



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243-1002
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February 12, 2008

Workforce Investment Act Memorandum Number 08-38

Topic: Support and submission requests to the state for competitive United States Department of Labor (USDOL) grants from the Employment and Training Administration.

Subject: Procedures for Local Workforce Investment Areas (LWIAs) and other providers that are requesting support from the Tennessee Department of Labor and Workforce Development (TDLWD) for competitive USDOL grants through the Employment and Training Administration to the Workforce Development Division.

Purpose: To provide TDLWD sufficient time to review grant applications submitted by LWIAs and other providers.

Background: Collaboration and partnership form an important part in applying for grants. Currently, local areas and other providers are applying for additional, discretionary USDOL grants; they are also requesting letters of support from TDLWD to bolster these grant applications. Any support the TDLWD provides must be based on an understanding of the project's goals and planned services. In addition, some grants require funding collaboration and a state selection process (i.e. WIRED). Finally, the State is often required to submit grants electronically.

Instructions: Listed below are situations when the department may assist with the grant application process.

- A. If a letter of support is requested from the department, the requesting entity must provide an executive summary and project outline. This should arrive at least 10 business days before a copy of the final, grant application is forwarded to TDLWD. The department will then forward a letter of support to the LWIA within three business days. All support letters will be from the Commissioner. At no time should staff other than the Workforce Development Division be asked to provide letters of support when the grant submission is to the USDOL Employment and Training Administration.

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- B. If an entity is submitting an application that requires state funding or a state selection process, separate guidance will be issued based on the specific grant but you may assume that more stringent timelines will be requested.
- C. If you need assistance submitting an application on line (grants.gov), submit the full application to the Workforce Development Division and we will file it within three days.
- D. Please make all your sub-contractors and community providers aware of this policy.

Contact: For questions regarding this policy, please contact Susan Cowden, Administrator, Division of Workforce Development at 1-800 255-5872.

Effective Date: February 12, 2008

Expiration Date: Indefinite

A handwritten signature in cursive script, reading "Susan K. Cowden", written over a horizontal line.

Susan Cowden, Administrator
Division of Workforce Development