

Mass Workforce Issuance

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☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Nancy Snyder, President
Commonwealth Corporation

Date: December 23, 2015

Subject: **Workforce Training Fund Grants - Policy Changes**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of policy changes for the Workforce Training Fund Technical Assistance grants.

Background: At the December 15, 2015 Workforce Training Fund Advisory Board meeting the members approved the following policy changes for the Workforce Training Fund Technical Assistance Grants effective January 15, 2016:

- Grants will be awarded for a minimum of \$5,000 and a maximum of \$10,000
- Grants will not exceed 6 months in length
- Grants will only be awarded to organizations that are engaged in designing a training plan for a consortium of businesses

At the same time we will begin accepting a new [Technical Assistance Application](#). The new application is a streamlined, web-based form that can be accessed remotely from any computer and completed in multiple browser sessions

via a save-and-continue capability. The application includes the web form along with required attachments that can be uploaded to and submitted with the form.

The current PDF application will be accepted and existing grant policies honored up until Thursday January 14, 2016. Beginning Friday January 15, 2016, only the new web-based application will be accepted and the above changes will take effect.

Inquiries: Please contact Stephen Lavery at smlavery@commcorp.org or 617-717-6906 if you have questions.