

Governor's Workforce Cabinet

Local Career Coaching Grant Frequently Asked Questions

Q1: Who is eligible to apply?

A: The Local Career Coaching Grants are designed to bring together a wide-ranging group at the local level to design a career coaching system from kindergarten to adults. At least one member from the following categories must be a partner to apply:

1. K-12 education;
2. Postsecondary education;
3. Employers; and
4. Community-based organizations.

While an application must include at least one representative from each category, **any of the representatives may submit an application for the group as a whole.**

In order to allow for greater cross-sector collaboration within a local community, an eligible entity must have written agreements in place that clearly define roles and responsibilities for employers, K-12 and postsecondary educators, and community organizations.

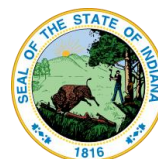
Q2: What are the criteria to apply?

A: Eligibility is dependent upon the local community to meet the **majority** of the following criteria:

1. Postsecondary attainment rate below the state average of 43%;
2. Postsecondary enrollment below the state average of 60%;
3. Graduation rate in the bottom 75th percentile;
4. Unemployment rate higher than the state average of 3.6%;
5. Average hourly wages less than the state average of \$19.67; and
6. Diploma or High School Equivalency attainment below the state average of 88%.

While data may be obtained at the local level, the following are helpful resources for grant applicants to obtain data:

1. Office of the Secretary of Career Connections and Talent – Data Display: Click [here](#).
2. Indiana Department of Education – Compass: Click [here](#).
3. Indiana Commission for Higher Education – College Readiness Dashboard: Click [here](#).
4. Indiana Commission for Higher Education – College Readiness Report: Click [here](#).



Governor's Workforce Cabinet

Q3: What if the applicant does not meet all six criteria?

A: An applicant must meet the *majority* of the six criteria. This means an applicant must meet a minimum of four of the six criteria to be eligible.

Q4: What is the purpose of the Local Career Coaching Grant?

A: The purpose of the Local Career Coaching Grant is to offer an opportunity for K-12 schools, postsecondary institutions, employers, and community-based organizations to partner together to create a **sustainable** system for the delivery of:

1. Local, state, and national career information;
2. The educational attainment level needed for those careers; and
3. Provide **students and adults** with an opportunity to participate in experiential learning throughout their education and training to make well-informed decisions as to how best to move toward a path of economic prosperity.

The ultimate goal of a sustained career coaching model is to increase the following:

1. Postsecondary attainment rates (e.g., industry-recognized credentials, technical certificates, associates, bachelor's degrees, and beyond);
2. Number of high-wage/high-demand jobs filled; and
3. Average annual wages of the communities that apply.

Q5: What types of grants are available?

A: To meet communities where they are, there are two types of grants for which eligible entities can apply:

Planning Grants will be available to allow communities time to come together to strategically map out the resources that are already available locally that may be leveraged to bring people together and provide sustainability to the community's career coaching strategy. These grants will last for up to **one (1) year**, and technical assistance will be provided by the state to help communities better understand what may already be available from the state at a local level. The maximum award amount for a Planning Grant will be an amount up to **\$10,000**. No more than **five percent (5%)** may be used for administrative purposes. Applicants who are awarded a Planning Grant will be eligible to apply for an Implementation Grant following the one (1) year Planning Grant.

Implementation Grants will be available to communities who have conducted planning sessions and/or created integrated systems already, but need a bit of additional funding to realize the strategies they have already identified to address career coaching



Governor's Workforce Cabinet

in a holistic way across systems. These grants will last for up to **three (3) years**. **There is no set award amount for Implementation Grants.**

While the Local Career Coaching Grant is limited for overall funds, an applicant may request funds to meet the proposed system. **A grant may be awarded in an amount less than requested.**

A successful Implementation Grant will close the gap between the grantee's data and the six statewide metrics outlined in the eligibility criteria by at least **half**.

For example, if a grantee's postsecondary enrollment is 30%, and the posted statewide metric for postsecondary enrollment is 60%, the grantee will have a goal of reaching a postsecondary enrollment of 45%.

Q6: Is there a maximum or minimum dollar for the grant?

A: Planning Grants may be awarded up to \$10,000. Implementation Grant awards will vary with the scope and need of the applicant's grant. As a reminder, a twenty-five percent (25%) local match is required for Implementation Grants. While there is no maximum, please keep in mind the local group must be able to reach the 25% match.

Q7: How should data be presented if multiple partners (i.e. K-12 or postsecondary institutions) are applying for the grant collectively?

A: If multiple K-12 schools and/or postsecondary providers are a part of the grant application, the collective data should be averaged for the six criteria.

For example, in order to calculate three K-12 schools' overall diploma attainment percentage, the applicant should add the collective cohorts together and then divide by the total number of graduates (School A has 100 students of whom 95 graduated, School B has 100 students of whom 85 graduated, and School C has 100 students of whom 88 graduated. The grant application would report a diploma attainment percentage of 89%).

Q8: Where within the application should an applicant provide the data ensuring they meet the majority of the criteria?

A: Applicants should report their data referring to the six criteria areas within the Program Introduction section of the Local Career Coaching Grant. The criteria data may also be referenced throughout the narrative.



Governor's Workforce Cabinet

Q9: How is “community” defined for this grant?

A: The Local Career Coaching Grant allows for great flexibility regarding how to define “community.” In order to be eligible for this grant, the applicants must have a K-12 partner, a postsecondary partner, an employer partner, and a community-based organization partner. A community may be as small as one partner from each category, or, theoretically, as many partners from each category as are available.

Q10: Is an MOU required prior to applying for the grant?

A: An MOU is preferred, but not required, prior to applying for the grant. However, the roles and responsibilities of each partner within the grant application must be clearly defined. **A Letter of Commitment is required to be submitted with the application.**

An MOU must be finalized by the end of the first year of the grant period and included in the progress monitoring report. Additional information regarding progress monitoring reporting requirements will be provided to grantees at a future date.

Q11: Will Student Test Numbers (STN) be allowed to track students within the navigational system?

A: Records which are subject to the rules and regulations of FERPA prohibit the disclosure of personally identifiable information without consent of the individual or guardian. For additional information, please refer to the Family Educational Rights and Privacy Act [here](#).

Additionally, a navigational system does not necessarily need to be a technological system. The purpose of the Local Career Coaching Grant is to provide students and adults with information regarding the education and skills necessary for occupations available within their local community.

Q12: How are “key economic sectors” defined within the grant?

A: Within the Local Career Coaching Grant, key economic sectors are defined as:

1. Advanced Manufacturing;
2. Building & Construction;
3. Health & Life Sciences;
4. IT & Business;
5. Transportation & Logistics; and
6. Agriculture.



Governor's Workforce Cabinet

The need of each of these economic sectors will vary by community. It is essential for grant applicants to understand the needs of their specific local community and create a system which addresses these needs.

Q13: How may an applicant fund the Local Match?

A: The twenty-five percent (25%) local match must come from multiple entities that are a part of the grant application, but it is not required that all entities provide a cash match. Up to ten percent (10%) of the matching funds may come from in-kind contributions. As a reminder, there will be a cap of five percent (5%) on the amount of funding that can be used for the administration of the grant.

Q14: Can the Local Match be used to fund staffing, such as a career coach or an instructional aid?

A: The Local Match may be used for staffing purposes if the funding source is sustainable and will not require additional grant funds to maintain.

Q15: Can the in-kind portion of the Local Match be any form of non-monetary funding support, such as space, materials, software licensing, or staff?

A: The Local Match may be comprised of up to ten percent (10%) of in-kind funds. This portion may be non-monetary funding. However, the system must be sustainable. An in-kind contribution requiring an end date, such as a shared staffing, will not be eligible.

Q16: Are there other requirements necessary for the MOU other than an outline of commitment and level of engagement?

A: There are no additional requirements necessary for the MOU other than outlining the commitments and level of engagement of the partners within the application.

Q17: Can an applicant include a more detailed budget than the budget provided?

A: Yes, an applicant may include a more detailed budget with their application. However, the budget must include the sections found within the budget document provided.



Governor's Workforce Cabinet

Q18: Can an entity be involved in more than one application if they are located in a variety of communities across the state?

A: Yes, an entity may be a partner in multiple applications. For each application, the roles and responsibilities of the entity must be clearly outlined, and an MOU for each application must be created and maintained separate from other applications.

Q19: If awarded an Implementation Grant, will funds be distributed at one time for the three year period or will the funds be distributed in multiple years?

A: Grantees will be reimbursed on a monthly basis for expenses incurred over the course of the grant period up to the total amount of the grant award.

Q20: May an applicant apply for both a Planning Grant and an Implementation Grant?

A: No. An applicant must choose to apply for either a Planning Grant or an Implementation Grant. Upon review of Implementation Grants, it is possible for an Implementation Grant applicant to discuss converting their application to a Planning Grant application. If an applicant is unsure of their ability to successfully complete an Implementation Grant, it may be best to apply for a Planning Grant with the option of applying for an Implementation Grant at the end of one year.

Q21: May an applicant choose to focus on a specific group within the career coaching grant, such as middle school students?

A: Each applicant will have unique needs specific to their community. While a community may have a need within the middle school space, the scope of the Local Career Coaching Grant must range from kindergarten to adults. Emphasis may be placed on a specific group, but all other groups within the system must be addressed.

Q22: Is there a desired ratio of adults vs. students to be served through the Implementation Grant?

A: The Local Career Coaching Grant is aimed at meeting local needs. While there is no ratio designation for adults or students, it is important to remember the career coaching system should span from kindergarten to adults. Depending upon the need of the local community, there may be heavier focus on one group over another, but all groups must be served.

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