



**WIAB 02-01**

**DATE:** August 16, 2001  
**TO:** All Local Workforce Investment Areas  
**FROM:** Cheryl A. Brush, Chief, Workforce Systems Bureau  
**SUBJECT:** Additional Dislocated Worker Funds and Plan Modifications

Additional Award of Dislocated Worker Funds

As you know, Congress voted to rescind Dislocated Worker funds from funds awarded for the first quarter of this year. The rescission will be shared by all states based on their share of the unexpended pool. While we are not likely to know the results of this rescission until the end of September, no local funds will be recaptured as a result of the rescission. We have determined that it will be less disruptive to the system to absorb the entire rescission in State level resources. In addition, we are planning to immediately release additional dislocated worker funds based on our estimate of funds predicted to be available after the rescission. Once the rescission figures are released, we will issue our third allocation for the year. We hope to make our final allocation in early October from any remaining rapid response funds that become available and an estimated \$500,000 in state 15% funds.

At this time, we are allocating an additional \$400,000 in state dislocated worker rapid response funds. In our review of need, we determined that every area had committed the majority of its resources, had exhausted all resources or would have exhausted resources once obligations are entered for the fall semester. In making our allocation, it is our goal to create additional capacity in every area of the state to meet dislocated worker needs. Therefore, we have issued a base allocation to each area of \$50,000 with an additional award to Regions I and III in consideration of their greater demand for services. We are aware that this will not meet all demands and we will make our final allocation as soon as we can determine the impact of the rescission. In addition, we will seek national discretionary funds where the situation warrants.

The second supplemental allocations will be distributed as follows:

|            |           |
|------------|-----------|
| Region I   | \$100,000 |
| Region II  | \$ 50,000 |
| Region III | \$100,000 |
| Region IV  | \$ 50,000 |
| Region V   | \$ 50,000 |
| Region VI  | \$ 50,000 |

## Notice of Obligation

We will be issuing NOAs on the basis of this new allocation. At the same time, we will be recapturing any unspent rapid response funds allocated to your area last year. We are still considering the exact form of these NOAs because of complications arising from PY and FY funding during the same year. We will offer a complete explanation when we release the revised NOAs for the year.

## Modification Process

You will need to submit a plan modification to incorporate these additional rapid response funds and the carry-in funds released by Bruce Harrold on August 14th. The modification will constitute a minor modification. The Workforce Development Council approved the following requirements for a minor modification:

Two copies of the minor modification will be submitted to the Workforce Systems Bureau. (It will assist us greatly if you can also transmit an electronic version of your modifications, particularly the budget forms discussed in the next section of this memo). Modifications will be submitted no later than 30 days prior to the effective date, unless the local area can demonstrate a participant-related need to implement the modification prior to the 30 days.

Minor modifications must contain:

1. A cover letter, signed by the individual authorized by local policy, identifying:
  - a) The effective date.
  - b) A brief description of the change.
2. Revised pages of the original plan.

Minor modifications will be reviewed by state WIA staff for compliance with federal law and regulations and state policy. State staff will act upon minor modifications within 15 days of receipt.

## Budget Forms

We have created new budget forms in excel which should accompany your modification request to replace your existing budget forms. These include separate forms for Adult, Youth, Dislocated Worker, JTPA Incentive and Administration. Each of these forms asks you to identify your carry-in, the NOA, the amount of funds dislocated worker/adult funds transferred, and the amount of new funding you wish to transfer to the administrative pool. As a reminder, you may only transfer up to 10% of your NOA to the administrative cost pool, after adjusting for any transfers between the Adult and Dislocated Worker pool.

In addition, we have created a single form for state funds; however, a separate form should be created for each of the funding streams indicated; e.g. older worker, WIA continuous improvement, youth-in-need, and, when they become available, incentive awards.

### Action

We would recommend the immediate release of these additional funds to your providers to ensure effective utilization of the funds available to the system. The dislocated worker programs have been particularly hard hit and many providers have participants waiting to receive services.

Please submit your revised plans to incorporate these funds no later than October 15, 2001 to allow us time to incorporate your decisions into our quarterly reporting process. This timeframe will allow you to include any possible additional youth funds and additional dislocated worker funds in the same modification.

### Questions

Please contact Cheryl Brush or Bruce Harrold if you have any questions.

Attachments (WIA Plan Budget Forms)

# WIA BUDGET PLAN - Administration

PROGRAM YEAR 2001

|                                 |     |
|---------------------------------|-----|
| <b>Carry-in from PY 00</b>      | \$0 |
| <b>Adm. From Adult PY 01</b>    | \$0 |
| <b>Adm. From Youth PY 01</b>    | \$0 |
| <b>Adm. From Dis. Wkr PY 01</b> | \$0 |

Workforce Investment Area: \_\_\_\_\_

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Administration            | \$0 |

|                       |     |
|-----------------------|-----|
| <b>LEO/IWB BUDGET</b> |     |
| A. Administration     | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| A. Administration                  | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Administration        | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Administration        | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Administration        | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Administration        | \$0 |

**RESERVE:**

|                      |     |
|----------------------|-----|
| <b>TOTAL RESERVE</b> |     |
| A. Administration    | \$0 |

**WIA BUDGET PLAN**  
**PROGRAM: Youth**

PROGRAM YEAR 2001

|                                |    |   |
|--------------------------------|----|---|
| <b>CARRY -IN FROM PY 00</b>    | \$ | - |
| <b>NOA FOR PY 01</b>           | \$ | - |
| <b>TRANSFER TO ADMIN. (01)</b> | \$ | - |

Workforce Investment Area: \_\_\_\_\_

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Program                   | \$0 |

|                       |     |
|-----------------------|-----|
| <b>LEO/IWB BUDGET</b> |     |
| A. Program            | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| B. Program (2.1%)                  | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**RESERVE:**

|                      |     |
|----------------------|-----|
| <b>TOTAL RESERVE</b> |     |
| A. Program           | \$0 |

**WIA BUDGET PLAN**

**PROGRAM: Adult**

PROGRAM YEAR 2001

Workforce Investment Area: \_\_\_\_\_

|                                |    |   |
|--------------------------------|----|---|
| <b>CARRY -IN FROM PY 00</b>    | \$ | - |
| <b>NOA FOR PY 01</b>           | \$ | - |
| <b>TRANSFER TO DW (01)</b>     | \$ | - |
| <b>TRANSFER TO ADMIN. (01)</b> | \$ | - |

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Program                   | \$0 |

|                       |     |
|-----------------------|-----|
| <b>LEO/IWB BUDGET</b> |     |
| A. Program            | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| B. Program (2.1%)                  | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**RESERVE:**

|                      |     |
|----------------------|-----|
| <b>TOTAL RESERVE</b> |     |
| A. Program           | \$0 |

**WIA BUDGET PLAN**  
**PROGRAM: Dislocated Worker**

PROGRAM YEAR 2001

Workforce Investment Area: \_\_\_\_\_

|                                |    |   |
|--------------------------------|----|---|
| <b>CARRY -IN FROM PY 00</b>    | \$ | - |
| <b>NOA FOR PY 01</b>           | \$ | - |
| <b>TRANSFER TO ADULT (01)</b>  | \$ | - |
| <b>TRANSFER TO ADMIN. (01)</b> | \$ | - |

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Program                   | \$0 |

|                       |     |
|-----------------------|-----|
| <b>LEO/IWB BUDGET</b> |     |
| A. Program            | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| B. Program (2.1%)                  | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**PROVIDER:**

|                          |     |
|--------------------------|-----|
| <b>PROVIDER'S BUDGET</b> |     |
| A. Program               | \$0 |

**RESERVE:**

|                      |     |
|----------------------|-----|
| <b>TOTAL RESERVE</b> |     |
| A. Program           | \$0 |

**WIA BUDGET PLAN**  
**PROGRAM: Rapid Response Funds**

PROGRAM YEAR 2001

Workforce Investment Area: \_\_\_\_\_

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Rapid Response            | \$0 |

|                                         |     |
|-----------------------------------------|-----|
| <b>LEO/IWB BUDGET</b>                   |     |
| A. Rapid Response (additional set-side) | \$0 |
| B. Rapid Response (original \$15,000)   | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| A. Rapid Response (3.5%)           | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Rapid Response              | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Rapid Response              | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Rapid Response              | \$0 |

# WIA BUDGET PLAN

## State Funds (Administration and Program)

PROGRAM YEAR 2001

Workforce Investment Area: \_\_\_\_\_

One per page

|                               |      |
|-------------------------------|------|
| <b>OLDER WORKER</b>           | \$ - |
| <b>YOUTH IN NEED</b>          | \$ - |
| <b>CONTINUOUS IMPROVEMENT</b> | \$ - |
| <b>INCENTIVE (WIA)</b>        | \$ - |

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> | \$0 |
| A. Administration            | \$0 |
| B. Program                   | \$0 |

|                       |     |
|-----------------------|-----|
| <b>LEO/IWB BUDGET</b> | \$0 |
| A. Administration     | \$0 |
| B. Program            | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> | \$0 |
| A. Administration                  | \$0 |
| B. Program                         | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> | \$0 |
| A. Administration              | \$0 |
| B. Program                     |     |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> | \$0 |
| A. Administration              | \$0 |
| B. Program                     | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> | \$0 |
| A. Administration              | \$0 |
| B. Program                     | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> | \$0 |
| A. Administration              | \$0 |
| B. Program                     | \$0 |

**WIA BUDGET PLAN**  
**PROGRAM: Incentive (JTPA) carry-in**

PROGRAM YEAR 2001

Workforce Investment Area: \_\_\_\_

|                              |     |
|------------------------------|-----|
| <b>TOTAL REGIONAL BUDGET</b> |     |
| A. Incentive (JTPA) Carry-in | \$0 |

|                              |     |
|------------------------------|-----|
| <b>LEO/IWB BUDGET</b>        |     |
| A. Incentive (JTPA) Carry-in | \$0 |

|                                    |     |
|------------------------------------|-----|
| <b>IDOL GRANT RECIPIENT BUDGET</b> |     |
| A. Incentive (JTPA) Carry-in       | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Incentive (JTPA) Carry-in   | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Incentive (JTPA) Carry-in   | \$0 |

**PROVIDER:**

|                                |     |
|--------------------------------|-----|
| <b>PROVIDER'S TOTAL BUDGET</b> |     |
| A. Incentive (JTPA) Carry-in   | \$0 |