**Attachment 4**

## NFA/EA PROCESSING FLOW CHART

**Notice of Funding Availability** (NFA) Received at Workforce Region

**Electronic Draft of EA to CDLE** (within 30 days of NFA)

### Original EA or Formal EA Modification

**Project Coordinator** – Verifies correct scope and Statement of Work, outcomes, charts; review entire EA

**WDP Program and Grant Administration Coordinator** – Verifies allocation charts, BISTs, and reviews entire EA

**Regional Liaison**– Reviews entire EA. Provides feedback to workforce region

**Workforce Region** – Makes all requested changes and resubmits to Regional Liaison

**Regional Liaison** - Reviews and ensures all revision requests were made; then emails final draft to all parties.

**Workforce Region** – Routes for signatures from appropriate parties

**Workforce Region** – Sends at least 2 signed copies of final EA to **WDP Program and Grant Administration Coordinator** (within 60 days of NFA receipt)

### Informal EA Modification Form (IEAMF)

**Project Coordinator** – Verifies correct scope and Statement of Work, outcomes, charts; review entire EA

**WDP Program and Grant Administration Coordinator** – Verifies allocation charts, BISTs, and reviews entire EA

**Regional Liaison** – Reviews entire EA. Provides feedback to workforce region

**Workforce Region** – Makes all requested changes and resubmits to Regional Liaison

**Regional Liaison** - Reviews and ensures all revision requests were made; then emails final draft to all parties.

**Workforce Region** –Director signs ONE copy of the IEAMF

**Workforce Region** – Sends ONE signed copy of the IEAMF to **WDP Program and Grant Administration Coordinator** (within 60 days of NFA receipt)