Dear WDA Directors,

Attached are the **PY18 WIOA formula Youth, Adult, Dislocated Worker, and ACP** grant contract templates and **WIOA Grant number log** for your use in completing the grant contract packages

The allocations are shown on the **WorkSource Information Notice (WIN) 0091, dated June 6, 2018, for Program Year 2018 and Fiscal Year 2019 Workforce Innovation and Opportunity Act Title I Program Allotments by Workforce Development Area.**

WIN 0091 and required forms are located at <https://wpc.wa.gov/adm/grants/WIOA>. Please remember that you must open the Workforce Professionals Center website in **Google Chrome** to access the most recent forms.

Not all the information you need to complete the funding information table on the sample contracts is available at this time, such as the FAIN, federal award date, etc. Please complete the forms with all the information we have provided and submit to ESD following the instructions below. When additional information becomes available, ESD will complete the funding information table on your submitted forms on your behalf.

Please email the signed completed grant contract packages to [esdgpgrantsoffice@esd.wa.gov](mailto:esdgpgrantsoffice@esd.wa.gov) at your earliest convenience.  Be sure to submit a PDF scan (or hardcopy) of:

1. **The signed Grant SUBAWARD Contract Agreements;**
2. **Completed Exhibit A Budget and Participant Planning forms, as applicable;**
3. **Exhibit B General WIOA Terms and Conditions;**
4. **Signed Exhibit C (Lobbying);**
5. **Signed Exhibit D (Debarment), and**
6. **Copy of approved indirect cost rate letter, or cost allocation plan, for program official use.**

In addition, also email a copy of each Budget and Participant Planning form as Excel files in editable Excel format for program official use.

If you require original signatures, please print (2) and return both to the following address:

Employment Security Department

Attn: Contracts Office

PO Box 9046

Olympia, WA 98507-9046

The ESD Contracts Office will process the grant contract packages for ESD signature; retain a copy of the fully signed document for the permanent record, and a return a copy of the fully executed document to you via email (or hardcopy mail if requested).

If you have any questions regarding the grant contract clearance process, please call Richard Courtemanche at (360) 902-9274; Natalie Eckart at (360) 902-9345, OR Kim Nguyen at (360) 902-9361. For program issues including budget or participant forms, please contact Erica Maki at (360) 902-9331.

Thank you in advance for your time and effort!