

JOHN HICKENLOOPER
Governor

ELLEN GOLOBEK
Executive Director

ELISE LOWE-VAUGHN
Acting Director, Workforce
Development Programs



DEPARTMENT OF LABOR AND EMPLOYMENT WORKFORCE DEVELOPMENT PROGRAMS

633 17TH Street, 7th Floor
Denver, CO 80202-3627

Category: Workforce Investment Act
Subject: PY12 WIA and Wagner-Peyser Local Plan Modification Guidelines
Source: Federal/State
Revise/Replace: 11-08-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 12-04-WIA
Date: 4-25-2012

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 26-02; TEGL 17-05; TEGL 21-11, Requirements for 2012 State Workforce Plans; PGL 10-18-L: Language Assistance Services; PGL 12-01-P: Expenditure Authorization Procedures; PGL 11-06-WIA: WIA Waiver Policy

II. PURPOSE:

The purpose is to provide information and guidelines for Local Workforce Investment Boards and Workforce Regions to develop their Workforce Investment Act and Wagner-Peyser local plan modification for PY12, **which is due Friday, June 1, 2012.** For the first time this plan will combine the requirements for local planning with the Local Workforce Investment Board recertification process and the State Workforce Development Council's Continuous Improvement Management plan submission. This will eliminate the need for multiple plans, delete the requirement for the Council Executive Summary, and focus the narrative on topics directly supportive of the Council's strategic plan and the Colorado Blueprint.

This strategic and comprehensive approach to local planning will also serve as the foundation for the development of the State's new five-year plan for the WIA, Wagner-Peyser, TAA, Migrant Seasonal Farm Worker Outreach, and other partner programs. Per US Department of Labor (USDOL), all states must prepare a new five-year plan covering PY12-16 for submission between April 16 and September 17, 2012. An extension of Colorado's current WIA waiver plan will be included in that document.

III. BACKGROUND:

The Workforce Investment Act (WIA) regulations, under sections 661.345, 661.350, and 661.355, identify the requirements for submission and modification of local workforce development plans. Pursuant to these requirements, the Colorado Department of Labor and Employment (CDLE), in partnership with the Colorado Workforce Development Council, is providing guidelines for the development of local plan modifications for PY12, which will be the first year of a new WIA five-year planning cycle.

IV. POLICY/ACTION:

Each workforce region is required to submit a plan modification for PY12 that includes the following components:

- PY12 Plan Modification Signature Sheet (**use Attachment 1**)
- PY12 Plan Narrative (**see Attachment 2**). Please note that:
 - **Attachment 3** contains a brief description of current waivers that may be utilized in the planning process.
- PY12 Expenditure Authorizations (EAs), complete with Budget Information Summary Tables (BISTs), performance charts, expenditure charts, and signature pages. Regions are to use the latest version of the EA document, which is attached to this PGL as **Attachment 4** and also found in PGL 12-01-P EA Procedures. Please note that:
 - The Common Measures goals for PY11 will be entered in the participant charts as place-keepers until the PY12 goals have been negotiated.
- PY12 Budget and Service Level Chart (**use Attachment 5**)

An electronic version of the WIA/WP plan and Expenditure Authorization is due to your State Monitor via e-mail by no later than Friday, June 1, 2012. Once revisions are made and signatures obtained, three copies of the full plan with original signatures will need to be submitted.

V. IMPLEMENTATION DATE:

Upon receipt of this Program Guidance Letter.

VI. INQUIRIES:

Please direct all inquiries to your State Monitor at Workforce Development Programs.

Elise Lowe-Vaughn, Acting Director
Workforce Development Programs

ATTACHMENTS:

1. Local Plan Modification Signature Sheet
2. Local Plan Modification Narrative
3. Colorado Waiver Summary
4. PY12 Expenditure Authorization Format
5. Local Plan Modification Budget and Service Level Chart