

Date of Issue: Revised 02/03/2005
Office of Issue: AWI FG 02-030
Reference: Supplemental Dislocated Worker Funding Requests

FINAL GUIDANCE SUPPLEMENTAL FUNDING FOR DISLOCATED WORKER SERVICES

OF INTEREST TO:

[See Attachments linked at the end of this document](#)

Workforce Florida, Inc., Regional Workforce Boards, and other entities operating programs under Title I of the Workforce Investment Act (WIA) of 1998, and the Workforce Innovation Act of 2000.

SUBJECT:

Guidelines and criteria for shifting excess funds set aside for Rapid Response activities to supplement dislocated worker services in areas of critical need.

PURPOSE:

To provide procedural instructions to be used in those instances when a Regional Workforce Board (RWB) wishes to request supplemental funding to assist Dislocated Workers in their local area when adequate formula funding is not available.

BACKGROUND AND UNDERLYING FEDERAL/STATE POLICY:

The Agency for Workforce Innovation receives Workforce Investment Act funding in July annually from the Federal Government. The funding consists of three independent funding streams: Adult, Dislocated Worker, and Youth. Up to fifteen percent (15%) of each stream may be utilized at the State level. In addition, up to twenty-five percent (25%) of the Dislocated Worker funds may be utilized for required Rapid Response activities. As a general rule, the Agency has elected to take the maximum allowed for State Level and Rapid Response.

Of the funds reserved for Rapid Response activities, a specified level of funding is authorized by the State Board for program activities and the Reemployment and Emergency Assistance Coordination Team (REACT) along with a reserve established for emergencies. Over the past several years, the State Board has established a reserve of \$3 million for use within the fiscal year.

Pursuant to the Workforce Innovation Act of 2000, the expenditure of these rapid response funds is to be carried out by the Agency for Workforce Innovation (AWI) in accordance with approved policies under contract with Workforce Florida, Incorporated (WFI).

On occasion, the Agency determines the funding set aside for Rapid Response activities is in excess of the need. A recommendation is made from the Agency to Workforce Florida, Inc., to issue these excess funds to all regional workforce boards as a supplement to their Dislocated Worker formula funds. The funds are distributed to each Regional Workforce Board through the same formula as utilized for their original formula funding. The Notice of Funds Availability (NFA) is issued as an increase to the formula funds and has up to ten percent (10%) local administration allowance. The local administration funds will be incorporated into the original local administration NFA.

As a general criterion in requesting supplemental Dislocated Worker funds, AWI will review all requests in light of the following Board guidance: Regional Workforce Boards that have transferred WIA Dislocated Worker funds to the WIA Adult title during the current program year through the inter-title transfer process will not subsequently be granted supplemental Dislocated Worker funds unless documented evidence of extraordinary, unforeseeable circumstances have occurred. Also, the Regional Workforce Boards that have received supplemental WIA Dislocated Worker funds during the current program year will not be approved for subsequent inter-title transfer of any funds from the WIA Dislocated Worker title unless documented evidence of extraordinary, unforeseeable circumstances have occurred.

PROCEDURES:

Funds requested under these programs must, except in rare circumstances, be for an event that occurred during the current fiscal year. It should be noted that the funds are generally good only for the fiscal year in which they are received. However, Dislocated Worker funds will generally be approved for a period of one year from the start date of the award.

To receive consideration for non-formula supplemental funding, Regional Workforce Boards must observe the following procedures:

- Make a determination that their formula funds are insufficient based upon economic conditions, known and anticipated plant closings, and number of affected workers.
- If it is determined that the need cannot be met with the RWB's formula funds, the RWB should submit a request for Rapid Response additional funding. All funding requests for Rapid Response funds should be submitted to the below address or emailed to Paul Wotherspoon [mailto: Paul.Wotherspoon@awi.state.fl.us](mailto:Paul.Wotherspoon@awi.state.fl.us) least 21 days prior to the next scheduled WFI Board meeting (may be found at www.workforceflorida.com).

The Agency for Workforce Innovation
Attention: Process Manager
Contracts and Grants Section
107 East Madison Street
MSC 200, Caldwell Building
Tallahassee, Florida 32399-4120

The forms are available on the AWI web site at <http://intra.awi.state.fl.us/wia-sfr/login.asp>

- Upon receipt of a funding request from a Regional Workforce Board for Rapid Response supplemental funding, the AWI Contract and Grants Process Manager will:
 1. Forward the request to the Supplemental Funds Coordinator, who logs it in and,
 2. Forwards the request to the Workforce Investment Act Grant Manager and provides advance notification to Workforce Florida, Inc., Program and Performance Unit, within 2 days.
- The Grant Manager facilitates the review, analysis, and recommendation by ensuring the appropriate members of the team; program, finance, budget, and grant, are provided a copy of the request to perform their respective reviews.
- The team will review the request and arrive at a decision within five (5) working days. Decision options include:
 - a. approval or disapproval of the application as written,

- b. approval of a lesser amount,
 - c. approval of a lesser amount immediately with the potential of additional releases later, or
 - d. approval with specific contingencies (expenditure rates, technical assistance requirements, etc.)
- Once a decision has been reached and a recommendation made, it is discussed with Workforce Florida, Inc. In the case of a disapproval, the RWB will be contacted and the request discussed. The RWB may withdraw the request for resubmission at a later date or decline to withdraw. If the RWB declines to withdraw, the request and AWI's recommendation will be forwarded to Workforce Florida, Inc.
- WFI/AWI's staff may jointly authorize the approval of funds up to \$200,000 without prior approval of the Board. This threshold was previously \$50,000. All awards approved by staff up to \$200,000 will be noticed to the Board at its next scheduled meeting.
- For those applications recommended for approval in excess of \$200,000, information necessary to complete an Action Item is drafted and finalized by AWI staff for presentation to the Workforce Florida, Inc. at least ten (10) days in advance of the next scheduled Board meeting. After final review, the Action Item is forwarded to Workforce Florida, Inc. for Board Action.
- If approved by the Board, Workforce Florida, Inc., will notify AWI staff who will then insure appropriate notice is made to the RWB and issue the necessary Notice of Funds Availability. Additionally, a copy of the WIA Participant Reporting Instructions along with the project code for tracking participants served with these additional funds will be issued to the RWB.
- During the period of the Additional Dislocated Worker award, the RWB may amend its initial list of affected companies by adding or deleting specific companies whose dislocated workers are to be served with the award as described in this paragraph. Additional companies may be added to a RWB's original application provided funding is not impacted by more than twenty percent (20%) of the original award, for a maximum of \$50,000. To effect this change, the RWB should submit an amended list of companies with the number of impacted workers to AWI. The RWB will then be notified by e-mail that the list of additional companies has been received. If the addition of other companies with the necessary funding needed is beyond the 20% of the initial award or more than the maximum amount of \$50,000, the RWB must submit the request in the form of a new application. The excess or unneeded funds from the

original application will be deobligated from the RWB and returned to the state account.

- Please see the following attachments: #1 Supplemental Funds Flowchart, #2 Desk Reference, #3 Dislocated Worker Supplemental Funding Request form, #4 Review Team Responsibilities #5 Analysis Criterion form and #6 Notice of Fund Availability form.

SUPERCEDES:

WPDG-FG-021

Attachment Links:

1. [Supplemental Funds Flowchart](#)
2. [Desk Reference](#)
3. [Dislocated Worker Supplemental Request Form](#)
4. [Review Team Responsibilities](#)
5. [Analysis Criterion Form](#)
6. [Notice of Fund Availability Form](#) (sample)

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.