



STATE OF ARKANSAS
EMPLOYMENT SECURITY DEPARTMENT
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Mike Huckabee
Governor

Ed Rolle
Director

EMPLOYMENT ASSISTANCE
ISSUANCE PY 01-3

Ed Rolle, Director

August 29, 2001

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: Subgrant and Subgrants Modifications

1. **Purpose:** To inform Workforce Investment Act (WIA) Grant Recipients of the roles and responsibilities in preparing subgrant modifications.
2. **General Information:** In order to assure the most efficient operation and to eliminate duplications of effort, the Employment Security Department (ESD) will prepare all the subgrant modification documents for WIA Title I and Welfare-to-Work (except in the case of voluntary transfers). Because an original signature is required, the WIA/WtW Subrecipients will prepare the initial subgrant applications, showing only the new year allocation. The Subrecipient will submit the normal closeout package within sixty days of the end of the grant period. The ESD will prepare the modifications for incentive awards, recapture and additional allocations. All subsequent modifications, except in the case of voluntary transfers, will be prepared by the ESD Accounting Unit and provided to the Subrecipient as the need arises.

The Subrecipient is required to return a completed budget summary form and budget backup page to ESD within 30 days of the signature date of a unilateral modification. Failure to meet this 30-day deadline will result in the withholding of all requests for funds until the budget forms are received.

These actions should result in a reduction in paperwork and provide for a more timely adjustment to the subgrants. ESD will continue to work toward a simplification of the procedure, and we encourage comments and suggestions from the Grant Recipients.

The attached chart summarizes the responsibilities for preparing the grants and modifications.

3. **Action Required:** Please provide this information to appropriate staff
4. **Inquiries:** Please direct all questions to Jessica Caldwell, (501) 682-5625, Bryan Hicks (501) 682-3699, or your Workforce Development Specialist
5. **Attachment:** Chart responsibility for WIA Financial Grants/Modifications
6. **Expiration Date:** Continuing



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**Responsibility for WIA Financial
Grants / Modifications**

Reasons for Grants or Modifications	Responsibility for Preparing Grant or Mod	
	Subrecipients	ESD
Original Grant (Includes Grant for Start-Up Funds and for New Year Funds)	XXXXXX	
Recapture/Reallotment Mods		XXXXXX
Additional Awards Incentive		XXXXXX
Voluntary Transfer of Funds	XXXXXX	