



Michael Preston
SECRETARY OF COMMERCE
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DIRECTOR,
DIVISION OF WORKFORCE SERVICES

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ISSUANCE NUMBER PY 22-02

July 8, 2022

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Board Directors

SUBJECT: Revision to the Workforce Innovation and Opportunity Act Funds Transfers Process

1. **Purpose:** To revise the process for transferring funds between the adult and dislocated worker funding streams under the Workforce Innovation and Opportunity Act (WIOA).

2. **Reference:** WIOA sec. 133(b)(4) provides the authority for local workforce areas, with approval from the Governor, to transfer up to 100 percent of the adult Activities funds for expenditure on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities. As the Governor's administrative entity for the WIOA, the director of the Arkansas Division of Workforce Services has the authority to approve these funds transfers.

3. **Change:** Effective July 1, 2022, No funds transfers will be approved during the first program year of an award. Funds transfers will only be approved starting with the second program year of the award. This will give the LWDB's adequate time to serve our DLW participants. Local areas should make every effort to expend DLW funds in the manner in which the grant is awarded. This includes developing and executing strategic outreach and service delivery plans.

4. **General Information:**

Funds transfers will be processed similar to the regular adult and dislocated worker subgrant award packages and using the same forms. Because these are unilateral modifications to existing subgrant agreements, submission of additional copies of the Subgrant Award Terms and Conditions will not be necessary

5. **Action Required:** When requesting a funds transfer, local area administrators must submit the following to the EA Assistant Director with a copy to the Grants Managers at the appropriate email addresses with "WIOA Funds Transfer" as the subject.

- A cover letter, on local letterhead and signed by the local executive director, stating the reason for the request and the amount of funding to be transferred.

- A completed Detailed Project Description and Funding Allocation Form for both funding streams.

6. Attachments:

- ADWS instructions for completing a Detailed Project Description and Funding Allocation forms for a WIOA Subgrant Agreement Unilateral Modification.
- ADWS WIOA forms- Project Detailed Description (attachment A) and Funding Allocation (attachment B).

7. Inquiries: Questions may be submitted to Eddie Thomas, ADWS EA Assistant Director at eddie.thomas@arkansas.gov

8. Expiration Date: Ongoing