

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

ACTION
 NOTICE 16-09

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 Dislocation Grant Policy

PURPOSE:

To provide Workforce Development Boards (WDBs) funding to supplement the Rapid Response Annual Allotments.

POLICY:

Allowable Activities

Dislocation Grant funding must be used to cover staff and other costs associated with the provision of rapid response activities for a specific dislocation event.

The funding cannot cover training or supportive services to participants enrolled in the Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker Program; Rapid Response-funded Additional Assistance Grants are available for that purpose.

Allowable Dislocation Grant expenditures include costs associated with the following activities related to the provision of rapid response for a specific dislocation event:

- Planning and coordination activities;
- Costs associated with general worker information sessions;

*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	

- Topic-specific workshops (e.g., résumé writing, interviewing, job search, networking, budgeting, coping with job loss, career planning, etc.);
- WIOA Dislocated Worker Program registration sessions;
- Delivery of tailored labor market information;
- Scheduled visits to the affected worksite(s) to provide group and/or one-on-one assistance to affected workers;
- Targeted job fair(s) specifically for the affected workgroup;
- Transition center(s), on-site or within close proximity to the affected worksite(s), designed to provide services dedicated to the affected workgroup; and
- Accommodations, including translation and interpreting services.

Other costs may be allowable and can be identified in the WDB's funding request.

Eligibility

Generally, Dislocation Grants are awarded to the WDB in the local workforce area where the affected worksite(s) is located; however, the Department of Workforce Development-Division of Employment and Training (DWD-DET) will consider exceptions to this requirement on a case-by-case basis.

The applying WDB must demonstrate that all of the following criteria are met:

1. There is a dislocation event resulting in the permanent layoff of **25 or more workers** from a single employer (may include multiple affected worksites within a single local workforce area);
2. The affected workers:
 - a. have already been permanently laid off and the last known layoff date was within 45 days of the grant application; **OR**
 - b. are expected to be permanently laid off and the first known layoff date is within six months of the date of grant application.

Exception: The DWD-DET will consider application requests more than six months out from the first scheduled layoff date on a case-by-case basis. In such cases, the WDB must submit a narrative explaining the need for funding earlier than six months preceding the first scheduled layoff. The DWD-DET has full discretion to approve or deny such requests.

3. The dislocation event is documented in the State's Rapid Response Events Tracking System (RRETS).

The WDB is not required to expend a certain level of its Rapid Response Annual Allotment to be eligible for a Dislocation Grant.

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

Grant Amounts

Initial Request

The WDB may request **up to \$10,000** for a single dislocation event.

Subsequent Requests

The WDB may request additional funding for the same dislocation event. The WDB must demonstrate that it has expended or obligated at least 50% of the initial award before it is eligible for additional funding. Subsequent funding requests may be for **up to \$10,000** per request. There is no limitation on the number of subsequent requests that can be made, as long as at least 50% of the previous increment has been expended or obligated.

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

Start Date

The start date for the grant must be on or after the application date. (The WDB may apply up to six months before the first scheduled layoff date, or longer in the case of an exception – see "Eligibility").

End Date

The end date for the grant will be six months from the grant start date. The WDB may request **one** extension for an additional six months from the original grant end date. Under no circumstances will the duration of the grant exceed 12 months.

The WDB must submit a new application if funding is still needed after a 12-month grant period. The DWD-DET will provide case-by-case guidance if it is unclear whether the layoffs constitute the same dislocation event that initially triggered eligibility or a separate event.

Funding Availability

Each program year, the DWD-DET will reserve a portion of its rapid response funds to be available for Dislocation 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 demand and federal funding availability.

Requirements

1. 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.

Service Level	Number of Workers Affected	Services Offered*
1	25-49	<ul style="list-style-type: none"> 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
2	50-99	<ul style="list-style-type: none"> 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 WIOA Dislocated Worker Program registration sessions, preferably on-site prior to layoff Tailored labor market information and related deliverables
3	100-249	<ul style="list-style-type: none"> Scheduled visits to the affected worksite(s) to provide group or one-on-one assistance to affected workers Targeted job fair(s) specifically for the affected workgroup
4	250+	<ul style="list-style-type: none"> Transition center(s), on-site or within close proximity to the affected worksite(s), designed to provide services dedicated to the affected workgroup

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

2. Initial application and any modifications must be submitted using the "RR Dislocation 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.
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.
4. The WDB agrees to work collaboratively with appropriate local DWD Job Service representatives in the planning and provision of all rapid response activities. This includes jointly attending meetings with employer and employee/labor representatives and jointly planning and implementing a transition service strategy.
5. The Grantee agrees to adopt and use current and future DWD-DET systems and materials related to the provision and management of rapid response activities, where required. This includes:
 - Tracking the dislocation event, layoff details, and service details in RRETS;
 - Using the State of Wisconsin DWD Dislocated Worker Survey (DETW-17123) and complying with the process for submitting completed surveys to the DWD-DET's Adult & Dislocated Worker Section; and
 - Using other DWD-DET issued written and electronic materials applicable to rapid response.

6. Upon approval of a Dislocation Grant request, the WDB must enter all planned rapid response activities into RRETS on the Employer or Worker Services tabs within 14 days. The WDB must subsequently update each planned service record in RRETS with the appropriate completion code in a timely manner.

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 cannot be more than ten percent of the total amount expended. The following functions and activities constitute administrative costs:¹

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. For example, if WDB staff meet with an employer to discuss rapid response services, that time should be charged to program whereas involvement with procurement activities should be charged to administration. 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.

¹ 20 CFR 683.215