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DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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Subject#: Colorado Community College System TAA/COETC Grant: Colorado Department of Labor and Employment/Workforce Center Program Contract Guidelines
Revise/Replace: N/A
Contact: Project Coordinator – Mary Ann Roe
Distribution: Managers, Workforce Develop Staff, Workforce Region Directors, Fiscal Staff, Business Services, TAA Counselors
Colorado One-Stop System Policy Guidance Letter#: 12-14-TAA
Date: December 19, 2012

I. REFERENCE(S)

Statutory Reference: Workforce Investment Act of 1998, Title I, 20 CFR Part 652 et al., effective August 7, 1998; Trade Act of 1974 (Public Law 93-618); Trade Act of 2002 (Public Law 107-210); Trade Adjustment Act, Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2295 et seq.), §235A, as amended, by the Trade and Globalization Adjustment Assistance Act of 2009, February 17, 2009 and the Trade Adjustment Assistance Extension Act of 2011 (Pub. L. 112-40), and the Health Care and Education Reconciliation Act of 2010 (P.L. 111-152).

II. PURPOSE:

To provide policy and guidance for Workforce Regions on the requirements of the sub-contract issued by the Community College of Denver for the Trade Adjustment Act/Colorado Online Energy Training Consortium (TAA-COETC) Grant. This Program Guidance Letter (PGL) will explain how each Workforce Region will comply with the grant guidelines, including specific work and reporting requirements governing the grant and other funding provisions issued by the State. CDLE will allocate funding to participating workforce regions through a Notice of Fund Availability (NFA) letter, and funds may be used pursuant according to the statement of work in the expenditure authorization.

III. BACKGROUND:

The American Recovery and Reinvestment Act of 2009 (Recovery Act) amended the Trade Act of 1974 to authorize the Trade Adjustment Assistance Community College and Career Training Grant Program (TAACCCT). On January 20, 2011, the US Department of Labor (USDOL) announced the fiscal year 2011 grant competition for the TAACCCT program, and USDOL expected to award approximately $500 million in grants through the grant program during the calendar year. Implementation of TAACCCT is a partnership between USDOL and the Department of Education.

Funding is to enable eligible institutions of higher education to expand capacity to provide quality education and training services to Trade Adjustment Assistance (TAA) program participants as well as other individuals to improve knowledge and skills for high-quality employment. The TAACCCT program is intended to meet industry needs while accelerating individual learning and improving college retention and achievement rates. The overall goal is to increase industry-recognized credential or degree completion rates of participants. Projects within the grant are encouraged to use online or technology-enabled learning to achieve these objectives.

Colorado's TAACCCT grant, the TAA-Colorado Online Energy Training Consortium (COETC) Grant, is designed to serve TAA workers, as well as other unemployed or underemployed individuals throughout Colorado. The grant targets the energy sector industries and focuses on training for: clean energy, wind energy, line technician, oil and gas, process technology and instrumentation, water quality management, and mining/extractive technologies. Training under the grant shall result in workforce readiness credentials, certificates, and degrees developed with industry input. The COETC shall work to enhance training capacity for employment in the energy sector, strengthen the relationship between community colleges and the workforce development system, and provide systemic reforms to the statewide delivery of developmental education.

IV. POLICY/ACTION:

A. General Responsibilities

Grantees (workforce regions) are responsible for determining eligibility of targeted populations and providing specific identified assessments when appropriate, counseling, and case management services; assisting with job placement services to include internships and job fairs; and referring participants to community college energy-based programs or developmental education programs. Community college developmental education students take classes in English composition, reading and/or mathematics to prepare for college level work. Developmental education referrals do not need to be linked to energy programs in this project.

In addition to the services identified above, workforce regions are to complete the tasks identified in the statements of work within their Expenditure Authorization (EA). Regions are also expected to work collaboratively with project partners to help support the goals and objectives of this initiative. The methods and strategies utilized in these efforts are expected to be defined and captured in local policies and procedures.

B. Coordination of Services with Other Project Partners

Local project teams will include directors from the regional workforce centers and/or designated individuals with project responsibilities. The Project Manager of each team will coordinate existing, expanded and/or new communication processes with case managers and business services staff. Local teams will work with career coaches in the Colorado Community College System to provide information regarding 1) area employer needs for energy-related competencies and skills; 2) participant referrals to community college energy-based programs or developmental education; 3) intake information including assessment results; and 4) opportunities for internships and/or potential job placement.

C. Program Participants

As mandated by the Jobs for Veterans Act, priority of service will be given to veterans and eligible spouses. Other program participants will be workers impacted by national TAA policy; individuals in need of updated training related to the energy efficiency and renewable energy industries; unemployed individuals; and youth seeking employment pathways out of poverty and into economic self-sufficiency.

D. Participant Recruitment

Recruitment of several primary populations of workforce clients will include **TAA eligible workers** who have lost their jobs or whose work and wages are reduced as a result of increased imports, or whose jobs were exported offshore (trade affected workers); **unemployed** workforce customers, the **long-term unemployed**, or **individuals receiving extended unemployment benefits**; **incumbent workers** who will be identified by employers; and **veterans** and **eligible spouses**.

Partner program referrals may include SECTORS initiatives, State Energy Sector Partnership (SESP) and WIA Dislocated Worker – UI Claimant initiatives. Other potential recruitments may involve partnership and coordination with the State Rapid Response Team, Business Service Alliance Group, Work Opportunity Tax Credit (WOTC) Program, and the Colorado Enhanced Approved Training Program (CEATP).

E. Data Gathering and Documentation

Each region is expected to provide participant-level data regarding individuals who are assessed and referred to local community colleges and otherwise appropriate services under the grant. According to PGL 12-06-WIA (Data Integrity and the Participation Cycle), data entry of assessment (s), referrals, notes, and other necessary information should be completed within 14 days of the date of the service being provided to assure accuracy and timeliness of quarterly reports. Individuals registered in Connecting Colorado who are served under the grant may be enrolled in TAA, WIA, Wagner-Peyser or other programs. There will be no program code established for participation in the TAA-COETC grant. Instead, two new service codes have been established for the grant as follows:

- **EP** for Community College Energy Program referral for the TAA-COETC grant
- **DE** for Community College Developmental Education referral for the TAA-COETC grant

In addition, other codes that should be used are **IA** for initial assessments, **IT** for assistance with internship development and **JD** for assistance with job placement. These services may be entered by the case manager or the business services staff person conducting the job or internship development activity.

- When the IA service is provided, the case note should identify the type of assessment given (such as Kenexa ProveIt!, WorkKeys, Career Ready 101 (Soft Skills), TABE and/or Success Profiler).
- In the case of the **IT**, the case note should contain the name of the employer and the word TAA-COETC.
- For the **JD** service, the case note should contain the name of the employer and the word TAA-COETC.

Assessment could reveal client interest in a community college program other than energy. If a referral is made to another program at the community college, use the **OP** (Other Programs) service code. Although the **OP** referral will not count as part of the project referral numbers, it will reflect efforts by participating workforce regions to expand training opportunities with the local community college.

In all cases, the sub-activity code CT must be used to indicated that any one of the six (6) services (EP, DE, IA, IT, JD OP) were given for the CCCS TAA-COETC program. The workforce region MIS staff needs to add **CT** to their service table.

In all cases, the note for the service should contain the word TAA-COETC, and the comments field of the service should contain the word TAA-COETC (**Attachment 4 Service Entry Screen).**

An Interagency Agreement for **data exchange** is in place between the Colorado Department of Labor and Employment and the State Board for Community Colleges and Occupational Education (for the benefit of the Colorado Community College System). The term of the interagency agreement is July 1, 2012-June 30, 2017.

With this data exchange agreement in place, individual identifiable data, (e.g. a participant's name) may be transmitted by workforce regions to community college partners as long as the information is delivered in a secure way. This agreement also provides the option to grant community college career coaches staff level access to Connecting Colorado for identification of energy program and/or developmental education referrals. Such access is to be granted to community college staff according to the region's policy for providing agent IDs to partner programs. This can include allowing read-only access.

F. Assessment

Participant assessment is a key component of the communication processes between workforce centers and community colleges on behalf of participants. Workforce regions are to use, at a minimum, one of the following assessments: Kenexa ProveIt! WorkKeys, Career Ready 101 (Soft Skills), TABE and/or Success Profiler to assess and document participant skill levels. Workforce regions may also use additional assessment tools to help determine participant interests, soft skills and career goals, and to assist with the placement process. For the assessment service, the workforce region is expected to enter the **IA activity code in Connecting Colorado**, **plus the word TAA-COETC in the activity comments field. In addition, an accompanying case note should be entered that identified the type of assessment provided and also contains the word TAA-COETC.**

G. Training

Education and training in energy-related programs and developmental education will be conducted by Colorado community colleges as defined in the TAA-COETC grant. Other community college degree and certificate programs may be included as options based on career coach decisions.

H. Business Services

Business services staff are expected to interact with local energy-based employers to identify needed competencies and skills of their current and projected workforce. Methods and strategies for communicating that information to counselors, case managers, community college career coaches and other partners should be defined and incorporated into local policies and procedures.

Business services staff will also be expected to work with local employers to assist in the development of internships and job placements for identified students in energy-based programs. To this end, collaboration with community college career coaches will be beneficial, as will collaboration for convening job fairs and hiring events.

I. Support Services

For those clients appropriate for enrollment in TAA, WIA and other programs, workforce regions should provide case management and supportive services to ensure successful outcomes when they are referred to the community college. These supportive services may include, but are not limited to: assessments, childcare, transportation, and other options allowed by both the TAA and WIA programs.

J. Local Policy and Procedures

Local regions are responsible for establishing and/or improving local policies and procedures for coordination with the area community colleges community and the community college system. To be included:

- Identification of methods and strategies for communication between business services, employers, workforce center staff and community college career coaches and/or faculty;
- Development/implementation of referral and administrative processes in collaboration with community college career coaches;
- Collaboration internally and externally, as appropriate, for identification of client skill sets to match with appropriate community college training programs

These coordinating policies and procedures are to be submitted to Mary Ann Roe, TAA-COETC Grant Coordinator at maryann.roe@state.co.us by November 30, 2012.

K. Allowable Costs and Billing

The total budget allowed by participating region is $73,124.00 ($59,062.00 in program personnel costs and $14,062.00 for assessment tests).

The Workforce Regions have the option to use their TAA-COETC budget for costs of assessments and program staff time over the full term of the grant or in a shorter time period. In the event that a workforce region submits requests for reimbursement of services that fully expends the funding allocation early, the region will still continue to be accountable and responsible for providing the identified services to support the overall grant outcomes. Time spent on activities related to this grant after funds are exhausted is expected to be provided as an 'in-kind' contribution by the local workforce region as an active partner of this project.

Costs are allowable for the following services:

a. Gathering energy employment information from employers;
b. Identification of eligible TAA participants and unemployed and/or underemployed workers for participation in the TAA-COETC project;
c. Assessment testing to identify skill sets, competencies and cognitive levels that may lead to the Colorado Career Readiness Certificate;
d. Referring eligible TAA clients and unemployed and/or underemployed clients to community college energy-related training, developmental education, and other college programs;
e. Implementing interactive communications among workforce center and community college staff not only to achieve the goals and objectives of the grant but also to improve coordination of processes related to the delivery of workforce development programs and training opportunities in general throughout the workforce development system;
f. Collaborating with community college coaches to:
   - Convene customized hiring events and job fairs for groups of graduates;
   - Perform outreach to energy sector employers to develop job placements for graduates;
   - Participate in meetings of the COETC Partners, as needed;
   - Develop, expand and improve collaborative processes that facilitate the identification of skills sets of jobseekers and matches them with appropriate community college training programs;
   - Implement improved administrative and enrollment processes to increase the number of TAA participants and other eligible participants enrolling into the education and training programs developed under this grant;
   - Integrate new processes for determining eligibility and referrals for training into the local workforce region's service delivery strategy; and
   - Coordinate and provide participants with guidance from Career Coaches provided by the community colleges.
g. ensure that Veterans Priority of Service requirements are met for job placements;
h. support connectivity between employers and students enrolled in energy programs;
i. assist in developing internship opportunities with energy sector businesses for placements of program graduates; and
j. assist program graduates to be placed in employment in energy sector jobs.

L. Timelines and Procedures for Submission of Expenditure Reports and Request for Payment Forms

- **Vax Expense Report Form**—normally submitted monthly to the CDLE Finance Office will be submitted **quarterly** for the TAA-COETC grant to Mary Ann Roe on the quarterly reporting schedule below.
- **Request for Payment** form (**See Attachment 1**) will be submitted quarterly to Mary Ann Roe (maryann.roe@state.co.us) on the quarterly reporting schedule below.

M. Program Reporting

CDLE and Workforce Regions are expected to adhere to the program reporting timelines specified below. Regions will have 30 days to complete all quarterly reporting requirements to CDLE by utilizing the attached quarterly reporting format. **All quarterly reports are to be submitted to Mary Ann Roe (maryann.roe@state.co.us) with a copy to their regional CDLE monitor. (See Attachment 2: Quarterly Reporting Format for the TAA-COETC Grant.)**

Note: All quarterly reports (Attachments 1 and 2 + the Vax Expense Report Form) should be sent together to Mary Ann Roe on the quarterly reporting schedule below. The reports will be reviewed and approved by Mary Ann prior to any reimbursement of funds. Mary Ann will then forward the Expense Report and Requests for Reimbursement to the CDLE Finance Office.

Quarterly Grant Activities should be concisely written with updates on employer involvement; processes between client, workforce staff and community college career coaches to include assessments, referrals, opportunities for internships and job placements; key issues; and best practices. **Quarterly Performance Report** is incorporated into the attached format and covers Energy Program Referrals, Developmental Education Referrals, Assessments Administered Internships Identified, and Job Development Assistance. All numbers reported should be cumulative.

Final Performance Report The workforce regions are expected to provide quarterly and cumulative information on the overall activities of the grant as part of the grant closeout. This will be part of the final quarterly report that is submitted and should include a summary of project activities, employment outcomes, process improvement, related results of the project and thoroughly document approaches used by grantees. Reports from the regional will be compiled by CDLE into a final closeout report that is submitted to the Colorado Community College System.

Quarterly Report Submission and Deadlines

Quarter	Performance Period		Quarterly Report Due to CDLE	CDLE Quarterly Report Due to CCCS
1st quarter 2012	01-July-2012	30-Sept-2012	31-Oct-2012	01-Nov-2012
2nd quarter 2012	01-Oct-2012	31-Dec-2012	31-Jan-2013	01-Feb-2013
3rd quarter 2013	01-Jan-2013	31-Mar-2013	30-Apr-2013	01-May-2013
4th quarter 2013	01-Apr-2013	30-June-2013	31-July-2013	01-Aug-2013
1st quarter 2013	01-July-2013	30-Sept-2013	31-Oct-2013	01-Nov-2013
2nd quarter 2013	01-Oct-2013	31-Dec-2013	31-Jan-2014	01-Feb-2014
3rd quarter 2014	01-Jan-2014	31-Mar-2014	30-Apr-2014	01-May-2014
4th quarter 2014	01-Apr-2014	30-June-2014	31-July-2014	01-Aug-2014
Final Report	Quarter Ends 30-June-2014		31-July-2014	01-Aug-2014

N. Monitoring

Monitoring of grant performance will be conducted by the appropriate WDP monitoring staff as part of regional annual compliance monitoring and program reviews. The template used is a tracking guide and includes review of:

- General Responsibilities
- Assessments
- Referrals
- Internships and Job Development
- Policies and Procedures
- Processes in Place

See Attachment 3: Colorado Community College System TAA/COETC Grant Local Compliance Monitoring/Tracking Guide.

O. Implementation Date:

July 1, 2012

P. Inquiries

Please direct all inquiries to the TAA-COETC Project Manager Mary Ann Roe at 303-318-8822 or maryann.roe@state.co.us

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Elise Lowe-Vaughn, Acting Director
Workforce Development Programs

Attachments

Attachment #1: TAA-COETC Request for Payment
Attachment #2: TAA-COETC Quarterly Project Status Report
Attachment #3: TAA-COETC Local Compliance Monitoring/Tracking Guide
Attachment #4: Service Entry Screen