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# Colorado Workforce Development Council

## COLORADO WORKFORCE DEVELOPMENT COUNCIL

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Category: Workforce Innovation and Opportunity Act
Subject#: Criteria for the certification of one-stop centers by local boards
Source: Federal/State
Revise/Replace: N/A
Contact: Stephanie Steffens, Director, Colorado Workforce Development Council
Distribution: Managers, Workforce Development Programs Staff, Unemployment Insurance, Workforce Directors and Staff, Adult Education, Division of Vocational Rehabilitation, Office of Economic Security
Colorado Policy Guidance Letter#: WIOA-2015-02 (prior #15-05-WIOA)
Date: April 1, 2015

### I. REFERENCE(S):

- Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, WIOA Section 101(d)(6), 121(e), and 121(g).
- Colorado Policy Guidance Letter #: ADM-2015-02, Performance and Compliance Review Process

### II. PURPOSE:

To provide guidance, process, and deadlines for the certification of one-stop centers and the one-stop delivery system that is to be conducted by local workforce development boards, and to set criteria for the development of a local policy for one-stop certification.

### III. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) specifies in section 101(d)(6) and 121(g)(1) that the Colorado Workforce Development Council (CWDC) shall establish the minimum criteria for certification of one-stop centers and the one-stop delivery system. Certification is required to be done by local boards at least once every

three years in order for one-stop centers and the one-stop delivery system to receive infrastructure funding.

**IV. CERTIFICATION CRITERIA:**

In order to be certified, one-stop centers and the one-stop delivery system must meet or exceed the standards established for each of the following areas:

	<b>Focus Area</b>	<b>Criteria to be used</b>	<b>Standards to Meet</b>
1	Effectiveness	-Performance accountability as outlined in grant agreements and expenditure authorizations -Local Performance Measures -Sector Partnerships -Career Pathways -Enrollment objectives for targeted populations -Alignment of services with needs of the area -Fiscal Responsibility	a. Outcomes defined in grant agreements and expenditure authorizations b. Thresholds related to negotiated performance targets c. Coordination of goal setting across programs exists d. Active involvement in initiatives and discretionary grants and expected outcomes for initiatives and discretionary grants are met e. Demonstrate that strategies are based on an analysis of the area f. Satisfaction of employers with services provided g. Expenditure rate exceeds the minimum requirement to maintain compliance
2	Physical and programmatic accessibility	ADA Guidelines	a. In compliance as shown by an inspection, audit, or review within last 3 years
3	Continuous improvement of one-stop centers and the one-stop delivery system	The CWDC's established Continuous Improvement Management System (CIMS) incorporated into the annual planning process	Standards are connected to current goals and may shift as goals change a. Business Services activities in compliance with annual goals b. Re-employment and Youth activities in compliance with annual goals

			c. Marketing and Outreach activities in compliance with annual goals
4	Integration of available services	Service Coordination Agreements	At a Minimum a. An MOU is in place b. The MOU includes all required partners c. Co-enrollment is addressed d. A referral procedure for all programs is in place e. Demonstrate that the level of integration has improved in the past 3 years

On an annual basis, the required partners in each local workforce area will work with Workforce Development Programs to reach agreed upon levels of performance that apply to Focus Area 1 and with the CWDC to reach agreed upon CIMS goals that apply to Focus Area 3.

The chair of the local board shall be copied on all local plan quarterly and annual reports provided to the CWDC so that the board can maintain data on an ongoing basis. At the request of a local board, when it engages in the certification process for the one-stop centers and the one-stop delivery system, the CWDC will provide to the local board a summary of the performance data that has been provided to the CWDC on the above criteria. The state agencies of required partners shall forward quarterly or annual reports to the CWDC so that data on partner programs can be maintained and shared with local boards during the assessment process. Local boards should contact their Workforce Development Programs Regional Liaison to obtain information on performance measurements.

**Local boards are responsible for assessing the one-stop centers and the one-stop delivery system with these criteria and submitting a record of the assessment and certification determination to the CWDC via email to [cwdc@state.co.us](mailto:cwdc@state.co.us) within 10 days of completing the certification determination.**

Local boards are required to have policies and procedures in place for assessing the one-stop centers and the one-stop delivery system. **This PGL requires local workforce boards to develop policies and procedures by January 1, 2016.** The policies and procedures:

- Must include the criteria outlined within this PGL;
- May include additional criteria beyond the items outlined in this policy;
- Must be submitted to the CWDC and WDP Regional Liaison for review prior to approval by the local board;
- Will be incorporated into the compliance review procedures conducted by Regional Liaisons

**Certification should be completed by the local board prior to the beginning of the second program year under WIOA beginning July 1, 2016,** and at least every three

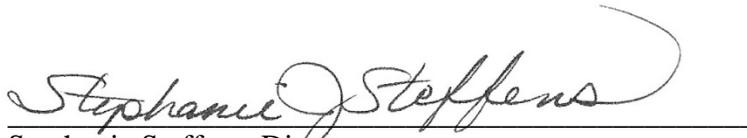
years thereafter. A statement of certification must be submitted as a component of the local plan. If certification is not completed within the required timeframes, the one-stop centers and the one-stop delivery system become ineligible to receive infrastructure funding from partners or the state funds for those areas that utilize the state infrastructure funding mechanism. When the CWDC receives the record of the certification determination, it will be reviewed and a statement will be issued that acknowledges that a board has certified the one-stop operator and that the operator is eligible to receive infrastructure funding.

**V. IMPLEMENTATION DATE:**

Immediately upon receipt.

**VI. INQUIRIES:**

Please direct all inquiries to Colorado Workforce Development Council staff:  
[cwdc@state.co.us](mailto:cwdc@state.co.us).

A handwritten signature in cursive script that reads "Stephanie Steffens". The signature is written in black ink and is positioned above a horizontal line.

Stephanie Steffens, Director  
Colorado Workforce Development Council