

### A. General Objectives

The Wyoming Workforce Development Council (WWDC) would like to continue to support Wyoming's workforce system by providing resources. These grants are intended to further the mission of the council to support Wyoming's workforce system.

### B. Grant Opportunity Details

The funding source is the Workforce Innovation & Opportunity Act (WIOA) allowable activity funds. Funds requested from the WWDC must be used for authorized WIOA activities. WIOA funds are used only for workforce development activities. Requests for funds must be accompanied by documentation from the requesting entity that establishes need and clearly demonstrates the benefit to the grants. The grant will be awarded through the State of Wyoming Department of Workforce Services as the fiscal agent for the Wyoming Workforce Development Council, in accordance with WWDC Policy Number 1.

All federal funding is subject to adherence to 2 CFR 200, Subpart E, Cost Principles, the Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128), terms and conditions of the federal award, and any state and federal procurement policies. Any request that is not allowable by any or all of the preceding, will be automatically denied.

Grant funding may be used on a reimbursement basis for:

- Personnel costs for a project manager or administrative staff.
- Materials and supplies for program operations.
- Program outreach and recruitment.
- Professional services to include conference speakers, conveners, facilitators, etc.
- Rental fees for facilities.

Grant funding may not be used for:

- Food and beverages.
- Participant supplies.
- Branding and marketing projects, including website development.
- Indirect administrative costs.
- Politically related activities.
- Entertainment.
- Fines and penalties.
- Donations.
- Fundraising activities.
- Individual memberships and subscriptions.

Funds requested from the Board must be used for authorized activities under WIOA. WIOA funds are used only for workforce development activities. Funding will be paid out to the fiscal agent. Grant funding should be reasonable and necessary for implementing priorities of the workforce system.



# Workforce System Support Grants

## C. Application

Applications must be completed and delivered to: [jennifer.wilch@wyo.gov](mailto:jennifer.wilch@wyo.gov).

<b>Name of Requesting Entity:</b>	
Contact Person:	
Address:	
Email Address:	
Phone:	
<b>Grant funding requested:</b>	\$

## Budget

In the budget table below provide the estimated amounts for each activity. Additional rows may be added. *(Grant funding may not be used for: Food and beverages; Participant supplies; Branding and marketing projects, including website development; Indirect administrative costs; Politically related activities; Entertainment; Fines and penalties; Donations; Fundraising activities; Individual memberships and subscriptions.)*

Budget	
Personnel	
Supplies	
Outreach and recruitment	
Rental Fee for Facilities	
Professional services	
Total	
In-Kind or Cash	
<b>Total Amount Requested</b>	

*Grant funding may be used on a reimbursement basis for: Personnel costs for a project manager or administrative staff; Materials and supplies for program operations; Program outreach and recruitment; Travel to include: lodging, mileage (based on State per mile allowance), airfare, local tour bus rental, etc. for work-based learning events, trainings, and meeting support or travel to National Next Gen events; Professional services to include conference speakers, conveners, facilitators, etc.; Rental fees for facilities.*



## Workforce System Support Grants

Please describe the item(s) to be purchased and how the purchase of the item(s) benefits the grant(s) the expense will be charged to.

Please describe how this request will increase the employment, retention, and earnings of participants, increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.



## Workforce System Support Grants

### Fiscal Agent and Signatory

This Grant opportunity is federally funded, in whole or in part, and all sub-recipients shall comply with the Office of Management and Budget ("OMB") Uniform Guidance procurement regulations located in 2 CFR Part 200.

Applicants are strongly encouraged to review the federal procurement regulations.

By applying and signing below, you are certifying that your entity as a sub-recipient will comply with the regulations in 2 CFR Part 200.

Fiscal Agent Legal Name

*(As filed with the Wyoming Secretary of State)*

Name of person legally authorized to bind the Fiscal Agent

Title of person legally authorized to bind the Fiscal Agent

Signature of person legally authorized to bind the Fiscal Agent