WorkSource Information Notice (WIN)

Employment System Administration and Policy

☐ Policy-related | ☑ Fiscal | ☐ Performance | ☐ Q&A | ☐ Other

Number: WIN 0112
Date: June 10, 2020
Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Gary Kamimura, Policy Manager

SUBJECT: Program Year 2020 and Fiscal Year 2021 Workforce Innovation and Opportunity Act Title I and III Allotments to the State and Local Workforce Development Areas

Purpose:

To communicate PY20 and FY21 Workforce Development Area (WDA) allotments for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker programs and Title III Wagner-Peyser and Workforce Information grants following issuance of Training and Employment Guidance Letter (TEGL) 16-19.

To convey receipt of the new PY2020/FY2021 Federal Award Terms for the State's WIOA Title I formula grants, which are incorporated by reference into local WIOA Title I formula grant contracts. These terms and conditions are posted to the WIOA Grants page on the Workforce Professional Center (WPC) web site at https://wpc.wa.gov/adm/grants/WIOA.

Action Required:

Local Workforce Development Boards (LWDBs) will receive draft grant packages from ESD's Grants Management Office. LWDBs must update these grant packages and submit to ESD for review per the instructions included in Attachment G.

LWDBs and their WIOA Title I-B service providers must read and abide by the PY20/FY21 federal terms and conditions that apply to their WIOA Title I formula grants contracts.

LWDBs and their WIOA Title I-B service providers, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

The U.S. Department of Labor (DOL) issued TEGL 16-19 announcing states' WIOA Title I-B Youth grants for PY20, WIOA Title I-B Adult and Dislocated Worker grants for PY20 and FY21, WIOA Title III Wagner-Peyser Employment Services grants for PY20, and Workforce Information Grants for PY20. The table below shows the allotments for Washington:

Washington	PY19/FY20	PY20/FY21	$ Difference	% Difference
Total WIOA Title I-B	$67,729,621	$76,298,870	$8,569,249	12.65%
WIOA Youth	$21,151,649	$25,394,224	$4,242,575	20.06%
WIOA Adult	$19,943,123	$23,947,398	$4,004,275	20.08%
WIOA Dislocated Worker	$26,634,849	$26,957,248	$322,399	1.21%
Wagner-Peyser	$15,040,605	$15,891,995	$851,390	5.66%
Workforce Information Grant	$684,703	$696,101	$11,398	1.66%

Attachments A-C show the final local WIOA Title I-B program allotments by program year and fiscal year. Those tables use updated labor market data within the PY20/FY21 allocation formula and include hold harmless adjustments (as applicable).

References:

- Training and Employment Guidance Letter (TEGL) 16-19
- WIOA Title I Policy 5270, Revision 2

Website:

http://wpc.wa.gov/adm/policy/state

Direct Inquiries To:

For policy questions:
Employment System Administration and Policy
Employment System Policy Division
Employment Security Department
SystemPolicy@esd.wa.gov

For allocation formula questions:
Funds Management, Budget Office
Financial Services Division
Employment Security Department
ESDGPFSDFundMGMT@ESD.WA.GOV

For grant administration questions:
Grants Management Office
Financial Services Division
Employment Security Department
ESDGPWorkforceInitiatives@esd.wa.gov

Attachments:

Attachment A – PY20 WIOA Title I-B Youth Allotments
Attachment B – PY20 / FY21 WIOA Title I-B Adult Allotments
Attachment C – PY20 / FY21 WIOA Title I-B Dislocated Worker Allotments
Attachment D – WIOA Title I-B Youth County Allotments
Attachment E – WIOA Title I-B Adult County Allotments
Attachment F – WIOA Title I-B Dislocated Worker County Allotments
Attachment G – WIOA Title I-B Formula Grant Process

Attachment A – PY20 WIOA Title I-B Youth Allotments

WDA	WIOA Title I-B Youth Allocation		
	Program	Cost Pool	Total
1 - Olympic	$ 966,180	$ 107,353	$ 1,073,533
2 - Pacific Mountain	$ 1,640,477	$ 182,275	$ 1,822,752
3 - Northwest	$ 1,504,683	$ 167,187	$ 1,671,870
4 - Snohomish County	$ 1,123,811	$ 124,868	$ 1,248,679
5 - Seattle-King County	$ 2,790,611	$ 310,068	$ 3,100,679
6 - Tacoma-Pierce County	$ 2,767,556	$ 307,506	$ 3,075,062
7 - Southwest	$ 1,681,089	$ 186,788	$ 1,867,877
8 - North Central	$ 1,201,993	$ 133,555	$ 1,335,548
9 - South Central	$ 1,911,180	$ 212,353	$ 2,123,533
10 - Eastern Washington	$ 994,900	$ 110,545	$ 1,105,445
11 - Benton-Franklin	$ 1,054,098	$ 117,122	$ 1,171,220
12 - Spokane Area	$ 1,790,004	$ 198,889	$ 1,988,893
TOTALS	**$ 19,426,582**	**$ 2,158,509**	**$ 21,585,091**

Attachment B – PY20 / FY21 WIOA Title I-B Adult Allotments

WDA	WIOA Title I-B Adult Allocation - July 1		
	Program	Cost Pool	Total
1 - Olympic	$ 160,848	$ 17,872	$ 178,720
2 - Pacific Mountain	$ 275,521	$ 30,613	$ 306,134
3 - Northwest	$ 215,758	$ 23,973	$ 239,731
4 - Snohomish County	$ 191,046	$ 21,227	$ 212,273
5 - Seattle-King County	$ 445,255	$ 49,472	$ 494,727
6 - Tacoma-Pierce County	$ 439,992	$ 48,888	$ 488,880
7 - Southwest	$ 273,313	$ 30,368	$ 303,681
8 - North Central	$ 190,134	$ 21,126	$ 211,260
9 - South Central	$ 288,634	$ 32,071	$ 320,705
10 - Eastern Washington	$ 127,666	$ 14,185	$ 141,851
11 - Benton-Franklin	$ 166,516	$ 18,502	$ 185,018
12 - Spokane Area	$ 283,686	$ 31,521	$ 315,207
TOTALS	**$ 3,058,369**	**$ 339,818**	**$ 3,398,187**

WDA	WIOA Title I-B Adult Allocation - October 1		
	Program	Cost Pool	Total
1 - Olympic	$ 802,637	$ 89,181	$ 891,818
2 - Pacific Mountain	$ 1,374,865	$ 152,762	$ 1,527,627
3 - Northwest	$ 1,076,646	$ 119,627	$ 1,196,273
4 - Snohomish County	$ 953,327	$ 105,925	$ 1,059,252
5 - Seattle-King County	$ 2,221,838	$ 246,872	$ 2,468,710
6 - Tacoma-Pierce County	$ 2,195,573	$ 243,953	$ 2,439,526
7 - Southwest	$ 1,363,847	$ 151,539	$ 1,515,386
8 - North Central	$ 948,774	$ 105,419	$ 1,054,193
9 - South Central	$ 1,440,298	$ 160,033	$ 1,600,331
10 - Eastern Washington	$ 637,060	$ 70,785	$ 707,845
11 - Benton-Franklin	$ 830,924	$ 92,325	$ 923,249
12 - Spokane Area	$ 1,415,604	$ 157,289	$ 1,572,893
TOTALS	**$ 15,261,393**	**$ 1,695,710**	**$ 16,957,103**

WDA	Total WIOA Title I-B Adult Allocation		
	Program	Cost Pool	Total
1 - Olympic	$ 963,485	$ 107,053	$ 1,070,538
2 - Pacific Mountain	$ 1,650,386	$ 183,375	$ 1,833,761
3 - Northwest	$ 1,292,404	$ 143,600	$ 1,436,004
4 - Snohomish County	$ 1,144,373	$ 127,152	$ 1,271,525
5 - Seattle-King County	$ 2,667,093	$ 296,344	$ 2,963,437
6 - Tacoma-Pierce County	$ 2,635,565	$ 292,841	$ 2,928,406
7 - Southwest	$ 1,637,160	$ 181,907	$ 1,819,067
8 - North Central	$ 1,138,908	$ 126,545	$ 1,265,453
9 - South Central	$ 1,728,932	$ 192,104	$ 1,921,036
10 - Eastern Washington	$ 764,726	$ 84,970	$ 849,696
11 - Benton-Franklin	$ 997,440	$ 110,827	$ 1,108,267
12 - Spokane Area	$ 1,699,290	$ 188,810	$ 1,888,100
TOTALS	**$ 18,319,762**	**$ 2,035,528**	**$ 20,355,290**

Attachment C – PY20 / FY21 WIOA Title I-B Dislocated Worker Allotments

WDA	WIOA Title I-B Dislocated Worker Allocation - July 1		
	Program	Cost Pool	Total
1 - Olympic	$ 176,625	$ 19,625	$ 196,250
2 - Pacific Mountain	$ 333,748	$ 37,083	$ 370,831
3 - Northwest	$ 213,311	$ 23,701	$ 237,012
4 - Snohomish County	$ 231,139	$ 25,682	$ 256,821
5 - Seattle-King County	$ 600,843	$ 66,760	$ 667,603
6 - Tacoma-Pierce County	$ 520,504	$ 57,834	$ 578,338
7 - Southwest	$ 282,973	$ 31,441	$ 314,414
8 - North Central	$ 233,543	$ 25,949	$ 259,492
9 - South Central	$ 364,943	$ 40,549	$ 405,492
10 - Eastern Washington	$ 136,777	$ 15,197	$ 151,974
11 - Benton-Franklin	$ 219,631	$ 24,404	$ 244,035
12 - Spokane Area	$ 316,796	$ 35,200	$ 351,996
TOTALS	**$ 3,630,833**	**$ 403,425**	**$ 4,034,258**

WDA	WIOA Title I-B Dislocated Worker Allocation-October 1		
	Program	Cost Pool	Total
1 - Olympic	$ 741,126	$ 82,347	$ 823,473
2 - Pacific Mountain	$ 1,400,418	$ 155,602	$ 1,556,020
3 - Northwest	$ 895,061	$ 99,451	$ 994,512
4 - Snohomish County	$ 969,868	$ 107,763	$ 1,077,631
5 - Seattle-King County	$ 2,521,154	$ 280,127	$ 2,801,281
6 - Tacoma-Pierce County	$ 2,184,054	$ 242,673	$ 2,426,727
7 - Southwest	$ 1,187,367	$ 131,930	$ 1,319,297
8 - North Central	$ 979,955	$ 108,884	$ 1,088,839
9 - South Central	$ 1,531,312	$ 170,146	$ 1,701,458
10 - Eastern Washington	$ 573,906	$ 63,767	$ 637,673
11 - Benton-Franklin	$ 921,578	$ 102,398	$ 1,023,976
12 - Spokane Area	$ 1,329,288	$ 147,699	$ 1,476,987
TOTALS	**$ 15,235,087**	**$ 1,692,787**	**$ 16,927,874**

WDA	WIOA Title I-B Total Dislocated Worker Allocation		
	Program	Cost Pool	Total
1 - Olympic	$ 917,751	$ 101,972	$ 1,019,723
2 - Pacific Mountain	$ 1,734,166	$ 192,685	$ 1,926,851
3 - Northwest	$ 1,108,372	$ 123,152	$ 1,231,524
4 - Snohomish County	$ 1,201,007	$ 133,445	$ 1,334,452
5 - Seattle-King County	$ 3,121,997	$ 346,887	$ 3,468,884
6 - Tacoma-Pierce County	$ 2,704,558	$ 300,507	$ 3,005,065
7 - Southwest	$ 1,470,340	$ 163,371	$ 1,633,711
8 - North Central	$ 1,213,498	$ 134,833	$ 1,348,331
9 - South Central	$ 1,896,255	$ 210,695	$ 2,106,950
10 - Eastern Washington	$ 710,683	$ 78,964	$ 789,647
11 - Benton-Franklin	$ 1,141,209	$ 126,802	$ 1,268,011
12 - Spokane Area	$ 1,646,084	$ 182,899	$ 1,828,983
TOTALS	**$ 18,865,920**	**$ 2,096,212**	**$ 20,962,132**

Attachment D – WIOA Title I-B Youth County Allotments

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	5.33%	100%	$ 1,073,533
Clallam	1.68%	31.48015%	$ 337,950
Jefferson	0.53%	10.00718%	$ 107,430
Kitsap	3.12%	58.51267%	$ 628,153
2 - Pacific Mountain	9.05%	100%	$ 1,822,752
Grays Harbor	1.86%	20.54793%	$ 374,538
Lewis	1.81%	19.98317%	$ 364,244
Mason	1.35%	14.91899%	$ 271,936
Pacific	0.53%	5.83889%	$ 106,429
Thurston	3.50%	38.71101%	$ 705,606
3 - Northwest	8.30%	100%	$ 1,671,870
Island	1.15%	13.86612%	$ 231,823
San Juan	0.11%	1.31292%	$ 21,950
Skagit	2.45%	29.53081%	$ 493,717
Whatcom	4.59%	55.29016%	$ 924,380
4 - Snohomish County	5.81%	100%	$ 1,248,679
5 - Seattle-King County	8.61%	100%	$ 3,100,679
6 - Tacoma-Pierce County	15.27%	100%	$ 3,075,062
7 - Southwest	9.28%	100%	$ 1,867,877
Clark	6.98%	75.30578%	$ 1,406,619
Cowlitz	2.22%	23.91157%	$ 446,639
Wahkiakum	0.07%	0.78265%	$ 14,619
8 - North Central	6.63%	100%	$ 1,335,548
Adams	0.42%	6.29713%	$ 84,101
Chelan	1.32%	19.91061%	$ 265,916
Douglas	0.85%	12.76926%	$ 170,540
Grant	2.71%	40.85260%	$ 545,606
Okanogan	1.34%	20.17041%	$ 269,385
9 - South Central	10.54%	100%	$ 2,123,533
Kittitas	1.34%	12.66936%	$ 269,038
Klickitat	0.54%	5.13831%	$ 109,114
Skamania	0.21%	2.00167%	$ 42,506
Yakima	8.46%	80.19066%	$ 1,702,875
10 - Eastern Washington	5.489%	100%	$ 1,105,445

Asotin	0.319%	5.81584%	$	64,291
Columbia	0.085%	1.55208%	$	17,157
Ferry	0.338%	6.16048%	$	68,101
Garfield	0.041%	0.75367%	$	8,331
Lincoln	0.129%	2.35108%	$	25,990
Pend Oreille	0.418%	7.61339%	$	84,162
Stevens	1.230%	22.39959%	$	247,615
Walla Walla	1.251%	22.78461%	$	251,871
Whitman	1.678%	30.56926%	$	337,926
11 - Benton-Franklin	5.82%	100%	$	1,171,220
Benton	3.56%	61.23938%	$	717,248
Franklin	2.25%	38.76062%	$	453,972
12 - Spokane Area	9.88%	100%	$	1,988,893
TOTALS	**100%**		**$**	**21,585,091**

Attachment E – WIOA Title I-B Adult County Allotments

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	5.64%	100%	$ 1,070,538
Clallam	1.75%	31.11337%	$ 333,080
Jefferson	0.61%	10.83913%	$ 116,037
Kitsap	3.27%	58.04751%	$ 621,421
2 - Pacific Mountain	9.65%	100%	$ 1,833,761
Grays Harbor	1.97%	20.41956%	$ 374,446
Lewis	1.81%	18.79924%	$ 344,733
Mason	1.51%	15.59870%	$ 286,043
Pacific	0.58%	6.05270%	$ 110,992
Thurston	3.78%	39.12980%	$ 717,547
3 - Northwest	7.56%	100%	$ 1,436,004
Island	1.20%	15.86308%	$ 227,794
San Juan	0.14%	1.79313%	$ 25,749
Skagit	2.43%	32.13947%	$ 461,524
Whatcom	3.80%	50.20432%	$ 720,936
4 - Snohomish County	6.38%	100%	$ 1,271,525
5 - Seattle-King County	8.76%	100%	$ 2,963,437
6 - Tacoma-Pierce County	15.42%	100%	$ 2,928,406
7 - Southwest	9.58%	100%	$ 1,819,067
Clark	7.21%	75.28124%	$ 1,369,416
Cowlitz	2.27%	23.74086%	$ 431,862
Wahkiakum	0.09%	0.97789%	$ 17,789
8 - North Central	6.66%	100%	$ 1,265,453
Adams	0.42%	6.36460%	$ 80,541
Chelan	1.36%	20.41213%	$ 258,306
Douglas	0.86%	12.89612%	$ 163,194
Grant	2.60%	39.06951%	$ 494,406
Okanogan	1.42%	21.25764%	$ 269,005
9 - South Central	10.11%	100%	$ 1,921,036
Kittitas	1.01%	9.95675%	$ 191,273
Klickitat	0.58%	5.69066%	$ 109,320
Skamania	0.23%	2.28884%	$ 43,969
Yakima	8.30%	82.06375%	$ 1,576,474
10 - Eastern Washington	4.47%	100%	$ 849,696

Asotin	0.31%	6.87317%	$	58,401
Columbia	0.08%	1.87347%	$	15,919
Ferry	0.35%	7.72389%	$	65,630
Garfield	0.04%	0.87714%	$	7,453
Lincoln	0.16%	3.57690%	$	30,393
Pend Oreille	0.41%	9.16273%	$	77,855
Stevens	1.27%	28.42420%	$	241,520
Walla Walla	1.06%	23.69304%	$	201,319
Whitman	0.80%	17.79546%	$	151,207
11 - Benton-Franklin	5.83%	100%	$	1,108,267
Benton	3.60%	61.74726%	$	684,325
Franklin	2.23%	38.25274%	$	423,942
12 - Spokane Area	9.94%	100%	$	1,888,100
TOTALS	**100%**		**$**	**20,355,290**

Attachment F – WIOA Title I-B Dislocated Worker County Allotments

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	4.86%	100%	$ 1,019,723
Clallam	1.78%	36.65400%	$ 373,769
Jefferson	0.60%	12.28624%	$ 125,286
Kitsap	2.48%	51.05976%	$ 520,668
2 - Pacific Mountain	9.19%	100%	$ 1,926,851
Grays Harbor	2.07%	22.51849%	$ 433,898
Lewis	1.86%	20.23955%	$ 389,986
Mason	1.46%	15.86609%	$ 305,716
Pacific	0.62%	6.73362%	$ 129,747
Thurston	3.18%	34.64226%	$ 667,505
3 - Northwest	5.88%	100%	$ 1,231,524
Island	1.13%	19.21150%	$ 236,594
San Juan	0.10%	1.65637%	$ 20,399
Skagit	2.11%	35.89053%	$ 442,000
Whatcom	2.54%	43.24160%	$ 532,531
4 - Snohomish County	6.37%	100%	$ 1,334,452
5 - Seattle-King County	16.55%	100%	$ 3,468,884
6 - Tacoma-Pierce County	14.34%	100%	$ 3,005,065
7 - Southwest	7.79%	100%	$ 1,633,711
Clark	5.2667%	67.57745%	$ 1,104,020
Cowlitz	2.44%	31.37173%	$ 512,523
Wahkiakum	0.08%	1.05082%	$ 17,167
8 - North Central	6.43%	100%	$ 1,348,331
Adams	0.40%	6.22266%	$ 83,902
Chelan	0.91%	14.17767%	$ 191,162
Douglas	0.83%	12.85041%	$ 173,266
Grant	2.87%	44.67127%	$ 602,317
Okanogan	1.42%	22.07798%	$ 297,684
9 - South Central	10.05%	100%	$ 2,106,950
Kittitas	0.77%	7.62893%	$ 160,738
Klickitat	0.45%	4.48317%	$ 94,458
Skamania	0.23%	2.28347%	$ 48,111
Yakima	8.60%	85.60444%	$ 1,803,643
10 - Eastern Washington	3.77%	100%	$ 789,647

Asotin	0.14%	3.82625%	$	30,214
Columbia	0.07%	1.95353%	$	15,426
Ferry	0.51%	13.51672%	$	106,734
Garfield	0.04%	1.12111%	$	8,853
Lincoln	0.12%	3.21758%	$	25,408
Pend Oreille	0.40%	10.60017%	$	83,704
Stevens	1.53%	40.66350%	$	321,098
Walla Walla	0.68%	18.06647%	$	142,661
Whitman	0.26%	7.03468%	$	55,549
11 - Benton-Franklin	6.05%	100%	$	1,268,011
Benton	3.61%	59.66045%	$	756,501
Franklin	2.44%	40.33955%	$	511,510
12 - Spokane Area	8.73%	100%	$	1,828,983
TOTALS	**100%**		**$**	**20,962,132**

Attachment G – WIOA Title I-B Formula Grant Process

OVERVIEW:

- At the request of LWDBs, ESD revised WIOA Formula tools and processes to support: 1) combined PY and FY accounting and fiscal reporting; and 2) a single WIOA Formula Grant for each LWDB starting in PY 2019.
- ESD will issue one combined (PY/FY) grant package to each LWDB that includes funds, terms, and conditions for WIOA Title I-B Youth, Adult, Dislocated Worker, and Administrative Cost Pool (ACP).
- Each PY/FY WIOA Formula Grant includes:
    - Funding allocations for Youth, Adult, Dislocated Worker, and ACP;
    - A unique K# assigned by ESD's Contracts Office;
    - A combined Budget and Performance Planning Form as Exhibit A, updated and provided Workforce Initiatives (WI);
    - Federal Award Terms incorporated by reference;
    - Additional required WIOA terms and conditions as Exhibits B, C & D, updated and provided by ESD Contracts Office;
    - Subaward Information Table incorporated by reference; and
    - Notices of Funds Available (NFA) incorporated by reference to satisfy 2 CFR 200.331(vii).
- PY and FY funding allocations will be shown separately along with a total allocation in the Budget and Performance Planning Form (Exhibit A).
- Each funding type will be identified in the agreement by one Project Code. LWDBs will use these Project Codes to request cash draws and for the ETA 9130 Quarterly Financial Reporting:
    - Youth (61** -7000)
    - Adult (61** - 7100)
    - DW (61** - 7200)
    - ACP (61** - 730)
- ESD's Funds Management (FM) Unit will continue to track and report PY and FY expenditures separately as required by USDOL.
- The Periods of Performance will be stated in the grant agreement for each funding type.
- USDOL will obligate funds to the State via two PY and one FY Notices of Obligation (NOO).
- After each NOO, ESD will issue separate NFAs to LWBDs.
- LWDBs cannot expend funds until receipt of NFA from FM. LWDBs cannot expend funds prior to the funding start date **AND** must have received an NFA for the specified funding from FM.
- NOOs and NFAs will not require ESD and LWDBs to execute grant amendments.
- Once fully executed, formal amendments will be required to:
    - Complete an approved fund transfer per ESD Policy 5401 (Revision 2); or
    - Increase or decrease WIOA awards following restorations or recissions issued by USDOL.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING PY/FY FORMULA GRANTS

This section contains step-by-step instructions for completing and submitting a PY/FY WIOA Formula Grant. Successfully completing a grant package begins with an LWDB updating two forms and sending them, along with current indirect cost rate information, to ESD for review. From there, ESD's team will review and reconnect with questions. Once the forms are complete, ESD's Contracts Office will send to each LWDB for signature.

Part One: Completing the WIOA Title I-B Formula Grant Agreement Document

- Begin by reviewing the Grantee Subrecipient Information section on the first page.
    - Check to make sure all of the information included, such as the FEIN and DUNS numbers, is correct. If there are mistakes, please make corrections using tracked changes.
    - In the Contract Manager section under For Grantee, please enter the name, email, address, and phone number of the designated contract manager for your LWDB.
- Review each of the 15 paragraphs which follow. Please make note of the content incorporated by reference, such as the latest PY/FY Federal Award Terms.
- On the fourth page, please note any changes to the signature block section of the agreement. Feel free to make changes directly or add review comments to identify specific signatories.
- Once these steps are complete, please save the file using the following naming convention: "Kxxx, WDCxx, Updated WIOA Formula Agreement".

Part Two: Completing Exhibit A Budget & Performance Form

- Begin by familiarizing yourself with the new form.
    - The first tab contains both the Administrative Cost Pool (ACP) and Youth budgets. Please note the Notes & Data Validation section at the bottom of the tab.
    - The second tab contains both the Adult and Dislocated Worker (DW) budgets. Please note the Notes & Data Validation section at the bottom of the tab.
    - The third tab contains participant performance targets for the WIOA Youth, Adult, and Dislocated Worker programs.
- Complete the first tab, titled "Budget | ACP & Youth".
    - Begin with the ACP section.
        - Confirm that the total ACP allocation (row 12) is correct.
        - Confirm that the ACP contributions (rows 21 – 26) are correct.
        - In the highlighted cells (row 17), enter your planned ACP expenditures for each quarter.
        - Check the Notes & Data Validation section. If error messages appear, revise your quarterly planned expenditures to ensure they are within the PY contributions.
        - Check to ensure that the total allocation (row 12), total cumulative expenditures (row 18), and total amount (row 28) match. If these values match and there are no error messages, the ACP section is complete.
    - Proceed to the Youth section.
        - Confirm that the total Youth allocation (row 35) is correct.

        - In the highlighted cells (row 17), enter your planned Youth expenditures for each quarter.
        - Check to ensure that the total allocation (row 35), total cumulative expenditures (row 41), and total grant amount (row 43) match. If these values match, the Youth section is complete.
- Complete the second tab, titled "Budget | Adult & DW".
    - Begin with the Adult section.
        - Confirm that the total PY and FY allocations (row 12 and row 13) are correct.
        - In the highlighted cells (row 18), enter your planned Adult expenditures for each quarter.
        - Check the Notes & Data Validation section. If an error message appears, revise your quarterly planned expenditures to ensure they are within the PY allocation.
        - Check to ensure that the initial program allocation (row 22), total cumulative expenditures (row 19), and total grant amount (row 27) match. If these values match and there is no error message, the Adult section is complete.
    - Proceed to the Dislocated Worker section.
        - Confirm that the total PY and FY allocations for row 34 and row 35 are correct.
        - In the highlighted cells (row 40), enter your planned Dislocated Worker expenditures for each quarter.
        - Check the Notes & Data Validation section. If an error message appears, revise your quarterly planned expenditures to ensure they are within the PY allocation.
        - Check to ensure that the initial program allocation (row 44), total cumulative expenditures (row 41), and total grant amount (row 49) match. If these values match and there is no error message, the Dislocated Worker section is complete.
- Complete the third tab, titled 'Participant Performance". Each WDC will receive an email containing detailed instructions on filling out this tab.
    - Please ensure the cumulative targets for the Youth, Adult, and Dislocated Worker programs are consistent with LWDB goals, priorities, and established funding and performance levels.
- Once these steps are complete, please save the file using the following naming convention: "Kxxx, WDCxx, Updated Exhibit A".

Part Three: Submitting the Updated Grant Package for Review and Signature

- Please send the two updated documents and your current indirect cost rate information to ESD for review.
    - Indirect cost rate information may include a federal indirect rate letter, a negotiated cost allocation plan, or a de minimis rate and local policy.
    - Email these documents to:
        - Shalina Latiff, Workforce Initiatives Manager (slatiff@esd.wa.gov); and
        - The Grants Management Ofifce inbox (ESDGPWorkforceInitiatives@esd.wa.gov).
- The ESD team will review your updated grant package and may reconnect with questions or follow-up steps necessary to complete your agreement.

- Once complete, ESD will send a final version to you for signature.

ETA 9130 QUARTERLY FINANCIAL REPORTING:

- LWDBs will provide quarterly reports to FM that combine their PY and FY allocations.
- LWDBs will report **total** obligations and expenditures for Youth, Adult, DW, and ACP.
- FM will apply obligations and expenditures to PY up to the PY allocation amount first. The remaining obligations and expenditures will be reported under the FY allocation.
- Program Income, leverage, and participant expenditures (Incumbent Worker, Transitional Jobs, and ect.) will all be reported under FY because it is the largest allocation.
    - FSD verified with USDOL on April 9, 2019 and confirmed this is an allowable reporting process.
    - USDOL Guidance: State needs to be consistent with this reporting process. USDOL looks at the full 12-month period when reviewing these items so they do not have a preference if it's reported on the PY or the FY.
- WEX expenditures will be reported in PY for Youth funding which only has one PY allocation.
- Update reporting instructions for the LWDB quarterly forms with definitions for each participant expenditure type such as Transitional Jobs and Incumbent Worker.
- A Closeout report is no longer required when PY funds are fully expended because it is part of the *combined* grant agreement (see grant agreement section).
- Only one closeout is needed at the end of the two year grant or when funds are fully spent (whichever comes first).
- Per TEGL 20-19, LWDBs must report training expenditures for all WIOA IB funds, including Youth, Adult, Dislocated Worker and Statewide Activities funds, effective quarter ending June 30, 2020. This new reporting requirement applies to PY20 funding and all future awards. FM will provide updated Quarterly 9130 Financial Reporting forms to be used for the quarter ending June 30, 2020.
- Please begin sending quarterly financial reports to the Funds Management group email box at ESDGPFSDFundMGMT@ESD.WA.GOV.

CASH DRAW:

- LWDBs will use the assigned project code for their PY/FY Youth, Adult, DW or ACP when submitting cash draws and Vendor Pay will apply FIFO (draw oldest funds first).
- FSD will revise the grant balance sheets to ensure PY funds are completely drawn before any FY funds are drawn.
- FM will enter additional funding to the balance sheet once an NFA has been issued. This will help ensure funds are not drawn prior to the issuance of a NFA.
- FSD will also ensure funds are not drawn prior to start date of funds, funds being available and NFA has been sent to LWDBs. This information will be included on each balance sheet