



Pete Ricketts
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

John H. Albin, Commissioner

P.O. Box 94600 • Lincoln, NE 68509-4600

Phone: 402.471.9000 • dol.nebraska.gov

Workforce Innovation and Opportunity Act Issuance

May 11, 2015

TO: Chief Elected Officials

SUBJECT: U.S. Department of Labor WIA Title I Adult, Dislocated Worker, and Youth Allotments for Program Year 2015 (July 1, 2015 to June 30, 2016)

NUMBER: 14-07

PURPOSE: To provide amounts of WIA Title I Adult, Dislocated Worker, and Youth distributions to Local Designated Areas for planning purposes. This issuance serves as official notification of PY15 funding allocations. This information is for planning purposes only. Spreadsheets used for determining the local area allocations have been attached.

REFERENCE: Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128; Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235); 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); Nebraska Five-Year Integrated State Plan (7/1/12 – 6/30/17); TEGL 18-13; TEGL 29-14, Change 1.

SUBSTANCE: The State received the following allotments:

Title I Youth	[CFDA 17.259]	\$2,425,096
Title I Adult	[CFDA 17.258]	1,931,641
Title I Dislocated Worker	[CFDA 17.278]	<u>2,016,308</u>
Total		<u>\$6,373,045</u>

On December 16, 2014, the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235 was signed into law (from this point forward, referred to as "the Act"). The Act, Division G, Title I, Section 107, 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.

The WIOA Youth grants are funded through a single appropriation and the evaluation reductions were applied to the PY 2015 appropriated level. The 2015 Youth activities funds will become available for obligation on April 1. However, the Act funds the WIOA 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. [TEGL 29-14, Change 1]

WIA Program Funding Amounts per TEGL 29-14, Change 1:

WIA PROGRAMS	PY 2014 Amounts	PY 2015 Amounts	Difference	% Difference
Title I Youth	\$2,394,620	\$2,425,096	\$30,476	1.27%
Title I Adult	1,905,148	1,931,641	\$26,493	1.39%
Title I Dislocated Worker	2,044,195	2,016,308	(\$27,887)	-1.36%
Total	\$6,343,963	\$6,373,045	\$29,082	1.00%

Pursuant to WIOA Sections 128(b)(2)(A)(ii) and 133(b)(2)(A)(ii), **the Minimum Percentage Provision (i.e. Hold Harmless Provision) was applied to the Youth and Adult allocations for PY15 and FY16 affecting all three local areas.** The Minimum Percentage Provision for Dislocated Worker funds under 133(B)(2)(B)(iii) was not required based on the original PY15 and FY16 allocation calculations.

YOUTH – Title I Youth

Youth Funds (Available April 1, 2015):

Distribution of the Youth funds is as follows:
 90.0%(Designated Areas) \$2,182,586
 5.0% (State Administration) \$121,255
 5.0% (Statewide Activities) \$121,255
\$2,425,096

WIA Youth Funds to Local Areas are as follows:

YOUTH	Allocation Rate	PY 15 (April 1) Distribution
Greater Nebraska	25.391%	\$ 554,186
Greater Omaha	52.976%	\$1,156,243
Greater Lincoln	21.633%	\$ 472,157

(Minimum Percentage Provisions Apply)

Youth Funding Amounts to Local Areas

YOUTH LOCAL AREA	PY 2014 Allocation Rate	PY 2014 Distribution Amount	PY 2015 Allocation Rate	PY 2015 Distribution Amount	Difference
Greater Nebraska	27.073%	\$591,572	25.391%	\$554,186	(\$37,386)
Greater Omaha	51.393%	\$1,122,982	52.976%	\$1,156,243	\$33,261
Greater Lincoln	21.534%	\$470,537	21.633%	\$ 472,157	\$1,620
Total		\$2,185,091		\$2,182,586	(\$2,505)

(Minimum Percentage Provisions Apply)

PY 2014 vs. PY 2015 Youth Funding Comparison (Statewide)

YOUTH	PY 2014 Amounts*	PY 2015 Amounts** Available 4/1/15	Difference
Designated Areas	\$2,185,091	\$2,182,586	\$2,505
State Administration	119,731	121,255	\$1,524
Statewide Activities	90,996	121,255	\$30,259
Total	\$2,394,620	\$2,425,096	\$30,476

* PY14 91.25% Designated Areas, 8.75% State Administration and Statewide

**PY15 90% Designated Areas, 10% State Administration and Statewide

WIA Adult and DLW Programs

The Adult and Dislocated Worker (DLW) programs receive two allotments:

- **Base Funds – Available July 1** – The first allotment commonly referred to as the “base funds” becomes available for obligation on July 1
- **Advance Funds – Available October 1** – The second allotment commonly referred to as “advance” funds becomes available for obligation on October 1

ADULT – Title I Adult

Adult Base (Available July 1, 2015):			Adult Advance (Available Oct. 1, 2015):			Total
90%	Designated Areas	\$145,292	90%	Designated Areas	\$1,593,185	\$1,738,477
5.0%	State Administration	\$8,072	5.0%	State Administration	\$88,510	\$96,582
5.0%	Statewide Activities	\$8,071	5.0%	Statewide Activities	\$88,511	\$96,582
		\$161,435			\$1,770,206	\$1,931,641

Title I Adult distributions to Local Areas are as follows:

ADULT	Allocation Rate	PY 15 (July 1) Base Funds Distribution	FY 16 (Oct. 1) Advance Funds Distribution	Total
Greater Nebraska	26.949%	\$39,155	\$429,350	\$468,505
Greater Omaha	54.390%	\$79,024	\$866,530	\$945,554
Greater Lincoln	18.661%	\$27,113	\$297,305	\$324,418

(Minimum Percentage Provisions Apply)

PY 2014 vs. PY 2015 Adult Funding Comparison (Statewide)

Adult PY 2014			Adult PY 2015*			Difference*
Base			Base – Available 7/1/15:			
91.25%	Designated Areas	\$123,062	90.0%	Designated Areas	\$ 145,292	\$ 22,230
5%	State Administration	6,743	5.0%	State Administration	\$8,072	\$1,329
3.75%	Statewide Activities	5,057	5.0%	Statewide Activities	\$8,071	\$3,014
		\$134,862			\$ 161,435	\$26,573
Advance			Advance – Available 10/1/15:			
91.25%	Designated Areas	\$1,614,488	90.0%	Designated Areas	\$1,593,185	(\$21,303)
5%	State Administration	88,465	5.0%	State Administration	\$88,510	\$45
3.75%	Statewide Activities	66,349	5.0%	Statewide Activities	\$88,511	\$22,162
		\$1,769,302			\$1,770,206	\$904
Totals			Totals –			
	Total Designated Areas	\$1,737,550		Total Designated Areas	\$1,738,477	\$927
	Total State Administration	95,208		Total State Administration	96,582	\$1,374
	Total Statewide Activities	\$71,406		Total Statewide Activities	96,582	\$25,176
	Total PY 2014	\$1,904,161		Total PY 2015*	\$1,931,641	\$ 27,480

Adult Funding Amounts Comparison by Local Area

(Minimum Percentage Provisions Apply)

ADULT LOCAL AREA	ADULT PY 2014			Adult PY 2015			Difference*
	Allocation Rate	Base Amount PY	Advance Amount FY	Allocation Rate	Base Amount PY	Advance Amount FY	
Greater Nebraska	28.804%	\$35,447	\$465,041	26.949%	\$39,155	\$429,350	\$3,708 / PY (\$35,691) / FY
Greater Omaha	52.864%	\$65,056	\$853,486	54.390%	\$79,024	\$866,530	\$13,968 / PY \$13,044 / FY
Greater Lincoln	18.332%	\$22,559	\$295,960	18.661%	\$27,113	\$297,305	\$4,554 / PY \$1,345 / FY

DISLOCATED WORKER – Title 1 Dislocated Worker

Nebraska distributes 80% of the Dislocated Worker funds to Local Areas according to formula weights established by the Nebraska Workforce Investment Board (NWIB), as described in the State's Allocation Planning Policy.

<i>DLW Base (Available July 1, 2015):</i>			<i>DLW Advance (Available Oct. 1, 2015):</i>			<i>Total</i>
80.0%	Designated Areas	\$247,724	80.0%	Designated Areas	\$1,365,321	\$1,613,045
10%	Rapid Response	\$30,995	10%	Rapid Response	\$170,666	\$201,661
5.0%	State Administration	\$15,483	5.0%	State Administration	\$85,333	\$100,816
5.0%	Statewide Activities	\$15,483	5.0%	Statewide Activities	\$85,333	\$100,816
		\$309,655			\$1,706,653	\$2,016,308

Title I Dislocated Worker distributions to Local Areas are as follows:

DISLOCATED WORKER	PY 15 (July 1) Base Funds Distribution	FY 16 (Oct. 1) Advance Funds Distribution	Total
Greater Nebraska	\$128,966	\$710,796	\$839,762
Greater Omaha	\$85,466	\$471,043	\$556,509
Greater Lincoln	\$33,292	\$183,482	\$216,774

(Minimum Percentage Provisions Apply)

Dislocated Worker Funding Amounts to Local Areas

(Minimum Percentage Provisions Apply)

DLW LOCAL AREA	DLW PY 2014		DLW PY 2015*		Difference*
	Base Amount PY	Advance Amount FY	Base Amount PY	Advance Amount FY	
Greater Nebraska	\$136,316	\$824,802	\$128,966	\$710,796	(\$7,350) / PY
					(\$114,006) / FY
Greater Omaha	\$76,470	\$462,693	\$85,466	\$471,043	\$8,996 / PY
					\$8,350 / FY
Greater Lincoln	\$22,669	\$137,166	\$33,292	\$183,482	\$10,623 / PY
					\$46,316 / FY

PY 2014 vs. PY 2015 DLW Funding Comparison (Statewide)

DLW PY 2014		
Base		
81.25%	Designated Areas	\$ 235,455
10%	Rapid Response	\$28,979
5%	State Administration	\$14,490
3.75%	Statewide Activities	10,867
		\$ 289,791
Advance		
85%	Designated Areas	\$1,424,661
10%	Rapid Response	\$175,343
5%	State Administration	\$87,671
3.75%	Statewide Activities	\$65,754
		\$1,753,429
Totals		
	Total Designated Areas	\$1,660,116
	Total Rapid Response	\$204,322
	Total State Administration	\$102,161
	Total Statewide Activities	\$76,621
	Total PY 2014	\$2,043,220

DLW PY 2015			Difference
Base – Available 7/1/15:			
80%	Designated Areas	\$ 247,724	\$12,269
10%	Rapid Response	\$30,965	\$1,986
5%	State Administration	\$15,483	\$993
5%	Statewide Activities	\$15,483	\$4,616
		\$ 309,655	\$19,864
Advance – Available 10/1/15:			
80%	Designated Areas	\$1,365,321	(\$59,340)
10%	Rapid Response	\$170,666	(\$4,677)
5%	State Administration	\$85,333	(\$2,338)
5%	Statewide Activities	\$85,333	\$19,579
		\$1,706,653	(\$46,776)
Totals –			
	Total Designated Areas	\$1,613,045	(\$47,071)
	Total Rapid Response	\$201,631	(\$2,691)
	Total State Administration	\$100,816	(\$1,345)
	Total Statewide Activities	\$100,816	\$24,195
	Total PY 2015	\$2,016,308	(\$26,912)

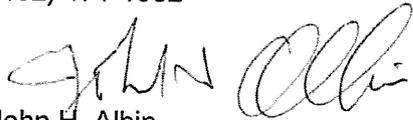
ACTION:

After the State receives the Notice of Obligation (NOO) from USDOL, Local Areas will receive their PY15/FY16 Youth, Adult, and Dislocated Worker allotments through a Notice of Obligational Authority issued by NDOL Office of Finance. Appropriate CFDA numbers are provided in the NOA letter to the Local Area. The Youth program funds are expendable as of **April 1, 2015**. The initial Adult and Dislocated Worker "base" funding NOA will be issued to Local Areas on or around **July 1, 2015**. The balance of the Adult and Dislocated Worker allotment "advance" funds shall be issued on a second NOA on or around **October 1, 2015**. Local Areas shall include the planned allotments provided in this Issuance in their local plan modification submission due on **May 29, 2015**.

Acceptance of these funds obligates each Local Area to properly report their expenditures for each program to include, at a minimum, paid and accrued expenses for each quarterly reporting period.

CONTACT:

Office of Employment and Training
550 South 16th Street
P.O. Box 94600
Lincoln, Nebraska 68509-4600
(402) 471-1932



John H. Albin
Commissioner/State WIA Liaison

Attachment: Local Area Spreadsheet Calculations

PY 15 YOUTH ALLOCATION
YOUTH ALLOCATION

Distribution	%	Amount
Local Area	50.0%	\$ 2,162,568.00
State Admin	5.0%	121,256.80
Statewide	5.0%	121,256.80
Total	100.0%	\$ 2,405,081.60

PY 15 YOUTH LOCAL AREA ALLOCATIONS

UI	IN ASU	EXCESS UI	EXCESS UI	ECON DISAD	DOLLARS	DOLLARS	DOLLARS	DOLLARS	DOLLARS	SUM ALLOCATED	% Below	PY 13		PY 14		RATIO	REQUIRED	SHORTAGE FROM	% OF	APPLY SAME	SUM OF	PY 15
												ALLOCATION	ALLOCATION	ALLOCATION	ALLOCATION							
Greater Nebraska (GN)	10.15%	10.15%	10.15%	10.15%	219,861.00	219,861.00	219,861.00	219,861.00	219,861.00	219,861.00	19.98%	23.35%	27.07%	25.39%	\$ 554,186.00	\$ 117,848.00	54.06%	\$ 117,848.00	\$ 554,186.00	23.39%		
Greater Omaha (GO)	63.34%	63.34%	63.34%	63.34%	1,368,564.00	1,368,564.00	1,368,564.00	1,368,564.00	1,368,564.00	1,368,564.00	66.41%	51.44%	51.39%	46.27%	\$ 1,010,098.00	\$ 122,994.00	12.27%	\$ 1,010,098.00	\$ 1,252,572.00	21.83%		
Greater Lincoln (GL)	26.51%	26.51%	26.51%	26.51%	636,663.00	636,663.00	636,663.00	636,663.00	636,663.00	636,663.00	13.61%	25.20%	100.00%	80.00%	\$ 1,954,327.00	\$ 117,848.00	5.98%	\$ 1,954,327.00	\$ 1,954,327.00	100.00%		
TOTAL	100.00%	100.00%	100.00%	100.00%	\$ 2,162,568.00	100.00%	100.00%	100.00%	100.00%	\$ 2,405,081.60	\$ 2,162,568.00	89.94%	\$ 2,405,081.60	\$ 2,405,081.60	100.00%							

Note 1: Shaded cells with red type require data input
 Note 2: TEGU 25.14 provided state allocations for Youth, Adult and DLW programs for PY 15. PY 16
 Note 3: The UI percentages in the first allocation calculation are obtained from the Annual Program Planning Data 2015. Budget prepared by the NDOL Labor Market Information Center (Mary Finley is contact).
 Note 4: An allocation must be made between the "Excess UI in Designated Area" and "Excess UI in Designated Area" percentages to determine which is used. The one with the greater number of individuals impacted is used for the allocation per Federal rules on allocation.
 Note 5: The second allocation calculation determines the impact of local area allocation rule (WIOA Act - Sec. 128)(b)(2)(A)(ii). This rule indicates that no local area should receive less than 50% of the average of the two preceding "Excess UI" years

Definitions:
 UI - Unemployed Individual
 ASU - Area of Substantial Unemployment

PY 15 DLW ALLOTMENT - BASE FUNDS

DLW ALLOTMENT - BASE		%	Amount
Distribution			\$ 309,655.00
Local Areas	80.0%		\$ 247,724.00
IN/CB/TA	0.0%		
State Admin	5.0%		15,483.00
Statewide	5.0%		15,483.00
Rapid Response	10.0%		30,965.00
Total	100.0%		\$ 309,655.00

PY 15 DLW - BASE FUNDS - LOCAL AREA ALLOCATION

	% Applied	\$ SHARE	GREATER NEBRASKA RATE	GREATER NEBRASKA \$	GREATER OMAHA RATE	GREATER OMAHA \$	GREATER LINCOLN RATE	GREATER LINCOLN \$	TOTAL %	TOTAL \$
UI	15.0%	37,159.00	43.3900%	16,123.00	40.9400%	15,213.00	15.6700%	5,823.00	100.00%	37,159.00
EXCESS UI	15.0%	37,159.00	15.6000%	5,797.00	67.5000%	25,082.00	16.9000%	6,280.00	100.00%	37,159.00
LONG-TERM	20.0%	49,545.00	39.5500%	19,595.00	44.7500%	22,171.00	15.7000%	7,779.00	100.00%	49,545.00
DISLOCATED WORKERS	20.0%	49,545.00	60.3100%	29,891.00	28.2800%	14,011.00	11.4100%	5,653.00	100.00%	49,545.00
DECLINING INDUSTRIES	5.0%	12,386.00	100.0000%	12,386.00	0.0000%	-	0.0000%	-	100.00%	12,386.00
Farmer/Rancher Hardship	5.0%	12,386.00	38.4600%	10,956.00	4.8300%	598.00	6.7100%	831.00	100.00%	12,386.00
Enrollments in DW Program	20.0%	49,545.00	69.0860%	34,228.00	16.9355%	8,391.00	13.9785%	6,926.00	100.00%	49,545.00
TOTAL	100.0%	\$ 247,724.00		\$ 128,966.00		\$ 85,486.00		\$ 33,282.00		\$ 247,724.00

FY 16 DLW ALLOTMENT - ADVANCE FUNDS

DLW ALLOTMENT - ADVANCE		%	Amount
Distribution			\$1,706,653.00
Local Areas	80.0%		\$1,365,321.00
IN/CB/TA	0.0%		
State Admin	5.0%		85,333.00
Statewide	5.0%		85,333.00
Rapid Response	10.0%		170,666.00
Total	100.0%		\$1,706,653.00

FY 16 DLW - ADVANCE FUNDS - LOCAL AREA ALLOCATION

	% Applied	\$ SHARE	GREATER NEBRASKA RATE	GREATER NEBRASKA \$	GREATER OMAHA RATE	GREATER OMAHA \$	GREATER LINCOLN RATE	GREATER LINCOLN \$	TOTAL %	TOTAL \$
UI	15.0%	204,798.00	43.3900%	88,862.00	40.9400%	83,844.00	15.6700%	32,092.00	100.00%	204,798.00
EXCESS UI	15.0%	204,798.00	15.6000%	31,948.00	67.5000%	138,239.00	16.9000%	34,611.00	100.00%	204,798.00
LONG-TERM	20.0%	273,064.00	39.5500%	107,997.00	44.7500%	122,196.00	15.7000%	42,871.00	100.00%	273,064.00
DISL WORKER	20.0%	273,064.00	60.3100%	164,665.00	28.2800%	77,222.00	11.4100%	31,157.00	100.00%	273,064.00
DECLINING INDUSTRIES	5.0%	68,266.00	100.0000%	68,266.00	0.0000%	-	0.0000%	-	100.00%	68,266.00
Farmer/Rancher Hardship	5.0%	68,266.00	83.4600%	60,388.00	4.8300%	3,297.00	6.7100%	4,581.00	100.00%	68,266.00
Enrollments in DW Program	20.0%	273,064.00	69.0860%	188,650.00	16.9355%	46,245.00	13.9785%	38,170.00	100.00%	273,064.00
TOTAL	100.0%	\$1,365,320.00		\$ 710,796.00		\$ 471,043.00		\$183,482.00		\$1,365,321.00
		\$1,365,321.00		\$2,061%		34.501%		13.439%		

Note 1: Shaded cells with red type require data input

Note 2: TEGL 29-14 provided state allotments for Youth, Adult and DLW programs for PY 15 / FY 16

BUDGET, PARTICIPANT, AND EXIT SUMMARY – Adult

Program Area Adults (Training Funds - 90%) Issuance No. _____
 Program Period _____

				Additional and/or Transferred Funds	5. Total Available Funds
	1. Carry In Funds	2. PY Funds (July – Sept.)	3. FY Funds (Oct – June)	4. Name/Year Effective Date	
<u>I. Funds Available</u>					
A. Program (90%)					
B. Additional/Transfer					
C. Additional/Transfer					
D. Additional/Transfer					
E. Admin Funds for Program					
E. Total Funds					

<u>II. Projected Costs</u>					
A. Participant Costs					
B. Staff Costs					
C. Operational Costs					
D. Equipment Costs					
E. Incumbent Worker					
F. Transitional Jobs					
G. Pay for Performance					
H. Total Projected					

<u>III. Projected Carry-In</u> (to next Program Year)					
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	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Total
<u>IV. Actual Expenditures</u>					
A. Program (A-D of Projected)					
B. Incumbent Worker					
C. Transitional Jobs					
D. Pay for Performance					

V. Participants

	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Totals	6. Carry-In to Next PY
A. Prior Year Carry-In						
B. New Enrollees						

VI. Exits

A. Planned Exits

B. Entered Employment

Projected Cost per Participant
For Current Year

#DIV/0!

Actual Cost per Participant
For Previous Year

#DIV/0!

BUDGET, PARTICIPANT, AND EXIT SUMMARY – DLW

Program Area DLW (Training Funds - 90%)
 Program Period _____

Issuance No. _____

				Additional and/or Transferred Funds	
I. Funds Available	1. Carry In Funds	2. PY Funds (July – Sept.)	3. FY Funds (Oct – June)	4. Name/Year Effective Date	5. Total Available Funds
A. Program (90%)					
B. Additional/Transfer					
C. Additional/Transfer					
D. Additional/Transfer					
E. Admin Funds for Program					
E. Total Funds					

II. Projected Costs					
A. Participant Costs					
B. Staff Costs					
C. Operational Costs					
D. Equipment Costs					
E. Incumbent Worker					
F. Transitional Jobs					
G. Pay for Performance					
H. Total Projected					

III. Projected Carry-In (to next Program Year)				

IV. Actual Expenditures	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Total
A. Program (A-D of Projected Costs)					
B. Incumbent Worker					
C. Transitional Jobs					
D. Pay for Performance					

V. Participants

	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Totals	6. Carry-In to Next PY
A. Prior Year Carry-In						
B. New Enrollees						

VI. Exits

- A. Planned Exits
- B. Entered Employment

Projected Cost per Participant
For Current Year

#DIV/0!

Actual Cost per Participant
For Previous Year

#DIV/0!

BUDGET, PARTICIPANT, AND EXIT SUMMARY – Youth

Program Area
Program Period

Youth (90%)

Issuance No.

I. Funds Available

- A. Program (90%)
- B. Additional Funds
- C. Additional Funds
- D. Additional Funds
- E. Admin Funds for Program
- F. Total

		Additional Funds	
	1. Carry In Funds	2. PY Funds	3. Program/ Year Effective Date
	4. Total Available Funds		
A. Program (90%)			
B. Additional Funds			
C. Additional Funds			
D. Additional Funds			
E. Admin Funds for Program			
F. Total			

II. Projected Costs

**A. Out of School Youth
(Minimum 75% of WIOA Funds)**

- 1. Participant Funds (non-Work Experience)
- 2. Staff Costs (non-Work Experience)
- 3. Operational Costs
- 4. Equipment Costs
- 5. Participant (Work Experience)
- 6. Staff Costs (Work Experience)

B. In School Youth

- 1. Participant Funds (non-Work Experience)
- 2. Staff Costs (non-Work Experience)
- 3. Operational Costs
- 4. Equipment Costs
- 5. Participant (Work Experience)
- 6. Staff Costs (Work Experience)

C. Pay for Performance

	1. Carry-In Funds	2. PY Funds	3. Program/ Year Effective Date	4. Total Costs
A. Out of School Youth (Minimum 75% of WIOA Funds)				
1. Participant Funds (non-Work Experience)				
2. Staff Costs (non-Work Experience)				
3. Operational Costs				
4. Equipment Costs				
5. Participant (Work Experience)				
6. Staff Costs (Work Experience)				
B. In School Youth				
1. Participant Funds (non-Work Experience)				
2. Staff Costs (non-Work Experience)				
3. Operational Costs				
4. Equipment Costs				
5. Participant (Work Experience)				
6. Staff Costs (Work Experience)				
C. Pay for Performance				

**III. Projected Carry-In Funds
(to next Program Year)**

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IV. Actual Expenditures

	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-Mar.)	4. 4th Qtr (April-June)	5. Cumulative Total
A. Out of School (except work experience)					
B. In School (except work experience)					
C. Work Experience					
D. Total Expenditures					

V. Participants

	1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-Mar.)	4. 4th Qtr (April-June)	5. Cumulative Totals
A. Prior Year Carry-In					
B. New Enrollees					
1. Low Income/ Econ. Disadvantaged					
2. High School Dropouts/ No GED					
3. Unemployed					
4. English Language Learner					
5. Basic Skills Deficient					
6. Out of School					
7. In School					

VI. Exits

- A. Exits (WIA Measures Still in Effect until PY16)**
1. Placement in Empl. / Educ.
 2. Attain Degree / Certificate
 3. Literacy/Numeracy Gains

Projected Cost per Participant
For Current Year

#DIV/0!

Actual Cost per Participant
For Previous Year

#DIV/0!

BUDGET SUMMARY – Administration

Program Area
Program Period

Administration (10%)

Issuance No. _____

				Other Funds	
	1. Carry In Funds	2. PY Funds (July – Sept.)	3. FY Funds (Oct – June)	4. Source	5. Total Available Funds
I. Funds Available					
A. Adult					
B. DLW					
C. Youth					
D. Total Funds					

II. Projected Costs

A. Staff Costs					
B. Overhead Costs					
C. Transfer to Program					
D. Total Projected					

III. Projected Carry-In
(to next Program Year)

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IV. Actual Expenditures

	1st Qtr PY (July-Sept.)	2nd Qtr FY (Oct.-Dec.)	3rd Qtr (Jan.-Mar.)	4th Qtr (April-June)	Cumulative Totals
A. Administration					

INSTRUCTIONS FOR THE BUDGET, PARTICIPANT,
AND EXIT SUMMARY SHEETS—Adults & Dislocated Workers

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate "N/A." Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect program costs (90% funds) and no administrative costs (10%).

I. Funds Available

Under the Funds Available section:

- **Column 1** should reflect the estimated carry-in funds from the previous year.
- **Column 2** should reflect the Program Year (PY), July through September funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
- **Column 3** should reflect the Fiscal Year (FY), October-June funds the local area will receive. This amount should also match the amount provided for planning purposes in the State Issuance.
- **Column 4** is to be used when transferring funds between adult and dislocated workers. In the header column, the local area will need to identify the Name (i.e. PY or FY) and the Effective Date which is the program or fiscal year the funds were initially awarded to the State. When transferring funds the original funds source should be displayed as a negative and the receiving funding source should be displayed as a positive.
- **Column 5** is the total of Columns 1, 2, 3 and, if applicable, 4.

II. Projected Costs

Under the Projected Costs section, staff costs are salary and benefit cost that will be charged to the adult program and operational costs are those expenses needed to operate the adult program (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.). :

- **Column 1** should reflect the amount of carry in funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
- **Column 2** should reflect the amount of Program Year funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
- **Column 3** should reflect the amount of Fiscal Year funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
- **Column 4** should identify any participant, staff, operational, or equipment costs that will be charged to additional or transferred funds.
- **Column 5** should be the total of Columns 1-3 and, if applicable, 4, for participant, staff, operational, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.

III. Projected Carry-In

In this section the local area should indicate the planned amount to be carried in for the following program year.

- **Column 1** should be left blank.
- **Columns 2-3** and, if applicable, 4, should be totaled and reflected in Column 5.

IV. Actual Expenditures

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete in the appropriate column (1-4), the actual per quarter expenditures for the quarters completed to date.

- Column 5 should reflect the total of columns 1-4 as appropriate.

V. Participants

- **Columns 1-4** of this section should show the planned number of new enrolled participants per quarter. Each column should only show the number of **new** enrollees per quarter.
- **Column 1** reflects both the number of prior year carry-in participants and the new enrollees for 1st quarter.
- **Column 5** is the annual cumulative total over a four quarter period which includes the prior year carry-in shown in Column 1 and the addition of Columns 1-4 of new enrollees.
- **Column 6** needs to show the number of planned participants to be carried into the next program year.

VI. Exits

- **Columns 1-4** – The number of planned Exits per quarter should be shown in Columns 1-4. Of the planned Exits, Columns 1-4 also asks how many will enter employment.
- **Column 5** is the cumulative total of Exits over a 4 quarter period and of those exited how many will enter employment

VII. Projected Cost Per Participant is the planned average cost per participant for the program period. **Actual Cost Per Participant** is the local area's average cost per participant for the previous program year.

INSTRUCTIONS FOR THE
BUDGET, PARTICIPANT, AND EXIT SUMMARY SHEETS – YOUTH

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate "N/A." Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect program costs (90% funds) and no administrative costs (10%).

I. Funds Available

Under the Funds Available section:

- **Column 1** should reflect the estimated carry-in funds from the previous year.
- **Column 2** should reflect the Program Year (PY), July through June funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
- **Column 3** should reflect any additional youth funds the local area may receive. In the header of Column 3, the local area will need to identify the source of the additional funds and the Effective Date which is the program or fiscal year the funds were initially awarded to the State.
- **Column 4** is the total of Columns 1, 2 and 3, if applicable.

II. Projected Costs

The Projected Cost section has two parts; A. Out of School Youth, and B. In School youth. For the purpose of this section, staff costs are salary and benefit cost that will be charged to the youth program and operational costs are those expenses needed to operate the youth program (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.).

- **Column 1** should reflect the amount of carry in funds that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance.
- **Column 2** should reflect the amount of Program Year funds that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance
- **Column 3** should reflect any additional funds the local area received that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance
- **Column 4** should be the total cost for participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) (Columns 1-3).

III. Projected Carry-In Funds

In this section the local area should indicate the planned amount to be carried in for the following program year.

- **Column 1** should be left blank.
- **Columns 2-4** should be totaled and reflected in Column 5.

IV. Actual Expenditures

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete, in the appropriate column (1-4), the actual per quarter expenditures for the quarters completed to date. This information must be

provided specific to Out of School (except work experience), In School Youth (except work experience), and Work Experience expenditures.

- **Column 5** should reflect the total of Columns 1-4.

V. Participants

- **Columns 1-4** of this section should show the planned number of new enrolled participants per quarter. Each column should only show the number of new enrollees **per** quarter.
- **Column 1** reflects both the number of prior year carry-in participants and the new enrollees for 1st quarter. Of the combined total, A. prior year carry-in and B. new enrollees, indicate how many are planned to be: 1. Low income/economically disadvantaged, 2. High school dropout/ no GED, 3. Unemployed, 4. English Language Learner, 5. Basic Skills Deficient, 6. Out of school and, 7. In school.
- **Column 5** is the annual cumulative total over a four quarter period which includes A. prior year carry-in shown in Column 1 and B. new enrollees in Columns 1-4.
- **Column 6** needs to show the number of planned participants to be carried into the next program year.

VI. Exits

- The number of planned Exits per quarter should be shown under A. Exits in **Columns 1-4**.
- Of the planned Exits, **Columns 1-4** also asks per quarter how many will: 1. Be placed in Employment/Education, 2. Attain a degree/certificate, and/or 3. Achieve literary/numeracy gains.
- **Column 5** is the cumulative total of Exits over a four quarter period and a cumulative total of those exited how many plan to: 1. Be placed in Employment/Education, 2. Attain a degree/certificate, and/or 3. Achieve literary/numeracy gains.

VII. Projected Cost Per Participant is the planned average cost per participant for the program period.

Actual Cost Per Participant is the local area's average cost per participant for the previous program year.

INSTRUCTIONS FOR THE
BUDGET SUMMARY SHEETS - Administration

This Budget Summary Sheet should only reflect the 10% Administrative set aside funds allowed for administration under the WIOA Adult, Youth and Dislocated Worker Programs.

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate "N/A." Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect administrative costs (10% funds) and no program costs (90%).

I. Funds Available

Under the Funds Available section:

- **Column 1** should reflect the estimated carry-in funds from the previous year.
- **Column 2** should reflect the Program Year (PY), July through September funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
- **Column 3** should reflect the Fiscal Year (FY), October-June funds the local area will receive. This amount should also match the amount provided for planning purposes in the State Issuance.
- **Column 4** is to be used when the local area receives any other funds for administration. The local area will need to identify the source of the administrative funds.
- **Column 5** is the total of Columns 1, 2, 3 and, if applicable, 4. This section should only reflect administrative costs (10% funds) and no program costs (90% funds).

II. Projected Costs

Under the Projected Costs section, staff costs are salary and benefit cost that will be charged to administrative funds and overhead costs are those expenses needed to support administrative functions (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.):

- **Column 1** should reflect the amount of carry in funds that will be spent on: A. staff costs and B. overhead costs.
- **Column 2** should reflect the amount of Program Year funds that will be spent on staff costs and overhead costs.
- **Column 3** should reflect the amount of Fiscal Year funds that will be spent on staff costs and overhead costs.
- **Column 4** should identify any administrative costs (staff or overhead) the local area may receive.
- **Column 5** should be the total of Columns 1-4 for participant, staff, operational, and equipment costs.

III. Projected Carry-In

In this section the local area should indicate the planned amount to be carried in for the following program year.

- **Column 1** should be left blank.

- **Columns 2-4** should be totaled and reflected in Column 5.

IV. Actual Expenditures

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete in the appropriate column (1-4), the actual per quarter expense for the quarters completed to date.

- Column 5 should reflect the total of columns 1-4 as appropriate.

