

TO: Executive Committee

DATE: 3/11/02

FROM: WIB Staff

- For Action
- For Information
- Meeting Notes

SUBJECT: Time Frames for Grant Applications and/or Requests for Funds

PROPOSED MOTION(S): Information

DISCUSSION: Historically, the Board of Supervisors has authorized the Director, Private Industry Training Department to execute and submit certain documents on behalf of the County. Past examples of financial documents include the sub-grant agreement and cash requests required to access allocated WIA funds. Others include the Welfare to Work Plan and the WIA Five year Plan.

This authorization, however, does not include grant applications and other requests for WIA funds. The Board of Supervisors approval is required before the WIB or PITD can make any financial commitment involving WIA funds or Staff resources.

In many cases, the grant applications and other requests for funds are time sensitive. There are due dates which must be met. In that regard, the Board of Supervisors also have administrative time schedules for Board Action Items [BAI]. The Board of Supervisors meet an average of three times a month. Actions items which appear on the Board's agenda must be received in County Administration two weeks prior to the Board date.

Example: April 16, 2002- -Board of Supervisors meeting

April 1, 2002- -BAI [fully coordinated] to County Admin

The WIB has also implemented a formal process for requests for WIA funds [Adult, Dislocated Worker and Youth]. This application process is reviewed by a sub-committee and then the WIB- -all adding to the time involved before any funding action appears before the Board of Supervisors.

County Administration has worked very well with WIB staff,when required, in "cutting through the red tape". A recent example: The Greater Merced Chamber of Commerce received notice of a \$20,000 grant opportunity on February 14, 2002. WIB support was requested. The BAI was approved by the Board of Supervisors on February 26, 2002.

The "Bottom Line" is that the members of the WIB are aware of the current processing requirements and time constraints for grant applications and requests for WIA funds. In some cases, grants or other funding, because of timing, may not be approved. In the meantime, WIB staff will request authorization from the Board of Supervisors to allow the WIB Chair and /or the Director PITD to sign time sensitive grant applications and WIA funds requests [similar to the currnet authorization for the sub-grant agreement, etc.,] identified above.

ATTACHMENT(S):