# [PROVIDER NAME]

# Requests for Supplemental Funding to Serve Small Layoffs

## Written Narrative

We recommend completing the Supplemental Funding Request Worksheet (Excel doc) before answering the questions below. Please make sure the financial information you provide in the Worksheet matches what you provide below.

|  |  |
| --- | --- |
| **Amount of Funding Requested:** | **Number of Additional Participants Served:** |
|  |  |
| **Total Allocation:** | **Total Number of Participants Served:** |
|  |  |

**Statutory requirements:**

1. The number of substantial layoffs to date:
2. Notices of substantial layoffs for the remainder of the fiscal year:
3. Evidence of declining industries:
4. The number of permanently separated individuals applying for unemployment benefits by workforce development area:
5. The number of individuals exhausting unemployment benefits by workforce development area:

**Demonstrated Need vs. Plan – Financial Information from Worksheet (Excel doc)**

Based on the financial information you provided in the Worksheet, please answer the questions below:

|  |  |  |
| --- | --- | --- |
| **Evaluation Guideline** | **Actual Value** | **Meets Criteria?****(Yes/No)** |
| At least 80% of total planned participants for SFY23 (PY22) have been enrolled at the time of the request: |  |  |
| At least 70% of total grant funds for SFY23 (PY22) are obligated or expended: |  |  |
| At least 90% of total funds for SFY22 (PY21) are expended or obligated at the time of the request: |  |  |
| Not to exceed $4,500 average cost per participant: |  |  |

*Reminder: Requests must be received by DEED staff at least 30 days prior to the Board meeting date.*