

## PY15 LOCAL WIOA TRANSITION PLAN NARRATIVE

### **Changes Since State/Local Review in Yellow**

For PY15 the local plan questions in **Section A**, incorporate many of the WIOA implementation requirements with the Colorado Workforce Development Council Continuous Improvement Management System (CIMS) plan questions. Quarterly reports will be required for all the questions in this section, using the local plan quarterly report template. Each Local Area 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 10 pages total, single spaced and no smaller than 11 point font. To help achieve this page limit, copy and paste only the bolded language for each question or sub-question.**

**Questions B.1-8** will be reviewed by the Regional Liaisons, plus Program and Fiscal Monitors, as appropriate. There is no page limit for these required items.

#### **A. Strategies to Address Continuous Improvement of Programs and Discretionary Initiatives, Plus Facilitate WIOA implementation**

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
- Local Workforce Development Board (LWDB) Engagement
- Marketing and Outreach

The questions that follow are intended to capture your specific plans and action steps to integrate these key elements into your ongoing efforts to provide reemployment services to those with barriers to employment, and the WIOA mandated and other key target groups, plus implement specific additional requirements of WIOA.

1. **Business Services:** In each of the questions below explain how you plan to enhance and expand this effort for your Local Area, while continuing with current business standardization efforts throughout the state, as well as implement the new work-based learning requirements of WIOA.
  - a. **Sector Partnerships Participation:** Explain how you will utilize the relationships built by your Business Services Team to enhance or expand participation in Sector Partnerships and also expand business services efforts. Indicate specific planned objectives and measurable outcomes.
  - b. **Sector Partnerships - Status and Objectives:** In your region or with partner workforce regions, what sector partnerships are you engaged in or do you plan to engage in during PY15? Indicate the current status of your partnerships, (active, emerging, or exploring), plus planned objectives and measurable outcomes.

**Note:** For Sector Partnership Definitions, please visit:

<http://www.sectorssummit.com/colorado-sector-partnerships-map/>

- c. **Career Pathways:** Explain how you will utilize information gathered through your Business Services Team to provide a baseline for consideration of new or enhanced Sector Partnerships, and how this information will be used to inform changes to or development of Career Pathways in your Local Area. Indicate specific planned objectives and measurable outcomes.
  - d. **Work-Based Learning:** Identify specific planned objectives (plus measurable outcomes) that your Business Services Team will take to implement the WIOA requirements to:
    - **Youth:** Develop work experiences for youth including internships, OJTs, summer youth employment, and apprenticeships so that 20% of youth program funds are spent on these opportunities
    - **Adult/DW:** Develop more internships, apprenticeships and OJTs for all WIOA programs and grants
    - **Transitional Jobs:** Develop transitional jobs (if your local board votes to use up to 10% of Adult or Dislocated Worker funds for this purpose).
    - **Incumbent Worker Training:** Develop incumbent worker training opportunities (if your local board votes to use up to 20% of Adult or Dislocated Worker funds for this purpose).
  - e. **RVERs:** Identify the specific plans and action steps that have been or will be taken to integrate the Regional Veterans Employment Representative into the Business Services unit and activities
  - f. **WIOA Partnerships:** Identify your specific plans and action steps to coordinate Business Services activities with the WIOA core and required partners who also provide business services in your local area, such as Vocational Rehabilitation, Adult, Education, TANF, Corrections, etc.
  - g. **LWDB Roles:** Identify the role of your Local Workforce Development Board (LWDB) and Youth Council/committee in supporting Business Services, Sector Partnerships, Career Pathways, and Work-Based Learning. What actions will they be taking to ensure that these areas are a priority for the region? What actions and commitments will you ask your LWDB or youth council/ committee members (in particular business members) to make to support these initiatives?
- 2. Re-Employment and Youth Services:**
- a. **Increase Enrollments:** What are your region's strategies to increase Adult/DW/Youth enrollments, including those with barriers to employment, (including the long-term unemployed) and increase participation of customers at the career services level? Include your specific plans, objectives and measureable outcomes with regard to:

- i. Promoting career services to prospective customers
  - ii. Streamlining intake procedures
  - iii. Developing additional career services tools, including assessment methods and tools
  - iv. Utilizing at least 70% of available funds for the program year
  - v. Other strategies to increase enrollments and the use of career services
- b. Veterans:** Identify specific plans and action steps to provide access to WIOA services for eligible veterans and transitioning military members, including those with Special Barriers to Employment being served by Disabled Veteran Outreach Program representatives.
- c. Out-of-School Youth:** Identify specific plans and action steps to refocus or retool your youth program services to meet the needs of out-of-school youth. If this is your current focus, identify current strategies to address the needs of this population that you may be enhancing, including assessment methods and tools. Indicate whether the 75% out-of-school spending requirement will be attained by the end of PY15, and if not by then, what actual percentage expenditures will be attained by the end of PY15.
- d. Adult Program Strategies:** Identify specific plans and action steps to refocus or retool your adult program services to meet the needs of low income and basic skills deficient adults, as required by WIOA adult priority of service, including assessment methods and tools.
- e. Individuals with Disabilities:** Identify specific plans and action steps to focus on serving individuals with disabilities, including better employer engagement, and physical and programmatic accessibility to career and training services
- f. Unemployment Insurance Claimants:** Identify your strategies within the Wagner-Peyser program to:
- Conduct UI eligibility assessments
  - Coordinate with the Division of UI on strategies to assist claimants with filing their UI claims
  - Provide referrals to training and education programs as well as assistance with applications for Federal Pell Grants
- g. WIOA Partnerships:** Identify specific plans and action steps (not discussed in sections a-g above) to further coordinate or integrate services, or streamline referrals to services, with the WIOA core and required partners operating in your local area, including Vocational Rehabilitation, Adult Education, Veterans, UI, TANF, Education, HUD E&T, CSBG, etc. (see WIOA Section 121 for a full list of required partners).
- h. LWDB Roles:** Describe the role of your LWDB and Youth Council or committee and the coordination/partnership between the LWDB and Youth Council/committee to ensure that the reemployment and youth services strategies described above are prioritized in your region.

**3. Outreach Strategies (see PGL 10-10-WP: Advertising and Outreach for further guidance)**

- a. **Workforce Investment Works:** 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. **Business Engagement:** 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 LWDB and Youth Council/committee support these efforts? How will sector partnerships be utilized for this purpose? What are your objectives and goals for these activities?
- c. **Outreach to Targeted Groups:** Describe how you will engage your LWDB and Youth Council/committee to increase the awareness of the services offered to returning veterans, out-of-school youth, disabled individuals, long-term unemployed, 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. **LWDB Participation:** Describe how you will market opportunities for participation on your LWDB 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 LWDB.
- e. **Partnerships:** Describe how you will partner with the required WIOA partners such as human services, corrections, local school districts, community colleges, and four year institutions to increase awareness of career pathways and the critical role that workforce development plays in ensuring that all Coloradans have access to educational and career pathways that result in meaningful employment.

**B. Organizational/Infrastructure Changes, AD-DW Transfer, CAP, LAP, and Charts**

1. **Describe organizational changes** that occurred during PY14 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 WIOA funds. Of these expected WIOA charges, provide the % that is expected to be charged to the WIOA admin cost category and the % expected to be charged to the WIOA program cost category.
- 5. Discuss the region's intent to utilize the new WIOA provision allowing transfer of funds between the Adult and Dislocated Worker programs, including:**
  - i. What percent of funds are you planning to transfer? How do you plan to serve Dislocated Workers (or Adults), if these funds are transferred?**
  - ii. How do you plan to meet the WIA negotiated performance measures for the Dislocated Worker (or Adult) Program, if these funds are transferred?
- 6. Provide a copy of your new two-year Language Assistance Plan (LAP) that will be utilized for PY15 and PY16.** (See PGL 10-18-L: Language Assistance Services for further guidance.)
- 7. 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.
- 8. Charts**
  - a. Expenditure Authorization for PY15/FY16 funding:**

An updated EA format will be issued that will incorporate changes related to the requirements of WIOA. This document is to be submitted with your PY15 plan, and include PY14 performance goals as place keepers until the PY15 performance goals have been negotiated.
  - b. Attachment 3 – PY15 Budget and Service Chart (new)**

This new chart is designed to provide documentation of the Local Area plan for use of funds available for PY15. An optional WIOA planning tool for tracking incumbent worker training, transitional employment, and pay-for-performance contract commitments is included in the second tab of the file. The instructions for completing this chart are contained within the third tab.