

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
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Montgomery, Alabama 36103-5690**

May 5, 2009

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2007-07, Change 4

SUBJECT: Administrative and transfer of program funds between Adult and Dislocated Worker for all Grant Agreement Packages

- 1. Purpose.** To provide Local Workforce Investment Boards with guidance on calculating the administrative funds and program funds transferred between Adult and Dislocated Workers for all current and future grant agreements and modifications.

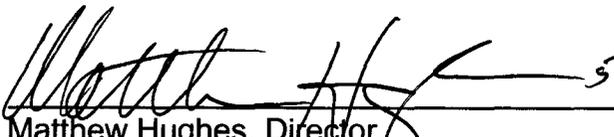
- 2. Discussion.** When calculating the administrative funds and the transfer of program funds between Adult and Dislocated Worker, the following method should be utilized: Administrative funds of ten (10) percent should be taken off the top of the total funds allocated for each fund source (i.e. Adult, Youth, and Dislocated Worker). Program funds transfers between Adult and Dislocated Worker fund sources should also be taken off the top of the fund source full allocation amount.

Example:	Adult	Youth	Dislocated Worker
Allocations	\$120,000.00	\$500,000.00	\$230,000.00
Administrative (10%)	\$ 12,000.00	\$ 50,000.00	\$ 23,000.00
Program Transfers (20%)	\$ 24,000.00	N/A	\$ 46,000.00

Please note, when utilizing the transfer waiver of up to 100% program funds between Adult and Dislocated Worker allocations; the transferred amount cannot exceed 100% of the total allocation when combined with the ten (10) percent administrative funds. To determine the allowable transfer percentages please refer to the appropriate program year allocation directive.

- 3. Action.** Each local workforce investment board shall use the calculation method shown above when preparing/submitting its respective Grant Agreement Plan or subsequent modifications.

- 4. Contact.** Any questions regarding this Directive should be addressed to Sara Calhoun, Workforce Development Division, State Planning at (334) 353-1632.

 5/5/09
Matthew Hughes, Director
Office of Workforce Development