

**GRANT MODIFICATION INSTRUCTIONS  
FOR  
WELFARE-TO-WORK COMPETITIVE GRANTEES**

**Instructions for Modification of WtW Competitive Grants to Extend the Period of Performance.** *Part I includes instructions on the information necessary for the Grant Officer to extend the period of performance of WtW Competitive grants for up to five years as allowed by the Department of Labor Appropriations Act, 2001. Part II of the instructions is for other revisions and additions to the grant scope of work as necessitated by the implementation of the WtW and Child Support Amendments of 1999 (the 1999 Amendments), the implementation of the Workforce Investment Act (WIA), and the requirements of the Government Performance and Results Act (GPRA).*

**I. MODIFICATION TO GRANT TO EXTEND THE PERIOD OF PERFORMANCE**

**A. Explanation.**

The Department of Labor Appropriations Act, 2001, provides authority for all WtW competitive grants to extend their period of performance for up to five years from the date of award. Some Round One WtW competitive grants will reach the end of their original period of performance in June, 2001.

**B. Information Required for a No-Cost Extension: Letter of Request to Grant Officer.**

To request a modification to extend the period of performance of a WtW competitive grant, a grantee must submit a grant modification request letter to the Grant Officer (Jim Stockton). The letter must be signed by an authorized signatory official for the WtW grant, and must be submitted through the grant's Grant Officer Technical Representative (GOTR) for review. The letter must include the following information:

1. Current Grant Recipient Agency Name and Address (if different from letterhead);
2. Department of Labor Grant Number indicated in current grant document(s);
3. Current Grant Expiration Date;
4. Requested Grant Expiration Date (*Note: The request may not exceed five years from the date of award of the grant*);
5. An analysis of the grant performance to-date with a description of how the additional time requested will benefit the delivery of services to WtW participants; and
6. A revised grant budget reflecting the availability of administrative funds to operate the grant during the requested extended grant period.

An original signature copy of the letter must be sent to the GOTR for the grant for their review and approval. The GOTR will then forward the request to the Grant Officer for execution.

## II. UPDATE OF GRANT SCOPE OF WORK

### A. Revision of Performance and Expenditure Goals.

In the Round One WtW Competitive Grant SGA (Federal Register Vol. 62, No. 249, December 30, 1997), applicants were asked to provide “a completed quarterly implementation schedule showing the number of participants, enrollments in allowable activities, placements in unsubsidized employment and terminations” as well as a “Quarterly expenditure plan which identifies the planned cumulative expenditure of grant funds by Fiscal Year quarter for the planned period of performance of the project. Expenditures must be identified by grant activity.” Recommended formats were provided as part of the SGA.

In the Round Two and Three SGAs (published in the Federal Register on April 26, 1998, and January 26, 1999, respectively), applicants were asked to provide “an implementation schedule showing the number of participants, enrollments in allowable activities, placements in unsubsidized employment and terminations over the life of the grant.”

Before approving a request for an extension of a WtW competitive grant operational period, the Grant Officer will require an estimate of enrollments and expenditures of WtW competitive grant funds for each quarter of the grant through the requested extended grant period, starting from the date of award. Grantees must take into account past performance, the level of expenditures to date and the length of time needed to complete grant activities in developing their quarterly enrollment and expenditure plans. This information is relevant for ETA to assess WtW Program performance as required by GPRA as well as for the Department of Health and Human Services (HHS) evaluation of the WtW Program. The GPRA goal for FY 2001 for the WtW Program is:

“Of those Welfare-to-Work participants placed in unsubsidized employment, 66% will remain in the workforce for six months with a 6% average earnings increase by the second consecutive quarter following the placement quarter.”

### Revised Requirement for Performance and Expenditure Goals

**Please submit a revised estimate of *cumulative* expenditures and enrollments for each quarter of the grant starting with the date of award through the requested extension period. Note: Grantees may submit a chart with combined enrollment and expenditure goals for each quarter.**

**In addition, grantees must submit revised projected outcomes for (1) number of participants placed in unsubsidized jobs; (2) percentage of participants retained for six months in unsubsidized jobs; and (3) percentage of wage gains. These projected outcomes must reflect the grantee’s expected outcomes for the end of the extended period of performance, as well as identification of performance to date.**

**B. Revision of Definitions.**

Grantees should be aware that State and Local Workforce Investment Boards may be developing programmatic definitions resulting from recent changes to the WtW program. The 1999 Amendments introduced revised eligibility criteria to make the WtW program more flexible in serving the targeted population. Congress did not define a number of new terms that are now contained in the WtW eligibility criteria for long-term welfare recipients and certain noncustodial parents. ETA has followed the position that operating entities establish their own definitions to the greatest extent possible in the implementation of WtW and now in the implementation of the 1999 Amendments. In some cases in defining terms, such as “unemployed”, ETA has adapted existing definitions in order to be consistent with WIA where possible. The WtW Final Rule and Interim Final Rule, issued on January 11, 2001, adds a new section 645.125 on the governance of the WtW program by State and local operating entities to emphasize this flexibility.

Please note that ETA is requesting that States submit the definitions agreed upon for the following terms:

1. “Underemployed” (as defined by the State in consultation with Local Boards and WtW competitive grantees); and
2. “Having difficulty paying child support obligations” (as defined by the State in consultation with Local Boards, WtW competitive grantees and the State Child Support Enforcement (IV-D) agency).

States have also been requested to submit any other definitions that may have been added or revised subsequent to the approval of their State Plan.

**Competitive grantees should be aware that States and Local Boards should be informing competitive grantees of changes to these definitions, and that the definitions arrived at by the appropriate State and Local Boards will be binding for said competitive grantee.**