



Work Incentive Grant Application Project Narrative Checklist

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The Solicitation for Grant Applications (SGA) for the third round of Work Incentive Grants (WIGs) was published in the Federal Register on February 11, 2003. Approximately \$17 million will be awarded via competitive grants designed to enhance the employability, employment and career advancement of people with disabilities by enhanced service delivery through the One-Stop delivery system. The WIG program will provide grant funds to consortia and/or partnerships of public and private non-profits working in coordination with their state or local One-Stop delivery system. ETA currently administers 46 WIGs and anticipates awarding approximately 20 to 40 grants through this SGA ranging from \$100,000 to \$700,000 for a period of performance of 24 months. **The closing date for receipt of applications under this announcement is March 28, 2003.**

The Grant Application must be formatted by the following sections:

- Section I--Project Financial Plan
- Section II--Executive Summary--Project Synopsis
- Section III--Project Narrative (including Attachments, not to exceed 40 pages)

The Project Narrative, or Section III of the grant application, should provide complete information on how the applicant will address priorities for the Program Year (PY) 2002 Work Incentive Grant program to achieve enhancements to the basic infrastructure and service delivery of the One-Stop system, in particular Wagner-Peyser and WIA-funded programs:

- (1) Developing comprehensive One-Stop Centers which are welcoming and are valued providers of choice by customers with disabilities seeking workforce assistance by assuring the availability of staff trained on disability issues, personalized employment counseling, knowledgeable support related to addressing employment barriers and work incentives, and availability of accommodations and assistive technologies for diverse disability needs.
- (2) Implement strategies, which significantly increase opportunities for skill training, career and job development for people with disabilities resulting in self-sustaining employment and career advancement through participation in the One-Stop system.

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Category	Description	Points	Completed
Statement of Need [25 points]	Establishes the overall status of disability related issues in the applicant's workforce investment area, identifies strengths and deficiencies to be addressed by the applicant proposal, identifies the overall scope of proposal objectives and design, and presents the applicant's need for Work Incentive Grant resources to achieve improvements to their workforce system for persons with disabilities.	25	
	<ul style="list-style-type: none"> • Identify the number of workforce investment areas in the State and which local area(s) in the will be covered by the project. 		
	<ul style="list-style-type: none"> • Identify partners/consortium members if any, their primary mission irrespective of participation in the grant proposal, and what political and geographic jurisdictions they cover. 		
	<ul style="list-style-type: none"> • Describe how the project will address a primary objective of the Work Incentive Grant program to assure the integration of people with disabilities into the workforce investment system, including the availability of Wagner-Peyser and WIA Title I programs and services. 		
	<ul style="list-style-type: none"> • Identify the percentage of people with disabilities in the State and/or local area and the most recent unemployment rate(s) in the workforce investment area(s) covering the project. 		
	<ul style="list-style-type: none"> • Describe any significant deficiencies in the State or local workforce investment system that represent barriers to employment for people with disabilities and what will be accomplished under this grant to address them. 		
	<ul style="list-style-type: none"> • Identify additional State and/or local funds and resources that will be used to support the overall objectives of the grant and which will assist in addressing the identified issues the grant project is addressing. 		

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	<ul style="list-style-type: none"> Describe the overall status and actions taken to-date by the One-Stop delivery system to address services to people with disabilities. This should include actions that assured that: (1) State and/or local facilities are physically and programmatically accessible; (2) training is provided to staff; (3) the number and percent of people with disabilities receiving services under WIA and Employment Service programs (or Job Training Partnership Act (JTPA) if applicable, during the previous three years compared with that of people without disabilities. 		
	<ul style="list-style-type: none"> Describe how the applicant will increase services, skill training, employment outcomes, job retention and career advancement for persons with disabilities and how it will achieve the GPRA goals identified above. 		

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Category	Description	Points	Completed
Comprehensive Service Strategy [25 points]	Identifies the approach proposed by the grantee to establish a welcoming and seamless service delivery system for persons with disabilities.	25	
	<ul style="list-style-type: none"> • Identify how you will ensure that trained staff are available to provide counseling or employment planning support who have adequate knowledge of diverse disabilities. This staff capacity may include knowledge and skills that are very similar to those incorporated in the Disability Program Navigator initiative. 		
	<ul style="list-style-type: none"> • Describe changes to be achieved under the grant to create seamless service delivery for One-Stop customers with disabilities. 		
	<ul style="list-style-type: none"> • Describe the process that will be used to maintain and expand the service structure for individuals with disabilities accessing the workforce investment system, including capacity building of the Employment Service delivery component of the One-Stop system. 		
	<ul style="list-style-type: none"> • Identify plans and strategies to develop the capacity of the comprehensive One-Stop Career Center to function as an Employment Network under the Ticket to Work and Work Incentive Improvement Act (TWWIIA). 		
	<ul style="list-style-type: none"> • Describe linkages with the State and local Independent Living Center (CIL) systems; Mental Health Departments, Mental Retardation/Developmental Disability Agencies, State Councils on Developmental Disabilities, State Vocational Rehabilitation, and Councils on Employment and other local provider or advocate organizations serving individuals with developmental and/or psychiatric disabilities, including how these agencies fit in a comprehensive service delivery strategy. 		

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	<ul style="list-style-type: none"> • Describe how people with disabilities who are not eligible for Vocational Rehabilitation services or do not fall under the State's Order of Selection will be served through Wagner-Peyser services or WIA services through the Adult, Dislocated Worker, Youth or National Programs, including programs and services under the Older Americans Act. 		
	<ul style="list-style-type: none"> • Identify the provisions of Memoranda of Understanding or other agreements between the partners, State Vocational Rehabilitation (VR) Agency, the State Rehabilitation Council, and the State or Local Boards in terms of the provision of services to people with disabilities; the plans for cost sharing; the arrangements for referral of people with disabilities between WIA Title I programs and VR as appropriate; the extent of integration and co-location of VR in One-Stop Centers, including sharing of Management Information Systems (MIS) or participation in case management data base technologies; the extent to which there is joint funding of participant services or leveraging of funds to expand access to services; and use of Individual Training Accounts (ITA's) for people with disabilities. <ul style="list-style-type: none"> ○ Describe coordination and linkage with regional Disability Business and Technical Assistance Centers (DBTAC's) and State Governors Committees on Employment of People with Disabilities. For example, have DBTAC's provided training to the One-Stop delivery system on the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act, or other disability-related training? If not, are plans to do so incorporated into the applicant project? 		

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	<ul style="list-style-type: none"> ○ Identify public and private non-profit provider entities participating under WIA and Employment Service programs, and which barriers to employment their programs and services that are contributing to the overall applicant proposal may address. 		
	<ul style="list-style-type: none"> • Describe coordination and linkages with Learning Disabilities and Training Dissemination hub centers established under grants from the U.S. Department of Education's Office of Vocational and Adult Education and how these may be used to provide services to people with learning and other disabilities. 		
	<ul style="list-style-type: none"> • Describe how the project will be coordinated with grant programs, which are funded under the SSA Benefits Planning, Assistance and Outreach Cooperative Agreement and HHS Medicaid Infrastructure Grant programs, if applicable. 		
	<ul style="list-style-type: none"> • Describe how the project is expected to have a positive effect in the operation of the One-Stop delivery system. 		

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Category	Description	Points	Completed
Innovation and Model Services [25 points]	Identifies strategies the applicant is planning to increase services and employment outcomes for persons with disabilities that access One-Stop Career Centers.	25	
	<ul style="list-style-type: none"> Describe your strategy for substantially increasing the number and percent of people with disabilities served, trained and entered into unsubsidized employment through the One-Stop Center system, particularly in WIA Title I programs. 		
	<ul style="list-style-type: none"> Describe the status and scope of accessible technologies within the Comprehensive One-Stop and plans to procure and implement accessible technologies. 		
	<ul style="list-style-type: none"> Describe approaches for employment involvement and how these will respond to meeting employer skill shortage needs. 		
	<ul style="list-style-type: none"> Describe how opportunities for competitive employment for individuals with disabilities will be provided or developed within the local workforce investment area and how this is unique or different than what is normally performed by the applicant(s). 		
	<ul style="list-style-type: none"> Describe specific approaches for developing relationships with and support of area employers that establish employment opportunities for individuals with disabilities accessing the One-Stop delivery system, including any commitments by employers to hire these individuals. 		
	<ul style="list-style-type: none"> Describe strategies to foster entrepreneurial and self-employment options using ITA's, Plans for Achieving Self-Support (PASS) and other SSA work incentives, and Medicaid coverage for individuals with disabilities who start or return to work. 		

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	<ul style="list-style-type: none"> Identify available Federal and State tax incentives available to employers when hiring an individual with a disability; how this information will be marketed and disseminated to employers, the individual and workforce staff; and how employers may use such tax credits to address structural and technological accommodation needs. 		
	<ul style="list-style-type: none"> Describe opportunities for increasing integrated, competitive employment through use of strategies such as individualized job development for individuals with the most significant disabilities currently working in segregated facilities or waiting for employment services. 		
	<ul style="list-style-type: none"> Identify whether assessment tools are used to identify individuals with learning disabilities in the One-Stop delivery system. 		
	<ul style="list-style-type: none"> Describe how public supports needed by people with disabilities may be affected by their employment or training and State or local conditions, and actions to sustain benefits and services following successful job placement. 		
	<ul style="list-style-type: none"> Describe plans for outreach and marketing to the disability community and organizations that represent or work with people with disabilities; and plans for training disability-related organizations on the resources and programs available to them in the One-Stop system. 		
	<ul style="list-style-type: none"> Identify individualized strategies that establish client control of training funds, VR funds, ITA's, or other funding sources to which these individuals may have access, and co-mingle funds in a seamless, customer friendly manner, including plans for obtaining waivers to the extent program requirements necessitate this. 		
	<ul style="list-style-type: none"> Identify plans or strategies to deploy Ticket to Work voucher provisions for beneficiaries of SSDI and recipients of SSI. 		

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Demonstrated Capability [25 points]	The purpose of the Demonstrated Capability criteria is to determine whether the applicant has developed adequate plans, including staff, disability partners and other resources, to effectively carry out the objectives and scope of the proposed project.	25	
	<ul style="list-style-type: none"> Identify how the State or Local Boards will include the disability community in plans. 		
	<ul style="list-style-type: none"> Identify the critical activities, time frames and responsibilities for effectively implementing the project, including the management and evaluation process for assuring successful implementation of grant objectives. 		
	<ul style="list-style-type: none"> Include a project organizational chart, which identifies the staff with key management responsibilities, including a matrix of organizational responsibilities of key entities and participating consortium organizations, where applicable. 		
	<ul style="list-style-type: none"> Describe the specific experience of the applicant(s) in serving people with disabilities, in providing workforce services, in addressing specific barriers to employment, in achieving expected outcomes in the delivery of such services/programs, and in implementing and administering specific project plans of the grant project. 		