

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA/Wagner-Peyser
	CORRESPONDENCE SYMBOL OWI
	DATE November 2, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 16-17, CHANGE 1

TO: STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Revised Fiscal Year (FY) 2019 Advance Funding Levels Available October 2018 for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) Program Allotments

1. **Purpose.** This guidance provides states with revised allotment levels for WIOA Adult and DW FY 2019 funds, which became available to states in October 2018. This Change 1 to Training and Employment Guidance Letter (TEGL) 16-17 restores the set-aside for evaluations to the funding available to states in October 2018.
2. **Action Requested.** The Department of Labor (DOL) is requesting that each state and outlying area submit an SF-424 form for each grant program (Adult and DW) to the Employment and Training Administration (ETA) via www.grants.gov **within 30 calendar days** from the issue date on this TEGL.
3. **Summary and Background.**
 - a. Summary – This Change 1 to TEGL 16-17 informs states that the FY 2019 “advance” funding for PY 2018 is adjusted to restore the set-aside for evaluations for the Adult and DW programs. Division H, Title I, sec. 107 of the Consolidated Appropriations Act, 2018, allows the Secretary of Labor (Secretary) to set aside a portion of the Adult and DW grant funds for evaluations. The Department has decreased the amount of funds it plans to set aside for this purpose and has restored the remaining funding to the State allotments. The base portion (available July 1, 2018) of PY 2018 funding for Adult and DW activities was not impacted by this restoration. Also, the WIOA Youth Activities funds (available April 1, 2018) were not affected.

The attached tables notify states/outlying areas of the amount of revised funding they will receive.

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Note: States have until June 30, 2019, to obligate 80 percent of their total restored PY 2018 DW allotment. As provided in 20 CFR 683.135, if a state does not obligate 80 percent of their total restored PY 2018 DW allotment, the Department will recapture the excess unobligated funds up to the 80 percent threshold from PY 2019 funds. Specifically, any recaptured funds would be deobligated from FY 2020 “advance” funds during PY 2019.

b. Background – TEGL 16-17, issued on May 21, 2018, announced Program Year (PY) 2018 WIOA state allotments.

4. **Notice of Award (NOA).** The Department will issue NOAs reflecting the restoration of funds to the Adult and Dislocated Worker programs. In order to receive the funding, states and outlying areas must submit an SF-424, Application for Federal Assistance (Office of Management and Budget Control No. 4040-0004) for each program (Adult and DW) that reflects the restoration amounts prescribed in the “10/1/2018 (FY 2019)” column of the “Revised PY 2018 Allotment with Restoration” section in Attachments I and II.

5. **SF-424 Submission Process.**

In an effort to achieve greater efficiency and as part of the Department’s on-going effort to streamline the grant award process, grantees are required to submit the SF-424 through Grants.gov at www.grants.gov.

Applicants that need to register with Grants.gov may do so here: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Registration is a one-time process, and applicants who already have a Grants.gov account do not need to register again.

To submit the required application package, applicants must:

- a. Select the *SEARCH GRANTS* tab on the Grants.gov homepage.
- b. Under the Section, *BASIC SEARCH CRITERIA*, enter the Funding Opportunity Number: TEGL 16-17.
- c. Select the link to the applicable Opportunity Number provided in the search results.
- d. Select the *PACKAGE* tab.
- e. Under the *ACTIONS* column, select *APPLY*.

Submission requirements stipulate that all applicants for Federal grant and funding opportunities must have a Data Universal Numbering System (D-U-N-S®) number and must supply their D-U-N-S® number on the SF-424.

Before submitting their application, applicants must also ensure their registration with the System for Award Management (SAM) is current. Applicants may find instructions for registering with SAM at <https://www.sam.gov/portal/SAM/#1>. An awardee must maintain an active SAM registration with current information at all times that it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, entities must review and update the registration at least every 12

months from the date of initial registration. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting the application submission.

Submitting the SF-424 through www.grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. This submission process may at times be complicated and time-consuming. As such, the Department strongly encourages applicants to initiate the process as soon as possible, in order to allow time to resolve unanticipated technical problems.

For technical issues encountered during application submission, applicants may call 800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays. **Attachment III** provides more detailed instructions for submitting an application through www.grants.gov.

6. **Inquiries.** Please direct questions regarding these allotments to the appropriate ETA Regional Office. Information on allotments and planning requirements may also be found on the ETA Web site at <http://www.doleta.gov>.

7. **References.**

- Consolidated Appropriations Act, 2018 (Pub. L. 115-141);
- Bipartisan Budget Act of 2018 (Pub L. 115-123);
- Balanced Budget and Emergency Deficit Control Act of 1985, as amended (Title II of Pub. L. 99-177);
- Budget Control Act of 2011 (Pub. L. 112-25);
- TEGL 16-17, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2018; Final PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of Workforce Information Grants to States for PY 2018* dated May 21, 2018;
- TEGL 14-17, *Updated Disadvantaged Youth and Adult Data for use in Program Year (PY) 2018 and future Workforce Innovation and Opportunity Act (WIOA) Youth and Adult Within-State Allocation Formulas;*
- Workforce Innovation and Opportunity Act (Pub. L. 113-128);
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.);
- Workforce Investment Act of 1998 (Pub. L. 105-220);
- Job Training Partnership Act (JTPA) (Pub. L. 97-300), as amended by the Job Training Reform Amendments of 1992 (Pub. L. 102-367);
- Compact of Free Association Amendments of 2003 (Pub. L. 108-188);
- TEGL 5-06, *Implementing the Salary and Bonus Limitations in Public Law 109-234;*
- TEGL 2-16, *Revised ETA-9130 Financial Report, Instructions, and Additional Guidance;* and
- *Local Area Unemployment Statistics (LAUS) Technical Memorandum No. S-17-18, Program Year 2018 Areas of Substantial Unemployment under the Workforce Innovation and Opportunity Act, dated August 7, 2017.*

8. Attachments.

I. WIOA Adult Program Revised FY 2019 Advance Allotments

II. WIOA Dislocated Worker Program Revised FY 2019 Advance Allotments

III. Additional Submission Instructions