

Type of Grant/Action that Changes Status	Initiated	In Process	On Hold	Submitted	Reviewed with Request for Clarification	Accepted	Request to Modify	Completed	Cancelled	Access Reports
Non-Formula Grants	DCEO or Grantee	Grantee	DCEO	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO
Formula Grants	Grantee	Grantee	DCEO	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO

Definitions

- **Initiated** – DCEO staff person completed the required fields (i.e. IWDS grant selected, grantee organization selected or added and grantee contact with email address) and clicked to notify the grantee to submit the training project plan. Or the grantee has initiated new project(s) for their grant. Note**Limit of 1 employer per plan.
- **In Process** – Non-formula funds grantee is responding to a DCEO-initiated request to complete a project plan. They have entered some information and saved it but have not submitted it to DCEO for review. For formula-funds grantees, the LWDA/LWDB is in process of setting up a project plan; they saved it, but have not submitted it to DCEO for review.
- **On Hold** – Grantees have selected an employer that has been previously used on another project and has submitted the request to DCEO to use this employer. Grantee awaiting approval before proceeding.
- **Submitted** – Grantees (both formula and non-formula) have submitted a training project plan for DCEO to review. Grantees await a DCEO response at this point before proceeding with the project.
- **Reviewed with Request for Clarification** – DCEO staff reviewed a submitted project plan and need further information or correction made prior to the grantee proceeding with the project.
- **Accepted** – DCEO staff reviewed and accepted a project plan, including plans that were resubmitted after a request for clarification. Once accepted, the project plan fields are locked down so grantees cannot modify the plan. The grantees may continue to add employers, training programs, and other information, but they cannot alter a previously submitted plan. However, DCEO can change any plan after it is approved.
- **Request to Modify** – If a change to a locked-down training plan needs to be made by a grantee, he or she will submit a Request to Modify. DCEO will approve or deny the request. If approved, the grantee can make modification. If not, the training plan will remain locked down.
- **Completed** – The “final” quarterly report has been submitted.
- **Cancelled** – The training plan cannot proceed, it is cancelled. Once a plan is submitted, only DCEO may delete cancelled plans.