

New Americans & Civil Service Workforce Development Grant - FAQ

1. What is the purpose of these grants?
 - a. These grants are intended to promote civil service employment opportunities among the refugee, immigrant, and New American communities in Columbus. It is vital that the city's workforce be representative of its own population, and that includes increasing the diversity of our workforce by ensuring that our immigrant communities have opportunities for employment with the City of Columbus.
2. Who can apply for the grant?
 - a. The only requirement is that applicants be organizations with a 501(c)3 designation whose primary mission is to serve the New American population, with at least some resources dedicated to workforce development, job placement, job training, or otherwise expanding economic self-sufficiency and integration for one or more segments of the New American population in Columbus. Eligibility will be determined at the discretion of the grant administrator.
3. How much are the grants?
 - a. The maximum award per grantee is \$7,500; however, the exact amount of the award will vary by grantee and will be based upon the proposed use of the grant as stated in the application.
4. How will grant money be used?
 - a. These are intended to be capacity building grants for organizations that have (or plan to implement) workforce development programming. As part of this grant, organizations will be expected to elevate their communication to their constituents for the purpose of increasing awareness of civil service employment opportunities. That may involve, for example, the need to contract for marketing services, attend social media training, produce printed materials, or acquire new technology equipment to facilitate those efforts.
5. Are there any requirements for receiving the grant?
 - a. Yes. Grant recipients will be required to attend an informational session led by the Civil Service Commission. This session will provide a broad overview of the civil service application process, tested and untested positions, and a discussion of civil service opportunities that may be most applicable for grantees' constituents. Grantees will also be required to host at least two community information sessions for their constituents to learn about civil service opportunities, and must identify and secure a remote test site and coordinate with the Civil Service Commission for the administration of one or more selected civil service exams.



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6. How will grantees receive the funding?
 - a. The Workforce Development Board of Central Ohio will serve as the fiscal agent for the grants and will distribute funding to grantees. Funding will be distributed on a reimbursement basis. Once a grantee incurs an eligible expense, the grantee can request reimbursement from the Workforce Development Board.
7. What is the role of the Workforce Development Board?
 - a. Aside from acting as the fiscal agent, the Workforce Development Board will provide guidance and expertise regarding the creation and expansion of workforce initiatives within New American organizations.
8. What are eligible expenses?
 - a. Grantees may use awards for the acquisition of new technology equipment, training for capacity building around workforce development, translation services, printing costs, media consulting, or other costs associated with implementing or expanding workforce development programming. Grantees will retain ownership of any goods or supplies purchased following the end of the grant period. Grantees are encouraged to contact the grant administrator prior to incurring any expense to verify eligibility.
9. What is the application timeline?
 - a. Grant applications must be submitted via email or hard copy by close of business on Friday, December 6th, 2019. Applications can be emailed to civilservicegrant@columbus.gov, or hard copies of applications can be mailed to or dropped off at Columbus City Council, ATTN: Civil Service Grant, 90 West Broad Street, Columbus, OH 43215. All applicants will be notified of an award determination by December 31, 2019.
10. How much time will grantees have to utilize funding?
 - a. Grantees must use awarded grant dollars no later than December 31, 2020.
11. What if I have additional questions?
 - a. Please send any additional questions to civilservicegrant@columbus.gov.



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