

Workforce Training Grant Evaluation Rubric and Score Sheet

Applicant Name: _____

Date: _____

Grant Request: \$ _____

Allowable Amount: \$ _____

Project Need (20)	Economic Impact (15)	Training Program Design Cost & Implementation (20)	Capacity Building (5)	Training Objectives & Outcomes (25)	Economic Opportunity Enhancements (15)	Total (100 points)
Overall Comments:						

Project Need Statement (Up to 20 points) Total Score _____

Describe the nature and scope of the critical workforce problem that the project will address including:

- The specific needs of the employer(s) involved in the project, including data or examples.
- The extent of the problem, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
- Data, information, or examples that support the needs statement.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Project Need	Identification of skills gap	0	1 2	3 4 5	6 7 8 9	10	<ul style="list-style-type: none"> • Clearly outlines the nature of the workforce issue the project will address. • Clearly explains why this need is not currently being met in other ways. • Training program is related to new and innovative processes or programs, machinery, or technology-related upgrades. • Can be met with short-to-medium-term training.
	Scope of skills gap	0	1	2 3	4 5	6	<ul style="list-style-type: none"> • Clearly identifies the extent of the skills gap, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
	Supporting information	0	1	2	3	4	<ul style="list-style-type: none"> • Uses data, information, or examples to support the explanation of the scope of the need
COMMENTS:							

Economic Impact (Up to 15 points) Total Score _____

Describe the project's economic impact on the employer involved, the communities where they are located, and the surrounding region

- Number of new jobs that will be created with this project.
- Number of at risk jobs that may be retained with this project.
- Any new and/or expanding employer(s) connected with this project.
- Whether the employer is emerging, stable, expanding or declining and the impact of the training for the employer(s).
- The impact related to the location, such as urban, rural, depressed or low/high unemployment, etc.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Economic Impact	Delaware job creation	0	1	2	3 4	5 6	<ul style="list-style-type: none"> • The project will result in new jobs in Delaware (Not new replacement hires, but new positions). • Clearly defines job creation (higher scores for more jobs created at the new and/or expanding employer(s)). • Clearly defines the new jobs/new positions being created. • Clearly defines how the new and/or expanding employer(s) will assist with the project.
	Location of impact	0	0	0	1	2	<ul style="list-style-type: none"> • Clearly defines how the location of the project (rural, suburban or urban) provides greater economic impact. • Includes data or examples of this.
	Community impact	0	0	0	1	2	<ul style="list-style-type: none"> • Clearly defines how the project impacts the local community or surrounding region (low/high unemployment, working with unemployed or disadvantaged population, etc.).
	Retain at-risk jobs	0	1	2	3 4	5	<ul style="list-style-type: none"> • Clearly defines how at-risk jobs will be retained. (Higher scores for the more at-risk jobs retained)
COMMENTS:							

Training Program, Design, Cost & Implementation (Up to 20 points) Total Score _____

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Training Program, Design, Cost & Implementation	Structure and content of the training project	0 1	2 3	4 5	6 7	8	<ul style="list-style-type: none"> • The structure and content of the training project meets stated needs and critical workforce issue(s) of the employer(s). • Does not replace other readily available, accessible or existing training. • The project is new or customized to the employer's needs. • The training provider's track record/credentials and ability are sufficient to achieve the project as described. • The trainer has a demonstrated ability of enhancing the wages of trainees.
	Project plan	0 1	2 3	4 5	6 7	8	<ul style="list-style-type: none"> • The project includes a concise, focused plan for achieving the stated demand-driven outcomes. • The plan includes milestones to achieve the goals within the requested time-frame. • There is a plan for monitoring the project and trainee outcomes. • The project time-frame is ≤ two years and no training course > 1 year.
	Budget items	0	0	1	2 3	4	<ul style="list-style-type: none"> • All budget items are necessary to the project, proportional to the training project requirements and provide sufficient supporting detail.
COMMENTS:							

Capacity Building (Up to 5 points) Total Score _____

Describe how the project will create capacity to continue to address the issue after the grant project is finished:

- Are there any new curriculums, certifications and/or credit programs that will come from this project?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the employer/training partners to continue to use curriculum/equipment/technology gained through the project after it is complete?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Capacity Building	Project will result in capacity building for the workforce	0	0	1	2	3	The project will result in one or more of the following: <ul style="list-style-type: none"> • New curriculum and/or customized curriculum meets the training gap and will be adopted by the employer, post-secondary institution and/or educational organization. • New credit course, new certificate and/or New Continuing Education Unit to be adopted by the employer(s), post-secondary institution and/or educational organization.
	Curriculum to be used after grant period and Partners	0	0	0	0	1	<ul style="list-style-type: none"> • There is a strong evidence that the new curriculum/new training project will used beyond the grant period. • The project will result in the training partner and/or employer gaining new specific technology and/or knowledge that will be available for future training.
	Collaboration	0	0	0	0	1	<ul style="list-style-type: none"> • The project will result in partnerships that will continue to address the need after the project has ended.
COMMENTS:							

Training Objectives & Outcomes (Up to 25 points) Total Score _____

		no criteria		limited criteria		some criteria		most criteria		all criteria		Criteria
Training Objectives & Outcomes	Wages after training	0	1	2	3	4	5	6	7	8	≤200% of federal poverty level = 0-3 points ≥400% of federal poverty level = 3-5 points ≥600% of federal poverty level = 5-8 points <small>§11.67 = 200% of 2018 federal poverty level</small>	
	Wage increase for incumbent workers/job placement for unemployed	0	1	2	3	4	5	6	7	For incumbent workers: <ul style="list-style-type: none"> • Shows that 100% of existing incumbent trainees receive a wage increase. • The scope of the wage increase (higher is better). For new hires: <ul style="list-style-type: none"> • Shows that 100% of new hire trainees retain employment. • New hires get a wage increase (not required but higher score if wage increase given). For unemployed/underemployed workers: <ul style="list-style-type: none"> • Shows that ≥85% of trainees may be place in a job. 		
	Evidence to support the future achievement of stated goals	0	0	1	2	3	<ul style="list-style-type: none"> • There is strong evidence to support the future achievement of the stated goals. • Trainee placements and outcomes are detailed and supported. 					
	Match	0	1	2	3	4	5	6	7	<ul style="list-style-type: none"> • There is strong evidence of match capability. If the project partner(s) or employer provides the match, details must be included in the commitment letter(s) (Higher score if the employer(s) is providing some or the entire match). • Quality of match 		
	COMMENTS:											

Economic Opportunity Enhancements (Up to 15 points) Total Score _____

Describe the way the project will provide for enhanced economic opportunity for the trainees:

- A description of what employee benefits will be provided to existing and/or placed trainees.
- How prevalent are job and advancement opportunities for the successful trainee?
- If the project will result in a career pathway for the trainee.
- If the skills the trainee will gain are transferrable.
- If there are plans to recruit socially and economically disadvantaged individuals into the project.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Economic Opportunity Enhancements	Trainee benefits	0	0	0	1	2	<ul style="list-style-type: none"> • Application clearly defines the benefits offered. <ul style="list-style-type: none"> + Yes or No
	Trainee skill gain and career path	0	1 2 3	4 5 6	7 8	9 10	<ul style="list-style-type: none"> • Current job status will improve through the training project. • Preference given to full-time, long-term employment with employer versus temporary, part-time, short-term and/or seasonal employment. • Training will provide long-term improvement in job opportunities. • Occupation being trained for has high employability and need, especially locally (if current job disappears, employee will have greater chance of getting another job). • Trainee will receive career pathway value in the form of: <ul style="list-style-type: none"> + Industry recognized certification; + Continuing Education Units; and/or + Transferrable college credit
	Targets special populations	0	0	1	2	3	<ul style="list-style-type: none"> • Clearly defines plans to work with disadvantaged populations. • Applicant shows capacity and/or successful history to work with expected population. • Applicant will work with economically disadvantaged individuals: W-2, chronically unemployed, etc. • Applicant will work with socially disadvantaged individuals, minorities, veterans, women, persons with disabilities, etc.
	COMMENTS:						