



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

**DON SUNDQUIST**  
GOVERNOR

Andrew Johnson Tower  
710 James Robertson Pkwy., 8<sup>th</sup> Floor  
Nashville, TN 37243-0655  
(615) 253-1324

**MICHAEL E. MAGILL**  
COMMISSIONER

**January 16, 2001**

**Workforce Investment Act Memorandum Number E & T 01-13**

- Topic:** Procedures for Requesting Additional Funds for WIA Title I Services
- Subject:** State Reserve and National Reserve Funds for WIA Services
- Purpose:** The purpose of this memorandum is to provide the procedure a LWIA should follow when requesting State Reserve or National Reserve Funds.
- Background:** Requests for additional funds to serve WIA Title I eligible customers are becoming more frequent as a result of sudden plant closures and mass layoffs. In order to provide guidance and streamline the process for requesting funds, the Employment and Training section has developed the following instructions.
- Instructions:** All LWIAs who request State Reserve Funds must utilize the following procedure. The initial preparation for requesting State Reserve and National Reserve funds are similar; however, the National Grant application process is much more extensive, and it is important for all LWIAs to follow the instructions very carefully.

**Request for State Reserve Funds**

1. Submit a letter to the Administrator of Employment and Workforce Development stating the reason for the request. The letter also should include the number of persons to be served; the funding source (youth, adult, or dislocated worker); the training to be provided and the amount of funds needed to serve the customers requesting services.
2. Justify the need for additional funding with good documentation. The document must include:

A short summary describing the circumstances for requesting funds, including the amount of available funds in the particular funding source; the total cost of training and the cost per participant; the previous occupations of the customers, and the new training field customers are seeking; analysis of the needs survey if the request is a result of plant closure or mass layoff; the reasons for not using other funding sources to

pay for the training costs (Pell Grants etc.); and evidence of coordinated efforts with other partners to meet the other needs of the customers requesting training services.

3. The decision for approval or denial of State funding will be made within seven working days of the receipt of application. If the State denies the request for funding, the State will forward the LWIA a National Reserve Grant application.

#### **Request for National Reserve Funds**

The LWIA must complete the application for National Reserve funds and forward it to the State. (There is no deadline as to when the application must be submitted to the State.) The State has 15 working days to review the application, recommend changes or request additional information. If the review shows the application submitted is complete, the State will forward the application to the U. S. Department of Labor (USDOL) with a letter of support.

#### **USDOL**

The USDOL Grant officer has 45 days after the receipt of the application to review it, recommend changes, request additional information and approve or disapprove the request. Once the Grant Officer accepts the application as complete, a letter of approval for the funds requested will be sent to the Commissioner of Labor and Workforce Development.

#### **State and LWIA responsibility under National Reserve funds**

The State will monitor grant funds as well as program outcomes twice a year until the ending date of the Grant. The State also will request modifications or corrections to the plan if the spending or program outcomes are significantly different from the plan submitted.

The responsibility of the LWIA is to monitor sub contractors who have received funding under the National Reserve Grant and ensure that funding and participants' activities reflect the plan submitted. If conditions change after the plan is submitted, the LWIA must request modifications to the plan.

**Contact:** For questions regarding this policy, please contact Susan Cowden, Employment and Training Director at 1-800-255-5872.

**Effective Date:** January 16, 2001

**Expiration Date:** Indefinite

Sincerely,



Robert L. Miller, Administrator  
Employment and Workforce Development