

**Arkansas
Workforce Development
Funding Opportunities**

HIRED Grants

*Higher Industry Readiness
through Educational Development*

Track 1: Workforce Initiative Grant Program
Track 2: Arkansas Workforce Strategy Grants

**Request for Proposals
Guidelines for Submission**

Release Date: 6.24.24

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I. General Information and Overview

The Workforce Initiative Act of 2015 (A.C.A. § 6-60-107) established a grant program to evaluate and address Arkansas' workforce training needs and provide dedicated funding for state and regional industry-sector driven partnerships and data-driven education and workforce training programs. Preparing and encouraging Arkansans to pursue high-demand jobs is essential to building a skilled and employment-ready workforce. Programs offering short-term career and technical training for skill attainment and industry-recognized credentials and those producing academic credit credentials are critical to Arkansas' economic development.

The 2024 Arkansas Workforce Strategy codified a collaborative, skills-based, customer-centric, and responsive workforce system to meet the needs of employers, incumbent workers, and job seekers. Low labor force participation and educational attainment coupled with an increasingly dynamic labor market with evolving skill requirements has led to Arkansas employers facing significant challenges in attracting talent with the skills needed to operate and grow their businesses. The comprehensive plan included recommendations to invest in regional strategic focus centers aligned with Arkansas' market strengths and targeted industry sectors and to align state and federal resources with the workforce strategy to maximize outcomes and economic development.

Given the common intent and desired outcomes of the Workforce Initiative Act of 2015 and the 2024 Arkansas Workforce Strategy, a shared request for proposals and submission guidelines will be utilized for two tracks of grant funding:

- Track 1: Workforce Initiative Grant Program (T1WIG)
 - Planning Grant funding (up to \$25,000 for up to three (3) months)
 - Implementation Grant funding (up to \$4,000,000 over two (2) years, not to exceed \$3,000,000 in Year 1)
 - Potential Continuation Grant funding (up to \$1 million per year for up to three (3) years)
- Track 2: Arkansas Workforce Strategy Grants (T2WSG)
 - Implementation Grant funding (\$250,000 or more over two (2) years)

Applicants will indicate track preference in the Letter of Intent and may select to be considered for both tracks.

Both T1WIG and T2WSG will prioritize and support proposals in the following targeted industry sectors:

- Advanced Manufacturing
 - Aerospace
 - Defense
 - Firearms and Ammunition
 - Food
 - Forestry Automation
 - Industrial Maintenance
 - Steel
- Energy Infrastructure and Utilities

- Emerging Technology Sectors
 - Lithium Mining and Battery Technology
 - Mobility and Transportation
 - Semiconductors
- Information Technology
 - Artificial Intelligence
 - Cybersecurity
 - Data Science
- Life Sciences
 - Bioinformatics
 - Innovative Healthcare
 - Medical Devices
- Logistics and Distribution
- Precision Agriculture
- Skilled Trades

This application process intends to promote strategic investments aligned with Arkansas' workforce strategy focus areas that will make step-change improvements to Arkansas' skilled workforce needs in areas where Arkansas has current and future market strengths. This process is not expected to spread resources to every training institution in the state.

T1WIG and T2WSG applications must include the following **Project Core Requirements**:

- Enhance, expand, or create employer-driven career pathways to fill a critical, demonstrable state and/or regional workforce need.
- Develop and implement collaborative training programs that prepare workers for rapid entry into the workforce, upskill incumbent workers, provide recognized industry certifications, support apprenticeships, and/or award degree or non-degree credentials aligned to state and/or regional workforce needs.
- Demonstrate employer needs and expected outcomes through labor market data and clearly defined, measurable performance and effectiveness objectives, including employment and labor participation rates.
- Include representation from the following workforce alliance partners:
 - Two or more employers representing critical workforce needs in the state and/or region
 - Public or private Arkansas college(s) or university(s) that provide(s) workforce education and training
 - K-12 education system (required for T1WIG; optional for T2WSG)
 - A high school or secondary center that awards concurrent credit for career and technical programs (required for T1WIG; optional for T2WSG)

T1WIG: A public Arkansas institution of higher education will serve as the lead applicant and fiscal agent for all grant activities and execute a grant contract with the Arkansas Division of Higher Education (ADHE).

T2WSG: Any employer, chamber of commerce, economic development organization, industry association, institution of higher education, private career education provider, local workforce development board, or other non-profit workforce development entity may serve as the lead applicant and fiscal agent for all grant activities and may execute a grant contract with the Arkansas Department of Commerce (ACOM).

II. Request for Proposal (RFP) Process

Track 1: Workforce Initiative Grant Program (T1WIG) and Track 2: Arkansas Workforce Strategy Grants (T2WSG) encourage and facilitate workforce and education alignment through a Request for Proposal (RFP) process. Grant awards are based on reviews and recommendations from state workforce development partners from the Arkansas Department of Education and the Arkansas Department of Commerce. Additional external stakeholders representing diverse business associations may also be included on the review committee.

T1WIG funds will be disbursed and administered by ADHE. These funds will be available to workforce alliances, as described in the Project Core Requirements in the *General Information and Overview* section, with a public institution of higher education serving as the lead applicant and fiscal agent.

T2WSG will be disbursed and administered by ACOM. These funds will be available to workforce alliances, as described in the Project Core Requirements in the *General Information and Overview* section, with any employer, chamber of commerce, economic development organization, industry association, institution of higher education, private career education provider, local workforce development board, or other non-profit workforce development entity serving as the lead applicant and fiscal agent.

A. Letter of Intent (T1WIG and T2WSG)

The initial step for both tracks is the submission of a brief Letter of Intent (see Appendix A) with general information and an overview of the project concept. Following the review of Letters of Intent by state workforce development partners, applicants may be invited to submit a T1WIG Planning grant proposal or T2WSG Implementation grant proposal. AN INVITATION TO SUBMIT A PROPOSAL DOES NOT GUARANTEE FUTURE FUNDING.

- Solicitation/RFP available – June 24, 2024
- Letter of Intent due – July 8, 2024
- Invitation to apply for T1WIG or T2WSG funding – July 22, 2024

The remaining phases, timeline, and available funding differ for T1WIG and T2WSG.

B. Planning Grant (T1WIG only)

Invited workforce alliances may apply for T1WIG Planning grants of up to \$25,000 for a period of up to three (3) months to support the development of employer-driven career pathways for in-demand industry sectors, with priority for regional strategic focus centers aligned with employer needs in

targeted industry sectors listed in the *General Information and Overview* section. Phase I- Planning grants are the basis of Phase II- Implementation grant proposals. AWARD OF A PLANNING GRANT DOES NOT GUARANTEE AWARD OF AN IMPLEMENTATION GRANT.

- Planning grant application opens for invited applicants – July 22, 2024
- Planning grant application due – August 5, 2024
- Planning grant notification of award – August 19, 2024
- Period of performance – August 19, 2024 – November 15, 2024

ADHE/ACOM reserve the right to adjust the timeline as needed. Reimbursement for allowable expenses incurred.

C. Implementation Grants (T1WIG and T2WSG)

T1WIG: Workforce alliances awarded a planning grant will be invited to submit a Phase II- Implementation grant proposal. These competitive grants of up to \$4 million over two (2) years (not to exceed \$3 million in Year 1) will provide resources to implement projects planned during Phase I.

- Implementation grant application opens for Planning grantees – August 19, 2024
- Implementation grant applications due – November 15, 2024
- Application review and strategic negotiation period – November 15 - December 15, 2024
- Implementation grant notification of award – December 22, 2024
- Period of performance – January 1, 2025 - December 31, 2026

T2WSG: Invited workforce alliances may apply for Implementation grants of \$250,000 or more over two (2) years to support the development of employer-driven career pathways for in-demand industry sectors, with priority for regional strategic focus centers aligned with employer needs in targeted industry sectors listed in the *General Information and Overview* section.

- Implementation grant application opens for invited applicants – July 22, 2024
- Implementation grant applications due – September 23, 2024
- Application review and strategic negotiation period – September 23 - October 28, 2024
- Implementation grant notification of award – November 1, 2024
- Awards allocated and MOUs finalized – December 15, 2024
- Period of performance – January 1, 2025 - December 31, 2026

ADHE/ACOM reserve the right to adjust the timeline as needed. Reimbursement for allowable expenses incurred.

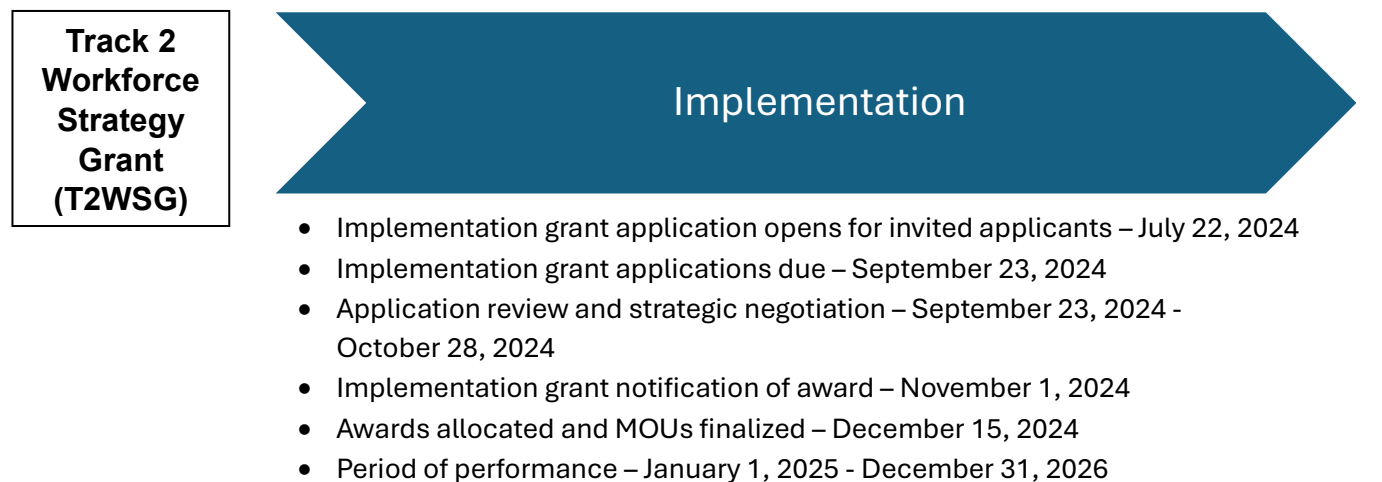
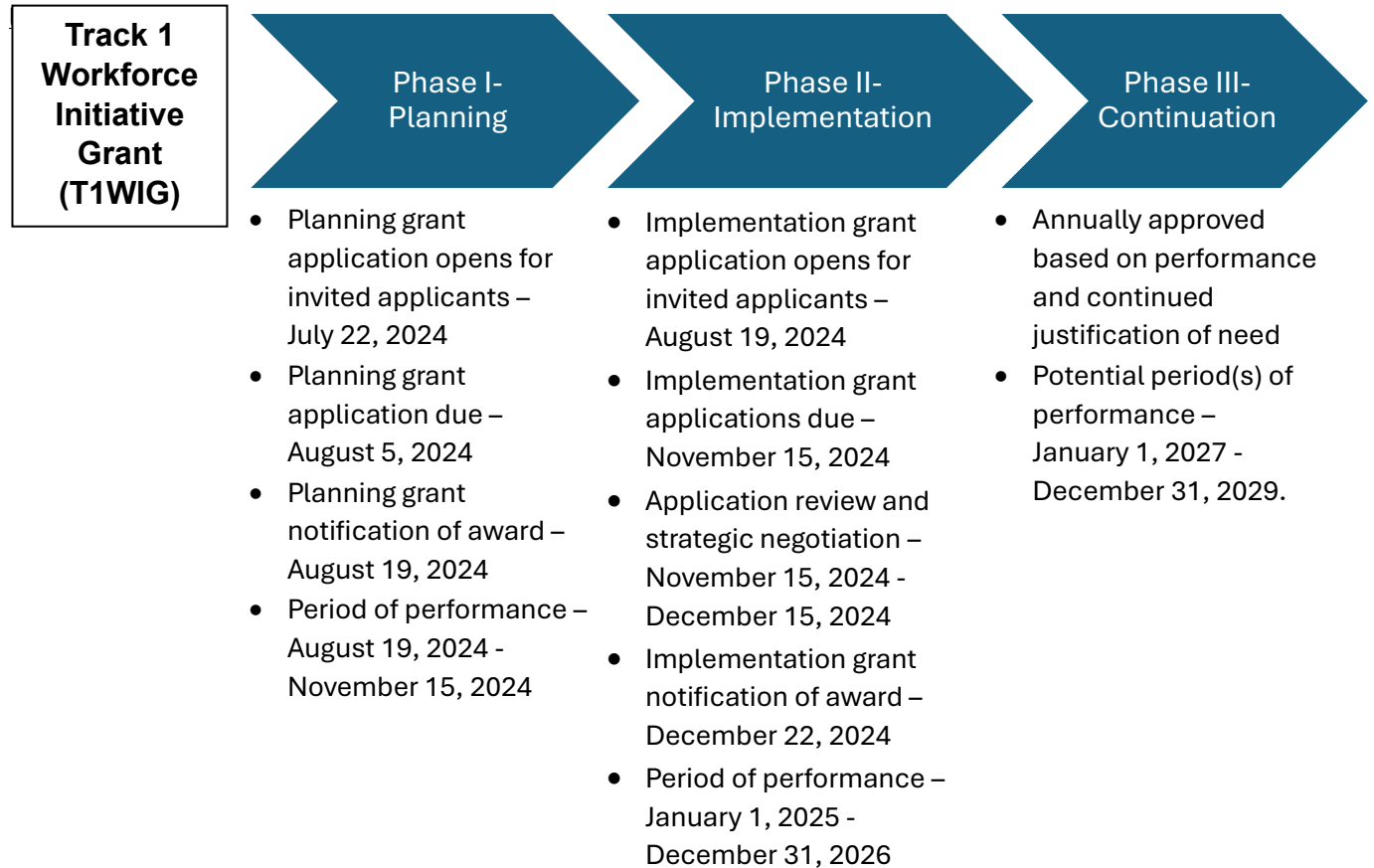
D. Continuation Grants (T1WIG only)

Continuation grants of up to \$1 million a year for up to three (3) years may be available for alliances that meet or exceed T1WIG Implementation grant outcome metrics and are selected by the state workforce development partners for continued support of state and regional workforce needs.

- Annually approved based on performance and continued justification of need
- Potential period(s) of performance – January 1, 2027 - December 31, 2029.

Continuation Grant guidelines will be provided during the second year of performance of T1WIG Implementation grants.

E. Grant Timelines by Track



III. Proposal Specifications

A. Letter of Intent (T1WIG and T2WSG)

Applicants must submit a brief Letter of Intent (see Appendix A) that includes the following:

- Lead applicant and contact information
- Workforce alliance partners
- Targeted industry sector
- Brief project description with labor market justification
- Anticipated amount of funding request for Implementation grant
- Grant track preference

Lead applicant and required partners as listed in the Project Core Requirements in the *General Information and Overview* section must be identified. Additional partners may be added to the Planning and/or Implementation proposals, if invited to apply.

Incomplete applications will not be considered. Completed Letters of Intent must be submitted as a PDF to Workforce.Grants@adhe.edu by July 8, 2024. Following the review of Letters of Intent by state workforce development partners, on July 22, 2024, applicants may be invited to submit a T1WIG Planning grant proposal or T2WSG Implementation grant proposal.

B. Planning Grant Proposal (T1WIG only)

Planning grant applicants must address the Project Core Requirements listed in the *General Information and Overview* section. Applications must include the following information for consideration.

Section 1: Program Need (30%)

Proposals must include an overview of the labor market needs and specifically identify the skills gap employers in the state and/or region face and anticipate in the future. Entities seeking grant funds must outline the proposed program and/or equipment needed and how creation of the program and/or acquisition of equipment will address those labor market needs. Priority will be given to proposals for regional strategic focus centers aligned with employer needs in targeted industry sectors listed in the *General Information and Overview* section.

Section 2: Program Plan (25%)

Program plans must include a description of employer-driven career pathways that will be created or enhanced, a summary of expected outcomes, a description of any anticipated equipment needs, and a proposed governance and accountability structure for the program.

Section 3: Strength of Partnership (25%)

Proposals must address how the program plan incorporates each required workforce alliance partner, as identified in the Project Core Requirements listed in the *General Information and Overview* section, and other workforce alliance partners who can contribute significantly in a unique and meaningful role. Priority will be given to proposals for postsecondary education consortia.

Section 4: Budget Plan (20%)

Proposals must include a detailed financial plan assigning cost estimates to all proposed planning activities and a completed budget template. Allowable Expenses are listed in Appendix H.

NOTE: Equipment may not be purchased during the planning phase. Indirect costs are not allowed in the planning phase.

Incomplete applications will not be considered. Completed Planning grant proposals must be submitted as a PDF to ADHE by August 5, 2024. Completed proposals must include the following:

- T1WIG Planning Grant Cover Sheet (Appendix B)
- Proposal Narrative
- T1WIG Planning Grant Budget Template (Appendix C)

Planning grant proposals will be reviewed and evaluated by the state workforce development partners outlined in the *General Information and Overview* section using the T1WIG Planning Grant Evaluation Rubric (Appendix D). Each partner will score each proposal individually with an average proposal score calculated to rank proposals from most favorable to least favorable. **FUNDING IS NOT GUARANTEED FOR ANY SUBMITTED PROPOSAL.**

ADHE will notify applicants of Planning grant awards and permission to proceed with an Implementation grant application by August 19, 2024. Planning grant awardees will receive one-time reimbursement for allowed (see Appendix H) actual expenditures submitted by January 31, 2025.

C. Implementation Grant Proposal (T1WIG and T2WSG)

Implementation grants must thoroughly address the Project Core Requirements listed in the *General Information and Overview* section. Applications must include the following information for consideration.

Section 1: Program Need (25%)

Proposals must include a thorough description of the labor needs and specifically identify the skills gap employers in the state and/or region face and anticipate in the future. Entities seeking grant funds must outline the proposed program and/or equipment needed and how creation of the program and/or acquisition of equipment will address those labor needs.

Essential Components:

- *State and/or regional data demonstrating the need for action-* provide empirical data that illustrates needs of the local workforce, with a particular emphasis on anticipated or future skills attainment.
- *Clear linkages between grant activities and local needs-* clearly illustrate how the proposed grant project is directly linked to addressing the workforce needs and deficits of the state and/or region. Successful applications will provide a thorough description of the state's and/or region's high-demand and high-skill industrial occupations and identify how the proposed activity will address job candidate deficits in those areas. Applicants must also submit letters of support from at least two employers for the proposal, citing need and

outlining benefits for industry. An employer serving as the lead applicant for a T2WSG must submit a letter of support from at least one other employer.

- *Alignment with Arkansas economic and workforce goals*- describe how the proposed project will increase overall workforce skills attainment in the state and/or region and provide clear linkages between a postsecondary credential and the needs of employers. Include the projected number of trained participants by year for 2025-2035. Priority will be given to proposals for regional strategic focus centers aligned with employer needs in targeted industry sectors listed in the *General Information and Overview* section.

Section 2: Program Plan (25%)

In addition to the Project Core Requirements listed in the *General Information and Overview* section, plans must be designed to meet the following Essential Components:

- *Detailed project timeline and overview*- provide a quarterly overview of the critical activities and actions that will comprise the project.
- *Measurable objectives for each phase of the project*- detail the metrics utilized throughout the project to track how skilled and credentialed job candidates needed by employers will be provided.
- *Project governance and accountability plan*- clearly describe the plan for governance, meetings, and decision-making structure; identify a project director; and identify members of a project steering committee that will maintain oversight throughout the project period.
- *Pathways articulation and support*- clearly describe the educational pathway(s) and curriculum that will be developed, or existing pathways and curriculum that will be enhanced, to meet the identified workforce needs. Pathways should incorporate all appropriate student outcomes from short-term industry-recognized credentials through the highest certificate or degree programs appropriate to the identified career goals and include career step-out points at the completion of each credential.
- *Recruitment and retention plan*- clearly describe the plan for recruitment and retention of candidates; outline recruitment methods to reach targeted groups, i.e. non-credit seeking students, credit seeking students, incumbent workers; outline retention and engagement strategies to help participants stay enrolled through completion
- *Role of equipment request*- required only for those proposals seeking equipment purchases. Outline how equipment purchase will specifically address local labor market needs; provide detailed description of equipment, educational value of equipment in preparing workforce, and justification for purchase.
- *Performance assessment*- clearly define measurable outcomes to be achieved through implementation of the plan and strategies to measure and report achievement of those outcomes. Priority will be given to programs that prepare candidates for high-wage jobs or create capacity to move candidates from unemployment to employment and increase labor market participation rate of the state and/or region.

Section 3: Strength of Partnership (25%)

Proposals are required to address how the program plan incorporates each workforce alliance partner, as identified in the Project Core Requirements listed in the *General Information and Overview* section, in a meaningful role. Priority will be given to proposals for postsecondary education consortia.

Essential Components:

- *Detailed description of role of each partner in implementation of the project*- describe how each partner will carry out components of the grant project; provide a description of assigned tasks for each of the required partners; identify specific personnel and the roles they will play throughout the project; describe the integration of each role into the overall project; and describe the process for implementing fully articulated pathways from K-12 through a baccalaureate degree, as appropriate.
- *Capabilities of each partner in ensuring project success*- discuss the unique strengths of each partner in executing planned proposal; describe how each partner is qualified to participate in the proposed project and how each partner strengthens the overall partnership.
- *Commitment letters from alliance partners*- demonstrate alliance partners' knowledge of and commitment to the proposed grant activities and their role in the overall project. Include a commitment letter from each partner.

Section 4: Budget Plan (15%)

Proposals will include a detailed financial plan that maximizes efficient and effective use of existing resources and a completed budget template.

Essential Components:

- *Clear alignment between funding request and grant activities*- detailed discussion of how each component of the grant budget supports the goals and stated outcomes of the program.
- *Funding requests only for Allowable Expenses listed in Appendix H*- Allowable indirect costs up to 10% of the requested funding, excluding capital expenditures and in-kind contributions, may be reimbursed at the discretion of ADHE/ACOM.
- *Workforce alliance match of at least 10% of the total request*- all proposals will include a plan for local funding to match 10% of the total grant proposal. Grant requests over \$2,000,000 may submit a justification and rationale request for a workforce alliance match of less than 10% but at least \$200,000.

Note: With a submitted written commitment and payment guarantee from an industry partner, internship wages paid during the initial twenty-four (24) months of this program may be used to offset the local match amount on a dollar-to-dollar basis. Wages paid to incumbent workers by the employer while enrolled in academic training may also be deducted from the match. Any entity wishing to utilize this method of funding the match must include the appropriate documentation with their proposal and, if selected for funding, will be monitored to ensure compliance.

Section 5: Sustainability (10%)

Proposals will include a commitment and detailed plan for sustaining grant activities beyond the implementation period. Equipment requests will clearly specify how purchased equipment will continue to be linked to addressing labor and workforce needs beyond the grant period.

Essential Components:

- *Detailed plan for sustaining the program beyond the implementation grant funding period*- describe how the work supported by this grant will continue beyond the grant period; outline the roles and funding sources of each partner after the grant period.
- *Detailed plan for maintaining communication and sharing resources* among all the program partners beyond the grant funding period.
- *Identify availability of long-term resources* to maintain, replace, and/or repair any equipment requested.
- *Describe plan for redistribution of equipment* to meet additional workforce needs once the employer needs addressed by the proposal have been satisfied (if applicable).

Incomplete applications will not be considered. Completed implementation grant proposals must be submitted by November 15, 2024, for T1WIG and by September 23, 2024, for T2WSG. Completed proposals must include the following:

- Implementation Grant Cover Sheet (Appendix E)
- Proposal Narrative
- Partner Commitment Letters
- Implementation Grant Budget Template (Appendix F)

An application review and strategic negotiation period will allow collaboration among state workforce development partners and grantees for potential proposal modification to best meet state workforce and economic development goals. The state workforce development partners will review and evaluate implementation grant proposals using the Implementation Grant Evaluation Rubric (Appendix G). Each partner will score each proposal individually with an average proposal score calculated to rank proposals from most favorable to least favorable. **FUNDING IS NOT GUARANTEED FOR ANY SUBMITTED PROPOSAL.**

T1WIG: ADHE will notify applicants of Implementation grant awards by December 22, 2024. Implementation grant funding for approved plans will be reimbursed for allowed (see Appendix H) actual expenditures incurred during the January 1, 2025 - December 31, 2026, period of performance and submitted by February 1, 2027. Grant recipients may submit requests for reimbursement monthly. A one-time, up to ninety (90)-day, no-cost extension may be granted if requested and approved by the Commissioner of the Division of Higher Education. Continuation Grant guidelines will be provided during the second year of performance of T1WIG Implementation grants.

T2WSG: ACOM will notify applicants of Implementation grant awards by November 1, 2024. Awards must be allocated and MOUs finalized between ACOM and lead applicant by December 15, 2024. Implementation grant funding for approved plans will be reimbursed for allowed (see Appendix H) actual expenditures incurred during the January 1, 2025 - December 31, 2026, period of performance and submitted by February 1, 2027. Grant recipients may submit requests for reimbursement monthly.

IV. Appendices

A. Appendix A. Letter of Intent

HIRED Grant Letter of Intent

(Fillable template provided here: <https://adhe.edu/institutions/workforce-grants>.)

- Track 1: Workforce Initiative Grant Program
- Track 2: Arkansas Workforce Strategy Grants

To: Workforce.Grants@adhe.edu (Subject Line: Letter of Intent)

Date Letter of Intent Submitted:

Lead Applicant: [Name of institution, organization, or business]

Lead Applicant Location: [City and County]

Applicant Contact: [Name, title, email, and phone number of person submitting application]

Workforce Alliance Partners:

Targeted Industry Sector:

Brief Project Description with Labor Market Justification:

Anticipated Amount of Funding Request for Implementation Grant:

Grant Track First Preference:

- Track 1: Workforce Initiative Grant Program
- Track 2: Arkansas Workforce Strategy Grants

Do you want to be considered for both tracks? Yes No

Authorized Signature for Institution, Organization, or Business:

Name:

Title:

Signature:

B. Appendix B. T1WIG Planning Grant Cover Sheet

Track 1: Workforce Initiative Grant Program Planning Grant Cover Sheet

(Fillable template provided here: <https://adhe.edu/institutions/workforce-grants>.)

To: Workforce.Grants@adhe.edu (Subject Line: Planning Grant)

Date Program Grant Proposal Submitted:

Lead Applicant: [Name of institution]

Lead Applicant Location: [City and County]

Applicant Contact: [Name, title, email, and phone number of person submitting application]

Workforce Alliance Partners:

Title of Project:

Funding Request for Planning Grant:

Anticipated Amount of Funding Request for Implementation Grant:

Authorized Signature for Institution, Organization, or Business:

Name:

Title:

Signature:

C. Appendix C. T1WIG Planning Grant Budget Template

Track 1 Workforce Initiative Grant Program Planning Grant Budget Template

(Fillable template provided here: <https://adhe.edu/institutions/workforce-grants>.)

To: Workforce.Grants@adhe.edu (Subject Line: Planning Grant)

Date Program Grant Proposal Submitted:

Lead Applicant: [Name of institution]

Applicant Contact: [Name, title, email, and phone number of person submitting application]

Title of Project:

Requested Planning Grant Funding:

Project Budget:

(See fillable template.)

D. Appendix D. T1WIG Planning Grant Evaluation Rubric

Critical Elements	Exemplary (16-20)	Superior (11-15)	Adequate (6-10)	Needs Improvement* (0-5)	Value (20)	Weight	Total	Total Possible
Program Need	Significantly addresses a critical workforce need in the state and/or region in a targeted industry sector	Addresses a critical workforce need in the state and/or region in a targeted industry sector	Addresses in a limited way a less critical workforce need in the state and/or region	Identified labor need is too narrow or not in a critical area		x1.5		30
Program Plan	Plan addresses all core requirements and identifies significant measurable outcomes	Plan addresses most core requirements and identifies measurable outcomes	Plan addresses many core requirements and identifies few measurable outcomes	Plan lacks significant requirements or lacks clear measurable outcomes		x1.25		25
Strength of Partnership	Plan includes broad representation and each partner has a defined role with identified critical contributions	Plan includes broad representation but partner roles are not clearly defined	Plan lacks important partners or not all partners are critical to success of the plan	Partner participation is too narrow or some partners do not contribute meaningfully		x1.25		25
Budget Plan	All requested resources are essential and clearly support the goals of the plan	Most requested resources are important and clearly support the goals of the plan	Plan includes some questionable resource requests	Plan includes requests deemed unnecessary		X1		20
*A rating of Needs Improvement in any category disqualifies application from approval.								100

E. Appendix E. Implementation Grant Cover Sheet

Implementation Grant Cover Sheet

(Fillable template provided here: <https://adhe.edu/institutions/workforce-grants>.)

- Track 1: Workforce Initiative Grant Program
- Track 2: Arkansas Workforce Strategy Grants

To: Workforce.Grants@adhe.edu (Subject Line: T1 Implementation Grant)

TBD Email for Track 2 (Subject Line: T2 Implementation Grant)

Date Implementation Grant Proposal Submitted:

Lead Applicant: [Name of institution]

Lead Applicant Location: [City and County]

Applicant Contact: [Name, title, email, and phone number of person submitting application]

Workforce Alliance Partners:

Title of Project:

Funding Request for Implementation Grant:	Year 1:
	Year 2:
	Total:

Authorized Signature for Institution, Organization, or Business:

Name: _____ **Title:** _____

Signature: _____

F. Appendix F. Implementation Grant Budget Template

Implementation Grant Budget Template

(Fillable template provided here: <https://adhe.edu/institutions/workforce-grants>.)

- Track 1: Workforce Initiative Grant Program
- Track 2: Arkansas Workforce Strategy Grants

To: Workforce.Grants@adhe.edu (Subject Line: T1 Implementation Grant)

TBD Email for Track 2 (Subject Line: T2 Implementation Grant)

Date Implementation Grant Proposal Submitted:

Lead Applicant: [Name of institution, organization, or business]

Applicant Contact: [Name, title, email, and phone number of person submitting application]

Title of Project:

Requested Implementation Grant Funding:

Project Budget:

(See fillable template.)

G. Appendix G. Implementation Grant Evaluation Rubric

Critical Elements	Exemplary (16-20)	Superior (11-15)	Adequate (6-10)	Needs Improvement* (0-5)	Value (20)	Weight	Total	Total Possible
Program Need	Significantly addresses a critical workforce need in the state and/or region in a targeted industry sector	Addresses a critical workforce need in the state and/or region in a targeted industry sector	Addresses in a limited way a less critical workforce need in the state and/or region	Identified labor need is too narrow or not in a critical area		x1.25		25
Program Plan	Plan addresses all core requirements and properly connects all activities to measurable outcomes that address workforce needs	Plan addresses most core requirements and substantially connects activities to measurable outcomes	Plan addresses many core requirements and connects some activities to measurable outcomes	Plan lacks significant requirements or connections of activities to measurable outcomes are not clear		x1.25		25
Strength of Partnership	Plan includes broad representation and each partner has a defined role with identified critical contributions	Plan includes broad representation but partner roles are not clearly defined	Plan lacks important partners or not all partners are critical to success of the plan	Partner participation is too narrow or some partners do not contribute meaningfully		x1.25		25
Budget Plan	Plan identifies efficiencies that take full advantage of existing human and physical resources and all requested resources clearly support the goals of the plan	Plan includes significant efficiencies from existing resources and all requested resources clearly support the goals of the plan	Plan includes limited efficiencies from existing resources or includes some questionable resource requests	Plan includes limited or no existing resources from partners or includes requests deemed unnecessary		x0.75		15
Sustainability	Identifies existing resources to continue the program with no reduction in services at the end of grant funding period	Identifies significant resources to continue the program with limited reduction in services at the end of grant funding period	Identifies limited resources to continue the program or proposes significant reduction in services at the end of grant funding period	New funding sources must be identified for continuation of program at the end of grant funding		x0.5		10
*A rating of Needs Improvement in any category disqualifies application from approval.								100

H. Appendix H. Allowable Expenses

The following expenses will be considered:

- Advertising and public relations to recruit staff and/or training program participants
- Capital expenditures of buildings and/or property may be considered if necessary and justified to achieve specific workforce and economic development outcomes
- Consulting services (i.e. SME for curriculum/program development)
- Curriculum and training materials
- Equipment necessary for training
- Maintenance and repair costs for grant equipment
- Materials and supplies for grant-related activities
- Participant/student support costs (wraparound services such as books, travel, and childcare not otherwise covered by other funding streams)
- Salaries/Wages/Fringe Benefits of staff required to implement/oversee grant
- Stipends to staff and alliance partners for work outside of regular contract days/hours not covered by salary
- Training and professional development for staff directly related to grant objectives
- Travel costs (in-state) for meetings and grant-related activities (Out-of-state travel costs may be considered on an individual basis)

Allowable indirect costs up to 10% of the requested funding, excluding capital expenditures and in-kind contributions, may be reimbursed at the discretion of ADHE/ACOM.

State purchasing guidelines apply.