



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1717 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano
Governor

Tracy L. Wareing
Director

JUN 14 2007

Ms. Emily Stover De Rocco
Assistant Secretary
Employment and Training
U.S. Department of Labor
200 Constitution Avenue, NW, Room S-5206
Washington, D.C. 20210

Dear Assistant Secretary DeRocco:

The Arizona Department of Economic Security (DES) is pleased to have the opportunity to submit for your approval, the application for the Workforce Investment Act (WIA) Incentive Grant for Program Year 2005: *Enhancing Arizona's Workforce Connections II*. The proposed initiative builds upon last year's funded project and continues to target health occupations as a context to enhance coordination of services and referrals among education and workforce partners, thus creating a more responsive workforce development system in Arizona.

The three partner programs that exceeded state performance goals to earn these incentive funds (Adult Education Services (AES), Career and Technical Education (CTE) and WIA Title IB) have developed an integrated healthcare initiative that crosses program boundaries in both urban and rural settings to address Arizona's critical shortage of qualified healthcare workers. This project, if approved, will continue to incorporate priority service delivery for individuals who are low income, employed entry-level workers, displaced homemakers, adults lacking a high school diploma, and English language learners. It will also continue to provide education and employment opportunities to youth and adults through expanded involvement in occupational and educational programs at secondary and post-secondary institutions.

The DES looks forward to your approval of this initiative and to working with its partners in increasing the focus on creating a more responsive workforce development system for Arizona. If you have any questions please contact Rochelle L. Webb, Program Administrator, Employment Administration at (602) 542-3667.

Sincerely,

A handwritten signature in black ink that reads "Tracy L. Wareing".

Tracy L. Wareing
Director

Enclosure



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

Tracy L. Wareing
Director

JUN 14 2007

The Honorable Russell K. Pearce
Chairman, Joint Legislative Budget Committee
Arizona House of Representatives
1700 West Washington
Phoenix, Arizona 85007

Dear Representative Pearce:

The Department of Economic Security (DES) is pleased to inform the Joint Legislative Budget Committee (JLBC) that the U.S. Department of Labor recently announced that Arizona has achieved the necessary qualifications to be eligible for Workforce Investment Act (WIA) incentive funds. Arizona was one of 10 states to receive this distinction. In order to be eligible for these funds, the state had to exceed performance measures for the WIA programs, the Adult Education and Family Literacy program, and the Carl D. Perkins Vocational and Technical Education Act program.

For fiscal year 2006, the state achieved the required performance on all measures to be eligible for an incentive award in all three programs. Arizona has received preliminary information which indicates that, upon completion and submission of the required application, the state will receive \$1,478,972 in incentive funds.

The incentive funds must be used to provide services authorized by the Workforce Investment Act, Carl Perkins Vocational Education Act or the Higher Education Act. The Department of Economic Security, the Governor's Council on Workforce Policy and the Arizona Department of Education have collaboratively developed a plan to expend the incentive funds on health care education programs to improve the state's workforce development and training activities in health care related fields.

Laws 2006, Chapter 344, Section 10 provides for JLBC review of WIA discretionary funds:

All federal workforce investment act discretionary funds that are received by the state in excess of \$3,614,000 are appropriated to the workforce investment act – discretionary special line item. Excess monies may not be spent until a proposed expenditure plan for the excess monies has been reviewed by the joint legislative budget committee.

The Honorable Russell K. Pearce
Page 2

The Department requests to be placed on the JLBC's agenda for review of this spending plan. If you have any questions, please contact Stephen Pawlowski, DES Financial Services Administrator, at (602) 542-3786.

Sincerely,

A handwritten signature in black ink that reads "Tracy L. Wareing". The signature is written in a cursive, flowing style.

Tracy L. Wareing
Director

cc: Senator Robert L. Burns, Vice Chairman, Joint Legislative Budget Committee
The Honorable Tom Horne, Superintendent, Arizona Department of Education
Lisa Lovallo, Chairman, Governor's Council on Workforce Policy
Richard Stavneak, Director, Joint Legislative Budget Committee
James Apperson, Director, Governor's Office of Strategic Planning and Budgeting



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

June 5, 2007

To: Emily Stover DeRocco
Assistant Secretary for Employment and Training
US Department of Labor,
Re: Workforce Investment Act Incentive Award

I am extremely pleased that Arizona was one of the 11 states listed in the Federal Register on May 14, 2007 as one of 10 eligible states for the Workforce Investment Act Incentive Award. I am confident that the \$1,478,972 will be appropriately used in Arizona; and therefore I support Arizona's application for incentive funding from the Workforce Investment Act.

Adult Education, Perkins Vocational Technological Education, and Workforce Investment Act Title IB have met the federal performance measures and are eligible for the Workforce Investment Act Incentive Award. Both **Adult Education Services** and **Vocational Technological Education Sections** are highly successful sections at the Arizona Department of Education.

I support the collaborative nature of this project to enhance Arizona's workforce. The coordination among the three entities will focus on an integrated approach for both rural and urban settings. I am confident that the proposed use of the funds will have positive impact on preparing and measuring skills for high demand occupations in Arizona.

Arizona suffers from a critical shortage in rapidly growing occupations such as health care. In addition to the shortage of skilled workers, there is also a shortage of training opportunities. The incentive funds will be used to meet both issues.

This grant will fuel economic growth in Arizona due to outcomes of the partnership. If you have any additional questions, call Milton Ericksen, Deputy Associate for Career and Technical Education at 602-542-5212.

Sincerely,

A handwritten signature in cursive script that reads "Tom Horne".

Tom Horne
Superintendent of Public Instruction



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

June 14, 2007

To: Emily Stover DeRocco
Assistant Secretary for Employment and Training
US Department of Labor

From: Karen Nicodemus
President, Arizona State Board of Education
President, Arizona State Board of Vocational Technological Education

Re: Workforce Investment Act Incentive Award

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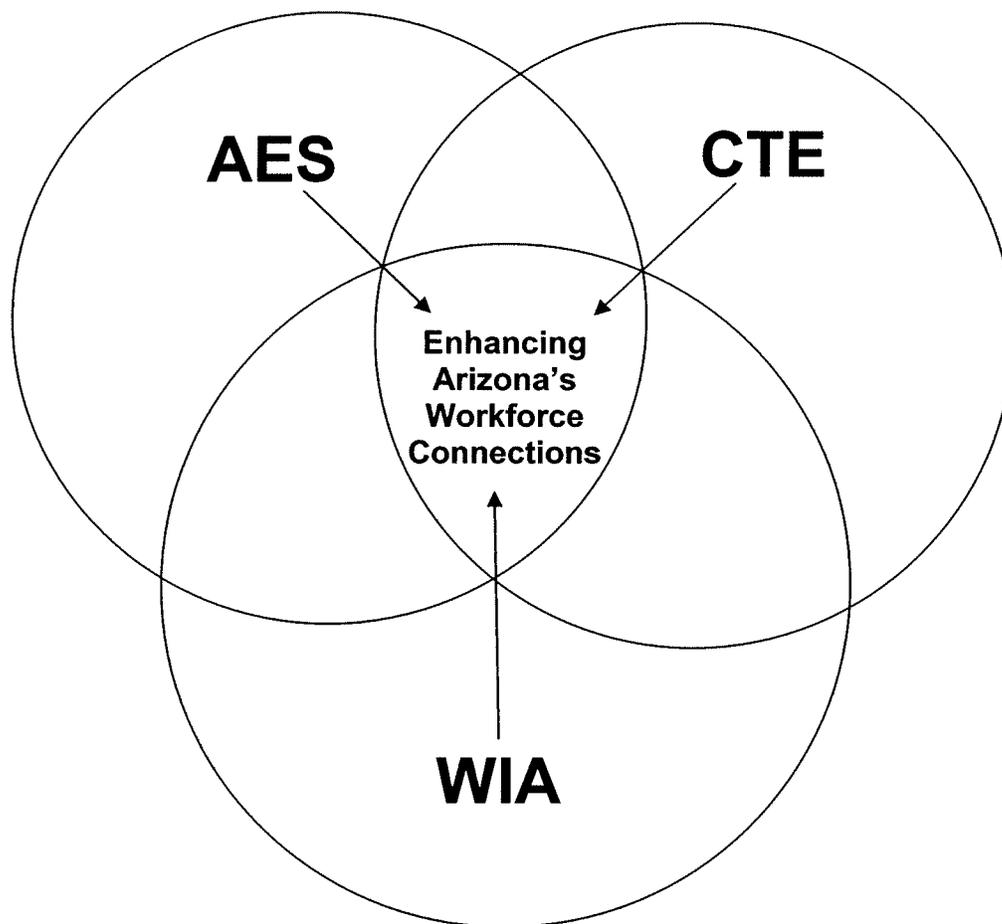
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Arizona suffers from a critical shortage in rapidly growing occupations such as health care. In addition to the shortage of skilled workers, there is also a shortage of training opportunities. The incentive funds will be used to meet both issues.

This grant will fuel economic growth in Arizona due to outcomes of the partnership. If you have any additional questions, please call Milt Ericksen, Deputy Associate Superintendent of Career and Technical Education at 602-542-5212.

Enhancing Arizona's Workforce Connections II



An Arizona Collaborative Project
of
Adult Education Services (AES)
Career and Technical Education (CTE)
Workforce Investment Act Title IB (WIA)

June 14, 2007

Enhancing Arizona's Workforce Connections II

Background:

The *Enhancing Arizona's Workforce Connections* project began with the award of Incentive Funds for Program Year 2004 to Arizona's workforce system. The initial funds provided an opportunity for Arizona to enhance coordination of education and workforce services and referrals among One-Stop partners. The partner programs (Adult Education Services (AES), Career and Technical Education (CTE), and the Workforce Investment Act Title IB (WIA)) who exceeded program goals to earn these incentive funds, developed an integrated health care initiative that crossed program boundaries in both urban and rural settings to address the critical shortage of qualified health care workers throughout Arizona.

In evaluating the successes of the initial year of funding, the Interagency Team (comprised of the Arizona Department of Economic Security, the Arizona Department of Education, the Arizona Department of Commerce, and the Governor's Office), determined that Program Year 2005 Incentive Funds could further enhance the coordination of education and workforce services among the workforce system. This second year of incentive funding will provide the state the opportunity to continue and expand upon the project as we implement *Enhancing Arizona's Workforce Connections II*.

Description of Need:

Arizona continues to suffer from a critical shortage of allied and health care workers to support its health care industry statewide. For example, at the time of the last census, Arizona ranked 49th out of 50 states in per capita health services employment. Arizona's labor market information shows a need for over 30,000 nurses, 11,000 medical assistants, and over 15,000 allied health care workers within the next 6 years.

Workers need both job specific and literacy skills to be successful. One of Arizona's major concerns remains the current demand for adult literacy classes. Currently, a two year wait for Adult Education services exists in many parts of the state. In addition, there is a shortage of post-secondary allied and health care training opportunities. Incentive funds will be used to address these issues and build local capacity.

The Career and Technical Education Allied and Health Care Programs are being expanded to include 12 areas of technicians and health care workers in the secondary and postsecondary education institutions in Arizona. It is imperative that programs address the standards at the level of competence required to be successful in these occupations. Assessments, where not available, will be adopted, adapted or developed with Arizona industry involvement and sanction. In addition, Career and Technical Education will develop and make available assessments for other high demand occupations for Arizona in at least 30 other viable occupational options.

Identification of Agencies and Operational Authority:

Ms. Tracy L. Wareing, Director, Arizona Department of Economic Security (DES), will continue to serve as contact person for this grant. The DES will receive and administer the funds (\$1,478,972) on behalf of all state agencies.

Sub-grantees will include:

- 1) Arizona Department of Education (ADE):
 - a. Adult Education Services \$ 492,991
 - b. Career and Technical Education \$ 492,991
- 2) DES/Local Workforce Investment Areas (LWIAs) \$ 492,990

The Participating Partners and Planned Activities:

This project incorporates priority service delivery for individuals who are low income, employed entry-level workers, displaced homemakers, basic skills deficient (Adult Basic Education (ABE), and Adult Secondary Education (ASE)) and/or in need of English Language Acquisition for Adults (ELAA). It provides allied and health care education and employment opportunities to youth and adults through expanded involvement in occupational education programs at secondary and post-secondary institutions.

Individuals can enter through any partner door – truly a “no wrong door” approach. Each partner is responsible for providing services and referrals to other partners for services, depending on each individual’s needs.

Partner / Authority	Serving	Activities
Adult Education Services (AES) Adult Education and Family Literacy Act (AEFLA)	Individuals needing ABE, ASE, and/or ELAA who are 16 years or older and out of school.	<ol style="list-style-type: none"> 1) Referrals to: <ul style="list-style-type: none"> • The CTE for post-secondary medical skills training; and • The WIA Title IB for training, mentoring, job shadowing, work experience and on the job training (OJT). 2) The ABE, ASE and ELAA courses in cooperation or co-location with One-Stops.
Career & Technical Education (CTE) Carl Perkins Act	In school and out of school secondary students through age 18 and post-secondary students.	<ol style="list-style-type: none"> 1) Adopt, adapt or develop standards and assessments for 12 areas of allied and health care careers and other high demand occupations in Arizona to meet AZ employer performance criteria. 2) Provide information on WIA services that may be used by exiting CTE secondary or postsecondary students to secure further education toward higher level certificates, degrees, credential programs and/or employment. 3) Web-based delivery of assessments in allied and health care occupations and other high demand occupations in Arizona for CTE, WIA, and AES populations. 4) Information on allied and health care programs and other high demand occupations in Arizona along with the standards required will be made available for CTE, WIA, and AES providers. 5) Commission and stakeholder groups from industry, education, and WIA partners will provide ongoing input related to the assessment system.

Local Workforce Investment Areas (LWIAs) and Local One-Stops <i>WIA Title IB</i>	Youth, adults, and dislocated workers who are low income, displaced homemakers, entry-level employed workers, basic skills deficient, or monolingual individuals,	1) Referrals to: <ul style="list-style-type: none"> • The ABE, ASE and ELAA courses; • The CTE for assessments; • Secondary and post-secondary programs for medical terminology, introduction to medical careers and skills training; • Medical facilities for on-site job shadowing, mentoring, etc.; and • Wagner-Peyser for job search and placements. 2) Initial identification and assessment of individual candidates, including WIA eligibility. 3) Mentoring/tutoring in healthcare professions. 4) Healthcare workplace preparation training. 5) Work Experience, OJT and customized training. 6) Allied and Health Career Counseling. 7) Space for adult education programs when/it is available.
Commerce <i>WIA Title IB</i>	Health care communities statewide.	1) Coordination of project for the Interagency Team. 2) Marketing through the Governor's Council on Workforce Policy (GCWP).

Collaboration and Innovation:

The AES, CTE and WIA Title IB have collaborated to design a program targeted for allied and health care occupations and other high demand occupations in Arizona. This project provides a comprehensive process to improve system performance and address the needs of Arizona in innovative ways by providing:

- Funding for appropriate, industry-based assessments available by a web-based system to any individual in the AWC system, CTE, and AES programs;
- Improved adult education services by funding increased capacity and coordination with WIA services;
- Referrals for secondary CTE students to a continuum of post-secondary occupational training and employment opportunities and services through the AWC system;
- On-site, job specific introductions to health careers with local practitioners and providers;
- Funding to allow unemployed, underemployed and entry-level workers, as well as secondary and postsecondary students, an opportunity to achieve new, updated skills and to embrace medical career opportunities through occupational programs and increased literacy;
- Increased partnerships between education, workforce and health care communities and other high demand occupations in Arizona to better meet critical employment needs;
- Arizona's health care community with the means to attract, retain and develop quality workers which will provide improved access to health care services throughout the state;
- Integration of literacy and occupational training to create a qualified workforce to meet demands of this high growth/high demand industry, and
- Funding to provide the opportunity for youth to participate in WIA and CTE activities.

Performance Indicators:

Goal 1:

This grant will assist WIA partners in improving performance levels in youth numeracy and literacy gains, youth/adult/dislocated worker credential attainments, entered employment and retention rates.

Goal 2:

This grant will assist AES partners in increasing the number of participants who enter, retain, and/or improve employment or placement into post-secondary education or other training.

Goal 3:

This grant will assist CTE partners and recipients in increasing the percentage of participant access to industry based assessments, participants meeting industry standards, and individuals entering employment in the allied and health care occupations and other high demand occupations in Arizona.

Accomplishments from Initial Year of Funding (PY 04):

Adult Education Services (AES) – Issued solicitations and have entered into contracts with the successful awardees (Cochise College, Northland Pioneer College; and Yavapai College) to expand available adult education services in those local rural areas. The AES staff have participated in and attended Local Workforce Investment Board meetings throughout the state to foster increased collaboration between programs. They have provided other partner programs with a statewide list of Adult Education representatives serving on local boards. AES staff has actively participated in the State Interagency Team and One-Stop Partner Dialogue meetings with other program administrators within the workforce system.

Career & Technical Education (CTE) – Progress continues with the establishment of the Skills Commission and Advisory Stakeholders Committee to oversee the new statewide assessment system. The CTE identified and prioritized programs for assessment and the applicable constituent groups, as well as issued a contract with a vendor to develop the assessment system. The CTE facilitated focus groups between the various stakeholders, end users and the contractor to identify system components, definitions, standards, criteria for structure and protocols, validation of items, assessment delivery and field testing of item banks and timelines.

Workforce Investment Act (WIA) – Through the first three quarters of the project, approximately 98 WIA individuals (youth, adults, and dislocated workers) have been assisted with training and support services for health and allied health careers. Activities have also included job fairs to provide additional information and access to health careers. One of the most important positive aspects identified by Arizona's 14 Local Workforce Investment Areas has been a renewed opportunity to build and strengthen partnerships with local healthcare providers, youth service providers, community organizations, and post-secondary institutions. The project has also shown an increased role for the local One-Stops in supporting local healthcare agencies in their continued search for a qualified workforce.

Additional Benefits of Continuing the Project:

By creating a more responsive workforce development system, the partnership will deliver qualified workers to fuel economic growth in Arizona for years to come. Partners will continue to build upon synergy by gaining awareness and understanding between project entities about each others' program goals, indicators of performance, client populations, characteristics and needs. Further, this partnership will foster stakeholders working together and assist partner programs in meeting their program goals and service objectives. The dissemination of information about these efforts to existing direct service providers will continue to generate an improved delivery system to Arizona residents who are seeking self-sufficiency.

Consultation with Stakeholder Groups:

The State Interagency Team comprised of staff from the Arizona Governor's Office and the Arizona Departments of Education, Economic Security, and Commerce, met with representatives from LWIAs to discuss the award of the PY 05 incentive funds and proposed activities. A continuation of the PY 04 *Enhancing Arizona's Workforce Connections* project was identified as the most efficient way to meet the goals and needs of each partner agency. A task force was then assigned to develop the application for incentive funds.

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: State of Arizona	Organizational Unit: Department: Department of Economic Security
Organizational DUNS: 136730434	Division: Employment and Rehabilitation Services
Address: Street: 1717 W. Jefferson City: Phoenix County: Maricopa	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: James Middle Name: Last Name: Whallon
State: Arizona Zip Code: 85007	Suffix:
Country: United States of America	Email: MWhisehart@azdes.gov

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
8 6 - 6 0 0 4 7 9 1

Phone Number (give area code) 602-542-6060	Fax Number (give area code) 602-542-6018
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8. TYPE OF APPLICATION:
 New Continuation Revision
If Revision, enter appropriate letter(s) in box(es)
(See back of form for description of letters.)
Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)
A
Other (specify)

9. NAME OF FEDERAL AGENCY:
US Department Of Labor

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
TITLE (Name of Program): 1 7 - 2 6 7

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
WIA Incentive Grant
Enhancing Arizona's Workforce Connections

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
State of Arizona - All Counties

13. PROPOSED PROJECT
Start Date: 07/01/07 Ending Date: 06/30/09

14. CONGRESSIONAL DISTRICTS OF:
a. Applicant All b. Project All

15. ESTIMATED FUNDING:

a. Federal	\$	1,478,972 ⁰⁰
b. Applicant	\$	⁰⁰
c. State	\$	⁰⁰
d. Local	\$	⁰⁰
e. Other	\$	⁰⁰
f. Program Income	\$	⁰⁰
g. TOTAL	\$	1,478,972 ⁰⁰

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. No. PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Ms	First Name Tracy	Middle Name L.
Last Name Wareing		Suffix
b. Title Director		c. Telephone Number (give area code) 602-542-5678
d. Signature of Authorized Representative <i>Tracy Wareing</i>		e. Date Signed 6/14/07

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled</td> </tr> <tr> <td>B. County</td> <td>Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> <tr> <td>H. Independent School District</td> <td>O. Not for Profit Organization</td> </tr> </table>	A. State	I. State Controlled	B. County	Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)	H. Independent School District	O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled																		
B. County	Institution of Higher Learning																		
C. Municipal	J. Private University																		
D. Township	K. Indian Tribe																		
E. Interstate	L. Individual																		
F. Intermunicipal	M. Profit Organization																		
G. Special District	N. Other (Specify)																		
H. Independent School District	O. Not for Profit Organization																		
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. WIA Incentive Grant	17-267	\$	\$	\$ 1,478,972.00	\$	1,478,972.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 1,478,972.00	\$ 0.00	1,478,972.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual			1,478,972.00		1,478,972.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	1,478,972.00	0.00	1,478,972.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$	\$ 0.00	\$ 1,478,972.00	\$ 0.00	1,478,972.00
7. Program Income	\$	\$	\$	\$	0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 1,478,972.00	\$ 369,743.00	\$ 369,743.00	\$ 369,743.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 1,478,972.00	\$ 369,743.00	\$ 369,743.00	\$ 369,743.00	\$ 369,743.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

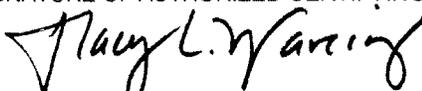
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION Arizona Department of Economic Security	DATE SUBMITTED JUN 14 2007