

administrative tasks so that maximum efforts can be focused on providing direct assistance to their service population(s). The Department expects the intermediary's staff to provide mentoring and technical assistance to build the smaller organizations' capacity to be a permanent contributor to the local One-Stop system as well as compete successfully for future governmental grants and private funding opportunities.

The Statement of Work will specifically include:

(1) Performance History with Grants Management and the One-Stop System.

(2) Description of the proposed plan and activities of the intermediary and its sub-grantees.

(3) Enumeration of evaluation criteria, measure(s), outcomes and reporting/tracking.

(4) Mechanisms for both intermediary and sub-grantees.

1. Performance History With Grants Management and the One-Stop System (15 points)

Each applicant must provide a statement of its performance history with the management of resources under governmental grants-in-aid programs, including:

- Relevant history of the applicant in managing resources through grant awards from Federal Departments (particularly those from the Departments of Labor, Justice, Education, Housing and Urban Development, and Health and Human Services), State governments, units of local governments or private foundations.

- Relevant history of the applicant in working with small organizations. (Note: Be sure to include past experience in developing technical assistance and developing other organizations' capacity for social service delivery, competing for grants, managing grants, conducting information campaigns.)

- Recent participation of the intermediary in the One-Stop delivery system for employment and training services. Describe any current working relationship with the local Workforce Investment Board(s). If your organization did not previously work with a Local Board, please describe how the applicant worked with the Local Board in the development of this grant proposal.

The Department will evaluate this narrative based on the scope, strength, and "record of achievement."

2. Description of the proposed plan and activities of the intermediary and its sub-grantees (50 points)

This section of the narrative provides the applicant's strategy for addressing the community's unmet workforce investment needs, and the prospects for strengthening the local One-Stop system through an expanded set of relationships with smaller grass-roots organizations. This section of the narrative should fully describe the specific needs in the community that the intermediary and grassroots organization partnerships will address. The proposal's narrative should:

- Describe the unmet service needs and conditions of unemployed or underemployed workers that the applicant will organize sub-grantees and other partners to address. The narrative should include how the applicant identified this need, including consultation with grassroots and faith-based and community organizations and the One-Stop delivery system;

- Document existing networks of faith-based and community groups, the organization's relationship with these networks, and plans for additional outreach to identify additional faith-based and community-based organizations. The emphasis should be on outreach to those groups that can help the grantee address the identified community need(s).

- Describe the methodology for awarding sub-grants. Describe how the applicant will organize the sub-grantees to address the community's need including what resources and services it will solicit from sub-grantees.

- Describe technical assistance the applicant will provide to potential sub-grantees before and after grant award. This should include activities to help FBOs/CBOs apply for sub-grant award.

- Describe the activities that have and will be undertaken to build the administrative capacity of the sub-grantees.

- Describe how the applicant and sub-grantees will use One-Stop system resources and collaborate with the local Workforce Investment Board to address the identified community issues.

- Submit a timeline for the tasks and activities beginning July 1.

The Department will evaluate the proposal against the following criteria:

- The activities associated with outreach and identification of grassroots organizations eligible for sub-grant awards appear appropriate, reasonable and achievable within the first months of the grant period.

- The defined set of inter-relationships among intermediary, grass-roots organizations and the local One-Stop delivery system during the life of the grant suggest that the grant objectives will be successfully met.

- The approaches and strategies for meeting the unmet workforce investment needs in the community appear appropriate, reasonable and achievable within the grant period.

3. Description of evaluation criteria, measure(s), outcomes and reporting/tracking mechanisms for both intermediary and sub-grantees (35 points) The narrative should specifically and carefully define how grant success will be determined by the intermediary and the Department. The review panels should be able to answer three key questions: What will be different once the project is complete? What value will be added to the local One-Stop delivery system? How will the "competitive" posture (i.e., capabilities to deliver services/act as partner) of the sub-grantees in the local One-Stop delivery system be enhanced? The narrative, therefore, should:

- Define the measurable outcomes and other goals for both the intermediary and its sub-grantees in executing the proposed tasks and activities. These outcomes include how many individuals will obtain and retain employment, or complete an educational certificate. Other goals may include how many individuals will receive job training, life-skills training or other services, which remove specific barriers to employment.

- Describe how the intermediary organization will track and report outcomes for those assisted under the sub-grants. Describe any formal agreement with the local One-Stop delivery system to track such outcomes or other mechanisms that have been established for this purpose.

- Define how the intermediary will determine its overall success in improving the posture of the sub-grantees in increasing their administrative capacity to remain active in local workforce development and compete for future funding opportunities.

The Department will evaluate the proposal against the following criteria:

- Are the goals and objectives, and the plans and procedures for achieving them, innovative, worthwhile, achievable and measurable?

- Are the methods and activities to achieve the objectives adequately described?

Note: These should be consistent with the timeline, and present the order and the date of completion (month or quarter) for the accomplishment of the intermediary's and sub-grantees' tasks.

- Is there evidence that the intermediary's technical assistance efforts will enhance the posture of the