

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE 20-03

ISSUE DATE: 6/25/2020
DISPOSAL DATE: On-going

PROGRAM CATEGORIES:
 AS FM LM TC
 CR IT ML TR
 FL JC TA WIOA
 YA

TO: Workforce Development Board Directors

FROM: Bruce Palzkill,
INTERIM DIVISION ADMINISTRATOR

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Bruce Palzkill
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RE: CARES Act Sec. 3515 Workforce Response Activities- Administrative Costs.

PURPOSE: To transmit information regarding PY19 administrative cost charges as allowed under Sec 3515 of the CARES Act.

BACKGROUND: The Congress enacted the CARES Act effective March 27, 2020. Section 3515 under the CARES Act allows workforce development areas to use an additional 10% in administrative funds from the PY19 WIOA formula funding. These additional 10% admin funds must be used to respond to COVID-19 related activities. DWD-DET has had initial discussions with all WDA's to determine how our local workforce development areas plan to use this flexibility.

Types of Expenditures

DWD-DET will allow staff time and supplies related to COVID-19 activities effective March 27, 2020 as allowable expenditures that may be charged toward the additional 10% admin allocated under the CARES Act WDA's may look back at their staff calendars and analyze how much time was spent on COVID-19 related activities (meetings, webinars, new policy development, purchasing supplies, etc.) retroactive to March 27, 2020 to determine allowable expenditures that can be applied towards this additional 10%. DWD-DET acknowledges that WDA's will continue to spend time on COVID-19 related activities, such as developing re-integration plans, purchasing supplies and setting up staff for remote work, for at least the next few months. All of these are good examples of allowable expenditures that can be charged towards this additional 10%.

Uncommitted Balances

The additional increase in the PY19 administrative expenses for each WDA will come out of their PY19 WIOA Adult, DLW and Youth Program dollars. Modifications to all PY19 Contracts will be processed to move uncommitted funds from program dollars to admin dollars. WDA's must have sufficient uncommitted funds in their PY19 Program contracts in order to increase their PY19 Administrative contracts.

Tracking and Reporting

WDAs will be required to track the additional 10% admin expenditures separately on their general ledger. DWD-DET will modify all PY19 Admin contracts to include this new tracking line

in COMET. DWD will be flexible with monitoring of these additional 10% administrative funds; however, supporting documentation that expenditures are related to COVID-19 will be required.

DWD-DET will require all WDAs that wish to utilize this additional 10% Admin to report the cumulative expenditures (effective March 27) on their June 2020 FSRs. Any CARES Act allowable expenditures incurred after June 30, must be reported in the month they are incurred.

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