

Local Workforce Investment Area # _____
WIA Title I-B Local Plan Grant Modification
PY'03 Grant Modification Review Checklist
Please complete and sign this review checklist

Modifications submitted in accordance with WIA Policy Letter No. 02-38, Change 2 and WIA Notice 02-02. This modification is due no earlier than thirty (30) days and no later than forty-five (45) days after receipt of the WIA Allocations Notice to allow for public comment requirements.

The purpose of this modification is to establish grants for PY'03. At this time, a local area may transfer funds between adult and dislocated workers funding streams, with a maximum transfer amount of 30%. Grantees who during PY'02 transferred Dislocated Worker formula funds (1D) to the Adult Program (1A) will not be eligible to submit funding requests for PY'03 Dislocated Worker State Reserve funding (1S). Furthermore, those who make such a transfer during PY'03 will not be eligible to receive 1S funds or an increase in funding of a current PY'03 grant. Any appeal to this policy must be submitted in writing to the Bureau of Workforce Development Manager, Therese McMahon and must include the extenuating circumstances that necessitate the exception request.

Hard copies of the following two items are required: 1) cover letter indicating approval of the modification, signed by the LWIB Chair and the CEO(s) or designated signatory; and 2) documentation of plan review process/ submittal of certificates of publication as evidence of publicizing action.

Also the following form must be submitted, and may be submitted via the TRAC system: the WIA Program Funding Form and the Cumulative Registrants Form. In addition, LWIAs may use this opportunity to submit other modifications to the local plan (i.e., the narrative portion of the local plan).

Within this review, an emphasis is being placed on the planned number of registrants. Some LWIAs have traditionally served a far fewer number of registrants than planned. As part of this review, you must review the planned number of registrants for PY'03 and compare it to the actual registrants for the preceding two program years and make a determination whether or not the planned registrants for PY'03 is in line with past performance.

ITEMS REQUIRED FOR MODIFICATION SUBMITTAL

I. LWIB/CEO approval.

Does the modification include a transmittal letter indicating approval which is signed by:

_____ The Local Workforce Investment Board Chair

_____ The Local Chief Elected Official(s) (or designated signatory)

II. Plan Modification Local Review Process

- _____ Does the modification describe the mechanisms which were used to make copies of the proposed plan modification available to the public for comment prior to submission? Are certificates of publication, as applicable, submitted as evidence of publicizing action?
- _____ If applicable, does the modification include any comments that represent a disagreement with the plan?

III. Budgets

WIA Program Funding

- _____ Was the WIA Program Funding form (revised 01/03) included in the submission or submitted via the TRAC system?
- _____ Is the WIA Program Funding form (revised 01/03) completed?
- _____ Are the correct Allocations/Supplemental Allocations shown (please refer to WIA Notice No. 02-02).
- _____ Do the totals of the funds shown for Administration and Programs equal the amount of the LWIA's allocation for each funding stream?
- _____ For each of the funding streams, the amount of Administration funds shown does not exceed the maximum allowable amount. It does not exceed 10% of the Allocation, rounded down separately to the nearest whole dollar amount.
- _____ Do funding stream transfer amounts balance to "0"?

WIA Administration Budgeted Costs

- _____ Do Budgeted Administration Costs shown in the 4th Quarter equal the amount of administration funds shown in the WIA Program Funding form?
- _____ Are the Budgeted Administration Costs shown cumulatively in the 2nd and the 4th Quarters?
- _____ Do the amounts shown for the administrative budget categories sum to the amount of Budgeted Administration Costs shown in the 4th Quarter?

WIA Program Budgeted Costs

- _____ Has the Program Budgeted Costs section of the WIA Programs Budgeted Costs chart been completed?

- _____ Do Program Budgeted Costs shown in the 4th Quarter equal the amount of program funds shown in the WIA Program Funding form?
- _____ Are the Program Budgeted Costs shown cumulatively in the 2nd and the 4th Quarters?
- _____ Do the amounts shown for the program budget categories (lines 1 and 2) sum to the amount of Program Budgeted Costs shown in the 4th Quarter?
- _____ Does the amount shown for “Out-of-School Youth Costs” represent at least 30%, rounded up to the next whole dollar, of the youth programs budget?

IV. WIA Program Cumulative Registrants

- _____ Was the WIA Program Cumulative Registrants form included in the submission or submitted via the TRAC system?
- _____ Are the Registrants shown cumulatively in the 2nd and the 4th Quarters?
- _____ Are the number of registrants shown for each of the registrant categories equal to or less than the number of Registrants shown in the 4th Quarter?
- _____ Are the **planned** registrants for each funding stream in line with the two previous years actual registrants? Please complete section below for comparison purposes.

PY 2001 (Actual)

Adult Actual Registrants: _____

DW Actual Registrants: _____

Youth Actual Registrants: _____

PY 2002 (Actual)

Adult Actual Registrants: _____

DW Actual Registrants: _____

Youth Actual Registrants: _____

PY 2003 (Planned)

Adult Planned Registrants: _____

DW Planned Registrants: _____

Youth Planned Registrants: _____

PY 2003 (Allocation increase % vs. PY'02)

Adult stream: _____

DW stream: _____

Youth stream: _____

- V. Does the WIA Title I-B Local Plan Modification for this Local Workforce Investment Area, as initially submitted, comply with Title I of WIA and the WIA regulations (i.e., does it comply with each of the requirements of the Local Planning Guidelines and/or PY'02 WIA Policy Letter No. 02-38, Change 2)?

☐ Yes
☐ No

If no, has Local Workforce Investment Board staff been contacted regarding the additions/corrections which are necessary to bring the plan modification into compliance? Please attached a copy of the correction letter.

☐ Yes
☐ No

If corrections were necessary, and a response to the correction letter has been received, does this WIA Title I-B Local Plan Modification for this Local Workforce Investment Area now comply with Title I of WIA and the WIA regulations (i.e., does it comply with each of the requirements of the Local Planning Guidelines and/or PY'02 Policy Letter No. 02-38, Change 2)?

☐ Yes
☐ No

DCEO Reviewer

Date