

Policy-related |  Fiscal |  Performance |  Q&A |  Other

Number: WIN - 0051  
Date: December 12, 2013  
Expiration Date: N/A

**TO:** Workforce Development System Partners  
**FROM:** Amy L. Smith, Director of Workforce System Policy  
**SUBJECT:** Grant Application Approval and Endorsement Requests

### **Purpose:**

To establish formal processes for:

- 1.) Identifying and approving ESD employees' requests to submit grant (RSG) or revenue-contract applications; and,
- 2.) Identifying and approving third-party requests for grant application endorsements.

### **Action Required:**

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource System are familiar with its content and requirements.

### **Content:**

#### 1. Requests to Submit Grant (RSG) Applications

All ESD employees interested in applying for new funding opportunities are required to use the Review Committee's RSG form ([Attachment A](#)).

A formal process for identifying and approving grant applications and revenue-contract applications is necessary to ensure:

- The Employment Security Department (ESD) has adequate resources to implement the requirements;
- ESD is able to meet the grant or revenue-contract timelines;
- The benefits of the grant or revenue-contract outweigh the cost of implementing the requirements;
- The grant or revenue-contract proposal exhibits appropriate collaboration among ESD divisions and with external partners; and

- The workload associated with implementing the grant or revenue-contract is consistent with ESD's strategic direction.

## 2. Third-Party Requests to Endorse Grant Applications

Third-parties are required to use the Review Committee's Request for Endorsement form ([Attachment B](#)) if the application proposes that ESD provide services, data or IT support. In addition, third-parties may use this form to request letters of support or letters of commitment, as appropriate.

NOTE: The Frequently Asked Questions (FAQ) document ([Attachment C](#)) provides additional instructions and information regarding the RSG and request for endorsement process.

### **Definitions:**

**Grant** – Any awards from an outside entity, including but not limited to federal government, non-profits, foundations, community organizations or endowments that allow state agencies to apply for funding. Federal grant awards include grants that designate the Employment Security Department (ESD) as the receiver of funds, whether as the primary provider of service or as a pass-through for grants.

**Revenue Contract** – Any contract where ESD completes work on behalf of a funding agency or other entity and receives money for the work completed.

**Third-Party** – Any WorkSource (One-Stop) partner, WDC or other state/local entity.

### **Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

### **Direct Inquiries To:**

*Employment System Policy & Integrity Division  
Employment Security Department  
Olympia, WA 98507  
(360) 902-9797  
[WCDDpolicy@esd.wa.gov](mailto:WCDDpolicy@esd.wa.gov)*

### **Attachments:**

Attachment A – [RSG Form](#)  
Attachment B – [Request for Endorsement Form](#)  
Attachment C – [Frequently Asked Questions](#)