



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

Frequently Asked Questions - WIOA Grant Application

I am not sure of the most appropriate choice for “Type of Eligible Provider” from the list that appears on the Intent to Apply Form and also on the Cover Page of the grant application. Will my choice impact how my application is reviewed?

Please choose the type from the list that best describes your organization/entity. All that are eligible per WIOA statute have equal access to the competitive process – no one type of eligible provider is more or less eligible than another.

If I miss the Intent to Apply Form deadline of March 8th, should I send it in later?

You do not need to send it in if you miss the deadline.

If I miss the Intent to Apply Form deadline of March 8th, will my application still be accepted?

Your application will not be disqualified and there will be no repercussions due to the lack of submission of an Intent to Apply Form. However, if you plan to attend the Applicant Workshop on March 15th, an RSVP is required. Please send your RSVP to Robin.Castle@vermont.gov.

I’m confused by the timeline – the deadlines are not consistent. What should I do?

The first grant application posted on the Vermont Agency of Education’s website had an error, which has been corrected. Please refer to the current [grant application](#) (posted on February 23, 2017), which has the correct timeline:

Intent to Apply Form due - March 8, 2017
Applicant Workshop - March 15, 2017
Proposal due date - April 5, 2017
Awards announced by - May 15, 2017
Grant period begins - July 1, 2017

The instructions on page 21 are confusing under C. Budget Justification. Why do we need to write an Activities Description in this section?

Two lines were accidentally copied resulting in an error. Below are the correct instructions:

Application Format and Content

The format below must be followed to compile the application. Failure to follow the format and instructions will disqualify the application from competition. Use the checklist provided (Appendix A) to ensure all elements are included. Due date: April 5, 2017

Part I: Introductory materials (not scored)

Cover Pages (Appendix C)
Assurances and Signature Page (Appendix D)
Table of Contents

Part II: Application narrative - (300 points possible)

Executive Summary (10 points)

A: Responses to the 13 Considerations for Award (20 points each, 260 total)

Past effectiveness table (as part of consideration 3) (Appendix E)

B: Activities Description (10 points)

C: Budget Justification (20 points)

1. Budget Summary

2. Budget Narrative

Part III: Supporting documents

A. Resumes of key project personnel

B. Summary of job descriptions of instructional staff

C. List of learning center locations

Budget Justification – any need to identify what is needed by county or just an overall budget for all counties we are applying for?

Please show the overall budget that justifies the totals.

Budget Summary – do you have a preference for the format for the budget? Excel? PDF?

Yes, use the Excel spreadsheet called [“WIOA Grant Budget Summary Template”](#) provided on the Vermont Agency of Education’s Website.

Regarding County Distributions for Integrated Education and Civics Education on page 8, there are not funds allocated in a county which we would like to serve with this funding source.

Make the case that funding is needed for a county not identified in the narrative and include it in your budget proposal. There is only \$60,000 for the entire state of Vermont for this program – keep in mind that we are looking for the most impactful distribution of the funds.

Application Narrative on page 27, Item 11 A. “Describe how the specified populations above (Question: which specified population is this referring to?) will be recruited and describe strategies that will be implemented to support student motivation and persistence after entry.”

The populations you are proposing to serve from your description in Consideration 1.

Supporting Documents – for resumes of key project personnel, are these full resumes or short bios? Does this include Executive Director, Comptroller, HR Director, Director of Operations, etc.? Do we need Regional Managers and Coordinator resumes also?

Key personnel for the project, not including instructional staff should include the Executive Director, Program Manager, and Regional Managers. Shorten each resume so that it briefly shows qualifications (related education and experience) without detail.

Supporting Documents – Summary of job descriptions of instructional staff – with numerous instruction staff, do you need individual names with hours per week or can we provide number of staff per instructional staff title with FTE?

No names are requested. This is a summary of job descriptions, not resumes. It is a narrative summary (or it could be a table), not actual job descriptions.

Supporting Documents – I’m concerned about being able to stay within our supporting document page numbers because I plan to attach our Student Handbook, a Personal Learning Plan and a few other key items.

The instructions do not request student handbooks or samples of PLPs, so you won’t want to include those things. Only attach what is requested.

Will you award more than one organization in a region?

No, there will be one provider to serve each county.

Our organization would like to expand its service area. Will you consider a proposal to cover counties that our organization has not historically served?

Yes, all proposals to serve each county that meet the requirements will be considered.

Revised FAQs

This FAQ sheet will be revised as needed and posted on the Vermont Agency of Education’s [Adult Education – Initiatives and Resources page](#).