

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING  
ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 16-10

ISSUE DATE: 09/14/2016  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:

AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIA  
 WIOA  YA

**TO:** Workforce Development Board Directors  
Workforce Development Board Program Managers  
Workforce Development Board Fiscal

**FROM:** Scott Jansen   
Division Administrator

**RE:** Rapid Response Additional Assistance Grant Policy for the Dislocated Worker Program

**PURPOSE:**

To provide Workforce Development Boards (WDBs) funding to supplement their Workforce Innovation & Opportunity Act (WIOA) Dislocated Worker Program formula funding allocations when significant layoffs place unanticipated demand on a local workforce area's existing formula resources.

**POLICY:**

If the State's rapid response funding permits, the State is to provide "additional assistance" to local areas that experience increases of unemployment due to dislocation events.<sup>1</sup> Additional assistance is to be used for the provision of WIOA Dislocated Worker Program services (i.e., career basic, career individualized, training, and supportive services) to program participants from a specific dislocation event. The State has the flexibility to (1) reserve an adequate level of funds for rapid response activities first and (2) establish policies and procedures for the provision of additional assistance, if funding is available.<sup>2</sup>

\*PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	LM--Labor Market Information	WIA--Workforce Investment Act
CR--Civil Rights	IT--IT Systems	ML--Migrant Labor	WIOA--Workforce Innovation and Opportunity Act
FL--Foreign Labor Certification	JC--Job Center	TA--Trade Assistance	YA--Youth Apprenticeship
		TC--Tax Credit Programs	
		TR--Transportation	

DETS-13961 (R. 06/2015)

<sup>1</sup> WIOA Section 134(a)(2)(A)(i)(II) and 20 CFR 682.350

<sup>2</sup> 20 CFR 682.350

## **Eligibility**

1. At the time of application, the WDB must meet the applicable “demonstrated need” criterion:
  - a. Quarter 1 (July 1 – September 30): Less than 20% carry-in remaining (funds not expended or obligated) from the prior program year’s Dislocated Worker formula funds.
  - b. Quarter 2 (October 1 – December 31): Any carry-in from prior program year is fully expended or obligated and at least 10% of the current program year Dislocated Worker formula allotment is expended or obligated.
  - c. Quarter 3 (January 1 – March 31): Any carry-in from prior program year is fully expended or obligated and at least 35% of the current program year Dislocated Worker formula allotment is expended or obligated.
  - d. Quarter 4 (April 1 – June 30): Any carry-in from prior program year is fully expended or obligated and at least 60% of the current program year Dislocated Worker formula allotment is expended or obligated.

The WDB is to provide its most current expenditure and obligation status for Adult and Dislocated Worker formula funds (not including administration) for the prior and current program years when submitting its request for Additional Assistance funding. The Department of Workforce Development-Division of Employment and Training (DWD-DET) will assess the reasonableness of the request, taking into account funding transfers made between the Adult and Dislocated Worker programs.

2. The employer target group must constitute an eligible "dislocation event" for purposes of this grant:
  - A single company closes and 25 or more workers will be permanently laid off within a 12-month period of time; OR
  - A single company has a permanent workforce reduction of 25 or more workers within a six-month period of time.

### **Multiple Sites for Same Company**

In both instances above, the company layoffs could span multiple sites within the same local workforce area. Under such circumstances, the multiple sites would be included under the same grant.

### **Dislocations Outside of the WDB's Local Workforce Area**

A WDB may request funds if the dislocation event meets eligibility criteria, regardless of whether the dislocation event is located within its local workforce area.

### **Leased and Contracted Workers**

Leased and contracted workers who experience permanent job loss as a result of a dislocation event at a company other than their employer of record may be covered by the grant. The leased

and contracted workers may be counted for purposes of determining if the closure or permanent workforce reduction will impact at least 25 workers.

3. The application must include personal identification numbers (PINs) of participants from the target group who are registered in the Dislocated Worker Program. The required minimum number of PINs is based on the size of the dislocation:
  - a. For a dislocation of 25-49 affected workers, at least two PINs are required.
  - b. For a dislocation of 50+ affected workers, at least five PINs are required.
4. The application must be submitted within 180 days of the date of the last scheduled layoff, based on the layoff schedule documented in the Rapid Response Event Tracking System (RRETS). Exceptions to this requirement may be considered on a case-by-case basis.

In the event of a State or Federally declared emergency or disaster, DWD-DET reserves the right to grant exceptions to the above eligibility requirements. These exceptions will be assessed on a case-by-case basis.

### **Grant Amounts**

The total amount of the grant cannot exceed the number of planned participants multiplied \$4,000.

#### *Reasonableness Standard*

In order to promote effective use of funding across all workforce development areas, the WDBs are strongly encouraged to submit requests for amounts that reasonably reflect anticipated costs. The DWD-DET reserves the right to apply the reasonableness standard when determining award amounts.

### **Grant Period**

The requested start date for the grant period must be on or after the date when the WDB met all eligibility requirements. If a retroactive start date is requested, it must be within the same fiscal year as the grant application.

The grant period is one year from the approved start date.

The WDB may request one extension for another 12-month period. In order to apply for an extension, the WDB must demonstrate that:

1. At least five participants will remain active in a training service following the first year OR at least 15 participants remain engaged in active services. The participants' PINs must be identified in the modification request; AND
2. At least 50 percent of the award is expended or obligated by the end of the third quarter of the grant period.

Planned enrollments must be adjusted for the extension request if the WDB cannot demonstrate that it has enrolled at least 50% of the total planned participants by the end of the third quarter of the grant.

## **Funding Availability**

Each program year, the DWD-DET will reserve a portion of its rapid response funds to be available for Additional Assistance Grants. The funding is available on a first-come, first-served basis. The amount reserved for a given program year is subject to change based on federal funding availability and demand.

## **Requirements**

1. Since Additional Assistance Grants are funded using the State's rapid response funds, the WDB agrees to, in good faith, offer employers (and labor representatives if applicable) certain minimum rapid response services in response to all known dislocation events that impact at least 25 workers. The required level of minimum services, outlined in the table below, is based on the anticipated number of workers to be impacted by a specific dislocation event.

A target group covered by an Additional Assistance Grant need not necessarily have been provided rapid response services, if circumstances were such that the local rapid response practitioners had not received advance notice of the dislocation event or if the employer was unable or unwilling to allow pre-layoff rapid response services.

<b>Service Level</b>	<b>Number of Workers Affected</b>	<b>Services Offered*</b>
1	25-49	<ul style="list-style-type: none"><li>• Written and/or verbal presentation of basic transition information, including: unemployment insurance, dislocated worker programs, job center resources, and relevant topics related to healthcare and retirement during employment transition</li></ul>
2	50-99	<ul style="list-style-type: none"><li>• Topic-specific workshops (e.g., résumé writing, interviewing, conducting a job search, budgeting, career planning, coping with job loss, etc.), preferably on-site prior to layoff</li><li>• WIOA Dislocated Worker Program registration sessions, preferably on-site prior to layoff</li><li>• Tailored labor market information and related deliverables</li></ul>
3	100-249	<ul style="list-style-type: none"><li>• Scheduled visits to the affected worksite(s) to provide group or one-on-one assistance to affected workers</li><li>• Targeted job fair(s) specifically for the affected workgroup</li></ul>
4	250+	<ul style="list-style-type: none"><li>• Transition center(s), on-site or within close proximity to the affected worksite(s), designed to provide services dedicated to the affected workgroup</li></ul>

\* Each subsequent level of services includes all services in preceding levels

2. Initial application and any modifications must be submitted using the "RR Additional Assistance Grant Application" form, available on the Rapid Response Practitioner webpage, <https://workweb.dwd.state.wi.us/det/bwt/dw/default.htm>. Completed materials are to be sent via email to [DETBWTDislocatedWorkerGrants@dwd.wisconsin.gov](mailto:DETBWTDislocatedWorkerGrants@dwd.wisconsin.gov).

3. The WDB must submit a Financial Status Report (FSR) on a monthly basis using the DWD's Contract Management and Expenditure Tracking System (COMET). The FSR is due 30 days from the close of the month.

### **Administrative Costs**

No more than ten percent of the total grant amount may be designated for and used towards administrative costs. If funds have not been fully expended during the grant period, administrative costs must not be more than ten percent of the total amount expended.

The following functions and activities as constituting administrative costs:<sup>3</sup>

1. accounting, budgeting, financial and cash management functions;
2. procurement and purchasing functions;
3. property management functions;
4. personnel management functions;
5. payroll functions;
6. coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
7. audit functions;
8. general legal services functions;
9. developing systems and procedures, including information systems, required for carrying out administrative functions;
10. fiscal agent responsibilities;
11. performing oversight and monitoring responsibilities related to WIOA administrative functions;
12. costs of goods and services required for administrative functions of the program, including rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
13. travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and
14. costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs; otherwise, all costs incurred for the functions and activities of subrecipients and contractors are program costs. **Personnel and related non-personnel costs of staff who perform both administrative functions and programmatic services or activities must be allocated appropriately as program or administrative** based on documented distributions of actual time worked or other equitable cost allocation methods. Specific costs charged to an overhead or indirect cost pool that can be identified directly as program costs are to be charged as program costs. Documentation of such charges must be maintained.

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<sup>3</sup> 20 CFR 683.215