

North Carolina
Department of Commerce
Division of Workforce Development

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Roger Shackelford, Executive Director

September 17, 2009

LOCAL AREA ISSUANCE NO. 2009-11, Change 3

SUBJECT: Voluntary Transfer of American Recovery and Reinvestment Act (ARRA) Workforce Investment Act Funds.

PURPOSE: To transmit forms for voluntary transfer of funds between Local Workforce Development Areas for American Recovery and Reinvestment Act (ARRA) funds.

REFERENCE: Local Area Issuance 2008-13 provides information on Workforce Investment Act voluntary transfers between local Workforce Development Areas.

Local Workforce Development Areas (Local Area) may negotiate a voluntary transfer of ARRA funds with the approval of the Workforce Development Board Chairman and the Chief Elected Official of the donor Local Area, the Workforce Development Board Chairman of the receiving Local Area and the concurrence of the Division of Workforce Development. Upon receipt of required documents from the involved Local Areas, the Division will issue revised Notices of Fund Availability (NFAs) reducing the donor NFA and increasing the recipient NFA. Funds may be transferred by a single cost category. Each Local Area involved must submit an Administrative Adjustment to the Local Area Plan to remove or add ARRA funds to affected budgets.

The Local Area releasing ARRA funds must obtain a letter from the designated recipient that indicates acceptance of the funds and the specifics of the transfer, such as program year identification, transfer date, and any other pertinent information. This letter must be submitted with the Administrative Adjustment that effects the

transfer. *Donor Local Areas must ensure that the amount of funds available to be drawn down is greater than the amount of the proposed transfer.* If not, the donor Local Area must remit a check to the Division restoring funds to the affected Program Year Allocation (PYA) at a level at least equal to the amount of the proposed transfer. The donor Local Area must also ensure that the amount of the transfer does not reduce the PYA fund availability below actual expenditures.

The donor Local Area's PYA budget will be reduced by the transfer amount indicated. For example, if the LA releases \$100,000 from its PY 2008 Fund '4030' PYA budget, available funds in the LA's PY 2008 '4030' PYA budget will be reduced by that amount. Likewise, the recipient LA's PY 2008 Fund '4030' PYA budget will be increased by \$100,000.

Transfers involving youth ARRA funds retain the 30% required expenditure minimum for out-of-school youth; i.e., the 30% minimum is calculated on the increased funding level for the recipient Local Workforce Development Area and on the reduced funding level for the donor. In addition, all funds, whether received or released, must have a minimum 70% expenditure rate by June 30, 2010 or be subject to recapture.

ACTION:


Local Workforce Development Areas desiring to voluntarily transfer or receive ARRA funds must submit an Administrative Adjustment to their Planner and include the appropriate form (see Attachments 1 and 2), cover letter and budgets revised in accordance with the terms of the transfer.

All transfer requests must be submitted to the Division by May 15, 2010 to be processed by June 30, 2010. Beginning July 1, 2010, requests must be received by May 15, 2011 to be processed by June 30, 2011.

EFFECTIVE DATE: Immediately

EXPIRATION DATE: June 30, 2011

CONTACT: Planner



Roger Shackelford

**Workforce Investment Act Funds American Recovery and Reinvestment Act
(ARRA) Voluntary Transfer Request for
Releasing Local Workforce Development Area**

Name of Local Area Releasing Funds: _____

Name of Local Area to Receive Funds: _____

Program Year: _____

		Amount
Release:	<input type="checkbox"/> ARRA Administration (4010)	\$ _____
	<input type="checkbox"/> WIA Adult ARRA Funds (4020)	\$ _____
	<input type="checkbox"/> WIA Dislocated Worker ARRA Funds (4030)	\$ _____
	<input type="checkbox"/> WIA Youth ARRA Funds (4040)	\$ _____

Comments: _____

Releasing Local Area Authorization:

Workforce Development Board (WDB) Chairman

Chief Elected Official (CEO)

WDB Chairman Signature

Date

CEO Signature

Date

**Workforce Investment Act Funds American Recovery and Reinvestment Act
(ARRA) Voluntary Transfer Request for
Receiving Local Workforce Development Area**

Name of Local Area Receiving Funds: _____

Name of Local Area to Release Funds: _____

Program Year: _____

		Amount
Receive:	<input type="checkbox"/> Administration ARRA funds(4010)	\$ _____
	<input type="checkbox"/> WIA Adult ARRA Funds (4020)	\$ _____
	<input type="checkbox"/> WIA Dislocated Worker ARRA Funds (4030)	\$ _____
	<input type="checkbox"/> WIA Youth ARRA Funds (4040)	\$ _____

Comments: _____

Receiving Local Area Authorization:

Workforce Development Board (WDB) Chairman

WDB Chairman Signature Date