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| Category: | Workforce Investment Act |
| Subject#: | Adult Discretionary Assistance Grant Guidelines |
| Source: | Federal/State |
| Replace: | PGL # 02-25-WIA |
| Contact: | Director of the Office of Workforce Development |
| Distribution: | Workforce Investment Board Chairpersons, Workforce Region Directors, Managers, Program and Fiscal Staff |
| Colorado One-Stop System Policy Guidance Letter#: | 03-01-WIA |
| Date: | January 16, 2003 |

I. REFERENCE(S):

Workforce Investment Act, Public Law 105-220

II. PURPOSE:

To revise and update information and guidelines for Local Workforce Investment Boards and Workforce Regions to apply for WIA Discretionary Funding for adults and dislocated workers. All projects funded under these guidelines will have a start date of July 1, and an end date of June 30th.

III. BACKGROUND:

The Workforce Investment Act (WIA) sets aside discretionary funding to be used for special projects relevant to workforce and labor market conditions that exist in the state. Section 134 (a)(3) of the Act, specifically states that funds available under this section can be used for activities such as exemplary programs, research and demonstration efforts, innovative incumbent worker programs, and special projects to assist local areas in carrying out local employment and training activities.

The Workforce Development Council (WDC) has designated the Workforce Investment Act Discretionary Funds for special statewide projects that serve adults and dislocated workers. A separate letter will be issued that details the annual funding availability.

Due to the economy in Colorado each workforce region can determine the best use of the funds to better serve the adult population. Three WDC committees will review the request for grants to assist local workforce boards resolve local issues that are consistent with the committee's areas of focus and four system goals, which are:

SYSTEM GOALS

1. Coordinate and demonstrate the need to make education and workforce development the state's number one economic development priority.
2. Support Local Workforce Investment Boards in sector-based activities that produce workers for high demand high skilled jobs, and increase the supply of Colorado developed high skilled workers.
3. Support local Centers and operators in their efforts to strengthen regional economies through locally driven strategically targeted workforce development activities.
4. Produce a workforce system that meets the needs of Colorado Businesses, Communities and receives active business participation and support.

STATE WORKFORCE INVESTMENT SYSTEM (SWIS) COMMITTEE

Primary Goal: Support local Centers and operators in their efforts to strengthen regional economies through locally driven strategically targeted workforce development activities.

Secondary Goals:

- Promote continuous improvement in the workforce system delivery of employment and training services.
- Create a system award event to award continuous improvement recognition to foster system development and improvement.
- Research, create and support best practice implementation across the system.
- Develop and encourage development of innovative employment and training projects to serve adults throughout the state.
- Support demonstration pilots of exceptional and innovative transformational workforce projects.

SKILLS DEVELOPMENT PARTNERSHIP (SDP) COMMITTEE

Primary Goals:

- Support Local Workforce Investment Boards in sector-based activities that produce workers for high demand high skilled jobs, and increase the supply of Colorado developed high skilled workers.
- Coordinate and demonstrate the need to make education and workforce development the state's number one economic development priority.

Secondary Goals:

- Support programs that will increase the supply of skilled workers.
- Develop partnerships that increase the quality of the workforce, raise the level of skills in low wage workers and insures accountability for skills development.
- Evaluate success of skills development in the workforce system.
- Increase employer satisfaction, ensure the system is meeting employer needs.

BUSINESS OUTREACH AND MARKETING COMMITTEE

Primary Goal: Produce a workforce system that meets the needs of Colorado businesses and communities and receives active business participation and support.

Secondary Goals:

- Produce a workforce marketing system that engages the attention of Colorado business, individuals, communities and generates active business participation and support.
- Expand the awareness of the Workforce System's capabilities with the business community.
- Maximize utilization of the Workforce System by Colorado Industries.
- Enlarge active business participation in setting system goals, and policy; including regional development and Local Workforce Board evolution and operations.
- Measure and increase employer satisfaction and expand employer involvement in the Workforce System.

IV: POLICY/ACTION:

A. Goals and Priorities for the PY02 Adult Discretionary Funds

- The WDC has determined that the priority for the adult discretionary funding is to assist local areas in identifying local adult issues and seeking solutions to these problems/issues. **A key and essential element in developing solutions is the participation of local business.** This discretionary resource must also enhance:
 1. One or more of the system goals; and
 2. Committee areas of focus.
- There **will not be a Request For Proposal (RFP)** issued; all discretionary funds will be **awarded prior to July 1 each year** and will be based on:
 1. Individual request;
 2. Receipt of the proposal;
 3. Availability of funds;
 4. Consistency with support of the system goals; and
 5. Consistency with the mission of the Sub Committee
- The WDC's intent is to provide local Workforce Boards optimum flexibility in addressing local adult workforce issues, problems or concerns. Area boards that have identified a local workforce issue/problem, may submit a written proposal, **prior to April 30th each year**, identifying the issue/concern and detailing how the resources will be used to address the local issue/concern.

Each proposal will be reviewed by the appropriate committee and will be considered on an individual basis. The Workforce Region will receive funding status notification within 45 days of the Governor's approval of the Council's discretionary funds distribution recommendations.

B. Adult Workforce Initiative Objectives

- Identify an adult workforce issue/concern in local areas.
- Involve local business and industry in the process.
- Document the cause and effect of the issue/concern on the local workforce and community and identify how the infusion of additional funding can help address the problem. Address how this resource will enhance the local workforce region in achieving WIA performance indicators, and which system goal it advances.

C. Criteria

- Grants will be reviewed on the strength and viability of the conceptual framework, the extent and substantive involvement of the private sector, measurable outcomes, and the clarity and supportability of the budget, and consistency with the system goals.
- Each of the Colorado Workforce Regions and Sub Regions can apply for funds that will address current workforce issues or concerns.

Please note: The state operated sub regions of the Rural Consortium must apply through and be submitted by the Rural Consortium to the Office of Workforce Development. The County operated regions, i.e. Mesa County and Broomfield County can apply directly to the Office of Workforce Development; however, a copy of the proposal must also be sent to the Rural Consortium.

- Funds will be distributed to regions for each selected proposal through the Expenditure Authorization (EA) process.

D. Proposal Format

Each proposal narrative must address all of the following factors to be considered for funding, the numeric value of each factor is listed:

1. Conceptual Framework (30 Points)

- Provide a clear identification of the issue(s) and/or problems and the effect on the local workforce;
- Demonstrate the appropriateness of the method to be used to address the issue/problem;
- Provide a detailed description of the goals and objectives of the project, including how WIA performance indicators will be enhanced/achieved.
- Detail how the project will advance a system goal and/or committee area of focus.
- Provide a description of the scope of work and tasks involved in accomplishing the project;
- Define the role the local council members had in the development of the proposal.

2. Participation of local business and industry (20 Points)

- Identify the business and industries who will be involved and describe their involvement through the scope of work.

3. Measurable Outcomes (25 Points)

- Identify measurable and quantifiable outcomes of the project.
- Provide an assurance that all required quarterly reports will be submitted as detailed in Program Guidance Letter #02-29-WIA (see PGL for report format and due dates).
- Projects can be funded for up to two years.

4. Budget and Narrative (15 Points)

- Provide a detailed budget and narrative with justification for the resources necessary to accomplish the goals and objectives as set forth in the scope of work.

5. Period of Performance (5 Points)

- The period of performance must be clearly defined, (all proposals must have a start date of July 1 and an end date of June 30th).

6. Administrative Requirements (5 Points)

- **Each proposal must be no more than three type written pages, plus a budget and budget narrative and any letters of support.**

- Please submit four copies of the proposal to:

Booker T. Graves, Director
Department of Local Affairs, Office of Workforce Development
1313 Sherman Street, Room 323
Denver, Colorado 80203

- **Four original signature pages are required (or as many original signature pages required by your local jurisdiction). Each proposal must be signed by the Director and Local Council Chairperson.**

E. Funding Process

- An evaluation committee comprised of members of the WDC, Committees, (Skills Development Partnership Committee, State Workforce Investment System Committee), Business Outreach and Marketing Committee and other state program experts may review the proposals and make recommendations for funding.

V. IMPLEMENTATION DATE:

Upon receipt of this PGL.

VI. INQUIRIES:

Please direct all inquiries to Booker Graves, Office of Workforce Development at 303-866-4937.

Drew T. Durham, Director
Division of Employment & Training

Booker T. Graves, Director
Office of Workforce Development