

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-04: Policy on the Submission of Proposals

Effective date: July 1, 2015

SUBJECT: Policy on the Submission of Proposals

PURPOSE:

From time to time grant opportunities become available that have the potential of benefiting one or more agencies within the Ventura County regional community, multiple County of Ventura departments and the Workforce Development Board (WDB) itself. This policy will provide guidance for grant applicants seeking the support of the WDB and ensure that all interests are considered and accommodated to the extent possible in the development of any grant application that may involve the WDB.

The WDB, as the administrative entity and recipient of Title I funds from the Workforce Innovation and Opportunity Act (WIOA), do not have ultimate authority to accept supplementary grant funds that may be awarded to the WDB itself or another agency either within the structure of County government or outside it. This responsibility lies either with the staff of the County CEO and the Board of Supervisors, who must approve grant applications and must accept any granted funds for inclusion within the County budget, or with an entity altogether outside the purview of County government.

The policy describes an approval process that includes the Executive Committee of the WDB and grants interim authority to the Executive Director, if time requires, to approve a proposal from the WDB, or approve participation in a proposal from a lead applicant other than the WDB, once all parties are thoroughly apprised of their respective responsibilities. Since many applications have a short turnaround time, the process of reviewing grant applications will be handled as expeditiously as possible.

REFERENCE:

Adoption of Amended Policy for Approval of Grants, Subventions and Subsidies, County of Ventura, Board of Supervisors, January 27, 2009.

POLICY:

A grant is defined as financial assistance received from the federal, State or local government or private sector, awarded for a particular purpose and time period, as detailed in a specific application or proposal, usually obtained through a competitive process.

Whether a grant application is initiated by WDB staff or by WDB members or by an outside entity, it is the policy of the WDB-VC to require all applicants for WDB support to submit to the Executive Director the attached *Grant Review Summary Form* and to identify the following in writing:

- The amount of funding being sought
- The level/type of commitment being sought from the local Board

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- The ways in which the grant supports the goals of the WDB and WIOA regulations
 - To improve the quality of the local workforce
 - To increase employment opportunities and earnings
 - To enhance the productivity and competitiveness of businesses
- The partners/collaborators and their respective levels of commitment
- A one-paragraph summary of the grant proposal
- Timeline

The WDB Executive Director may accept proposals for subsequent consideration by the WDB, or may reject them. All proposals may be used as a basis for establishing a Request for Proposal (RFP). All proposals involving any commitment, financial or otherwise, on the part of the WDB or the WDB staff will be submitted to the Executive Committee of the WDB. If there is insufficient time to submit the *Summary Form* to the Executive Committee, the Executive Director is delegated authority by the WDB to approve the grant application on its behalf and determine the appropriate course for subsequent review.

INQUIRIES:

Any entity or department wishing to be included in a grant application involving the WDB must use the *Grant Review Summary Form* to notify the Executive Director of the WDB or a member of the administrative staff before the application is developed. The *Form* is available as a WORD document on request from any WDB staff member. Call: 805-477-5306.