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COLORADO WORKFORCE DEVELOPMENT COUNCIL

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Category: Workforce Investment Act
Subject#: Guidelines for the PY2011 WIA Annual Report
Source: Federal/State
Revise/Replace: PGL #11-09-WIA
Contact: Stephanie Steffens, Director, Colorado Workforce Development Council
Distribution: Managers, Workforce Development Program Staff, Workforce Region Directors and staff, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 12-07-WIA
Date: June 20, 2012

Please note that this year's Program Guidance Letter follows a similar format to last year. Please review the letter and attachments carefully and respond accordingly.

I. REFERENCE(S):

Title I of the Workforce Investment Act (WIA) of 1998, Section 136 (d); WIA Final Rules – 20 CFR Parts 667.300, published at 65 Fed. Reg. 49429 (August 11, 2000); CDLE WIA/Wagner-Peyser Grant Agreement section 2.3.D.

II. PURPOSE:

This PGL provides revised guidelines and an August 15, 2012 deadline for the submission of regional PY11 WIA Annual Report narratives.

III. BACKGROUND:

The Workforce Investment Act requires states to submit an annual progress report that includes “information regarding the progress of local areas in the State in achieving local performance measures...” In addition to the submission of client and statistical data through the Workforce Investment Act Standardized Record Data (WIASRD), the Colorado Department of Labor & Employment (CDLE) prepares a comprehensive narrative section of the report, which is submitted separately from the WIASRD and includes program accomplishments and promising practices developed at the state and local levels.

The *purpose* of the Annual Report is to provide stakeholders and the federal government with a snapshot of the services provided at the state and regional levels and our accomplishments over the past program year (July 1, 2011 – June 30, 2012). The *target audience* includes elected officials, executive directors of state agencies, business and community leaders from across Colorado, and U.S. Department of Labor officials.

The Annual Report will reflect the broad vision for Colorado's workforce system. The Colorado Workforce Development Council (CWDC) is tasked with providing the strategic vision for Colorado's workforce development system. Please carefully review the vision and mission of the CWDC below and incorporate this statewide vision into your responses.

Vision:

Every Colorado business has access to a skilled workforce and every Coloradan has access to meaningful employment, resulting in statewide economic vitality.

Mission:

The mission of the Colorado Workforce Development Council is to create a business-focused workforce system that effectively helps to prepare Coloradans for the jobs of today and tomorrow.

The Council accomplishes this by aligning the efforts of economic development, education/training, workforce development, government and business stakeholders at the local, regional and state levels. We convene partners, leverage resources and work to remove communication and regulatory barriers in order to help businesses create jobs, retain jobs and access a highly competitive workforce.

IV. POLICY/ACTION:

Similar to last year, this year's annual report will provide a true snapshot of Colorado's workforce system accomplishments in PY11. In addition to the printed report, an interactive online version will allow stakeholders to access additional information about Colorado's workforce system. Please view the PY10 report here: www.colorado.gov/cdle/cwdc. The report will reflect how CDLE's WIA-funded programs and workforce regions are contributing to the overall vision for Colorado's workforce system and the system's accomplishments over the past year.

In order for the CWDC to accurately complete the annual report, each CDLE WIA-funded program and workforce region is responsible for completing several questions in the PDF format provided (Attachment 1 is for the workforce regions and Attachment 2 is for the CDLE WIA-funded programs). The questions are designed to align with your recently submitted local plans. Moving forward, content requested of you for the annual report will be directly aligned with the local and state plans.

Content provided in the attached PDF should highlight the value-added that workforce centers and statewide programs/initiatives bring to Colorado's communities. Please keep the following in mind when providing answers:

- **High-impact:** What are your high-impact successes? What would you want Governor Hickenlooper to know and remember about your successes in PY11?
- **Concise:** What is your high-impact elevator speech for the initiative described? Remember that less is often more impactful.
- **Linkable:** Can you provide links for readers to find more information? Invest your time and energy in ensuring an excellent representation of your region online rather than only in the report itself. Please ensure that the destination of all links provided are updated, easy to follow, and reflect well on your region and Colorado's workforce system no later than September 1, 2012.

All of the answers will be incorporated into the annual report or the interactive online version of the report.

CDLE Workforce Development Programs and Colorado's Workforce Regions must submit the completed PDF questionnaire and return it to cwdc@state.co.us by Wednesday, August 15, 2012. Late submissions will NOT be accepted.

V. IMPLEMENTATION DATE:

Immediately upon receipt.

VI. INQUIRIES:

Please direct all inquiries to Colorado Workforce Development Council staff, Emily Templin Lesh at Emily.Lesh@state.co.us or 303-318-8470.

A handwritten signature in blue ink that reads "Stephanie Steffens". The signature is written in a cursive style with a large, sweeping flourish at the end.

Stephanie Steffens, Director
Colorado Workforce Development Council

ATTACHMENTS:

1. WIA Annual Report Questionnaire for Workforce Regions
2. WIA Annual Report Questionnaire for CDLE Workforce Development Programs