

Frequently Asked Questions

❖ **Requests to submit grant (RSG) applications or revenue-contract application process**

How do you define a “grant”?

Grants are considered 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.

How do you define a “revenue contract”?

A revenue contract is any contract where ESD completes work on behalf of a funding agency or other entity and receives money for the work completed.

Who needs ESD approval to submit a grant application?

Any and all ESD employees who are interested in applying for a new funding opportunity.

Do I need to submit a RSG for a grant amendment?

No. The RSG is only for new funding opportunities.

Where and how do I send the request to submit a grant application?

The RSG is found on *InsideWorkSource* at <http://www.wa.gov/esd/1stop/>. Complete the application and email the form and any attachments to GrantsRevenueContractsReview@esd.wa.gov.

What do I attach to the application if there is no formal funding announcement?

Any documentation you have such as an email or a summary of a phone conversation is acceptable.

Who must sign the request to submit a grant application?

The RSG must be approved and signed by a member of the Executive Leadership Team (ELT) with related functional accountability or his or her designee.

Who is on the Review Committee?

The Review Committee consists of Cynthia Forland (LMEA), Neil Gorrell (Unemployment Insurance Division), Carole Holland (Budget), Lisa Marsh (Information Technology), Sandy Miller (WorkSource operations), Amy Smith (WorkSource policy) and Nan Thomas (deputy commissioner).

What criteria will the Review Committee use to make a decision?

The Review Committee will consider whether the application demonstrates collaboration and whether the funding is adequate to support the workload and risk associated with the project (cost/benefit analysis) and is consistent with ESD’s strategic direction.

How long does it take to get approval to submit a grant application?

The committee will respond within one or two days with one of three responses: Yes, No or Held for Further Consideration. It may take up to five business days to get a final decision from the Review Committee for applications held for further consideration. Please plan accordingly, and

submit your RSG as soon as you are aware of the funding opportunity. The process can be expedited with justification and endorsement by the ELT member signing the Request to Submit Grant Application form.

How will I be informed of the decision of the Review Committee?

You will receive an email indicating the decision of the Review Committee.

Once approval is granted, who has the authority to sign the grant application on behalf of ESD?

The Director of Service Delivery for the Workforce & Career Development Division (Sandy Miller) has delegated authority for signing local grant applications for the Regional Directors. For divisions other than WCDD, check with the sponsoring ELT member.

What options are open to me if my request to submit a grant application is denied?

The response email from the committee will provide written comments explaining the reason for the denial. If you have information addressing the concerns of the committee, you may provide it in person, by phone or via email, and resubmit your application.

Where should I store the grant application once it is complete?

Store grant applications locally.

Who do I notify within ESD that the grant application was approved for funding?

Grant awards should be communicated to the division's director, contracts office, agency budget director, your division funds manager, the grants fiscal manager and other divisions affected by the grant (possibly ITBI or LMEA). The grant award notification should then be processed as a contract through ESD's Contracts Office.

❖ ***Third-party requests to endorse a grant application***

Who is considered a "third party"?

A third party is any WorkSource (one-stop) partner, workforce development council (WDC) or other state/local entity.

When is ESD endorsement of a grant needed?

An ESD endorsement could be a letter of support or a letter of commitment, depending on what the third party is proposing in its application and the requirements of the funder in the request for proposals (RFP). If the third party proposes that ESD provide services, data or IT support, then the Review Committee must approve the request for endorsement.

Where and how do I submit a request for endorsement?

The "Request for Endorsement" form is located on *InsideWorkSource* at <http://www.wa.gov/esd/1stop/>. Submit the completed request form and any attachments electronically to GrantsRevenueContractsReview@esd.wa.gov.

What do I attach to the application if there is no formal funding announcement?

Any documentation you have such as an email or a summary of a phone conversation is acceptable.

How long will it take to get a response to my request?

The committee will respond within one or two days with one of three responses: Yes, No or Held for Further Consideration. It may take up to five business days to get a final decision from the Review Committee for applications held for further consideration. Please plan accordingly and submit your Request for Grant Endorsement as soon as you are aware of the funding opportunity. The process can be expedited with justification and endorsement by the Executive Leadership Team (ELT) member signing the Request for Grant Endorsement form.

Who is on the Review Committee?

Membership of the review Committee consists of ELT members. The Review Committee is a standing subcommittee of the ELT.

What criteria will the Review Committee use to make a decision?

The Review Committee will consider if the request for endorsement demonstrates collaboration, is consistent with ESD's strategic direction and/or benefits larger partnership endeavors.

How will I be informed about the Review Committee's decision?

You will receive an email indicating the decision of the Review Committee.

Who within ESD can sign a letter of endorsement?

The Director of Service Delivery within Workforce & Career Development Division (Sandy Miller) has delegated signature authority for the Regional Directors. For divisions other than WCDD, confirm signature authority with the sponsoring ELT member.

What options are open to me if my request for endorsement is denied?

The response email from the committee will provide written comments as to the reason for the denial. If you have information addressing the concerns of the committee, you may provide it in person, by phone or via email, and resubmit your application.