INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 12, 2011

SUBJECT: DWD Policy 2010-15
Guidance for Requesting Workforce Investment Act (WIA) Governor's Discretionary and Rapid Response and American Recovery and Reinvestment Act (ARRA) of 2009 Funding

Purpose
This communication provides guidance on requesting specific Title I Workforce Investment Act (WIA) Governor's Discretionary and Rapid Response and American Recovery and Reinvestment Act (ARRA) of 2009 funding from the Grants Committee of the State Workforce Innovation Council (SWIC), acting as the State Council.

Rescission
DWD Policy 2009-08, Guidance for Requesting Workforce Investment Act (WIA) Governor's Discretionary and Rapid Response and American Recovery and Reinvestment Act (ARRA) of 2009 Funding, issued February 15, 2010

Content
The Grants Committee of the State Workforce Innovation Council (SWIC) has been empowered with the authority to review and score proposals submitted for Title I Workforce Investment Act (WIA) Governor's Discretionary and Rapid Response and American Recovery and Reinvestment Act (ARRA) of 2009 funding. The Grants Committee will determine the award recipients for amounts less than $1 million. For grant proposals requesting amounts of $1 million or more, the same process and guidelines outlined in this policy shall be used and the recommendation for funding will be sent to the full SWIC for final approval. Proposals shall be submitted from Indiana's Regional Workforce Boards, Workforce Investment Boards or designee.

Funding Requests
The Grants Committee will accept the following types of grant proposals for services to participants, as indicated:

- On-the-Job Training Fund – WIA Adults, Dislocated Workers and Out-of-School Youth
- Rapid Response – WIA Dislocated Workers
- Supplemental Title I WIA Adult, Dislocated Worker and Youth Formula Allocation Requests – WIA Adults, Dislocated Workers and Youth

Guidance for Proposal Submissions

All grant proposals shall be accompanied by a completed Grant Request Document whose required contents are explained later within this policy. Grant proposals must be received by the **15th calendar day of each month** in order to be considered for that month's Grants Committee meeting:

Indiana Department of Workforce Development
Attn: Director, Budget, Accounting and Performance Metrics (Nancy Manley)
10 North Senate Avenue, SE303
Indianapolis, IN 46204

An electronic request is sufficient to meet the 15th calendar day requirement and must be followed by a hardcopy proposal via postal mail within three (3) business days.

- The Department of Workforce Development (DWD) will review each proposal and prepare recommendations for the Grants Committee. As needed, DWD will address questions or discrepancies to the proposer, who is responsible for addressing and providing revisions in writing to the DWD within three (3) business days of the next scheduled Grants Committee meeting. In the event that a resolution is not reached before the deadline, the proposal review will be conducted at the next scheduled Grants Committee meeting.

- The Grants Committee will convene on the **fourth (4th) Thursday of each month** to review grant proposals for funding. A written decision of the Grants Committee will be sent to all grant proposers within one week of the decision. Grant proposals with funding at $1 million and over will be sent to the full SWIC for funding consideration at their next scheduled meeting, along with a recommendation from the Grants Committee.

- Each award recipient shall submit, at a minimum, two reports to the Grants Committee: 1) a bi-annual report due on the tenth day of the sixth (6th) month after the grant award; and 2) a final report due on the same day as the grant close-out report. The grant closeout report is due 45 days after the grant end date. The reports will provide details of progress toward outcomes as defined in the grant narrative. Additional reports may be required based on the type of grant proposal approved for funding.

- Upon review of the bi-annual report or other required interim reports, the Grants Committee reserves the right to rescind a portion or all of the awarded funds based on progress towards outcomes as defined in the grant proposal and as reported in the bi-annual report or other interim reports.

- Proposers are encouraged to communicate with the Grants Committee through appropriate DWD channels. Contacting members of the Grant Committee outside of scheduled hearings regarding the status of funding requests is discouraged.

Following are the required elements the proposer should include in the Grant Request Document:

- ✓ Proposer's organization name
- ✓ Point of contact for the organization including name, street address, city, state, and zip code, e-mail address, and telephone number(s)
- ✓ Type of funding and amount requested
- ✓ The start and end dates for the funding period
- ✓ Description of the intended use of the requested funds
- ✓ A financial explanation on why the local area does not have sufficient funds to support the planned activities
- ✓ Explanation of the intended measurable outcomes for the grant
- ✓ A detailed line item budget for the proposed grant (The amount requested for program and administration must equal the total amount requested. Administration cannot be more than 10 percent of the total amount requested.)

Appeals Process
In the event of denial of a grant request, the potential grantee has thirty (30) days from the date of denial to file a written appeal to the Chair of the State Workforce Innovation Council. The Chair will review the appeal and if warranted, schedule a conference with the Grants Committee and the potential grantee. A final decision on the awarding of funds will be communicated to the potential grantee within thirty (30) days of the conference.

Effective Date
Upon receipt

End Date
Upon rescission

Ownership and Contact Person
Nancy Manley
Director, Budget, Accounting and Performance Metrics
Indiana Department of Workforce Development
10 North Senate Avenue, SE303
Indianapolis, IN 46204
E-mail: NManley@dwd.IN.gov

Action
The guidance contained in this policy should be distributed to all parties involved in preparing requests for WIA Governor's Discretionary and Rapid Response, and American Recovery and Reinvestment Act (ARRA) of 2009 funding.