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DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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Category:	Training
Subject:	Collaborative Online Workforce Education and Training Portal Demonstration: Online Innovation 4 Talent Development
Source:	Federal/State
Revise/Replace:	N/A
Contact:	Employment & Training Programs Director
Distribution:	All Managers, Directors, Financial, Program & Administrative Staff
Colorado One-Stop System Policy Guidance Letter: 09-13-P	
Date:	October 1, 2009

I. REFERENCES

Workforce Investment Act of 1998; Collaborative Online Workforce Education & Training Portal Demonstration Grant; Program Guidance Letter 08-06-WIA – WIA and WP Discretionary Grant Quarterly Reporting

II. PURPOSE

To provide guidance on the *Collaborative Online Workforce Education and Training Portal Demonstration: Online Innovation 4 Talent Development* eligibility, participant, expenditures, data reporting and monitoring requirements and ensure compliance with federal and state requirements governing the Online Courses Scholarship program.

III. BACKGROUND

CDLE received the *Collaborative Online Workforce Education and Training Portal Demonstration: Online Innovation 4 Talent Development* grant from U.S. DOL/ETA along with three other states (Maine, Mississippi and Pennsylvania) to develop a model portal featuring online courses available in each state to utilize technology to train adult workers quickly and enhance their skill levels for employment, advancement, or a career change in high-growth/high-wage occupations.

In order to test the portal's capabilities, each state has been given scholarship funds to cover online course tuition *only* and assist state residents who are from one of the following targeted groups: dislocated workers, unemployed, veterans, or individuals who are under employed, career changers or incumbent workers who need to upgrade their skills. The participants in this demonstration project must be seeking online courses in

either: Energy, Healthcare, Information Technology, or Transportation industry sectors. Online learning is an alternative form of training that can be used in place of traditional classroom training when constraints of time, proximity to education facilities and family needs are barriers. Although not everyone is suited to take online courses, adult learners who are comfortable with technology, computers and the Internet and who are proficient in their basic education skills, are most likely to be successful for this project.

These funds expand the regions' ability to provide training for WIA clients and can be used in conjunction with additional courses such as Microsoft's "Elevate America" program when appropriate. It is recommended that currently enrolled WIA participants be looked at first for eligibility in this project due to the time limitation and lack of administration funds.

IV. POLICY/ACTION

Regions need to review the eligibility, participation, expenditures, data reporting and monitoring requirements of the Online Courses grant funding and include these requirements in the Scope of Work section in the Expenditure Authorization document that is submitted to the State. In addition to the requirements outlined in Sections IV.A through E below, the EA Scope of Work shall include:

- The number of participants to be served within each quarter
- The total number of participants to be served
- Program goals, objectives and outcomes

It is expected that the regions will serve a **minimum** number of participants, based upon their allocation divided by the maximum tuition cap amount per participant (\$3,000.00), with the understanding that not all participants will need the full amount. Regions may be able to serve more than the minimum number determined by this formula and can use funds from other programs to supplement tuition for online training and/or offer supportive services.

A. Eligibility Requirements

Participants must be eligible for the basic WIA Adult program, including any residency, income or other local requirements. The basic eligibility requirements are:

- 18 years of age or older
- Selective Service (when applicable)
- U.S. Citizen or with legal resident status in the U.S.
- Registered in Connecting Colorado
- Meets one of the following: dislocated worker, individual who is unemployed or under employed, veteran, career changer or incumbent worker who needs to upgrade their skills

Documentation to support an applicant's status may include:

- Layoff notice
- UI claim information
- DD 214
- Assessments (using WIA requirements)

- Enrollment in: AD, DW, YT (ages 18 to 21), or VWIP

B. Successful Online Learners

To determine whether participants are suitable for online learning, they should complete the [READI Assessment](#), or an equivalent assessment, and take part in the [Virtual Workforce Assessment Network \(V-WAN\)](#) for Job Seekers. Both of these self assessment tools are highly encouraged but are not required. These assessments are online at www.e-Colorado.org (direct link: [Online Courses](#)), and are available at no cost to the participant.

C. Expenditures

- Funds for this program can **only** be used for tuition for online courses and training or certifications in the Energy, Healthcare, Information Technology or Transportation industry sectors.
- If participants are co-enrolled in another program, staff time may be charged against that program (e.g., ES, RE, DW, AD, YT (ages 18 to 21), VWIP).

D. Reporting Requirements

1. Program Data Entry and Reporting:

Participants will be enrolled in Joblink using the Online Learning program code “OL” even if the participant is already enrolled in another program. This code will allow us to evaluate the program using existing WIA reports, (e.g., Characteristics (CH) Report and Activity Summary (AS) Reports) and the Training Program Activity codes AE, CU, ET, OC, OJ and UP. All client services, performance outcomes and follow-up activities will be entered in Joblink. At a minimum, the Activity Summary (AS) Report will be used to track quarterly progress of this project.

The workforce regions are required to submit quarterly reports starting with the first quarter of the project period of performance and concluding with a closeout report due within sixty (60) days of project completion. All reports shall be submitted electronically. (See PGL 08-06-WIA: WIA and WP Discretionary Grant Quarterly Reporting)

Quarter	Performance Period		Quarterly Report Due
4 th quarter 2009 reports due	Start Date	31-Dec-2009	31-Jan-2010
1 st quarter 2010 reports due	01-Jan-2010	31-Mar-2010	30-Apr-2010
2 nd quarter 2010 reports due	01-Apr-2010	30-Jun-2010	31-Jul-2010
All close-out reports due:	Sixty (60) days after performance ends		31-Aug-2010

External Participant Surveys:

- Participants will be asked to take part in a voluntary study conducted by Rutgers University at different intervals of this program:
 - An initial online survey that will take approximately 20 minutes to complete (a link to this survey will be posted on www.e-Colorado.org (direct link: [Rutgers University Scholarship Participant Survey](#))
 - Monthly communication via email or phone regarding participant's progress in the program
 - An exit interview that will take approximately 45 minutes.

Interviews will be audio taped. Participation is voluntary and participants may refuse to answer any questions they are not comfortable answering and may withdraw from the study at any time with no penalty, risk or harm associated with their participation.

An online consent form will precede every Rutgers University survey. Participant information will be kept confidential and will only be used to assess the participant's experience and the program. Participants will not be compensated for their participation in this study.

2. Financial Reporting Using the Quarterly Report Format:

- Current and projected expenditures for demonstration project from commencement to December 31, 2009; and
- Current and projected expenditures for January 1, 2010 to May 31, 2010; and
- Current and projected leveraged funds (can include Microsoft donated E-Learning and Exam vouchers) for demonstration project from commencement to December 31, 2009; and
- Current and projected leveraged funds for January 1, 2010 to May 31, 2010

3. Monitoring:

Monitoring reviews for this grant will be conducted as a part of the regular quarterly and annual WIA program monitoring conducted by the State Workforce Liaisons.

V. RECAPTURE OF FUNDS FOR REDISTRIBUTION

CDLE encourages collaboration with other regions and other grants that address the industry sectors of energy, healthcare, information technology and transportation, the Microsoft "Elevate America" program, etc. Should a region determine that they cannot use all of their allocation, they should contact CDLE prior to the last quarter of the program so that the funds can be redistributed.

VI. IMPLEMENTATION DATE

Upon receipt of this Program Guidance Letter and the execution of the EA document.

VII. INQUIRIES

Please direct any questions you have regarding this PGL to Laura Hahn at 303-318-8837 or via email at laura.hahn@state.co.us.

Peggy S. Herbertson, Division Director