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**DEPARTMENT OF LABOR AND EMPLOYMENT
WORKFORCE DEVELOPMENT PROGRAMS**

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Category: Workforce Investment Act
Subject: PY13 WIA and Wagner-Peyser Local Plan Modification Guidelines
Source: Federal/State
Revise/Replace: 12-04-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 13-05-WIA
Date: April 17, 2013

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 Revised: 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 PY13, **which is due Friday, May 31, 2013.** For the second 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.

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 PY13, which will be the second year of the WIA five-year planning cycle.

IV. POLICY/ACTION:

Each workforce region is required to submit a plan modification for PY13 that includes the following components:

- PY13 Plan Modification Signature Sheet (**use Attachment 1**)
- PY13 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.
- PY13 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**. Please note that:
 - The Common Measures goals for PY12 will be entered in the participant charts as place keepers until the PY13 goals have been negotiated.
- PY13 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, May 31, 2013. 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. PY13 Expenditure Authorization Format
5. Local Plan Modification Budget and Service Level Chart