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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-15

TO: STATE WORKFORCE AGENCIES
 ALL STATE WORKFORCE LIAISONS

FROM: GERRI FIALA /s/ for PORTIA WU
 Assistant Secretary

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016

1. **Purpose.** To provide States and outlying areas with WIOA Title I Adult, Dislocated Worker and Youth Activities program allotments for PY 2016; final allotments for PY 2016 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 2016.

2. **References.**

- Consolidated Appropriations Act, 2016 (Pub. L. 114-113)
- 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 Innovation and Opportunity Act of 2014, Public Law 113-128, as amended
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
- Training and Employment Guidance Letter (TEGL) 11-12, *Using Funds Authorized Under Section 7(a) of the Wagner-Peyser Act of 1933 for Intensive Services as Defined by the Workforce Investment Act*
- Training and Employment Guidance Letter (TEGL) 26-14, *Workforce Innovation and Opportunity Act Transition Authority for Flexible Use of State Rapid Response Funds*
- Training and Employment Guidance Letter (TEGL) 23-14 (exceptions)
- *Local Area Unemployment Statistics (LAUS) Technical Memorandum No. S-15-13*

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Background.** On December 18, 2015, the Consolidated Appropriations Act, 2016, Pub. L. 114-113 was signed into law (from this point forward, referred to as “the Act”). The PY 2016 Youth activities funds will become available for obligation in early April 2016. However, the Act funds the WIOA Adult and Dislocated Worker programs in two separate appropriations. The first becomes available for obligation on July 1, 2016; this portion is commonly referred to as the “base” funds. The second becomes available for obligation on October 1, 2016; 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 2016 that will be made available on October 1, 2016 were appropriated during FY 2016, but not made available until FY 2017, and are called the FY 2017 “advance.”

The Act, Division H, Title I, Section 107, allows the Secretary of Labor to set aside up to .75 percent of most operating funds for evaluations. 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. 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 2016, the Secretary again set aside .25 percent of the Training and Employment Services (TES) and State Unemployment Insurance and Employment Services Operations (SUIESO) appropriations. ETA spread the amount to be set aside from each appropriation across all of the programs funded by that appropriation with more than \$100 million in funding. This includes WIOA Adult, Youth and Dislocated Worker and Wagner-Peyser Employment Service program budgets.

Like the last two years, the reductions for evaluations from the WIOA Adult and Dislocated Worker programs were applied to the FY 2017 “advance” funding levels; “base” funding will be disseminated at the full amount appropriated in the Act.

The Act also specifies the following provisions:

- The Secretary may reserve not more than 10 percent of the Dislocated Worker National Reserve funds to provide technical assistance and carry out additional activities related to the transition to the WIOA.
- In accordance with section 128(a)(1) of WIOA, the amount available for the Governor for Statewide workforce employment and training activities must not exceed 15 percent of the amount allotted to the State from each of the WIOA Youth, Adult, and Dislocated Worker, PY 2016 appropriations.
- Salary caps are imposed under Pub. L. 114-113, Division H, Title I, Section 105. No funds under the header “Employment and Training Administration” shall 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 \$185,100. States also may establish lower salary caps. See TEGL 5-06.

WIOA allotments for States are based on formula provisions contained in WIOA (see Attachment A for WIOA and Wagner-Peyser formula descriptions). The Act waives the competition requirement contained in WIOA sections 127(b)(1)(B)(ii), 132(b)(1)(A)(ii), and 132(b)(2)(A)(ii) regarding funding to outlying areas (i.e., American Samoa, Guam, Commonwealth of the Northern Mariana Islands, the Republic of Palau, and the United States Virgin Islands). WIOA specifically included the Republic of Palau as an outlying area, except during any period for which the Secretary of Labor and the Secretary of Education determine that a Compact of Free Association is in effect and contains provisions for training and education assistance prohibiting the assistance provided under WIOA; no such determinations prohibiting assistance have been made (WIOA section 3(45)(B)). For PY 2016, outlying area grant amounts will be based on the administrative formula determined by the Secretary that was used under WIA.

WIOA updated the Compact of Free Association Amendments of 2003, Pub. L. 108-188 (December 17, 2003) so that the Republic of Palau remained eligible for WIOA Title I funding. See 48 U.S.C.1921d(f)(1)(B)(ix). The Consolidated Appropriations Act, 2016 (Division H, Title III, Section 306 of Pub. L. 114-113) authorized WIOA Title I funding to Palau through FY 2016.

In addition to this TEGL, allotments and descriptions of the allotment formulas will be published in the Federal Register.

4. State WIOA Youth Activities Funds: Title I--Chapter 2--Youth Activities.

A. State Allotments. The appropriated level for PY 2016 for WIOA Youth Activities totals \$873,416,000. After reducing the appropriation by \$2,485,000 for evaluations, \$870,931,000 is available for Youth Activities, which includes \$13,063,965 for Native Americans, \$855,722,367 for States, and \$2,144,668 for outlying areas. Note that under WIOA the basis for calculating the ¼ of 1 percent reserved for outlying areas is based on the total available for Youth Activities after the Native American reservation. The Native American reservation is calculated on the total available for Youth Activities. Attachment B contains a breakdown of the WIOA Youth Activities program allotments by State for PY 2016 and provides a comparison of these allotments to PY 2015. 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 WIOA for the PY 2016 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 2014 through June 2015, 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 2016 is below the required \$1 billion threshold specified in WIOA section 127(b)(1)(C)(iv)(IV), which was also the case in PY 2015, the Department did not apply the WIOA additional minimum provisions (see Attachment A). Instead, as required by WIOA, the Job Training Partnership Act (JTPA) (Pub. L. 97-300), section 262(b)(2) (as amended by section 207 of the Job Training Reform Amendments of 1992 Pub. L. 102-367) minimums of 90 percent of the prior year allotment percentage and 0.25 percent State minimum floor apply. WIOA 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 2016 Funding WIOA Agreement/Notice of Award (NOAs). Upon execution of the PY 2016 WIOA Annual Funding Agreement/NOA, Youth program funds will be available for States to use.
- C. Within-State Allocations. States must distribute WIOA Youth Activities funds among local workforce areas (subject to reservation of the 15 percent limitation for statewide workforce employment and training activities as discussed in the Background Section of this TEGL) in accordance with the provisions of WIOA section 128 and the approved WIOA/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-15-13). 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 areas do not have the authority to transfer funds to or from the Youth Activities program.
- E. Reallotment of Funds. WIOA Section 127(c) requires the Secretary of Labor to recapture and reallocate Youth Activities program formula funds based on State obligation levels at the end of the first program year of use (ETA will continue to reallocate in accordance with 20 CFR 667.150 pending publication of the WIOA regulations). PY 2015 funds are only available for Federal obligation until the end of the program year, and so the Secretary does not have authority to reobligate PY 2015 funds after the first program year. Therefore, any reallocation of funds happens using PY 2016 funds. In other words, recapture and reallocation of PY 2016 funds is based on obligation levels of PY 2015 funds at the end of PY 2015.

1. The obligation threshold a State must meet to avoid recapture under WIOA Section 127(c)(2) is 80 percent. The term obligation is defined at 2 CFR 200.71. The funds that a State allocates to a local area are State obligations. WIOA requires States to allocate at least 85 percent of Youth Activities funds to local areas. The Consolidated and Further Continuing Appropriations Act, 2015 superseded this provision of WIOA and required States to allocate at least 90 percent of PY 2015 Youth Activities funds to local areas. Therefore, by making the required local allocations, the State has obligated more than 80 percent of its PY 2015 funds and no further action is required regarding reallocation of PY 2016 funds.

2. Allocations to the local areas are reported on the Local Youth ETA 9130 financial reports, along with obligations by local areas of those funds.

F. Small State Minimum Allotment States. WIOA section 129(a)(4)(B) allows a state that receives a small state minimum allotment under WIOA sections 127(b)(1) (relating to the youth formula program) or 132(b)(1) (relating to the adult formula program) to submit a request for approval to the Department of Labor to decrease the percentage of funds spent on out-of-school youth to not less than 50 percent in a local area. To determine if a state receives a small state minimum allotment, review the PY 2016 columns in Attachments B and C. States that meet the criteria for PY 2016 as a minimum allotment state are those states that receive a PY 2016 WIOA Youth allotment of \$2,139,306 or receive a PY 2016 WIOA Adult allotment of \$2,028,005.

5. State Adult Employment and Training Activities Funds: Title I--Chapter 3--Adult and Dislocated Worker Employment and Training Activities.

A. State Allotments. The total appropriated funds for Adult Activities in PY 2016 is \$815,556,000. After reducing the appropriated amount by \$2,321,000 for evaluations, \$813,235,000 remains for Adult Activities, of which \$811,201,912 is for States and \$2,033,088 is for outlying areas. Attachment C shows the PY 2016 Adult Employment and Training Activities allotments and a State by State comparison of the PY 2016 allotments to PY 2015 allotments.

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 2016 is below the required \$960 million threshold specified in WIOA section 132(b)(1)(B)(iv)(IV), as was also the case in PY 2015, the WIOA additional minimum provisions (See Attachment A) are not applicable. Instead, as required by WIOA, the JTPA section 202(b)(2) (as amended by section 202 of the Job Training Reform Amendments of 1992) minimums of 90 percent of the prior year allotment percentage and 0.25 percent State minimum floor apply. Also, like for the Youth program, WIOA 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 2016 Funding WIOA Agreement/Notice of Award (NOAs). For PY 2016, Congress appropriated funds for this program in two portions: \$103,556,000 is available for obligation on July 1, 2016 (PY 2016), and \$712,000,000 available for obligation on October 1, 2016 (FY 2017). The Department elected to use the funding available on October 1, 2016 for the evaluations set aside, reducing the amount available for Adult Activities on October 1, 2016, to \$709,679,000. The Department prorated allotments to States and outlying areas based on these total amounts and will issue two NOAs (subject to the state submitting an approved state plan under secs. 102 or 103 of WIOA): one for July 1, 2016, under the PY 2016 WIOA grant agreement, and the other for October 1, 2016, also under the PY 2016 WIOA grant agreement (see Attachment D).

C. Within-State Allocations. States must distribute WIOA Adult Activities funds for PY 2016 allotments among local workforce areas (subject to reservation of the 15 percent limitation for statewide employment and training activities) in accordance with the provisions in WIOA section 133 and the approved WIOA/Wagner-Peyser Act State Plan. The 15 percent which may be retained for statewide activities must be calculated on the total final allotment for PY 2016.

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-15-13). 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. WIOA section 133(b)(4) provides the authority for local workforce areas, with approval of the Governor, to expend up to 100 percent of the Adult Activities funds on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds on Adult Activities.

E. Reallotment of Funds. WIOA section 132(c) requires the Secretary of Labor to recapture and reallocate Adult Activities program formula funds based on State obligation levels at the end of the first program year of use (ETA will continue to reallocate in accordance with 20 CFR 667.150 pending publication of the WIOA regulations). PY 2015 funds are only available for Federal obligation until the end of the program year, and so the Secretary does not have authority to reobligate PY 2015 funds after the first program year. Therefore, any reallocation of funds happens using PY 2016 funds. In other words, reallocation of PY 2016 funds is based on obligation levels of PY 2015 funds at the end of PY 2015.

1. The obligation threshold a State must meet to avoid recapture under WIOA Section 132(c)(2) is 80 percent. The term obligation is defined at 2 CFR 200.71. The funds that a State allocates to a local area are State obligations. WIOA requires States to allocate at least 85 percent of Adult Activities funds to local areas. The Consolidated and Further Continuing Appropriations Act, 2015 superseded this provision of WIOA

and required States to allocate at least 90 percent of PY 2015 Adult Activities funds to local areas. Therefore, by making the required local allocations, the State has obligated more than 80 percent of its PY 2015 funds and no further action is required regarding reallocation of PY 2016 funds.

2. Allocations to the local areas are reported on the Local Adult ETA 9130 financial reports, along with obligations by local areas of those funds.

6. **State Dislocated Worker Employment and Training Funds: Title I--Chapter 3-Adult and Dislocated Worker Employment and Training Activities.** The amount appropriated for Dislocated Worker activities in PY 2016 totals \$1,241,719,000. The total appropriation includes formula funds for the States, while the National Reserve is used for National Dislocated Worker Grants, technical assistance and training, demonstration projects, and the outlying areas' Dislocated Worker allotments. After reducing the appropriated amount by \$3,533,000 for evaluations, a total of \$1,238,186,000 remains available for Dislocated Worker activities. The amount available for outlying areas is \$3,095,465, leaving \$217,135,535 for the National Reserve and a total of \$1,017,955,000 available for States.

- A. State Allotments. Attachment E shows the PY 2016 Dislocated Worker activities allotments and a State by State comparison of the PY 2016 allotments to PY 2015 allotments.

The three data factors required in WIOA for the PY 2016 Dislocated Worker State formula allotments are:

1. The number of unemployed, averaged for the 12-month period, October 2014 through September 2015;
2. The number of excess unemployed, averaged for the 12-month period, October 2014 through September 2015; and
3. The number of long-term unemployed, averaged for the 12-month period, October 2014 through September 2015.

In PY 2016, under WIOA section 132(b)(2)(B)(iii)(I) the Dislocated Worker formula adopted a 90 percent minimum of the prior year allotment percentage. WIOA 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 under section 132(b)(2)(B)(iii)(II).

- B. PY 2016 Funding WIOA Agreement/NOAs. For PY 2016, Congress appropriated funds for this program in two portions for both formula funds and National Reserve funds. For State formula funds, \$160,860,000 is available for obligation on July 1, 2016 (PY 2016), and \$860,000,000 is available for obligation on October 1, 2016 (FY 2017). For the National Reserve, which includes funds for the outlying areas, \$20,859,000 is available for obligation on July 1, 2016 (PY 2016), and \$200,000,000

is available for obligation on October 1, 2016 (FY 2017). The Department elected to use the funding available on October 1, 2016 for the evaluations set aside, reducing the amount available for State formula funds on October 1, 2016 to \$857,095,000 and for the National Reserve to \$199,372,000. 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 NOAs (subject to the state submitting an approved state plan under secs. 102 or 103 of WIOA): one for July 1, 2016, under the PY 2016 WIOA grant agreement, and the other for October 1, 2016, (also under the PY 2016 WIOA grant agreement) (see Attachment F).

- C. Within-State Allocations. Subject to the Governor's reservation of up to 25 percent for statewide rapid response activities under WIOA 133(a)(2) and the 15 percent limitation for statewide employment and training activities as discussed in the Background Section of this TEGL, States will distribute Dislocated Worker Activities funds for PY 2016 among local workforce areas, in accordance with the provisions in WIOA section 133 and the approved WIOA/Wagner-Peyser Act State Plan. States must calculate the 15 percent which may be retained for statewide activities on the total final allotment for PY 2016. WIOA section 133(b)(2)(B)(iii) provisions regarding within-state allocation minimum percentages go into effect in PY 2016.
- D. Transfers of Funds. WIOA section 133(b)(4) provides the authority for local workforce areas, with approval of the Governor, to expend up to 100 percent of the Adult Activities funds on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds on Adult Activities.
- E. Reallotment of Funds. WIOA section 132(c) requires the Secretary of Labor to recapture and reallocate Dislocated Worker program formula funds based on State obligation levels at the end of the first program year of use (ETA will continue to reallocate in accordance with 20 CFR 667.150 pending publication of the WIOA regulations). PY 2015 funds are only available for Federal obligation until the end of the program year, and so the Secretary does not have authority to reobligate PY 2015 funds after the first program year. Therefore, any reallocation of funds happens using PY 2016 funds. In other words, the Department will reallocate PY 2016 Dislocated Worker formula funds among States during PY 2016 based on State obligations of PY 2015 funds made during PY 2015.
 - 1. WIOA Sec 134(a)(2)(A)(ii) gives States the flexibility to use PY 2015 Rapid Response funds that are not obligated by the end of PY 2015 for statewide activities. In TEGL 26-14, States were given the flexibility to use up to 50 percent of PY 2015 Rapid Response funds for WIOA implementation. Per WIOA Sec. 132(a)(2)(B), States must still obligate 80 percent of their PY 2015 Dislocated Worker program formula funds, which includes Rapid Response funds, by June 30, 2016 or potentially have PY 2016 funds recaptured and reallocated to States who have obligated 80 percent of their PY 2015 funds.

2. Change 4 to TEGL 29-14 indicated the Department used transition authority to forgo recapture and reallocation of PY 2015 WIOA funds. Change 4 was intended to communicate that recapture and reallocation of PY 2015 funds during PY 2015 based on obligation of PY 2014 funds at the end of PY 2014 will not happen. States still need to obligate 80 percent of their PY 2015 funds by the end of PY 2015 or their PY 2016 funds will be subject to recapture.
3. The term obligation is defined at 2 CFR 200.71. Funds a State allocates to local areas are State obligations. Allocations to the local areas are reported on the Local Dislocated Worker ETA 9130 financial reports, along with obligations by local areas of those funds.

7. **Wagner-Peyser ES Final Allotments**. The appropriated level for PY 2016 for grants for the ES programs totals was \$680,000,000. After reducing the appropriation by \$1,845,000 for evaluations, \$678,155,000 is available for the ES programs. After determining the funding for Guam and the United States Virgin Islands, 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 2016 formula allotments on each State's share of calendar year 2015 monthly averages of the Civilian Labor Force (CLF) and unemployment. The distribution of Wagner-Peyser Act funds for PY 2016 includes \$676,501,894 for States, as well as \$1,653,106 for Guam and the United States Virgin Islands. Attachment G shows the distribution of PY 2016 ES formula amounts by State compared to PY 2015.

Section 7(a) of the Wagner-Peyser Act authorizes States to use 90 percent of the funds allotted to a State for labor exchange services, and other career services such as job search and placement services to job seekers; appropriate recruitment services for employers; program evaluations; developing and providing labor market and occupational information; developing management information systems; and administering the work test for unemployment insurance claimants.

Section 7(b) of the Wagner-Peyser Act, states that ten percent of the funds allotted to a State must be reserved for use by the governor to provide performance incentives, services for groups with special needs, and may be used for the extra costs of exemplary models for delivering job services.

8. **Workforce Information Grants**. Total funds for PY 2016 are \$32,000,000. Funds are distributed to States by administrative formula with \$176,800 for Guam and the United States Virgin Islands. Guam and the United States Virgin Islands allotment amounts are partially based on CLF data. 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 2015. The allotment figures are listed in Attachment H. Policy guidance on the use of workforce information grants will be forthcoming.
9. **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** WIOA funding stream under Funding Opportunity Numbers:

- **ETA-TEGL-PY-YOUTH-2016** [CFDA 17.259]
- **ETA-TEGL-PY-FY-ADULT-2016** [CFDA 17.258]
- **ETA-TEGL-PY-FY-DW-2016** [CFDA 17.278]

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for **each** WIOA funding stream (Youth, Adult, and Dislocated Worker). The closing date for receipt of **each** SF-424 is **April 18, 2016**. The WIOA Youth funds will be awarded in early April 2016. The PY 2016 “base” allotment of WIOA Adult and Dislocated Worker funds will be awarded during the period of availability beginning July 2016. The FY 2017 “advance” allotment will be awarded in the period of availability starting October 2016. *A copy of the executed PY 2016 WIOA Agreement 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-2016** [CFDA 17.207]
- **ETA-TEGL-WIG-2016** [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 31, 2016**. The Wagner-Peyser Employment Service Program and Workforce Information Grant funds will be awarded in July 2016. *A copy of the executed PY 2016 ES Agreement will be available 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/web/grants/register.html>. 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/web/grants/applicants/organization-registration.html> 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. 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 Rahel Bizuayene, Grants Management Specialist, at Bizuayene.Rahel1@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 WIOA 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) until revised WIOA quarterly financial status reports become available. These seven WIA quarterly financial reports cover 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.

The Employment and Training Administration has solicited comments concerning the collection of data for quarterly financial reporting on federally funded programs in two separate public comment periods (August 4, 2015 and December 28, 2015). While the Office of Management and Budget (OMB) conducts its final review prior to the approval of the revised ETA-9130 form, the current format remains valid on a month-to-month extension. Recipients are advised to continue to use the existing form for federal financial reporting. The ETA-9130 PRA package can be found at:
http://www.doleta.gov/grants/financial_reporting/9130renewal.cfm.

- 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. WIOA and Wagner-Peyser Statutory Formula Descriptions
- B. WIOA Youth Activities Allotments, PY 2016 vs PY 2015
- C. WIOA Adult Activities Allotments, PY 2016 vs PY 2015
- D. WIOA Adult Activities PY 2016 Allotments, July 1 and October 1 Funding
- E. WIOA Dislocated Worker Activities Allotments, PY 2016 vs. PY 2015
- F. WIOA Dislocated Worker Activities PY 2016 Allotments, July 1 and October 1 Funding
- G. Employment Service (Wagner-Peyser) Allotments, PY 2016 vs PY 2015
- H. Workforce Information Grants Allotments, PY 2016 vs PY 2015