The focus of the Equity and Special Populations (ESP) Technical Assistance (TA) and Evaluation Program Year 2021-22 (PY 21-22) is to increase equity and employment opportunities for underserved populations by providing technical assistance and evaluation services to ESP program awardees to achieve successful project outcomes.

**Applicant:**

**Project Name:**

**IMPORTANT** – Follow the Proposal Instructions and Checklist when completing each section of this form. The Proposal Narrative is limited to 10 pages, single-sided, with Calibri 12-point font, single-spaced, and 1-inch margins and on standard 8.5 x 11-inch pages.

**Note:** The text in the boxes under each section of this form provides guidance and may be deleted to make more space for the narrative.

# Section I: Technical Assistance and Evaluation Plan (38 points)

## **I.1.** **Technical Assistance and Evaluation Approach** (Score Range 0–15 points)

• Provide an overview of the individual and group-based TA and evaluation that will be provided to project awardees that will drive innovation and systems change.

• Describe strategies for coordinating activities, including team building, knowledge sharing, and additional activities.

• Explain how ESP program awardees will be assisted with the design, development, and implementation of projects to foster workforce equity for the target populations.

• Provide a format or example of how lessons and successes will be communicated to the state partners and other stakeholders.

## **I.2. Communities of Practice and Convenings** (Score Range 0-10 points)

• Describe the methods and approach that will be utilized for the development and implementation of communities of practice (CoP).

• Describe your vision, goals, and outcomes for CoP and other convenings.

• Explain strategies for conducting successful virtual convenings in compliance with COVID-19 regulations.

• Identify how goals can be leveraged to help gain bigger picture perspectives.

## **I.3.** **Sustainability** (Score range 0-10 points)

• Describe the plan for providing guidance and assistance to projects in developing sustainability plans and institutionalizing practices.

• Illustrate how the proposed plan will result in strategies that will continue to work beyond the grant period and will promote project continuation past-state investment.

• Identify strategies to increase employer engagement, improve connectivity of partnership networks, and scale the IET program model.

• Identify strategic and sustainable partnerships with employers that will hire, provide WBL, and assist with program development and other program elements.

• Outline strategies that will improve employment outcomes for the target populations and lead to innovation and systems change.

## **I.4.** **Project Work Plan** (Score range 0-3 points)

• Complete and attach the Project Work Plan (SFP Exhibit I) that includes detailed objectives/activities, milestones, and timelines that will demonstrate how the goal of the project will be achieved. The project work plan must be categorized by essential program elements with specific outcomes.

# Section II: Data Analysis and Performance Measures (Maximum 23 points)

## **II.1. Goal Measurement** (Score range 0–10 points)

• Clearly define the goals for program awardees and workforce system improvement.

• Describe the process to assist with program awardees to set milestones

• Describe how activities will be documented.

• Indicate when the project baseline will be established and describe how progress will be assessed.

## **II.2.** **Goal Effectiveness** (Score range 0–10 points)

• Describe how the goals set for program awardees will improve participant experience during the project term.

• Identify and describe anticipated outcomes indicating systemic change which will lead to replicability and sustainability of projects.

## **II.3.** **Data Measurement and Analysis** (Score range 0–3 points)

• Describe the assessments and tools that will be utilized to gather real-time data and analyze program performance that will lead to informed and ongoing decisions that will improve program outcomes and impact.

• Clearly explain the data metrics, frequency of collection, and method of analysis.

# Section III: Statement of Capacity and Capabilities (Maximum 30 points)

**III.1. Capability and Knowledge** (Score range 0–10 points)

• Describe experience serving or providing technical assistance for services to the target population or other populations with barriers to employment.

• Describe experience with virtual instruction and training.

## **III.2.** **Infrastructure/Staffing** (Score range 0–10 points)

• List the individuals and organizations providing TA and evaluation.

• Describe their capacity and experience to provide individualized assistance based on each of the program awardee’s needs and the unique barriers of the populations and geographic regions served.

• Identify the project partners.

• Explain what services the partnerships will coordinate and provide based on each of the program awardee’s needs, the unique barriers of the populations, and geographic regions served.

• Complete and attach the Partner Roles and Responsibilities (SFP Exhibit J) that details how the collaboration will successfully execute the required SFP goals and objectives.

## **III.3.** **Past/Present Performance** (Score range 0–10 points)

• Describe knowledge and experience working directly with other efforts.

• Demonstrate how best practices to serve program awardees will be implemented.

# Section IV: Budget Summary Narrative and Plan (Maximum 9 Points)

## **IV. 1. Budget Summary Plan** (Score range 0–3 points)

• Provide a detailed narrative justification for all line items contained in the Budget Summary (SFP Exhibit F). Narratives should include how the proposed costs are necessary and reasonable in terms of benefits to project awardees.

• Provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit G), if applicable.

## **IV. 2. Cost-Effectiveness** (Score range 0–3 points)

• Complete and attach the Budget Narrative (SFP Exhibit F2) that details the specific line item costs of the Budget Summary Plan (SFP Exhibit F).

• Provide a detailed justification for each line item cost contained in the Budget Narrative (SFP Exhibit F2). For example, staff salaries should include a narrative of the staff activities and the percent of salary charged to the project.

## **IV. 3. Cumulative Expenditure Plan** (Score range 0–3 points)

• Complete and attach the Expenditure Plan (SFP Exhibit E) that supports and lines up with the Total Funding amount on SFP Exhibit F.