



**Department of Employment Services'
Office of Youth Programs
PYAP Innovation Grants Program
Pre-Application Conference**

Agenda



- ① Introductions
- ② Program Overview
- ③ Core Components of Application
- ④ Application Submission
- ⑤ Question & Answer



Introductions

Associate Director: Thennie Freeman

Program Manager: Ashley Williams

Contract Administrator: Christina Brew

Grant Specialist: LaShaun Basil



Program Overview

PYAP Innovation Grants Program



PYAP Innovation Grants Program



The PYAP Innovation Grants Program is funded by the Workforce Innovation and Opportunity Act (WIOA), which became effective on July 1, 2015.

The purpose of this PYAP Innovation Grants Program – Pilot is to support the delivery of innovative workforce solutions that will drastically improve the opportunities for Post-Secondary Education and Entrepreneurship for out-of-school youth between the ages of 18-24.



Background



WHO

The District's hardest to serve out-of-school youth & young adults who face circumstances that make it difficult to address barriers, access quality employment/internship, training & post-secondary opportunities.

WHY

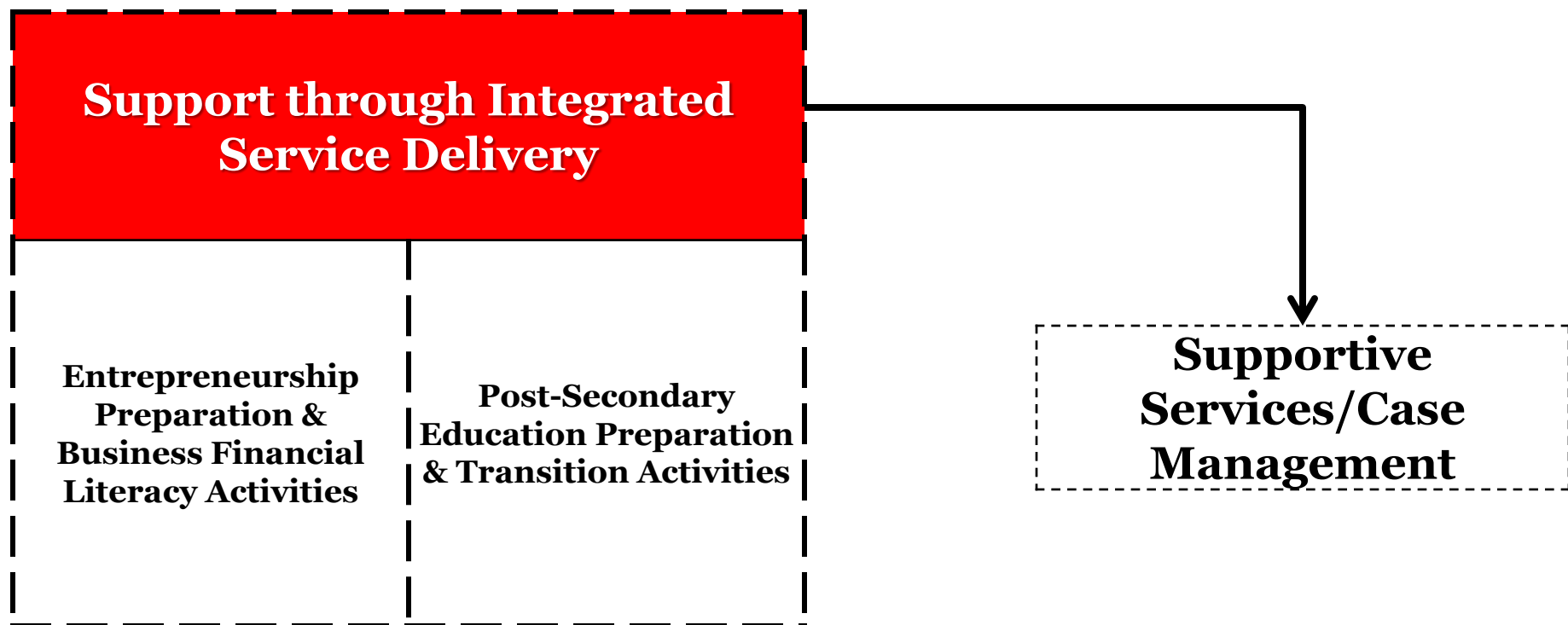
The ever- growing wage disparity and skills gap among residents is based upon education, income, race, and location.

HOW

The implementation of this program is designed to eliminate barriers and increase access to training in entrepreneurship and post-secondary education.



How will we approach eliminating the barriers and get Youth into the Workforce ?





Two Pathways

**Post-Secondary
Education**

Entrepreneurship



Post-Secondary Education

Post-Secondary Education

Identify and enroll 38 WIOA eligible Youth between the ages of 18-24 with interest in entering and/or reentering a post-secondary institution, recent high school graduate, college dropout with appropriate academic skills.

Lead to enrollment into a post-secondary institution

Implement a three-phase approach ranging from:

- ❖ **College exploration and test preparation**
- ❖ **College financial preparation**
- ❖ **Enrollment into a Post-Secondary Institution**

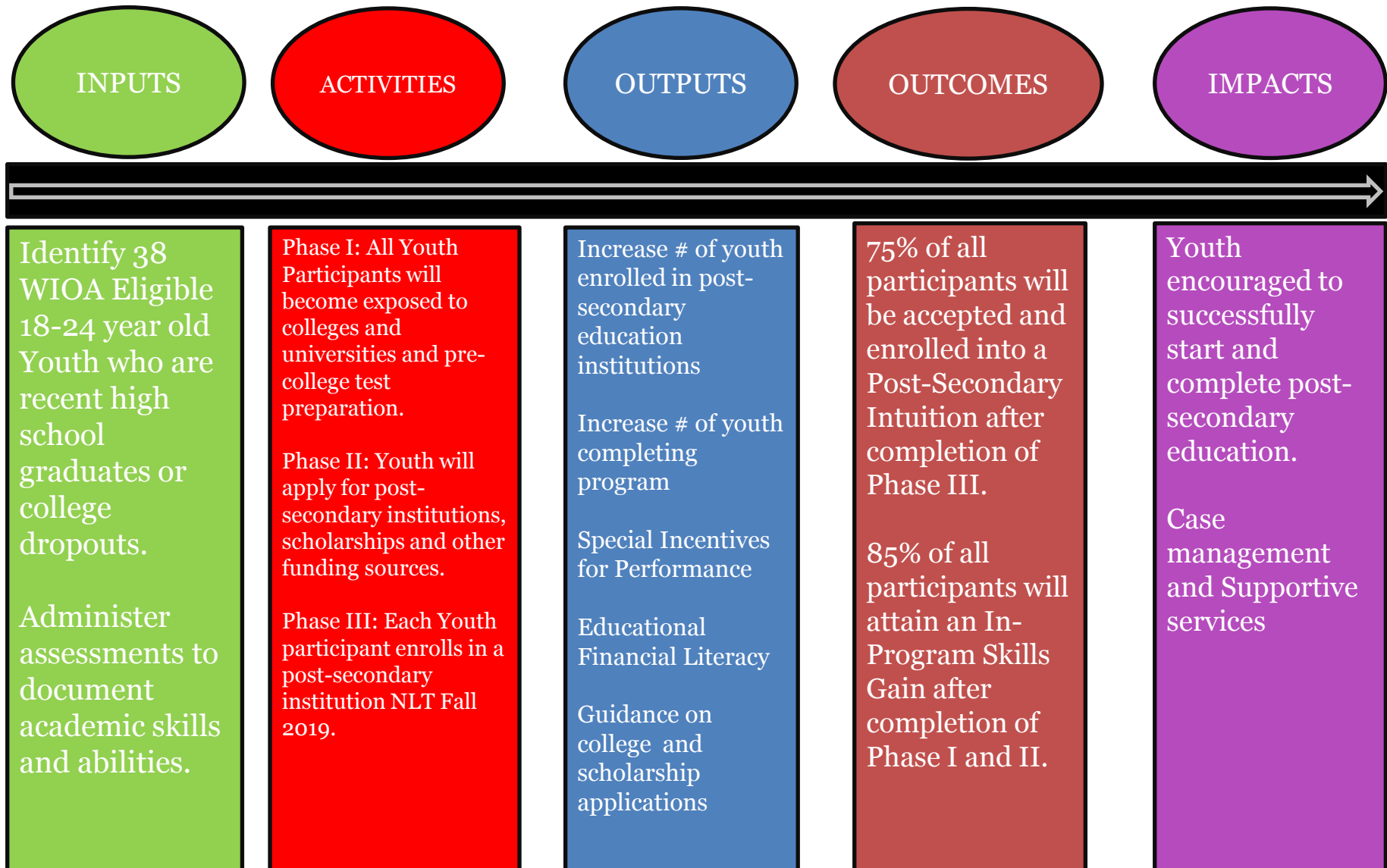
WIOA Outcome to Be Achieved

★	Unsubsidized Placement: Enrollment into Post-Secondary Institution
★	In Program Skills Gains: Educational Assessments (SAT/ACT), Financial Preparedness Assessments, other DOES approved gains. 10

Post-Secondary Education



Theory of Action



Program Scope and Elements



Phase I: College Exploration

- ❖ College Exploration: DMV College Fair Tour
- ❖ Test Preparation: ACT/ SAT

Phase II: College Financial Preparation

- ❖ Educational Financial Literacy: FAFSA, DC Tag and DC CAP
- ❖ College Application Submission, Application Waivers
- ❖ Exposure to Funding Possibilities: Scholarship Application Submission

Phase III: Enrollment into Post-Secondary Institution

- ❖ College Acceptance (Fall 2019)
- ❖ Enrollment into a Post-Secondary Institution
- ❖ Graduation/Ceremony
- ❖ Scholarship (optional)

** Phases may run concurrently with each other in order to meet desired outcomes.*



Program Scope and Elements

Marion Barry Student Youth Employment Program (MBSYEP)

- ❖ All Grantees are required to co-enroll all youth into MBSYEP adhering to all timelines for this program unless youth entered unsubsidized employment where as supporting documentation will be required to validate youth unsubsidized employment participation.
- ❖ The designated provider has the option to enroll as a Host Provider for the MBSYEP program; however, the provider will remain responsible for case management and follow up services for these specific youth.

Total Amount of Funding to be Awarded



Anticipated Number of Awards

DOES intends to grant up to two (2) awards. DOES, however reserves the right to make additional awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding that DOES anticipates will be available for award is \$187,500. Each applicant must address how it will serve a minimum of **19 youth**. Each applicant can apply for a maximum of \$93,750. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.



Outcomes & Payments



Base Payment: 40%

The base payment is contingent on successful completion of the following:

- ❖ Orientation
- ❖ Site Visit
- ❖ Virtual One Stop (VOS) Training
- ❖ Personal Identifiable Information (PII) Training
- ❖ Federal Tax Information (FTI) Training

Payment 2: College Exploration and Preparation (20%)

Payment 2 is contingent on successful completion of the following:

- ❖ Sign-in sheets for participants that attended DMV college tour
- ❖ Confirmation of appointment from college tour
- ❖ ACT/SAT scores and registration



Payment 3: College Financial Preparation (20%)

Payment 3 is contingent on successful completion of the following:

- ❖ Confirmation of participants submission of DC Tag, DC Cap, FAFSA or award letters,
- ❖ Application waivers (if applicable)
- ❖ Scholarship awards (if applicable)

Payment 4: Post-Secondary Institution (20%)

Payment 4 is contingent on successful completion of the following:

- ❖ Acceptance letters and Fall 2019 schedule
 - ❖ Certificate of completion of program
 - ❖ Graduation/Ceremony
- ❖ Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate is \$986.84.



Entrepreneurship

Entrepreneurship

Identify and enroll 38 Out-of-School Youth between the ages of 18-24 who are WIOA eligible.

Provide access and require participation in a host of monthly business development seminars which focus on, but not limited to, financial literacy, capital fundraising, corporation selection, marketing and branding etc.

Provide assistance with business proposal development and the development of attaining business license

Implement a three-phase approach ranging from:

- ❖ **Labor Market Statistics needs of commerce community**
- ❖ **Business Plan Development Education and Start-Up Financial Options**
- ❖ **Developing a foundation for building a business and attaining a business license credential**

WIOA Outcome to Be Achieved



Credential Attainment: Business Proposal & License

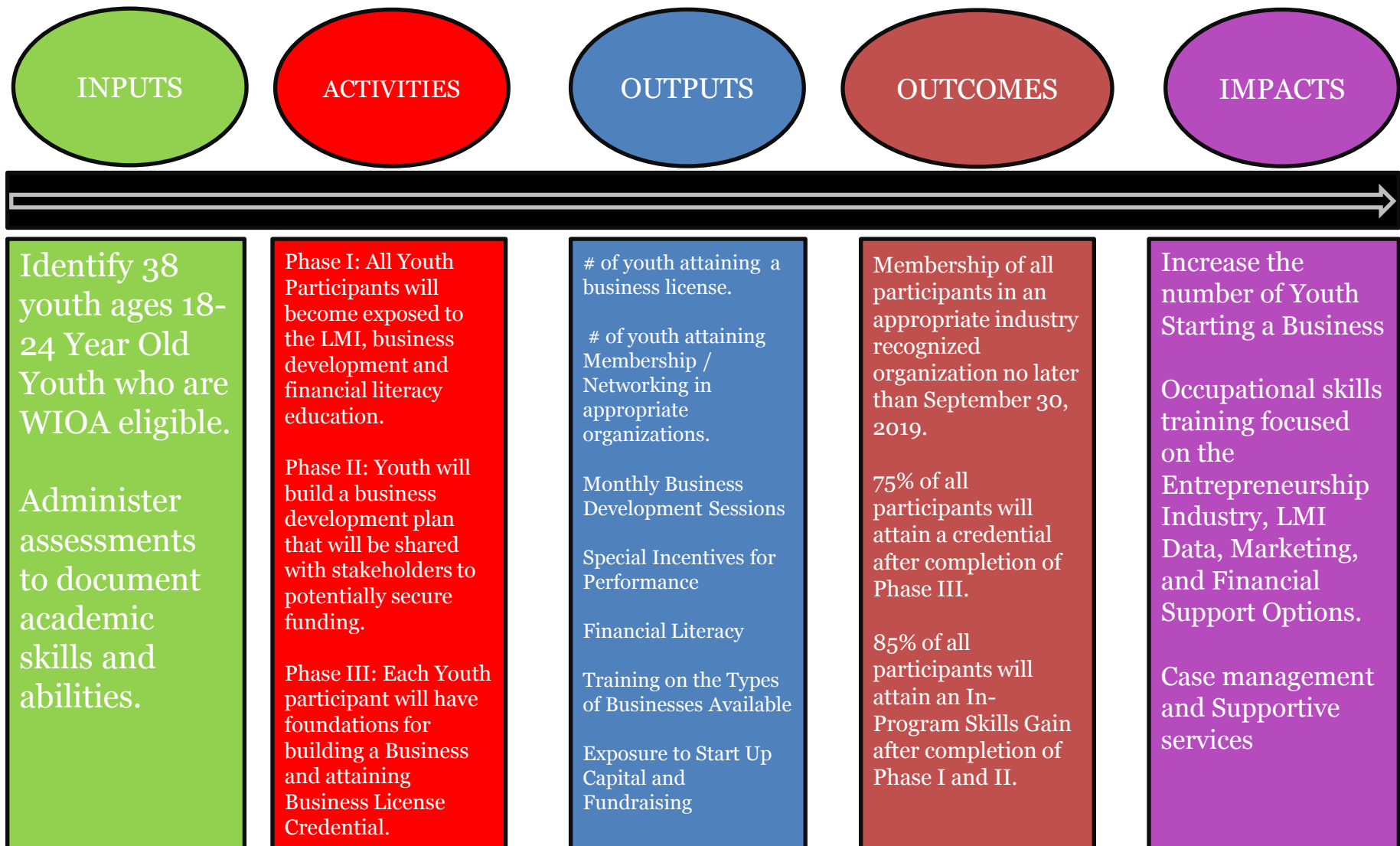


In Program Skills Gains: LMI, Educational Assessments, etc. / And other DOES approved assessments.



Entrepreneurship

Theory of Action



Program Scope and Elements



Phase I: Occupational Skills Training

- ❖ Supply and Demand Awareness (Labor Market Information)
- ❖ Financial Literacy: Pre Assessment
- ❖ Business Corporation Education

Phase II: Business Development

- ❖ Business Plan Creation
- ❖ Exposure to Funding Possibilities and Marketing
- ❖ Financial Literacy: Post Assessment
- ❖ Membership into a Nationally Recognized Entrepreneurship Affiliation

Phase III: Establishing a foundation for building a business

- ❖ Guidance to obtaining pre-requisites for the Business License credential
- ❖ Attainment of a Business License
- ❖ Fast-Track Nationally Recognized Occupational Credential (optional)
- ❖ Graduation/Ceremony (Optional)

Program Scope and Elements



Marion Barry Student Youth Employment Program (MBSYEP)

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Outcomes & Payments



Outcomes, Program Delivery Requirements, & Payments



Base Payment: 40%

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- ❖ Orientation
- ❖ Site Visit
- ❖ Virtual One Stop (VOS) Training
- ❖ Personal Identifiable Information (PII) Training
- ❖ Federal Tax Information (FTI) Training

Payment 2: Financial Literacy Training (20%)

Payment 2 is contingent on successful completion of the following:

- ❖ Financial Literacy Pre-Assessment Test/ Scores
- ❖ Certificate of Completion



Payment 3: Business Plan Development (20%)

Payment 3 is contingent on successful completion of the following:

- ❖ Certificate of completion for business plans
- ❖ Financial Literacy Post-Assessment Test/ Scores
- ❖ Membership to Nationally Recognized Organization

Payment 4: Foundations for building a business (20%)

Payment 4 is contingent on successful completion of the following:

- ❖ Business license credential or nationally recognized credential
- ❖ Certificate of completion of program
- ❖ Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate is \$986.84.



Program Deliverables



Program Deliverables

1. WIOA Eligible Out-of-School Youth
2. WIOA Eligible Activities
3. Program Design
4. Participation in DOES Monthly Meetings

PYAP Innovation Grants – Program Design

<u>Recruitment</u>	<u>Orientation</u>	<u>Monthly Deliverables</u>	<u>Follow-Up Services</u>
<ol style="list-style-type: none">1. Recruit Eligible Participants2. Recruitment at DOES occurs Mon., Wed., Fri.3. Interviews	<ol style="list-style-type: none">1. Preparation for training.2. Develop ISS plan.3. Enrollment to capacity by 2/11/19	<ol style="list-style-type: none">1. Status Report2. Enrollee Roster3. Program Narrative4. Case Notes5. Expenditure Report	<ol style="list-style-type: none">1. Case Management for 1 year post grant.2. Supporting youth with educational opportunities, career training, addressing barriers



WIOA Eligible Out-of-School Youth



The Workforce Innovation Opportunity Act, Section 129(a)(1)(B) defines eligible “Out of School Youth”, according to the following:

- ❖ Out-of-school youth must be aged 16-24,
- ❖ not attending any school, and meet one or more additional conditions, which could include:
 - ❖ School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter;
 - ❖ holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner;
 - ❖ subject to the juvenile or adult justice system;
 - ❖ homeless,
 - ❖ runaway,
 - ❖ in foster care or aged out of the foster care system,
 - ❖ eligible for assistance under Section 477, Social Security Act, or
 - ❖ in out-of-home placement;
 - ❖ pregnant or parenting;
 - ❖ an individual with a disability;
 - ❖ low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment

- ❖ *Please note that WIOA defines Out of School Youth at 16-24, however PYAP-IG program will serve youth 18-24.*



WIOA Eligible Activities



In accordance with WIOA, providers shall provide out-of-school activities and programs to eligible youth consisting of the following core components:

1. Tutoring,
2. Alternative secondary school services,
3. Paid and unpaid work experiences,
4. Occupational skill training,
5. Education offered concurrently with workforce preparation and training,
6. Leadership development opportunities,
7. Supportive services,
8. Adult mentoring,
9. Follow-up services,
10. Comprehensive guidance and counseling,
11. Financial literacy education,
12. Entrepreneurial skills training,
13. Services that provide labor market and employment information,
14. Post-secondary education and training preparation activities.



Reporting Requirements and Case Management



Providers will be required to:

- Individual Service Strategy Plans (ISSP) with each participant, including well-articulated and measurable goals in program records, participant file and Virtual One Stop (VOS) file.
- Schedule weekly case management sessions with each participant and summarize the meetings in weekly case management notes;
- The number of participants served and contact hours for each participant must be accurately recorded and will be used to evaluate the program's effectiveness; and
- Review weekly the ISSP and progress with each participant and updates case notes accordingly in the participant and VOS file.

Follow-Up Services



- DOES expects that the program will begin on February 11, 2019 and conclude by September 30, 2019, with one (1) year of follow-up services for each participant.
- The follow-up services shall consist of case management sessions to prepare participants for entrepreneurship opportunities, employment opportunities, and post-secondary education, as appropriate.



Application Submission

Application Submission



- ❖ Applications shall be submitted electronically through the DOES Grants Management Portal
- ❖ No Paper Applications shall be Accepted for this Solicitation
- ❖ Submission Deadline: **Monday, January 7th, 2019 at 12:00 PM EST**

Application Submission – Section B



Application Format

Applications should be completed in the Grants Management System

❖ Organization Profile	10 points
❖ Participant Profile	10 points
❖ Program Description	40 points
❖ Past Performance	20 points
❖ Budget and Budget Narrative	20 points



Organization Profile Participant Profile

- ❖ The Mission should be clearly stated
- ❖ Describe the history and staff experience

Outline the following:

- ❖ Experience in training out-of-school youth
- ❖ Strategic Partnership
- ❖ Organization Programming

Program Description



What is the Innovative idea?

You should provide a descriptive outline on how your organization's innovative idea will provide youth with the services and outcomes mentioned within the Request for Application (RFA).

Program Budget



Itemized Budget – Applicants shall provide a detailed, itemized budget which lists all projected expenses for the proposed program.

Budget Narrative – Applicants should also provide a narrative which clearly explains the expense items listed in its proposed budget

Clear explanation of how the budget amount is derived

Explanation of how funds are allocated the funds (i.e., per service per participant cost)

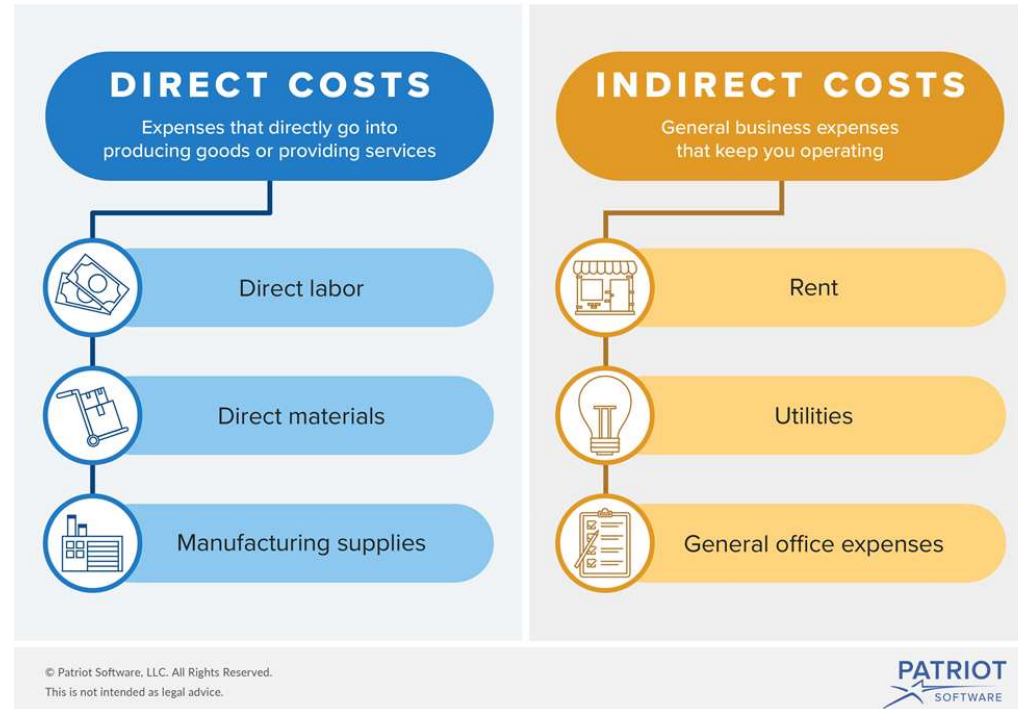
Program Budget



The itemized budget can include the following items:

- ❖ Personnel
 - ❖ Fringe
 - ❖ Equipment
 - ❖ Materials & Supplies
 - ❖ Contractual Services
 - ❖ Other Direct Costs
 - ❖ Indirect Costs
-
- ❖ Food for staff or participants enrolled in the program is not an allowable expense under this grant.
 - ❖ Each Grantee will be required to submit monthly expenditure report.

Indirect Cost Rate



If your organization has a federally approved indirect cost rate that is current at the time of award you can use that rate. If you do not have federally approved indirect cost rate you may apply the de minimis rate of **10 percent**.

Review Panel



A review panel will be comprised of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet requirements; Major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Meets very few requirements; Major deficiencies which may not be correctable
2	Below Average	Meets few requirements; Many deficiencies that may or may not be correctable
3	Average	Meets some requirements; Some correctable deficiencies
4	Above Average	Meets most requirements; Minor correctable deficiencies.
5	Excellent	Meets all requirements; no deficiencies

Next Steps



- LOI due by **Friday, December 7, 2018 12:00 pm EST**
- After approval email organizations may respond to RFA
- Please be advised if organizations do not submit an LOI through the grant portal your organization will not be able to submit a proposal for the grant
- **Submission Deadline: Monday, January 7th 2019 12:00pm EST**



Questions About Program





Grants Management System



https://jlweb.co/prod1/portal/portal.jsp?c=661 DC Department of Employ...

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Suggested Sites Web Slice Gallery

DEPARTMENT OF EMPLOYMENT SERVICES

[My Open Applications](#)

[My Submitted Applications](#)

[My Documents](#)

Pre-Application Meeting Webinar: December 5th, 2018 @ 11:00am
Letter of Intent to Apply Due: December 7th, 2018 12:00 PM
GRANT APPLICATIONS DUE: January 7th, 2019 12:00 PM

[Support](#)

The Office of Youth Programs (OYP) develops and administers workforce development programs for District youth ages 14-24. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

The mission of DOES, Office of Youth Programs (OYP) is to solicit grant applications to assist youth in obtaining high school credentials, entering post-secondary education programs, and obtaining post-secondary credentials to improve workforce opportunities.

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DEPARTMENT OF EMPLOYMENT SERVICES

Sign In

Welcome! Please type in your login email and password.

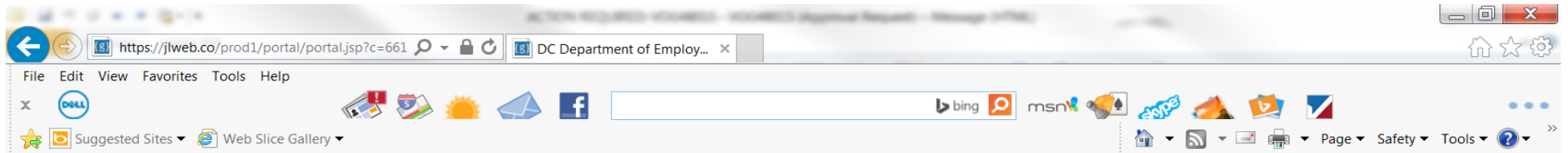
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Support

My Open Applications

My Submitted Applications

My Documents

Below you will find a list of your currently in progress applications. You do not have to complete your applications in a single session, but may return here at any time to continue working on them.

Note: The colleague functions allow you to invite a person to work with you on the same application. Hover over the options for further instructions.

Letters of Intent

Your LOIs 1-1 of 1



Action	Colleagues	Application	Organization	Pathway	Workflow Status	LOI Submitted Date
PYAP Innovation Grants Program						
Edit Del	View Add New Add Existing	LaShaun Basil			LOI	

Requests

Open Requests None



No records to display.

Submitted applications cannot be edited.



https://jlweb.co/prod1/portal/portal.jsp?c=661 DC Department of Employment Services

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

You have not specified an organization for this grant. Please add an Organization in order to submit this application. [Support](#) [Add Org](#)

✓ **Organization Information** [Edit](#)

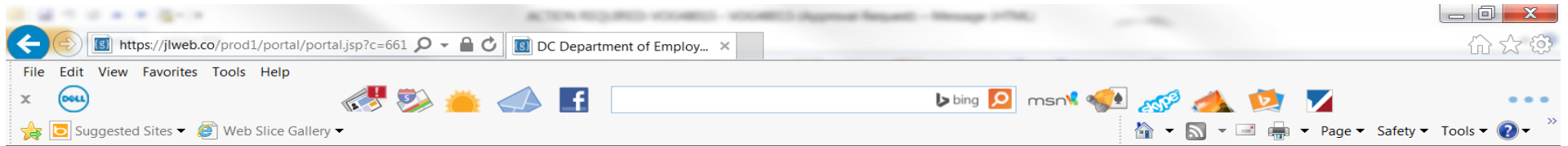
Name of the Organization	LNB Consulting
Contact Person	LaShaun Basil
Address	4058 Minnesota Avenue NE
Ward	7
Email	lashaun.basil@dc.gov
Website	
Phone	(202)671-4128
Fax	
Organization Mission	To provide excellent customer service
Organizational Status	501 (c) 3


✓ **Additional LOI Questions** [Edit](#)

What District of Columbia Wards will your organization be serving. (Check all that apply)	7
How long has your organization been established?	4-5 years
Does your organization currently provide services for DOES? (Check all that apply)	No, The organization has never worked with DOES in any capacity. No, The organization has been awarded a Human Care Agreement in the past. No, The organization has been awarded a Grant in the past.
Describe the project briefly, including major activities, names and titles of key project staff, and your desired objectives.	To provide assistance with attaining a business credential
Please select the pathway your organization is applying to?	Entrepreneurship

You have not specified an organization for this grant. Please add an Organization in order to submit this application. [Add Org](#)

86%





My Open Applications

My Submitted Applications

My Documents

LOI | Submit

LNB Consulting- Washington District of Columbia

Update Org

OrganizationAdditional InfoReview LOI

We certify that, to the best of our ability, the information contained in this application is true and correct.

Submit LOI? ☐

LOI Submitted Date

Executive Director Electronic Signature

Submit

Application "LaShaun Basil" has been updated.





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Ignore X Delete Reply Reply All Forward More Meeting Sync Issues To Manager Team E-mail Done Reply & Delete Create New Move OneNote Actions Assign Policy Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.

From: DC Department of Employment Services <no-reply@jlweb.co> Sent: Tue 12/4/2018 8:36 AM
To: Basil, LaShaun (DOES)
Cc: OGAGrants (DOES)
Subject: PYAP Innovation Grants Program LOI Submission Notice

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov for additional analysis by OCTO Security Operations Center (SOC).

Dear LNB Consuting,

We have received your Letter of Intent to apply to the PYAP Innovation Grants Program - Entrepreneurship application as of 12/04/2018.

Thank you for your submission. Please check your emails (and SPAM folder) for further instructions to determine if you qualify to complete the application online.

Kind regards,
The Office of Grants Administration and Resource Allocation
Department of Employment Services

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.