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DEPARTMENT OF LABOR AND EMPLOYMENT DIVISION OF EMPLOYMENT AND TRAINING

WORKFORCE DEVELOPMENT PROGRAMS

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Category: Workforce Investment Act
Subject#: PY08 WIA and Wagner-Peyser Local Plan Modification Guidelines
Source: Federal/State
Revise/Replace: 07-05-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 08-05-WIA
Date: May 05, 2008

(New or revised items are highlighted in yellow.)

I. REFERENCE(S):

Workforce Investment Act, Public Law 105-220; WIA Final Rule, 20 CFR part 661.345, 661.350, and 661.355; Wagner-Peyser Act of 1933 as amended by Title III of WIA of 1998; Wagner-Peyser Regulations, 20 CFR parts 651, 652, and 658; TEGL 13-06, dated January 24, 2007; TEGL 26-02; and PGL 07-04-L regarding Language Assistance Services

II. PURPOSE:

To provide information and guidelines for Local Workforce Investment Boards and Workforce Regions to develop their local Workforce Investment Act and Wagner-Peyser plan modifications for PY08, **which is due Friday, June 13, 2008**, and requires the integration of Language Assistance Services into the local planning process to insure that this population has full access to one-stop services.

III. BACKGROUND:

The Workforce Investment Act (WIA), under sections 661.345, 661.350, and 661.355, identifies the requirements for submission and modification of local workforce development plans. Pursuant to these requirements, the Colorado Department of Labor and Employment (CDLE) is providing guidelines for the development of local plan modifications **for PY08**. At the same time, TEGL 26-02 requires the development of an annual language assistance plan, and the State's Language Assistance Services PGL 07-04-L has been issued to provide specific planning requirements. The actions and initiatives described in the Language Assistance Services plan, **and changes to this plan for PY08**, must be integrated into the overall local WIA, Wagner-Peyser plan.

Current local WIA/Wagner-Peyser plans cover activities and expenditures through June 30, 2008, which is the first year of the WIA five-year planning cycle. With

WIA reauthorization still pending, the US Department of Labor required states to extend and modify their state-level plans through PY08 rather than creating new plans. At the same time USDOL has rescinded \$8,935,962.00 of current Colorado WIA funding and has issued PY08 state allocations for Colorado that represents an average 10% cut across WIA programs. While CDLE plans to provide supplemental allocations to mitigate the impacts of the rescission and budget cuts, decisions regarding the amounts and sources of this funding will not occur in time to allow planning deadlines to be met.

In light of these factors, regions are being asked to update local plans for PY08 in a two-phase process. **The first of these will focus on immediate strategies to address the impacts of reduced funding and will be due June 13, 2008.** A second and more in-depth phase of planning will occur in the first quarter of PY08 and will include modifications for supplemental funding as well as the development of longer range objectives for implementing state supported sector-based and cross-regional approaches to workforce development solutions. CDLE will be issuing additional guidance after July 1, 2008, regarding the State's vision and goals for these strategies. In the meantime regions are encouraged to read attachment 8, the National Governor's Association Sector Academy grant that was recently awarded to Colorado, to begin preparation for the phase 2 planning.

The local planning guidelines for phase 1 plans are detailed in the instructions and attachments that follow this PGL.

IV: POLICY/ACTION:

Each workforce region is required to submit a plan modification that includes the following components:

- PY08 Plan Modification Signature Sheet (use Attachment 1)
- PY08 Plan Modification Executive Summary for the State Workforce Development Council (use Attachment 2)
- PY08 Plan Narrative (per Attachment 3)
- PY08 Budget and Service Level Chart (use Attachment 4)
- PY08 Expenditure Authorizations (EAs), complete with Budget Information Summary Tables (BISTs), performance charts, expenditure charts, and signature pages. **Regions are to use the latest versions of the EA participant enrollment forms, which are attached to this PGL.**
Please note that:
 - The participant chart for the WIA Youth Program no longer separates the youth program into older and younger youth
 - There is a new chart incorporating Wagner-Peyser performance goals under Common Measures
 - The expenditure goals for all three WIA programs on the quarterly expenditure chart **must** demonstrate that the region plans to expend at least 70% of funds available on July 1, 2008 by no later than June 30, 2009

An electronic version of the WIA/WP plan and Expenditure Authorizations is due to your Workforce System Specialist via e-mail by no later than Friday, June 13, 2007. Please attach a copy of your updated Language Assistance Plan, with this submission. Once revisions are made and signatures obtained, three original copies with signatures (of the WIA/WP plan with attached updated LAP) will need to be submitted.

V. IMPLEMENTATION DATE:

Upon receipt of this Program Guidance Letter.

VI. INQUIRIES:

Please direct all inquiries to your Workforce System Specialist at Workforce Development Programs.

Thomas J. Looft, Director
Workforce Development Programs

Attachments:

- #1 PY08 Local Plan Modification Signature Sheet
- #2 PY08 Local Plan Modification Executive Summary
- #3 PY08 Local Plan Modification Narrative
- #4 PY08 Local Plan Modification Budget and Service Levels
- #5 PY08 Planning Allocations
- #6 PY08 Revised EA formats
- #7 PGL 07-04-L - Language Assistance Services
- #8 NGA Sector Academy Grant

PGL Attachment 1
PY08 Local Plan Modification Signature Sheet

(Grant Agreement Attachment B
Local Plan)

Workforce Region

Name:
Address:
City/State/Zip

This Attachment B provides a modification to the Two Year Local Plan that was implemented under the Workforce Investment Act of 1998 (WIA) during Program Year 2007. This Two Year Local Plan Modification shall be implemented to cover the interim period until the Workforce Investment Act of 1998 (WIA) is reauthorized.

We certify that all planned activities and modifications under the Two Year Local Plan are presented here for implementation beginning July 1, 2008 for Program Year 2008.

By: _____
Local Elected Official Date
Chair, Board of County Commissioners

By: _____
Local Workforce Investment Date
Board, Chair

By: _____
Workforce Region Director Date

ADDITIONAL APPROVALS:

By: _____
Local Elected Official Date
Chair, Board of County Commissioners

By: _____
[Name, Title] Date

**Workforce Investment Act/Wagner-Peyser
Plan Modification for PY08
Executive Summary for the State Workforce Development Council**

Workforce Region _____

One-Stop Operator _____

Address _____

Director _____ phone_____

Program Contact _____ phone_____

Fiscal Contact _____ phone_____

MIS Contact _____ phone_____

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- Provide a brief summary of the client groups and business sectors that will be targeted for PY08 and the reasons for selecting them.
 - Provide a brief summary of the program initiatives, goals and objectives that will be undertaken in PY08 for each WIA program and the Wagner-Peyser program.
 - **Complete the following chart for PY08, which does not include carry-in or transfer funds.**

Program	PY08/FY09 Original Allocation	# of Clients to be Served in PY08	Cost Per Client
WIA Adult			
WIA Dislocated Wkr			
WIA Youth			
Wagner-Peyser			

**WIA/WP Phase 1 Local Plan Modification Narrative for PY08
(new or revised items – yellow highlighting)**

For PY08 each region is to answer the following questions and provide documentation as indicated below:

A. Strategies to Address Budget Reductions

1. Describe the region's strategies/partnerships to sustain the level of training and educational opportunities for clients and employers despite the PY06 and PY07 funding rescissions and PY08 budget cuts. **For purposes of this plan, training activities may include ITAs, OJTs, customized training, work experience (adult and youth); tutoring and alternative secondary school youth program elements, and ESL, GED, diploma, KeyTrain/WIN (etc.), and literacy classes.**
2. Identify partner agencies that contribute to the costs of training your WIA clients and specify their direct financial or in kind contribution to the training costs. For example: Pell grants, costs of instructors for customized training, etc. This data should be presented in a chart format.

B. Organizational/Infrastructure/Programmatic Changes

1. Describe organizational changes that occurred during PY07 and indicate additional changes that you anticipate for PY08. Explain the reasons for the anticipated changes, **such as rescissions of funding.**
2. **Provide a copy of your latest organizational chart. On the chart or on a separate page, indicate the gross annual salary for each position.**
3. **Describe strategies to reduce infrastructure costs, identify outside sources of revenue or initiate cost sharing partner agreements.**
4. **Describe any programmatic changes that may result in a more cost-effective and efficient service delivery system.**
5. Discuss the region's intent to utilize the State's waivers identified below. Regions wishing to implement these waivers effective July 1, 2008, should include the transfers and set-asides in the original EA for PY08. **(Note: The State has received a two-year extension of these waivers through PY08.)**
 - i. Up to 100% transfer of funds between the Adult and Dislocated Worker formula-allocated funding streams **(Note: Regions taking advantage of this waiver must still meet their responsibility to provide a full range of services to Adults or Dislocated Workers and meet the performance standards for these programs.)**
 - ii. Set-aside of formula funds for discretionary projects (Refer to PGL #06-09-WIA for more detailed information on set-aside grants. Up to 50% of Adult or Dislocated Worker funds can be set-aside; up to 25% of Youth funds can be set aside.)
6. **Identify any additional waivers that might be needed to allow additional flexibility in the use of the WIA formula funds.**
7. **Please attach a copy of the region's latest Cost Allocation Plan.**

B. Charts

1. Attachment #4 – Budget and Service Level Chart:

This chart is designed to provide documentation of the region's plan to spend at least 70% of available funds during PY08. It also documents the cost per client and the percentage of funds to be spent on training related activities. Instructions for the chart appear at the bottom of the attachment.