

Mendocino County Workforce Investment Board

631 S. Orchard Ave., Ukiah, CA 95482 (707) 463-6389/Fax (707) 463-6392

GRANT REVIEW POLICY

Policy No. 5

PURPOSE:

- To provide guidance for grant applicants seeking support of the Workforce Investment Board.
- To ensure the greatest possible participation of the WIB partners in the grant application process.

BACKGROUND:

The Workforce Investment Board develops the five-year local workforce investment plan, conducts strategic planning and oversight of the One-Stop system funded in part by the Workforce Investment Act. Grant funding may become available over the course of the year through WIA or related sources. As part of its role in strategic planning, the WIB seeks to identify and develop these resources to support workforce investment in Mendocino County.

The WIA Coordinator is responsible for researching, identifying and pursuing supplemental sources of funding for workforce development activities. In addition, other agencies and/or individuals may identify resources for new or enhanced programs and services, which may be wholly or partially supported by Workforce Investment Act funds.

Since the Mendocino County Workforce Investment Board has no fiscal responsibility or authority for grant funds, this policy is advisory and informational.

POLICY:

Section I: WIA Title I funds are sought

Whether a grant application is initiated by staff or an outside entity, it is the policy of the Mendocino County Workforce Investment Board to require of all applicants for WIA Title I funds or WIB support to identify the following in writing:

- The amount of funding being sought.
- What level of commitment from the local Board is being requested (in terms of funding, Board support, staff support, etc.)
- How the grant supports the goals of the Mendocino County WIB:
 - To improve the quality of the local workforce
 - To increase employment opportunities and earnings
 - To enhance the productivity and competitiveness of businesses

- Who the partners/collaborators are and the level of commitment secured from each (matching funds, in-kind match, etc.)
- A one-paragraph summary of the grant proposal.
- Timeline.

REVIEW PROCEDURE: After conferring with partners, staff presents a written report to the WIB Operations Committee. A majority vote of a quorum is required to recommend an application for funding. The committee may authorize funds for staff to secure grant writing services. If timing is critical, an ad hoc committee may be convened by the chair of the Operations Committee to make a recommendation regarding grant applications. The committee may authorize the WIB Chair's signature. This action would be ratified by the full WIB, and then forwarded to the Board of Supervisors.

As the administrative entity and grant recipient of WIA Title I funds, the Board of Supervisors must ultimately approve each grant application. Since many applications have short turnaround times, the grant review process will be handled as expeditiously as possible.

Section II: A letter of support or a memorandum of understanding is sought.

PROCEDURE: A cover staff report/summary is attached to the letter of support, identifying the elements listed above. The letter is submitted to the Operations Committee for review and recommendation. If timing is critical, an ad hoc committee may be convened (in lieu of the Operations Committee) to make the recommendation to the full WIB at its next meeting, authorizing the signature of the Chair to the letter.

Attachments:

Grant Review Summary Form

Policy Adoption Date:

March 22, 2001 Operations Committee

April 11, 2001 Workforce Investment Board

Mendocino County Workforce Investment Board
631 S. Orchard Ave., Ukiah, CA 95482 (707) 463-6389/Fax (707) 463-6392

GRANT REVIEW SUMMARY FORM

TO: Workforce Investment Board

FROM: Morgaine Colston, WIA Coordinator

DATE: _____

SUBJECT: Application for WIA Title I Funds
 Application for WIB Support

APPLICANT AND PARTNERS:

GOALS OF PROJECT:

DESCRIPTION OF PROJECT:

SUPPORT SOUGHT:

AMOUNT OF FUNDS REQUESTED: _____

LETTER OF SUPPORT REQUESTED:

TIMELINE OF PROJECT (Begin/End Dates; Deadlines, if any)

