



Pete Ricketts
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

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Workforce Innovation and Opportunity Act Issuance

April 28, 2016

- TO:** Chief Elected Officials
- SUBJECT:** U.S. Department of Labor WIOA Title I Adult, Dislocated Worker, and Youth Allotments for Program Year (PY) 2016 (July 1, 2016 through June 30, 2017)
- NUMBER:** 15-05 Change 1
- PURPOSE:** To rescind Issuance No. 15-05 and replace it with Issuance No. 15-05 Change 1, which provides local workforce development areas (local areas) with the amounts of WIOA Title I Adult, Dislocated Worker and Youth Activities program funding allocations for PY 2016. Change 1 corrects the local area Youth program allocation amounts in Table 5. The remainder of the issuance remains unchanged.
- REFERENCE:** Workforce Innovation and Opportunity Act of 2014 (WIOA); Consolidated Appropriations Act, 2016; TEGL 17-15; Nebraska Five-Year Integrated State Plan (July 1, 2012 – June 30, 2017)
- SUBSTANCE:** On December 18, 2015, the Consolidated Appropriations Act, 2016 was signed into law (from this point forward, referred to as "the Act"). PY 2016 Youth activities funds are provided through a single appropriation and will become available for obligation in early April 2016. The Act funds the WIOA Title I Adult and Dislocated Worker programs in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2016, the portion commonly referred to as "base" funds. The second appropriation becomes available for obligation on October 1, 2016, the portion 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 Fiscal Year (FY) 2016, but not made available until FY 2017, and are called the FY 2017 advance.

This issuance serves as official notification to the local areas of PY 2016 state funding allotments for WIOA Title I Adult, Dislocated Worker, and Youth programs and provides to local areas the allocation rates and amounts for the programs. This information is for planning purposes only. Worksheets used for determining local area allocations amounts are attached to this issuance as Attachments A, B, and C. State allotments to the Nebraska Department of

Labor (NDOL), under the Act, for WIOA Title I Youth, Adult, and Dislocated Worker programs for PY 2016 are detailed in Table 1.

Table 1. State Allotment for WIOA Title I Youth, Adult, and Dislocated Worker Programs for PY 2016

Program	Catalog of Federal Domestic Assistance (CFDA) No.	Amount
Title I Youth	CFDA 17.259	\$2,291,470
Title I Adult	CFDA 17.258	\$2,028,005
Title I Dislocated Worker	CFDA 17.278	\$1,824,043
Total		\$6,143,518

*90% minimum applies, as described below

Table 2. Comparison of PY 2016 and PY 2015 State Allotments for WIOA Title I Youth, Adult, and Dislocated Worker Programs

Program	PY 2015	PY 2016	Difference	% Difference
Title I Youth	\$2,425,096	\$2,291,470	(\$133,626)	-5.51%
Title I Adult	\$1,931,641	\$2,028,005	\$96,364	4.99%
Title I Dislocated Worker	\$2,016,308	\$1,824,043	(\$192,265)	-9.54%
Total	\$6,373,045	\$6,143,518	(\$229,527)	-3.60%

State Allotments for Youth and Adult Programs. As stated in TEGL 17-15, because the total amount available to states for Youth and Adult programs is below the \$1 billion threshold specified in WIOA Section 127(b)(1)(C)(iv)(IV), state allotments for Youth and Adult programs cannot be less than 90 percent of a state's prior year's allotment percent.

State Allotment for Dislocated Worker Program. In PY 2016, under WIOA Section 132(b)(2)(B)(iii)(I), the Dislocated Worker formula adopted a 90 percent minimum of a state's prior year's allotment percentage.

State Allotment Distributions for Youth, Adult and Dislocated Worker Programs. Under WIOA Section 128(a)(1), the maximum amount of Youth, Adult and Dislocated Worker program funds available for statewide workforce employment and training activities is 15 percent of the amount allotted to the state for the Youth, Adult, and Dislocated Worker programs. Under WIOA Section 133(a)(2), the maximum amount of Dislocated Worker program funds available for statewide Rapid Response activities is 25 percent of the amount allotted to the state for the Dislocated Worker Program.

Local Area Allocations. As required under WIOA Sections 128(b)(2)(A)(ii) and 133(b)(2)(A)(ii) in relation to Youth, Adult, and Dislocated Worker program funds, a local area must not receive an allocation percentage for a fiscal year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding fiscal years. Amounts necessary for increasing such allocations to local areas to comply with this 90 percent minimum are obtained by ratably reducing the allocations to be made to other local areas. The 90 percent minimum *has been applied* for Youth and Adult program allocations to local areas. The 90 percent minimum for Dislocated Worker program allocations *has not been applied* as the actual percentage allocated is greater

than the 90 percent average of the prior two years' percentage. Please refer to Attachments A, B, and C for calculations of local area allocations amounts.

WIOA Title I Youth Program Distributions and Allocations

Table 3. Distribution of the State Allotment of WIOA Title I Youth Program Funds

WIOA Title I Program - Youth	PY 2016 Distribution
85% (designated local areas)	\$1,947,750
5% (state administration)	\$114,574
10% (statewide activities)	\$229,146
Total	\$2,291,470

Table 4. Comparison of PY 2015 and PY 2016 Distributions of the State Allotment of WIOA Title I Youth Program Funds

WIOA Title I Program - Youth	PY 2015 Distribution*	PY 2016 Distribution**	Difference
Designated local areas	\$2,182,586	\$1,947,750	(\$234,836)
State administration	\$121,255	\$114,574	(\$6,681)
Statewide activities	\$121,255	\$229,146	\$107,891
Total	\$2,425,096	\$2,291,470	(\$133,626)

* PY 2015: 90% to designated local areas; 10% to state administration and statewide activities

** PY 2016: 85% to designated local areas; 15% to state administration and statewide activities

Table 5. PY 2016 Local Area Allocations of WIOA Title I Youth Program Funds

Local Area	PY 2016 Allocation Rate	PY 2016 Distribution Amount
Greater Nebraska	23.609%	\$459,840
Greater Omaha	56.966%	\$1,109,557
Greater Lincoln	19.425%	\$378,353
Total		\$1,947,750

*90% minimum applies, as described above

Table 6. Comparison of PY 2015 and PY 2016 Local Area Allocations of WIOA Title I Youth Program Funds

Local Area	PY 2015 Allocation Rate	PY 2015 Allocation Amount	PY 2016 Allocation Rate	PY 2016 Allocation Amount	Allocation Difference
Greater Nebraska	25.391%	\$554,186	23.609%	\$459,840	(\$94,346)
Greater Omaha	52.976%	\$1,156,243	56.966%	\$1,109,557	(\$46,686)
Greater Lincoln	21.633%	\$472,157	19.425%	\$378,353	(\$93,804)
Total		\$2,182,586		\$1,947,750	(\$234,836)

WIOA Title I Adult Program Distributions and Allocations

Table 7. Distribution of the State Allotment of WIOA Title I Adult Program Funds

WIOA Title I Program - Adult	PY 2016 Base Funds Distribution	FY 2017 Advance Funds Distribution
85% (designated local areas)	\$219,508	\$1,504,298
5% (state administration)	\$12,912	\$88,488
10% (statewide activities)	\$25,823	\$176,976
Total	\$258,243	\$1,769,762

Table 8. Comparison of PY 2015 and PY 2016 Distribution of the WIOA Title I State Allotment of Adult Program Base and Adult Funds

WIOA Title 1 Program - Adult PY 2015		WIOA Title 1 Program - Adult PY 2016		Difference
Base		Base (available July 1, 2016)		
90% (designated local areas)	\$145,292	85% (designated local areas)	\$219,508	\$74,216
5% (state administration)	\$8,072	5% (state administration)	\$12,912	\$4,840
5% (statewide activities)	\$8,071	10% (statewide activities)	\$25,823	\$17,752
<i>Base Total</i>	<i>\$161,435</i>	<i>Base Total</i>	<i>\$258,243</i>	<i>\$96,808</i>
Advance		Advance (available October 1, 2016)		
90% (designated local areas)	\$1,593,185	85% (designated local areas)	\$1,504,298	(\$88,887)
5% (state administration)	\$88,510	5% (state administration)	\$88,488	(\$22)
5% (statewide activities)	\$88,511	10% (statewide activities)	\$176,976	\$88,465
<i>Advance Total</i>	<i>\$1,770,206</i>	<i>Advance Total</i>	<i>\$1,769,762</i>	<i>(\$444)</i>
PY 2015 Totals		PY 2016 Totals		
90% (designated local areas)	\$1,738,477	85% (designated local areas)	\$1,723,806	(\$14,671)
5% (state administration)	\$96,582	5% (state administration)	\$101,400	\$4,818
5% (statewide activities)	\$96,582	10% (statewide activities)	\$202,799	\$106,217
Total	\$1,931,641	Total	\$2,028,005	\$96,364

Table 9. PY 2016 Local Area Allocations of WIOA Title I Adult Program Funds

Local Area	Allocation Rate	PY 2016 Base Funds Allocation Amount (available July 1, 2016)	FY 2017 Advance Funds Allocation Amount (available October 1, 2016)
Greater Nebraska	25.089%	\$55,072	\$377,411
Greater Omaha	58.264%	\$127,895	\$876,454
Greater Lincoln	16.647%	\$36,541	\$250,433
Total		\$219,508	\$1,504,298

*90% minimum applies, as described above

Table 10. Comparison of PY 2015 and PY 2016 Local Area Allocations of Adult Program Base and Advance Funds

WIOA Title 1 Program - Adult PY 2015			
Local Area	Allocation Rate	Base Amount (PY15)	Advance Amount (FY16)
Greater Nebraska	26.949%	\$39,155	\$429,350
Greater Omaha	54.390%	\$79,024	\$866,530
Greater Lincoln	18.661%	\$27,133	\$297,305

WIOA Title 1 Program - Adult PY 2016				Difference
Local Area	Allocation Rate	Base Amount (PY16)	Advance Amount (FY17)	
Greater Nebraska	25.089%	\$55,072	\$377,411	\$15,917 (PY)
				(\$51,939) (FY)
Greater Omaha	58.264%	\$127,895	\$876,454	\$48,871 (PY)
				\$9,924 (FY)
Greater Lincoln	16.647%	\$36,541	\$250,433	\$9,408 (PY)
				(\$46,872) (FY)

WIOA Title I Dislocated Worker Program Distributions and Allocations

Table 11. Distribution of the WIOA Title I State Allotment of Dislocated Worker Program Funds

WIOA Title I Program - DLW	PY 2016 Base Funds Distribution	FY 2017 Advance Funds Distribution
75% (designated local areas)	\$216,180	\$1,151,852
5% (state administration)	\$14,412	\$76,790
10% (statewide activities)	\$28,824	\$153,580
10% (Rapid Response)	\$28,824	\$153,581
Total	\$288,240	\$1,535,803

Table 12. Comparison of PY 2015 and PY 2016 Distribution of the State Allotment of WIOA Title I Dislocated Worker Program Base and Adult Funds

WIOA Title 1 Program - DLW PY 2015		WIOA Title 1 Program - DLW PY 2016		Difference
Base		Base (available July 1, 2016)		
80% (designated local areas)	\$247,724	75% (designated local areas)	\$216,180	(\$31,544)
5% (state administration)	\$15,483	5% (state administration)	\$14,412	(\$1,071)
5% (statewide activities)	\$15,483	10% (statewide activities)	\$28,824	\$13,341
10% (Rapid Response)	\$30,965	10% (Rapid Response)	\$28,824	(\$2,141)
Base Total	\$309,655	Base Total	\$288,240	(\$21,415)
Advance		Advance (available October 1, 2016)		
80% (designated local areas)	\$1,365,321	75% (designated local areas)	\$1,151,852	(\$213,469)
5% (state administration)	\$85,333	5% (state administration)	\$76,790	(\$8,543)
5% (statewide activities)	\$85,333	10% (statewide activities)	\$153,580	\$68,247
10% (Rapid Response)	\$170,666	10% (Rapid Response)	\$153,581	(\$17,085)
Advance Total	\$1,706,653	Advance Total	\$1,535,803	(\$170,850)
Totals		Totals		
80% (designated local areas)	\$1,613,045	75% (designated local areas)	\$1,368,032	(\$245,013)
5% (state administration)	\$100,816	5% (state administration)	\$91,202	(\$9,614)
5% (statewide activities)	\$100,816	10% (statewide activities)	\$182,404	\$81,588
10% (Rapid Response)	\$201,631	10% (Rapid Response)	\$182,405	(\$19,226)
Total PY 2015	\$2,016,308	Total PY 2016	\$1,824,043	(\$192,265)

Nebraska distributes 75% of the Dislocated Worker program funds to local areas according to formula weights established by the Nebraska Workforce Development Board (NWDB), as described in NDOL's Allocation Planning Policy.

Table 13. PY 2016 Local Area Allocations of WIOA Title I Dislocated Worker Program Funds

Local Area	PY 2016 Base Funds Allocation Amount (available July 1, 2016)	FY 2017 Advance Funds Allocation Amount (available October 1, 2016)
Greater Nebraska	\$112,179	\$597,712
Greater Omaha	\$77,541	\$413,152
Greater Lincoln	\$26,460	\$140,988
Total	\$216,180	\$1,151,852

*90% minimum applies, as described above

Table 14. Comparison of PY 2015 and PY 2016 Local Area Allocations of WIOA Title I Dislocated Worker Program Base and Advance Funds

WIOA Title 1 Program - DLW PY 2015		
Local Area	Base Amount (PY15)	Advance Amount (FY16)
Greater Nebraska	\$128,966	\$710,796
Greater Omaha	\$85,466	\$471,043
Greater Lincoln	\$33,292	\$183,482

WIOA Title 1 Program - DLW PY 2016			
Local Area	Base Amount (PY16)	Advance Amount (FY17)	Difference
Greater Nebraska	\$112,179	\$597,712	(\$16,787) (PY)
			(\$113,084) (FY)
Greater Omaha	\$77,541	\$413,152	(\$7,925) (PY)
			(\$57,891) (FY)
Greater Lincoln	\$26,460	\$140,988	(\$6,832) (PY)
			(\$42,494) (FY)

ACTION:

After NDOL receives the Notice of Obligation (NOO) from U.S. Department of Labor, local areas will receive the PY 2016 Youth, Adult, and Dislocated Worker program funds allocations through a Notice of Obligational Authority (NOA) issued by NDOL's Office of Finance. Appropriate CFDA numbers are provided in the NOA letter to the local area.

Each local area must submit a local area plan modification addressing the planned local area allocations of Youth, Adult, and Dislocated Worker program funds described in this Issuance.

The plan modification package must include:

1. A cover letter outlining:
 - a. the reason for the modification
 - b. the effective date of the modification
 - i. the plan modification is not approved until a recommendation by the NWDB and approval by the Governor or the Governor's designee
 - c. a brief description of the modified sections of the plan
 - d. a description of any deletions from the original plan
 - e. identification of the applicable Program Year and Fiscal Year
2. A dated and signed signature page indicating joint submission and approval by the local area board Chair and local area CEO:
 - a. all local plan modifications must be approved by local area workforce development boards and follow any review processes described in the local area CEO Agreement
3. Newly prepared Assurances (see Attachment D)
4. All modified pages of the plan narrative
5. Updated plan attachments as required, including Budget, Participant, and Exit Summary attachments
 - a. Budget, Participant, and Exit Summary sheets and instructions are provided with this issuance as Attachments E, F, G H, and I
6. Any public comments that express disagreement with the plan modification must be included in the modification request.
7. Assurance that hard copies of the complete modification and signature page shall be kept on file at the local area administrative office and be available for review upon request

The plan modification package must be submitted electronically to NDOL's Office of Employment and Training at the following email addresses:

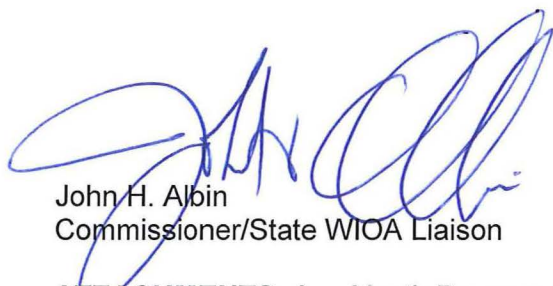
- Joan Modrell, Director, Office of Employment and Training:
- NDOL's WIOA Policy Mailbox: ndol.wioa_policy@nebraska.gov

The plan modification package must be submitted on or before May 15, 2016.

Incomplete and/or inaccurate plan modification packages will be returned for completion and/or revision.

Each local area's acceptance of the funds described in this issuance obligates the local area to properly report their expenditures for each program, including, at a minimum, all paid and accrued expenses for each quarterly reporting period.

CONTACT: Nebraska Department of Labor
Office of Employment and Training
550 South 16th Street
PO Box 94600
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(402) 471-1932



John H. Albin
Commissioner/State WIOA Liaison

ATTACHMENTS: A – Youth Program Funding Calculations Worksheet
B – Adult Program Funding Calculations Worksheet
C – Dislocated Worker Program Funding Calculations Worksheet
D – Assurances
E – Budget, Participant, and Exit Summary Instructions
F – Budget, Participant, and Exit Summary – Youth Template
G – Budget, Participant, and Exit Summary – Adult Template
H – Budget, Participant, and Exit Summary – Dislocated Worker Template
I – Budget, Participant, and Exit Summary – Administration Template

ATTACHMENT A – Youth Program Funding Calculations Worksheet

PY 16 YOUTH ALLOTMENT		
YOUTH ALLOTMENT		\$ 2,291,470.00
Distribution	%	Amount
Local Areas	85.0%	\$ 1,947,750.00
INC/CB/TA	0.0%	-
State Admin	5.0%	114,574.00
Statewide	10.0%	229,146.00
Total	100.0%	\$ 2,291,470.00

PY 16 YOUTH - LOCAL AREA ALLOCATIONS																		
	UI IN ASU	EXCESS UI IN DESIGN AREA	EXCESS UI IN ASU	ECON DISAD IN DESIG AREA	DOLLARS UI IN ASU	DOLLARS EXCESS UI	DOLLARS ECON DISADV	SUM ALLOCATED LOCAL AREA	% Before Hold Harmless	PY 14 ALLOCATION RATE	PY 15 ALLOCATION RATE	90% OF PY 14/PY 15 ALLOC RATE	REQUIRED HOLDHARM \$	SHORTAGE FROM HOLDHARM	% OF FACTORS	APPLY SAME % TO REMAINDER	SUM OF REMAINDER OR HOLDHARM	PY 16 ALLOCATION RATE
Greater Nebraska (GN)	8.892%	0.000%	8.410%	40.777%	\$ 57,731.00	\$ 54,602.00	\$ 264,741.00	\$ 377,074.00	19.359%	27.073%	25.391%	23.609%	\$ 459,840.00	\$ 82,766.00	-42.493%	\$ 82,766.00	\$ 459,840.00	23.609%
Greater Omaha (GO)	76.688%	0.000%	76.740%	30.956%	\$ 497,897.00	\$ 498,234.00	\$ 200,982.00	1,197,113.00	61.461%	51.393%	52.976%	46.966%	914,781.00	(282,332.00)	144.952%	(87,556.00)	\$ 1,109,557.00	56.966%
Greater Lincoln (GL)	14.420%	0.000%	14.850%	28.268%	\$ 93,622.00	\$ 96,414.00	\$ 183,527.00	373,563.00	19.179%	21.534%	21.633%	19.425%	378,353.00	4,790.00	-2.459%	4,790.00	\$ 378,353.00	19.425%
	100.000%	0.000%	100.000%	100.000%	\$ 649,250.00	\$ 649,250.00	\$ 649,250.00	\$ 1,947,750.00	100.000%	100.000%	100.000%	90.000%	\$ 1,752,974.00	\$ (194,776.00)	100.000%	-	\$ 1,947,750.00	100.000%

- Note 1:** Shaded cells with red type require data input
- Note 2:** TEGL 17-15 provided state allotments for Youth, Adult and DLW programs for PY 16 / FY 17
- Note 3:** The UI percentages in the first allocation calculation are obtained from the "Annual Program Planning Data 2016" booklet prepared by the NDOL Labor Market Information Center (Mary Findlay is contact).
- Note 4:** An evaluation must be made between the "Excess UI in Designated Area" and "Excess UI in ASU" 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 hold harmless allocation rule [WIOA Act - Sec. 128(b)(2)(A)(ii)]. This rule indicates that no local area should receive less than 90% of the average of the two preceding fiscal years

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

ATTACHMENT B – Adult Program Funding Calculations Worksheet

PY 16 ADULT ALLOTMENT - BASE		
ADULT ALLOTMENT - BASE	%	\$ 258,243.00
Distribution	%	Amount
Local Areas	85.0%	\$ 219,508.00
INC/CB/TA	0.0%	-
State Admin	5.0%	12,912.00
Statewide	10.0%	25,823.00
Total	100.0%	\$ 258,243.00

PY 16 ADULT - BASE - LOCAL AREA ALLOCATION																			
	UI IN ASU	EXCESS UI IN DESIGN AREA	EXCESS UI IN ASU	ECON DISAD IN DESIG AREA	DOLLARS UI IN ASU	DOLLARS EXCESS UI	DOLLARS ECON DISADV	SUM ALLOCATED LOCAL AREA	% Before Hold Harmless	PY 14 ALLOCATION RATE	PY 15 ALLOCATION RATE	90% OF PY 12/PY 13 ALLOC RATE	REQUIRED HOLDHARM \$	SHORTAGE FROM HOLDHARM	% OF FACTORS	APPLY SAME % TO REMAINDER	SUM OF REMAINDER OR HOLDHARM	PY 16 ALLOCATION RATE	
Greater Nebraska (GN)	8.892%	0.000%	8.410%	45.970%	\$ 6,506.00	\$ 6,154.00	\$ 33,636.00	\$ 46,296.00	21.091%	28.804%	26.949%	25.089%	\$ 55,072.00	\$ 8,776.00	-39.980%	\$ 8,776.00	\$ 55,072.00	25.089%	
Greater Omaha (GO)	76.688%	0.000%	76.740%	35.370%	56,112.00	56,150.00	25,880.00	138,142.00	62.933%	52.864%	54.390%	48.264%	105,944.00	(32,198.00)	146.681%	\$(10,247.00)	\$ 127,895.00	58.264%	
Greater Lincoln (GL)	14.420%	0.000%	14.850%	18.660%	10,551.00	10,866.00	13,653.00	35,070.00	15.977%	18.332%	18.661%	16.647%	36,541.00	1,471.00	-6.701%	\$ 1,471.00	\$ 36,541.00	16.647%	
	100.000%	0.000%	100.000%	100.000%	\$ 73,169.00	\$ 73,169.00	\$ 73,169.00	\$ 219,507.00	100.001%	100.000%	100.000%	90.000%	\$ 197,657.00	\$ (21,951.00)	100.000%	\$ -	\$ 219,508.00	100.000%	

Added

FY 17 ADULT ALLOTMENT - ADVANCE		
ADULT ALLOTMENT - ADVANCE	%	\$ 1,769,762.00
Distribution	%	Amount
Local Areas	85.0%	\$ 1,504,298.00
INC/CB/TA	0.0%	-
State Admin	5.0%	88,488.00
Statewide	10.0%	176,976.00
Total	100.0%	\$ 1,769,762.00

FY 17 ADULT - ADVANCE - LOCAL AREA ALLOCATION																			
	UI IN ASU	EXCESS UI IN DESIGN AREA	EXCESS UI IN ASU	ECON DISAD IN DESIG AREA	DOLLARS UI IN ASU	DOLLARS EXCESS UI	DOLLARS ECON DISADV	SUM ALLOCATED LOCAL AREA	% Before Hold Harmless	PY 14 ALLOCATION RATE	PY 15 ALLOCATION RATE	90% OF PY 14/PY 15 ALLOC RATE	REQUIRED HOLDHARM \$	SHORTAGE FROM HOLDHARM	% OF FACTORS	APPLY SAME % TO REMAINDER	SUM OF REMAINDER OR HOLDHARM	PY 16 ALLOCATION RATE	
Greater Nebraska (GN)	8.892%	0.000%	8.410%	45.970%	\$ 44,587.00	\$ 42,171.00	\$ 230,509.00	\$ 317,267.00	21.091%	28.804%	26.949%	25.089%	\$ 377,411.00	\$ 60,144.00	-39.985%	\$ 60,144.00	\$ 377,411.00	25.089%	
Greater Omaha (GO)	76.688%	0.000%	76.740%	35.370%	384,539.00	384,799.00	177,357.00	946,695.00	62.934%	52.864%	54.390%	48.264%	726,039.00	(220,656.00)	146.698%	\$(70,241.00)	\$ 876,454.00	58.263%	
Greater Lincoln (GL)	14.420%	0.000%	14.850%	18.660%	72,306.00	74,463.00	93,567.00	240,336.00	15.977%	18.332%	18.661%	16.648%	250,433.00	10,097.00	-6.713%	10,097.00	\$ 250,433.00	16.648%	
	100.000%	0.000%	100.000%	100.000%	\$ 501,432.00	\$ 501,433.00	\$ 501,433.00	\$ 1,504,298.00	100.002%	100.000%	100.000%	90.000%	\$ 1,353,883.00	\$ (150,415.00)	100.000%	\$ -	\$ 1,504,298.00	100.000%	

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- Note 2:** TEGL 17-15 provided state allotments for Youth, Adult and DLW programs for PY 16 / FY 17
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- Note 4:** An evaluation must be made between the "Excess UI in Designated Area" and "Excess UI in ASU" 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 hold harmless allocation rule [WIOA Act - Sec. 133(b)(2)(A)(ii)]. This rule indicates that no local area should receive less than 90% of the average of the two prior year allocations.

Definitions:
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 ASU = Area of Substantial Unemployment

ATTACHMENT C – Dislocated Worker Program Funding Calculations Worksheet

PY 16 DLW ALLOTMENT - BASE FUNDS											
DLW ALLOTMENT - BASE	%	\$ 288,240.00									
Distribution	%	Amount									
Local Areas	75.0%	\$ 216,180.00									
INC/CB/TA	0.0%	-									
State Admin	5.0%	14,412.00									
Statewide	10.0%	28,824.00									
Rapid Response	10.0%	28,824.00									
Total	100.0%	\$ 288,240.00									
PY 16 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%	\$ 32,427.00	43.7000%	\$ 14,171.00	40.7100%	\$ 13,201.00	15.5900%	\$ 5,055.00	100.00%	\$ 32,427.00	
EXCESS UI	15.0%	32,427.00	16.6100%	5,386.00	70.1100%	22,735.00	13.2800%	4,306.00	100.00%	32,427.00	
LONG-TERM	20.0%	43,236.00	42.0400%	18,177.00	43.4300%	18,777.00	14.5300%	6,282.00	100.00%	43,236.00	
DISLOCATED WORKERS	20.0%	43,236.00	53.0400%	22,932.00	37.2800%	16,119.00	9.6800%	4,185.00	100.00%	43,236.00	
DECLINING INDUSTRIES	5.0%	10,809.00	69.3300%	7,494.00	0.0000%	-	30.6700%	3,315.00	100.00%	10,809.00	
Farmer/Rancher Hardship	5.0%	10,809.00	88.0500%	9,517.00	4.9100%	531.00	7.0400%	761.00	100.00%	10,809.00	
Enrollments in DW Program	20.0%	43,236.00	79.8000%	34,502.00	14.2900%	6,178.00	5.9100%	2,556.00	100.00%	43,236.00	
TOTAL	100.0%	\$ 216,180.00		\$ 112,179.00		\$ 77,541.00		\$ 26,460.00		\$ 216,180.00	
FY 17 DLW ALLOTMENT - ADVANCE FUNDS											
DLW ALLOTMENT - ADVANCE	%	\$ 1,535,803.00									
Distribution	%	Amount									
Local Areas	75.0%	\$ 1,151,852.00									
INC/CB/TA	0.0%	-									
State Admin	5.0%	76,790.00									
Statewide	10.0%	153,580.00									
Rapid Response	10.0%	153,581.00									
Total	100.0%	\$ 1,535,803.00									
FY 17 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%	\$ 172,778.00	43.7000%	\$ 75,504.00	40.7100%	\$ 70,338.00	15.5900%	\$ 26,936.00	100.00%	\$ 172,778.00	
EXCESS UI	15.0%	172,778.00	16.6100%	28,698.00	70.1100%	121,135.00	13.2800%	22,945.00	100.00%	172,778.00	
LONG-TERM	20.0%	230,370.00	42.0400%	96,848.00	43.4300%	100,049.00	14.5300%	33,473.00	100.00%	230,370.00	
DISL WORKER	20.0%	230,370.00	53.0400%	122,188.00	37.2800%	85,882.00	9.6800%	22,300.00	100.00%	230,370.00	
DECLINING INDUSTRIES	5.0%	57,593.00	69.3300%	39,929.00	0.0000%	-	30.6700%	17,664.00	100.00%	57,593.00	
Farmer/Rancher Hardship	5.0%	57,593.00	88.0500%	50,710.00	4.9100%	2,828.00	7.0400%	4,055.00	100.00%	57,593.00	
Enrollments in DW Program	20.0%	230,370.00	79.8000%	183,835.00	14.2900%	32,920.00	5.9100%	13,615.00	100.00%	230,370.00	
TOTAL	100.0%	\$ 1,151,852.00		\$ 597,712.00		\$ 413,152.00		\$ 140,988.00		\$ 1,151,852.00	
				51.891%		35.868%		12.240%	100.000%		
					PY14/FY15	57.895%		32.477%		9.628%	100.000%
					PY15/FY16	52.061%		34.501%		13.439%	100.000%
					Hold Harmless	49.480%		30.140%		10.380%	
Note 1: Shaded cells with red type require data input			No Hold Harmless. Actual percentage is greater than 90% of the average of the prior two years percentage								
Note 2: TEGL 17-15 provided state allotments for Youth, Adult and DLW programs for PY 16 / FY 17											
Note 3: Allocation percentage is set forth in the Nebraska State Plan.											
Note 4: Local Area rates are obtained from the "Annual Program Planning Data 2016" booklet prepared by the NDOL Labor Market Information Center (Mary Findlay is the contact).											
Note 5: The second allocation calculation determines the impact of hold harmless allocation rule [WIOA Act - Sec. 128(b)(2)(B)(iii)]. This rule indicates that no local area should receive less than 90% of the average average of the two prior year allocations.											

ATTACHMENT D – Assurances

The purpose of distinguishing the following assurances is to highlight specific requirements and does not limit local area responsibilities in any way. Local areas are required to ensure that the local area and its subrecipients are held accountable to all state and federal laws, regulations, and policies. By signing the following assurances, the local area assures the State that in the local area and all of its subrecipients will abide by the following requirements.

Access to Records. The Grantee assures it will give the Department of Labor or its representatives the access to, and the right to examine, all documents related to the grant agreement.

Administration. The Grantee assures it will fully comply with all Grantor instructions and relating to the administration of funds.

Administration and Fiscal Systems. The Grantee assures it has adequate administrative and fiscal systems necessary to promote effective use of the grant funds, which comply with the provisions for Fiscal Controls by States in Section 184 of the Workforce Innovation and Opportunity Act (WIOA), and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards in 2 CFR Part 200. This includes, but is not limited to, a financial management system that satisfactorily accounts for and documents the receipt and disbursement of WIOA funds, including information pertaining to subgrants and contract awards, obligations, unobligated balances, assets, expenditures, and income. Effective internal controls will be in place to safeguard assets and ensure their proper use (including property location and usage). All source documentation will be maintained to support accounting records that will permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in a violation of the applicable restrictions on the use of such funds.

Audit Resolution File. The Grantee assures that the local area will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.

Bonding. The Grantee assures that all persons and/or subrecipients who are authorized to receive or deposit WIA funds, or to issue financial documents, checks, or other instruments of payment for WIOA program costs, will be bonded in accordance with federal and State regulatory requirements for protection against loss.

Cash Management. The Grantee assures that no excess cash will be kept on hand, and procedures for maintaining and monitoring the minimum amount of cash on hand necessary to efficiently improve the timing and control of disbursements will be in place.

Compliance with Nebraska Revised Statutes § § 4-108 through 4-112 and 48-114. The Grantee assures that all contracts must certify that the Contractor has registered with and is using a federal immigration verification system, as defined in Neb. Rev. Stat. § 4-114, to determine the work eligibility status of all new employees performing services within the State of Nebraska. Upon reasonable notice, the Contractor must provide documentation to the Department of Labor which proves the Contractor is or was at all times during the term of the agreement in compliance with this provision. If the Contractor is an individual or sole proprietorship, the Contractor must complete the U.S. Citizenship Attestation Form, available on the Department of Administrative Services at www.das.state.ne.us. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor must agree to provide to the U.S. Citizenship and

Immigration Services documentation required to verify the Contractor's lawful presence in the U.S. using the Systematic Alien Verification for Entitlements (SAVE) Program. Verification of lawful presence in the United States and qualified alien status must also be established, pursuant to §§ 4-111 and 4-112, if the Contractor has applied for public benefits, as defined in § 48-108. The Contractor understands that the lawful presence in the U.S. is required and that the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified.

Compliance with WIOA. The Grantee assures that it will fully comply with the requirements of the Workforce Innovation and Opportunity Act.

Confidentiality. The Grantee assures it will comply with the confidentiality requirements of section 116(i)(3) of WIOA.

Consultation. The Grantee has developed this plan in consultation with local elected officials, the local Workforce Development Board, the business community, labor organizations, and other partners.

Expending Funds. The Grantee assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act and their regulations, written Department of Labor guidelines, and all other applicable federal laws and regulations, state statutes and regulations, and state policies.

Governor's Grant Procedures. The Grantee assures funds will comply with the grant procedures described by the Governor that are necessary to enter into grant agreements for the allocation and payment of funds under WIOA. The procedures and agreements will be provided by the Governor and will specify the requirements, terms, conditions, assurances and certifications, and must include, but not be limited to, the following:

General Administrative Requirements:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- **Assurances and Certifications:**
 - Standard Form 424 B – Assurances - Non-Construction Programs
 - 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations.
 - 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor.
 - 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
 - 29 CFR Part 93 – New Restrictions on Lobbying.
 - 2 CFR Part 180 Subparts F, G and H – Suspension and Debarment Actions.
 - 2 CFR Part 182 – Government-Wide Requirements for Drug-Free Drug Free Workplace (Financial Assistance)

Grievances/Complaints. The Grantee will comply with federal, state, and local procedures for grievances and complaints from participants and employees under the WIOA program.

Human Trafficking. The Grantee understands that the awarding agency may terminate the award, without penalty, as a result of actions by grantee, employees or subrecipients, based on

noncompliance with the Trafficking Victims Protection Act of 2009, as amended, and as implemented by 2 CFR Part 175.15(b).

In Demand Occupation or Industry. WIOA training must be provided only for those occupations that are directly linked to an in-demand industry sector or occupation in the local area or the planning region, as those terms are defined in section 3 (23), (32) and (48) of WIOA, or in another area to which an adult or dislocated worker is willing to relocate.

Licensing, Taxation, and Insurance. The Grantee assures it will comply with federal, state, or local laws governing applicable licensing, taxation, and insurance requirements.

Nondiscrimination. The Grantee assures it will comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIOA, which prohibits discrimination:

- On the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964;
- On the basis of age under the Age Discrimination Act of 1975;
- On the basis of sex under Title IX of the Education Amendments of 1972; and
- On the basis of disability under Section 504 of the Rehabilitation Act of 1973

The Grantee further assures it will comply with the nondiscrimination and equal opportunity provisions of section 184 of WIOA, which includes the prohibition of discrimination on the basis of participation in programs or activities funded or otherwise financially assisted under WIOA, and discrimination on the basis of citizenship status for certain noncitizens.

Patent Rights, Copyrights and Rights in Data. The Grantee understands that NDOL and US Department of Labor reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purpose: (a) the copyright in any work developed under a grant, sub-grant, or contract under a grant of sub-grant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

Regional Planning. The Workforce Development Board will participate in regional planning.

Reporting. The Grantee must submit complete, accurate, and timely reports as specified by the Governor.

Responsibility Matters. The Grantee must enforce standards and procedures to ensure against fraud and abuse, including standards and procedures against nepotism, conflicts of interest, lobbying, kickbacks, drug-free, political patronage (Hatch Act) and provisions which govern debarment, suspension, and other responsibility matters.

Retention of Records. The Grantee assures that it will retain all financial and program records, books of account, and other documents related to the grant agreement for a period of three years after grant closeout. If prior to the three-year retention period, any litigation or an audit has begun, the records, books of account and documents relating to the grant agreement will be maintained until the litigation is complete and audit findings are resolved.

Salary and Bonus Limitations. The Grantee assures none of the funds appropriated in WIOA or prior Acts under the heading "Employment and Training Administration" that are available for expenditure on or after June 15, 2006, must be used by a recipient or subrecipients of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided under section 194(15) of WIOA. The limitation

must not apply to vendors providing goods and services, as defined in 2 CFR Part 200 Subpart B.

Special Clauses/Provisions. Grantee understands that other special assurances or provisions may be required under Federal law or policy, including specific appropriations legislation, WIOA, or subsequent Executive or Congressional mandates.

State Energy Conservation Plan. The Grantee recognizes mandatory standards and policies relating to energy efficiency which as contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act of 1975. The Grantee agrees to comply with all applicable standards, orders, or requirements issued under § 306 of the Energy Policy and Conservation Act, § 508 of the Clean Water Act, Executive Order 11738, and the Environmental Protection Agency regulations pertaining to contracts, subcontracts, and subgrants in excess of \$100,000 (40 CFR Part 15).

Sunshine Provision. The local Workforce Development Board assures that the public, including individuals with disabilities, has access to minutes of its meetings.

Union Organizing. The Grantee assures no funds received under WIOA will be to assist, promote, or deter union organizing.

Veterans. The Grantee assures that funds received under WIOA will comply with the veteran's priority provisions established in the Jobs for Veterans Act.

**Local Area Workforce Development Board
Chairperson**

Local Area Chief Elected Official

Printed Name

Printed Name

Signature Date

Signature Date

ATTACHMENT E – Budget, Participant, and Exit Summary Instructions

Budget, Participant, and Exit Summary Sheet – Youth Program

- **Program Area** must indicate Youth (90%)
- **Issuance No.** must indicate Issuance 15-05.
- **Program Period** must indicate PY 2016/FY 2017.

This 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 PY funds (July 1 – June 30) the local area will receive. This amount should match the amount provided for planning purposes in Issuance No. 15-05.
 - **Column 3** should reflect any additional Youth funds the local area may receive.
 - In Row A of Column 3, the local area must identify the source of the additional funds and the effective date of the additional funding (the PY or FY the funds were initially awarded to the state).
 - **Column 4** should reflect the cumulative row totals from Columns 1 through 3.
- II. **Projected Costs:** The Projected Cost section has two parts: *A. Out of School Youth* and *B. In School Youth*. For the purposes of this section, staff costs are salary and benefits costs that will be charged to the Youth program, and operational costs are those expenses required to operate the Youth program (all costs related to the program that are non-personnel costs such as rent, utilities, publications and printing, travel, etc.).
 - **Column 1** should reflect the amount of
 - Out-of-School Youth (Section A) and In-School Youth (Section B) 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)
 - Carry-in funds that will be spent on Pay for Performance (Section C).
 - **Column 2** should reflect the amount of
 - Out-of-School Youth (Section A) and In-School Youth (Section B) PY 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)
 - PY funds that will be spent on Pay for Performance (Section C)
 - **Column 3** should reflect the amount of
 - 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)
 - Any additional funds the local area received that will be spent on Pay for Performance
 - **Column 4** should reflect the cumulative row totals from Columns 1 through 3.

III. **Projected Carry-In Funds:** In this section the local area should indicate the projected amount to be carried into the following PY.

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

IV. **Actual Expenditures:** This section must be completed only when the local plan is being modified or revised after the beginning of the PY.

- **Columns 1 through 4** should reflect the actual per quarter expenditures for the quarters completed to date, depending on the quarter of the PY the modification is submitted.
 - This information must be provided specifically for expenditures for Out-of-School (except work experience), In-School Youth (except work experience), and Work Experience (Rows A through C).
- **Column 5** should reflect the cumulative row totals from Columns 1 through 4.

V. **Participants:** Under the Participants section:

- **Row A, Column 1** should reflect the number of prior year carry-in participants.
- **Row B (items 1 through 7), Columns 1 through 4** should reflect the planned number of newly enrolled participants per quarter. Each column should reflect only the number of new enrollees per quarter and indicate in the applicable row the number of participants who are:
 - 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
 - 7. In school
- **Column 5** should reflect the cumulative totals for Rows A (prior year carry-in) and B (new enrollee counts for items 1 through 7 in Columns 1 through 4 under Row B).
- **Column 6** should reflect the number of projected number of participants to be carried into the next PY.

VI. **Exits:** Under the Exits section:

- **Row A** should reflect the number of planned Exits per quarter.
- **Items 1 through 3 under Row A** should reflect how many of the planned Exits listed in Row A will:
 - 1. Be placed in employment/education
 - 2. Attain a degree/certificate
 - 3. Achieve literary/numeracy gains
- **Column 5** should reflect the cumulative row totals from Columns 1 through 4.

Projected Cost per Participant is the planned average cost per participant for the PY year indicated at the top of the form.

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

Budget, Participant, and Exit Summary Sheets – Adult and Dislocated Worker Programs

- **Program Area** must indicate Youth (90%)
- **Issuance No.** must indicate Issuance 15-05.
- **Program Period** must indicate PY 2016/FY 2017.

The Budget, Participant, and Exit Summary sheets 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 PY funds (July 1 through September 30) the local area will receive. This amount should match the amount provided for planning purposes in Issuance No. 15-05.
 - **Column 3** should reflect the FY funds (October 1 through June 30) the local area will receive. This amount should match the amount provided for planning purposes in Issuance No. 15-05.
 - **Column 4** is to be used when transferring funds between Adult and Dislocated Worker programs.
 - In Row A of Column 4, the local area must identify the funding period (PY or FY) and the effective date the funds were initially awarded to the state.
 - When transferring funds the original funding source should be displayed as a negative and the receiving funding source should be displayed as a positive.
 - **Column 5** should reflect the cumulative row totals from Columns 1 through 4.
- II. **Projected Costs:** Under the Projected Costs section, staff costs are salary and benefits costs that will be charged to the adult program, and operational costs are those expenses required to operate the Adult program (all cost related to the program that are non-personnel costs 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 costs that will be charged to additional or transferred funds for participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
 - **Column 5** should reflect the cumulative row totals from Columns 1 through 4.
- III. **Projected Carry-In Funds:** In this section the local area should indicate the projected amount to be carried into the following PY.
 - **Column 1** should be left blank.
 - **Columns 2 and 3** should be totaled and reflected in Column 5.
- IV. **Actual Expenditures:** This section must be completed only when the local plan is being modified or revised after the beginning of the PY.

- **Columns 1 through 4** should reflect the actual per quarter expenditures for the quarters completed to date, depending on the quarter of the PY the modification is submitted.
- **Column 5** should reflect the cumulative row totals from Columns 1 through 4.

V. Participants

- **Row A of Column 1** should reflect only the number of prior year carry-in participants.
- **Row B of Columns 1 through 4** should reflect the planned number of newly enrolled participants per quarter. Each column should reflect only the number of new enrollees per quarter.
- **Column 5** should reflect the cumulative row totals from Columns 1 through 4.
- **Column 6** should reflect the number of projected number of participants to be carried into the next PY.

VI. Exits

- **Row A of Columns 1 through 4** should reflect the planned number of Exits per quarter.
- **Row B of Columns 1 through 4** should reflect how many of the planned Exits listed in Row A will enter employment.
- **Column 5** should reflect the cumulative row totals from Columns 1 through 4.

Projected Cost per Participant is the planned average cost per participant for the PY year indicated at the top of the form.

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

Budget Summary Sheet – Administration

- **Program Area** must indicate Administration (10%)
- **Issuance No.** must indicate Issuance 15-05.
- **Program Period** must indicate PY 2016/FY 2017.

This Budget Summary sheet should reflect only the 10% administrative set-aside funds and costs allowed for administration under WIOA Title I Adult, Youth, and Dislocated Worker Programs and should not include any program costs (90% funds).

- 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 PY funds (July 1 through September 30) the local area will receive. This amount should match the amount provided for planning purposes in Issuance No. 15-05.
 - **Column 3** should reflect the FY funds (October 1 through June 30) the local area will receive. This amount should match the amount provided for planning purposes in Issuance No. 15-05.
 - **Column 4** should reflect any additional funds the local area may receive for administration. The local area must identify the source of additional administrative funds.
 - **Column 5** should reflect the cumulative row totals from Columns 1 through 4.

- II. **Projected Costs:** Under the Projected Costs section, staff costs are salary and benefits costs that will be charged to administrative funds, and overhead costs are those expenses required to support administrative functions (all costs related to the program that are non-personnel cost such as; rent, utilities, publications and printing, travel, etc.).
 - **Rows A and B of Column 1** should reflect the amount of carry-in funds that will be spent on staff and overhead costs.
 - **Rows A and B of Column 2** should reflect the amount of PY funds (July 1 through September 30) that will be spent on staff costs and overhead costs.
 - **Rows A and B of Column 3** should reflect the amount of FY funds (October 1 through June 30) that will be spent on staff costs and overhead costs.
 - **Column 4** is to be used when transferring administrative funds to a program or programs.
 - **In Row C of Column 4**, the local area must identify the funding period (PY or FY) and the effective date the funds were initially awarded to the state.
 - When transferring funds the original funding source should be displayed as a negative and the receiving funding source should be displayed as a positive.
 - **Column 5** should reflect the cumulative row total from Columns 1 through 4.

- III. **Projected Carry-In:** In this section the local area should indicate the projected amount to be carried in for the following PY.
 - **Column 1** should be left blank.
 - **Columns 2 through 4** should be totaled and reflected in Column 5.

- VII. **Actual Expenditures:** This section must be completed only when the local plan is being modified or revised after the beginning of the PY.
 - **Columns 1 through 4** should reflect the actual per quarter expenditures for the quarters completed to date, depending on the quarter of the PY the modification is submitted.
 - **Column 5** should reflect the cumulative row totals of from Columns 1 through 4.

ATTACHMENT F

Budget, Participant, and Exit Summary – Youth

Program Area	Youth (90%)
Issuance No.	15-05
Program Period	PY 2016/FY 2017

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

	1. Carry-in Funds	2. PY Funds	3. PY Effective Date	4. Total Projected Costs
II. Projected Costs				
A. Out-of-School Youth (Min. 75% of WIOA Funds)				
1. Participant Funds (non-Work Experience)				
2. Staff Costs (non-Work Experience)				
3. Operational Costs				
4. Equipment Costs				
5. Participant Costs (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 Costs (Work Experience)				
6. Staff Costs (Work Experience)				
C. Pay for Performance				

	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. Additional Youth Funds	4. Total Projected Carry-in
III. Projected Carry-in Funds (to next PY)				

IV. Actual Expenditures

- A. Out-of-School (except Work Experience)**
- B. In-School (except Work Experience)**
- C. Work Experience**
- D. Total Expenditures**

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures

V. Participants

- A. Prior Year Carry-in**
- B. New Enrollees**
 - 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
 - 7. In-School

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY

VI. Exits

- A. Exits**
 - 1. Placement in employment/ education
 - 2. Attain degree/certificate
 - 3. Literacy/numeracy gains

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits

Projected Cost per Participant (current PY) _____
 Actual Cost per Participant (previous PY) _____

ATTACHMENT G

Budget, Participant, and Exit Summary – Adult

Program Area	Adult (90%)
Issuance No.	15-05
Program Period	PY 2016/FY 2017

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 (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds

II. Projected Costs

- A. Participant Costs
- B. Staff Costs
- C. Operation Costs
- D. Equipment Costs
- E. Incumbent Worker
- F. Transitional Jobs
- G. Pay for Performance

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Costs

III. Projected Carry-in Funds (to next PY)

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Carry-in

IV. Actual Expenditures

- A. Program (A - D of Projected)
- B. Incumbent Worker
- C. Transitional Jobs
- D. Pay for Performance

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures	

V. Participants

- A. Prior Year Carry-in
- B. New Enrollees

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY

VI. Exits

- A. Planned Exits
- B. Entered Employment

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits

**Projected Cost per Participant
(current PY)**

**Actual Cost per Participant
(previous PY)**

ATTACHMENT H

Budget, Participant, and Exit Summary – Dislocated Worker

Program Area	DLW (90%)
Issuance No.	15-05
Program Period	PY 2016/FY 2017

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 (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds

II. Projected Costs

- A. Participant Costs
- B. Staff Costs
- C. Operation Costs
- D. Equipment Costs
- E. Incumbent Worker
- F. Transitional Jobs
- G. Pay for Performance

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Costs

III. Projected Carry-in Funds (to next PY)

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Carry-in

IV. Actual Expenditures

- A. Program (A - D of Projected)
- B. Incumbent Worker
- C. Transitional Jobs
- D. Pay for Performance

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures

V. Participants

- A. Prior Year Carry-in
- B. New Enrollees

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY

VI. Exits

- A. Planned Exits
- B. Entered Employment

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits

**Projected Cost per Participant
(current PY)**

**Actual Cost per Participant
(previous PY)**

ATTACHMENT I

Budget Summary – Administration

Program Area	Administration (10%)
Issuance No.	15-05
Program Period	PY 2016/FY 2017

				Other Funds	5. Total Available Funds
	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Source	
I. Funds Available					
A. Adult					
B. DLW					
C. Youth					
D. Total					

	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds
II. Projected Costs					
A. Staff Costs					
B. Overhead Costs					
C. Admin Transfer to Program					
D. Total					

				Other Funds	5. Total Available Funds
	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Source	
III. Projected Carry-in Funds (to next PY)					

	1. 1st Quarter (Jul 1 - Sep 30)	2. 2nd Quarter (Oct 1 - Dec 31)	3. 3rd Quarter (Jan 1 - Mar 31)	4. 4th Quarter (Apr 1 - Jun 30)	5. Cumulative Total
IV. Actual Expenditures					
A. Administration					