for accomplishment of the project objectives,
- provided for in the approved budget, and
- the values for the contributions of services and property must be established as they would for federal grants in accordance with the [CFR Part 200 Uniform Guidance §220.306](#).

Match may be documented only in the award period. In other words, match cannot be used for expenses incurred or gifts given before or after the approved grant project dates. If, through the review

process, match is determined ineligible, applicants must either provide an alternative source of eligible match or the state grant will be reduced to equal the eligible match.

If awarded a grant, nonprofits will be reimbursed an amount equal to or less than the documented match available for the reimbursement period. In other words, grant reimbursements will not exceed documented match.

## **Supports & Assistance Provided to Grantees**

Private, nonprofit entities that receive Workforce Education Grants will have up to 18 months to complete their projects as detailed in the application. In addition to financial resources, all awardees will receive technical assistance from the SD Department of Education's Division of Career and Technical Education (DCTE) to meet the intended outcomes of the grant project.

Examples of technical assistance, depending on the needs of the nonprofit and grant project, include:

- Calls or webinars with grant team members.
- On-site coaching or assistance.
- Facilitation between grant partners.
- Convenings involving applicable Workforce Education Grant projects.
- Feedback on progress reports and final project reports.

In addition to technical assistance, the DCTE team will support nonprofits by sharing strategies, best practices, and lessons learned during the grant period. Grantees will be asked to participate in periodic knowledge capture activities such as site visits, surveys, and interviews. Fiscal and data monitoring will also be conducted throughout the grants' life cycles.

## **Eligible Partnerships**

The lead grant applicant must be private, nonprofit entity in South Dakota. If South Dakota schools participate in awarded grant projects, they must be accredited by the South Dakota Department of Education and in good standing. Any grant activities related to secondary Career & Technical Education (CTE) programs must be part of approved programs (or become approved programs in the process of completing the grant project).

The lead private, nonprofit entity must authorize a decision maker for the duration of the grant project to serve as the project manager. The grant's project manager will coordinate and drive the work of all involved grant partners to ensure quality completion, fiscal accountability, and sustainability of the project. The grant's project manager will serve as the liaison with Department of Education's Division of Career and Technical Education (DCTE).

## South Dakota's In-Demand Occupations

The South Dakota Department of Labor & Regulation's (DLR) Labor Market Information Center (LMIC) publishes labor market and wage data that can be used in supporting applications for the Workforce Education Grants. Employment projections can be found at [http://dlr.sd.gov/lmic/menu\\_projections.aspx](http://dlr.sd.gov/lmic/menu_projections.aspx). Wage data is located at [http://dlr.sd.gov/lmic/menu\\_wages\\_earnings.aspx](http://dlr.sd.gov/lmic/menu_wages_earnings.aspx).

These grants are intended to developing the state's talent pipeline for workforce development and economic growth. Grants applications should clearly define and justify how the project will fulfill the intent of the Workforce Education Grants.

## Evaluation & Budget

Grant activities will be evaluated throughout the project via progress reports, on-site visits, and other contacts. A final grant report will be due within one month of the project's completion. As a condition of funding, nonprofits must agree to participate fully in grant evaluation.

All grant applications must include a detailed budget request and a corresponding narrative which cover the entire length of the proposed project (provided in Appendix B). The budget must note expenditures to be made by the grant, in-kind match, and monetary match. Together, the budget request and narrative should illustrate what it will cost to implement the plan and meet the intended outcomes. The budget must list all direct costs associated with implementation of the project and propose expenses which are reasonable, allowable, and justified.

## Grant Conditions

Grant applications must follow the outline provided in Appendix A. In addition, grant assurances for fiscal accountability are noted in Appendix C. Complete applications will include a grant application, budget and narrative, and signed grant assurances.

All grantees will be subject to the following conditions:

1. The amount of a grant may not exceed the actual cost of the project as proposed in the application.
2. Grants will be paid on a reimbursement basis. At least one reimbursement must be submitted each fiscal year to cover the expenditures incurred that year. Reimbursement is subject to adequate progress on the project's goals.
3. Grant funds must be necessary and reasonable to complete the project.
4. Documentation must be available to support all expenditures, and expenditures must be approved before the end of the grant period.

5. For projects involving capital expenditures, all work paid with grant funds must comply with all applicable building codes and standards.
6. Projects must be completed within 18 months following grant approval.
7. A grant project must be supported with local match resources, including monetary resources and in-kind contributions, in an amount equal to the awarded grant funds to show support for long-term sustainability of the project.
8. Grant funds may not be used for salaries and benefits, costs associated with writing the grant proposal, contractual obligations which began before the award date, purchases that become the property of any individual or organization other than the grantee, tuition and fees, or purchases or services beyond the project outcomes or activities.

The submission of false or misleading statements, omissions, or information as part of a grant application or the failure to comply with applicable requirements for private, nonprofit entities in [24:10:47](#) shall be considered a default on the terms of a grant. In the event of a default, the department may require the grantee to repay the grant to the department within 30 days of a written demand from the department. The department may begin a civil action to recover any grant funds that a grantee is required to repay.

## Application Format

Grant applications are due November 21, 2016. Awards will be announced by December 21, 2016. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadline. *In addition*, a .pdf copy of the complete and signed grant application must be emailed to [sdmylife@state.sd.us](mailto:sdmylife@state.sd.us) by 3 p.m. Central on the grant application deadline.

The Workforce Education Grants require a one-to-one match. The match may come from in-kind and/or monetary contributions by the LEA, community contributors, or business and industry partners. See page 5 for more information.

**Applications must make clear what the project is, what it will accomplish, and why it is important.**

**Applications should not include extraneous material.** Succinct applications which clearly address the criteria of are expected. Complete applications are those which include:

1. Application as described in Appendix A
2. Complete budget and budget narrative as described in Appendix B
3. Complete and signed grant assurances from Appendix C

## Contacts

**General questions** about the Workforce Education Grants can be directed to:

Tiffany Sanderson, Director  
Division of Career & Technical Education  
[tiffany.sanderson@state.sd.us](mailto:tiffany.sanderson@state.sd.us)  
605.773.7006

OR

Erin Larsen, Assistant Director, Secondary CTE  
Division of Career & Technical Education  
[erin.larsen@state.sd.us](mailto:erin.larsen@state.sd.us)  
605.773.2533

For questions on **financial accounting** related to grant awards, contact:

Susan Woodmansey  
Division of Finance & Management  
[susan.woodmansey@state.sd.us](mailto:susan.woodmansey@state.sd.us)  
605.773.4748

OR

Bobbi Leiferman  
Division of Finance & Management  
[bobbi.leiferman@state.sd.us](mailto:bobbi.leiferman@state.sd.us)  
605.773.5407

## Office Hours

Office hours with DCTE staff will be available on the following dates and times. Nonprofit personnel are welcome to connect at any time during the open office hours to ask questions and discuss project ideas.

### **Tuesday, October 11, 2016 – 3 – 4 p.m. Central**

Connect via Skype: <https://meet.lync.com/southdakotastateof/tiffany.sanderson/QBGN9Y4P>

Or Call: 1.866.410.8397, Conference Code: 7708795296

### **Wednesday, November 9, 2016 – 10 – 11 a.m. Central**

Connect via Skype: <https://meet.lync.com/southdakotastateof/tiffany.sanderson/J3BH55HC>

Or Call: 1.866.410.8397, Conference Code: 7708795296

## Appendix A: Application Outline

The following outline is provided to develop applications. The questions below each section heading are intended to guide applicants' thinking, but should not be viewed as exhaustive or prescriptive. Page lengths provided after each narrative section are offered as suggestions, not as requirements.

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadline. *In addition*, a .pdf copy of the complete and signed grant application must be emailed to [sdmylife@state.sd.us](mailto:sdmylife@state.sd.us) by 3 p.m. Central on the grant application deadline.

Grant applications are due November 21, 2016. Awards will be announced by December 21, 2016. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

### **Application Cover Page/Overview** (1-2 pages on organizational letterhead, signed by an authorized representative)

- What is the project?
- Why should this project be done at this time?
- How will the project develop the state's talent pipeline for workforce development and economic growth?
- In what ways will the project better prepare learners for success in college and/or the world of work?
- How will the project support and align education programs/systems and workforce needs?
- How will the project promote modern, high quality technical education? Provide students preparation for the state's high-demand career fields? Produce equitable access to students of all backgrounds and geographic locations? Efficiently invest grant funds? Build partnerships for strong career pathways?
- In what ways will the project make significant and meaningful change to career & technical education programs?

### **Narrative Section 1: Project Goals & Objectives** (1-2 pages)

- What are the overall goals for this project, especially related to the priorities of the Workforce Education Grants?
- In what ways does this project add value to the workforce strategies of your community? Your region? The state?
- If you could accomplish anything with this award, what would change in your community? Region? The state?
- How will you know learners are more ready for postsecondary education and/or careers because of this award?

- How will learners be more aware of and knowledgeable about in-demand careers in South Dakota?

### **Narrative Section 2: Commitment & Capacity** (1-2 pages)

- What is the mission of the applying organization? How does the mission drive and/or support the proposed grant project?
- What types of “specialized career and technical services and education” does the organization currently offer? How does the proposed project align with existing work?
- What work is already underway to support this project’s completion and success?
- Who will serve on the grant team and what value will they bring to the project?
- Who will serve as grant project manager? How will he/she ensure the project is successfully completed and is implemented as a collaborative effort to accomplish the grant’s goals?
- What evidence do you have that warrants funding this project?
- What will this project look like in five years?
- What have you done to demonstrate commitment to the project?
- What is the proposed implementation timeline? All projects must be complete within 18 months of the grant award.
- What background information or special circumstances are important for the review team to understand? Provide supporting evidence.

### **Letters of Support from Partner School Districts, Postsecondary Institutions, &/or Business & Industry Partners** (1 page each on letterhead, signed by an authorized representative)

- What school districts, businesses, organizations, postsecondary institutions, etc. will be partners on this project?
- What role will the partner play for the success of the project?
- Why is the partner interested in being part of the project?

### **Budget & Budget Narrative** (see Appendix B – 2-3 pages)

### **Grant Assurances** (see Appendix C)

## Appendix B: Budget & Budget Narrative

Applicants must provide a budget narrative to justify the grant dollar requests being made and explain all match resources in detail, including calculations for any in-kind or monetary contributions. Based on the budget narrative, applicants must use the budget template below to summarize all direct costs and grant match sources associated with the implementation of the proposed plan.

Please note the following grant conditions:

1. The amount of a grant may not exceed the actual cost of the project as proposed in the application.
2. Grants will be paid on a reimbursement basis. At least one reimbursement must be submitted each fiscal year to cover the expenditures incurred that year. Reimbursement is subject to adequate progress on the project's goals.
3. Grant funds must be necessary and reasonable to complete the project.
4. Documentation must be available to support all expenditures, and expenditures must be approved before the end of the grant period.
5. For projects involving capital expenditures, all work paid with grant funds must comply with all applicable building codes and standards.
6. A grant project must be supported with local match resources, including monetary resources and in-kind contributions, in an amount equal to the awarded grant funds to show support for long-term sustainability of the project.
7. Grant funds may not be used for salaries and benefits, costs associated with writing the grant proposal, contractual obligations which began before the award date, purchases that become the property of any individual or organization other than the grantee, tuition and fees, or purchases or services beyond the project outcomes or activities.

The Workforce Education Grants require a one-to-one match meaning the full amount requested from the state grant funds must be matched in an equal amount from non-state grant funds. The match may come from in-kind and/or monetary contributions by the nonprofit, community contributors, or business and industry partners. See match details on page 5.

The Workforce Education Grants are one-time awards. If additional grants are available in the future from the workforce education fund, grantees will not be re-awarded grants to sustain the initial award.

### Budget Template

Budget Category	Grant Funds Requested	In-Kind Match Secured	Monetary Match Secured
<b>Salaries &amp; Benefits</b>	N/A		
<b>Purchased Services</b> <i>Including educator training and facilities</i>			
<b>Travel</b>			
<b>Equipment - Non-capitalized</b>			
<b>Equipment - Capitalized</b>			
<b>Materials &amp; Supplies</b> <i>Including instructional materials, design, printing, and promotion</i>			
<b>Other Project Costs</b> <i>Specify</i>			
<b>SUBTOTALS</b>	<b>Grant Funding:</b> \$	<b>Match Funding:</b> \$	
<b>Administrative Costs,</b> <i>not to exceed 2% of the match total</i>	N/A	\$	
<b>TOTALS</b>	<b>Grant Funding:</b> \$	<b>Match Funding:</b> \$	
<b>Total Project Cost</b> <i>Requested grant funds + in-kind contributions + monetary contributions</i>	\$		

## Appendix C: Grant Assurances

**ASSURANCES AND CERTIFICATION STATEMENT:** The below named applicant assures the South Dakota Department of Education that this project will be administered in compliance with the assurances contained in this application, with state laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete, and that the board of the above named applicant has authorized me as its representative to file this application.

Lead Private, Nonprofit Entity: \_\_\_\_\_

If the organization is registered under a name different than the one listed above or on the letterhead provided in the application, please provide it:

\_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Grant Project Manager: \_\_\_\_\_

*Name*

*Title*

*Email*

*Phone Number*

Authorized Representative: \_\_\_\_\_

*Printed Name*

*Title*

*Signature*

*Date*

The applicant certifies to the South Dakota Department of Education that, by accepting awarded state grant dollars from the Workforce Education fund:

1. All requirements pertaining to private, nonprofit entities outlined in South Dakota Administrative Rule 24:10:47 will be upheld.
2. The grant condition and default rules outlined in South Dakota Administrative Rule 24:10:47 are understood and will be fulfilled.
3. Fiscal control and accounting procedures will be established and maintained as set forth in state regulations in order to ensure proper disbursement of and accounting for the intended purposes.
4. Documents related to the grant will be retained for five years following the completion of the grant.

5. The entity will submit required progress reports, a final report, participation and program effectiveness data, and financial reimbursements as agreed upon with the Division of Career & Technical Education.
6. The entity will maintain such records, provide such information, and afford such access to the records as the South Dakota Department of Education may reasonably require to carry out the department's duties.
7. The budget approved as part of the application takes into account other available resources and will not unnecessarily duplicate existing equipment, technology, curriculum, or other instructional materials.
8. The entity will keep a complete inventory throughout the project and provide it to the South Dakota Department of Education upon request.
9. The entity will comply with all state and federal rules and regulations regarding nondiscrimination on the basis of disability, race/ethnicity, and gender/sex.
10. No funds made available through this grant will be used to require any learner to choose or pursue a specific career or educational path.
11. Funds made available through this grant may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act (IDEA) and services necessary to the requirements of 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education.
12. All programs, services, and activities covered by this application will be conducted in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the U.S. Office for Civil Rights "Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap."
13. In cases where curriculum or instructional material development is approved, copies of all materials will be sent to the Division of Career & Technical Education as part of the final report.
14. Funds expended under this grant will not be used to purchase anything which results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
15. All partners involved in the grant project certify their facilities as drug-free workplaces as required by the Drug-Free Workplace Act of 1988.
16. All information contained in the application is accurate and complete.



## Appendix D: Scoring Rubric – Private, Nonprofit Entities

Applicant Name:				
Reviewer Name:				
<b>Screening Questions</b>		SD Administrative Rules 24:10:47:02 & 24:10:47:03		
<b>Question 1:</b>	<b>Does the application meet each of the three criteria listed below? Applications that do not meet the three criteria listed below will not be reviewed.</b>	<b>Yes</b>	<b>No</b>	
	The project builds, enhances, or reforms a career & technical education (CTE) program.			
	The project is aligned with high-skill, high-demand, and high-wage careers and/or related postsecondary programs in South Dakota.			
	The applicant demonstrates the ability to complete the project as described in the application.			
<b>Question 2:</b>	<b>Does the application meet at least one of the criteria listed below? Applications that do not meet at least one of the criteria listed below will not be reviewed.</b>	<b>Yes</b>	<b>No</b>	
	The project seeks to evaluate current programs for alignment to postsecondary education and workforce demands.			
	The project develops career pathways or programs of study.			
	The project supports educator training related to workforce education.			
	The project supports the update of existing facilities or construction of new facilities.			
	The project supports the update of existing equipment or purchase of new equipment.			
	The project supports the update of existing instructional materials or purchase of new instructional materials.			
<b>Access &amp; Efficiency</b>				
<b>Question 1:</b>	<b>Does the project increase access to and support for training in high-skill, high-wage, and high-demand fields?</b>	<b>Yes (+10)</b>	<b>To a Degree (+5)</b>	<b>Not in a Clear Way (+0)</b>
<b>Question 2:</b>	<b>Does the project increase access to and support for training in rural areas?</b> <i>(Rural classification is based on U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "Local Education Agency (School District) Universe Survey", 2013-14 v.1a.)</i>	<b>Yes. The training will be held solely in rural areas. (+5)</b>	<b>The training will be held in a non-rural area, but will train individuals largely from rural areas. (+3)</b>	<b>No (+0)</b>
<b>Question 3:</b>	<b>Does the project efficiently invest grant funds in developing a needed part of the workforce (for the state, region, and/or community)?</b> In other words, is the amount of grant funding requested reasonable for the expected outcomes described for the grant period and in the sustainability plan?	<b>Yes (+10)</b>	<b>To a Degree (+5)</b>	<b>Not in a Clear Way (+0)</b>

Question 4:	Does the project involve partnerships that will increase the effectiveness and efficiency in meeting the proposed outcomes? In other words, are the partners appropriate for the goals of the project? Do they add value to the project?	Yes (+5)	To a Degree (+3)	Not in a Clear Way (+0)
Question 5:	Will individuals receiving training through the grant project learn the most relevant skills and knowledge in the applicable field(s)?	The project is tightly aligned to industry expectations. (+10)	Individuals will have some marketable skills, but employers will have to provide additional training. (+5)	The skills and knowledge proposed are out-of-date or irrelevant. (+0)
Question 6:	Will individuals participating in the proposed training program attain credentials recognized/valued/expected by industry?	Yes (+5)	They'll earn a credential, but it's not critical. (+3)	No (+0)
<b>Evaluation &amp; Sustainability</b>				
Question 1:	Does the project's evaluation plan reasonably assess the effectiveness of the project and its impact on workforce needs?	Yes (+10)	To a Degree (+5)	Not in a Clear Way (+0)
Question 2:	The project's sustainability plan is visionary, thorough, and realistic and ensures the grant project will continue in a meaningful way following the grant funding period.	Yes (+10)	To a Degree (+5)	Not in a Clear Way (+0)
<b>Commitment &amp; Capacity</b>				
Question 1:	The project adds value to current workforce strategies in the community/region/state.	Yes. This could be a model for others. (+10)	To a Degree (+5)	Not in a Clear Way (+0)
Question 2:	Does the proposed project clearly connect to the applicant's mission and goals or current portfolio of work?	Yes (+5)	To a Degree (+3)	Not Certain (+0)
Question 3:	The applicant demonstrates prior success in implementing training programs, partnerships, and/or workforce strategies.	Yes (+10)	To a Degree (+5)	Not in a Clear Way (+0)

**NOTES (application strengths and weaknesses, points of interest, etc.):**

**TOTAL POINTS AWARDED:** \_\_\_\_\_

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## Appendix E: State Office Notes for Grant Awards

State funds approved

State funds not approved

Total state funds awarded: \$ \_\_\_\_\_

Grant award date: \_\_\_\_\_ Required completion date: \_\_\_\_\_

Progress report due dates:

Final report due date: \_\_\_\_\_

Reimbursement request due dates:

Grant evaluation data points:

Approved Grant Project Manager: \_\_\_\_\_

Lead DCTE Regional Career Development Specialist: \_\_\_\_\_

**Notes:**

DCTE Director: \_\_\_\_\_

*Name*

*Date*