

## WorkSource Information Notice (WIN)

Employment System Administration and Policy

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

Number: WIN – 0051 Change 2

Date: May 6, 2016

Expiration Date: N/A

**TO:** Workforce Development System Partners  
**FROM:** Gary Kamimura, Workforce Policy Director  
**SUBJECT:** Grant Application Approval and Endorsement Requests

### Purpose:

To communicate changes to the established processes for:

1. Identifying and approving Employment Security Department (ESD) employees' requests to submit grant applications; and
2. Identifying and approving third-party requests for grant application endorsements.

This Change 2 revision adds guidance and links directing readers to the Grant Application Procedures document. This document provides step-by-step instructions on applying for grants on the Grant Application SharePoint website.

### Action Required:

Local Workforce Development Boards (LWDBs) 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 Applications

The first step in applying for new grant opportunities is to read the [Grant Application Analysis Evaluation Procedures](#). This document provides step-by-step instructions for ESD employees desiring to apply for new grants. All ESD employees interested in applying for new funds are required to fill out an online Grant Application request form on the [Grant Application](#) SharePoint website located at <http://sharepoint/BPRD/GrantApplication/SitePages/Home.aspx>, and the procedures document is a handy tool that will guide users through the application process. The

Procedures document, as well as other helpful tips and tools, can also be found under “Shared Documents” on the [Grant Application SharePoint website](#).

A formal process for identifying and approving grant and applications is necessary to ensure that:

- ESD has adequate resources to implement the requirements
- ESD is able to meet the grant or timelines
- The benefits of the grant or outweigh the costs of implementing the requirements
- The grant or proposal exhibits appropriate collaboration among ESD divisions and external partners
- The workload associated with implementing the grant is consistent with ESD’s strategic goals.

### Third-Party Requests to Endorse Grant Applications

Third parties seeking a grant or contract are required to secure the assistance of an ESD division coordinator to submit a request for agency endorsement of the application if it proposes that ESD provide services, data, or information technology support. Third parties must also use this process to request letters of support or letters of commitment from ESD, as appropriate.

**Note:** The Frequently Asked Questions (FAQ) document ([Attachment A](#)) provides additional instructions and information regarding requests to submit or endorse grants.

### **Definitions:**

**Grant** – A grant is considered a financial award from an outside entity, including but not limited to federal government, non-profit, charitable foundation, community organization or endowment that allows state agencies to apply for funding. Federal awards include grants that designate the Employment Security Department (ESD) as the fund recipient, whether as the primary service provider or as a pass-through agency.

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

### **References:**

None

### **Website:**

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

**Direct Inquiries To:**

*Financial and Administrative Services Division  
Central Budget Office (360)  
902-9759  
awalker@esd.wa.gov*

*Employment System Administration and Policy  
Employment Security Department  
(360) 902-9666  
[SystemPolicy@esd.wa.gov](mailto:SystemPolicy@esd.wa.gov)*

**Attachments:**

[Attachment A](#) – Frequently Asked Questions (FAQ)

## Attachment A

### Frequently Asked Questions

#### ❖ *Submitting Grant Application Analysis & Evaluation Form and Requests for Endorsement of Third-Party Grant Proposals*

**1. How do you define a “grant”?**

A grant is considered a financial award from an outside entity, including but not limited to federal government, non-profit, charitable foundation, community organization or endowment that allows state agencies to apply for funding. Federal awards include grants that designate the Employment Security Department (ESD) as the fund recipient, whether as the primary service provider or as a pass-through agency.

**2. Who needs ESD approval to submit a grant application?**

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

**3. Do I need to submit a grant application if there is an amendment to a current grant? No.**

The [Grant Application](#) SharePoint website is only for new funding opportunities.

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

The [Grant Application](#) SharePoint website is found on *ESD's SharePoint* at <http://sharepoint/BPRD/GrantApplication/SitePages/Home.aspx>. Completing the application as instructed on the SharePoint website allows a collaborative process for all divisions within the Department to provide comments and feedback before the grant is submitted for approval. Applications that have been properly filled in will automatically be forwarded to the Grant Review Committee for approval.

**5. 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.**

**6. Who must sign the grant application?**

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

**7. Who is on the Review Committee?**

The Review Committee consists of members of the ELT from the Finance and Administrative Services Division (FASD), Labor Market & Performance Analysis (LMPA), Workforce Development & Strategic Initiatives (WDSI), Employment System Policy and Integrity Operations (ESPIO), Workforce & Career Development Division - Central Office (WCDD), and

Information Technology & Business Integration Division (ITBI), as well as the Deputy Commissioner.

**8. 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.

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

The grant application process on SharePoint generally takes at least five business days to complete. After that, the Grant Review Committee normally responds within a day or two with a decision. It may take up to five additional business days to get a final decision from the Review Committee for applications held for further consideration. Please plan accordingly, and submit the grant application as soon as you become aware of a funding opportunity.

**10. How will I be informed of the decision of the Review Committee?**

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

**11. 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 has delegated authority for signing local grant applications for the Regional Directors. For divisions other than WCDD, check with the sponsoring ELT member.

**12. 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.**

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

Store grant applications locally. Completed Grant Application Analysis & Evaluation forms and Requests for Endorsement will also be saved on the Grant Application SharePoint website.

**14. 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 LMPA). The grant award notification should then be processed as a contract through ESD's Contracts Office.

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

**1. Who is considered a "third party"?**

A third party is any WorkSource (one-stop) partner, Local Workforce Development Boards (LWDBs) or other state/local entity.

**2. 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.

**3. Where and how do I submit a request for endorsement?**

Use the “[Request for Endorsement](#)” form that is located on *InsideWorkSource*. The application process is the same as for grant applications, and completed request forms and any attachments should be submitted as instructed on the [Grant Application](#) SharePoint website.

**4. 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.**

**5. How long will it take to get a response to my request? See FAQ #9 above.**

**6. Who is on the Review Committee?**

See FAQ #7 above.

**7. 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.

**8. How will I be informed about the Review Committee’s decision?**

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

**9. Who within ESD can sign a letter of endorsement?**

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

**10. 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.