

**Alabama Workforce Investment System**

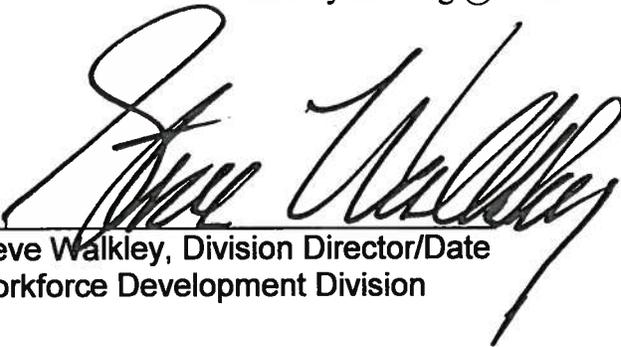
**Workforce Development Division  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690**

July 16, 2014

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2013-11, Change 2**

**SUBJECT:** Program Year 2014 WIA Adult/Dislocated Worker Allocations

1. **Purpose.** This transmits the USDOL Notice of Obligation reflecting the July 1, 2014 availability of local area PY2014 Adult/Dislocated Worker WIA formula funds.
2. **Discussion.** USDOL Grant Agreement AA-25338-14-55-A-1 indicates the July 1, 2014, availability of Program Year 2014 Adult/Dislocated Worker WIA formula funds. A copy of this USDOL Grant Agreement is included as an Attachment to this Directive.
3. **Action.** Please retain the Attachment for future reference.
4. **Contact.** Any questions may be referred to Melody Koorangi, State Program Integrity Section Supervisor, at (334) 242-5175 or [melody.koorangi@adeca.alabama.gov](mailto:melody.koorangi@adeca.alabama.gov).



Steve Walkley, Division Director/Date  
Workforce Development Division

Attachment  
USDOL Grant Modification/Notice of Obligation

*Grant Modification / Notice of Obligation*

**U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION**

<b>GRANT MODIFICATION</b>		<b>No. 1</b>	<b>PROJECT:</b> WIA Youth/Adult/Dislocated Workers Formula Combined	
<b>GRANT NUMBER:</b> AA-25338-14-55-A-1	<b>EIN:</b> 636000619	<b>EFFECTIVE DATE:</b> 07/01/2014	<b>PAGE 1</b>	
<b>GRANTEE:</b> AL DEPT OF ECONOMIC AND COMMUNITY AFFAIRS 401 ADAMS AVENUE P.O. BOX 5690 MONTGOMERY, ALABAMA 36103-5690		<b>ISSUED BY</b> U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

**Action:**

Allocation of July 1 portion of PY 2014 Adult and Dislocated Workers funding per TEGL 18-13.

<b>YEAR / CFDA PROGRAM ACCOUNT ID</b>	<b>Mod 0 CURRENT LEVEL</b>	<b>Mod 1 MODIFICATION</b>	<b>NEW LEVEL</b>	<b>PMS DOC #</b>
<b>PY 14 / 17.259</b> WIA YOUTH FORMULA GRANTS - STATES <small>14-1830-2014-050174141580201401740003145YF000A0000ACHW00A0M00-AR0200-110023-ETA-DEFAULT TASK</small>	\$10,363,134.00	\$0.00	\$10,363,134.00	AA25338TE0
<b>PY 14 / 17.258</b> WIA ADULT ACTIVITIES - STATES <small>14-1830-2014-050174141580201401740003145AD010A0000ACHW00A0M00-AR0200-110023-ETA-DEFAULT TASK</small>	\$0.00	\$718,940.00	\$718,940.00	AA25338TA0
<b>PY 14 / 17.278</b> WIA DISLOCATED WORKERS - FORMULA - STATES <small>14-1830-2014-050174141580201401740003145AD020A0000ACHW00A0M00-AR0200-110023-ETA-DEFAULT TASK</small>	\$0.00	\$1,644,373.00	\$1,644,373.00	AA25338TC0
<b>TOTAL FUND AVAILABILITY</b>	\$10,363,134.00	\$2,361,313.00	\$12,724,447.00	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved  
by

*Thomas C. Martin*  
**THOMAS C. MARTIN**

Date Signed **07/08/2014**

**Grant Officer**



U. S. Department of Labor  
Employment and Training Administration  
WIA Adult and Dislocated Worker Activities  
FY 2014 PAR Table

State	Total	Adult 7/1/2014	DW 7/1/2014
<b>Total</b>	<b>\$195,986,639</b>	<b>\$54,080,000</b>	<b>\$141,886,639</b>
Alabama	2,381,313	716,940	1,644,373
Alaska	368,364	134,862	231,502
Arizona	3,988,921	1,126,242	2,862,679
Arkansas	1,568,551	480,725	1,107,826
California	30,390,711	8,080,831	22,310,080
Colorado	3,059,540	816,478	2,243,062
Connecticut	2,489,178	611,782	1,877,394
Delaware	505,413	134,862	370,551
District of Columbia	667,820	142,575	425,045
Florida	11,734,436	3,183,995	8,550,441
Georgia	7,103,233	1,866,638	5,236,595
Hawaii	413,994	151,332	262,662
Idaho	715,221	224,521	490,700
Illinois	10,312,507	2,528,828	7,783,679
Indiana	4,307,876	1,145,854	3,161,822
Iowa	829,086	238,892	590,374
Kansas	1,096,807	321,220	775,587
Kentucky	2,901,724	880,736	2,020,988
Louisiana	2,091,705	633,406	1,458,299
Maine	749,223	209,455	539,768
Maryland	3,145,858	787,211	2,358,645
Massachusetts	3,588,907	909,855	2,679,252
Michigan	7,226,383	1,990,707	5,235,676
Minnesota	1,942,345	602,355	1,339,990
Mississippi	2,126,828	621,787	1,505,141
Missouri	3,157,841	847,873	2,309,668
Montana	380,273	144,972	235,301
Nebraska	424,653	134,862	289,791
Nevada	2,387,886	610,254	1,777,632
New Hampshire	492,922	134,862	358,060
New Jersey	7,213,880	1,744,551	5,469,329
New Mexico	1,049,826	316,514	734,412
New York	13,108,413	3,563,411	9,545,002
North Carolina	7,434,012	1,951,897	5,482,115
North Dakota	212,796	134,862	77,934
Ohio	6,340,186	1,723,206	4,616,980
Oklahoma	1,196,015	426,075	769,940
Oregon	2,578,325	715,532	1,862,793
Pennsylvania	8,277,504	2,167,475	6,110,029
Puerto Rico	3,388,704	1,298,554	2,090,150
Rhode Island	918,654	228,696	689,958
South Carolina	3,062,872	858,972	2,203,900
South Dakota	248,382	134,862	113,500
Tennessee	4,093,093	1,138,697	2,954,396
Texas	11,785,154	3,544,026	8,221,128
Utah	792,888	255,881	538,807
Vermont	245,389	134,862	110,507
Virginia	3,143,068	880,990	2,262,078
Washington	3,782,563	1,077,825	2,714,738
West Virginia	890,930	285,194	605,736
Wisconsin	3,127,376	832,644	2,294,732
Wyoming	237,915	134,862	103,053
<b>State Total</b>	<b>195,642,800</b>	<b>53,944,800</b>	<b>141,698,000</b>
American Samoa	40,597	12,950	27,647
Guam	158,381	50,522	107,859
Northern Marianas	83,122	28,515	56,607
Palau	16,844	5,309	11,335
Virgin Islands	125,085	39,904	85,191
<b>Outlying Areas Total</b>	<b>423,839</b>	<b>135,200</b>	<b>288,639</b>



NCFMS Accounting Codes

05	01741415BD	2014	0174000314	5AD020	A0000	AOW100	AOW100	A90200	410023
05	01741415BD	2014	0174000114	5AD010	A0000	AOW100	AOW100	A90200	410023
05	01741415BD	2014	0174000314	5DW011	A0000	AOW100	AOW100	A90200	410023
05	01741415BD	2014	0174000114	5AD015	A0000	AOW100	AOW100	A90200	410023

U. S. Department of Labor  
Employment and Training Administration  
WIA Adult and Dislocated Worker Activities  
FY 2014 PAR Table

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05	01741415BD	2014	0174000114	5AD015	A0000	AOW100	AOW100	A90200	410023



<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> WIA/Wagner-Peyser
	<b>CORRESPONDENCE SYMBOL</b> OWI
	<b>DATE</b> April 3, 2014

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-13**

**TO:** ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS

**FROM:** ERIC SELEZNOW /s/  
Acting Assistant Secretary

**SUBJECT:** Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2014; Final PY 2014 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2014.



1. **Purpose.** To provide States and outlying areas with WIA Title I Adult, Dislocated Worker and Youth Activities program allotments for PY 2014; final allotments for PY 2014 for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the Workforce Information Grants to States allotments for PY 2014.

2. **References.**

- Consolidated Appropriations Act, 2014 (Pub. L. 113-76)
- Balanced Budget and Emergency Deficit Control Act, as amended (Title II of Pub. L. 99-177)
- Budget Control Act of 2011 (Pub. L. 112-25)
- Training and Employment Guidance Letter (TEGL) 21-12, *Updated Economically Disadvantaged Youth and Adult Data for use in Program Year (PY) 2013 and future Workforce Investment Act (WIA) Youth and Adult Within-State Allocation Formulas*
- Workforce Investment Act of 1998, (29 United States Code (U.S.C) 2801 et seq.), Public Law 105-220, as amended
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
- WIA Final Rule, 20 Code of Federal Regulations parts 660-671
- State Integrated Workforce Plan Requirements for Workforce Investment Act Title I/Wagner-Peyser Act and Department of Labor Workforce Programs (OMB No. 1205-0398)
- Planning Guidance for State Unified Plans and Unified Plan Modifications Submitted under Section 501 of the Workforce Investment Act (WIA) (OMB No. 1205-0398)
- TEGL No. 27-12, *Funds Administration Flexibility for Workforce Investment Act of 1998 (WIA) Title I and Wagner-Peyser Act of 1933 (W-P Act) Funds*
- LAUS Technical Memorandum No. S-13-17.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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3. **Background.** On January 17, 2014, the Consolidated Appropriations Act, 2014, Pub. L. 113-76 was signed into law (from this point forward, referred to as “the Act”). The Act, Division H, Title I, Section 108, allows the Secretary of Labor to set aside up to .5 percent of most operating funds. The evaluation provision is consistent with the Federal government’s priority on evidence-based policy and programming and provides important opportunities to expand evaluations and demonstrations in the Department to build solid evidence about what works best. In the past, funds for ETA evaluations and demonstrations were separately appropriated and managed by ETA. This year, that separate authority has been replaced by the set aside provision. Funds are transferred to the Department’s Chief Evaluation Office to implement formal evaluations and demonstrations in collaboration with ETA. For 2014, the Secretary has set aside .25 percent of the WIA Adult, Youth and Dislocated Worker program budgets for evaluation. The funding available to the Wagner-Peyser Employment Service and Workforce Information Grant programs was not reduced.

The WIA Youth grants are funded through a single appropriation and the evaluation reductions were applied to the PY 2014 appropriated level. However, the Act funds the WIA Adult and Dislocated Worker programs in two separate appropriations. The first becomes available for obligation on July 1; this portion is commonly referred to as the “base” funds. The second becomes available for obligation on October 1; this portion is commonly referred to as “advance” funds because they are provided in the appropriations act passed during the fiscal year immediately before the fiscal year when the funds are available. For example, funds for PY 2014 that will be made available on October 1, 2014 were appropriated during FY 2014, but not made available until FY 2015, and are called the FY 2015 “advance.” The reductions for evaluations from the WIA Adult and Dislocated Worker programs were applied to the FY 2015 “advance” funding levels; “base” funding will be disseminated at the full amount appropriated in the Act.

The Act also specifies the following provisions, which are applicable to utilization of the funds appropriated:

- A local board still may transfer up to 30 percent of funds between the Adult and Dislocated Worker funding streams if approved by their Governor. Many states have waivers that allow their local boards to transfer up to 50 percent between those programs.
- A local board still may award contracts for “class-size training,” that is, a local board still may award a contract to an institution of higher education or other eligible training provider if the local board determines that the contract would facilitate the training of multiple individuals in high-demand occupations, and if the contract would not limit customer choice.
- Notwithstanding section 128(a)(1) of WIA, the amount available for the Governor for Statewide workforce investment activities must not exceed 8.75 percent of the amount allotted to the State from each of the WIA Youth, Adult, and Dislocated Worker, PY 2014 appropriations.
- Salary caps are imposed under Pub. L. 113-76, Division H, Title I, Section 105. No funds under the header “Employment and Training Administration” may be used by a recipient or sub-recipient to pay the salary and/or bonus of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, currently \$181,500. States also may establish lower salary caps. See TEGl 5-06.

While the WIA allotments for States are based on formula provisions contained in WIA (see Attachment A for WIA and Wagner-Peyser formula descriptions), the WIA allotments for the outlying areas (e.g., American Samoa, Guam, Northern Marianas, Palau, and the Virgin Islands) are based on a formula determined by the Secretary as authorized under WIA Title I and WIA section 182. The Marshall Islands and Micronesia no longer receive WIA Title I funding; instead, these areas now receive funding from the Department of Education's appropriation (see Compact of Free Association Amendments of 2003, Pub. L. 108-188 (December 17, 2003), codified at 48 U.S.C. 1921d(f)(1)(B)(iii)(the "Compact"). The Compact also specified that the Republic of Palau remained eligible for WIA Title I funding. See 48 U.S.C. 1921d(f)(1)(B)(ix). The Consolidated Appropriations Act, 2014 (Division H, Title III, Section 306 of Pub. L. 113-76) authorized WIA Title I funding to Palau through FY 2014.

In addition to this TEGL, allotments and descriptions of the allotment formulas will be published in the Federal Register. Comments may be submitted to the Employment and Training Administration (ETA), on the formula used to distribute funds to outlying areas.

**4. State WIA Youth Activities Funds: Title I--Chapter 4--Youth Activities.**

- A. State Allotments. The appropriated level for PY 2014 for WIA Youth Activities totals \$820,430,000. After reducing the appropriation by \$2,261,000 for evaluations, \$818,169,000 is available for Youth Activities, which includes \$12,272,535 for Native Americans, \$803,851,042 for States, and \$2,045,423 for outlying areas. Attachment B contains a breakdown of the WIA Youth Activities program allotments by State for PY 2014 and provides a comparison of these allotments to PY 2013. Please note that the Department of Labor (the Department) will provide the Native American Youth allotments in a separate TEGL.

The three data factors required by WIA for the PY 2014 Youth Activities State formula allotments are:

1. The average number of unemployed individuals for Areas of Substantial Unemployment (ASUs) for the 12-month period, July 2012 through June 2013, as prepared by the States under the direction of the Bureau of Labor Statistics (BLS);
2. The number of excess unemployed individuals or the ASU excess (depending on which is higher) averages for the same 12-month period as used for ASU unemployed data; and,
3. The number of economically disadvantaged Youth (age 16 to 21, excluding college students in the workforce and military) from special tabulations of data from the American Community Survey (ACS). The data used in the special tabulations for economically disadvantaged Youth were collected between January 1, 2006, and December 31, 2010.

Since the total amount available for States in PY 2014 is below the required \$1 billion threshold specified in WIA section 127(b)(1)(C)(iv)(IV), which was also the case in PY 2013, the Department did not apply the WIA additional minimum provisions (see

Attachment A). Instead, as required by WIA, the Job Training Partnership Act (JTPA) (Pub. L. 97-300), section 262(a)(3) (as amended by section 207 of the Job Training Reform Amendments of 1992 Pub. L. 102-367) minimums of 90 percent hold-harmless of the prior year allotment percentage and 0.25 percent State minimum floor apply. WIA also provides that no State may receive an allotment that is more than 130 percent of the allotment percentage for the State for the previous year.

- B. PY 2014 Funding WIA Agreement/Notice of Obligations (NOOs). Upon execution of the PY 2014 WIA Annual Funding Agreement, Youth program funds will be available for States to use.
- C. Within-State Allocations. States must distribute WIA Youth Activities funds among local workforce investment areas (subject to reservation of the 8.75 percent limitation for statewide workforce investment activities as discussed in the Background Section of this TEGL) in accordance with the provisions of WIA section 128 and the approved WIA/Wagner-Peyser Act State Plan. For purposes of identifying ASUs for the within-State Youth Activities allocation formula, states should use data made available by BLS (as described in LAUS Technical Memorandum No. S-13-17). For purposes of determining the number of economically disadvantaged Youth for the statutory formula, States should use the special tabulations of ACS data available at <http://www.doleta.gov/budget/disadvantagedYouthAdults.cfm> for the within-State Youth program allocations. See TEGL 21-12 for further information.
- D. Transfers of Funds. Local workforce investment areas do not have the authority to transfer funds to or from the Youth Activities program.
- E. Reallotment of Funds. The Secretary of Labor reallots Youth Activities program formula funds, as provided for by WIA Section 127(c), based on completed PY financial reports that the States submitted. The Department will reallot funds among States under WIA during PY 2014 based on State obligations made during PY 2013 (20 CFR §667.150).
5. State Adult Employment and Training Activities Funds: Title I—Chapter 5—Adult and Dislocated Worker Employment and Training Activities.
- A. State Allotments. The total appropriated funds for Adult Activities in PY 2014 is \$766,080,000. After reducing the appropriated amount by \$2,111,000 for evaluations, \$763,969,000 remains for Adult Activities, of which \$762,059,077 is for states and \$1,909,923 is for outlying areas. Attachment C shows the PY 2014 Adult Employment and Training Activities allotments and a State by State comparison of the PY 2014 allotments to PY 2013 revised allotments (after removing the sequestration applicable to the FY 2013 advance).

The three formula data factors for the Adult Activities program are the same as those used for the Youth Activities formula, except the Department used data for the number of economically disadvantaged Adults (age 18 to 72, excluding college students in the workforce and military). Since the total amount available for the Adult Activities program for States in PY 2014 is below the required \$960 million threshold specified in WIA section 132(b)(1)(B)(iv)(IV), as was also the case in PY 2013, the WIA additional

minimum provisions (See Attachment A) are not applicable. Instead, as required by WIA, the JTPA section 202(b)(2) (as amended by section 202 of the Job Training Reform Amendments of 1992) minimums of 90 percent hold-harmless of the prior year allotment percentage and 0.25 percent State minimum floor apply. Also, like for the Youth program, WIA also provides that no State may receive an allotment that is more than 130 percent of the allotment percentage for the State for the previous year.

- B. PY 2014 Funding WIA Agreement/Notices of Obligation (NOOs).** For PY 2014, Congress appropriated funds for this program in two portions: \$54,080,000 is available for obligation on July 1, 2014 (PY 2014), and \$712,000,000 available for obligation on October 1, 2014 (FY 2015). The Department elected to use the funding available on October 1, 2014 for the evaluations set aside, reducing the amount available for Adult Activities on October 1, 2014 to \$709,889,000. The Department prorated allotments to States and outlying areas based on these total amounts and will issue two NOOs: one for July 1, 2014, under the PY 2014 WIA grant agreement, and the other for October 1, 2014, also under the PY 2014 WIA grant agreement (see Attachment D).
- C. Within-State Allocations.** States must distribute WIA Adult Activities funds for PY 2014 allotments among local workforce investment areas (subject to reservation of the 8.75 percent limitation for statewide workforce investment activities) in accordance with the provisions in WIA section 133 and the approved WIA/Wagner-Peyser Act State Plan. The 8.75 percent which may be retained for statewide activities must be calculated on the total final allotment for PY 2014.
- Similar to the Youth Activities program, for purposes of identifying ASUs for the within-state Adult Activities allocation formula, States should use the data made available by BLS (as described in LAUS Technical Memorandum No. S-13-17). For purposes of developing the number of economically disadvantaged Adults for the statutory formula, States should use the special tabulations of ACS data available at <http://www.doleta.gov/budget/disadvantagedYouthAdults.cfm> for the within-state Adult allocations. See TEGl 21-12 for further information.
- D. Transfers of Funds.** WIA section 133(b)(4) provides the authority for local workforce investment areas, with approval of the Governor, to transfer up to 20 percent of the Adult Activities funds to Dislocated Worker Activities, and up to 20 percent of Dislocated Worker Activities funds to Adult Activities. The Act provided that, notwithstanding section 133(b)(4), up to 30 percent of these funds could be transferred between programs, which is applicable for the life of the funds. Many States have waivers that allow them to transfer a higher percentage of funding between programs.
- E. Reallotment of Funds.** Reallotment of Adult Activities program formula funds, as provided for by WIA section 132(c), is based on completed financial reports submitted by the States. The Department will reallot funds among States under WIA during PY 2014 based on State obligations of PY 2013 funds made during PY 2013 (20 CFR §667.150).

**6. State Dislocated Worker Employment and Training Funds: Title I—Chapter 5-Adult and Dislocated Worker Employment and Training Activities.**

The amount appropriated for Dislocated Worker activities in PY 2014 totals \$1,222,457,000. The total appropriation includes formula funds for the States, while the National Reserve is used for National Emergency Grants, technical assistance and training, demonstration projects, and the outlying areas' Dislocated Worker allotments. After reducing the appropriated amount by \$3,370,000 for evaluations, a total of \$1,219,087,000 remains available for Dislocated Worker activities. The amount available for outlying areas is \$3,047,718, leaving \$217,201,282 for the National Reserve and a total of \$998,838,000 available for States.

- A. State Allotments. Attachment E shows the PY 2014 Dislocated Worker activities allotments and a State by State comparison of the PY 2014 allotments to PY 2013 revised allotments (after removing the sequestration applicable to the FY 2013 advance).

The three data factors required in WIA for the PY 2014 Dislocated Worker State formula allotments are:

1. The number of unemployed, averaged for the 12-month period, October 2012 through September 2013;
2. The number of excess unemployed, averaged for the 12-month period, October 2012 through September 2013; and
3. The number of long-term unemployed, averaged for the 12-month period, October 2012 through September 2013.

- B. PY 2014 Funding WIA Agreement/NOOs. For PY 2014, Congress appropriated funds for this program in two portions for both formula funds and National Reserve funds. For State formula funds, \$141,598,000 is available for obligation on July 1, 2014 (PY 2014), and \$860,000,000 is available for obligation on October 1, 2014 (FY 2015). For the National Reserve, which includes funds for the outlying areas, \$20,859,000 is available for obligation on July 1, 2014 (PY 2014), and \$200,000,000 is available for obligation on October 1, 2014 (FY 2015). The Department elected to use the funding available on October 1, 2014 for the evaluations set aside, reducing the amount available for State formula funds on October 1, 2014 to \$857,240,000 and for the National Reserve to \$199,390,000. Allotments to States and outlying areas are prorated based on the two amounts for formula funds and National Reserve, respectively. Allotments will be issued in two NOOs: one for July 1, 2014, under the PY 2014 WIA grant agreement, and the other for October 1, 2014, (also under the PY 2014 WIA grant agreement) (see Attachment F).

- C. Within-State Allocations. Dislocated Worker Activities funds for PY 2014 allotments are to be distributed among local workforce investment areas (subject to the Governor's reservation of up to 25 percent for statewide rapid response activities under WIA 133 and the 8.75 percent limitation for statewide workforce investment activities as discussed in the Background Section of this TEGL) in accordance with the provisions in WIA section 133 and the approved WIA/Wagner-Peyser Act State Plan. States must calculate the 8.75 percent which may be retained for statewide activities on the total final allotment for PY 2014.

- D. **Transfers of Funds.** WIA section 133(b)(4) provides the authority for local workforce investment areas, with approval of the Governor, to transfer up to 20 percent of the Adult Activities funds to Dislocated Worker Activities, and up to 20 percent of Dislocated Worker Activities funds to Adult Activities. The Act provided that, notwithstanding section 133(b)(4), up to 30 percent of these funds could be transferred between programs, which is applicable for the life of the funds. Many States have waivers that allow them to transfer a higher percentage of funding between programs.
- E. **Reallotment of Funds.** The Department bases reallotment of Dislocated Worker program formula funds, as provided for by WIA section 132(c), on completed financial reports submitted by the States. The Department will reallocate funds among States under WIA during PY 2014 based on State obligations made during PY 2013 (20 CFR § 667.150).
7. **Wagner-Peyser ES Final Allotments.** The appropriated level for PY 2014 for grants for the ES programs totals \$664,184,000. After determining the funding for outlying areas, ETA calculates allotments to States using the formula set forth at section 6 of the Wagner-Peyser Act (29 U.S.C. 49e). ETA based PY 2014 formula allotments on each State's share of calendar year 2013 monthly averages of the Civilian Labor Force (CLF) and unemployment. The distribution of Wagner-Peyser Act funds for PY 2014 includes \$662,564,950 for States, as well as \$1,619,050 for outlying areas. Attachment G shows the distribution of PY 2014 ES formula amounts by State compared to PY 2013.

Under section 7(b) of the Wagner-Peyser Act, ten percent of the total sums allotted to each State shall be reserved for use by the governor to provide performance incentives, services for groups with special needs, and for the extra costs of exemplary models for delivering job services.

8. **Workforce Information Grants.** Total funds for PY 2014 are \$32,000,000. Funds are distributed to States by administrative formula with \$176,800 for Guam and the Virgin Islands. Guam and the Virgin Islands allotment amounts are partially based on CLF data, which was updated last year with data from the 2010 Census. The remaining funds are distributed to the States with 40 percent distributed equally to all States, and 60 percent distributed based on each State's share of the CLF for the 12 months ending September 2013. The allotment figures are listed in Attachment H. Policy guidance on the use of workforce information grants will be forthcoming.
9. **Waivers of Required Statewide Activities.** While the funding level for the Governor's reserve has increased to 8.75 percent from the prior several years' five percent level, it continues to be appropriated at levels well below the 15 percent authorized by WIA. Due to this ongoing reduction, ETA realizes that some states may be unable to conduct all required statewide activities. As a temporary measure, and in order to help states prioritize the activities that are more essential to the functioning of their workforce systems, states may request waivers to exempt them from the requirements to carry out some of the required statewide activities described at 20 CFR 665.200(b)-(i) that would have been possible without the reduction in funds. Waiver requests must meet the requirements discussed in TEGL No. 27-12, Section 4(A). For states that were approved for statewide waivers in PY 2013, a request to extend them for PY 2014 may be submitted rather than a full waiver plan. Additional information can be found at <http://www.doleta.gov/waivers>

**10. Submission.** In order to achieve greater efficiency and as part of ETA's ongoing effort to streamline the mandatory grant award process, all States are required to submit an electronically signed copy of an SF- 424, Application for Federal Assistance, through Grants.gov for each WIA funding stream under Funding Opportunity Numbers:

- **ETA-TEGL-PY-YOUTH** [CFDA 17.259]
- **ETA-TEGL-PY-FY ADULT** [CFDA 17.258]
- **ETA-TEGL-PY-FY DW** [CFDA 17.278]

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for each WIA funding stream (Youth, Adult, and Dislocated Worker). The closing date for receipt of each SF-424 is **April 18, 2014**. The WIA Youth funds will be awarded in April 2014. The PY 2014 "base" allotment of WIA Adult and Dislocated Worker funds will be awarded during the period of availability beginning July 2014. The FY 2015 "advance" allotment will be awarded in the period of availability starting October 2014. *A copy of the executed WIA Agreement [Attachment I] will be available upon award of funds.*

All States must submit an electronically signed SF- 424, Application for Federal Assistance, through Grants.gov for each ES funding program under Funding Opportunity Numbers:

- **ETA-TEGL-ES** [CFDA 17.207]
- **ETA-TEGL-WIG** [CFDA 17.207]

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for each ES program (Wagner-Peyser ES Program and Workforce Information Grants). The closing date for receipt of each SF-424 is **May 30, 2014**. The Wagner-Peyser Employment Service Program and Workforce Information funds will be awarded in July 2014. *A copy of the executed ES Agreement [Attachment J] will be awarded upon award of funds.*

Each SF-424 must reflect the exact amount of the designated State allotment in item #18, Estimated Funding. Item #11 must include the Catalog of Federal Domestic Assistance Number for the applicable Funding Opportunity.

To submit the required SF-424s, States must follow the "**Apply for Grants**" link on Grants.gov, and download the grant application package links. States should not follow the "Find Grants" link, as these are mandatory grants, not competitive funding opportunities.

This process can be complicated and time-consuming. As such, the Department strongly encourages States to initiate the process as soon as possible and to allow for time to resolve technical problems if necessary. The Department strongly recommends that States immediately initiate and complete the "Get Registered" registration steps at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). States should read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site

also contains registration checklists to help you walk through the process. The Department strongly recommends that States download the “Organization Registration Checklist” at <http://www.grants.gov/documents/19/18243/OrganizationRegChecklist.pdf> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® number on the SF-424. Before submitting, States must register with the System for Award Management (SAM), which has replaced the Central Contractor Registry (CCR). Instructions for registering with SAM can be found at <https://www.sam.gov>. An awardee must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S® number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

To track AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

Submitting through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the SF-424 through Grants.gov, the name of your AOR on file will be inserted into the signature line. States must register the individual who is able to make legally binding commitments as the AOR.

If States encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is open 24 hours a day, seven days a week. It is closed on federal holidays.

States should e-mail all submission questions to Ms. Sharon Carter, Grants Management Specialist, at [Carter.Sharon@dol.gov](mailto:Carter.Sharon@dol.gov) and must reference the specific Funding Opportunity

Number, and along with question(s), include a contact name, email address, and phone number.

10. **Reporting.** For the WIA formula programs, States are required to submit the seven designated WIA quarterly financial status reports covering funds received for each of the programs (including separate reports for each of the fund year periods for the Adult and Dislocated Worker Activities programs – July 1 funds and October 1 funds). These seven WIA reports provide financial data for Statewide Youth, Statewide Adult, Statewide Dislocated Worker, Statewide Rapid Response (Dislocated Worker Activities), local Youth, local Adult, and local Dislocated Worker activities. The Department also requires States to submit the designated financial reports each quarter for the Wagner-Peyser Act funds and the Workforce Information Grant funds.
11. **Inquiries.** Questions regarding these allotments may be directed to the appropriate Regional Office. Information on allotments and planning requirements may also be found on the ETA Web site at <http://www.doleta.gov>.
12. **Attachments.**
  - A. WIA and Wagner-Peyser Statutory Formula Descriptions
  - B. WIA Youth Activities Allotments, PY 2014 vs PY 2013
  - C. WIA Adult Activities Allotments, PY 2014 vs PY 2013
  - D. WIA Adult Activities Allotments, July 1 and October 1 Funding
  - E. WIA Dislocated Worker Activities Allotments, PY 2014 vs PY 2013
  - F. WIA Dislocated Worker Activities Allotments, July 1 and October 1 Funding
  - G. Employment Service (Wagner-Peyser) Allotments, PY 2014 vs PY 2013
  - H. Workforce Information Grants Allotments, PY 2014 vs PY 2013
  - I. WIA Agreement
  - J. ES Agreement