Funding Process

Arapahoe/Douglas is a local designated workforce area and Arapahoe County Government is the Fiscal Agent (the Administrative Services Division acts in this capacity).

Arapahoe/Douglas Works! Division is the provider of Career Services designated by the ADWDB and AC and DC Board of County Commissioners (BOCC).

Arapahoe/Douglas Local Area receives a Notice of Fund Availability Letter (NFA) from the Colorado Department of Labor & Employment (CDLE)

See Example 1

Arapahoe/Douglas Works! Division & Administrative Services Division creates an Expenditure Authorization (EA)

See Example 2



CDLE reviews and approves and is signed by the Director of the CDLE Division of Employment & Training and the State Controller.



Funding added to Fiscal Dashboard

See Example 3



The NFA letter provides information such as type of funding including formula vs. non-formula, program year of funding, amount, life of funds, Catalog of Federal Domestic Assistance number (CFDA), funding provisions (do's and don'ts), etc.

The EA is the document that is incorporated into the Workforce Development Programs Agreement with the workforce center and contains the statement of work, budget line items, number of participants to be served, performance metrics, etc. This document is signed by Joe Barela, the WDB Chair and Don Klemme.

If a modification is needed to request a transfer of funds (admin to program), modifying participants, material changes to statement of work, etc., either an informal or formal modification EA is submitted to CDLE for approval.

