

WIA/WP LOCAL PLAN MODIFICATION NARRATIVE FOR PY14
 (revised 4-22-2014 – see **blue** highlighting on page 2)

INSTRUCTIONS

For PY14 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.1-3 will be reviewed by the CDLE Regional Liaisons and Program Monitors, plus 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.1-3 to 5 pages total, single spaced and no smaller than 11 point font.**

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

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

The Colorado Workforce Development Council continues to support system improvement through the following key strategies and initiatives:

- Sector Strategies/Sector Partnerships
- Career Pathways
- Business Services Standardization
- Local Workforce Investment Board and Local Youth Council Engagement
- Advertising and Outreach

The questions that follow are intended to capture your specific objectives and expected outcomes for integrating these key elements into your ongoing efforts to provide reemployment services to the unemployed, underemployed, returning veterans, and other targeted groups, plus services to youth and outreach to all customers.

1. **Business Services Standardization:** The statewide business services team has made progress towards using common terminology, implementing performance measures, increasing use of technology, and professional development. As a result, great progress is being made towards expanding business engagement with the workforce system and increasing businesses satisfaction with services. In each of the questions below explain how you plan to continue and expand this effort for your region.
 - a. Explain how you will utilize the relationships built by your Business Services Team to enhance or expand participation in Sector Partnerships. Also, explain if and how you plan to utilize sector partnerships to expand business services efforts.

- b. In your region or across workforce regions, what sector partnerships are you engaged in or do you plan to engage in during PY14?
 - c. Explain how you will utilize information gathered through your Business Services Team to provide a baseline for discussion at Sector Partnerships, and how this information will be used to inform changes to or development of Career Pathways.
 - d. Describe your strategies to use the planned improvements to Connecting Colorado, Business Services training, and other alignment activities to support the effectiveness of your Business Services Team, collect business services data, and track business services outcomes. Specify the outcomes you will be tracking and the planned performance goals.
 - e. Identify the role of your Local Workforce Investment Board and Youth Council in supporting Business Services, Sector Partnerships and Career Pathways. What actions will they be taking to ensure that these areas are a priority for the region? What commitments will you ask your LWIB or youth council members (in particular business members) to make to support these initiatives?
- 2. Re-Employment and Youth Services:** Increasing services to the unemployed, under-employed, and returning veterans is critical to ensuring that all Coloradan's have access to meaningful employment. Enhancing services to the youth seeking to enter the labor force ensures a future pipeline of qualified workers.
- a. What are your region's strategies to increase WIA Adult and Dislocated Worker enrollments and, in particular, increase participation of customers at the intensive services level? Include your specific plans with regard to:
 - i. Promoting intensive services to prospective customers
 - ii. Streamlining intake procedures
 - iii. Developing additional intensive services tools
 - iv. ~~Adjusting your cost per participant if it currently exceeds \$4000 per customer~~
 - v. Utilizing at least 70% of available funds for the program year
 - vi. Other strategies to increase enrollments and the use of intensive services
 - b. Identify your reemployment and youth services strategies that align with your sector partnerships and career pathways initiatives. Include your expected use of OJTs, paid work experiences and paid internships. Identify your objectives and outcomes for these strategies including numeric goals.
 - c. Describe the role of your LWIB and Youth Council and the coordination/partnership between the LWIB and Youth Council to ensure that re-employment and youth services strategies are prioritized in your region, and to engage businesses in support of these strategies, including the use of OJTs, work experiences, and internships for all target groups.
 - d. Describe how you will use tools, and technical assistance available through CDLE and the State Youth Council to increase enrollment of youth in all programs including WIA, Governors Summer Job Hunt, etc. and how you will educate youth about Career Pathways and opportunities available to them.

- e. Describe any additional strategies your regions will utilize to address the needs of target groups that are a priority for your region, such as those in poverty.

3. Outreach Strategies (see PGL 10-10-WP for further guidance)

- a. Describe how you will use the Workforce Investment Works website to increase the awareness of the services and successes for each of the service areas: business, re-employment, and youth. How will you ensure that your region posts a minimum of three success stories per quarter on WIW?
- b. What outreach activities are planned to increase business engagement in your region? How will the Business Services Team be utilized for this purpose? How will the members (particularly business members) of the LWIB and Youth Council support these efforts? How will sector partnerships be utilized for this purpose? What are your objectives and goals for these activities?
- c. Describe how you will engage your LWIB and Youth Council to increase the awareness of the services offered to returning veterans, youth, unemployed, under-employed and other targeted groups?. What additional strategies will be utilized to reach out to these groups? What are your objectives and goals for this effort?
- d. Describe how you will market opportunities for participation on your LWIB to businesses in your region to ensure representation of industry sectors with the greatest labor-force demand. Describe how you will maintain a minimum of at least 51% of businesses as active members and participants on your LWIB.
- e. Describe how you will partner with local providers such as human services, corrections, local school districts, community colleges, and four year institutions to increase awareness of career pathways and the critical role workforce development plays in ensuring that all Coloradan's have access to educational and career pathways that result in meaningful employment.

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

- 1. Describe organizational changes that occurred during PY13 and indicate any changes that you anticipate for PY14, 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, 2014, should include planned transfers and set-asides in the original EAs for PY14. (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 current Language Assistance Plan (LAP) that will be utilized for PY14.** (See PGL 13-08-P: 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, for when the Informal EA modification form is used or when the funding amount of the EA is less than a certain amount.
9. **Charts**
 - a. **Attachment #4 – Expenditure Authorization for PY14/FY15 funding:**
This is the updated EA that is for use with your FY14 grant agreement.
 - 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 PY14. (This goal remains in place to help the workforce system avoid federal rescissions of unspent funds. **Under expenditure of WIA or Wagner-Peyser formula funds that exceeds 15% at the end of the program year will be considered a compliance issue. For example:**
 - Funding available for PY14 = \$1,000,000
 - 70% expenditure goal = \$ 700,000
 - 56% spent by 6/30/15 = \$ 560,000 (concern raised)
 - 55% spent by 6/30/15 = \$ 550,000 (compliance issue cited)

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.