

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/Allocations/Section 166
	CORRESPONDENCE SYMBOL OWI/DINAP
	DATE June 24, 2013

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER (TEGL) NO. 36-12

TO: ALL WORKFORCE INVESTMENT ACT (WIA) SECTION 166 INDIAN AND NATIVE AMERICAN (INA) GRANTEEES

FROM: GERRI FIALA /s/
Acting Assistant Secretary

SUBJECT: Notice of Program Year (PY) 2013 Final Youth and Adult Allotments for WIA, Section 166 Program.

1. **Purpose.** The purpose of this Training and Employment Guidance Letter (TEGL) is to provide final PY 2013 funding allotments, and to provide instructions for submitting the necessary documents to obtain these allotments for the Supplemental Youth Services Program (SYSP) and Comprehensive Services Program (CSP).

2. **References.**

- Section 166 of the WIA of 1998, Public Law (Pub. L.) 105-220, as amended:
<http://www.doleta.gov/dinap/cfml/wiapage.cfm>;
- WIA Section 166 Indian and Native American (INA) Program Regulations:
<http://www.doleta.gov/dinap/cfml/wiapage.cfm>;
- Training and Employment Guidance Letter (TEGL) 34-11, Extension or Modification of Program Year (PY) 2011 One-Year Strategic Planning Directions for New Designated Grantees and Funding Allotments for Selected Grantees of the Workforce Investment Act (WIA) Indian and Native American Program
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7351;
- Planning forms included in this TEGL located at:
https://ina.workforce3one.org/page/prog_planning
- Budget Control Act of 2011 (BCA) (Pub. L. 112-25)
- American Taxpayer Relief Act of 2012 (ATRA) (Pub. L. 112-240), Title V. Sections 501-503;
- Consolidated and Further Continuing Appropriations Act 2013 (CFCAA), (Pub. L. 113-6) enacted March 26, 2013;
- Balanced Budget and Emergency Deficit Control Act, as amended (Pub. L. 99-177);
- Continuing Appropriations Act, 2013 (Pub. L. 112-175);
- Department of Labor Appropriations Act, 2012, Title I, II, and V of Division F of the Consolidated Appropriation Act, 2012, Pub. L. 112-74, signed December 23, 2011.

RESCISSIONS None	EXPIRATION DATE Continuing
----------------------------	--------------------------------------

3. Background. On March 26, 2013, the Consolidated and Further Continuing Appropriations Act, 2013, Pub. L. 113-6 (CCFCAA) was signed into law. Section 3004 of Division G of the CCFCAA incorporated a mandatory across the board rescission of 0.2 percent impacting all Federal Fiscal Year (FY) 2013 discretionary funding. The 0.2 percent rescission applies to the PY 2013 funding for the programs covered by this TEGL. Additionally, all FY 2013 discretionary program funding is subject to a 5.0 percent reduction under the sequestration order required by section 251A of the Balanced Budget and Emergency Deficit Control Act, as amended.

4. PY 2013 Section 166 Funding. As a result of the 0.2 percent rescission and the 5.0 percent reduction, the PY 2013 INA appropriation levels are: \$11,720,629 for youth SYSP and \$45,082,291 for adult CSP. Under WIA, the Employment and Training Administration will reserve 1.0 percent of adult funds for Training and Technical Assistance purposes. For comparison, the PY 2012 appropriations were SYSP \$12,365,295 and CSP \$47,561,938.

The U. S. Department of Labor (DOL) Office of Grants Management will obligate PY 2013 grant funds through two separate WIA Section 166 grant modifications. The first official change will obligate the PY 2013 SYSP allotment through a unilateral modification to the current grant. The DOL Grants Office will issue the SYSP Notice of Obligation (NOO) by e-mail to the grantee's Authorized Representative and WIA Program Administrator/ Director. Grantees have 30 days from receipt of the NOO to submit the required documents (see Section 5, "*Action Requested*" below) by e-mail to their Federal Project Officer.

The second official change will obligate the PY 2013 CSP (adult) allotment through a unilateral modification to the current grant. PY 2013 CSP funds will be obligated on or around July 1, 2013. Grantees must submit a separate packet of required documents (described below, PDF format preferred) by e-mail to their FPO within 30 days from the date of this TEGL.

Note that a separate packet of documents must be submitted for the SYSP and CSP allotments. The Standard Form (SF) 424 and SF-424A are currently posted on the DINAP home page at <http://www.doleta.gov/DINAP/cfml/wiaform.cfm>, and on the INA Workforce3One website at https://ina.workforce3one.org/page/prog_planning. Grantees should retain the original signed SF-424 in their grant file.

5. Action Requested. In accordance with SGA/DFA PY 11-07, grantees need to report the following by email, preferably in PDF format, for both the SYSP and CSP PY 2013 allotments:

- a. An SF-424 "Application for Federal Assistance," which can be obtained at <http://www.doleta.gov/dinap/pdf/RevisedSF424.pdf>
This document can also be obtained at <http://apply07.grants.gov/apply/FormLinks?family=15>.
- b. An SF-424A Budget Information Form, which is available at <http://apply07.grants.gov/apply/FormLinks?family=15>. Enter only the PY 2013 allotment on the SF-424A. Do not include projected carry-in. In preparing the

Budget Information Form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail below.

- c. **Budget Narrative:** The budget narrative must provide a description of costs associated with each line item on the SF-424A.

Unexpended grant funds that were obligated for PY 2011 through PY 2012 must be expended during PY 2013, on a first-in/first-out basis, as these funds have a three-year period of availability from date of obligation. The period of performance for the grants ends on June 30, 2014.

Grantees that do not have prior year funds available may use other (non-restricted) funds to begin operating the SYSP or CSP, and reimburse the fund source retroactive to April 1 or July 1, upon availability of funds for allowable costs. The grantee cannot be reimbursed for funds spent prior to the date that the funds became available for obligation. Therefore, a formal commitment or obligation of DOL funds will only occur when a NOO has been issued by the Grant Officer. Grantees that incur costs prior to receiving an official “designation” letter and a NOO/award letter from the Grant Officer assume the risk of not being reimbursed for funds that have been used for their WIA section 166 program.

- 6. **Inquiries.** Direct questions about the PY 2013 attachments to your designated Federal Project Officer.

Andrea Brown (East)	(202) 693-3736	Duane Hall (Midwest)	(972) 850-4637
Craig Lewis (Midwest)	(202) 693-3384	Guy Suetopka (West)	(415) 625-7988
Dawn Anderson (Midwest)	(202) 693-3745		

- 7. **Paperwork Reduction Act.** The Paperwork Reduction Act of 1995 provides that no person is required to respond to a collection of information unless it displays a valid OMB control number. Except as otherwise noted on the forms themselves, the information collections referenced in this TEGP have been approved by the OMB under Control Number 1225-0086, which expires January 31, 2016. Public reporting burden for these collections of information are shown on any forms. The budget narrative is estimated to average 1.1 hours per response; including time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to respond to this information collection in order to obtain or retain the grant benefit [Section 166 of the WIA of 1998, Public Law (Pub. L.) 105-220].

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer 200 Constitution Avenue, N.W., Room N 1301 Washington, DC 20210 or email: DOL_PRA_PUBLIC@dol.gov and reference the OMB Control Number 1225-0086.

8. Attachments

Attachment A: Final PY 2013 SYSP (youth) program funding allotment.

Attachment B: Final PY 2013 CSP (adult) program funding allotment.