

ATTACHMENT 1: EXPENDITURE AUTHORIZATION INSTRUCTIONS

A. DEFINITIONS

1. External Financial Resources. Other external financial resources are funds not administered by the Local Workforce Region which may be used in support of the goals and outcomes of the grant. These may be funds from other One Stop partners, Federal and/or State grants, private donations, community-based organizations, or business partners.

2. Formula Allocated funds. Formula allocated funds include Workforce Investment Act (WIA) Adult, Youth, and Dislocated Worker funds that are required to be allocated pursuant to the formula described in the WIA law. Wagner Peyser, Employment Support Funds, Trade Adjustment Act, Discretionary Grants, and other funding sources may be allocated to the Local Workforce Regions using a formula negotiated by the State.

3. Internal Financial Resources. Other internal financial resources are other funds administered by the Local Workforce Region that are used in support of the goals and outcomes of the grant. Internal financial resources may include other Federal, State, and County grants, economic security program funds, housing program funds, and county tax dollars, etc..

4. Non-formula Allocated Discretionary Grants are provided based on an approved grant application and/or project proposal for workforce development projects and/or activities that are integrated into the services provided under the Local Workforce Region’s WIA or Wagner-Peyser programs.

5. Program Integration. Program integration refers to the strategies to improve knowledge of staff, avoid duplication of services, enhance customers’ options for services, increase the efficient use of funds and optimize communication among staff. Program integration enables customers to receive comprehensive employment and training services and take full advantage of special discretionary grants and the expanded training and skills development opportunities provided through such grants. Examples of program integration include: co-enrolling participants, leveraging funds, collaborating between programs, cross training of staff, and other strategies to improve service delivery to customers.

6. Subcontracting Arrangements include supplemental agreements with vendors or contractors for procured services and special purchases in support of a discretionary grant’s goals and outcomes. These are services that are NOT client support services, services used from approved training providers, nor miscellaneous purchases of goods and products used in the specific grant-funded project. Such services under subcontracts would be discussed in the Statement of Work Section A.1 of the EA.

B. INSTRUCTIONS: COMPLETING AN EA

1. SECTION I

NFA#: Enter the correct NFA number at the top of the page. If there are two being referenced, list them both.

a. **Budget Charts:**

Copy the allocation table from the applicable NFA here. This table shows the transaction of the EA.

Workforce Region: NAME			CMS#
Funding Source	Term	Vax #	\$ Amount
PYXX Wagner Peyser	7/1/13 to 6/30/15		\$0.00
Total EA			\$0.00

If the EA is for the Adult, Youth, and/or Dislocated Worker/25% Enhanced Dislocated Worker funding streams, you MUST use a Budget Information Summary Table (BIST) instead. Use the following BIST, as applicable, for the Adult and/or Dislocated Worker/25% Enhanced Dislocated Worker funds. Delete lines that are not used.

Workforce Region: NAME			
Funding Stream: PY13 Adult		Period of Performance: 7/1/13 - 6/30/15	
		Revised Period of Performance:	
Original Allocation:	\$000,000.00		Vax #
Original Program Budget:	\$0,000.00	Original Admin Budget:	\$0.00
Transfer In (+):	\$00.000	From Fund Year and Name:	
Transfer Out (-):	(\$00.00)	To Fund Year and Name:	
Cost Category	Approved Current Budget	Transfer In/Out (+/-) Or Adjustment (+/-)	Revised Budget
Admin	\$0.00		\$0.00
Program	\$0.00		\$0.00
DW-Admin (transfer in)	\$0.00		\$0.00
DW-Program (transfer in)	\$0.00		\$0.00
25% Enh DW Admin (transfer in)	\$0.00		\$0.00
25% Enh DW Prog (transfer in)	\$0.00		\$0.00
Total Program	\$0.00		\$0.00

Use the following for Youth funds. The Out-of-School budget amount shall be at least 30% of the total allocation.

Workforce Region: NAME			
Funding Stream: PY13 Youth		Period of Performance: 7/1/13 - 6/30/15	
		Revised Period of Performance:	
Original Allocation:	\$000,000.00		Vax #
Original Program Budget:	\$0,000.00	Original Admin Budget:	\$0,000.00
Cost Category	Approved Current Budget	Changes In/Out (+/-)	Revised Budget
Admin	\$0.00		\$0.00
Out-of-School	\$0.00		\$0.00
In-School	\$0.00		\$0.00
Total Program	\$0.00		\$0.00

b. Completing the Budget Information Summary Tables (BISTs)

NOTE: The BISTs may be modified as needed for clarity purposes subject to the State's approval.

1. Funding Stream and Period of Performance: Enter the applicable funding stream (PY or FY, Adult, Youth, Dislocated Worker) and the period of performance for the funds. The original Period of Performance shall match the Period of Performance as stated on the original NFA for each funding stream. If the NFA is providing an extension of the period of performance then the Revised Period of Performance field shall reflect the revised dates.

2. Financial Tracking and Reporting System account number (i.e. Vax Number): Enter the Vax Expense Report number for the funding stream. The Vax number can be found in the allocation and fund summary tables in the NFA.

3. Original Allocation: Enter the total allocation amount for the applicable funding stream. For Adult, Youth, and Dislocated Worker programs, this amount shall include the administration dollars. This number shall remain the same on any subsequent EA modification.

4. Original Administration Budget: Show the amount of local administration dollars taken out of the Original Allocation of funds. For the Adult, Youth, and Dislocated Worker programs this amount can be up to 10% of the allocation.

5. Original Program Budget: Enter the amount of the Original Program budget. For Adult, Youth, and Dislocated Worker programs, this amount will be the original allocation minus the amount of dollars used for local Administration. For the Youth Program, enter the original Program Budget amount for Out-of-School Youth plus the amount for In-School Youth. The Out-of School Youth line item shall equal at least 30% of the Approved Current Budget.

6. Transfers In (+)/ Transfers Out (-): These fields are used ONLY IF you are transferring funds as allowed between the Adult and Dislocated Worker/25% Enhanced Dislocated Worker programs. Transfers only apply under the provisions of Section 133(b)(4) of WIA for transferring Program funds from one funding stream to another. Enter the amount of the transfer in or transfer out on the applicable lines. Otherwise, leave it as "\$0.00". If a transfer between the Adult and Dislocated Worker funding streams is included in the EA, then the associated administration dollars transferring between each funding stream shall be identified on the appropriate BISTs. The Revised Budget Column will then show the new total of administration funds associated with each program.

7. From Fund Year and Name/To Fund Year and Name: Identify the PY/FY of Funds and Name of Funding Stream for each amount of Transfer In and Transfer Out. The transfer can only occur between the same funding year, e.g. PY to PY and FY to FY.

8. Approved Current Budget: Enter the approved current budget dollar amount for each cost category prior to any transfers. The approved current budget amounts change for each EA modification.

9. Transfer In(+)/Out(-) or Adjustment: In the middle column of the BIST, enter the dollar amount that is being increased or decreased to the Approved Current Budget. In the Revised Budget column, update the new dollar amounts as applicable.

10. Revised Budget: Add the amount in the Transfer In(+)/Out(-) or Adjustment column to the amount in the Approved Current Budget column to calculate the Revised Budget. The revised budget will then become the Approved Current Budget on any future EA modification.

2. SECTION II.

Budget Information: In this section, check the boxes that apply and complete the discretionary grant budget chart if this EA is for a discretionary grant.

If the EA includes a transfer between the Adult and Dislocated Worker/25% Enhanced Dislocated worker funding streams, check the box and in the Statement of Work section below, explain the impact of this transfer on program activities and performance outcomes for each program.

- A. **This EA includes a transfer between the Adult and Dislocated Worker/25% Enhanced Dislocated Worker funding streams.**
- B. **This EA covers a Discretionary Grant.**
 - 1. **The Line Item Budget for this Discretionary Grant is included in the Approved Grant Proposal which is attached to this EA (required).**

If this EA is for a non-formula allocated discretionary grant, attach a copy of the approved grant proposal, outreach activities plan, statement of work, and/or special initiative plan, which includes an administrative and program expenditures budget, performance measures, participation numbers, and an explanation of projected quarterly expenditures, as applicable.

- 2. **The Line Item Budget for this Discretionary Grant is as follows:**

If this EA is for a formula allocated discretionary grant, then the **Discretionary Grant Budget Chart** below must be completed. The total in this chart shall coincide with the cumulative Projected Quarterly Expenditures chart total amount included in Section VI of the EA.

NOTE: The Discretionary Grant Budget Chart line items may be modified as applicable for the discretionary grant, subject to the Project Coordinator’s approval.

Budget Line Items	Planned Expenditures
Salaries, Fringe Benefits, Travel	
Equipment	
Supplies	
Subcontracting arrangements	
Operating/Overhead	
Direct Training	
Program Related Supportive Services	
Other Participant Related Services	
Total Cumulative Expenditures	

3. SECTION III

Project Contact Information:

Enter the name of the Workforce Region's Contact for each program identified in this EA.

Program #1 NAME:	Region Project Coordinator Name: Phone:	CDLE Project Coordinator Name: Phone:
Program #2 NAME:	Region Project Coordinator Name: Phone:	CDLE Project Coordinator Name: Phone:

Statement of Work.

Section III must be completed for all original EAs unless an approved grant proposal is attached as part of the EA. **If this is a formal EA Modification, skip all of Section III and complete Section IV.** Check the boxes that apply. Then, answer the numbered questions.

A. The Statement of Work for this EA is as follows:

1. Describe the services, program activities, and/or training that will be provided using these funds. Identify whether the primary focus is participant services, program planning, capacity building, supportive services, training, etc., and/or if there are specific intended outcomes.
2. Program Integration. If this is a discretionary grant, describe how this discretionary grant is leveraged by and integrated with other workforce development and/or other partner programs. Include a description of the value added as a result of this leveraging and integration.
3. If this EA includes a transfer between the Adult and Dislocated Worker/25% Enhanced Dislocated Worker funding streams, explain the impact of this transfer on program activities and performance outcomes for each program (e.g. how will the participant numbers or carry in numbers change, what will the impact be on the program versus administrative budgets, projected quarterly expenditures, etc.).

B. The Statement of Work for this EA is included in the attached Discretionary Grant Proposal.

Refer to page numbers:	
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Identify the page numbers from the Discretionary Grant Proposal where reviewers can find this information.

C. The Performance Outcomes for this EA are identified in the Program Charts in Section VII of this EA.

D. The Performance Outcomes for this EA are included in the attached Discretionary Grant Proposal or are included in D.1. below in an Alternative Performance Outcomes Chart required by the specific discretionary grant.

Refer to page numbers:	
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Identify the page numbers from the Discretionary Grant Proposal where reviewers can find this information.

1. If the Performance Outcomes are not identified in the Program Charts in Section VII of this EA nor in the attached approved Discretionary Grant proposal, describe the performance outcomes that shall be completed with these funds and insert the Alternative Performance Outcomes Chart here.

4. SECTION IV.

Formal EA Modifications.

All EA Modifications require revised cumulative Projected Quarterly Expenditures, Planned Participation Summary, and Planned Program Activities charts. To make these chart modifications, STRIKETHROUGH the original dollar amounts or program numbers, and add the new, revised dollar amounts or numbers in **BOLD**. This way an EA Modification will provide, at a glance, the changes made all in one place, i.e. in the charts.

This approach does not apply to the BISTs since the BISTs are set up to capture budget changes within their structure already. If this is an EA modification for the Adult, Youth, and/or Dislocated Worker/25% Enhanced Dislocated Worker funds, then budget changes shall be shown on appropriately modified BISTs.

(See PGL Section IV.C for detailed guidelines about formal EA modifications.)

If this is a formal EA Modification, check the boxes that apply. Then, answer the numbered questions.

- A. **This EA Increases the amount of funding.**
- B. **This EA Decreases the amount of funding.**
- C. **This EA Modifies the Budget**

1. The Purpose and Rationale for this budget modification is:

Purpose and rational should include a sound justification for the changes. This would include WHAT is changing, WHY is it changing, and HOW this change will impact expenditures for the program year.

- D. **This EA modifies the Budget Line items for the Discretionary Grant as shown in the Table Below:**

If this EA is modifying the below budgeted line items, STRIKETHROUGH the original dollar amount and add the new, revised dollar amount in **BOLD**.

Budget Line Items	Planned Expenditures
Salaries, Fringe Benefits, Travel	
Equipment	
Supplies	
Subcontracting arrangements	
Operating/Overhead	
Direct Training	
Program Related Supportive Services	

Other Participant Related Services	
Total Cumulative Expenditures	

E. This EA Modifies the Statement of Work

1. The Purpose and Rationale for this modification is:

Purpose and rational should include a sound justification for the changes. This would include WHAT is changing, WHY is it changing, and HOW this change will impact performance outcomes or discretionary grant project goals for the program year.

2. The Impact of this modification on the Delivery of Services, Program Activities, and Training is:

C. Changes to the Performance Outcomes are shown in the modified Program Charts in Section VII of this EA or here in the Alternative Performance Outcomes Chart required by the specific discretionary grant.

If the original Performance Outcomes were included in a discretionary grant proposal or were shown in an alternative performance outcomes chart, insert that chart here, showing changes in STRIKETHROUGH and BOLD.

5. SECTION V.

Other Program Requirements Or Specific Funding Provisions

The services provided and work performed as described in this EA document shall be completed pursuant to the terms and conditions of the WDP Agreement and any Federal and State laws and requirements, including, but not limited to, Federal guidance documents, relevant State-issued Policy Guidance Letters, Program Information and Operations Manuals, and/or specifications identified in the Notice of Fund Availability (NFA) or in the funding provisions below.

Check the boxes that apply and add information and narrative, as applicable

A. The following Additional Funding Provisions apply to this EA:

Add NFA funding provisions here. If there are no funding provisions in the NFA, do not paste anything in here.

B. This EA includes the following subcontracting arrangements for delivery of services: *(See definition in Section A above).*

Provide narrative here

C. This EA includes the following “Other Internal Financial Resources” to support this initiative/discretionary grant: *(See definition in Section A above).*

Provide narrative here.

D. This EA includes the following “Other External Financial Resources” to support the initiative/discretionary grant: (See definition in Section A above).

Provide narrative here.

E. There is a Cost Sharing/Match Requirement for this Grant.

If external financial resources shall be used or if there is a cost sharing plan or a match requirement related to this grant/initiative, complete the following Cost Sharing/Matching/Leverage Summary table:

Cost Sharing/Matching/Leverage Summary Table			
Name of Collaborating Entity	Planned Contribution(s)	Match Source (Federal/State/Private)	Type of Leverage (Cash, In-kind, Staff Time, Materials/Supplies, Other)

6. SECTION VI.

Completing the Projected Quarterly Expenditures – Cumulative Chart

a. **Expenditure Authorization - Original.** Project the quarterly expenditures for program and administration funds, and then sum the total of the two for the total cumulative grant amount. For Adult, Youth, Dislocated Worker and 25% Enhanced Dislocated Worker grants, the expenditure projections shall include costs against **all sources and years of funding combined and available for use in the current program year for that program.** The total of available funds for the program or grant shall equal the cumulative total of projected expenditures, including obligations, accruals, any anticipated amounts of carry-in, plus current year funding. If there are planned Carry Out funds, that amount should be accounted for in the cumulative total.

For example, the projected quarterly expenditures for the Dislocated Worker program shall combine all costs for carry-in funds and current year funds for both Dislocated Worker and 25% Enhanced Dislocated Worker funding streams. The Carry In/Carry out line breaks out the amount of Carry In/Carry Out that is included in the Administration, Program, and Cumulative totals. The 4th Quarter Projections column shall equal the total amount of the allocation for that funding stream plus any carry-in dollars from the prior program year.

b. **Adult, Youth, Dislocated Worker, and Wagner Peyser Programs.** Complete the chart for each funding stream included in the EA. Only four quarters of data are required. The first quarter shall cover July 1 through September 30, the second quarter shall cover October 1 through December 31, the third quarter shall cover January 1 through March 31 and the fourth quarter shall cover April 1 through June 30.

c. **Non-Formula or Formula Allocated Discretionary Grants.** A Projected Quarterly Expenditures Chart shall be completed for each non-formula or formula allocated discretionary grant included in the EA. These charts shall reflect all quarters for the full grant period of performance. Because discretionary grants can start any quarter, the projected quarterly expenditures shall begin in

the first quarter date range that coincides with the start date of the grant and continue for all quarters thereafter as applicable. If the grant period of performance is longer than four quarters, add another chart below it to show the quarterly expenditures through the end of the grant period. For example, if it is an eighteen month grant, then you will have a second chart showing the additional Quarters Five and Six and identifying the applicable three month date ranges. All applicable quarters shall be completed. The cumulative total should match the total on the Discretionary Grant Budget Chart included in Section II of the EA.

d. Expenditure Authorization Modifications. For Formal and Informal EA modifications, Projected Quarterly Expenditures amounts shall not be changed for any quarter that has already been completed. **To modify these charts, strike through the original dollar amounts and add the new, updated dollar amounts in BOLD.**

7. SECTION VII.

Completion and Use of Planned Participation Summary and Planned Program Activities – Cumulative Charts.

a. Use of Charts for Performance Measures and Monitoring Outcomes

1. For the Adult and Dislocated Worker programs, enter the most current Program Year performance measures negotiated by the State for each category. The performance measures included in the Planned Participation Summary Chart for Total Participants, Entered Employment Rate, Employment Retention Rate, and Average Earnings/Wage shall be formally monitored based on planned versus actual numbers identified in the charts. All other items in the charts are used for the purpose of reviewing program delivery strategies.
2. For the Youth program, enter the most current Program Year performance measures negotiated by the State for each category. The performance measures included in the Planned Participation Summary Chart for Total Participants, Placement in Employment or Education, Attainment of a Degree or Certificate, and Literacy & Numeracy Gains shall be formally monitored based on planned versus actual numbers identified in the charts. All other items in the charts are used for the purpose of reviewing program delivery strategies.
3. For the Wagner Peyser program, enter the most current Program Year performance measures negotiated by the State for each category. Performance measures included in the Planned Participation Summary Chart for Entered Employment Rate, Employment Retention Rate, Average Earnings/Wage shall be formally monitored based on planned versus actual numbers identified in the charts. All other items in the charts are used for the purpose of reviewing program delivery strategies.
4. For Non-formula or formula allocated discretionary grants, performance measures, outcomes, and/or deliverables included in the EA or in the approved grant proposal attached to the EA shall be monitored by the Project Coordinator in conjunction with the Regional Liaison.

b. Expenditure Authorization - Modifications.

1. **ALL Formal and Informal EA Modifications require the inclusion of these charts, regardless of whether or not performance outcomes are changed.**
2. When EA modifications impact the performance outcomes, the Planned Participation Summary and Program Activities charts shall be modified to show the new total performance outcomes. Note: Performance

outcomes shall not be changed for any quarter that has already been completed. **To modify these charts, STRIKETHROUGH the original numbers and add the new, updated numbers in BOLD.**

c. Planned Participation Summary - Cumulative Charts - WIA Adult And Dislocated Worker Performance Outcomes

In each category, indicate the total cumulative number of Adults or Dislocated workers to be served with all years of WIA funds being spent during the current Program Year.

1. **TOTAL PARTICIPANTS** - Record the planned total number of adult/dislocated worker participants who will be served each quarter. For each quarter, New and Carry In shall equal Total Participants. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado AS report- line 1)**
2. **CARRY IN** - Record the planned number of adult/dislocated worker participants who will be carried in from the previous program year. The same number is to be entered in each quarter to show the Total Carry In for the current program year. **(Data Source: ConnectingColorado AS report- line 2)**
3. **NEW** - Record the planned number of new adult/dislocated worker participants who will be enrolled each quarter. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado AS report- line 3)**
4. **ENTERED EMPLOYMENT RATE** – Definition: Of those who are not employed at the date of participation: The number of participants who are employed in the first quarter after exit divided by the number of participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**
5. **EMPLOYMENT RETENTION RATE** – Definition: Of those who are employed in the first quarter after exit: The number of participants who are employed in both the second and third quarters after exit divided by the number of participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**
6. **AVERAGE EARNINGS/WAGE** – Definition: Of those who are employed in the first, second, and third quarter after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of adult participants who exit during the quarter. For each of the four program year quarters, this planned average shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**

d. Planned Participation Summary (Cumulative) Charts - WIA Youth Performance Outcomes (Younger And Older Youth Combined)

In each category, indicate the total cumulative number of Youth to be served with all years of WIA Youth funds being spent during the current Program Year.

1. **TOTAL PARTICIPANTS** - Record the planned total number of youth participants who will be served each quarter. For each quarter, New and Carry In shall equal Total Participants. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado AS report- line 1)**
2. **CARRY IN** - Record the planned number of participants who will be carried in from the previous program year. The same number is to be entered in each quarter to show the Total Carry In for the current program year. **(Data Source: ConnectingColorado AS report- line 2)**
3. **NEW** - Record the planned number of new participants who will be enrolled each quarter. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado AS report- line 3)**
4. **PLACEMENT IN EMPLOYMENT OR EDUCATION** – Definition: Of those who are not in post-secondary education or employment (including the military) at the date of participation: The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter,

divided by the number of youth participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**

5. **ATTAINMENT OF A DEGREE OR CERTIFICATE** – Definition: Of those enrolled in education (at the date of participation or at any point during the program: The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter, divided by the number of youth participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**
6. **LITERACY AND NUMERACY GAINS** - Definition: Of those out-of-school youth who are basic skills deficient: The number of youth participants who increase one or more educational functioning levels, divided by the number of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the number of youth participants who exit before completing a year in the program. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado CO report)**

e. Planned Program Activities (Cumulative) - WIA Adult, Dislocated Worker, And Youth

In each category, indicate the total cumulative number of participants planned to receive Training Services during the current Program Year.

1. **TRAINING SERVICES PARTICIPANTS (#s)** – Record the planned number of WIA registered participants who will receive training services each quarter. This is a cumulative number carried through each quarter. Any individual participant can be counted only once during the program year irrespective of the number of training services received. **(Data Source: ConnectingColorado AS report- Page 2, Ind [Individual] Column, Total Training line)**
2. **TRAINING COMPLETIONS (#)** – Record the planned number of WIA registered participants who will successfully complete any of the training services during the year. This is a cumulative number for all four quarters. Any individual participant can be counted only once as a training completer even if more than one training service is completed during the program year. **(Data Source: ConnectingColorado AS report- Page 2, Succ [Successful Completions] Column, Total Training line)**
3. **TRAINING RELATED PLACEMENTS (%)** – Definition: The total number of Training Related Placements divided by the total number of exited individuals who received a training service, whether or not the training was completed. Record the planned goal for the year. **(Data Source: ConnectingColorado AS report- line 30- Percent column)**

f. Planned Participation Summary (Cumulative) Charts - Wagner Peyser Employment Services

In each category, indicate the total cumulative number of customers to be served with all years of Wagner Peyser funds being spent during the current Program Year.

1. **TOTAL PARTICIPANTS** - Record the planned total number of participants who will be served each quarter. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado 9002 report, Page 1-Service to Job Seekers, Line 1A)**
2. **ENTERED EMPLOYMENT RATE** – Definition: Of those who are not employed at the date of participation: The planned number of participants who are employed in the first quarter after exit divided by the number of participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado 9002 report, Page 4-Performance Outcomes-Job Seekers/Employers, Line 7A)**
3. **EMPLOYMENT RETENTION RATE** – Definition: Of those who are employed in the first quarter after exit: The planned number of participants who are employed in both the second and third quarters after exit divided by the number of participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State.

(Data Source: ConnectingColorado 9002 report, Page 4-Performance Outcomes-Job Seekers/Employers, Line 10A)

4. **AVERAGE EARNINGS/WAGE** – Definition: Of those who are employed in the first, second, and third quarter after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter, divided by the number of participants who exit during the quarter. For each of the four program year quarters, this planned rate shall equal the performance level negotiated with the State. **(Data Source: ConnectingColorado 9002 report, Page 4-Performance Outcomes-Job Seekers/Employers, Line 11A)**
5. **TOTAL EMPLOYERS SERVED** - Record the planned number of unduplicated employers who will receive a service or list job openings each quarter. This is a cumulative number carried through each quarter. **(Data Source: Connecting Colorado –Reports – Other Queries- Employers Served)**
6. **TOTAL JOB OPENINGS RECEIVED** - Record the planned number of job openings to be received each quarter. This is a cumulative number carried through each quarter. **(Data Source: ConnectingColorado 9002 report, Page 7 –Job Openings Received, Line 1A)**

C. INSTRUCTIONS: COMPLETING THE INFORMAL EA MODIFICATION FORM.

Instructions for completing the Informal EA Modification form are the same as those for completing a Formal EA modification (see Instructions Section B.4 above).

1. Signature Page. Only the Director of the Local Workforce Region or County Official is required to sign the Informal EA Modification form, subject to the legal signature authority delegated to the Director by the chief elected official of the local workforce region. The Director must have the authority given to them by the local County Official to approve increases/decreases of dollar amounts that apply to the Informal EA Modification transaction.
2. Follow instructions in Section B.4. above for completing the sections of the Informal EA Modification form.
3. See PGL Section IV.F., Review, Approval, and Submittal of an Informal EA Modification form, for instructions on processing informal EA modifications.
4. If the Informal EA Modification is for a non-formula allocated Discretionary Grant, include the original Projected Quarterly Expenditures – Cumulative Charts and appropriate performance outcomes charts showing the changes in ~~STRIKETHROUGH~~/**BOLD**. In the same manner, show the changes in the Discretionary Grant Budget Chart.