

Guide to Federal Funding in the Employment and Training Administration

Lenita Jacobs-Simmons

Leo Miller

Two Types of ETA Funding

Formula

- Directly to States
- Funds Adult, Youth and Dislocated Worker Services
- Includes training, data, and income support grants

Competitive

- Services to Adults, Youth and Dislocated Workers
 - Open to organizations that meet specific eligibility
 - Time frame is one to three years
 - Posted on www.grants.gov
-

Solicitation for Grant Application

□ Describes

- The project
 - Eligibility requirements
 - Period of performance
 - Estimated number of grants
 - Closing date for applications
 - Reporting requirements
 - Rating criteria
-

ETA Competitive Programs

- High Growth
 - Community Based Job Training
 - YouthBuild
 - Green Jobs
 - Ex Offender
 - Trade Adjustment Assistance/CC
-

Preparing your Application

- Start with an outline
 - Include all important elements in the outline in the order you want to include them
 - From the outline develop your proposal
 - Your team should be involved in the process including program, fiscal and performance staff
-

Stay Organized

- ❑ The grant writer needs to develop a plan and a timeline
 - ❑ The grant writer needs to develop a team
 - ❑ The grant writer needs to keep on top of multiple copies
 - ❑ Grant writer needs to incorporate and track feed back
-

Elements of Fundable Projects

- Establish the “need”
 - Recognize the Individual
 - Use Partnerships
 - Illustrate Sustainability
 - Leverage resources beyond ETA
 - Are innovative
-

Other Tips

- Read the SGA
 - Pay attention to the rating criteria
 - Explain things
 - Avoid jargon
 - Don't just reiterate buzzwords
 - Be realistic
-

Don'ts

- Don't say you have a partnership when you don't
 - Don't say you have experience when you don't
 - Don't make things seem easier than they are
 - Don't submit a proposal that you don't believe to be 100% true
-

ETA Review Process

- Technical panel
 - Independent evaluation
 - Rating
 - Negotiations
 - Award notification
-

For More Information

- www.grants.gov
 - www.doleta.gov
 - www.ed.gov
 - www.hhs.gov
 - www.hud.gov
 - www.usdoj.gov
 - www.commerce.gov
-