



**POLICY NAME: LWDA Drawdown**

**Policy Number: 16-025**

**Effective Date: July 1, 2016**

**For more info contact: Grants Management Branch 502-782-3359  
Quality Assurance Branch 502-782-3017**

**Applies/Of Interest To: LWDA's receiving Federal and/or State WIOA grants and OET staff responsible for drawdowns, Fiscal Agents and/or Grant Sub Recipients**

<b>Subject</b>	Guidance for drawdowns of federal funds to reimburse grant expenditures.
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<b>Policy</b>	<p>29 U.S. Code § 2934 provides that “Each state shall establish such fiscal control and fund accounting procedures as may be necessary to assure the proper disbursement of, and accounting for, federal funds allocated to local areas under subchapter II of this chapter.”</p> <p>Effective July 1, 2016, the Office of Employment and Training (OET) requires all local workforce development areas (LWDAs) to implement a new method for drawing cash for reimbursement of expenses incurred for their WIOA/WIA grants. This revised policy is necessary to increase transparency of the state's cash management process and add validity to the amounts of cash requested from OET. Each LWDA will be able to request cash on a weekly basis, and supporting documentation for all requests must be submitted to OET. This documentation includes but is not limited to invoices, payroll registers, cost allocation reports and receipts. OET must be able to match the documentation to the amounts in the request prior to the request being approved for processing in the state's accounting system. <b>All grant program funds drawn from the Commonwealth must match the program funding stream of the expenditures to be reimbursed. A subrecipient must not draw from any program funding streams other than the grant in which the expenditure was incurred. Incomplete forms and/or documentation will cause a delay in processing the drawdown request.</b></p>
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<p><b>Procedural Guidance</b></p> <p><a href="#">Copy of OET-105 sample form.xlsx</a></p> <p><a href="#">Sample LWDB Draw Sheet.xlsx</a></p> <p><a href="#">Draw Detail Format.xlsx</a></p>	<p>The Local Workforce Development Areas (LWDA), fiscal agent/grant sub recipient is required to use the new <b>Cash Drawdown Request form (OET-105)</b> to request cash from the Office of Employment and Training (OET) for reimbursement of expenses incurred for their grants.</p> <p>The OET-105 is an excel workbook containing two spreadsheets: (1) <b>LWDA Master Sheet</b> and (2) <b>LWDB Draw Sheet</b>.</p> <p>The <b>LWDA Master Sheet</b> lists each of the LWDA's current grants and each grant's <b>Amount Available</b> (total of NFAs issued for the grant), <b>Cumulative Cash Drawdowns</b> to date and the <b>Balance Available To Be Drawn</b>. This sheet is updated by OET to reflect any Notice of Funds Available (NFA) issued for funding to the LWDA as well as any amounts of cash that has been drawn by the LWDA.</p> <p>The <b>LWDA Draw Sheet</b> contains the <b>Balance Available To Be Drawn</b> for each of the LWDA's grants (transferred from the LWDA Master Sheet) and a column for the amount of cash being requested for each grant. The sheet also calculates a new balance of funds available after the cash request has been made and a signature section for the LWDA's Authorized Signatory and OET staff that approves the draw request.</p> <p>To initiate a request for cash from OET for their WIOA/WIA grants, the LWDA shall complete and submit the <b>LWDA Draw Sheet</b> to the WFD OETLWDAREQUEST mailbox. The LWDA must also submit a list that details the individual items of expenses that make up the total amount being requested for each grant.</p> <p>LWDAs must submit copies of detailed documentation to support the individual items of expenses on the list referenced above. This documentation should include invoices, payroll registers, cost allocation reports, etc. and must be submitted via a secure format established by OET.</p>
<p><b>References</b></p>	<p><i>Public Law 105-220 Section 133(b) (5) (A) and (B), which discusses the use of allocated funds for Adult and Dislocated Workers and Section 129(c) (1) which covers Youth; 97 CFR 20 and 97 CFR 21 (Common Rule) also addresses fiscal procedures related to grants management; 29 U.S. Code § 2934 - Fiscal controls; sanctions</i></p>

**Disclaimer**

This policy is subject to change and should be viewed as a placeholder until final means for transmitting documentation procedures have been established.