

WIA/WP LOCAL PLAN MODIFICATION NARRATIVE FOR PY13

INSTRUCTIONS

For PY13 the local plan questions in **Section A** incorporate the Continuous Improvement Management System (CIMS) plan questions. There will not be a separate plan for CIMS, but quarterly reports will be required for the questions in this section, using the local plan quarterly report template. Each region is to answer the questions that follow below and provide any documentation as needed or required.

Questions A.1-6 will be reviewed by both the CDLE Program Monitors and the Colorado Workforce Development Council. These responses will be the primary factor for the approval of the entire local plan by the Council. **Please keep your answers for questions A.1-6 to 4 pages total, single spaced and no smaller than 11 point font.**

Questions B.1-9 will be reviewed by the Program and Fiscal Monitors, as appropriate.

A. Strategies to Address Continuous Improvement of Programs and Discretionary Initiatives (all items are new or revised)

1. Describe the sector partnership(s) your region is actively participating in and the plan for your participation in the partnership over the next year. Please coordinate your responses with other regions that you are partnering with. Please include answers to a-e in your description and plan:
 - a. What are the goals for each sector partnership you are involved in over the next year?
 - b. Who are the convener(s) of the partnership or what is the partnership's plan to identify them?
 - c. What partners are involved and/or your plan to engage additional partners (including business and industry)?
 - d. How do you and/or your partners plan to leverage resources (including financial and non-financial, such as staff time) to carry out the work of your partnership?
 - e. How do you plan to leverage resources and partnerships from grants such as H1B or the TAA Community College and Career Training grant?
 - f. Describe your region and partnership's commitment to actively participate in sector based training, expand the knowledge of your staff around sector partnerships, and partake in the technical assistance for sector partnerships available. How will you help your staff balance priorities enabling them to participate?

Please Note: In July 2013, your region and sector partnership will be provided a sectors performance measurement template to track the performance of your partnership(s). This template will provide the basis for the quarterly reports on sector partnerships. Please be ready to answer performance measurement questions for your quarterly report that will cover the following: financial support and leveraging of resources for your partnership(s), internal processes of partnership (evidence of active partnership such as MOU, meeting meetings, etc;

active committees, tracking mechanisms to measure results, partner alignment, etc.), partner activities/deliverables (skill gap analysis, training programs for employer groups, value added industry networking, etc), and partnership customers (level of business engagement, impact on business and industry, and impact on workers).

2. Describe how the region will align with the CWDC Strategic Plan (www.colorado.gov/cdle/cwdc) and the ongoing implementation of Colorado's economic development plan and the Colorado Blueprint (<http://www.colorado.gov/cs/Satellite/OEDIT/OEDIT/1251595201237>) (including the Key Industries and Regional Development elements of the Blueprint.)

Please include the following:

- a. Describe how you will increase involvement with economic development, chambers of commerce and small business organizations.
 - b. Include specific partnerships that you have with local economic development, chambers of commerce and small business organizations.
 - c. In order for all the work that each region puts into Sectors to be recognized, each region needs to participate in the Key Industry work. This participation ensures that the Sectors work is utilized and not duplicated. As part of this description, state your region's commitment to participating in the Key Industry work.
3. One of the goals of the CWDC Strategic Plan and the Colorado Blueprint is to support the transformation of systems impacting Colorado's businesses by viewing workforce needs with a business focus. This goal helps the system to be more efficient and effective in responding to business needs so that Colorado businesses can create and retain jobs and increase their access to a highly trained workforce.
 - a. Describe your region's commitment to the work of the Statewide Business Services group and your commitment to strengthen business development services.

Please Note: Each region has provided a representative on the Statewide Business Services Taskforce. During the months of April- June, 2013, the Statewide Business Services Taskforce will be participating in a Lean event and strategic planning. Due to the timing of these events, regions are not expected to identify exact goals in this plan. However, during July 2013 a template outlining the goals of the Statewide Business Services group will be provided to the regions. The quarterly template will ask for each region's progress in the following areas: use of Connecting Colorado to track business services, implementation of Lean event outcomes, certification of business service representatives and the use of Help Wanted Online.

4. Describe your region's branding/awareness strategy. Please include the following:
 - a. Describe how you plan to integrate the American Job Center brand into your materials, including website, brochures, and other informational materials.

Please Note: Per TEGL 21-11, change 1, Colorado is opting to co-brand its virtual and in-person resources as "a proud partner of the American Job Center network." For more information, please see:

http://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-11_Chg1.pdf

- b. Provide a statement of support for the Statewide Awareness Campaign and explain what this support will look like in your region (i.e. assigning staff to the Statewide Awareness Work Group, utilizing the agreed-upon communication methods and tools, etc.)
 - c. Specifically, state your commitment to utilizing the Workforce Investment Works: Working for Colorado website to share success stories in your region. This includes following guidance on how to best draft an effective submission, learning the technical process of submitting to the site, and using available resources to answer questions and assist in successfully utilizing the site. State your commitment to submitting at least three (3) success stories, customer testimonials, workforce innovations, or industry partnerships each quarter to the Workforce Investment Works website. (http://workforceinvestmentworks.com/colorado/intranet/intranet_home.asp)
5. Describe your current strengths, weaknesses, opportunities, and challenges, (similar to a SWOT analysis), plus provide your specific strategies related to increasing/enhancing the following partnerships and initiatives:
- a. Services to the long term unemployed, veterans, disabled, ex-offenders, and Limited English Proficiency customers
 - b. Partnerships/initiatives with each of the following:
 - Human Services programs
 - Adult Education
 - Community Colleges
 - c. Services to youth that have significant barriers to employment. (e.g. WIA youth, Human Service programs, pre-apprenticeship programs, community partnerships, etc.)
6. Describe your specific strategies to provide Reemployment Services to UI claimants, participate in the UI Pilot project and other UI claimant initiatives, and increase linkages with the UI program, plus any increased services to Dislocated Workers aside from these grants.

B. Organizational/Infrastructure Changes, Waivers, CAP, LAP, and Charts

- 1. Describe organizational changes that occurred during PY12 and indicate any changes that you anticipate for PY13, as well as office moves or consolidations. Explain the reasons for the anticipated changes, such as reduction of formula funding or leveraging and managing of discretionary or additional grants. Include any hiring or layoffs that have or may occur with temporary and permanent staff.
- 2. **Provide a copy of your latest organizational chart.**
- 3. **Provide a copy of your latest workforce region Cost Allocation Plan and a copy of the organization-wide (county or state) Cost Allocation Plan. If the workforce region allocation plan is incorporated in the county or state plan, then the county or state plan is the only document that needs to be submitted.**
- 4. **Provide a spreadsheet listing the job title for each staff member and gross annual salary. In addition, provide the average percentage of the total salary that is expected to be charged to WIA. Of these expected WIA charges, provide the % that is expected to be charged to the WIA admin cost category and the % expected to be charged to the WIA program cost category.**

5. Discuss the region's intent to utilize the State's waivers identified below. Regions wishing to implement the first two waivers effective July 1, 2013, should include planned transfers and set-asides in the original EAs for PY13. (**Note:** These waivers are effective through June 30, 2017.)
 - a. Transfer of up to 50% 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.)
 - b. Set-aside of up to 20% of DW formula funds for incumbent worker training/layoff aversion projects. DW eligibility and the negotiated Common Measures goals must be met.
 - c. Use of the sliding scale for employer reimbursement for OJTs and customized training
 - d. Other waivers: **See Attachment #3** – WIA Waivers, for a description of all waivers
6. Identify any additional regulatory relief that might be needed to allow increased flexibility in the use of the workforce funding. This could include waivers of federal or state law, regulation or policy, or changes to WIA that could be included in reauthorization of the Act.
7. **Provide a copy of your newly revised Language Assistance Plan (LAP) that will be utilized for PY13. (See PGL 10-18-L: Language Assistance Services for further guidance.)**
8. **Provide copies of any updated county or city ordinances (or other documents that identify the current signature authorities for Expenditure Authorizations.) Include a copy of any signed statement of delegation for the workforce region to sign EAs in place of the designated signature authority, such as when the EA funding is less than a certain amount.**
9. **Charts**
 - a. **Attachment #4 – Expenditure Authorizations for PY13/FY14 funding:** Forms and instructions are included in the attachment. These are updated forms that are **not** the same as those as attached to PGL 12-01-P: Expenditure Authorization Procedures.
 - a. **Attachment #5 – 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 PY13. (This goal remains in place to help the workforce system avoid federal rescissions of unspent funds. However, no compliance issues will be cited for failure to meet the goal.) This chart 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.