

Request for Grant Application (RGA) Advisory Information State Training and Employment Program

This document is informative in nature and is intended to aid in the development of a grant to be submitted in response to a Department of Labor and Workforce Development, Division of Business Partnerships grant application request. Generally, the information in the document provides further details to supplement various sections of the Request for Grant Application and would be especially useful to those applying for a Division of Business Partnerships grant for the first time.

The formal Request for Grant Application contains all the basic information necessary to apply for specific grants, and, if awarded, the negotiated, signed grant agreement will provide the sole basis for grant performance.

EGrAMS

EGrAMS is a web-based system accessed through the internet. A tutorial on how to use this program can be accessed through the Division's website:

labor.alaska.gov/bp/egramshome.htm

Applicants are strongly encouraged to complete the full tutorial before attempting to use EGrAMS if they have not used EGrAMS previously.

An activated EGrAMS user must enter a request to be a Project Director to be able to submit an application. Although the applicant may have previously been approved as a Project Director, a new Project Director request must be submitted for each grant solicitation.

During the application process, EGrAMS will identify any missing or erroneously entered information. All errors must be corrected and the application submitted prior to the submission deadline. Applicants are encouraged to allow sufficient time to resolve any problems or issues prior to the submission deadline. An email will be sent confirming receipt of a completed application.

Grant Recipient Contribution

If a grant recipient contribution is specified in the grant award budget the following conditions will apply. The contribution:

- must be necessary and reasonable for accomplishment of the project objectives;
- except as may be provided for in the RGA, must be an allowable cost; i.e., the costs would be allowable if the grant were to pay for them;
- must be provided specifically to the grant project and may not be stated on other state or federal grants which the grant recipient may have received; and
- must be documented and verifiable in the grant recipient's records.

Results of Application Review and Evaluation

Applicants that receive a Notice of Denial have ten (10) working days from the date of the notice to request reconsideration. Requests for reconsideration must be made in writing and sent to the Program Coordinator identified in the RGA.

The request for reconsideration must demonstrate one or more of the following:

- There has been a substantial change in the circumstances that led to the denial;
- The request provides relevant information to the Department that was not available when the denial was made; or
- The request shows the Department's decision contains a technical, legal, or administrative error or misinterpretation of data, the correction of which might reverse the decision.

A decision on the request for reconsideration will be made within ten (10) working days from receipt of the request. If the commissioner does not make a decision on the request within the ten working days, the request will be considered denied.

The appeals process is outlined in 8 AAC 84.090 and 8 AAC 87.220.

Due Diligence Standards

Prior to negotiation of a grant award, the applicant must take any necessary actions to ensure they will meet the due diligence standards, including but not limited to the following conditions. Grant applicants must, as applicable or as required by the state of Alaska:

- be in good standing with the State of Alaska;
- have an Alaska business license;
- maintain adequate insurance as described in Certificate of Insurance below;
- have achieved acceptable past grant performance, as determined by the Division;
- not be on the federal debarment lists;
- provide the most current financial audit report if required by the state, or three years of financial statements if a financial audit has not been required; and
- be financially capable of administering a grant using generally accepted accounting principles as evidenced through review of the applicant's audit report or financial statements.

Certificate of Insurance

The Certificate of Insurance must demonstrate the following minimum coverage **as applicable** to the proposed project:

- **Workers' Compensation:** Grant recipients and any sub-recipients or sub-contractors must provide and maintain Workers' Compensation Insurance for all employees engaged in grant work and/or services under the project.
- **Comprehensive General Liability:** Grant recipients and any sub-recipients or sub-contractors must have comprehensive general liability insurance with coverage limits of at least \$300,000 combined limit per single occurrence. The policy shall include coverage for the premises and operations, independent contractors, products, property damage, and personal injury.

- **Comprehensive Vehicle Liability:** Grant recipients and any sub-recipients or sub-contractors are required to have comprehensive vehicle liability insurance for vehicles used in project activities with coverage limits of at least \$100,000 per person, \$300,000 per occurrence of bodily injury, and \$50,000 property damage.

Equal Opportunity Responsibilities

The *Equal Opportunity Is the Law Notice* must be provided to:

- registrants or applicants, and those inquiring about registering or applying;
- employees;
- unions or professional organizations that hold collective bargaining or professional agreements with the grant recipient;
- partners or sub-grant recipients; and
- members of the public, including those with impaired vision or hearing.

The *Equal Opportunity Is the Law Notice* must be:

- posted prominently, in reasonable numbers and places;
- disseminated in internal memoranda and other written or electronic communications; and
- included in policy handbooks or manuals.

The Notice and Certification Form must be provided in appropriate formats to individuals with visual impairments. Where notice has been given in an alternative format to an individual with a visual impairment, a record that such notice has been given must be made a part of the Grant Recipient's files.

If there is a significant proportion of individuals served under this grant that need information in a language other than English in order to be effectively informed about their Equal Opportunity rights, the Grant Recipient must make reasonable efforts to meet the particular language needs to those limited-English speaking individuals to ensure the Notice and Certification Forms are understood by those individuals.

Success Stories and Release of Information

All success stories must be submitted in EGrAMS. EGrAMS accepts Word, Excel, and PDF documents, and photographs in JPEG or BMP format as an attachment to the progress report.

All grant recipients must keep a Photo Consent and Release form on file for each participant included in a photograph. Consent and Release forms require signature by a parent or guardian for participants under 18 years of age.

Financial Reporting

Expenditures incurred prior to the start date of the period of performance of the grant agreement signed by the Department will not be reimbursed. Requests for reimbursement must be submitted to the Division by the 15th day following the end of each calendar month to reflect the activity for the prior month unless otherwise negotiated with the Division.

The Division shall pay the grant recipient on a cost reimbursable basis only for costs actually expended during the report period, as outlined in the grant agreement. The Division grants administrator will guide grant recipients through this process. Quarterly Financial and Income Reports will be required by the 15th day following the end of each calendar quarter. The grant recipient must indicate on the quarterly Financial Report any accrued expenses for the quarter. The Income Reports must reflect any program income or interest earned by the grant recipient.

Participant Data Collection and Reporting

For ICM-managed programs: The Division's web-based Individual Case Management (ICM) system will be used to collect mandatory participant demographics and other data, including name, address, and other statistical data, and to document services. Successful applicants must be able to access ICM from the internet and ensure accurate and timely data collection.

For other programs: TBD.

All data must be collected and entered into the Division's database within 30 days of completion of each service being provided. Grant recipients must require participants to provide information requested by the Division that includes name, address, and other statistical data. The Division will provide data collection and data entry training to grant recipients.

When reporting the number of participants served, each participant will be counted only once even if they receive multiple services under the grant. For example, if the grant recipient plans to provide three services to each of the 75 participants, 75 unique individuals are to be counted and reported. ICM has the capability to track the services provided to each participant.

Equipment Retention

Any property procured with funds provided under this grant agreement will be subject to the Division of Business Partnerships' Policy #210.00, Property Management.