

State Workforce Development Board Memorandum Rapid Response, Layoff Aversion State Grants

Effective Date: January 1, 2022

Expiration Date: June 30, 2022

This memorandum notifies Local Workforce Development Boards (Local Boards) of available grant funds to support for Rapid Response and layoff aversion program activities.

Scope

- Local Workforce Development Board

Allocation to Local Workforce Development Boards

- Total funding of \$517,095 for Tennessee
- Funding of up to \$57,455 per Local Workforce Development Area (Local Area)
- Local Boards will need to submit contract request through SmartSimple
- Allowable activities and expenditures:
 - On-the-Job Training (OJT)
 - Incumbent Worker Training (IWT)
 - Customized Training
 - Job Fairs and Hiring Events
 - Supplies¹ such as laptops, projectors, and printers to be used as a part of incumbent worker training, customized training, and to assist with Rapid Response events. (As outlined in the COVID-19 FAQ document from USDOL ETA, it is outlined that laptops can be purchased as supplies by the organization and then utilized by participants as needed. Those supplies would need to be tracked and returned to the organization when no longer being utilized by employer.
 - Reimbursable Training Expenses

Local Boards are not limited to these allowable activities and may request funds for other pro-active approaches to lay off aversion. If funds are needed for another type of activity, please include a narrative in SmartSimple.

Contact Houston Shaw with questions at Houston.Shaw@tn.gov.

¹ 2 CFR 200.94

Timeline

- Applications must be submitted in SmartSimple no later than January 18, 2022. Subject to system readiness a contingent medium for submitting applications will be provided if necessary.
- Attachments should include a copy of this notice, a project narrative outlining services previous and budget narrative (completed 424-A budget template).
- You will be alerted via the SmartSimple system of your approval by the end of January 2022.

Contact Grants.Budgets@tn.gov for assistance regarding SmartSimple.

On-The-Job Training

- Participants must be WIOA Title I eligible
- Participant's salaries must be in accordance with an employee at the same organization who is not participating in OJT (Funding cap limits for salaries are indicated in the grant funding contract)
- Grant funding will provide:
 - Up to fifty percent of the trainee's wages during the specified period
 - Textbooks and materials
 - Tuition expense²
 - Training Cost

Incumbent Worker Training

Grant funding will provide

- Instructors/trainers salaries capped at actual amount or \$50/hour if company trainers are used (whichever is less)
- Curriculum development³ not to exceed five (5) percent of total State obligation
- Tuition expense⁴
- Textbooks and manuals
- Materials and supplies

² Defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission

³ Defined as the time necessary for company officials to determine training needs or the actual development of curriculum

⁴ Defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission



- Reimbursable Expenses for Job Fairs/Hiring Events
- Reimbursable Expenses for Equipment: If money is to be spent on equipment a written request must be submitted to Houston.Shaw@tn.gov for review and approval before purchase.

Provisions

Submissions for grant funding must:

- Include a narrative that outlines demographics of populations served, the area receiving services, services provided, participant enrollment goal for the requested funds (please keep 500 words or less).
- Include a budget narrative. (Outline included in SmartSimple.)
- Define outcomes resulting from expenditure of grant funds, to include:
 - Number of employers served
 - Number of individual participants served
 - Measurable skills gain
 - Participant wage gain
 - Individual/business success stories
- Meet all eligibility criteria for the respective program. For OJT's and IWT's contracts must be entered into between the Local Board and the employer. OJT funding must serve WIOA Title I eligible clients.
- For IWT & OJT – a maximum of \$25,000 per employer without approval. Approval for employer requests for greater than \$25,000 must be requested through Houston Shaw Houston.Shaw@tn.gov.
- Administrative costs up to five (5) percent will be awarded separately and Local Boards must submit separate application.
- Monthly reports for outcomes must be submitted by the 5th of each month. If the 5th date falls on a holiday or weekend, monthly reports must be submitted by close of business on the previous business day. Please use the CBG form link below for all activities and expenditures (please use the “additional information” section on page 2 of the form to share details on other activities beyond IWT and OJT).

[Submit Consolidated Business Grant Reports Here](#)

Contact

For any questions related to this memorandum, please contact Houston.Shaw@tn.gov, the Program Integrity Unit at Workforce.Board@tn.gov.



References

2 CFR Part 200: Grants and Awards; 2 CFR 200.33; 2 CFR 200.94; 20 CFR Subpart C: Rapid Response Activities; TEGL 19-16; TEN 9-12

A handwritten signature in blue ink, appearing to read 'Steve Playl', is written above a solid horizontal line.

Steve Playl, Workforce Services Assistant Commissioner

Signature:

Email: steve.l.playl@tn.gov