

## WorkSource Information Notice (WIN)

Workforce and Career Development Division

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

Number: WIN - 0036

Date: March 25, 2013

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Amy L. Smith, Deputy Director

**SUBJECT:** WIA Grant and Contract Process with Electronic Signatures

### **Purpose:**

To introduce the process for electronic signatures on Workforce Development Council (WDC) grant and contract packages submitted to the Workforce and Career Development Division (WCDD) for review and signature.

### **Action Required:**

WDCs will have the option of e-mailing a .pdf of a signed grant or contract package to WCDD for review and signature. WCDD will require WDCs to forward the e-mail (with a .pdf of the signed grant or contract attached) showing the e-mail "trail" to and from those signing. That e-mail will become part of the WCDD grant or contract file.

### **Content:**

The 2012 legislative session saw passage of Senate Bill 6354 (Chapter 127, 2012 Laws), which required state agencies to review all paper forms and documents that business customers are required to submit and, where legally possible, provide an electronic option for submission (e-mail or facsimile). Going forward, WDCs may continue to submit grants and contracts and supporting documentation in paper form **or** choose to submit electronically as outlined above, provided that the signature on the grant or contract matches an authorized signer. Please direct electronic WIA grants and contracts to [Donna Fussell](#) in WCDD.

WIA grant agreements and contract documents will be revised to include the following reference to the electronic signature option:

*Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.*

**References:**

[Senate Bill 6354](#) (Requiring state agencies to offer electronic filing for business forms), Chapter 127, 2012 Laws.

**Website:**

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

**Direct Inquiries To:**

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