Statewide WIA Funding Agreement Process

1.0 PURPOSE

This process applies to WIA statewide grants awarded to local or state government entities as sub-recipients of WIA funds.

2.0 PROCEDURES

MOU Establishment –

1. Upon receipt of the signed decision brief, the Resource Administrator contacts the sub-recipient by e-mail to inform them of the award. The Coordinator of Workforce Services in the WIA Administration and Resources unit is copied on this correspondence, prompting the process of agreement development to begin.

2. The Coordinator of Workforce Services instructs the sub-recipient to draft a Memorandum of Understanding (MOU), based on the details presented in the project proposal. An MOU template is provided to assist with this, which is titled Sample MOU - Statewide Funds and located in the folder labeled: M:\MOUs\Templates. The sub-recipient is requested to e-mail the project’s draft MOU and line-item budget to the Coordinator of Workforce Services.

3. The draft MOU and budget are reviewed by the Resource Administrator, Coordinator of Workforce Services, and Financial Analyst. The sub-recipient is then informed of suggested edits and instructed to make any necessary changes.

4. Once the final MOU and budget are approved, the sub-recipient is asked to mail 2 signed copies to the Coordinator of Workforce Services.

5. Upon receipt, the MOU and budget are reviewed once more by the Coordinator of Workforce Services to ensure that they are in order. They are then provided to the Vice Chancellor of Workforce Development Services to review and recommend to the VCCS Chancellor for signature.

6. After all required parties have signed and dated the MOU, it is fully executed. The Coordinator of Workforce Services then assigns a sequenced grant number to the document, and the grant details are logged into the Statewide Funds MOU TOTAL LIST available in the folder labeled: M:\MOUs.

7. Within 5 business days of execution, the MOU and budget are scanned and sent electronically to the finance team and sub-recipient. The sub-recipient is informed that the Financial Analyst will be in contact to provide instructions regarding fiscal reporting requirements.

8. Electronic copies of the executed MOU and budget are placed in the project’s designated folder in the following location: M:\MOUs\WIA Statewide MOUs. One copy of the original document is filed in a notebook maintained by the Coordinator of Workforce Services and the other original is mailed to the sub-recipient.
Fiscal –

1. Once the Coordinator of Workforce Services has sent the executed MOU with an assigned grant number to the finance team, a PeopleSoft AIS program code must be established by the Financial Analyst for the project using the **Program Code Request Form**. Program codes are to be sequentially assigned in the same order as the grant numbers. The program code is keyed into the **Chart of Codes** listing in the **Program Code Request Form** Excel workbook. This document is found at the following location: M:\VCCS WIA Fiscal Rptng\WIA VCCS\Templates

2. The completed **Program Code Request Form** is submitted to and approved by the Resource Administrator. The Financial Analyst makes one copy of the approved request form and files it in the award's program year **MOU Program Code Assignments** binder with a copy of the executed MOU. The original signed request form is then submitted by the Financial Analyst to the Senior Accountant in Fiscal Services with a copy of the executed MOU. The Senior Accountant establishes the requested program code in PeopleSoft AIS and sends an email with an AIS screenshot of the newly established code to the Financial Analyst. The email is printed off and filed with the program code request form and executed MOU in the **MOU Program Code Assignments** binder.

3. The **Request for Reimbursement & Expenditure Summary** form is prepared for the project by the Financial Analyst and sent to the sub-recipient within 10 business days of receipt of the executed MOU. This document is found at the following location: M:\VCCS WIA Fiscal Rptng\WIA VCCS\Templates

This form includes the following sections:
   a. Grant Recipient – Keyed by the Financial Analyst
   b. Grant Type – i.e. WIA – Statewide – Keyed by the Financial Analyst
   c. Grant # - Keyed by the Financial Analyst
   d. Federal ID # - Keyed by the sub-recipient
   e. Reimbursement Request # - Keyed by sub-recipient
   f. Month/Yr Reported – Keyed by sub-recipient
   g. Program Year – Keyed by Financial Analyst
   h. Final Report (Yes/No) – Keyed by sub-recipient
   i. Authorized Funds – The budget detail included in the executed MOU is used to prepare this section. The form should include line item authorized funding that corresponds with the line item budget in the executed MOU. – Keyed by the Financial Analyst
   j. Total Cash Received To-Date – Keyed by sub-recipient
   k. In-Transit Request/<Cash Returned> - Keyed by sub-recipient
   l. Expenditures To-Date – Keyed by sub-recipient
   m. Current Expenses/Cash Request – Automatically calculated in form to take the difference between Expenditures To-Date and Total Cash Received, In-Transit, and Returned
   n. Total Unobligated Funds Available – Automatically calculated in form to take the difference between Authorized Funds and Expenditures
   o. Obligations – Keyed by sub-recipient
p. Fund Balance – Automatically calculated in form to take the difference between Total Unobligated Funds Available and Obligations
q. Certification and Make Payment To – Keyed and signed by sub-recipient
r. AIS (VCCS Use Only) – Keyed by Financial Analyst
   • Program – The program code established for the project is keyed in this column.
   • Account – 40002 should be used for any payments to community colleges. All other payments should be coded to 61441.
s. VCCS approval – Completed by Financial Analyst and Resource Administrator

4. A Statewide Award Fiscal Tracking Excel workbook is then set up by the Financial Analyst to track the funding, payments, and balance of the award. This document is found at the following location: M:\VCCS WIA Fiscal Rptng\WIA VCCS\Templates

Performance –

1. On a quarterly basis, the Coordinator of Workforce Services sends each sub-recipient a reminder to submit a performance report for the project for the timeframe beginning on the grant execution date and ending on the last day of the most recent quarter. A project-specific template is provided to request information about performance based on the sub-recipient’s stated outcomes, including challenges to project progress. The completed WIA Statewide Sub-Recipient Performance Report is due by e-mail to the Coordinator of Workforce Services at the end of the month following each quarter (January, April, August, and November).

2. Upon receipt of the report, the Coordinator of Workforce Services schedules a performance review to take place via conference call with the sub-recipient, Resource Administrator, and Financial Analyst. At this time, performance and fiscal aspects of the project are discussed and the sub-recipient is given the opportunity to ask questions or seek assistance from VCCS. If issues are discovered during the quarterly performance review, the sub-recipient is informed by e-mail within 3 business days and required to provide follow-up, as follows:
   a) For issues found to be out of compliance with the requirements of the grant award, a resolution will be required within 15 business days.
   b) For all other issues, an explanation/resolution will be required within 10 business days.

3. The quarterly reports are filed electronically in a folder titled: M:\MOUs\WIA Statewide MOUs Performance Reports. Hard copies are also stored in a notebook maintained by the Coordinator of Workforce Services.

4. Within 60 calendar days of completion of each project, the sub-recipient must submit final performance and fiscal reports. The performance report details the outcomes achieved, as compared to the project goals outlined in the MOU. The fiscal report is the last Request for Reimbursement & Expenditure Summary submitted by the sub-recipient. It reports total cash received and total expenditures of the award. The sub-
recipient marks the form “Final” and certifies that it releases the VCCS from any liability, obligation, claim, and demand under or arising from the award. The final reports are reviewed by the Resource Administrator, Coordinator of Workforce Services, and Financial Analyst. Any issues resulting from this review will be documented and communicated to the sub-recipient. The sub-recipient will be required to provide follow-up and resolve all issues within 30 calendar days.

5. Upon receipt of all properly documented final performance and fiscal reports, grant closeout occurs.

3.0 REVISION HISTORY

4.0 ATTACHMENTS
01 Sample MOU - Statewide Funds
02 Statewide Funds MOU TOTAL LIST
03 Program Code Request Form
04 Chart of Codes
05 Request for Reimbursement & Expenditure Summary
06 Statewide Award Fiscal Tracking
07 WIA Statewide Sub-Recipient Performance Report
MEMORANDUM OF UNDERSTANDING

BETWEEN

THE VIRGINIA COMMUNITY COLLEGE SYSTEM

AND

GRANTEE

PARTIES

This Memorandum of Understanding (MOU) is entered into between the Virginia Community College System and GRANTEE to set forth mutually agreed upon procedures for Workforce Investment Act (WIA) funding for the provision of PROJECT NAME.

The Virginia Community College System (VCCS) is the state administrative entity responsible for WIA funds and program activities. (Please provide a description of the organization receiving grant funds, including the tax ID # and type of organization (profit, non-profit, state/local government).) Under this agreement, the GRANTEE will be a sub-recipient of WIA statewide funds.

BASIC UNDERSTANDING

The requested funding will be used to support the PROJECT NAME. (Please provide a detailed description of the project and its purpose. Include information about how WIA funds will be utilized and how the project will be sustained after the grant expiration date.) Any deviation from the budget will require pre-approval from VCCS.

This MOU sets forth the mutually agreed upon procedures by which the GRANTEE will use WIA statewide funds to implement this project, as specified in their application request.

RESPONSIBILITY OF PARTNERS

The VCCS is the state administrative entity, grant recipient, and fiscal agent for the WIA. The VCCS makes recommendations to the Governor on the expenditures of the WIA statewide funds
and statewide Rapid Response funds. The VCCS provides the oversight for this agreement and directs the implementation and administration of this grant.

As a sub-recipient of WIA funds, GRANTEE, agrees to use WIA funding for the following: (Please list the specific services and/or activities that will be funded by this grant, using bullets if desired.) All participants receiving training or services funded by this grant must meet eligibility requirements outlined in the Workforce Investment Act of 1998 (http://www.doleta.gov/USWORKFORCE/WIA/act.cfm).

Additionally, GRANTEE agrees to report financial and performance information in accordance with instructions issued by the VCCS. To ensure that WIA expenditures incurred by GRANTEE are properly included in the VCCS’s quarterly reports to the US Department of Labor (DOL), GRANTEE will submit reports to the VCCS within 30 days following the last month in each calendar quarter regarding services rendered, financial expenditures, and other agreed upon information. A GRANTEE representative should be prepared to present this report to the VCCS if requested and, at a minimum, shall provide a final status report by (insert date that is 1 month after grant expiration) to the VCCS.

GRANTEE and VCCS may direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of the MOU.

Under this MOU, the VCCS agrees to provide the following services, including, but not limited to:

1. **Funding:** The VCCS will transfer funds to GRANTEE on a timely schedule agreed upon by GRANTEE and the VCCS. As a recipient of WIA funds, the VCCS must comply with requirements of the *Cash Management Improvement Act* (CMIA) agreement between the Commonwealth of Virginia and the United States Department of the Treasury. The CMIA requires that federal funds be requested by the VCCS on an as-needed basis to fund anticipated expenditures. As a sub-recipient of WIA funding, GRANTEE requests for funds must also meet requirements of the CMIA.

   Requests for WIA funds shall be submitted by GRANTEE to the VCCS and should include a detailed schedule of expenditures paid for which reimbursement is requested. The VCCS Finance Division will transfer WIA funds to GRANTEE within 10 business days of receiving a properly supported request.

2. **Reporting:** The VCCS is responsible for reporting activities to the DOL at the end of each calendar quarter. Therefore, the VCCS will provide the appropriate reporting specifications to GRANTEE outlining which data should be included in the quarterly reports. All reporting regulations, governing policies, and formats required for reporting
purposes will be provided in writing to GRANTEE in a timely manner.

3. Electronic Tracking System: GRANTEE will be required to enter the participant information into Virginia Workforce Connection. If the GRANTEE does not have access, it will be provided.

FUNDING

$(insert funding amount) of WIA statewide funds will be made available, on a reimbursable basis, to support PROJECT NAME. A detailed budget is attached to this MOU. Any deviation from this budget will require prior approval from VCCS. (At the end of this document, please attach a line-item budget for the WIA funds that have been designated to support this project.)

Any good costing more than $5,000 must receive approval from the Virginia Community College System prior to purchase. All printed and electronic materials purchased with these funds must specify WIA as the source of funding.

- Integrity of Funds

GRANTEE will use funding only for allowable activities, as stipulated by the Office of Management and Budget (OMB) Circular A-## (Please visit http://www.whitehouse.gov/omb/circulars/index.html to determine the appropriate circular for your organization.) (http://www.whitehouse.gov/omb/circulars/index.html) and the Workforce Investment Act of 1998 (http://www.doleta.gov/USWORKFORCE/WIA/act.cfm). GRANTEE assumes full responsibility for any financial obligations resulting from disallowances by the federal government of federal reimbursements received by and attributable to GRANTEE expenditures, unless such disallowances result from the failure of the VCCS to properly submit claims. (Note: GRANTEE may not claim costs that have been otherwise claimed or reimbursed under any other federal reimbursement process.)

PERFORMANCE

GRANTEE will be evaluated on successful completion of:
(Please provide bullets with specific, measurable performance goals. Where appropriate, include total numbers and percentages of participants that will be served by the various components of this project.)

RECORDS

GRANTEE is responsible for retaining adequate records supporting program activities and transactions for at least five years following the close of the applicable fiscal year or until any audit questions are resolved, whichever is later.
GRANTEE will make its records available to VCCS, upon request, at any time during the retention period. Records will be available for audit if requested by VCCS, the Commonwealth of Virginia, the DOL, or the U.S. Government Accounting Office. GRANTEE will cooperate with any such audit and will take appropriate corrective actions.

**BREACH OF MOU**

The agencies agree that each shall fulfill its responsibilities under this agreement in accordance with the provisions of law and regulations that govern their activities. This agreement does not negate any operating procedures in effect. If at any time an entity is unable to perform its functions under this agreement, such entity shall immediately provide written notice to the other entities describing its inability to fulfill the requirements of the agreement and establish a date at the earliest convenience, but no more than 15 days, to mutually resolve the issue.

The signatories may direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of this MOU. However, failure of any party to abide by this agreement is basis for termination by the other parties.

**IMPASSE RESOLUTION**

The entities agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. For disputes regarding the provisions of this agreement, that cannot be resolved through communication, the parties will document the negotiations and efforts that have taken place to resolve the issue and the signatories will meet to seek a resolution.

**MODIFICATION OF MOU**

This agreement, including budget, may be modified by amendment in writing signed by all parties. If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU will remain in effect until renegotiated or rewritten.

**DURATION OF MOU**

This agreement is effective from START DATE through EXPIRATION DATE.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The parties to this MOU acknowledge that they are familiar with applicable federal and Commonwealth of Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to, discrimination policies, compliance with the Americans with Disabilities Act, and maintenance of drug free workplaces. Reference is made, but not limited to, Sec. 181 – “Requirements and Restrictions,” and Sec. 188 – “Nondiscrimination,” of the WIA.
SIGNATURES

_In witness whereof_, the parties hereby execute this Memorandum of Understanding:

By ____________________________________________  
SIGNATORY  
POSITION  
GRANTEE  

Date: _____________

By ____________________________________________  
Glenn DuBois  
Chancellor  
Virginia Community College System  

Date: _____________
<table>
<thead>
<tr>
<th>Entity</th>
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<th>Description</th>
<th>Grant ID</th>
<th>Award Amount</th>
<th>Grant Execution</th>
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<th>Funding Source</th>
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<td>Susan Smith, WIB Director</td>
<td><a href="mailto:susan.smith@wibabc.org">susan.smith@wibabc.org</a></td>
<td>signed</td>
<td>2/25/2010 - satisfactory</td>
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</table>
Virginia Community College System
Workforce Investment Act
Statewide Projects

REQUEST FOR PROGRAM CODE

Department Name: WDS - WIA
Requester Name: 
Request Date: 
Award Recipient: Local Workforce Investment Area ABC
Award Number: SW-XX-09
Project Name: Workforce Project ABC

Brief Statement of Purpose:

Beginning Date: 7/1/2009
Source of Funds: WIA - Statewide

Program Code Requested*: 30XX
Approved by: 
Date: 

* Program Codes:
3000-level codes have been reserved for WIA
see tab Chart of Codes - Reg WIA SW Pro
37XX-level codes have been reserved for Specialized Projects
see tab Chart of Codes - Special Proj
39XX-level codes have been reserved for ARRA WIA
see tab Chart of Codes - ARRA Projects
To requester: Check the Chart of Codes tabs when determining the next program code number to assign to a new project. Please record the approved program code in the applicable chart.
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<th>Assigned Program Code</th>
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<td>30XX</td>
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# Request for Reimbursement & Expenditure Summary

**Virginia Community College System**  
**Workforce Investment Act**  
**Reimbursement Request #**

## REQUEST FOR REIMBURSEMENT & EXPENDITURE SUMMARY

<table>
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<tr>
<th>Grant Recipient</th>
<th>Local Workforce Investment Area ABC</th>
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<tr>
<td><strong>GRANT TYPE</strong></td>
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## PROGRAM EXPENDITURES

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<th>Expenditures To-Date</th>
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## Certification:

I certify to the best of my knowledge and belief that information included in this Workforce Investment Act Request for Reimbursement & Expenditure Summary is correct and that we have appropriate documentation on file to support the expenditure information claimed herein. If this report is marked final, I promise, release, and discharge the VCCS of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this grant.

**Signature of Authorized Individual**

Print Name/Title: Make Payment to:  
Telephone:  
Date:

**AIS (VCCS Use ONLY)**

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**TOTAL DISBURSEMENT** -

**VCCS Approval**  
**Signature**  
**Date**
### Statewide Award Fiscal Tracking

**Virginia Community College System/Workforce Investment Act**

**STATEWIDE AWARD FISCAL TRACKING**

**AWARDED TO:** Local Workforce Investment Area ABC

**FOR:** Workforce Project ABC

**PROGRAM YEAR:** 2009

**AWARD NUMBER:** SW-XX-09

**PROGRAM CODE:** 30XX

**July 1, 2009 - June 30, 2010**

### AWARD, FUND REQUESTS, & BALANCE SUMMARY

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| RAPID RESP | 0.00         | 0.00         | 0.00              |
| CFDA %     | 100%         | 31%          | 28%               |
| SW 15%     | 112,500.00   | 34,875.00    | 31,500.00         |
| TOTAL AWARD| 112,500.00   | 34,875.00    | 31,500.00         |
| EXPIRED FUNDS | 0.00   | 0.00         | 0.00              |
| NET AWARD  | 112,500.00   | 34,875.00    | 31,500.00         |
| 7/1/2009 - 6/30/2010 | 11,539.23 | 3,577.16    | 3,230.98          |
| TOTAL REQUESTS | 11,539.23 | 3,577.16    | 3,230.98          |
| AVAIL FUNDS | 100,960.77   | 31,297.84    | 28,269.02         |

### DRAWDOWN

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### DRAWDOWN DETAIL BY DATE

**M BEGIN 7/1/2009**

**O END 6/30/2010**

**U Signed 12/31/2009**
Workforce Investment Act Performance Report

Organization: Local Workforce Investment Area ABC

Project Name: Workforce Project ABC

Award Amount: $112,500

Grant Expiration: 6/30/10

Source of Funding: WIA statewide funds

Contact: Susan Smith, WIB Director

Contact Information: susan.smith@wibabc.org

Performance Measures:

Local Workforce Investment Area ABC will be evaluated on successful completion of:

"Based on 30 participants,

- 100% will be enrolled in technical or career training
- 90% will complete training successfully
- 90% will receive a skills certification
- 80% will be placed in unsubsidized employment"

Please complete the following section:
Performance Measure Results (grant execution date through 12/31/09)
1. Percentage of Funds Expensed:

2. Summary of General Grant Activities and Successes:

3. Update of Partnership Activities:

4. Update on Leveraged Resources:

5. Performance Measures and Results:

6. Challenges to Project Progress: