

APPENDIX C: Summer Youth Internship Program

Scoring Rubric

These are the specifics for how your grant applications will be scored. We will utilize this scoring rubric in all awarding/funding decisions.

Target population: Youth between the ages of 14 and 24 years old who are at risk of not graduating, are from low-income households, are from communities under-represented in the Iowa workforce; or otherwise face barriers to success and upward mobility in the labor market.

Project Design Narrative - 50 points

- Identify and justify which high-demand occupation(s) the project intends to support.
- Describe the need for the project and how it will lead to increased skilled workers to fill high-demand occupation(s). Relate the need to the barriers provided in priorities.
- Describe the proposed project, activities, and goals. Include connections to areas such as: Career Exploration, Employment Skill Development, Coaching/Mentoring, Financial Literacy Education, and Development of Hard and Soft Skills
- Describe the On-the-Job Training aspect of your project and how your project will expand opportunities for credit and/or non-credit post-secondary education leading to high-demand jobs for Iowans.
- Describe key partners, roles, responsibilities, and how they will contribute to the success of the project.
- Describe the community or geographic region served. Describe how the project will address areas of workforce needs throughout the region.
- Describe the demographics of participants.
- Provide opportunities for replication and expansion into other geographic areas or to support additional high-demand jobs.
- Describe how this project is an innovative approach to overcoming barriers faced by participants and an innovative approach to supporting high-demand occupations.
- List any supportive services or additional benefits of the project, such as assistance to pay for related expenses such as books, equipment, transportation, clothing, or other wrap-around support services.

Performance Measures – 25 points

- Clearly identify key performance measures including outputs and desired outcomes, including the following measures:
 - a. Participants to be served and description of attendance reporting plan.
 - b. Connection of participants to barrier(s) listed in priorities.
 - c. Number of participants completing program and receiving credential/certificate.
- Describe your plan and ability to evaluate the program and indicators of success.
- Describe the timeline of activities with details provided for project activities. Provide key milestones of the project.

Organization Capability Narrative – 15 points

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement, specifically managing projects focused with youth participation. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant's size and structure, as well as the length of time in business.
- Provide a list of the applicant's staff whose time will be reimbursed with grant funds and provide a brief description of their role and relevant work experience.

Budget Summary and Narrative – 10 points

- Complete the budget narrative. Include a description of proposed costs and an overview of how budgeted costs are calculated.
- Complete the Budget Spreadsheet.

Application Attachments

Upload the following in the Attachment section in IowaGrants.gov:

- WIOA Title I partnership contract, if applicable; and
- Letters of commitment from key partners (combine and upload as a single PDF document).