

BILL RITTER, JR.
Governor

DONALD J. MARES
Executive Director

Clarke D. Becker
Director of Workforce
Programs



DEPARTMENT OF LABOR AND EMPLOYMENT

OFFICE OF THE EXECUTIVE DIRECTOR

633 17th Street, Suite 1200
Denver, Colorado 80202-3660

Category: Veterans
Subject: Veterans Workforce Investment Program (VWIP)
Source:
Revise/Replace: 09-15-V
Contact: State VWIP Coordinator - Sharon Lindell
Distribution: All Directors, Managers; Workforce Regional Field Directors, Workforce Center Directors, Employment & Training Program and Administrative Staff to include: Disabled Veterans Outreach Program Specialist (DVOP), Local Veterans Employment Representative (LVER), and Employment Service (ES) professionals.
Colorado One-Stop System Policy Guidance Letter: 11-01-V
Date: January 03, 2011

I. REFERENCE(S) :

- A. Public Law 107-288 (Jobs for Veterans Act)
- B. PGL 05-14-V DVOP and LVER Duties and Responsibilities
- C. Workforce Investment Act, Section 168
- D. Department of Labor Veterans' Employment and Training Service Solicitation for Grant Applications [SGA # 09-02/PY 09]
- E. General Provisions, Grants and Cooperative Agreements
- F. Special Provisions, Grants and Cooperative Agreements
- G. Green Jobs Act of 2007
- H. Reframing The Construction Industry for Colorado, Timothy Mess, John O'Brien, Cliff Pepper, Alden Schiller, Alex Cecor

II. PURPOSE:

To provide information regarding the Veterans Workforce Investment Program (VWIP), and its relationship to WIA, the workforce regions and DVOP/LVER staff; and to provide specific program guidance to ensure effective implementation and standardization of program requirements.

III. BACKGROUND:

On July 1, 2009, the Colorado Department of Labor and Employment (CDLE) Veterans' Employment and Training Program was awarded the VWIP grant by the U.S. Department of Labor Veterans' Employment and Training Service (VETS). The VWIP grant is for \$500,000 per year for a period of up to three years. Colorado's VWIP grant builds upon the existing continuum of services and training to meet the needs of the veterans, with a focus on training and placement into the high growth, high demand, green energy sectors.

The VWIP grant targets veterans who have service-connected disabilities, significant barriers to employment, or veterans who have served on active duty in the armed forces during a war, in a campaign, or expedition for which a campaign badge is authorized. The VWIP grant also focuses on **recently separated veterans within 48 months of discharge**. Veterans with a "dishonorable" discharge annotated on their discharge form from the military

(also known as a Department of Defense form # 214, DD 214), are ineligible for VWIP grant services. To participate, the veteran must provide a copy of their DD 214, and either a social security card or passport. When the veteran is receiving a monthly compensation from the Department of Veterans Affairs (VA) for a service connected disability, the veteran must also provide a statement of disability letter from the VA to ensure eligibility for the program. The DVOP/LVER will assist the veteran in obtaining the required documentation if the veteran is unable to produce their DD 214, social security card, or statement of disability from the VA (Please see the attached mandatory program requirements document for contact information on each of the above listed agencies).

U.S. DOL VETS (in accordance with the Green Jobs Act of 2007) has designated seven green energy sectors under the VWIP incentive to be targeted for participant placement, as follows:

1. Energy-efficient building, construction, and retrofits
2. Renewable electric power
3. Energy-efficient and advanced drive train vehicles
4. Bio-Fuels
5. Deconstruction and material use
6. Energy efficiency assessment - serving residential, commercial, and industrial areas
7. Manufacturers that produce sustainable products using environmentally sustainable processes and materials

Professions that are identified as green can be found on the Occupational Network Website (ONET) under the "Find Occupations/Green Economy Sector tab" @ <http://online.onetcenter.org/find/green>.

The VWIP grant also allows training that may cross over into other occupations, some examples are as follows:

- Maintenance
- Landscaping
- Grounds keeping
- Masons
- Management
- Construction
- Administrative work for a green company

Many eligible employers for these sectors can be found on the Governor's Energy Website, under the "Green Energy Career Guide" at <http://www.careervoyages.gov/includes/incsmallwindow-energy-greenenergyjobs.cfm> . Also, through this site, are employment and internships available at <http://www.colorado.gov/energy/index.php?/resources/category/employment-internships/>. Additionally, the American Solar Energy Society lists numerous job listings on their "Green Start Energy Job Board" at http://www.ases.org/index.php?option=com_content&view=article&id=81&Itemid=6.

IV. POLICY/ACTION:

Services will be provided by DVOP/LVER's and workforce staff. DVOP/LVER staff will provide initial assessment, enrollment, case management, referral to supportive services, supportive services funding, and follow-up. Workforce center staff will assist with recruitment through veterans triage and referrals from the WIA program as well as provide administrative support regarding training program payments.

Training:

Eligible veterans should be considered for VWIP enrollment whether or not they are currently enrolled in the Workforce Investment Act (WIA). In addition, when appropriate, DVOP/LVER's are encouraged to work with WIA staff to co-enroll eligible VWIP veterans into the WIA program. The program code for

veterans who are enrolled into VWIP in Job Link will be VW.

Eligible veterans will be identified through regular intake processes at the workforce centers. Other eligible veterans will be identified using outreach efforts, the Transition Assistance Program (TAP), referrals from VA Vocational Rehabilitation, County Veterans' Service Offices, veterans' service organizations, and other agencies serving eligible veterans. The veteran case management procedures outlined in PGL 04-15-V will be followed to document the services provided and monitor the veteran's progress. A two page Employment Development Plan (EDP, also known as an Individual Development Plan) must be completed, and signed by both the veteran and the case manager. A copy of the WIA EDP must be provided in the veterans' VWIP case file. A VWIP EDP does not need to be completed if a current WIA EDP already exists. Veterans who are not interested in green energy jobs, but who require skills training/retraining, should be referred to WIA.

Once a VWIP case file has been approved for training, LVER staff may notify the veteran of their eligibility to attend training. LVER's are asked to become responsible to follow up with the individual training providers to verify veteran attendance, grades, and completion of training (please see attached "Mandatory Program Requirements for training" for additional guidance on intake, assessments, training, and follow-up). Workforce regional staff are responsible for payments to training providers utilizing their standard fiscal processes. VWIP case managers are to follow local procedures to notify fiscal staff of training requests, student dropouts, etc.

Supportive Services:

Items may be purchased for veterans who are enrolled into the VWIP grant on a limited basis. Pre-paid cards for supportive services will be distributed to participants by DVOP/LVER staff or VWIP grant coordinator. A detailed explanation of the intended use and copies of all receipts for items purchased must be provided in the veterans' case file. The cards will be distributed to LVER's by the VWIP grant coordinator in \$50.00 increments for each participant not to exceed \$100.00 per participant without VWIP coordinator approval. Since the purpose of the VWIP grant is to train veterans for green energy related jobs, participants may not be enrolled into VWIP for supportive services unless they are also enrolled in training. Veterans who only need supportive services should be referred to WIA and other programs.

Allowable Costs May Include, But Will Not Be Limited To:

- Personal Protective Clothing (PPE)
- Work Related Clothing Items
- Work Related Tools
- Sustainable Food Items
- Gas
- Bus Passes
- Personal Hygiene Items
- Haircuts,
- Fees for Drivers Licenses
- Fees for Professional Certifications/Degree's
- Dental Work (on a case-by-case basis)
- Hearing Aids (on a case-by-case basis)
- Any Other Request (on a case-by-case basis)

Disallowable Costs May Include, But Will Not Be Limited To:

- Alcohol
- Firearms
- Cigarettes
- Pornography
- Weapons
- Toys
- Electronics (unless work related)
- Games
- Gambling

Reporting:

DVOP's will inform LVER of each new VWIP participant at the time of enrollment, so the LVER can monitor the case management progress. LVER's will need to prepare and submit a quarterly report that is due the 5th calendar day following the end of each quarter as this will allow adequate time for the VWIP grant coordinator to submit a state wide report to U.S. DOL VETS.

Quarterly Reports are due on the following dates to the VWIP Grant Coordinator:

Quarter	Performance Period		Quarterly Report Due
1 st quarter 2009 reports due:	01-Jul-2009	30-Sep-2009	5-Oct-2009
2 nd quarter 2009 reports due:	01-Oct-2009	31-Dec-2009	5-Jan-2010
3 rd quarter 2009 reports due:	01-Jan-2010	31-March-2010	5-Apr-2010
4 th quarter 2009 reports due:	01-Apr-2010	30-Jun-2010	5-Jul-2010
1 st quarter 2010 reports due:	01-Jul-2010	30-Sep-2010	5-Oct-2010
2 nd quarter 2010 reports due:	01-Oct-2010	31-Dec-2010	5-Jan-2011
3 rd quarter 2010 reports due:	01-Jan-2011	31-Mar-2011	5-Apr-2011
4 th quarter 2010 reports due:	01-Apr-2011	30-Jun-2011	5-Jul-2011
1 st quarter 2011 reports due:	01-Jul-2011	30-Sep-2011	5-Oct-2011
2 nd quarter 2011 reports due:	01-Oct-2011	31-Dec-2011	5-Jan-2011
3 rd quarter 2011 reports due:	01-Jan-2012	31-Mar-2012	5-Apr-2012
4 th quarter 2011 reports due:	01-Apr-2012	30-Jun-2012	5-Jul-2012
Follow-up reports due:	90, 180, and 270 days after all grant activity/tracking ends		

LVER's are to submit a quarterly report narrative and spreadsheet electronically to the VWIP grant coordinator. The formats for the quarterly reports are attached to this PGL.

Annual Closeout Procedures:

When a veteran has obtained unsubsidized employment after VWIP training is complete, the DVOP/LVER must exit the veteran in Job Link. Follow up services will begin 90 days after exit in Job Link. DVOP will follow up with participants 90, 180, and 270 days post exit. All follow up services must be documented in Job Link as well as in the veteran's case file. On June 30th (the last day of each program year 2010,2011,2012), all veterans enrolled into VWIP must be manually exited out of Job Link regardless of their training or employment status. DVOP/LVER's may re-enroll any veteran into the next program year for continued VWIP services.

Recapture and Reallocation:

At the end of each quarter, the VWIP grant coordinator will assess funding allocations for each region. The State reserves the right to recapture and reallocate funds for regions that have not spent at least 25% of their

respective allocations for the quarter on participant training in order to provide for the individual needs of each region.

V. **IMPLEMENTATION DATE:**

Upon receipt of this PGL

VI. **INQUIRIES:**

Please direct inquiries to the State's VWIP Coordinator, Sharon Lindell at 303-514-0438 or Sharon.lindell@state.co.us.

Peggy S. Herbertson
Director

Attachments:

1. Mandatory Program Requirements
2. VWIP Quarterly Reporting Spreadsheet
3. Quarterly Reporting Narrative Format