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

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Category: Workforce Innovation and Opportunity Act
Subject: PY15 Local WIOA Transition Plan
Source: Federal/State
Revise/Replace: 14-04-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region/Local Area Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 15-06-WIOA
Date: April 17, 2015

**I. REFERENCE(S):**

- Workforce Innovation and Opportunity Act, PL 113-128 – July 22, 2014
- Wagner-Peyser Act of 1933 as amended by Title III of WIOA
- TEGL 19-14: Vision for the Initial Implementation of WIOA
- PGL 10-18-L: Language Assistance Services
- PGL 13-08-P: Notice of Fund Availability (NFA) and Expenditure Authorization (EA) Procedures
- PGL 10-10-WP: Advertising and Outreach

**II. PURPOSE:**

The purpose is to provide information and guidelines for Local Workforce Development Boards (LWDBs) and Local Areas to develop their Workforce Innovation and Opportunity Act (WIOA) local transition plan for PY15, **which is due Friday, May 29, 2015**. This year the plan will combine local action steps for implementing WIOA with the Colorado Workforce Development Council's continuous improvement plan submission. In addition, a new PY15 two-year Language Assistance Plan must be submitted at the same time.

**III. BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) of 2014, requires the submission of four-year local and regional plans beginning July 1, 2016, which is the deadline for implementing all provisions and requirements of WIOA. To prepare for this transition, the Colorado Department of Labor and Employment (CDLE), in partnership with the Colorado Workforce Development Council, is providing guidelines for the development of local WIOA transition plans, which will cover action steps leading toward full WIOA implementation. In addition, in alternate years, local regions must submit new two-year Language Assistance Plans (LAPs). These plans must be submitted for PY15-16 and are particularly relevant to the WIOA requirements to serve customers with English language assistance needs.

#### IV. POLICY/ACTION:

Each local area is required to submit a local WIOA transition plan for PY15 that includes the following components:

- PY15 Local Plan Signature Sheet (**use Attachment 1**)
- PY15 Local WIOA Transition Plan Narrative (**see Attachment 2**)
- PY15 Expenditure Authorizations (EAs), complete with Budget Information Summary Tables (BISTs), performance charts, expenditure charts, and signature page. Regions are to use the most updated version of the EA document, to be revised with changes that may be required by WIOA and which will be issued at a later date. Please note that:
  - The local negotiated Common Measures goals for PY14 are to be entered in the participant charts as place keepers until PY15 performance levels have been negotiated.
- PY15 New Budget and Service Chart (**use Attachment 3**)
- New PY15-16 two-year Language Assistance Plan (**see PGL 10-18-L for instructions**)

**An electronic version of the PY15 local WIOA transition plan, Expenditure Authorization, and new two-year Language Assistance Plan is due to your Regional Liaison via e-mail by no later than Friday, May 29, 2015. After CDLE's review, and any requested revisions are made and signatures obtained, at least two copies of the full plan with original signatures on the PY15 Local Plan Signature Sheet will need to be submitted. CDLE and Colorado Workforce Development Council review and approval of local plans will be completed by no later than June 30, 2015.**

#### V. IMPLEMENTATION DATE:

Upon receipt of this Policy Guidance Letter.

#### VI. INQUIRIES:

Please direct all inquiries to your Regional Liaison at Workforce Development Programs.

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Elise Lowe-Vaughn, Director  
Workforce Programs, Policy, and Strategic Initiatives

#### ATTACHMENTS:

1. PY15 Local Plan Signature Sheet
2. PY15 Local WIOA Transition Plan Narrative
3. PY15 New Budget and Service Chart