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DEPARTMENT OF LABOR AND EMPLOYMENT

OFFICE OF EMPLOYMENT AND TRAINING

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Subject#:	Energy Sector Partnership & Training Grant Program Guidelines
Revise/Replace:	N/A
Contact:	Project Director – Tom Morgan
Distribution:	Managers, Workforce Develop Staff, Workforce Region Directors, Fiscal Staff
Colorado One-Stop System Policy Guidance Letter#:	10-09-WIA
Date:	May 11, 2010

I. REFERENCE(S):

United States Department of Labor- Employment and Training Administration Notification of Award/Obligation GJ-19952-10-60-A-8; American Recovery and Reinvestment Act of 2009, Public Law 111-5, 123 Stat. 115, Division A, Title VIII (February 17, 2009); the Green Jobs Act of 2007, Public Law 110-140, 121 Stat. 1748 (codified at 29 U.S.C. 2916); and the Workforce Investment Act of 1998, Public Law 105-220, 112 Stat. 939 (codified as amended at 29 U.S.C. 2801 *et seq.*).

II. PURPOSE:

To provide policy and guidance on the Energy Sector Partnership & Training Grant program requirements, ensuring compliance with federal and state laws, regulations, and reporting requirements governing the Energy Sector Partnership & Training Grant. These guidelines apply to grants provided to the workforce regions (hereinafter referenced as “Grantees”) by Colorado Department of Labor & Employment (CDLE) through a Notice of Fund Availability (NFA) letter and pursuant to an executed Grant Agreement.

III. BACKGROUND:

Under the American Recovery and Reinvestment Act of 2009, the U.S. Department of Labor – Employment and Training Administration announced the availability of approximately \$190 million in grant funds to State Workforce Investment Boards. In order to highlight the important role states play in building a national green economy, the United States Department of Labor (USDOL) is investing in workforce sector strategies that target energy efficiency and renewable energy industries, as described in section 171(e)(1)(B) of the Workforce Investment Act of 1998, and other green industries. This Federal initiative provides an opportunity to develop a statewide energy sector strategy through a comprehensive partnership and development of a sector plan.

The Colorado Department of Labor & Employment – Colorado Workforce Development

Council was awarded \$5,998,050.00 on January 29, 2010 for the purpose of increasing awareness of the renewable energy and energy efficiency industries throughout the State of Colorado, and to provide training and employment assistance to those interested in pursuing careers within these industries.

Arapahoe/Douglas Works! will serve as the Administrative Agent for the Front Range New Energy Economy Coalition, which will provide recruitment of targeted populations, assessments, and selection of providers that meet the requirements of the State Energy Sector Partnership (SESP) to train workers in skills and placement activities. The Colorado Rural Workforce Consortium (CRWC) will serve as the Administrative Agent for the Rural New Energy Coalition partner of the grant. The Rural New Energy Coalition (RNEC) project team will be comprised of the Colorado Rural Consortium Workforce Board and the CRWC sub- regions. The project team will provide recruitment of targeted populations, assessments, and selection of providers that meet the requirements of the SESP to train workers in training programs certified by the SESP.

The Front Range and Rural projects aim to train over 800 participants, of which 775 will be placed in employment, of which 760 will be placed in training-related unsubsidized employment, of which 713 will retain their employed status at the first and second quarters following placement.

IV. POLICY/ACTION:

A. General Responsibilities:

Grantees shall be responsible for recruiting targeted populations; determining eligibility; providing assessments, counseling, and case management services; processing scholarship awards and tracking scholarship awards; providing job placement services and supportive services; referring participants to supplemental basic education training, and providing other “wrap around” workforce development services to program participants. In addition to these services, the Grantee shall complete tasks identified in any executed statements of work and/or Expenditure Authorizations (EAs). Grantee shall work collaboratively with project partners to meet the goals and objectives of this initiative.

B. Coordination of Services with Other Project Partners

The local project teams will include directors from the regional workforce centers in order to have more involvement in the decision-making process from the local level. The Project Managers from each team will report to the Steering Committee of the grant in order to obtain the full support of sector partners.

There will be coordination with other green job entities and grants to ensure there is minimal overlap in services and programs. In addition, the local teams will work with the Colorado Community College System, local non-profits, and the Governor’s Energy Office, as they will be directly involved in grant activities. Input will be sought from CDLE’s Green Jobs Coordinator pertaining to employment engagement, marketing, and data input.

The local project teams will assist CDLE with the implementation of the entrepreneurial

training project by utilizing their network of contacts in order to best incorporate workforce center processes.

C. Participant Eligibility and Case File Documentation Requirements

Priority for training and other services must be given to workers impacted by national energy and environmental policy; individuals in need of updated training related to the energy efficiency and renewable energy industries; veterans, or past and present members of reserve components of the Armed Forces; unemployed individuals; individuals, including youth, seeking employment pathways out of poverty and into economic self-sufficiency; and individuals with a criminal record. As mandated by the Jobs for Veterans Act priority of service will be given to veterans and their spouses.

Local project teams will need to collect personal data as part of the application process for participants to be admitted into the grant programs, including: social security numbers, demographic and socioeconomic characteristics, employment history, services provided, and outcomes achieved.

D. Recruiting Program Participants

The Connecting Colorado database will be used by all partnering local workforce regions to find qualified training and employment candidates. An orientation presentation that can be tailored to fit Colorado's renewal energy industry will be procured or developed which will give an overview of the renewable energy industry and associated occupations that are in demand in Colorado. A train-the-trainer model will be used so that these orientations can be delivered locally by community based and faith based organizations which have employment and training focused programs, local youth corps programs, local workforce regions (which also manage local programs for Wagner-Peyser, WIA, Employment First and other TANF programs) and the K-14 educational system. The Community College System manages the Small Business Development Centers in most local regions and will provide outreach for the entrepreneurial component for this program.

In addition to the above overarching strategies, women will be recruited through Project Self Sufficiency; the Community College of Denver (which just received an Energy Technology Training grant from Wider Opportunities for Women); and the workforce centers. Individuals with disabilities will be recruited through a statewide Department of Vocational Rehabilitation commitment and through Disability Program Navigators in the workforce centers. TANF recipients will be recruited through the one-stops as they operate both WIA and TANF Employment & Training resources. Offenders will be recruited through the "Stop the Revolving Door" employment re-entry program. Veterans will be recruited by Veterans Green Jobs (which is currently weatherizing houses through a separate grant) and the LVER/DVOPs in the workforce centers. Another source will be the International Brotherhood of Electrical Workers (IBEW), which attracts veterans through Helmets to Hard Hats. Dislocated workers will be recruited through the labor partners who will send direct mail announcements to unemployed union members and provide their renewable energy agents will provide their dispatchers (who inform members of available jobs) with program information. Incumbent workers needing skill upgrades will be recruited by the labor partners and RE/EE employers and trade associations participating on the SESP and BAC. IBEW and

the Colorado Building Trades have utilize pre-apprenticeship programs, Career fairs, and Green Jobs open houses to inform youth and disadvantaged workers such as women and veterans about the trades apprenticeships. A combination of Green Job Training and the well respected trades apprenticeship training is a career pathway that many of populations listed above may travel to find success in the Green construction industry while be crucial to the New Energy economy. All targeted population groups will be recruited statewide through a contractor that the Front Range project team will procure. The contractor's role will be to devise and conduct outreach workshops for members of targeted populations.

E. Training

Training shall be provided by entities that have been approved by the Business Advisory Council (BAC) and which can provide certifications and credentials that meet the goals and objectives of the initiative. There will be two subsets of training, to include Energy Scholarships and Apprenticeships. The Request for Proposal process will be used for all prospective training providers, with the BAC helping to evaluate respondents.

Occupational training must fit into one or more of the following categories:

- a. training is apprenticeable
- b. requires that participants have an associates degree or less
- c. enables the individual to set up their own business
- d. provides a certificate or credential with emphasis on green skills

Targeted occupations for training shall include: carpenters; electricians; construction laborers; insulation workers; construction and building inspectors; HVAC and refrigeration techs; operational engineers and other construction equipment operators; maintenance and repair techs; installation, maintenance, and repair; welders; metal fabricators; sheet metal workers; machinists; iron and steel workers; and roofers.

Emerging occupations – In addition to providing training opportunities in the targeted occupations listed above, Grantees are encouraged to provide training in emerging renewable energy occupations, such as energy conservation representatives, home improvement retrofit trainees, residential air sealing technicians, wind tower climbers, wind turbine technicians, clean energy technicians, energy auditors, solar energy system installers, weatherization operations managers, heat and frost insulators, and wind generating installers.

F. Support Services

Grantee shall provide support services, as needed and reasonable, to support the success and outcomes of program participants. For participants requiring supportive services, regions will provide WIA services when possible and as participants are eligible.

Support services may include, but are not limited to: childcare, transportation, work readiness training, healthcare support, basic skills training, WorkKeys assessments, adult basic education/GED training etc.

Case management and supportive services will be provided by the workforce regions and funded through WIA, TANF, vocational rehabilitation, and TAA. Local project teams

may use up to 5% of their contracts for support services, if needed, to fill gaps.

G. Reporting

1. Monthly Financial Reports

Each of the local project teams will need to provide information to the CDLE about the following outcomes: total participants served, total number of participants beginning education/training activities, total number of participants completing education/training activities, total number of participants that complete education/training activities that receive a degree or certificate, total number of participants that complete education/training activities that are placed into unsubsidized employment, total number of participants that complete education/training activities that are placed into training-related unsubsidized employment, and total number of participants placed in unsubsidized employment who retain an employed status at the first and second quarters following initial placement.

A Monthly Financial Expense Report (VAX Expense Report) is required to be submitted to CDLE until such time as all funds have been expended or the award period has expired. The Monthly Financial Expense Reports are due to be submitted to CDLE by the 20th day after the end of each calendar month. The Grantee must use CDLE's VAX network system for Cash Requests and for reporting monthly expenditures.

The Grantee shall also provide a monthly written expenditure and obligation report to the CDLE. This report format (Attachment 1 Monthly Expenditure Report), shall include information pertaining to the budget lines identified in the executed Expenditure Authorization. This monthly report is in addition to the standard on-line monthly financial reporting requirements that apply to all WIA grants and is due to be submitted to the CDLE no later than the 20th of the following month.

2. Quarterly Progress Reports

The Grantee shall provide a quarterly narrative progress report that includes a summary of fiscal and participant data using any and all forms required by the US DOL. CDLE shall supplement this report with data and statistics from Connecting Colorado/Joblink system and shall provide this information to the CDLE 20 days after the close of the quarter.

3. Closeout Reporting

The grant's Final Performance Report should provide both quarterly and cumulative information on the grant's activities. It must summarize project activities, deliverables, and related results of the project, and should thoroughly document the training or labor market information approaches utilized. Each region will use any and all forms required by the US DOL.

4. Quarterly Report Submission and Deadlines

Quarter	Performance Period		Quarterly Report Due
1 st quarter 2010	01-Jul-2010	30-Sep-2010	20-Oct-2010
2 nd quarter 2010	01-Oct-2010	31-Dec-2010	20-Jan-2011
3 rd quarter 2011	01-Jan-2011	31-Mar-2011	20-Apr-2011
4 th quarter 2011	01-Apr-2011	30-Jun-2011	20-Jul-2011
1 st quarter 2011	01-Jul-2011	30-Sep-2011	20-Oct-2011
2 nd quarter 2011	01-Oct-2011	31-Dec-2011	20-Jan-2012
3 rd quarter 2012	01-Jan-2012	31-Mar-2012	20-Apr-2012
4 th quarter 2012	01-Apr-2012	30-Jun-2012	20-Jul-2012
1 st quarter 2012	01-Jul-2012	30-Sep-2012	20-Oct-2012
2 nd quarter 2012	01-Oct-2012	31-Dec-2012	20-Jan-2013
Closeout	Sixty (60) days after performance ends		28-Feb-2013

All reports should be submitted electronically to the region's State Workforce Liaison and the Project Director. Although original signatures are required on all reports, the documents may be scanned and attached to an e-mail or faxed and then the original signed copy mailed to the Project Director.

H. Data Gathering, Tracking, and Management of Information (MIS) Issues

The administrative agent is responsible for ensuring that JobLink/Connecting Colorado/Connecting Colorado is utilized for recording and tracking grant activities. Each region is expected to provide participant-level data regarding the individuals that are involved in training and other services provided through the grant and report on participant status in a variety of fields and outcome categories, such as the following:

1. A unique JobLink/Connecting Colorado program code (and sub code if appropriate) is identified to represent client services provided.
2. All grant participants are enrolled in JobLink/Connecting Colorado using the grant's program code and a case file is established for each participant, which contains eligibility and other relevant documentation.
3. All client services provided with the grant or grant partner resources are entered in JobLink/Connecting Colorado.
4. All grant participants are exited within 60 days after the completion of the grant period of performance.
5. All performance outcomes are entered in JobLink/Connecting Colorado.
6. All follow-up activities are entered in JobLink/Connecting Colorado.

Data entry of participant enrollment, activity, and exit information is expected to be timely to allow the generation of quarterly reports due to the Project Director 20 days after the end of each calendar year quarter.

I. Marketing and Promotional Guidelines, Limitations, Constraints

Each local project team will develop a marketing plan specific to their regional areas.

The plan will link to and capitalize on local and state public awareness campaigns promoting energy. Local teams will use a public awareness campaign and an energy pathway model as part of the recruitment strategy. Flyers promoting the program will be posted throughout communities and within all partnership member offices and schools.

All marketing and promotional expenses must be allowable pursuant to OMB Federal accounting principles and applicable circulars.

All marketing and promotional materials shall acknowledge the sponsorship of the USDOL, ARRA funds, Colorado Workforce Development Council, and CDLE.

J. Other Programmatic Requirements

Pursuant to the Grantee's Grant Agreement document executed with CDLE, the Administrative Agent shall comply with all applicable provisions of the Uniform Administrative Requirements and Cost Principles for Grants and Agreements as promulgated in the Federal Common Rule, including but not limited to, OMB Circular A-21, A-87, A-102, A-110 and A-122, and 48 CFR Part 31.

V. STATE OVERSIGHT AND MONITORING RESPONSIBILITIES

1. Project management is the responsibility of:

Tom Morgan, Project Director:
633 17th St, 7th Floor
Denver, CO 80202-3631
303 318-8191
tom.morgan@state.co.us

2. Monitoring of grant performance will be conducted by the CDLE monitoring staff as part of the annual compliance monitoring and the quarterly program review processes described in PGLs 08-18-WIA and 08-14-WIA. Monitors will utilize quarterly reports provided by the Grantees, plus data from JobLink/Connecting Colorado and the state's financial system reports to analyze grant progress, performance and outcomes.

VI. ARRA PROVISIONS AND 1512 REPORTING REQUIREMENTS

This Energy Sector Partnership & Training Grant is funded with American Recovery and Reinvestment Act (ARRA) Funds and therefore, grant recipients must comply with the Supplemental Provisions and compliance requirements as stated in the executed Grant Agreement. Grant recipients will need to be aware of these provisions and fulfill their responsibilities as required.

Grantees are required to submit ARRA Jobs Creation reports quarterly. The Quarterly 1512 reports are due to CDLE no later than the last day of the last month of each calendar quarter, e.g. March 31st for the first quarter of the year, June 30th for the second quarter, etc.

VII. IMPLEMENTATION DATE:

July 1, 2010

VIII. INQUIRIES:

Please direct all inquiries to the Energy Sector Partnership & Training Grant Project
Director, Tom Morgan
633 17th St 7th Floor
Denver CO 80202-3631
(303) 318-8191
tom.morgan@state.co.us

Peggy Herbertson, Director
Division of Employment & Training

Attachment 1: Monthly Expenditure Report