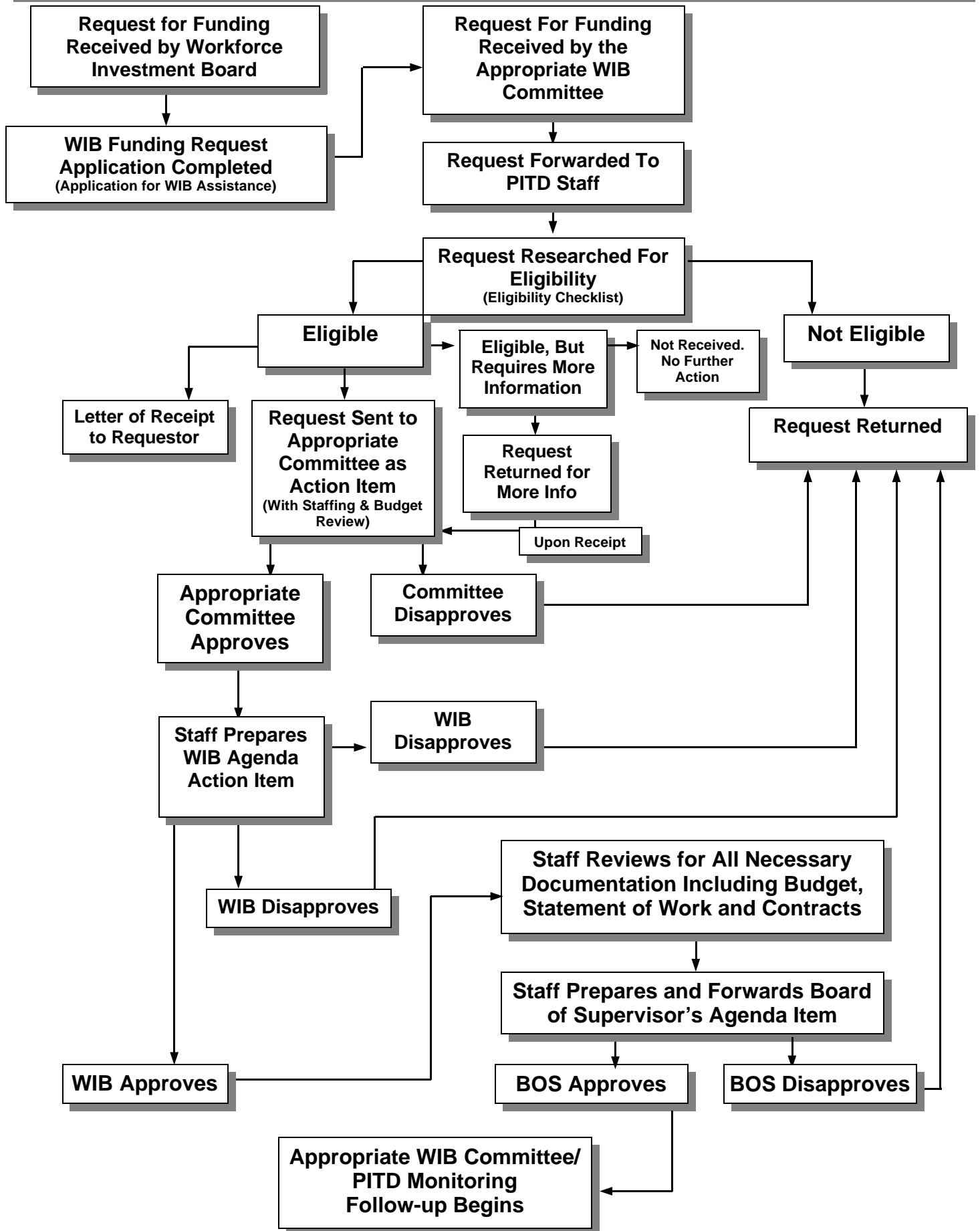


Workforce Investment Board Request for Funding Flow Chart



Application for Workforce Investment Board Assistance

1. Type of Application: New Funds Request <input type="checkbox"/> Renewal <input type="checkbox"/>	2. Date Submitted:	3. Contact Person:
4. Email Address:		
5. Contact Phone Number/FAX Number		

7. Applicant Information	
Legal Name of Organization:	Community/Locale Served:
Name of Applicant:	Mailing Address:
Physical Address:	Organization Phone Number: FAX Number:
10. Type of Service: (Check all that apply) One-Stop Delivery <input type="checkbox"/> Core Services <input type="checkbox"/> Intensive Services <input type="checkbox"/> Training Services <input type="checkbox"/>	Explain Briefly:

11. Name of Project:

12. Describe the Project: Include which of the service strategies (i.e One-Stop Delivery; Core; Intensive or Training Services) you will employ. Refer to the Workforce Development summary when addressing all programs to be delivered as checked on the attached checklist. (Use an 8 1/2 by 11 sheet of paper for additional comments. Attach any additional supporting material.)

13. Project Start Date:	14. Project End Date:
15. Requested Funding (Attached Itemized Budget):	16. Amount of Administrative Costs Associated:

17. To the best of my knowledge and belief, all data in this application/proposal are true and correct. The document has been signed by the governing entity of the organization requesting this funding.

17a. Typed Name of Requestor:	17b. Title
17c. Signature	17d. Date Signed

Date Received:	Date Reviewed by Committee: 1. 2.	Date Returned for More Information:	Eligible <input type="checkbox"/> Ineligible <input type="checkbox"/>
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Committee Chair Signature:		Date:

Merced County Workforce Investment Board Committee Checklist—Authorized Uses

Authorized Uses for Adult and Dislocated Worker Funds (Source: WIA Section 134)	
Development of Service Strategies That Identify: (Check only those items that apply this particular request)	✓
Establish a One-Stop delivery system	
Provide Core Services	
• Determinations of whether the individuals are eligible to receive assistance	
• Outreach	
• Intake (may include worker profiling) and orientation to the information and other services available through the one-stop delivery system	
• Initial assessment of skill levels, aptitudes, abilities and supportive service needs	
• Job search, placement assistance and career counseling	
• Provision of employment statistics information	
• Provision of performance information and program cost information on eligible providers of training services	
• Provision of information regarding how the local area is performing on the local performance measures and any addition performance information with respect to the one-stop delivery system in the local area	
• Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area and referral to such services	
• Provision of information regarding filing claims for unemployment compensation	
• Assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance for training and education programs that are not funded under WIA	
• Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment , for not less than 12 months after the first day of the employment	
Provide Intensive Services	
• Comprehensive and specialized assessments of the skill levels and service needs; diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals	
• Develop an individual plan to identify: employment goals; appropriate achievement objectives; appropriate combination of services	
• Group counseling	
• Individual counseling and career planning	
• Case management for participants seeking training	
• Short-term prevocational services, including development of: learning skills; communication skills; interviewing skills; punctuality; personal maintenance; professional conduct	
Provide Training Services	
• Occupational skills training	
• On-the-job training	
• Programs that combine workplace training with related instruction, which may include cooperative education programs	
• Training programs operated by the private sector	
• Skill upgrading and retraining	
• Entrepreneurial training	
• Job readiness training	
• Adult education and literacy activities	
• Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion	

**Merced County Workforce Investment Board
Committee Checklist—Prohibited Uses**

Prohibited Uses for Adult and Dislocated Worker Funds	Yes	No
Federal control of education		
Non-duplication (All of the funds made available under this Act shall be used in accordance with the requirements of this Act)		
Non-interference and non-replacement of regular academic requirements		
Displacement		
<ul style="list-style-type: none"> • A participant in a program or activity shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits) any currently employed employee (as of the date of the participation) 		
<ul style="list-style-type: none"> • Impairment of contracts—A specified activity shall not impair an existing contract for services or collective bargaining agreement and no such activity that would be inconsistent with terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned. 		
A participant in a specified activity shall not be employed in a job if:		
<ul style="list-style-type: none"> • any other individual is on layoff from the same or any substantially equivalent job 		
<ul style="list-style-type: none"> • the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with the participant 		
<ul style="list-style-type: none"> • the job is created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation) 		
Relocation		
<ul style="list-style-type: none"> • Use of funds to encourage or induce relocation 		
<ul style="list-style-type: none"> • Use of funds for customized or skill training and related activities after relocation 		
Economic Development		
<ul style="list-style-type: none"> • No funds shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers and similar activities that are not directly related to training for eligible individuals under this title. 		
<ul style="list-style-type: none"> • No funds shall be used for foreign travel. 		

Merced County Workforce Investment Board Funds Request Checklist

Authorized Uses for Adult and Dislocated Worker Funds (Source: WIA Section 134)

Development of Service Strategies That Identify: (Check only those that apply to your specific program)	✓
Establish a One-Stop delivery system	
Provide Core Services	
• Determinations of whether the individuals are eligible to receive assistance	
• Outreach	
• Intake (may include worker profiling) and orientation to the information and other services available through the one-stop delivery system	
• Initial assessment of skill levels, aptitudes, abilities and supportive service needs	
• Job search, placement assistance and career counseling	
• Provision of employment statistics information	
• Provision of performance information and program cost information on eligible providers of training services	
• Provision of information regarding how the local area is performing on the local performance measures and any addition performance information with respect to the one-stop delivery system in the local area	
• Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area and referral to such services	
• Provision of information regarding filing claims for unemployment compensation	
• Assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance for training and education programs that are not funded under WIA	
• Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment , for not less than 12 months after the first day of the employment	
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• Comprehensive and specialized assessments of the skill levels and service needs; diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals	
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• Case management for participants seeking training	
• Short-term prevocational services, including development of: learning skills; communication skills; interviewing skills; punctuality; personal maintenance; professional conduct	
Provide Training Services	
• Occupational skills training	
• On-the-job training	
• Programs that combine workplace training with related instruction, which may include cooperative education programs	
• Training programs operated by the private sector	
• Skill upgrading and retraining	
• Entrepreneurial training	
• Job readiness training	
• Adult education and literacy activities	
• Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion	

**Merced County Workforce Investment Board
Funds Request—Prohibited Uses**

Prohibited Uses for Adult and Dislocated Worker Funds
(You may not utilize Adult and Dislocated Worker Funds for the following:)

Federal control of education

Non-duplication (All of the funds made available under this Act shall be used in accordance with the requirements of this Act)

Non-interference and non-replacement of regular academic requirements

Displacement

- A participant in a program or activity shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits) any currently employed employee (as of the date of the participation)
- Impairment of contracts—A specified activity shall not impair an existing contract for services or collective bargaining agreement and no such activity that would be inconsistent with terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.

A participant in a specified a activity shall not be employed in a job if:

- any other individual is on layoff from the same or any substantially equivalent job
- the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with the participant
- the job is created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation)

Relocation

- Use of funds to encourage or induce relation
- Use of funds for customized or skill training and related activities after relocation

Economic Development

- No funds shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers and similar activities that are not directly related to training for eligible individuals under this title.
- No funds shall be used for foreign travel.