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DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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Category: Workforce Investment Act
Subject: PY11 WIA and Wagner-Peyser Local Plan Modification Guidelines
Source: Federal/State
Revise/Replace: 10-08-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 11-08-WIA
Date: April 29, 2011

I. REFERENCE(S):

Workforce Investment Act, Public Law 105-220; WIA Final Rule, 20 CFR part 661.345, 661.350, and 661.355; Wagner-Peyser Act of 1933 as amended by Title III of WIA of 1998; Wagner-Peyser Regulations, 20 CFR parts 651, 652, and 658; TEGL 26-02; TEGL 17-05; TEGL 14-08, and the American Recovery and Reinvestment Act of 2009; PGL 10-18-L: Language Assistance Services; PGL 11-03-P: Expenditure Authorization Procedures; PGL 11-06-WIA: WIA Waiver Policy

II. PURPOSE:

To provide information and guidelines for Local Workforce Investment Boards and Workforce Regions to develop their Workforce Investment Act and Wagner-Peyser local plan modification for PY11, **which is due Friday, June 10, 2011**. This plan modification is expected to address the impacts of reduced PY11 allocations coupled with the loss of ARRA funds, plus local strategies for implementing the strategic direction of the newly reconstituted state workforce council. In addition, regions will be expected to discuss local sector based initiatives and include an updated Language Assistance Plan utilizing the new template found in PGL 10-18-L – Language Assistance Services.

III. BACKGROUND:

The Workforce Investment Act (WIA) regulations, under sections 661.345, 661.350, and 661.355, identify the requirements for submission and modification of local workforce development plans. Pursuant to these requirements, the Colorado Department of Labor and Employment (CDLE) is providing guidelines for the development of local plan modifications for PY11.

Current local WIA/Wagner-Peyser plans cover activities and expenditures through June 30, 2011, which is the fourth year of the WIA five-year planning cycle. With WIA reauthorization still pending, the US Department of Labor is requiring states to extend their state-level plans through PY11 rather than creating new plans, and submit plan modifications only as needed.

IV: POLICY/ACTION:

Each workforce region is required to submit a plan modification for PY11 that includes the following components:

- PY11 Plan Modification Signature Sheet (**use Attachment 1**)
- PY11 Plan Modification Executive Summary for the Colorado Workforce Development Council (**use Attachment 2**)
- PY11 Plan Narrative (**see Attachment 3**). Please note that:
 - All funding allocations should be utilized with consideration of the sector model as the key driver for local employment and training delivery strategies.
 - All funding allocations should be utilized with consideration of leveraging all sources of funding provided for special initiatives.
 - **Attachment 4** contains a brief description of current waivers that may be utilized in the planning process.
- PY11 Budget and Service Level Chart (**use Attachment 5**)
- PY11 Expenditure Authorizations (EAs), complete with Budget Information Summary Tables (BISTs), performance charts, expenditure charts, and signature pages. Regions are to use the latest versions of the EA participant enrollment forms, which are attached to this PGL as **Attachment 6** and also found in PGL 11-03-P EA Procedures. Please note that:
 - The expenditure goals for all three PY11 WIA programs on the quarterly expenditure chart must demonstrate that the region plans to expend at least 70% of funds available on July 1, 2011 by no later than June 30, 2012.

An electronic version of the WIA/WP plan and Expenditure Authorization is due to your State Monitor via e-mail by no later than Friday, June 10, 2011. Once revisions are made and signatures obtained, three original copies with signatures (of the WIA/WP plan) will need to be submitted.

V. IMPLEMENTATION DATE:

Upon receipt of this Program Guidance Letter.

VI. INQUIRIES:

Please direct all inquiries to your State Monitor at Workforce Development Programs.

Clarke D. Becker, Director
Workforce Development Programs

ATTACHMENTS:

1. Local Plan Modification Signature Sheet
2. Local Plan Modification Executive Summary
3. Local Plan Modification Narrative
4. Colorado Waiver Summary
5. Local Plan Modification Budget and Service Level Chart
6. PY11 Expenditure Authorization Formats