



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive  
Nashville, TN 37243-1002  
(615) 741-1031

**Workforce Services Policy - Requesting Additional WIOA Funds**

**Effective Date:** August 11, 2017

**Duration:** Automatic Annual Renewal

**Subject:** Requesting Additional Funding from Workforce Innovation and Opportunity Act (WIOA) Statewide Reserve Funds (SRF).

**Purpose:**

To provide guidance for requesting additional funding from WIOA State Reserve funds. These funds address critical needs that exceed local capacity to respond to employment and training activities as allowed under WIOA Section 134, Local Areas Workforce Boards (LWDB) can apply for supplemental funding appropriated from State Reserve Funds (SRF).

**Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

**I. Criteria for Requesting Additional Funds:**

- Awarded supplemental funding from SRF shall be subject to availability;
- Awarded supplemental funding from SRF is based on demonstrated need;
- LWDB must have an obligation and expenditure rate of eighty percent (80%) or greater for all current contract awards;
- LWDB must be meeting all requisite regulatory mandates (i.e., required minimum obligation/expenditure rates);

- Awarded supplemental funding from SRF must be fully exhausted prior to the use of subsequent awarded funding (i.e., supplemental SRF funding for PY19 Dislocated Worker funding must be fully exhausted prior to using PY20 Dislocated Worker funding allocation); and
- Awarded supplemental funding from SRF must be spent on direct participant costs as outlined in the Plan (Attachment A) and does not include administrative funds.

## II. Instructions:

In order to request additional funding, the following procedure must be used:

**A. Submit a request letter from and/or acknowledged by the Chief Local Elected Official (CLEO) and Local Workforce Development Board (LWDB) Chair to the TDLWD Workforce Administrator copying [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov), to include:**

**B. Project Narrative/Plan:**

The project narrative should provide sufficient information on the background of the project or request, specific problem, or need. The narrative should describe:

- The training to be provided
- If the training is an in-demand occupation within the area:
  - The actual begin and end date of the training
  - The number estimated to find work
  - The funding source (youth, adult, or dislocated worker)
  - Funding amount, including the actual budget and the actual number of participants to be served.

If the application is to assist dislocated workers laid off from a recent plant closure or a mass layoff include:

- Name of company or companies impacted by layoffs;
- Number of workers being dislocated (by company if more than one)
- Planned number of participants to be served;
- Layoff dates of the impacted workers; and
- If appropriate, the name of the labor organization representing the employees.

The LWDA needs to utilize the Jobs4TN system to access unemployment insurance (UI) claimants that the local area could contact for possible training services. Jobs4TN will also provide information regarding the number of current participants in the local area and labor market information data to determine in-demand jobs to justify the request for additional funds.

Training type: apprenticeship, On-the-Job training (OJT), customized training, work-based training, occupational skills, entrepreneurial skills training, customized training, incumbent worker training, transitional jobs, and registered apprenticeships are all identified work-based training services, and educational trainings requiring ITAs. Please justify your request for additional funding with the following information:

**C. Complete all requisite attachments to include:**

- Attachment A: Services to Participants
- Attachment B: LWDA Financial Overview

**D. Submit all requests and supporting documentation via Grants4TN (please refer to Attachment C for more details):**

State responsibility under the State Reserve Funds:

- TDLWD will provide a response to requests for additional funds for all funding streams within 10 working days.
- TDLWD will monitor
  - The expenditures of all additional funds requested through the monthly expenditure reports and (provided to the fiscal office of TDLWD) and status reports submitted via Grants4TN,
  - The number of participants served through Jobs4TN, and
  - Program and fiscal monitors will review the award(s) during the onsite monitoring review for compliance with the funding application as well as federal, state and local regulations.
- TDLWD will provide support, guidance, training, and/or technical assistance relative to the procedures outlined in this guidance on requesting additional funds.

LWDA responsibility under the State Reserve Funds:

- The responsibility of the LWDA is to monitor subcontractors who have received funding and to ensure that funding and participants activities reflect the plan submitted. The training provided to participants should reflect demand occupations listed for the area or the state.
- Performance outcomes associated with requested supplemental funding from SRF must at a minimum meet the negotiated statewide performance metrics.
- If conditions change after the plan is submitted, the LWDA must submit a modification to the plan via Grants4TN, contract amendment requests.
- The LWDA must submit the results of the services provided to individuals funded by additional (statewide or rapid response) funds at the end of the contract period.
- LWDBs requesting funding to conduct a rapid response demonstration or pilot project must submit quarterly and final reports; these reports must address whether performance outcomes were met and how their projects' designs contributed to the effectiveness of the rapid response strategy. Furthermore, reports must provide recommendations for best and promising practices.

**III. Attachments:**

- Attachment A: Services to Participants
- Attachment B: LWDA Financial Overview
- Attachment C: Instructions for External Users - Creating and Submitting Additional Funding Requests

**Contact:**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).



Kenyatta Lovett, Workforce Services Assistant Commissioner

**Revised: February 4, 2020**

ATTACHMENT A

SERVICES TO PARTICIPANTS ( fill in funding source here )

Types of Service	( 1 ) # of Participants	( 2 ) Cost Per Participant	( 3 ) Total Costs
Career Services			\$0.00
<b>Training Services</b>			
Classroom Training			\$0.00
On the Job Training (OJT)			\$0.00
Apprenticeship Training			\$0.00
Customized Training			\$0.00
Other Training			\$0.00
<b>Total in Training Services/Average cost per participant</b>	0	\$0.00	\$0.00
Support Services (Travel, Books, etc.)			
<b>Total Costs</b>			\$0.00
<b>TOTAL FUNDS REQUESTED</b>			\$0.00



**ATTACHMENT C**



Department of  
**Labor & Workforce  
Development**

# Instructions for External Users (Grantee/Sub-Grantee)

## Creating and Submitting Additional Funding Request

Step 1: Log into <https://Grants4.TN.gov>. Change password if requested according to requirements.

System Compatibility

Log In

Log In

User ID:

Password:

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

**GRANTS4TN**

New to WebGrants - TN Workforce Development?  
[Register Here](#)

**Announcements**

Welcome to TDLWD's Grants Management System

WebGrants - TN Workforce Development

Dulles Technology Partners, Inc.  
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WebGrants 5.3 - All Rights Reserved

Step 2: From the Main Menu, Click on **Funding Opportunities**.

Menu | Help | Log Out

Back

Welcome Kathy Tester

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password

- Instructions
- My Profile
- Funding Opportunities**
- My Applications
- My Grants
- My Inventory

Step 3: Click **Additional Funding Requests**.

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### Funding Opportunities

**Current Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
03459	Tennessee Workforce Services	Grants and Budgets Unit Services	Postsecondary	Final Application Deadline not Applicable
05522	Tennessee Workforce Services	Grants and Budgets Unit Services	<b>Additional Funding Request</b>	Final Application Deadline not Applicable
05779	Tennessee Workforce Services	Procurement Requests	Procurement Requests	Final Application Deadline not Applicable

Step 4: Click **Start a New Application**.

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### Funding Opportunities

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
05795	OJT and In Classroom	Ending

[Copy Existing Application](#) | [Start a New Application](#)

**Opportunity Details**  
**05522-Additional Funding Request**

**Grants and Budgets Unit Services**  
**Application Deadline: Final Application Deadline not Applicable**

Award Amount Range:	Not Applicable	Program Officer:	Ivan Greenfield
Project Start Date:		Phone:	615-741-4346 x0
Project End Date:		Email:	Ivan.L.Greenfield@tn.gov
Award Announcement Date:			
Maximum Status Report Approval Levels			



Step 5: Enter the information for the **Additional Funding Requests** being created.

Select the **Primary Contact**.

Name this request in the **Project Title** box.

Select the **Authorized Official**.

The **Organization** should be your LWDA name.

The screenshot shows the top navigation bar with the TN Department of Labor & Workforce Development logo and text. Below the navigation bar are links for Menu, Help, Log Out, Back, and Save. A red heart icon is visible. The main content area is titled "Instructions" and contains the text: "This page must be completed and saved before proceeding with the rest of the application process." Below this is a section titled "General Information" with the following fields: "Primary Contact\*" (dropdown menu with "Kathy Tester" selected), "Project Title: (limited to 250 characters)" (text box with "OJT and In Classroom" entered), "Authorized Official\*" (dropdown menu with "Kathy Tester" selected), and "Organization\*" (dropdown menu with "BaseLine Organization" selected). A "Return to Top" link is located at the bottom right of the form area.

Step 6: Click **Save**.

The screenshot shows the same application form as in Step 5, but with a red home icon added to the navigation bar. The "Save" button in the top right corner is highlighted with a green border, indicating it is the intended action. The form fields and their values remain the same as in Step 5. A "Return to Top" link is also present at the bottom right.

Step 7: Click **Edit**

**TN** Department of Labor & Workforce Development

Menu | Help | Log Out | Back | Edit |

**Application**

Application: 03481 - test2

Program Area: Grants and Budgets Unit Services  
Funding Opportunity: 03459 - Contract Amendments  
Application Deadline: Final Application Deadline not Applicable

**Instructions**  
This page must be completed and saved before proceeding with the rest of the application process

**General Information** [Go to Application Forms](#)

System ID: 03481  
Project Title: test2  
Primary Contact: Kathy Tester  
Additional Contacts: Kathy Tester  
Select any additional contacts within your organization that will also manage this grant  
Organization: BaseLine Organization

Step 8: Under **Additional Grantee Contacts** select the additional contacts that need to be included in the email communications received from Grants4TN.

**Note:** When selecting the additional contacts make sure you hold the **Ctrl** key as you select.

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Menu | Help | Log Out | Back | Save

**Application**

**Instructions**  
This page must be completed and saved before proceeding with the rest of the application process

**General Information**

Primary Contact: Kathy Tester

Additional Grantee Contacts:  
Joe I Hughes  
Joe Tester  
Alan Tester  
Kathy Tester  
Select any additional contacts within your organization that will also manage this grant

Project Title: (limited to 250 characters) OJT and In Classroom

Authorized Official: Kathy Tester

Organization: BaseLine Organization

[Return to Top](#)

Step 9: Click **Save**

**TN** Department of Labor & Workforce Development

Menu | Help | Log Out | Back | Save

### Application

Instructions  
This page must be completed and saved before proceeding with the rest of the application process

General Information

Primary Contact: Kathy Tester

Additional Grantee Contacts:  
Joe Hughes  
Joe Londer  
Julie Tester  
Kathy Tester

Project Title: (limited to 250 characters) OJT and In Classroom

Authorized Official: Kathy Tester

Organization: BaseLine Organization

[Return to Top](#)

Step 10: Click **Go to Application Forms**.

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Menu | Help | Log Out | Back | Edit

### Application

Application: 05795 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable

Instructions  
This page must be completed and saved before proceeding with the rest of the application process

General Information

System ID: 05795

Project Title: OJT and In Classroom

Primary Contact: Kathy Tester


Additional Contacts: Kathy Tester

Organization: BaseLine Organization

[Go to Application Forms](#)

Last Edited By: Kathy Tester 07/03/2017

Step 11: Click **Letter of Request**.



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### Application


Application: 06795 - OJT and In Classroom  
Program Area: Grants and Budgets Unit Services  
Funding Opportunity: 05522 - Additional Funding Request  
Application Deadline: Final Application Deadline not Applicable

**Instructions**  
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms** Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information		
<b>Letter of Request</b>	✓	07/03/2017
Additional Funding Request		

Step 12: Click **Add**.



Menu | Help | Log Out      Back | Add

### Application

Application: 06795 - OJT and In Classroom  
Program Area: Grants and Budgets Unit Services  
Funding Opportunity: 05522 - Additional Funding Request  
Application Deadline: Final Application Deadline not Applicable

**Instructions**  
Please upload a letter from the appropriate signatory authority and all solicited quotes for the items you are requesting to procure.

**Letter of Request** Mark as Complete | Go to Application Forms

Description	File Name	File Size	Date Uploaded	Delete?
				Last Edited By

Upload a document from the computer by clicking browse. Uploaded documentation must reflect an appropriate file name and description of the attachment in the text box. The documents should contain justification for the requested funds and must be signed by an authorized signatory authority. Once the documentation has been uploaded and described, click **Save**.

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Menu | Help | Log Out | Back | Save

Application

Attach File

Upload File:  Browse

Description\*

After clicking **Save**, the system will navigate back to the prior screen. Click **Add** as many times as needed to upload all pertinent documentation. Simply repeat Step 12 until all documents have been saved.

Step 13: Click **Mark as Complete**.

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Application

Application: 05795 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable


**Instructions**  
Please upload a letter from the appropriate signatory authority and all solicited quotes for the items you are requesting to procure

**Letter of Request**

Mark as Complete | Go to Application Forms

Description	File Name	File Size	Date Uploaded	Delete?
Last Edited By:				

Step 14: Click **Additional Funding Request**.



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### Application


Application: 06796 - OJT and In Classroom  
Program Area: Grants and Budgets Unit Services  
Funding Opportunity: 05522 - Additional Funding Request  
Application Deadline: Final Application Deadline not Applicable

**Instructions**  
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms**      Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	07/03/2017
<b>Additional Funding Request</b>		

Step 15: Click **Edit**



Menu | Help | Log Out      Back | Edit

### Application

Application: 05688 - OJT and In Classroom  
Program Area: Grants and Budgets Unit Services  
Funding Opportunity: 05522 - Additional Funding Request  
Application Deadline: Final Application Deadline not Applicable

**Additional Funding Request**      Mark as Complete | Go to Application Forms

Proposed Effective Date:  
Proposed End Date:

**Budget Request**

Administration*	\$0 00
Program*	\$0 00
Total Request	\$0 00

Last Edited By

Step 16: Enter in the **Proposed End Date**, **Proposed Effective Date**, and the dollar amounts for **Administration and Program**.

The **Proposed Effective Date** is the date that the requested change should take effect. NOTE: This date cannot be backdated prior to the date on letter signed by the signatory authority.

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### Application

Application: 06688 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable

#### Additional Funding Request

Proposed Effective Date\*

Proposed End Date\*

#### Budget Request

Administration\*

Program\*

[Return to Top](#)

Step 17: Click **Save**

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### Application

Application: 06688 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable

#### Additional Funding Request

Proposed Effective Date\*

Proposed End Date\*

#### Budget Request

Administration\*

Program\*

[Return to Top](#)

Step 18: Click **Submit**.

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### Application

Application: 05795 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable

**Instructions**  
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application (nor does it prevent further editing). The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the **Submit** button.

Form Name	Complete?	Last Edited
General Information	✓	07/03/2017
Letter of Request	✓	07/05/2017
Additional Funding Request	✓	07/05/2017

Application Details | **Submit** | Withdraw

Step 19: Click **OK**.

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### Application

Application: 05795 - OJT and In Classroom

Program Area: Grants and Budgets Unit Services

Funding Opportunity: 05522 - Additional Funding Request

Application Deadline: Final Application Deadline not Applicable

**Instructions**  
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application (nor does it prevent further editing). The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the **Submit** button.

Form Name	Complete?	Last Edited
General Information	✓	07/03/2017
Letter of Request	✓	07/05/2017
Additional Funding Request	✓	07/05/2017

Application Details | Submit | Withdraw

Message from webpage

Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?

OK Cancel



Step 20: You will see this screen tell you that you have successfully submitted the Contract Amendment Application.



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 **Funding Opportunities**

**Application Submitted Confirmation**

You have successfully submitted your OJT and In Classroom Application with Application ID 05795