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COLORADO WORKFORCE DEVELOPMENT COUNCIL

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Category: Workforce Investment Act
Subject#: Guidelines for the PY2010 WIA Annual Report
Source: Federal/State
Revise/Replace: PGL # 10-12-WIA
Contact: Stephanie Steffens, Director, Colorado Workforce Development Council
Distribution: Managers, Workforce Development Program Staff, Workforce Region Directors and staff, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 11-09-WIA
Date: July 27, 2011

Please note that there are many changes to this year's Annual Report. Please review the Program Guidance Letter and attachments carefully and respond accordingly.

I. REFERENCE(S):

Title I of the Workforce Investment Act (WIA) of 1998, Section 136 (d); WIA Final Rules – 20 CFR Parts 667.300, published at 65 Fed. Reg. 49429 (August 11, 2000); CDLE WIA/Wagner-Peyser Grant Agreement section 2.3.D.

II. PURPOSE:

This PGL provides revised guidelines and an August 22, 2011, deadline for the submission of regional PY10 WIA Annual Report narratives.

III. BACKGROUND:

The Workforce Investment Act requires states to submit an annual progress report that includes “information regarding the progress of local areas in the State in achieving local performance measures...” In addition to the submission of client and statistical data through the Workforce Investment Act Standardized Record Data (WIASRD), the Colorado Department of Labor & Employment (CDLE) prepares a comprehensive narrative section of the report, which is submitted separately from the WIASRD and includes program accomplishments and promising practices developed at the state and local levels.

This year (PY10) the Colorado Workforce Development Council (CWDC) has taken on the responsibility of completing the report due to their strategic oversight of Colorado's workforce system.

The purpose of the Annual Report is to provide stakeholders and the federal government with a snapshot of the services provided at both the state and regional levels and our accomplishments over the past program year (July 1, 2010 – June 30, 2011). The target audience includes elected officials, executive directors of state agencies, business and community leaders from across Colorado, and U.S. Department of Labor officials.

The Annual Report should reflect the broad vision for Colorado's workforce system. The CWDC is tasked with providing the strategic vision for Colorado's workforce development system. Please find the vision and mission of the CWDC below.

Vision:

Every Colorado business has access to a skilled workforce and every Coloradan has access to meaningful employment, resulting in statewide economic vitality.

Mission:

The mission of the Colorado Workforce Development Council is to create a business-focused workforce system that effectively helps to prepare Coloradans for the jobs of today and tomorrow.

The Council accomplishes this by aligning the efforts of economic development, education/training, workforce development, government and business stakeholders at the local, regional and state levels. We convene partners, leverage resources and work to remove communication and regulatory barriers in order to help businesses create jobs, retain jobs and access a highly competitive workforce.

IV. POLICY/ACTION:

This year's annual report will be much simpler and shorter (12 pages maximum) than previous years, providing a true snapshot summary of Colorado's workforce system. In addition to the 12-page printed report, an interactive online version will allow stakeholders to access additional information about Colorado's workforce system. The report will reflect how CDLE's WIA-funded programs and workforce regions are contributing to the overall vision for Colorado's workforce system and the system's accomplishments over the past year.

Instead of having each CDLE WIA-funded program and each region submit narratives, photos, and graphics for the Annual Report, each CDLE WIA-funded program and workforce region is responsible for completing several questions in the PDF format provided (Attachments 1 and 2). The questions are designed to gain an understanding of the programs/initiatives and best practices occurring throughout the state and the value-added that they bring to Colorado's communities. All of the answers will be incorporated into the annual report or the interactive online version of the report.

The new format of the Annual Report will allow you to invest your time and energy in ensuring an excellent representation of your region online rather than only in the report itself. Please use this opportunity to ensure that you are providing excellent, easy-to-find information online. Please ensure that the destination of all websites provided in the questions below are updated, easy to follow, and reflect well on your region and Colorado's workforce system no later than September 26, 2011.

CDLE Workforce Development Programs and Colorado's Workforce Regions must submit the completed PDF questionnaire and return it to cwdc@state.co.us by Monday, August 22, 2011. Late submissions will NOT be accepted.

V. IMPLEMENTATION DATE:

Immediately upon receipt.

VI. INQUIRIES:

Please direct all inquiries to Colorado Workforce Development Council staff, Emily Templin Lesh at Emily.Lesh@state.co.us or 303-318-8470.

Stephanie Steffens, Director
Colorado Workforce Development Council

ATTACHMENTS:

1. WIA Annual Report Questionnaire for Workforce Regions
2. WIA Annual Report Questionnaire for CDLE Workforce Development Programs