



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

Number: WIN 0136  
 Date: June 21, 2023  
 Expiration Date: N/A

**TO:** Washington WorkSource System

**FROM:** Gary Kamimura, Policy Manager

**SUBJECT:** Program Year 2023 and Fiscal Year 2024 Workforce Innovation and Opportunity Act Title I-B and III Allotments to the State and Workforce Development Areas

**Purpose:**

To communicate PY23 and FY24 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 15-22](#).

**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 15-22 announcing states' WIOA Title I-B Youth grants for PY23, WIOA Title I-B Adult and Dislocated Worker grants for PY23 and FY24, WIOA Title III Wagner-Peyser Employment Services grants for PY23, and Workforce Information Grants for PY23. The table below shows the allotments for Washington:

Washington	PY22/FY23	PY23/FY24	\$ Difference	% Difference
Total WIOA Title I-B	\$62,878,824	\$57,582,793	(\$5,296,031)	-8.42%
WIOA Youth	\$20,928,382	\$19,134,328	(\$1,794,054)	-8.57%
WIOA Adult	\$19,695,933	\$18,038,932	(\$1,657,001)	-8.41%
WIOA Dislocated Worker	\$22,254,509	\$20,409,533	(\$1,844,976)	-8.29%
WIOA Title III (Wagner-Peyser)	\$15,464,004	\$15,860,228	\$396,224	2.56%
Workforce Information Grant	\$704,841	\$707,273	\$2,432	0.35%

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 PY23/FY24 allocation formula and include hold harmless adjustments (as applicable).

**References:**

- [Training and Employment Guidance Letter \(TEGL\) 15-22](#)
- [WIOA Policy 5270, Revision 3](#)

**Website:**

[Workforce Professionals Center](#)

**Direct Inquiries To:**

For policy questions:

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**Attachments:**

- [Attachment A](#) – PY23 WIOA Title I-B Youth Allotments
- [Attachment B](#) – PY23/FY24 WIOA Title I-B Adult Allotments
- [Attachment C](#) – PY23/FY24 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 – PY23 WIOA Title I-B Youth Allotments**

<b>WDA</b>	<b>WIOA Title I-B Youth Allocation</b>		
	<b>Program</b>	<b>Cost Pool</b>	<b>Total</b>
<b>1 - Olympic</b>	\$ 588,874	\$ 65,430	\$ 654,304
<b>2 - Pacific Mountain</b>	\$ 1,185,258	\$ 131,695	\$ 1,316,953
<b>3 - Northwest</b>	\$ 1,067,871	\$ 118,652	\$ 1,186,523
<b>4 - Snohomish</b>	\$ 1,137,424	\$ 126,381	\$ 1,263,805
<b>5 - Seattle-King</b>	\$ 2,882,127	\$ 320,236	\$ 3,202,363
<b>6 - Tacoma-Pierce</b>	\$ 2,084,096	\$ 231,566	\$ 2,315,662
<b>7 - Southwest</b>	\$ 1,002,191	\$ 111,355	\$ 1,113,546
<b>8 - North Central</b>	\$ 776,223	\$ 86,247	\$ 862,470
<b>9 - South Central</b>	\$ 1,472,688	\$ 163,632	\$ 1,636,320
<b>10 - Eastern</b>	\$ 661,936	\$ 73,549	\$ 735,485
<b>11 - Benton-Franklin</b>	\$ 722,769	\$ 80,308	\$ 803,077
<b>12 - Spokane</b>	\$ 1,056,306	\$ 117,366	\$ 1,173,672
<b>TOTALS</b>	<b>\$ 14,637,763</b>	<b>\$ 1,626,417</b>	<b>\$ 16,264,180</b>

**Attachment B – PY23/FY24 WIOA Title I-B Adult Allotments**

WDA	WIOA Title I-B Adult Allotments - July 1		
	Program	Cost Pool	Total
1 - Olympic	\$ 115,246	\$ 12,805	\$ 128,051
2 - Pacific Mountain	\$ 233,614	\$ 25,957	\$ 259,571
3 - Northwest	\$ 179,070	\$ 19,897	\$ 198,967
4 - Snohomish	\$ 223,271	\$ 24,808	\$ 248,079
5 - Seattle-King	\$ 537,360	\$ 59,707	\$ 597,067
6 - Tacoma-Pierce	\$ 408,343	\$ 45,371	\$ 453,714
7 - Southwest	\$ 192,561	\$ 21,396	\$ 213,957
8 - North Central	\$ 145,210	\$ 16,135	\$ 161,345
9 - South Central	\$ 256,421	\$ 28,489	\$ 284,910
10 - Eastern	\$ 88,259	\$ 9,807	\$ 98,066
11 - Benton-Franklin	\$ 137,617	\$ 15,291	\$ 152,908
12 - Spokane	\$ 197,096	\$ 21,900	\$ 218,996
<b>TOTALS</b>	<b>\$ 2,714,068</b>	<b>\$ 301,563</b>	<b>\$ 3,015,631</b>

WDA	WIOA Title I-B Adult Allotments - October 1		
	Program	Cost Pool	Total
1 - Olympic	\$ 470,726	\$ 52,302	\$ 523,028
2 - Pacific Mountain	\$ 954,207	\$ 106,022	\$ 1,060,229
3 - Northwest	\$ 731,418	\$ 81,269	\$ 812,687
4 - Snohomish	\$ 911,958	\$ 101,329	\$ 1,013,287
5 - Seattle-King	\$ 2,194,872	\$ 243,875	\$ 2,438,747
6 - Tacoma-Pierce	\$ 1,667,891	\$ 185,321	\$ 1,853,212
7 - Southwest	\$ 786,528	\$ 87,392	\$ 873,920
8 - North Central	\$ 593,116	\$ 65,902	\$ 659,018
9 - South Central	\$ 1,047,351	\$ 116,372	\$ 1,163,723
10 - Eastern	\$ 360,499	\$ 40,056	\$ 400,555
11 - Benton-Franklin	\$ 562,104	\$ 62,456	\$ 624,560
12 - Spokane	\$ 805,046	\$ 89,450	\$ 894,496
<b>TOTALS</b>	<b>\$ 11,085,716</b>	<b>\$ 1,231,746</b>	<b>\$ 12,317,462</b>

WDA	Total WIOA Title I-B Adult Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$ 585,972	\$ 65,107	\$ 651,079
2 - Pacific Mountain	\$ 1,187,821	\$ 131,979	\$ 1,319,800
3 - Northwest	\$ 910,488	\$ 101,166	\$ 1,011,654
4 - Snohomish	\$ 1,135,229	\$ 126,137	\$ 1,261,366
5 - Seattle-King	\$ 2,732,232	\$ 303,582	\$ 3,035,814
6 - Tacoma-Pierce	\$ 2,076,234	\$ 230,692	\$ 2,306,926
7 - Southwest	\$ 979,089	\$ 108,788	\$ 1,087,877
8 - North Central	\$ 738,326	\$ 82,037	\$ 820,363
9 - South Central	\$ 1,303,772	\$ 144,861	\$ 1,448,633
10 - Eastern	\$ 448,758	\$ 49,863	\$ 498,621
11 - Benton-Franklin	\$ 699,721	\$ 77,747	\$ 777,468
12 - Spokane	\$ 1,002,142	\$ 111,350	\$ 1,113,492
<b>TOTALS</b>	<b>\$ 13,799,784</b>	<b>\$ 1,533,309</b>	<b>\$ 15,333,093</b>

**Attachment C – PY23/FY24 WIOA Title I-B Dislocated Worker Allotments**

WDA	WIOA Title I-B Dislocated Worker Allotments - July 1		
	Program	Cost Pool	Total
1 - Olympic	124,407	13,823	138,230
2 - Pacific Mountain	260,742	28,971	289,713
3 - Northwest	177,394	19,711	197,105
4 - Snohomish	258,794	28,755	287,549
5 - Seattle-King	593,804	65,978	659,782
6 - Tacoma-Pierce	439,863	48,874	488,737
7 - Southwest	194,267	21,585	215,852
8 - North Central	189,697	21,077	210,774
9 - South Central	321,562	35,729	357,291
10 - Eastern	100,191	11,132	111,323
11 - Benton-Franklin	166,983	18,554	185,537
12 - Spokane	207,462	23,051	230,513
<b>TOTALS</b>	<b>3,035,166</b>	<b>337,240</b>	<b>3,372,406</b>

WDA	WIOA Title I-B Dislocated Worker Allotments - October 1		
	Program	Cost Pool	Total
1 - Olympic	452,472	50,275	502,747
2 - Pacific Mountain	948,326	105,370	1,053,696
3 - Northwest	645,186	71,687	716,873
4 - Snohomish	941,240	104,582	1,045,822
5 - Seattle-King	2,159,673	239,964	2,399,637
6 - Tacoma-Pierce	1,599,791	177,755	1,777,546
7 - Southwest	706,552	78,506	785,058
8 - North Central	689,929	76,659	766,588
9 - South Central	1,169,528	129,945	1,299,473
10 - Eastern	364,383	40,487	404,870
11 - Benton-Franklin	607,318	67,480	674,798
12 - Spokane	754,543	83,838	838,381
<b>TOTALS</b>	<b>11,038,941</b>	<b>1,226,548</b>	<b>12,265,489</b>

WDA	Total WIOA Title I-B Dislocated Worker Allocation		
	Program	Cost Pool	Total
1 - Olympic	576,879	64,098	640,977
2 - Pacific Mountain	1,209,068	134,341	1,343,409
3 - Northwest	822,580	91,398	913,978
4 - Snohomish	1,200,034	133,337	1,333,371
5 - Seattle-King	2,753,477	305,942	3,059,419
6 - Tacoma-Pierce	2,039,654	226,629	2,266,283
7 - Southwest	900,819	100,091	1,000,910
8 - North Central	879,626	97,736	977,362
9 - South Central	1,491,090	165,674	1,656,764
10 - Eastern	464,574	51,619	516,193
11 - Benton-Franklin	774,301	86,034	860,335
12 - Spokane	962,005	106,889	1,068,894
<b>TOTALS</b>	<b>14,074,107</b>	<b>1,563,788</b>	<b>15,637,895</b>

**Attachment D – WIOA Title I-B Youth County Allotments**

	<b>% of State Allotment</b>	<b>% of WDA Allotment</b>	<b>County Allocation</b>
<b>1 - Olympic</b>	3.72%	100%	\$ 654,304
<i>Clallam</i>	1.44%	38.60902%	\$ 252,620
<i>Jefferson</i>	0.51%	13.65126%	\$ 89,321
<i>Kitsap</i>	1.77%	47.73972%	\$ 312,363
<b>2 - Pacific Mountain</b>	9.15%	100%	\$ 1,316,953
<i>Grays Harbor</i>	2.24%	24.53089%	\$ 323,060
<i>Lewis</i>	1.76%	19.23930%	\$ 253,373
<i>Mason</i>	1.65%	18.06402%	\$ 237,895
<i>Pacific</i>	0.69%	7.50692%	\$ 98,863
<i>Thurston</i>	2.80%	30.65887%	\$ 403,763
<b>3 - Northwest</b>	8.24%	100%	\$ 1,186,523
<i>Island</i>	0.81%	9.77748%	\$ 116,012
<i>San Juan</i>	0.12%	1.47526%	\$ 17,504
<i>Skagit</i>	2.51%	30.39962%	\$ 360,698
<i>Whatcom</i>	4.81%	58.34764%	\$ 692,308
<b>4 - Snohomish</b>	5.23%	100%	\$ 1,263,805
<b>5 - Seattle-King</b>	15.52%	100%	\$ 3,202,363
<b>6 - Tacoma-Pierce</b>	16.09%	100%	\$ 2,315,662
<b>7 - Southwest</b>	7.72%	100%	\$ 1,113,546
<i>Clark</i>	5.37%	69.53247%	\$ 774,276
<i>Cowlitz</i>	2.28%	29.56409%	\$ 329,210
<i>Wahkiakum</i>	0.07%	0.90343%	\$ 10,060
<b>8 - North Central</b>	5.99%	100%	\$ 862,470
<i>Adams</i>	0.37%	6.17023%	\$ 53,216
<i>Chelan</i>	0.95%	15.93021%	\$ 137,393
<i>Douglas</i>	0.66%	11.05890%	\$ 95,380
<i>Grant</i>	2.77%	46.17117%	\$ 398,213
<i>Okanogan</i>	1.24%	20.66949%	\$ 178,268
<b>9 - South Central</b>	11.37%	100%	\$ 1,636,320
<i>Kittitas</i>	1.84%	16.17373%	\$ 264,654
<i>Klickitat</i>	0.42%	3.67293%	\$ 60,101
<i>Skamania</i>	0.21%	1.82162%	\$ 29,808
<i>Yakima</i>	8.90%	78.33172%	\$ 1,281,758
<b>10 - Eastern</b>	5.109%	100%	\$ 735,485
<i>Asotin</i>	0.253%	4.95182%	\$ 36,420
<i>Columbia</i>	0.041%	0.80296%	\$ 5,906
<i>Ferry</i>	0.298%	5.83306%	\$ 42,901
<i>Garfield</i>	0.040%	0.78343%	\$ 5,762
<i>Lincoln</i>	0.106%	2.07761%	\$ 15,281
<i>Pend Oreille</i>	0.420%	8.22750%	\$ 60,512
<i>Stevens</i>	1.188%	23.26097%	\$ 171,081
<i>Walla Walla</i>	1.028%	20.12970%	\$ 148,051
<i>Whitman</i>	1.734%	33.93294%	\$ 249,572
<b>11 - Benton-Franklin</b>	5.58%	100%	\$ 803,077
<i>Benton</i>	3.03%	54.23052%	\$ 435,513
<i>Franklin</i>	2.55%	45.76948%	\$ 367,564
<b>12 - Spokane</b>	6.30%	100%	\$ 1,173,672
<b>TOTALS</b>	<b>100%</b>		<b>\$ 16,264,180</b>

**Attachment E – WIOA Title I-B Adult County Allotments**

	<b>% of State Allotment</b>	<b>% of WDA Allotment</b>	<b>County Allocation</b>
<b>1 - Olympic</b>	4.41%	100%	\$ 651,079
<i>Clallam</i>	1.61%	36.54629%	\$ 237,945
<i>Jefferson</i>	0.61%	13.80740%	\$ 89,897
<i>Kitsap</i>	2.19%	49.64631%	\$ 323,237
<b>2 - Pacific Mountain</b>	9.62%	100%	\$ 1,319,800
<i>Grays Harbor</i>	2.53%	26.35912%	\$ 347,888
<i>Lewis</i>	1.87%	19.43187%	\$ 256,462
<i>Mason</i>	1.65%	17.20732%	\$ 227,102
<i>Pacific</i>	0.72%	7.44813%	\$ 98,300
<i>Thurston</i>	2.84%	29.55356%	\$ 390,048
<b>3 - Northwest</b>	7.37%	100%	\$ 1,011,654
<i>Island</i>	0.91%	12.39175%	\$ 125,362
<i>San Juan</i>	0.15%	2.07426%	\$ 20,984
<i>Skagit</i>	2.60%	35.24789%	\$ 356,587
<i>Whatcom</i>	3.71%	50.28610%	\$ 508,721
<b>4 - Snohomish</b>	6.15%	100%	\$ 1,261,366
<b>5 - Seattle-King</b>	15.97%	100%	\$ 3,035,814
<b>6 - Tacoma-Pierce</b>	16.81%	100%	\$ 2,306,926
<b>7 - Southwest</b>	7.93%	100%	\$ 1,087,877
<i>Clark</i>	5.47%	68.96892%	\$ 750,297
<i>Cowlitz</i>	2.36%	29.82175%	\$ 324,424
<i>Wahkiakum</i>	0.10%	1.20933%	\$ 13,156
<b>8 - North Central</b>	5.98%	100%	\$ 820,363
<i>Adams</i>	0.30%	5.08515%	\$ 41,717
<i>Chelan</i>	0.98%	16.33829%	\$ 134,033
<i>Douglas</i>	0.61%	10.13343%	\$ 83,131
<i>Grant</i>	2.78%	46.52261%	\$ 381,654
<i>Okanogan</i>	1.31%	21.92052%	\$ 179,828
<b>9 - South Central</b>	10.55%	100%	\$ 1,448,633
<i>Kittitas</i>	1.04%	9.84254%	\$ 142,582
<i>Klickitat</i>	0.50%	4.75967%	\$ 68,950
<i>Skamania</i>	0.23%	2.21317%	\$ 32,061
<i>Yakima</i>	8.78%	83.18462%	\$ 1,205,040
<b>10 - Eastern</b>	3.50%	100%	\$ 498,621
<i>Asotin</i>	0.21%	6.12262%	\$ 30,529
<i>Columbia</i>	0.05%	1.31260%	\$ 6,545
<i>Ferry</i>	0.32%	9.06831%	\$ 45,216
<i>Garfield</i>	0.04%	1.12746%	\$ 5,622
<i>Lincoln</i>	0.12%	3.42771%	\$ 17,091
<i>Pend Oreille</i>	0.40%	11.45675%	\$ 57,126
<i>Stevens</i>	1.27%	36.22061%	\$ 180,604
<i>Walla Walla</i>	0.63%	17.96739%	\$ 89,589
<i>Whitman</i>	0.46%	13.29657%	\$ 66,299
<b>11 - Benton-Franklin</b>	5.66%	100%	\$ 777,468
<i>Benton</i>	3.05%	53.78944%	\$ 418,196
<i>Franklin</i>	2.62%	46.21056%	\$ 359,272
<b>12 - Spokane</b>	6.05%	100%	\$ 1,113,492
<b>TOTALS</b>	<b>100%</b>		<b>\$ 15,333,093</b>

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

	% of State Allotment	% of WDA Allotment	County Allocation
<b>1 - Olympic</b>	4.54%	100%	\$ 640,977
<i>Clallam</i>	1.91%	42.05500%	\$ 269,563
<i>Jefferson</i>	0.61%	13.52494%	\$ 86,692
<i>Kitsap</i>	2.02%	44.42006%	\$ 284,722
<b>2 - Pacific Mountain</b>	9.51%	100%	\$ 1,343,409
<i>Grays Harbor</i>	2.66%	28.02210%	\$ 376,451
<i>Lewis</i>	1.73%	18.17711%	\$ 244,193
<i>Mason</i>	1.82%	19.17410%	\$ 257,587
<i>Pacific</i>	0.73%	7.65858%	\$ 102,886
<i>Thurston</i>	2.56%	26.96810%	\$ 362,292
<b>3 - Northwest</b>	6.47%	100%	\$ 913,978
<i>Island</i>	0.89%	13.73481%	\$ 125,533
<i>San Juan</i>	0.11%	1.69063%	\$ 15,452
<i>Skagit</i>	2.48%	38.26184%	\$ 349,705
<i>Whatcom</i>	3.00%	46.31272%	\$ 423,288
<b>4 - Snohomish</b>	6.88%	100%	\$ 1,333,371
<b>5 - Seattle-King</b>	16.26%	100%	\$ 3,059,419
<b>6 - Tacoma-Pierce</b>	16.04%	100%	\$ 2,266,283
<b>7 - Southwest</b>	6.84%	100%	\$ 1,000,910
<i>Clark</i>	4.3015%	62.85179%	\$ 629,090
<i>Cowlitz</i>	2.43%	35.43949%	\$ 354,717
<i>Wahkiakum</i>	0.12%	1.70871%	\$ 17,103
<b>8 - North Central</b>	6.92%	100%	\$ 977,362
<i>Adams</i>	0.28%	4.08242%	\$ 39,900
<i>Chelan</i>	1.06%	15.26374%	\$ 149,182
<i>Douglas</i>	0.78%	11.28126%	\$ 110,259
<i>Grant</i>	3.33%	48.17181%	\$ 470,813
<i>Okanogan</i>	1.47%	21.20078%	\$ 207,208
<b>9 - South Central</b>	11.73%	100%	\$ 1,656,764
<i>Kittitas</i>	1.21%	10.34604%	\$ 171,409
<i>Klickitat</i>	0.53%	4.50652%	\$ 74,662
<i>Skamania</i>	0.19%	1.64172%	\$ 27,199
<i>Yakima</i>	9.79%	83.50573%	\$ 1,383,493
<b>10 - Eastern</b>	3.65%	100%	\$ 516,193
<i>Asotin</i>	0.12%	3.17520%	\$ 16,390
<i>Columbia</i>	0.07%	1.81330%	\$ 9,360
<i>Ferry</i>	0.39%	10.58542%	\$ 54,641
<i>Garfield</i>	0.07%	1.81018%	\$ 9,344
<i>Lincoln</i>	0.17%	4.55238%	\$ 23,499
<i>Pend Oreille</i>	0.47%	12.80909%	\$ 66,120
<i>Stevens</i>	1.55%	42.42185%	\$ 218,979
<i>Walla Walla</i>	0.50%	13.69504%	\$ 70,693
<i>Whitman</i>	0.33%	9.13755%	\$ 47,167
<b>11 - Benton-Franklin</b>	6.09%	100%	\$ 860,335
<i>Benton</i>	3.17%	52.07801%	\$ 448,045
<i>Franklin</i>	2.92%	47.92199%	\$ 412,290
<b>12 - Spokane</b>	5.08%	100%	\$ 1,068,894
<b>TOTALS</b>	<b>100%</b>		<b>\$ 15,637,895</b>



## 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, and C, 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\*\* -7003)**
  - **Adult (61\*\* - 7103)**
  - **DW (61\*\* - 7203)**
  - **ACP (61\*\* - 7303)**
- 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 16 "Contract Management" to input the information required for the subrecipient grant manager(s), including: Name, Title, Phone Number, and Email Address. You may include multiple points-of-contact for a single program or may include a single individual for multiple programs whenever appropriate.
- Review all 25 sections of the Agreement. Please make note of Section 9, which discusses quarterly reporting requirements; Section 8, which outlines the cash draw procedure; and Section 19, which indicates an order of precedence in the event of inconsistencies.
- Review the signature block section of the first page of the agreement to ensure accuracy. Please correct any errors.
- Review the information under "Parties" on the first page to ensure all LWDB subrecipient information is accurate. Please correct any errors.
- Once these steps are complete, please save the file using the following naming convention: "Updated, LWDB ##, PY23/FY24 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 quarterly expenditures (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.
    - Enter your planned quarterly expenditures for the Youth program (row 40).
    - 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.
    - Enter your planned quarterly expenditures for the Adult program (row 18).
    - 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.
    - Enter your planned quarterly expenditures for the Dislocated Worker program (row 40).
    - 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 71-74 for additional information. Please include any relevant information about how basic and/or individualized service performance targets are calculated or how targets are determined in the “methodology” section, under “NOTES” in row 77.
  - Begin with the Youth section:

- Enter your carry-in and PY23 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 PY23 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 PY23 quarterly enrollment targets for Basic Services in the yellow highlighted cells in Row 35.
    - Enter your carry-in and PY23 quarterly enrollment targets for Individualized Services in the yellow highlighted cells in Row 36.
    - Enter your carry-in and PY23 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 PY23 quarterly enrollment targets for Basic Services targets in the yellow highlighted cells in Row 57.
    - Enter your carry-in and PY23 quarterly enrollment targets for Individualized Services targets in the yellow highlighted cells in Row 58.
    - Enter your carry-in and PY23 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 10.
  - Begin with the Adult section:
    - Ensure that there are no errors in the cells that are mapping data from the other sheets in Rows 17 and 20.
    - Enter your PY23 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 18.
    - Enter your carry-in and PY23 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 PY23 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 40.
- Enter your carry-in and PY23 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 ##, PY23-FY24 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 both:

***Julie Baxter, Workforce Initiatives Manager ( [julie.baxter@esd.wa.gov](mailto:julie.baxter@esd.wa.gov)); and***  
the Grants Management Office inbox ([ESDGPWorkforceInitiatives@esd.wa.gov](mailto: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 of the agreement to your team 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 15-22, 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, 2023. This new reporting requirement applies to PY23 funding and all future awards. GA will

provide updated Quarterly 9130 Financial Reporting forms to be used for the quarter ending June 30, 2023.

- Please begin sending quarterly financial reports to the Grant Accounting group email box at [ESDGPFSDFundMGMT@ESD.WA.GOV](mailto: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.