

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

Number: WIN 0127
Date: June 3, 2022
Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Gary Kamimura, Policy Manager

SUBJECT: Program Year 2022 and Fiscal Year 2023 Workforce Innovation and Opportunity Act Title I-B and III Allotments to the State and Workforce Development Areas

Purpose:

To communicate PY22 and FY23 Workforce Development Area (WDA) allotments for the Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth, Adult, and Dislocated Worker programs and Title III Wagner-Peyser Employment Service and Workforce Information grants following issuance of [Training and Employment Guidance Letter \(TEGL\) 09-21](#).

Action Required:

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 9-21 announcing states' WIOA Title I-B Youth grants for PY22, WIOA Title I-B Adult and Dislocated Worker grants for PY22 and FY23, WIOA Title III Wagner-Peyser Employment Services grants for PY22, and Workforce Information Grants for PY22. The table below shows the allotments for Washington:

Washington	PY21/FY22	PY22/FY23	\$ Difference	% Difference
Total WIOA Title I-B	\$69,139,367	\$62,878,824	(\$6,260,543)	-9.05%
WIOA Youth	\$22,996,776	\$20,928,382	(\$2,068,394)	-8.99%
WIOA Adult	\$21,709,068	\$19,695,933	(\$2,013,135)	-9.27%
WIOA Dislocated Worker	\$24,433,523	\$22,254,509	(\$2,179,014)	-8.92%
WIOA Title III	\$15,710,820	\$15,464,004	(\$246,816)	-1.57%
Workforce Information Grant	\$706,823	\$704,841	(\$1,982)	-0.28%

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 PY22/FY23 allocation formula and include hold harmless adjustments (as applicable).

References:

- [Training and Employment Guidance Letter \(TEGL\) 09-21](#)
- [WIOA Policy 5270, Revision 3](#)

Website:

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

Direct Inquiries To:

For policy questions:

*Employment System Administration and Policy
Employment System Policy and Integrity Division
Employment Security Department
SystemPolicy@esd.wa.gov*

For allocation formula questions:

*Funds Management, Budget Office
Financial Services Division
Employment Security Department
Sophal.Espiritu@esd.wa.gov*

For grant administration questions:

*Grants Management Office
Employment System Policy and Integrity Division
Employment Security Department
ESDGPWorkforceInitiatives@esd.wa.gov*

Attachments:

- [Attachment A](#) – PY22 WIOA Title I-B Youth Allotments
- [Attachment B](#) – PY22/FY23 WIOA Title I-B Adult Allotments
- [Attachment C](#) – PY22/FY23 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 – PY22 WIOA Title I-B Youth Allotments

WDA	WIOA Title I-B Youth Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$691,315	\$76,813	\$768,128
2 - Pacific Mountain	\$1,161,560	\$129,062	\$1,290,622
3 - Northwest	\$1,061,566	\$117,952	\$1,179,518
4 - Snohomish County	\$1,417,890	\$157,543	\$ 1,575,433
5 - Seattle-King County	\$3,719,465	\$413,274	\$4,132,739
6 - Tacoma-Pierce County	\$1,950,939	\$216,771	\$2,167,710
7 - Southwest	\$1,185,939	\$131,771	\$1,317,710
8 - North Central	\$828,268	\$92,030	\$920,298
9 - South Central	\$1,305,466	\$145,052	\$1,450,518
10 - Eastern Washington	\$695,944	\$77,327	\$773,271
11 - Benton-Franklin	\$737,246	\$81,916	\$819,162
12 - Spokane Area	\$1,254,615	\$139,401	\$1,394,016
TOTALS	\$16,010,213	\$1,778,912	\$17,789,125

Attachment B – PY22/FY23 WIOA Title I-B Adult Allotments

WDA	WIOA Title I-B Adult Allocation - July 1		
	Program	Cost Pool	Total
1 - Olympic	\$125,652	\$13,961	\$139,613
2 - Pacific Mountain	\$213,099	\$23,678	\$236,777
3 - Northwest	\$165,703	\$18,412	\$184,115
4 - Snohomish County	\$257,601	\$28,622	\$286,223
5 - Seattle-King County	\$642,813	\$71,424	\$714,237
6 - Tacoma-Pierce County	\$339,143	\$37,683	\$376,826
7 - Southwest	\$210,685	\$23,409	\$234,094
8 - North Central	\$143,194	\$15,910	\$159,104
9 - South Central	\$215,194	\$23,910	\$239,104
10 - Eastern Washington	\$97,482	\$10,831	\$108,313
11 - Benton-Franklin	\$127,276	\$14,142	\$141,418
12 - Spokane Area	\$217,297	\$24,144	\$241,441
TOTALS	\$2,755,139	\$306,126	\$3,061,265

WDA	WIOA Title I-B Adult Allocation - October 1		
	Program	Cost Pool	Total
1 - Olympic	\$561,515	\$62,390	\$623,905
2 - Pacific Mountain	\$952,306	\$105,811	\$1,058,117
3 - Northwest	\$740,504	\$82,278	\$822,782
4 - Snohomish County	\$1,151,171	\$127,908	\$1,279,079
5 - Seattle-King County	\$2,872,632	\$319,181	\$3,191,813
6 - Tacoma-Pierce County	\$1,515,568	\$168,396	\$1,683,964
7 - Southwest	\$941,518	\$104,613	\$1,046,131
8 - North Central	\$639,907	\$71,101	\$711,008
9 - South Central	\$961,664	\$106,852	\$1,068,516
10 - Eastern Washington	\$435,631	\$48,403	\$484,034
11 - Benton-Franklin	\$568,776	\$63,197	\$631,973
12 - Spokane Area	\$971,062	\$107,896	\$1,078,958
TOTALS	\$12,312,254	\$1,368,026	\$13,680,280

WDA	Total WIOA Title I-B Adult Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$687,167	\$76,351	\$763,518
2 - Pacific Mountain	\$1,165,405	\$129,489	\$1,294,894
3 - Northwest	\$906,207	\$100,690	\$1,006,897
4 - Snohomish County	\$1,408,772	\$156,530	\$1,565,302
5 - Seattle-King County	\$3,515,445	\$390,605	\$3,906,050
6 - Tacoma-Pierce County	\$1,854,711	\$206,079	\$2,060,790
7 - Southwest	\$1,152,203	\$128,022	\$1,280,225
8 - North Central	\$783,101	\$87,011	\$870,112
9 - South Central	\$1,176,858	\$130,762	\$1,307,620
10 - Eastern Washington	\$533,113	\$59,234	\$592,347
11 - Benton-Franklin	\$696,052	\$77,339	\$773,391
12 - Spokane Area	\$1,188,359	\$132,040	\$1,320,399
TOTALS	\$15,067,393	\$1,674,152	\$16,741,545

Attachment C – PY22/FY23 WIOA Title I-B Dislocated Worker Allotments

WDA	WIOA Title I-B Dislocated Worker Allocation - July 1		
	Program	Cost Pool	Total
1 - Olympic	\$100,040	\$11,116	\$111,156
2 - Pacific Mountain	\$190,895	\$21,211	\$212,106
3 - Northwest	\$151,848	\$16,872	\$168,720
4 - Snohomish County	\$243,031	\$27,003	\$270,034
5 - Seattle-King County	\$520,126	\$57,790	\$577,916
6 - Tacoma-Pierce County	\$320,765	\$35,641	\$356,406
7 - Southwest	\$171,494	\$19,055	\$190,549
8 - North Central	\$131,925	\$14,658	\$146,583
9 - South Central	\$204,692	\$22,744	\$227,436
10 - Eastern Washington	\$77,872	\$8,652	\$86,524
11 - Benton-Franklin	\$124,591	\$13,844	\$138,435
12 - Spokane Area	\$179,357	\$19,929	\$199,286
TOTALS	\$2,416,636	\$268,515	\$2,685,151

WDA	WIOA Title I-B Dislocated Worker Allocation-October 1		
	Program	Cost Pool	Total
1 - Olympic	\$530,836	\$58,982	\$589,818
2 - Pacific Mountain	\$1,012,923	\$112,547	\$1,125,470
3 - Northwest	\$805,735	\$89,526	\$895,261
4 - Snohomish County	\$1,289,565	\$143,285	\$1,432,850
5 - Seattle-King County	\$2,759,866	\$306,651	\$3,066,517
6 - Tacoma-Pierce County	\$1,702,035	\$189,115	\$1,891,150
7 - Southwest	\$909,977	\$101,109	\$1,011,086
8 - North Central	\$700,015	\$77,779	\$777,794
9 - South Central	\$1,086,132	\$120,681	\$1,206,813
10 - Eastern Washington	\$413,192	\$45,910	\$459,102
11 - Benton-Franklin	\$661,101	\$73,456	\$734,557
12 - Spokane Area	\$951,703	\$105,745	\$1,057,448
TOTALS	\$12,823,080	\$1,424,786	\$14,247,866

WDA	WIOA Title I-B Total Dislocated Worker Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$630,876	\$70,098	\$700,974
2 - Pacific Mountain	\$1,203,818	\$133,758	\$1,337,576
3 - Northwest	\$957,583	\$106,398	\$1,063,981
4 - Snohomish County	\$1,532,596	\$170,288	\$1,702,884
5 - Seattle-King County	\$3,279,992	\$364,441	\$3,644,433
6 - Tacoma-Pierce County	\$2,022,800	\$224,756	\$2,247,556
7 - Southwest	\$1,081,471	\$120,164	\$1,201,635
8 - North Central	\$831,940	\$92,437	\$924,377
9 - South Central	\$1,290,824	\$143,425	\$1,434,249
10 - Eastern Washington	\$491,064	\$54,562	\$545,626
11 - Benton-Franklin	\$785,692	\$87,300	\$872,992
12 - Spokane Area	\$1,131,060	\$125,674	\$1,256,734
TOTALS	\$15,239,716	\$1,693,301	\$16,933,017

Attachment D – WIOA Title I-B Youth County Allotments

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	4.16%	100%	\$768,128
<i>Clallam</i>	0.99%	23.76361%	\$182,535
<i>Jefferson</i>	0.36%	8.55735%	\$65,731
<i>Kitsap</i>	2.81%	67.67904%	\$519,862
2 - Pacific Mountain	6.89%	100%	\$1,290,622
<i>Grays Harbor</i>	1.31%	18.98509%	\$245,026
<i>Lewis</i>	1.14%	16.56656%	\$213,812
<i>Mason</i>	0.89%	12.91683%	\$166,707
<i>Pacific</i>	0.35%	5.04952%	\$65,170
<i>Thurston</i>	3.20%	46.48200%	\$599,907
3 - Northwest	7.19%	100%	\$1,179,518
<i>Island</i>	0.84%	11.69162%	\$137,905
<i>San Juan</i>	0.16%	2.27860%	\$26,877
<i>Skagit</i>	2.01%	27.99929%	\$330,257
<i>Whatcom</i>	4.17%	58.03049%	\$684,480
4 - Snohomish County	9.86%	100%	\$1,575,433
5 - Seattle-King County	25.86%	100%	\$4,132,739
6 - Tacoma-Pierce County	13.23%	100%	\$2,167,710
7 - Southwest	7.60%	100%	\$1,317,710
<i>Clark</i>	5.97%	78.45524%	\$1,033,812
<i>Cowlitz</i>	1.60%	21.03522%	\$277,183
<i>Wahkiakum</i>	0.04%	0.50954%	\$6,714
8 - North Central	4.08%	100%	\$920,298
<i>Adams</i>	0.26%	6.38779%	\$58,787
<i>Chelan</i>	0.99%	24.20639%	\$222,771
<i>Douglas</i>	0.54%	13.14840%	\$121,004
<i>Grant</i>	1.65%	40.54129%	\$373,101
<i>Okanogan</i>	0.64%	15.71613%	\$144,635
9 - South Central	6.46%	100%	\$1,450,518
<i>Kittitas</i>	1.04%	16.05783%	\$232,922
<i>Klickitat</i>	0.26%	3.97178%	\$57,611
<i>Skamania</i>	0.17%	2.66962%	\$38,723
<i>Yakima</i>	4.99%	77.30077%	\$1,121,262
10 - Eastern Washington	3.683%	100%	\$773,271
<i>Asotin</i>	0.180%	4.89050%	\$37,817

Columbia	0.052%	1.41722%	\$10,959
Ferry	0.134%	3.64059%	\$28,152
Garfield	0.027%	0.72680%	\$5,620
Lincoln	0.077%	2.08566%	\$16,128
Pend Oreille	0.259%	7.02928%	\$54,355
Stevens	0.637%	17.29501%	\$133,737
Walla Walla	0.968%	26.28800%	\$203,278
Whitman	1.349%	36.62694%	\$283,226
11 - Benton-Franklin	3.96%	100%	\$819,162
Benton	2.52%	63.74204%	\$522,151
Franklin	1.44%	36.25796%	\$297,011
12 - Spokane Area	7.02%	100%	\$1,394,016
TOTALS	100%		\$17,789,125

Attachment E – WIOA Title I-B Adult County Allotments

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	4.46%	100%	\$763,518
<i>Clallam</i>	1.06%	23.82769%	\$181,929
<i>Jefferson</i>	0.43%	9.70684%	\$74,113
<i>Kitsap</i>	2.97%	66.46547%	\$507,476
2 - Pacific Mountain	7.50%	100%	\$1,294,894
<i>Grays Harbor</i>	1.42%	18.94540%	\$245,323
<i>Lewis</i>	1.15%	15.31657%	\$198,333
<i>Mason</i>	1.05%	13.95301%	\$180,677
<i>Pacific</i>	0.40%	5.38828%	\$69,773
<i>Thurston</i>	3.48%	46.39673%	\$600,788
3 - Northwest	6.45%	100%	\$1,006,897
<i>Island</i>	0.89%	13.78297%	\$138,780
<i>San Juan</i>	0.19%	2.95290%	\$29,733
<i>Skagit</i>	1.99%	30.88197%	\$310,950
<i>Whatcom</i>	3.38%	52.38216%	\$527,434
4 - Snohomish County	10.43%	100%	\$1,565,302
5 - Seattle-King County	26.02%	100%	\$3,906,050
6 - Tacoma-Pierce County	13.37%	100%	\$2,060,790
7 - Southwest	7.91%	100%	\$1,280,225
<i>Clark</i>	6.19%	78.30558%	\$1,002,488
<i>Cowlitz</i>	1.66%	20.93799%	\$268,053
<i>Wahkiakum</i>	0.06%	0.75644%	\$9,684
8 - North Central	4.11%	100%	\$870,112
<i>Adams</i>	0.27%	6.49646%	\$56,527
<i>Chelan</i>	1.03%	24.98774%	\$217,421
<i>Douglas</i>	0.55%	13.35121%	\$116,171
<i>Grant</i>	1.55%	37.65419%	\$327,634
<i>Okanogan</i>	0.72%	17.51039%	\$152,360
9 - South Central	6.03%	100%	\$1,307,620
<i>Kittitas</i>	0.71%	11.74969%	\$153,641
<i>Klickitat</i>	0.29%	4.81490%	\$62,961
<i>Skamania</i>	0.19%	3.19922%	\$41,834
<i>Yakima</i>	4.84%	80.23620%	\$1,049,185
10 - Eastern Washington	2.67%	100%	\$592,347
<i>Asotin</i>	0.17%	6.31145%	\$37,386

Columbia	0.05%	1.90492%	\$11,284
Ferry	0.14%	5.30285%	\$31,411
Garfield	0.02%	0.92368%	\$5,471
Lincoln	0.11%	4.04069%	\$23,935
Pend Oreille	0.25%	9.40557%	\$55,714
Stevens	0.68%	25.45556%	\$150,785
Walla Walla	0.78%	29.14673%	\$172,650
Whitman	0.47%	17.50855%	\$103,711
11 - Benton-Franklin	3.98%	100%	\$773,391
Benton	2.56%	64.47540%	\$498,647
Franklin	1.41%	35.52460%	\$274,744
12 - Spokane Area	7.09%	100%	\$1,320,399
TOTALS	100%		\$16,741,545

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

	% of State Allotment	% of WDA Allotment	County Allocation
1 - Olympic	4.30%	100%	\$700,974
<i>Clallam</i>	1.05%	24.51185%	\$171,822
<i>Jefferson</i>	0.43%	10.10415%	\$70,827
<i>Kitsap</i>	2.81%	65.38400%	\$458,325
2 - Pacific Mountain	7.19%	100%	\$1,337,576
<i>Grays Harbor</i>	1.47%	20.40343%	\$272,911
<i>Lewis</i>	0.85%	11.84021%	\$158,372
<i>Mason</i>	1.03%	14.38091%	\$192,356
<i>Pacific</i>	0.42%	5.78373%	\$77,362
<i>Thurston</i>	3.42%	47.59171%	\$636,575
3 - Northwest	7.01%	100%	\$1,063,981
<i>Island</i>	0.98%	14.03160%	\$149,294
<i>San Juan</i>	0.19%	2.65098%	\$28,206
<i>Skagit</i>	2.15%	30.73025%	\$326,964
<i>Whatcom</i>	3.69%	52.58717%	\$559,517
4 - Snohomish County	11.22%	100%	\$1,702,884
5 - Seattle-King County	24.01%	100%	\$3,644,433
6 - Tacoma-Pierce County	14.81%	100%	\$2,247,556
7 - Southwest	7.92%	100%	\$1,201,635
<i>Clark</i>	6.1818%	78.08871%	\$938,341
<i>Cowlitz</i>	1.69%	21.32997%	\$256,308
<i>Wahkiakum</i>	0.05%	0.58132%	\$6,985
8 - North Central	4.27%	100%	\$924,377
<i>Adams</i>	0.23%	5.31145%	\$49,098
<i>Chelan</i>	1.12%	26.21443%	\$242,320
<i>Douglas</i>	0.57%	13.29084%	\$122,857
<i>Grant</i>	1.67%	39.04482%	\$360,921
<i>Okanogan</i>	0.69%	16.13847%	\$149,180
9 - South Central	6.35%	100%	\$1,434,249
<i>Kittitas</i>	0.71%	11.18021%	\$160,352
<i>Klickitat</i>	0.28%	4.47325%	\$64,158
<i>Skamania</i>	0.19%	2.96157%	\$42,476
<i>Yakima</i>	5.16%	81.38497%	\$1,167,263
10 - Eastern Washington	2.03%	100%	\$545,626
<i>Asotin</i>	0.10%	4.80322%	\$26,208

Columbia	0.04%	2.02650%	\$11,057
Ferry	0.13%	6.21741%	\$33,924
Garfield	0.02%	1.08851%	\$5,939
Lincoln	0.08%	3.95260%	\$21,566
Pend Oreille	0.23%	11.41106%	\$62,262
Stevens	0.65%	32.14715%	\$175,403
Walla Walla	0.54%	26.41306%	\$144,117
Whitman	0.24%	11.94048%	\$65,150
11 - Benton-Franklin	4.25%	100%	\$872,992
Benton	2.73%	64.15247%	\$560,046
Franklin	1.52%	35.84753%	\$312,946
12 - Spokane Area	6.65%	100%	\$1,256,734
TOTALS	100%		\$16,933,017

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 as of PY 2020.
- 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 package 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 the Grants Management Office (GMO);
 - Federal Award Terms incorporated by reference;
 - Additional, required WIOA terms and conditions as Exhibits B, C, D, and E updated and provided by ESD Contracts Office; and
 - Notices of Funds Available (NFA) incorporated by reference to satisfy 2 CFR 200.332.
- PY and FY 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 grant by one Project Code. LWDBs will use these Project Codes to request cash draws and for the ETA 9130 Quarterly Financial Reporting:
 - **Youth (61** -7002)**
 - **Adult (61** - 7102)**
 - **DW (61** - 7202)**
 - **ACP (61** - 7302)**
- ESD's Grant Accounting (GA) 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 LWDBs.
- LWDBs cannot expend funds until receipt of NFA from GA. LWDBs cannot expend funds prior to the funding start date **AND** must have received an NFA for the specified funding from GA.
- 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 [WIOA Policy 5401, Revision 3](#)
 - 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 connect with the LWDB with any questions. Once questions are resolved and the forms are completed, ESD's Contracts Office will finalize and send to each LWDB for signature.

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

**For all additions/edits to the documents, please use "track changes" to ensure all parties are aware of all changes made. **

- Navigate to Section 3 Grant Management to input the information required for the subrecipient grant manager, including: Name, Title, Phone Number, and Email Address.
- Navigate to section 7 Program Designees to input the information required for the primary points-of-contact for each listed program. You may include multiple points-of-contact for a single program or may include a single individual for multiple programs whenever appropriate.
- Review all 16 sections of the Agreement. Please make note of Section 6, which indicates the quarterly reporting requirement; Section 9, which outlines minor changes to the cash draw procedure; and Section 13, which indicates an order of precedence in the event of inconsistencies.
- Review the signature block section of the agreement to check for accuracy. Please correct any errors.
- Navigate past the signature lines to the Subrecipient Information table. Please correct any errors.
- Once these steps are complete, please save the file using the following naming convention: "Updated, LWDB ##, PY22/FY23 WIOA Formula Agreement".

Part Two: Completing Exhibit A Budget & Performance Spreadsheet

- Upon opening the form, please note the 3 distinct colors used to code this workbook across all sheets. Data in **green** has been populated by ESD. *Please review this data for accuracy.* Data will auto-populate in white cells, based on Excel formulas.
 - *If errors are noted and changes/updates are needed, please add a comment to the box and highlight the cell **RED**.*
- The first sheet contains both the Administrative Cost Pool (ACP) and Youth budgets. Please note the "Notes & Data Validation" section at the bottom of the sheet. Complete the first sheet by filling out all cells highlighted in **yellow**.
 - Begin with the ACP section:
 - Confirm that the total ACP allocation (row 12) is correct.
 - Confirm that the ACP contributions (rows 23 – 26) are correct.
 - Enter your planned expenditures per quarter in the yellow cells in row 17.

- Check the Notes & Data Validation section. If error messages appear in the cells L48 and L49, 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 grant 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 yellow cells in row 40, 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) all match. When these values match, the Youth section is complete.
- Complete the second sheet, titled “Budget | Adult & DW.” Please note the “Notes & Data Validation” section at the bottom of the sheet. Complete the first sheet by filling out all cells highlighted in **yellow**.
 - Begin with the Adult section:
 - Confirm that the total PY and FY allocations (rows 12 and 13) are correct.
 - In the yellow highlighted cells (row 18), enter your planned Adult expenditures for each quarter.
 - Check the Notes & Data Validation section. If an error message appears in cell L54, revise your quarterly planned expenditures to ensure they are within the PY allocation.
 - Check to ensure that the initial program allocation (rows 12 and 13), total cumulative expenditures (row 19), and total grant amount (row 27) match. When 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 (rows 34 and 35) are correct.
 - In the yellow highlighted cells (row 40), enter your planned Dislocated Worker expenditures for each quarter.
 - Check the Notes & Data Validation section. If an error message appears in cell L55, revise your quarterly planned expenditures to ensure they are within the PY allocation.
 - Check to ensure that the initial program allocation (rows 34 and 35), total cumulative expenditures (row 41), and total grant amount (row 49) match. When these values match and there is no error message, the Dislocated Worker section is complete.
- Complete the third sheet, titled ‘Participant Performance. 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. Please check the Instructions section in Rows 71-73 for additional information.

- Begin with the Youth section:
 - Enter your carry-in and PY22 quarterly enrollment targets in the yellow highlighted cells in Row 17.
 - Enter your quarterly targets for Exits to Employment Two Quarters After Exit in the yellow highlighted cells in Row 18.
 - Enter your PY22 quarterly targets for Exits to Post-Secondary Education Two Quarters after Exit in Row 19.
 - Ensure that the totals auto-populate correctly in Rows 21-23.
- Continue with the Adult section:
 - Enter your carry-in and PY22 quarterly enrollment targets for Basic Services in the yellow highlighted cells in Row 35.
 - Enter your carry-in and PY22 quarterly enrollment targets for Individualized Services in the yellow highlighted cells in Row 36.
 - Enter your carry-in and PY22 quarterly enrollment targets for Training Services in the yellow highlighted cells in Row 37.
 - Enter your quarterly targets for Exits to Employment Two Quarters after Exit for All Services in the yellow highlighted cells in Row 39.
 - Ensure the cumulative totals auto-populate correctly in Rows 41-45.
- Continue with the Dislocated Worker section:
 - Enter your carry-in and PY22 quarterly enrollment targets for Basic Services targets in the yellow highlighted cells in Row 57.
 - Enter your carry-in and PY22 quarterly enrollment targets for Individualized Services targets in the yellow highlighted cells in Row 58.
 - Enter your carry-in and PY22 quarterly enrollment targets for Training Services targets in the yellow highlighted cells in Row 59.
 - Enter your quarterly targets for Exits to Employment Two Quarters after Exit for All Services in the yellow highlighted cells in Row 61.
 - Ensure that the cumulative totals auto-populate correctly in Rows 63-67.
 - Please use the Notes section, beginning at Row 75, to provide local definitions, policy citations, or other information the LWDB wishes to include in this section.
- Complete the fourth sheet, titled “Entrepreneurial Training.” Please refer to the Instructions section in Rows 52-57 for additional information and a link to the WIN 0042-Change 9.
 - Begin with the Adult section:
 - Enter your PY22 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 18.

- Enter your carry-in and PY22 enrollment targets for Entrepreneurial Training Services in the yellow highlighted cells in Row 21.
 - Ensure that the cumulative totals auto-populate correctly in Rows 23 -27.
- Continue with the Dislocated Worker section:
 - Ensure that there are no errors in the cells that are mapping data from the other sheets in Rows 39 and 42.
 - Enter your PY22 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 40.
 - Enter your carry-in and PY22 enrollment targets for Entrepreneurial Training Services in the yellow highlighted cells in Row 43.
 - Ensure that the cumulative totals auto-populate correctly in Rows 45-49.
 - Please use the Notes section, beginning at Row 59, to provide local definitions, policy citations, or other information the LWDB wishes to include in this section.

Once these steps are complete, please save the file using the following naming convention: "Updated, LWDB ##, PY22-FY23 WIOA Formula Exhibit A".

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

- Please send both updated documents and your current indirect cost rate information to ESD.
 - 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:
 - Katherine Lechner, Workforce Initiatives Manager (katherine.lechner@esd.wa.gov); and
 - The Grants Management Office 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 GA that combine their PY and FY allocations.
- LWDBs will report **total** obligations and expenditures for Youth, Adult, DW, and ACP.
- GA 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, etc.) will all be reported under FY because it is the largest allocation.
 - FM 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 19-20, LWDBs must report training expenditures for all WIOA I-B funds, including Youth, Adult, Dislocated Worker and Statewide Activities funds, effective quarter ending June 30, 2022. This new reporting requirement applies to PY22 funding and all future awards. GA will provide updated Quarterly 9130 Financial Reporting forms to be used for the quarter ending June 30, 2022.
- Please begin sending quarterly financial reports to the Grant Accounting group email box at ESDGPFSDFundMGMT@ESD.WA.GOV.

CASH DRAW:

- LWDBs will use the assigned project codes for their PY/FY Youth, Adult, DW or ACP when submitting cash draws. GA will draw oldest federal funds first.
- GA will revise the grant balance sheets to ensure PY funds are completely drawn before any FY funds are drawn.
- GA 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.
- GA 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.