



NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD
Workforce Investment Act

Date: May 29, 2014

To: NTN Directors
NTN MIS Task Force Members
NTNWIB
NTN Performance Consultant
NTN Dislocated Worker Program Manager
NTN Dislocated Worker Program Coordinator

From: Ronnie D. Trusley *Ronnie D. Trusley*
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Subject: NTNWIB Allocation Policy
NTN_POL_013

The attached NTNWIB Allocation Policy – NTN_POL_013 was approved by the NTNWIB on May 14, 2014 with an immediate effective date.

Background: Each year the NTNWIB approves a formula to determine the allocation of funds to each tribal entity and administrative funds to the NTNWIB. The allocations are determined after the state approves the allocation to each Local Workforce Investment Area.

Purpose: It would be beneficial to the NTNWIB to approve a permanent allocation policy which would also be a more efficient operating procedure as the allocation of funds to the tribal entities could occur more quickly.

The Nineteen Tribal Nations Workforce Investment Board (NTNWIB) WIA Allocation Policy and Procedures shall be:

- By April 1 of each year, tribal enrollment numbers will be requested from each tribe.
- Enrollment numbers must be received by **April 30**.
- Enrollment numbers must be submitted on official tribal letterhead, and the letter must be signed by an individual with authority to provide the requested information.
- If enrollment numbers are not received by April 30, enrollment numbers for the previous year will be used in calculating the allocations.
- The NTNWIB will retain eight percent (8%) of the allowable ten percent (10%) of the youth and adult administrative dollars.
- The tribal entities will receive two percent (2%) of the youth and adult administrative dollars.

Calculation of Adult and Youth Allocations

- Three percent (3%) of the total allocation is distributed to each tribe with three percent (3%) or less of the total enrollment of all tribes.
- Tribes with three percent (3%) or less of the total enrollment receive a base amount depending on their respective population. (Example: A tribe's enrollment is 2.5% of the total enrollment. This tribe will receive 3% of the total allocation as a base amount.)
- Each tribe will then receive an allocation based on their enrollment numbers. (Example: A tribe's enrollment is 22% of the total enrollment. This tribe will receive 22% of the adjusted allocation.)

Calculation of Dislocated Worker Allocations

- Ten percent (10%) of the total allocation will be retained by the NTNWIB as administrative dollars.
- After the deduction of administrative dollars, fifty percent (50%) of the remaining funds will be allocated to the individual tribes for use in their adult program. The formula for distribution is based on enrollment numbers only. A base amount is not used in distributing these funds.
- The remaining funds will be included in the tribe's contract that is functioning as the NTNWIB fiscal agent. These funds will be used only for dislocated worker activities.