

Washington State WorkSource Information Notice (WIN)

WIN Number: 0150

WIN Title: PY25/FY26 WIOA Title I-B and III Allotments to the State and Workforce Development Areas

Date: June 26, 2025

Expiration: N/A

Purpose:

To communicate PY25 and FY26 Workforce Development Area (WDA) allotments for the Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth, Adult, and Dislocated Worker programs and Title III Wagner-Peyser Employment Service and Workforce Information grants following issuance of TEGL 11-24.

Action Required:

LWDBs and their WIOA Title I-B service providers, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

The U.S. Department of Labor (DOL) issued [Training and Employment Guidance Letter \(TEGL\) 11-24](#) announcing states' WIOA Title I-B Youth grants for PY25, WIOA Title I-B Adult and Dislocated Worker grants for PY25 and FY26, WIOA Title III Wagner-Peyser Employment Services grants for PY25, and Workforce Information Grants for PY25. The table below shows the allotments for Washington:

Washington	PY24/FY25	PY25/FY26	\$ Difference	% Difference
Total WIOA Title I-B	\$ 64,400,949	\$ 65,703,914	\$1,302,965	2.02%
WIOA Youth	\$ 22,795,157	\$ 20,361,373	(\$2,433,784)	-10.68%
WIOA Adult	\$ 21,854,025	\$ 19,669,803	(\$2,184,222)	-9.99%
WIOA Dislocated Worker	\$ 19,751,767	\$ 25,672,738	\$5,920,971	29.98%
WIOA Title III (Wagner-Peyser)	\$ 15,729,530	\$ 15,608,727	(\$120,803)	-0.77%
Workforce Information Grant	\$ 705,375	\$ 697,572	(\$7,803)	-1.11%

Attachments A-C show the final local WIOA Title I-B program allotments by program year and fiscal year. Those tables use updated labor market data within the PY25/FY26 allocation formula and include hold harmless adjustments (as applicable).

References:

- [TEGL 11-24](#)
- [WIOA Policy 5270, Revision 3](#)

Website:

[Workforce Professionals Center](#)

Direct Inquiries To:

For grant administration questions:

Grants Management Office

Employment System Policy and Integrity Division

Employment Security Department

ESDGPWorkforceInitiatives@esd.wa.gov

For allocation formula questions:

Sundara Chan, Budget Manager

Financial Services Division

Employment Security Department

Sundara.Chan@esd.wa.gov

For policy questions:

Employment System Administration and Policy

Employment System Policy and Integrity Division

Employment Security Department

SystemPolicy@esd.wa.gov

Attachments:

[Attachment A](#) – PY25 WIOA Title I-B Youth Allotments

[Attachment B](#) – PY25/FY26 WIOA Title I-B Adult Allotments

[Attachment C](#) – PY25/FY26 WIOA Title I-B Dislocated Worker Allotments

[Attachment D](#) – WIOA Title I-B Youth County Allotments

[Attachment E](#) – WIOA Title I-B Adult County Allotments

[Attachment F](#) – WIOA Title I-B Dislocated Worker County Allotments

[Attachment G](#) – WIOA Title I-B Formula Grant Process

Attachment A – PY25 WIOA Title I-B Youth Allotments

WDC	Youth Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$ 601,646	\$ 66,849	\$ 668,495
2 - Pac Mountain	\$ 1,398,140	\$ 155,348	\$ 1,553,488
3 - Northwest	\$ 1,067,988	\$ 118,665	\$ 1,186,653
4 - Snohomish	\$ 1,069,107	\$ 118,790	\$ 1,187,897
5 - Seattle-King	\$ 2,733,971	\$ 303,775	\$ 3,037,746
6 - Tacoma-Pierce	\$ 2,367,895	\$ 263,100	\$ 2,630,995
7 - Southwest	\$ 1,238,556	\$ 137,617	\$ 1,376,173
8 - North Central	\$ 803,732	\$ 89,304	\$ 893,036
9 - South Central	\$ 1,701,583	\$ 189,065	\$ 1,890,648
10 - Eastern	\$ 800,490	\$ 88,943	\$ 889,433
11 - Benton-Franklin	\$ 812,729	\$ 90,303	\$ 903,032
12 - Spokane	\$ 980,615	\$ 108,957	\$ 1,089,572
TOTALS	\$ 15,576,452	\$ 1,730,716	\$ 17,307,168

Attachment B – PY25/FY26 WIOA Title I-B Adult Allotments

WDC	Adult Allocation - July 1st		
	Program	Cost Pool	Total
1 - Olympic	\$ 134,119	\$ 14,902	\$ 149,021
2 - Pac Mountain	\$ 278,496	\$ 30,944	\$ 309,440
3 - Northwest	\$ 177,403	\$ 19,711	\$ 197,114
4 - Snohomish	\$ 212,637	\$ 23,626	\$ 236,263
5 - Seattle-King	\$ 516,682	\$ 57,407	\$ 574,089
6 - Tacoma-Pierce	\$ 469,653	\$ 52,184	\$ 521,837
7 - Southwest	\$ 240,810	\$ 26,757	\$ 267,567
8 - North Central	\$ 151,960	\$ 16,885	\$ 168,845
9 - South Central	\$ 299,219	\$ 33,247	\$ 332,466
10 - Eastern	\$ 105,391	\$ 11,710	\$ 117,101
11 - Benton-Franklin	\$ 156,541	\$ 17,394	\$ 173,935
12 - Spokane	\$ 185,534	\$ 20,615	\$ 206,149
TOTALS	\$ 2,928,445	\$ 325,382	\$ 3,253,827

WDC	Adult Allocation - October 1st		
	Program	Cost Pool	Total
1 - Olympic	\$ 555,029	\$ 61,669	\$ 616,698
2 - Pac Mountain	\$ 1,152,513	\$ 128,057	\$ 1,280,570
3 - Northwest	\$ 734,152	\$ 81,573	\$ 815,725
4 - Snohomish	\$ 879,967	\$ 97,774	\$ 977,741
5 - Seattle-King	\$ 2,138,214	\$ 237,578	\$ 2,375,792
6 - Tacoma-Pierce	\$ 1,943,593	\$ 215,955	\$ 2,159,548
7 - Southwest	\$ 996,580	\$ 110,731	\$ 1,107,311
8 - North Central	\$ 628,862	\$ 69,874	\$ 698,736
9 - South Central	\$ 1,238,273	\$ 137,586	\$ 1,375,859
10 - Eastern	\$ 436,143	\$ 48,460	\$ 484,603
11 - Benton-Franklin	\$ 647,826	\$ 71,981	\$ 719,807
12 - Spokane	\$ 767,805	\$ 85,312	\$ 853,117
TOTALS	\$ 12,118,957	\$ 1,346,550	\$ 13,465,507

WDC	Total Adult Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$ 689,148	\$ 76,571	\$ 765,719
2 - Pac Mountain	\$ 1,431,009	\$ 159,001	\$ 1,590,010
3 - Northwest	\$ 911,555	\$ 101,284	\$ 1,012,839
4 - Snohomish	\$ 1,092,604	\$ 121,400	\$ 1,214,004
5 - Seattle-King	\$ 2,654,896	\$ 294,985	\$ 2,949,881
6 - Tacoma-Pierce	\$ 2,413,246	\$ 268,139	\$ 2,681,385
7 - Southwest	\$ 1,237,390	\$ 137,488	\$ 1,374,878
8 - North Central	\$ 780,822	\$ 86,759	\$ 867,581
9 - South Central	\$ 1,537,492	\$ 170,833	\$ 1,708,325
10 - Eastern	\$ 541,534	\$ 60,170	\$ 601,704
11 - Benton-Franklin	\$ 804,367	\$ 89,375	\$ 893,742
12 - Spokane	\$ 953,339	\$ 105,927	\$ 1,059,266
TOTALS	\$ 15,047,402	\$ 1,671,932	\$ 16,719,334

Attachment C – PY25/FY26 WIOA Title I-B Dislocated Worker Allotments

	Dislocated Worker Allocation - July 1st		
	Program	Cost Pool	Total
1 - Olympic	\$ 117,683	\$ 13,076	\$ 130,759
2 - Pac Mountain	\$ 241,320	\$ 26,813	\$ 268,133
3 - Northwest	\$ 172,364	\$ 19,152	\$ 191,516
4 - Snohomish	\$ 224,893	\$ 24,988	\$ 249,881
5 - Seattle-King	\$ 585,913	\$ 65,101	\$ 651,014
6 - Tacoma-Pierce	\$ 479,532	\$ 53,281	\$ 532,813
7 - Southwest	\$ 230,867	\$ 25,652	\$ 256,519
8 - North Central	\$ 168,502	\$ 18,722	\$ 187,224
9 - South Central	\$ 314,356	\$ 34,929	\$ 349,285
10 - Eastern	\$ 95,845	\$ 10,649	\$ 106,494
11 - Benton-Franklin	\$ 151,392	\$ 16,821	\$ 168,213
12 - Spokane	\$ 176,449	\$ 19,606	\$ 196,055
TOTALS	\$ 2,959,116	\$ 328,790	\$ 3,287,906

	Dislocated Worker Allocation - October 1st		
	Program	Cost Pool	Total
1 - Olympic	\$ 571,763	\$ 63,529	\$ 635,292
2 - Pac Mountain	\$ 1,172,455	\$ 130,273	\$ 1,302,728
3 - Northwest	\$ 837,431	\$ 93,048	\$ 930,479
4 - Snohomish	\$ 1,092,649	\$ 121,405	\$ 1,214,054
5 - Seattle-King	\$ 2,846,668	\$ 316,296	\$ 3,162,964
6 - Tacoma-Pierce	\$ 2,329,811	\$ 258,868	\$ 2,588,679
7 - Southwest	\$ 1,121,674	\$ 124,631	\$ 1,246,305
8 - North Central	\$ 818,667	\$ 90,963	\$ 909,630
9 - South Central	\$ 1,527,306	\$ 169,701	\$ 1,697,007
10 - Eastern	\$ 465,661	\$ 51,740	\$ 517,401
11 - Benton-Franklin	\$ 735,535	\$ 81,726	\$ 817,261
12 - Spokane	\$ 857,286	\$ 95,254	\$ 952,540
TOTALS	\$ 14,376,906	\$ 1,597,434	\$ 15,974,340

	Total Dislocated Worker Allocation		
	Program	Cost Pool	Total
1 - Olympic	\$ 689,446	\$ 76,605	\$ 766,051
2 - Pac Mountain	\$ 1,413,775	\$ 157,086	\$ 1,570,861
3 - Northwest	\$ 1,009,795	\$ 112,200	\$ 1,121,995
4 - Snohomish	\$ 1,317,542	\$ 146,393	\$ 1,463,935
5 - Seattle-King	\$ 3,432,581	\$ 381,397	\$ 3,813,978
6 - Tacoma-Pierce	\$ 2,809,343	\$ 312,149	\$ 3,121,492
7 - Southwest	\$ 1,352,541	\$ 150,283	\$ 1,502,824
8 - North Central	\$ 987,169	\$ 109,685	\$ 1,096,854
9 - South Central	\$ 1,841,662	\$ 204,630	\$ 2,046,292
10 - Eastern	\$ 561,506	\$ 62,389	\$ 623,895
11 - Benton-Franklin	\$ 886,927	\$ 98,547	\$ 985,474
12 - Spokane	\$ 1,033,735	\$ 114,860	\$ 1,148,595
TOTALS	\$ 17,336,022	\$ 1,926,224	\$ 19,262,246

Attachment D – WIOA Title I-B Youth County Allotments

Program Year:	PY 2025	Total Allocation:	\$ 17,307,168
	% of State Allotment (Post HH)	% of WDA Allotment	County Allocation
1 - Olympic	3.86%	100%	\$ 668,495
<i>Clallam</i>	1.43%	36.94647%	\$ 246,985
<i>Jefferson</i>	0.54%	14.03586%	\$ 93,829
<i>Kitsap</i>	1.89%	49.01767%	\$ 327,681
2 - Pac Mountain	8.98%	100%	\$ 1,553,488
<i>Grays Harbor</i>	2.20%	24.53248%	\$ 381,109
<i>Lewis</i>	1.92%	21.37333%	\$ 332,032
<i>Mason</i>	1.57%	17.48020%	\$ 271,553
<i>Pacific</i>	0.61%	6.76044%	\$ 105,023
<i>Thurston</i>	2.68%	29.85355%	\$ 463,771
3 - Northwest	6.86%	100%	\$ 1,186,653
<i>Island</i>	0.79%	11.56261%	\$ 137,208
<i>San Juan</i>	0.11%	1.61516%	\$ 19,166
<i>Skagit</i>	1.96%	28.57398%	\$ 339,074
<i>Whatcom</i>	3.99%	58.24826%	\$ 691,205
4 - Snohomish	6.86%	100%	\$ 1,187,897
5 - Seattle-King	17.55%	100%	\$ 3,037,746
6 - Tacoma-Pierce	15.20%	100%	\$ 2,630,995
7 - Southwest	7.95%	100%	\$ 1,376,173
<i>Clark</i>	5.70%	71.68044%	\$ 986,447
<i>Cowlitz</i>	2.14%	26.85931%	\$ 369,631
<i>Wahkiakum</i>	0.12%	1.46025%	\$ 20,096
8 - North Central	5.16%	100%	\$ 893,036
<i>Adams</i>	0.36%	6.90611%	\$ 61,674
<i>Chelan</i>	0.76%	14.65755%	\$ 130,897
<i>Douglas</i>	0.68%	13.22863%	\$ 118,136
<i>Grant</i>	2.30%	44.52569%	\$ 397,630
<i>Okanogan</i>	1.07%	20.68203%	\$ 184,698
9 - South Central	10.92%	100%	\$ 1,890,648
<i>Kittitas</i>	1.78%	16.25001%	\$ 307,230
<i>Klickitat</i>	0.39%	3.61185%	\$ 68,287
<i>Skamania</i>	0.17%	1.58489%	\$ 29,965
<i>Yakima</i>	8.58%	78.55325%	\$ 1,485,165
10 - Eastern	5.139%	100%	\$ 889,433
<i>Asotin</i>	0.247%	4.80733%	\$ 42,758
<i>Columbia</i>	0.042%	0.80958%	\$ 7,201
<i>Ferry</i>	0.331%	6.43309%	\$ 57,218
<i>Garfield</i>	0.034%	0.66477%	\$ 5,913
<i>Lincoln</i>	0.174%	3.39220%	\$ 30,171
<i>Pend Oreille</i>	0.386%	7.51999%	\$ 66,885
<i>Stevens</i>	1.203%	23.41203%	\$ 208,234
<i>Walla Walla</i>	1.026%	19.96257%	\$ 177,554
<i>Whitman</i>	1.696%	32.99844%	\$ 293,499
11 - Benton-Franklin	5.22%	100%	\$ 903,032
<i>Benton</i>	2.70%	51.69069%	\$ 466,783
<i>Franklin</i>	2.52%	48.30931%	\$ 436,249
12 - Spokane	6.30%	100%	\$ 1,089,572
TOTALS	100%		\$ 17,307,168

Attachment E – WIOA Title I-B Adult County Allotments

	% of State Allotment (Post HH)	% of WDA Allotment	County Allocation
1 - Olympic	4.58%	100%	\$ 765,719
<i>Clallam</i>	1.61%	35.24278%	\$ 269,861
<i>Jefferson</i>	0.65%	14.12611%	\$ 108,166
<i>Kitsap</i>	2.32%	50.63111%	\$ 387,692
2 - Pac Mountain	9.51%	100%	\$ 1,590,010
<i>Grays Harbor</i>	2.51%	26.34762%	\$ 418,930
<i>Lewis</i>	2.04%	21.46147%	\$ 341,240
<i>Mason</i>	1.58%	16.65779%	\$ 264,861
<i>Pacific</i>	0.64%	6.73812%	\$ 107,137
<i>Thurston</i>	2.74%	28.79500%	\$ 457,843
3 - Northwest	6.06%	100%	\$ 1,012,839
<i>Island</i>	0.90%	14.93816%	\$ 151,300
<i>San Juan</i>	0.14%	2.35058%	\$ 23,808
<i>Skagit</i>	2.07%	34.10861%	\$ 345,465
<i>Whatcom</i>	2.94%	48.60265%	\$ 492,267
4 - Snohomish	7.26%	100%	\$ 1,214,004
5 - Seattle-King	17.64%	100%	\$ 2,949,881
6 - Tacoma-Pierce	16.04%	100%	\$ 2,681,385
7 - Southwest	8.22%	100%	\$ 1,374,878
<i>Clark</i>	5.85%	71.09335%	\$ 977,447
<i>Cowlitz</i>	2.23%	27.17080%	\$ 373,565
<i>Wahkiakum</i>	0.14%	1.73585%	\$ 23,866
8 - North Central	5.19%	100%	\$ 867,581
<i>Adams</i>	0.29%	5.68079%	\$ 49,285
<i>Chelan</i>	0.78%	15.11572%	\$ 131,141
<i>Douglas</i>	0.63%	12.18766%	\$ 105,738
<i>Grant</i>	2.33%	44.91880%	\$ 389,707
<i>Okanogan</i>	1.15%	22.09704%	\$ 191,710
9 - South Central	10.22%	100%	\$ 1,708,325
<i>Kittitas</i>	1.00%	9.83407%	\$ 167,998
<i>Klickitat</i>	0.48%	4.70940%	\$ 80,452
<i>Skamania</i>	0.20%	1.96357%	\$ 33,544
<i>Yakima</i>	8.53%	83.49296%	\$ 1,426,331
10 - Eastern	3.60%	100%	\$ 601,704
<i>Asotin</i>	0.21%	5.86085%	\$ 35,265
<i>Columbia</i>	0.05%	1.29875%	\$ 7,815
<i>Ferry</i>	0.35%	9.78383%	\$ 58,870
<i>Garfield</i>	0.03%	0.94081%	\$ 5,661
<i>Lincoln</i>	0.19%	5.25861%	\$ 31,641
<i>Pend Oreille</i>	0.37%	10.28985%	\$ 61,914
<i>Stevens</i>	1.29%	35.84347%	\$ 215,672
<i>Walla Walla</i>	0.64%	17.82596%	\$ 107,260
<i>Whitman</i>	0.46%	12.89787%	\$ 77,607
11 - Benton-Franklin	5.35%	100%	\$ 893,742
<i>Benton</i>	2.74%	51.27184%	\$ 458,238
<i>Franklin</i>	2.60%	48.72816%	\$ 435,504
12 - Spokane	6.34%	100%	\$ 1,059,266
TOTALS	100%		\$ 16,719,334

Attachment F – WIOA Title I-B Dislocated Worker County Allotments

	% of State Allotment (Post	% of WDA Allotment	County Allocation
1 - Olympic	3.98%	100%	\$ 766,051
<i>Clallam</i>	1.33%	33.48280%	\$ 256,495
<i>Jefferson</i>	0.47%	11.74078%	\$ 89,940
<i>Kitsap</i>	2.18%	54.77642%	\$ 419,615
2 - Pac Mountain	8.16%	100%	\$ 1,570,861
<i>Grays Harbor</i>	2.10%	25.74267%	\$ 404,382
<i>Lewis</i>	1.45%	17.81490%	\$ 279,847
<i>Mason</i>	1.36%	16.69333%	\$ 262,229
<i>Pacific</i>	0.52%	6.40613%	\$ 100,631
<i>Thurston</i>	2.72%	33.34297%	\$ 523,772
3 - Northwest	5.82%	100%	\$ 1,121,995
<i>Island</i>	0.86%	14.75696%	\$ 165,572
<i>San Juan</i>	0.10%	1.69428%	\$ 19,010
<i>Skagit</i>	2.01%	34.53013%	\$ 387,426
<i>Whatcom</i>	2.86%	49.01863%	\$ 549,987
4 - Snohomish	7.60%	100%	\$ 1,463,935
5 - Seattle-King	19.80%	100%	\$ 3,813,978
6 - Tacoma-Pierce	16.21%	100%	\$ 3,121,492
7 - Southwest	7.80%	100%	\$ 1,502,824
<i>Clark</i>	5.7868%	74.17177%	\$ 1,114,671
<i>Cowlitz</i>	1.90%	24.38996%	\$ 366,538
<i>Wahkiakum</i>	0.11%	1.43826%	\$ 21,615
8 - North Central	5.69%	100%	\$ 1,096,854
<i>Adams</i>	0.28%	4.98729%	\$ 54,703
<i>Chelan</i>	1.05%	18.40385%	\$ 201,863
<i>Douglas</i>	0.79%	13.91695%	\$ 152,649
<i>Grant</i>	2.57%	45.17584%	\$ 495,513
<i>Okanogan</i>	1.00%	17.51607%	\$ 192,126
9 - South Central	10.62%	100%	\$ 2,046,292
<i>Kittitas</i>	1.00%	9.43533%	\$ 193,074
<i>Klickitat</i>	0.39%	3.65464%	\$ 74,785
<i>Skamania</i>	0.18%	1.68985%	\$ 34,579
<i>Yakima</i>	9.05%	85.22018%	\$ 1,743,854
10 - Eastern	3.24%	100%	\$ 623,895
<i>Asotin</i>	0.11%	3.52237%	\$ 21,976
<i>Columbia</i>	0.06%	1.71354%	\$ 10,691
<i>Ferry</i>	0.32%	9.91927%	\$ 61,886
<i>Garfield</i>	0.03%	0.86200%	\$ 5,378
<i>Lincoln</i>	0.20%	6.31114%	\$ 39,375
<i>Pend Oreille</i>	0.37%	11.42228%	\$ 71,263
<i>Stevens</i>	1.30%	40.08942%	\$ 250,116
<i>Walla Walla</i>	0.57%	17.50921%	\$ 109,239
<i>Whitman</i>	0.28%	8.65076%	\$ 53,972
11 - Benton-Franklin	5.12%	100%	\$ 985,474
<i>Benton</i>	2.74%	53.56221%	\$ 527,842
<i>Franklin</i>	2.38%	46.43779%	\$ 457,632
12 - Spokane	5.96%	100%	\$ 1,148,595
TOTALS	100%		\$ 19,262,246

Attachment G – WIOA Title I-B Formula Grant Process

OVERVIEW:

- At the request of LWDBs, ESD revised WIOA Formula tools and processes to support: 1) combined PY and FY accounting and fiscal reporting; and 2) a single WIOA Formula Grant for each LWDB as of PY 2020.
- ESD will issue one, combined (PY/FY), grant package to each LWDB that includes funds, terms, and conditions for WIOA Title I-B Youth, Adult, and Dislocated Worker, broken out by program and administrative funds for each respective program.
- Each PY/FY WIOA Formula Grant package includes:
 - Funding allocations for Youth, Adult, Dislocated Worker- both program and administrative for each respective program;
 - A unique K# assigned by ESD's Contracts Office;
 - A combined Budget and Performance Planning Form as Exhibit A, updated and provided the Grants Management Office (GMO);
 - Federal Award Terms incorporated by reference;
 - Additional, required WIOA terms and conditions as Exhibits B, and C, updated and provided by ESD Contracts Office; and
 - Notices of Funds Available (NFA) incorporated by reference to satisfy 2 CFR 200.332.
- PY and FY allocations will be shown separately along with a total allocation in the Budget and Performance Planning Form (Exhibit A).
- Each funding type will be identified in the grant by one Project Code. LWDBs will use these Project Codes to request cash draws and for the ETA 9130 Quarterly Financial Reporting:
 - **Youth (61** -7005)**
 - **Adult (PY: 61** - 7105; FY 61XX-1106)**
 - **DW (PY: 61** - 7205; FY: 61XX-1206)**
- ESD's Grant Accounting (GA) Unit will continue to track and report PY and FY expenditures separately, as required by USDOL.
- The Periods of Performance will be stated in the grant agreement for each funding type.
- USDOL will obligate funds to the State via two PY and one FY Notices of Obligation (NOO).
- After each NOO, ESD will issue separate NFAs to LWDBs.
- LWDBs cannot expend funds until receipt of NFA from GA. LWDBs cannot expend funds prior to the funding start date **AND** must have received an NFA for the specified funding from GA.
- NOOs and NFAs will not require ESD and LWDBs to execute grant amendments.
- Once fully executed, formal amendments will be required to:
 - Complete an approved fund transfer per [WIOA Policy 5401, Revision 3](#)
 - Increase or decrease WIOA awards following restorations or recissions issued by USDOL.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING PY/FY FORMULA GRANTS

This section contains step-by-step instructions for completing and submitting a PY/FY WIOA Formula Grant. Successfully completing a grant package begins with an LWDB updating two forms and sending them, along with current indirect cost rate information, to ESD for review. From there, ESD's team will review and connect with the LWDB with any questions. Once questions are resolved and the forms are completed, ESD's Contracts Office will finalize and send them to each LWDB for signature.

Part One: Completing the WIOA Title I-B Formula Grant Agreement Document

**For all additions/edits to the documents, please use "track changes" to ensure all parties are aware of all changes made. **

- Navigate to Section 16 "Contract Management" to input the information required for the subrecipient grant manager(s), including: Name, Title, Phone Number, and Email Address. You may include multiple points-of-contact for a single program or may include a single individual for multiple programs whenever appropriate.
- Review all 25 sections of the Agreement. Please make note of Section 9, which discusses quarterly reporting requirements; Section 8, which outlines the cash draw procedure; and Section 19, which indicates an order of precedence in the event of inconsistencies.
- Review the signature block section of the first page of the agreement to ensure accuracy. Please correct any errors.
- Review the information under "Parties" on the first page to ensure all LWDB subrecipient information is accurate. Please correct any errors.
- Once these steps are complete, please save the file using the following naming convention: "Updated, LWDB ##, PY25/FY26 WIOA Formula Agreement".

Part Two: Completing Exhibit A Budget & Performance Spreadsheet

- Upon opening the form, please note the 3 distinct colors used to code this workbook across all sheets. Data in **green** has been populated by ESD. *Please review this data for accuracy.* Data will auto-populate in white cells, based on Excel formulas.
 - *If errors are noted and changes/updates are needed, please add a comment to the box and highlight the cell **RED**.*
- The first sheet contains the Youth, Adult, and Dislocated Worker budgets. Please note the "Notes & Data Validation" section at the bottom of the sheet. Complete the first sheet by filling out all cells highlighted in **yellow**.
 - Begin with the Youth section:
 - Confirm that the total Youth allocation (row 12) is correct.
 - Enter your planned quarterly expenditures (row 16).
 - Check the Notes & Data Validation section. If error messages appear in cell L59, revise your quarterly planned expenditures to ensure they are within the PY contributions.

- Check to ensure that the total allocation (row 12), total cumulative expenditures (row 18) match. If these values match and there are no error messages, the Youth section is complete.
- Proceed to the Adult section:
 - Confirm that the total PY and FY allocations (rows 26 and 27) are correct.
 - Enter your planned quarterly expenditures for the Adult program (row 31).
 - Check the Notes & Data Validation section. If an error message appears in cell L60, revise your quarterly planned expenditures to ensure they are within the PY allocation.
 - Check to ensure that the sum of the initial total allocations (rows 26 and 27), total cumulative expenditures (row 32), and total grant amount (row 36) match. When these values match and there is no error message, the Adult section is complete.
- Proceed to the Dislocated Worker section:
 - Confirm that the total PY and FY allocations (rows 44 and 45) are correct.
 - Enter your planned quarterly expenditures for the Dislocated Worker program (row 50).
 - Check the Notes & Data Validation section. If an error message appears in cell L61, revise your quarterly planned expenditures to ensure they are within the PY allocation.
 - Check to ensure that the sum of the initial total allocations (rows 44 and 45), total cumulative expenditures (row 51), and total grant amount (row 55) match. When these values match and there is no error message, the Dislocated Worker section is complete.
- Complete the second sheet, titled 'Participant Performance'. Please ensure the cumulative targets for the Youth, Adult, and Dislocated Worker programs are consistent with LWDB goals, priorities, and established funding and performance levels. Please check the Instructions section in Rows 71-74 for additional information. Please include any relevant information about how basic and/or individualized service performance targets are calculated or how targets are determined in the "methodology" section, under "NOTES" in row 77.
 - Begin with the Youth section:
 - Enter your carry-in and PY25 quarterly enrollment targets in the yellow highlighted cells in Row 17.
 - Enter your quarterly targets for Employment on Outcome Completion Touchpoint in the yellow highlighted cells in Row 18.
 - Enter your quarterly targets for Post-Secondary Education on Outcome Completion Touchpoint in the yellow highlighted cells in Row 19.
 - Enter your quarterly targets for Exits to Employment Two Quarters After Exit in the yellow highlighted cells in Row 20.
 - Enter your PY25 quarterly targets for Exits to Post-Secondary Education Two Quarters after Exit in Row 21.
 - Ensure that the totals auto-populate correctly in Rows 23-27.
 - Continue with the Adult section:

- Enter your carry-in and PY25 quarterly enrollment targets for Total Count in the yellow highlighted cells in Row 39. This should be the discrete count of enrollments across all services in each quarter.
 - Enter your carry-in and PY25 quarterly enrollment targets for Basic Services in the yellow highlighted cells in Row 40.
 - Enter your carry-in and PY25 quarterly enrollment targets for Individualized Services in the yellow highlighted cells in Row 41.
 - Enter your carry-in and PY25 quarterly enrollment targets for Training Services in the yellow highlighted cells in Row 42.
 - Enter your quarterly targets for Employment on Outcome Completion Touchpoint in the yellow highlighted cells in Row 44.
 - Enter your quarterly targets for Exits to Employment Two Quarters after Exit for All Services in the yellow highlighted cells in Row 39.
 - Ensure the cumulative totals auto-populate correctly in Rows 41-45.
- Continue with the Dislocated Worker section:
 - Enter your carry-in and PY25 quarterly enrollment targets for Total Count in the yellow highlighted cells in Row 62. This should be the discrete count of enrollments across all services in each quarter.
 - Enter your carry-in and PY25 quarterly enrollment targets for Basic Services targets in the yellow highlighted cells in Row 63.
 - Enter your carry-in and PY25 quarterly enrollment targets for Individualized Services targets in the yellow highlighted cells in Row 64.
 - Enter your carry-in and PY25 quarterly enrollment targets for Training Services targets in the yellow highlighted cells in Row 65.
 - Enter your quarterly targets for Employment on Outcome Completion Touchpoint in the yellow highlighted cells in Row 67.
 - Enter your quarterly targets for Exits to Employment Two Quarters after Exit for All Services in the yellow highlighted cells in Row 68.
 - Ensure that the cumulative totals auto-populate correctly in Rows 70-76.
 - Please use the Notes section, beginning at Row 86, to provide local definitions, policy citations, or other information the LWDB wishes to include in this section.
- Complete the third sheet, titled “Entrepreneurial Training.” Please refer to the Instructions section in Rows 52-57 for additional information and a link to the WIN 0042-Change 12.
 - Begin with the Adult section:
 - Ensure that there are no errors in the cells that are mapping data from the other sheets in Rows 17 and 20.
 - Enter your PY25 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 18.
 - Enter your carry-in and PY25 enrollment targets for Entrepreneurial Training Services in the yellow highlighted cells in Row 21.
 - Ensure that the cumulative totals auto-populate correctly in Rows 23 -27.
 - Continue with the Dislocated Worker section:

- Ensure that there are no errors in the cells that are mapping data from the other sheets in Rows 39 and 42.
- Enter your PY25 expenditures for Entrepreneurial Training Services in the yellow highlighted cells in Row 40.
- Enter your carry-in and PY25 enrollment targets for Entrepreneurial Training Services in the yellow highlighted cells in Row 43.

Ensure that the cumulative totals auto-populate correctly in Rows 45-49.

- Please use the Notes section, beginning at Row 59, to provide local definitions, policy citations, or other information the LWDB wishes to include in this section.

Once these steps are complete, please save the file using the following naming convention: "Updated, LWDB ##, PY25-FY26 WIOA Formula Exhibit A".

Part Three: Submitting the Updated Grant Package for Review and Signature

- Please send both updated documents and your current indirect cost rate information to ESD.
 - Indirect cost rate information may include a federal indirect rate letter, a negotiated cost allocation plan, or a de minimis rate and local policy.
 - Email these documents to both:

Julie Baxter, Workforce Initiatives Manager (julie.baxter@esd.wa.gov); and
the Grants Management Office inbox (ESDGPWorkforceInitiatives@esd.wa.gov).

- The ESD team will review your updated grant package and may reconnect with questions or follow-up steps necessary to complete your agreement.
- Once complete, ESD will send a final version of the agreement to your team for signature.

ETA 9130 QUARTERLY FINANCIAL REPORTING:

- LWDBs will provide quarterly reports to GA that combine their PY and FY allocations.
- LWDBs will report **total** obligations and expenditures for Youth, Adult, DW.
- GA will apply obligations and expenditures to PY up to the PY allocation amount first. The remaining obligations and expenditures will be reported under the FY allocation.
- Program Income, leverage, and participant expenditures (Incumbent Worker, Transitional Jobs, etc.) will all be reported under FY because it is the largest allocation.
 - FM verified with USDOL on April 9, 2019 and confirmed this is an allowable reporting process.
 - USDOL Guidance: State needs to be consistent with this reporting process. USDOL looks at the full 12-month period when reviewing these items, so they do not have a preference if it's reported on the PY or the FY.
- WEX expenditures will be reported in PY for Youth funding which only has one PY allocation.
- Update reporting instructions for the LWDB quarterly forms with definitions for each participant expenditure type such as Transitional Jobs and Incumbent Worker.
- A Closeout report is no longer required when PY funds are fully expended because it is part of the *combined* grant agreement (see grant agreement section).
- Only one closeout is needed at the end of the two-year grant or when funds are fully spent (whichever comes first).

- Per TEGL 11-24, LWDBs must report training expenditures for all WIOA I-B funds, including Youth, Adult, Dislocated Worker and Statewide Activities funds, effective quarter ending June 30, 2023. This new reporting requirement applies to PY23 funding and all future awards. GA will provide updated Quarterly 9130 Financial Reporting forms to be used for the quarter ending July 1, 2025
- Please begin sending quarterly financial reports to the Grant Accounting group email box at ESDGPFSDFundMGMT@ESD.WA.GOV.

CASH DRAW:

- LWDBs will use the assigned project codes for their PY/FY Youth, Adult, DW when submitting cash draws. LWDBs will be responsible for tracking their balances on their grants both PY and FY. When invoicing for funds, utilize the associated invoice with the year of funds you are requesting (i.e.: Youth Admin, Adult Admin, or DW Admin).
- GA will also ensure funds are not drawn prior to the start date of funds, funds being available and NFA has been sent to LWDBs. This information will be included on each balance sheet.