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EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/Wagner-Peyser
	CORRESPONDENCE SYMBOL OWI
	DATE March 16, 2012

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-11

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: JANE OATES *Jane Oates*
Assistant Secretary

SUBJECT: Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2012; Final PY 2012 Allotments for the Wagner-Peyser Act Employment Service Program Allotments; and Workforce Information Grants to States Allotments for PY 2012.

- Purpose.** To provide states and outlying areas with WIA Title I Adult, Dislocated Worker and Youth Activities program allotments for PY 2012; final allotments for PY 2012 for the Wagner-Peyser Employment Service (ES) Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the Workforce Information Grants to States allotments for PY 2012.
- References.**
 - Department of Labor Appropriations Act, 2012, Title I of Division F of the Consolidated Appropriation Act, 2012, Public Law (P.L.) 112-74, signed December 23, 2011
 - Titles III and V of Division F of the Consolidated Appropriation Act, 2012, P. L. 112-74
 - Training and Employment Guidance Letter (TEGL) 26-10 (May 10, 2011)
 - Workforce Investment Act of 1998, (29 United States Code (U.S.C) 2801 et seq.), Public Law 105-220, as amended
 - Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
 - WIA Final Rule, 20 Code of Federal Regulations parts 660-671
 - Planning Guidance for the Strategic State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act [(73 FR 72853) (Dec. 1, 2008)] (OMB No. 1205-0398)

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Background.** The funds for the allotments announced in this TEGL are part of the funds appropriated in the Department of Labor Appropriations Act, 2012, Title I of Division F of the Consolidated Appropriations Act, 2012, P.L. 112-74, signed into law December 23, 2011 (from this point forward, referred to as "the Act"). Section 527 of Title V of Division F of the Consolidated Appropriations Act, 2012, incorporated a mandatory across the board (ATB) rescission of 0.189 percent impacting the PY 2012 funding for the programs covered by this TEGL. For the Adult and Dislocated Worker programs, the 0.189 percent rescission only impacts the "base" funds that states receive on July 1, 2012.

The Act also states:

- A local board may still transfer up to 30 percent of funds between the Adult and Dislocated Worker funding streams if approved by the Governor.
- A local board may still award contracts for "class-size training," that is, a local board may still award a contract to an institution of higher education or other eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations, if such contract does not limit customer choice.
- Notwithstanding section 128(a)(1) of the Workforce Investment Act (WIA), the amount available for the Governor for statewide workforce investment activities shall not exceed 5 percent of the amount allotted to the State from each of the WIA Youth, Adult, and Dislocated Worker, PY 2012 appropriations.
- Salary caps from FY 2010 are maintained (i.e., \$179,700). No funds under the header "Employment and Training Administration" may be used by a recipient or sub-recipient to pay the salary and bonus of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, and states may establish lower salary caps.

The WIA allotments for states are based on formula provisions defined in WIA (see Attachment A for WIA and Wagner-Peyser formula descriptions).

The WIA allotments for the outlying areas (e.g., American Samoa, Guam, Northern Marianas, Palau, and the Virgin Islands) are based on a discretionary formula as authorized under WIA Title I. The Marshall Islands and Micronesia no longer receive WIA Title I funding; instead, these areas now receive funding from the Department of Education's appropriation (See Compact of Free Association Amendments of 2003, P.L. 108-188 (December 17, 2003), codified at 48 U.S.C. 1921d(f)(1)(B)(iii)(the "Compact"). The Compact also specified that the Republic of Palau remained eligible for WIA Title I funding. See 48 U.S.C. 1921d(f)(1)(B)(ix). The Consolidated Appropriations Act, 2012 (in the Department of Education's General Provisions at Section 306, Title III, Division F, P.L. 112-74) amended the Compact to extend the availability of WIA Title I funding to Palau through FY 2012.



In addition to this TEGL, allotments and descriptions of the allotment formulas will be published in the Federal Register. Comments may be submitted to the Employment and Training Administration (ETA), on the formula used to distribute funds to outlying areas.

4. State WIA Youth Activities Funds: Title I—Chapter 4—Youth Activities.

A. State Allotments. The appropriated level for PY 2012 for WIA Youth Activities totals \$824,353,022, which includes \$12,365,295 for Native Americans, \$809,926,844 for states, and \$2,060,883 for outlying areas. These amounts include the ATB 0.189 percent rescission. Attachment B contains a breakdown of the WIA Youth Activities program allotments by state for PY 2012 and provides a comparison of these allotments to PY 2011. Please note that the Department of Labor (the Department) will provide the Native American Youth allotments in a separate TEGL.

The three data factors required by WIA for the PY 2012 Youth Activities state formula allotments are:

1. The number of unemployed for Areas of Substantial Unemployment (ASUs) averages for the 12-month period, July 2010 through June 2011, as prepared by the states since PY 2006 using special 2000 Census data based on households, obtained under contract with the Census Bureau and provided to states by the Bureau of Labor Statistics (BLS);
2. The number of excess unemployed individuals or the ASU excess (depending on which is higher) averages for the same 12-month period as used for ASU unemployed data; and,
3. The number of economically disadvantaged youth (age 16 to 21, excluding college students and military) from special 2000 Census tabulations.

Since the total amount available for states in PY 2012 is below the required \$1 billion threshold specified in WIA section 127(b)(1)(C)(iv)(IV), which was also the case in PY 2011, the WIA additional minimum provisions are not applicable. Instead, as required by WIA, the Job Training Partnership Act (JTPA) section 262(a)(3) (as amended by section 701 of the Job Training Reform Amendments of 1992) minimums of 90 percent hold-harmless of the prior year allotment percentage and 0.25 percent state minimum floor apply. WIA also requires the application of a 130 percent stop-gain of the prior year allotment percentage.

B. PY 2012 Funding WIA Agreement/Notice of Obligations (NOOs). Upon execution of the PY 2012 WIA Annual Funding Agreement, Youth program funds will be available for use by states.



C. Within-State Allocations. States must distribute WIA Youth Activities funds among local workforce investment areas (subject to reservation of the 5 percent limitation for statewide workforce investment activities as discussed in the Background Section of this TEGL) in accordance with the provisions of WIA section 128 and the approved WIA/Wagner-Peyser Act State Plan. For purposes of identifying ASUs for the within-state Youth Activities allocation formula, as done since PY 2006, states should continue to use the special 2000 Census data based on households which were obtained under contract with the Census Bureau and provided to states in October 2006 by BLS. States must use such data for this purpose until further notice. For purposes of developing the number of economically disadvantaged Youth Activities for the statutory formula, states should continue to use the special 2000 Census data provided to them for the within-state youth allocations beginning in PY 2004.

It should be noted that the most current Census, conducted in 2010, did not include the long form survey which ETA would have used to update the economically disadvantaged data from the 2000 Census. Instead, ETA will continue to work with the Census Bureau over the next year to use data from the American Community Survey (ACS). ETA will alert states when data from the ACS are available for use in within-state allocation formulas; however, updated data will not be available for use with PY 2012 funding.

D. Transfers of Funds. Local workforce investment areas lack the authority to transfer funds to or from the Youth Activities program.

E. Reallotment of Funds. The Secretary of Labor reallots Youth Activities program formula funds, as provided for by WIA Section 127(c), based on completed PY financial reports submitted by the states. Reallotment of funds among states under WIA will occur during PY 2012 based on state obligations made during PY 2011 (20 CFR §667.150).

5. State Adult Employment and Training Activities Funds: Title I—Chapter 5—Adult and Dislocated Worker Employment and Training Activities.

A. State Allotments. The total appropriated funds for PY 2012 for Adult Activities are \$770,810,637 of which \$768,883,610 is for states and \$1,927,027 is for outlying areas. These amounts include the ATB 0.189 percent rescission. Attachment C shows the PY 2012 Adult Activities allotments and a comparison to PY 2011 allotments by state.

The three formula data factors for the Adult Activities program are the same as those used for the Youth Activities formula, except the Department used data for the number of economically disadvantaged adults (age 22 to 72, excluding college students and military). Since the total amount available for the Adult



section 133(b)(4), up to 30 percent of these funds could be transferred between programs, which is applicable for the life of the funds.

E. Reallotment of Funds. Reallotment of Adult Activities program formula funds, as provided for by WIA section 132(c), is based on completed PY financial reports submitted by the states. Reallotment of funds among states under WIA will occur during PY 2012 based on state obligations of PY 2011 funds made during PY 2011 (20 CFR §667.150).

6. State Dislocated Worker Employment and Training Funds: Title I--Chapter 5-Adult and Dislocated Worker Employment and Training Activities.

Appropriated funds for PY 2012 for the Dislocated Worker Activities program total \$1,232,217,892, with \$1,008,151,464 for states, \$3,080,545 for outlying areas, and \$220,985,883 for the National Reserve. These amounts include the 0.189 percent rescission.

A. State Allotments. Attachment E shows the PY 2012 Dislocated Worker Activities fund allotments by state and a comparison to PY 2011.

The three data factors required in WIA for the PY 2012 Dislocated Worker state formula allotments are:

1. The number of unemployed, averaged for the 12-month period, October 2010 through September 2011;
2. The number of excess unemployed, averaged for the 12-month period, October 2010 through September 2011; and
3. The number of long-term unemployed, averaged for the 12-month period, October 2010 through September 2011.

B. PY 2012 Funding WIA Agreement/NOOs. For PY 2012, Congress appropriated funds for this program in two portions for both formula funds and National Reserve funds. For formula funds, \$148,151,464 is available for obligation on July 1, 2012 (PY 2012) (including the 0.189 percent rescission), and \$860,000,000 is available for obligation on October 1, 2012 (FY 2013). For the National Reserve, which includes funds for the outlying areas, \$24,066,428 is available for obligation on July 1, 2012 (PY 2012) (including the 0.189 percent rescission), and \$200,000,000 is available for obligation on October 1, 2012 (FY 2013). Allotments to states and outlying areas are prorated based on the two amounts for formula funds and National Reserve, respectively. Allotments will be issued in two NOOs: one for July 1, 2012, under the PY 2012 WIA grant agreement, and the other for October 1, 2012, (also under the PY 2012 WIA grant agreement) (see Attachment F).



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C. Within-State Allocations. Dislocated Worker Activities funds for PY 2012 allotments are to be distributed among local workforce investment areas (subject to the governor's reservation of up to 25 percent for statewide rapid response activities and the 5 percent limitation for statewide workforce investment activities as discussed in the Background Section of this TEGL in accordance with the provisions in WIA section 133 and the approved WIA/Wagner-Peyser Act State Plan.

D. Transfers of Funds. WIA section 133(b)(4) provides the authority for local workforce investment areas, with approval of the Governor, to transfer up to 20 percent of the Adult Activities funds to Dislocated Worker Activities, and up to 20 percent of Dislocated Worker Activities funds to Adult Activities. The Department of Labor Appropriations Act, 2012, provided that notwithstanding section 133(b)(4), up to 30 percent of these funds could be transferred between programs, which is applicable for the life of the funds.

E. Reallotment of Funds. Reallotment of Dislocated Worker program formula funds, as provided for by WIA section 132(c), is based on completed PY financial reports submitted by the states. Reallotment of funds among states under WIA will occur during PY 2012 based on state obligations made during PY 2011 (20 CFR §667.150).

7. Wagner-Peyser Employment Service Final Allotments. The appropriated level for PY 2012 for grants for the Employment Service programs totals \$700,841,900 (including the 0.189 percent rescission). After determining the funding for outlying areas, allotments to states are calculated using the formula set forth at section 6 of the Wagner-Peyser Act (29 U.S.C. 49e). PY 2012 formula allotments are based on each state's share of calendar year 2011 monthly averages of the Civilian Labor Force (CLF) and unemployment. The distribution of Wagner-Peyser Act funds for PY 2012 includes \$699,133,491 for states, as well as \$1,708,409 for outlying areas. Attachment G shows the distribution of PY 2012 ES formula amounts by state compared to PY 2011.

Under section 7(b) of the Wagner-Peyser Act, ten percent of the total sums allotted to each state shall be reserved for use by the governor to provide performance incentives, services for groups with special needs, and for the extra costs of exemplary models for delivering job services.

8. Workforce Information Grants. Total funds for PY 2012 are \$31,939,520 (including the 0.189 percent rescission). Funds are distributed to states by administrative formula with \$176,655 for Guam and the Virgin Islands. The remaining funds are distributed to the states with 40 percent distributed equally to all states, and 60 percent distributed based on each state's share of the Civilian Labor Force for the 12



months ending September 2011. The allotment figures are listed in Attachment H. Policy guidance on the use of workforce information grants will be forthcoming.

9. **Submission.** In order to achieve greater efficiencies and as part of ETA's ongoing effort to streamline the mandatory grant award process, all States are required to submit an electronically signed copy of an SF 424, Application for Federal Assistance and the WIA Agreement (Attachment I) through Grants.gov under announcement name: ETA/TEGL/PY 12-01. An electronically submitted SF 424 and WIA Agreement through Grants.gov constitute official signed documents and should reflect the combined funding for all three WIA programs (Dislocated Worker, Adult & Youth). The closing date for receipt of the documents under this TEGL is March 29, 2012. The WIA Youth funds will be awarded in April 2012, and the WIA Dislocated Worker and Adult funds will be awarded in July 2012.

States must submit a second SF 424 and the ES Agreement (Attachment J) electronically through <http://www.grants.gov> under announcement name: ETA/TEGL/PY 12-01 no later than June 15, 2012, for the Wagner-Peyser Employment Service Program and the Workforce Information Grants to States Allotments for PY 2012. This SF 424 and ES Agreement constitute official signed documents and should reflect the combined funds for the Wagner-Peyser Employment Service Program and the Workforce Information Grants funds. The Wagner-Peyser Employment Service Program and Workforce Information funds will be awarded in July 2012.

The process can be complicated and time-consuming. States are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

States should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. States should read through the registration process carefully before registering. Time should be factored in for electronic submission in order to avoid unexpected delays that could result in the rejection of the documents. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that States download the "Organization Registration Checklist" at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

The first SF 424 should include the amount for all three funding streams, youth, adult and dislocated worker, and reflect the amount entered in item #18, Estimated Funding. The States must have a D-U-N-S® Number and must register with the Federal Central Contractor Registry (CCR). Include the EIN and DUNS numbers in item #s 8b and 8c, respectively. Item #11 must include the Catalog of Federal



Domestic Assistance Number for all three funding streams, 17.278 - WIA Dislocated Worker, 17.259 - WIA Youth, and 17.258 - WIA Adult. The second SF 424 will include two programs, Employment Service (Wagner-Peyser) and Workforce Information Grants to States allotments for PY 2012 and the combined amount for both programs is to be entered in item #18, Estimated Funding. Also, include the EIN and DUNS numbers in item #s 8b and 8c, respectively. The Catalog of Federal Domestic Assistance Number for the two programs is 17.207.

If States encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week. It is closed on federal holidays.

For further information about the submission requirement, please contact Ms. Sharon Carter, Grants Management Specialist, Division of Workforce System Federal Assistance at (202) 693-3323. States should e-mail all submission questions to carter.sharon@dol.gov and must specifically reference ETA-TEGL-PY-12-01, and along with question(s), include a contact name, fax, and phone number.

10. **Reporting.** For the WIA formula programs, states are required to submit the seven designated WIA quarterly financial status reports covering funds received for each of the programs (including separate reports for each of the fund year periods for the Adult and Dislocated Worker Activities programs -- July 1 funds and October 1 funds). These seven WIA reports provide financial data for statewide Youth, statewide Adult, statewide Dislocated Worker, statewide Rapid Response (Dislocated Worker Activities), local Youth, local Adult, and local Dislocated Worker activities. States are also required to submit the designated financial reports each quarter for the Wagner-Peyser Act funds and the Workforce Information Grant funds.
11. **Inquiries.** Questions regarding these allotments may be directed to the appropriate Regional Office. Information on allotments and planning requirements may also be found on the ETA Web site at <http://www.doleta.gov>.
12. **Attachments.**
 - A. WIA and Wagner-Peyser Statutory Formula Descriptions
 - B. WIA Youth Activities Allotments, PY 2012 vs PY 2011
 - C. WIA Adult Activities Allotments, PY 2012 vs PY 2011
 - D. WIA Adult Activities Allotments, July 1 and October 1 Funding



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- E. WIA Dislocated Worker Activities Allotments,
PY 2012 vs PY 2011
- F. WIA Dislocated Worker Activities Allotments,
July 1 and October 1 Funding
- G. Employment Service (Wagner-Peyser) Allotments,
PY 2012 vs PY 2011
- H. Workforce Information Grants Allotments,
PY 2012 vs PY 2011
- I. WIA Agreement
- J. ES Agreement



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Attachment A

U. S. Department of Labor
Employment and Training Administration

Workforce Investment Act (WIA) and Wagner-Peyser Act Statutory Formulas for State Allotments

State Allotment Formula Descriptions

WIA Youth Activities

Formula:

1/3: State relative share of total unemployed in areas of substantial unemployment (ASU) (average 12 months ending 6/30)

1/3: State relative share of excess unemployed (average 12 months ending 6/30)

1/3: State relative share of economically disadvantaged youth (Census 2000)

Minimums:

(a) If total amount available for states is \$1 billion or less:

State allotment cannot be less than

(1) 90 percent of state relative share of prior year funding

(2) 0.25 percent of total available funds for states

(b) If total amount available for states exceeds \$1 billion:

State allotment cannot be less than

(1) 90 percent of state relative share of prior year funding

(2) 1998 allotment amount

(3) 0.3 percent of first \$1 billion plus 0.4 percent of amount over \$1 billion

Maximum:

130% of state relative share of prior year funding

WIA Adult Activities

Same as Youth Activities, except

(a) Formula uses economically disadvantaged ADULTS instead of YOUTH

(b) Threshold for selecting minimum provisions is \$960 million instead of \$1 billion

WIA Dislocated Workers

Formula:

1/3: State relative share of total unemployed (average 12 months ending 09/30)

1/3: State relative share of excess unemployed (average 12 months ending 09/30)

1/3: State relative share of long-term unemployed (average 12 months ending 09/30)

Minimum: none

Maximum: none

Employment Service (Wagner-Peyser Act)

Formula for 97% of funds:

2/3: State relative share of civilian labor force (average 12 months ending 9/30 (preliminary) or 12/31 (final))

1/3: State relative share of total unemployment (average 12 months ending 9/30 (preliminary) or 12/31 (final))

Minimums:

(a) 90 percent of state relative share of prior year funding

(b) 0.28 percent of total available funds for states

Maximum:

Distribution of 3% of funds:

(1) States with civilian labor force below 1 million and under the national median civilian labor force density receive an amount which, when added to their share of the 97 percent portion, will result in an amount equal to 100 percent of their relative share of the prior year funding

(2) Remaining states losing in relative share receive a share of the remaining funds prorated based on the amount needed to achieve 100 percent of their relative share of prior year funding.

Formula Data Factor Definitions

WIA Youth and Adults Programs

ASU: contiguous areas with unemployment rate of 6.5 percent or more excess unemployed. Higher of:

(1) excess unemployed (unemployment in excess of 4.5 percent) in ASUs; or

(2) excess unemployed (unemployment in excess of 4.5 percent) in all areas

Economically disadvantaged adults: individuals, age 22-72, meeting (or member of family meeting):

OMB poverty level or

70 percent of lower living standard income level (LLSIL).

Economically disadvantaged youth: individuals, age 16-21, meeting (or member of family meeting):

OMB poverty level or

70 percent of lower living standard income level (LLSIL).

WIA Dislocated Workers Program

Excess unemployed: unemployment in excess of 4.5 percent

Long-term unemployed: number unemployed 15 or more weeks

Employment Service (Wagner-Peyser) - Self-explanatory



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U.S. Department of Labor
Employment and Training Administration
WIA Youth Activities State Allotments
Comparison of PY 2012 vs PY 2011

Attachment B

State	PY 2011	PY 2012	Difference	% Difference
Total	\$825,913,862	\$824,353,022	(\$1,560,840)	-0.19%
Alabama	12,455,574	11,711,479	(744,095)	-5.97%
Alaska	2,218,462	2,024,817	(191,645)	-8.65%
Arizona	15,326,190	16,510,841	1,184,451	7.73%
Arkansas	6,794,393	6,431,994	(362,399)	-5.33%
California	117,952,080	123,857,750	5,905,670	5.01%
Colorado	9,788,025	11,882,561	2,094,536	21.40%
Connecticut	8,060,872	8,784,724	733,852	9.10%
Delaware	2,028,651	2,024,817	(3,834)	-0.19%
District of Columbia	2,402,872	2,323,591	(79,281)	-3.30%
Florida	50,372,277	53,892,125	3,519,848	6.99%
Georgia	24,305,197	25,482,266	1,177,069	4.84%
Hawaii	2,272,811	2,243,958	(28,853)	-1.27%
Idaho	3,428,419	4,027,145	598,726	17.46%
Illinois	36,088,031	32,767,678	(3,318,353)	-9.20%
Indiana	16,043,006	15,457,182	(585,824)	-3.65%
Iowa	5,519,334	4,962,142	(557,192)	-10.10%
Kansas	5,248,975	5,511,824	262,849	5.01%
Kentucky	12,514,937	12,876,374	161,437	1.29%
Louisiana	11,269,372	11,409,318	139,946	1.24%
Maine	2,887,584	2,831,274	(56,310)	-1.95%
Maryland	10,073,999	10,354,690	280,691	2.79%
Massachusetts	15,988,686	15,009,154	(979,532)	-6.13%
Michigan	41,642,666	37,407,571	(4,235,095)	-10.17%
Minnesota	11,474,392	10,523,152	(951,240)	-8.29%
Mississippi	10,523,093	9,452,885	(1,070,208)	-10.17%
Missouri	14,549,044	15,108,428	559,384	3.84%
Montana	2,174,750	2,405,630	230,880	10.62%
Nebraska	2,288,141	2,207,155	(80,986)	-3.54%
Nevada	8,303,837	9,104,832	800,995	9.65%
New Hampshire	2,253,475	2,024,817	(228,658)	-10.15%
New Jersey	20,362,828	20,322,861	(39,965)	-0.20%
New Mexico	4,775,669	4,918,291	142,622	2.99%
New York	46,253,787	45,892,839	(360,948)	-0.78%
North Carolina	24,598,968	23,736,834	(862,134)	-3.50%
North Dakota	2,028,651	2,024,817	(3,834)	-0.19%
Ohio	31,915,350	29,136,945	(2,778,405)	-8.71%
Oklahoma	6,877,913	6,676,111	(201,802)	-2.93%
Oregon	11,028,583	10,760,018	(268,565)	-2.42%
Pennsylvania	29,506,561	28,348,353	(1,160,208)	-3.93%
Puerto Rico	23,908,509	21,476,993	(2,431,516)	-10.17%
Rhode Island	3,787,218	3,687,520	(99,698)	-2.12%
South Carolina	13,918,083	12,754,208	(1,161,875)	-8.35%
South Dakota	2,028,651	2,024,817	(3,834)	-0.19%
Tennessee	18,288,215	15,784,120	(2,504,095)	-13.70%
Texas	52,833,195	55,664,646	2,831,451	5.36%
Utah	4,121,624	5,347,985	1,226,361	29.75%
Vermont	2,028,651	2,024,817	(3,834)	-0.19%
Virginia	13,540,444	13,020,339	(520,105)	-3.84%
Washington	15,992,583	16,859,549	866,966	5.43%
West Virginia	4,315,932	4,577,244	261,312	6.05%
Wisconsin	13,099,180	12,342,748	(756,432)	-5.77%
Wyoming	2,028,651	2,024,817	(3,834)	-0.19%
State Total	811,460,369	809,926,844	(1,533,525)	-0.19%
American Samoa	117,342	117,112	(230)	-0.20%
Guam	955,133	953,260	(1,873)	-0.20%
Northern Mariana	353,447	352,754	(693)	-0.20%
Palau	75,000	75,000	0	0.00%
Virgin Islands	563,863	562,757	(1,106)	-0.20%
Outlying Areas Total	2,064,785	2,060,883	(3,902)	-0.19%
Native Americans	12,388,708	12,365,295	(23,413)	-0.19%



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U.S. Department of Labor
Employment and Training Administration
WIA Adult Activities State Allocations
Comparison of PY 2012 vs PY 2011

Attachment C

State	PY 2011 (Pre-FY 2012 0.149% Reducción)	PY 2012	Difference	% Difference
Total	\$770,921,920	\$770,810,637	(\$111,283)	-0.01%
Alabama	12,090,307	11,433,310	(656,997)	-5.43%
Alaska	2,118,648	1,922,209	(196,439)	-9.27%
Arizona	14,638,503	15,820,881	1,182,378	8.08%
Arkansas	6,399,544	6,067,684	(331,860)	-5.19%
California	113,937,862	120,000,208	6,062,346	5.32%
Colorado	8,838,405	10,859,799	2,021,394	22.87%
Connecticut	7,208,528	7,932,575	724,047	10.04%
Delaware	1,922,487	1,922,209	(278)	-0.01%
District of Columbia	2,040,921	1,973,348	(67,573)	-3.31%
Florida	50,666,671	53,270,412	2,603,741	5.14%
Georgia	22,840,137	24,047,603	1,207,466	5.29%
Hawaii	2,375,218	2,357,815	(17,403)	-0.73%
Idaho	3,112,389	3,566,489	454,100	14.59%
Illinois	33,485,477	30,469,621	(3,015,856)	-9.01%
Indiana	14,120,139	13,618,422	(501,717)	-3.55%
Iowa	3,872,588	3,670,939	(201,647)	-5.21%
Kansas	4,349,496	4,614,871	265,375	6.10%
Kentucky	12,990,028	13,197,513	207,487	1.60%
Louisiana	10,979,275	10,605,200	(374,075)	-3.41%
Maine	2,730,113	2,687,582	(42,531)	-1.56%
Maryland	9,553,233	9,857,689	304,456	3.19%
Massachusetts	14,398,404	13,525,014	(873,390)	-6.07%
Michigan	38,927,229	35,029,449	(3,897,780)	-10.01%
Minnesota	10,065,109	9,134,795	(930,314)	-9.24%
Mississippi	9,805,450	8,823,631	(981,819)	-10.01%
Missouri	13,419,717	14,003,193	583,476	4.35%
Montana	2,120,862	2,348,495	227,633	10.73%
Nebraska	1,922,487	1,922,209	(278)	-0.01%
Nevada	8,185,258	8,978,621	793,365	9.69%
New Hampshire	1,922,487	1,922,209	(278)	-0.01%
New Jersey	20,215,513	20,260,335	44,822	0.22%
New Mexico	4,573,434	4,727,107	153,673	3.36%
New York	45,933,685	45,779,283	(154,402)	-0.34%
North Carolina	22,900,147	22,178,866	(721,281)	-3.18%
North Dakota	1,922,487	1,922,209	(278)	-0.01%
Ohio	29,608,861	27,089,923	(2,518,938)	-8.51%
Oklahoma	6,455,261	6,289,462	(165,799)	-2.57%
Oregon	10,347,514	10,151,877	(195,637)	-1.89%
Pennsylvania	26,995,920	26,000,980	(994,940)	-3.69%
Puerto Rico	25,392,638	22,849,985	(2,542,653)	-10.01%
Rhode Island	3,245,983	3,182,636	(63,347)	-1.95%
South Carolina	13,141,414	12,076,512	(1,064,902)	-8.10%
South Dakota	1,922,487	1,922,209	(278)	-0.01%
Tennessee	15,820,576	15,408,376	(412,200)	-2.62%
Texas	49,503,599	52,386,229	2,882,630	5.82%
Utah	3,276,560	4,258,913	982,353	29.98%
Vermont	1,922,487	1,922,209	(278)	-0.01%
Virginia	12,422,005	11,977,315	(444,690)	-3.58%
Washington	14,762,815	15,738,264	975,449	6.61%
West Virginia	4,403,989	4,670,162	266,173	6.04%
Wisconsin	11,261,887	10,586,754	(675,133)	-5.99%
Wyoming	1,922,487	1,922,209	(278)	-0.01%
State Total	768,994,615	768,883,610	(111,005)	-0.01%
American Samoa	109,235	109,218	(17)	-0.02%
Guam	889,140	889,007	(133)	-0.01%
Northern Marianas	329,026	328,977	(49)	-0.01%
Palau	75,000	75,000	0	0.00%
Virgin Islands	524,904	524,825	(79)	-0.02%
Outlying Areas Total	1,927,305	1,927,027	(278)	-0.01%



GUIA DE PLANIFICACION WIA AP 2012-13

U.S. Department of Labor
Employment and Training Administration
WIA Adult Activities
PY 2012 State Allocations

Attachment D

State	Total	7/1/2012	10/1/2012
Total	\$770,810,637	\$58,810,637	\$712,000,000
Alabama	11,433,310	872,329	10,560,981
Alaska	1,922,209	146,659	1,775,550
Arizona	15,820,881	1,207,088	14,613,793
Arkansas	6,067,684	462,947	5,604,737
California	120,000,208	9,155,671	110,844,537
Colorado	10,859,799	828,571	10,031,228
Connecticut	7,932,575	605,233	7,327,342
Delaware	1,922,209	146,659	1,775,550
District of Columbia	1,973,348	150,561	1,822,787
Florida	53,270,412	4,064,379	49,206,033
Georgia	24,047,603	1,834,763	22,212,840
Hawaii	2,357,815	179,895	2,177,920
Idaho	3,566,489	272,113	3,294,376
Illinois	30,469,621	2,324,745	28,144,876
Indiana	13,618,422	1,039,046	12,579,376
Iowa	3,670,939	280,082	3,390,857
Kansas	4,614,871	352,101	4,262,770
Kentucky	13,197,513	1,006,932	12,190,581
Louisiana	10,605,200	809,146	9,796,054
Maine	2,687,582	205,055	2,482,527
Maryland	9,857,689	752,113	9,105,576
Massachusetts	13,525,014	1,031,920	12,493,094
Michigan	35,029,449	2,672,646	32,356,803
Minnesota	9,131,795	696,959	8,437,836
Mississippi	8,823,631	673,218	8,150,413
Missouri	14,003,193	1,068,403	12,934,790
Montana	2,348,495	179,183	2,169,312
Nebraska	1,922,209	146,659	1,775,550
Nevada	6,978,521	685,035	6,293,486
New Hampshire	1,922,209	146,659	1,775,550
New Jersey	20,260,335	1,545,805	18,714,530
New Mexico	4,727,107	360,665	4,366,442
New York	45,779,283	3,492,828	42,286,455
North Carolina	22,178,866	1,692,184	20,486,682
North Dakota	1,922,209	146,659	1,775,550
Ohio	27,089,923	2,068,883	25,023,040
Oklahoma	6,289,482	479,868	5,809,614
Oregon	10,151,677	774,544	9,377,133
Pennsylvania	26,000,980	1,983,800	24,017,180
Puerto Rico	22,849,985	1,743,388	21,106,597
Rhode Island	3,182,636	242,826	2,939,810
South Carolina	12,076,612	921,411	11,155,201
South Dakota	1,922,209	146,659	1,775,550
Tennessee	15,406,376	1,175,462	14,230,914
Texas	52,386,229	3,996,919	48,389,310
Utah	4,258,913	324,943	3,933,970
Vermont	1,922,209	146,659	1,775,550
Virginia	11,977,315	913,835	11,063,480
Washington	15,738,264	1,200,784	14,537,480
West Virginia	4,670,162	356,320	4,313,842
Wisconsin	10,588,754	807,739	9,779,015
Wyoming	1,922,209	146,659	1,775,550
State Total	768,883,610	58,663,610	710,220,000
American Samoa	109,218	8,333	100,885
Guam	889,007	67,829	821,178
Northern Marianas	328,977	25,100	303,877
Palau	75,000	5,722	69,278
Virgin Islands	524,825	40,043	484,782
Outlying Areas Total	1,927,027	147,027	1,780,000



GUIA DE PLANIFICACION WIA AP 2012-13

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U.S. Department of Labor
Employment and Training Administration
WIA Dislocated Worker Activities State Allocations
Comparison of PY 2012 vs PY 2011

Attachment E

State	PY 2011 (Pre-FY 2012 0.189% Reduction)	PY 2012	Difference	% Difference
Total	\$1,287,544,000	\$1,232,217,892	(\$55,326,108)	-4.30%
Alabama	16,128,630	15,469,879	(658,751)	-4.08%
Alaska	1,804,590	1,617,337	(187,253)	-10.38%
Arizona	21,992,101	21,499,925	(492,176)	-2.24%
Arkansas	6,535,066	7,022,211	487,145	7.45%
California	170,303,818	167,279,720	(3,024,098)	-1.78%
Colorado	13,969,269	16,138,114	2,168,845	15.53%
Connecticut	12,117,862	12,425,813	307,951	2.54%
Delaware	2,526,687	2,364,143	(162,744)	-6.44%
District of Columbia	2,592,780	2,584,544	(8,236)	-0.32%
Florida	81,270,552	77,488,229	(3,782,323)	-4.65%
Georgia	35,502,366	36,619,541	1,117,175	3.15%
Hawaii	2,539,205	2,544,104	4,899	0.19%
Idaho	4,240,518	4,848,656	608,138	14.34%
Illinois	52,391,500	45,174,858	(7,216,642)	-13.77%
Indiana	22,971,198	19,764,183	(3,207,015)	-13.96%
Iowa	6,222,410	5,396,211	(826,199)	-13.28%
Kansas	5,780,312	6,269,130	488,818	8.46%
Kentucky	14,985,351	14,426,545	(558,806)	-3.73%
Louisiana	8,768,499	10,053,020	1,284,521	14.65%
Maine	3,599,239	3,411,860	(187,379)	-5.21%
Maryland	14,302,198	13,446,336	(855,862)	-5.98%
Massachusetts	21,065,395	18,123,153	(2,942,242)	-13.97%
Michigan	51,285,260	37,950,243	(13,335,017)	-26.00%
Minnesota	12,889,304	12,016,430	(872,874)	-6.77%
Mississippi	10,150,118	10,347,245	197,127	1.94%
Missouri	19,187,040	19,339,341	152,301	0.79%
Montana	2,047,301	2,228,454	181,153	8.85%
Nebraska	2,059,689	1,769,045	(290,644)	-14.11%
Nevada	14,332,064	14,404,698	72,634	0.51%
New Hampshire	2,764,666	2,023,863	(740,803)	-26.80%
New Jersey	32,250,359	30,891,644	(1,358,715)	-4.21%
New Mexico	5,179,814	4,691,620	(488,194)	-9.42%
New York	55,889,913	53,040,830	(2,849,083)	-5.10%
North Carolina	35,096,512	33,775,540	(1,320,972)	-3.76%
North Dakota	499,920	491,586	(8,334)	-1.67%
Ohio	44,079,882	37,410,700	(6,669,182)	-15.13%
Oklahoma	6,917,377	5,818,181	(1,099,196)	-15.89%
Oregon	15,077,317	14,179,357	(897,960)	-5.96%
Pennsylvania	37,972,551	33,628,882	(4,343,669)	-11.44%
Puerto Rico	13,696,022	13,792,527	96,505	0.70%
Rhode Island	5,104,108	4,729,397	(374,711)	-7.34%
South Carolina	19,186,456	17,247,928	(1,938,528)	-10.10%
South Dakota	840,914	914,615	73,701	8.76%
Tennessee	22,128,000	21,002,405	(1,125,595)	-5.09%
Texas	62,020,936	65,045,270	3,024,334	4.88%
Utah	6,063,094	6,236,314	173,220	2.86%
Vermont	1,243,942	1,060,351	(183,591)	-14.76%
Virginia	18,481,552	16,429,934	(2,051,618)	-11.10%
Washington	22,272,901	22,715,887	442,986	1.99%
West Virginia	4,558,971	4,805,556	246,585	5.41%
Wisconsin	17,345,523	15,286,735	(2,058,788)	-11.87%
Wyoming	1,201,048	909,374	(291,674)	-24.28%
State Total	1,063,432,320	1,008,151,454	(55,280,866)	-5.20%
American Samoa	182,437	174,596	(7,841)	-4.30%
Guam	1,484,984	1,421,166	(63,818)	-4.30%
Northern Marianas	549,518	525,903	(23,615)	-4.30%
Palau	125,260	119,895	(5,365)	-4.28%
Virgin Islands	876,661	838,985	(37,676)	-4.30%
Outlying Areas Total	3,218,860	3,080,545	(138,315)	-4.30%
National Reserve	220,892,820	220,985,882	93,063	0.04%



GUIA DE PLANIFICACION WIA AP 2012-13

U.S. Department of Labor
Employment and Training Administration
WIA Dislocated Worker Activities
PY 2012 Allotments

Attachment F

State	Total	7/1/2012	10/1/2012
Total	\$1,232,217,892	\$172,217,892	\$1,060,000,000
Alabama	15,469,879	2,273,354	13,196,525
Alaska	1,617,337	237,673	1,379,664
Arizona	21,499,925	3,159,491	18,340,434
Arkansas	7,022,211	1,031,939	5,990,272
California	167,279,720	24,582,353	142,697,367
Colorado	16,138,114	2,371,554	13,766,560
Connecticut	12,425,813	1,828,018	10,599,795
Delaware	2,364,143	347,419	2,016,724
District of Columbia	2,584,544	379,808	2,204,736
Florida	77,488,229	11,387,173	66,101,056
Georgia	36,619,541	5,381,373	31,238,168
Hawaii	2,544,104	373,865	2,170,239
Idaho	4,848,656	712,527	4,136,129
Illinois	45,174,858	6,638,607	38,536,251
Indiana	19,764,183	2,904,417	16,859,766
Iowa	5,396,211	792,993	4,603,218
Kansas	6,269,130	921,271	5,347,859
Kentucky	14,426,545	2,120,032	12,306,513
Louisiana	10,053,020	1,477,327	8,575,693
Maine	3,411,860	501,385	2,910,475
Maryland	13,448,336	1,975,887	11,472,449
Massachusetts	18,123,153	2,663,262	15,459,891
Michigan	37,950,243	5,576,924	32,373,319
Minnesota	12,016,430	1,765,857	10,250,573
Mississippi	10,347,245	1,520,565	8,826,680
Missouri	19,339,341	2,841,985	16,497,356
Montana	2,228,454	327,479	1,900,975
Nebraska	1,769,045	259,967	1,509,078
Nevada	14,404,698	2,116,822	12,287,876
New Hampshire	2,023,863	297,414	1,726,449
New Jersey	30,891,644	4,539,638	26,352,006
New Mexico	4,691,620	689,450	4,002,170
New York	53,040,830	7,794,540	45,246,290
North Carolina	33,775,540	4,963,436	28,812,104
North Dakota	491,586	72,240	419,346
Ohio	37,410,700	5,497,636	31,913,064
Oklahoma	5,818,181	855,003	4,963,178
Oregon	14,179,357	2,083,707	12,095,650
Pennsylvania	33,628,882	4,941,885	28,686,997
Puerto Rico	13,792,527	2,026,861	11,765,666
Rhode Island	4,729,397	695,002	4,034,395
South Carolina	17,247,928	2,534,645	14,713,283
South Dakota	914,615	134,406	780,209
Tennessee	21,002,405	3,086,379	17,916,026
Texas	65,045,270	9,558,635	55,486,635
Utah	6,238,314	916,449	5,319,865
Vermont	1,060,351	155,822	904,529
Virginia	16,429,934	2,414,438	14,015,496
Washington	22,715,887	3,338,181	19,377,706
West Virginia	4,805,556	708,194	4,099,362
Wisconsin	15,286,735	2,248,440	13,040,295
Wyoming	909,374	133,636	775,738
State Total	1,008,151,464	148,151,464	860,000,000
American Samoa	174,596	18,753	155,843
Guam	1,421,166	152,644	1,268,522
Northern Marianas	525,903	56,486	469,417
Palau	119,895	12,878	107,017
Virgin Islands	838,985	90,113	748,872
Outlying Areas Total	3,080,545	330,874	2,749,671
National Reserve Total	220,985,883	23,735,554	197,250,329



GUIA DE PLANIFICACION WIA AP 2012-13

U. S. Department of Labor
Employment and Training Administration
Employment Service (Wagner-Peyser)
PY 2012 vs PY 2011 Final Adjustments

Attachment G

State	Final PY 2011	Final PY 2012	Difference	% Difference
Total	\$702,168,848	\$700,841,900	(\$1,326,948)	-0.19%
Alabama	9,001,789	9,114,728	112,939	1.25%
Alaska	7,832,911	7,618,486	(14,425)	-0.19%
Arizona	13,258,184	13,416,510	158,326	1.19%
Arkansas	5,681,857	5,641,422	(40,435)	-0.71%
California	83,952,834	83,874,952	(77,882)	-0.09%
Colorado	10,866,249	11,123,996	257,747	2.37%
Connecticut	7,819,386	7,886,732	67,346	0.86%
Delaware	1,961,280	1,957,574	(3,706)	-0.19%
District of Columbia	2,418,618	2,361,773	(56,843)	-2.35%
Florida	41,764,675	41,597,929	(166,746)	-0.40%
Georgia	20,557,324	20,518,463	(38,861)	-0.19%
Hawaii	2,494,923	2,474,455	(20,468)	-0.82%
Idaho	6,359,573	6,347,555	(12,018)	-0.19%
Illinois	29,100,366	28,905,034	(195,332)	-0.67%
Indiana	13,763,379	13,614,524	(148,855)	-1.08%
Iowa	6,495,675	6,439,570	(56,105)	-0.86%
Kansas	5,968,265	5,924,673	(43,592)	-0.73%
Kentucky	9,075,114	9,063,496	(11,618)	-0.13%
Louisiana	8,843,833	8,712,855	(130,978)	-1.48%
Maine	3,781,977	3,774,830	(7,147)	-0.19%
Maryland	11,722,275	11,687,183	(35,092)	-0.30%
Massachusetts	14,234,162	14,148,935	(85,227)	-0.60%
Michigan	24,113,898	23,547,173	(566,725)	-2.35%
Minnesota	11,997,952	11,868,691	(129,261)	-1.08%
Mississippi	6,165,253	6,118,274	(46,979)	-0.76%
Missouri	12,903,606	12,837,723	(65,883)	-0.51%
Montana	5,197,075	5,187,254	(9,821)	-0.19%
Nebraska	6,245,863	6,234,060	(11,803)	-0.19%
Nevada	6,550,359	6,505,421	(44,938)	-0.69%
New Hampshire	2,833,820	2,803,840	(29,980)	-1.06%
New Jersey	18,929,760	19,163,297	233,537	1.23%
New Mexico	5,832,033	5,821,012	(11,021)	-0.19%
New York	40,044,986	39,748,915	(296,071)	-0.74%
North Carolina	19,023,339	19,836,199	(87,140)	-0.44%
North Dakota	5,292,177	5,282,176	(10,001)	-0.19%
Ohio	28,306,239	25,948,567	(2,357,672)	-1.37%
Oklahoma	6,853,237	6,779,019	(74,218)	-1.08%
Oregon	6,821,269	6,758,927	(62,342)	-0.71%
Pennsylvania	26,526,233	26,310,462	(215,771)	-0.81%
Puerto Rico	7,871,512	7,688,516	(184,996)	-2.35%
Rhode Island	2,639,094	2,618,648	(20,446)	-0.77%
South Carolina	9,864,977	9,785,215	(79,762)	-0.81%
South Dakota	4,691,189	4,681,946	(9,243)	-0.19%
Tennessee	13,083,238	13,308,517	225,279	1.72%
Texas	48,565,592	49,945,739	1,380,147	2.84%
Utah	7,284,273	7,113,078	(171,195)	-2.35%
Vermont	2,291,311	2,286,981	(4,330)	-0.19%
Virginia	15,912,960	15,905,779	(7,181)	-0.05%
Washington	14,651,411	14,673,520	22,109	0.15%
West Virginia	5,598,448	5,587,868	(10,580)	-0.19%
Wisconsin	12,716,632	12,597,349	(119,283)	-0.94%
Wyoming	3,794,821	3,787,650	(7,171)	-0.19%
State Total	700,457,204	699,133,491	(1,323,713)	-0.19%
Guam	328,561	327,940	(621)	-0.19%
Virgin Islands	1,383,083	1,380,469	(2,614)	-0.19%
Outlying Areas Total	1,711,644	1,708,409	(3,235)	-0.19%



GUIA DE PLANIFICACION WIA AP 2012-13

U. S. Department of Labor
Employment and Training Administration
Workforce Information Grants to States
PY 2012 vs PY 2011 Allotments

Attachment H

State	PY 2011	PY 2012	Difference	% Difference
Total	\$31,936,000	\$31,939,520	\$3,520	0.01%
Alabama	500,647	500,082	7,435	1.49%
Alaska	288,982	289,182	200	0.07%
Arizona	632,935	634,754	1,819	0.29%
Arkansas	411,497	411,636	139	0.03%
California	2,483,795	2,471,363	(12,432)	-0.50%
Colorado	570,990	574,272	3,282	0.57%
Connecticut	476,946	478,928	(18)	0.00%
Delaware	296,667	296,619	(48)	-0.02%
District of Columbia	285,384	285,345	(39)	-0.01%
Florida	1,379,470	1,362,267	2,797	0.20%
Georgia	821,518	822,490	972	0.12%
Hawaii	322,344	322,178	(166)	-0.05%
Idaho	337,184	338,014	830	0.25%
Illinois	1,060,267	1,059,262	(1,005)	-0.09%
Indiana	628,290	628,745	455	0.07%
Iowa	450,618	450,398	(220)	-0.05%
Kansas	429,451	429,282	(169)	-0.04%
Kentucky	499,293	503,058	3,765	0.75%
Louisiana	500,874	498,490	(2,384)	-0.48%
Maine	330,405	330,165	(240)	-0.07%
Maryland	607,963	611,479	3,516	0.58%
Massachusetts	671,621	674,268	2,647	0.39%
Michigan	840,199	826,454	(13,745)	-1.64%
Minnesota	609,146	610,066	920	0.15%
Mississippi	403,784	409,097	5,313	1.32%
Missouri	612,168	616,486	4,318	0.71%
Montana	305,461	305,900	439	0.14%
Nebraska	364,956	365,623	667	0.18%
Nevada	412,224	406,858	(5,366)	-1.30%
New Hampshire	335,675	335,775	100	0.03%
New Jersey	801,753	797,757	(3,996)	-0.50%
New Mexico	362,260	360,655	(1,605)	-0.44%
New York	1,431,866	1,421,421	(10,465)	-0.73%
North Carolina	800,773	796,599	(4,174)	-0.52%
North Dakota	289,407	290,251	844	0.29%
Ohio	973,816	968,454	(5,362)	-0.55%
Oklahoma	461,908	458,559	(3,349)	-0.73%
Oregon	484,674	489,737	5,063	1.04%
Pennsylvania	1,032,323	1,024,530	(7,793)	-0.75%
Puerto Rico	404,628	401,448	(3,180)	-0.79%
Rhode Island	314,871	314,447	(424)	-0.13%
South Carolina	510,108	510,204	96	0.02%
South Dakota	298,888	299,393	505	0.17%
Tennessee	615,549	626,347	10,798	1.75%
Texas	1,734,172	1,751,537	17,365	1.00%
Utah	410,093	410,985	892	0.22%
Vermont	288,413	288,917	504	0.17%
Virginia	756,466	761,294	4,828	0.64%
Washington	677,933	674,609	(3,324)	-0.49%
West Virginia	340,653	340,286	(365)	-0.11%
Wisconsin	617,807	620,620	2,813	0.46%
Wyoming	280,219	280,277	58	0.02%
State Total	31,759,354	31,782,865	3,511	0.01%
Guam	92,813	92,818	5	0.01%
Virgin Islands	83,833	83,837	4	0.00%
Outlying Areas Total	176,645	176,655	9	0.01%



WORKFORCE INVESTMENT ACT (WIA) PROGRAM
ANNUAL FUNDING AGREEMENT
(Including Mod 0, initial Notice of Obligation)
PY 2012

Grant/Agreement No. AA -
(To be completed by DOL)

CFDA #17.258 WIA Adult Program
CFDA #17.259 WIA Youth Activities
CFDA #17.278 WIA Dislocated Workers

1. **Parties:** Pursuant to the Governor/Secretary Agreement provided for at 20 CFR 667.110 and 20 CFR 667.105, this grant agreement is entered into between the U.S. Department of Labor, Employment and Training Administration (Grantor) and the STATE/Commonwealth of (Grantee).
2. **Grant Funds:** This grant agreement applies to funds appropriated for Program Year (PY) 2012 for WIA Title I State formula-funded Youth, Adult and Dislocated Worker programs. Thus, it includes the Fiscal Year 2013 Advance funds to be appropriated for PY 2012.
3. **Applicable Authority:** Funds provided under this grant agreement must be expended in accordance with all applicable federal statutes, regulations and policies, including those of the Workforce Investment Act (as presently in effect and as may become effective during the terms of this Agreement); the applicable approved State WIA plan including approved modifications and amendments to the plan, and any waiver plan approved under 20 CFR 661.420 or Workforce Flexibility (Workflex) plan approved under 20 CFR 661.430; the negotiated performance levels and policies established pursuant to the Secretary's authority under WIA Section 136; and the applicable provisions in the appropriations act(s).
4. **Grant Period:** This period of availability of funds is effective April 1, 2012 for Youth funds (July 1, 2012 for Adult and Dislocated Worker funds) through June 30, 2015.
5. **Notice of Obligation:** Funds shall be obligated and allocated via a Notice of Obligation (NOO) grant modification. Obligations and costs may not exceed the amount obligated by the NOO modification unless otherwise modified by the Grantor. Upon execution of this agreement, the "Modification 0" supplement to the agreement will serve as the initial PY 2012, Notice of Obligation. Funds are obligated for the amount indicated in the "Modification 0" document in accordance with the Grantee's PY 2012 allotment



levels. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the Grantee as funds become available for obligation and additional Notice of Obligation (or Deobligation) grant modifications are required and issued.

6. Electronic Fund Transfers: Cash payments shall be made to the Grantee under the Department of Health and Human Services (HHS) Payment Management System (PMS).
7. Certifications and Assurances: The following are incorporated by reference and are a part of this agreement:
 - CERTIFICATION REGARDING LOBBYING
(29 CFR Part 93)
 - DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION
(29 CFR Part 98)
 - NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE
(29 CFR Part 37)
 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS-- PRIMARY COVERED TRANSACTIONS
(29 CFR Part 98)
 - STANDARD FORM 424B (STANDARD ASSURANCES (NON CONSTRUCTION PROGRAMS))
8. Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) and TEGL 10-09 requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and eligible spouses) who otherwise meet the eligibility requirements for qualified employment and training programs funded in whole or in part by the U.S. Department of Labor. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09.



9. **Buy American Notice Requirement:** It is the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Investment Act should be American made. See WIA Section 505—Buy American Requirements.
10. **Salary and Bonus Limitations:** In compliance with Pub. L. 111-117 (Division D, sec. 107), none of the funds appropriated in the Act under the heading 'Employment and Training' shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.
11. **Intellectual Property Rights:** The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This



solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

- 12. **ACORN Prohibition.** Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requires that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).
- 13. **WIA PY 2012 Agreement Transparency Act: Federal Funding Accountability and Transparency Act of 2006** Pub. L. 109-282 as amended by section 6202 of Pub. L. 110-252 ("FFATA"). Grantees must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of FFATA. See Training and Employment Guidance Letter (TEGL) No. 11-10 (issued November 15, 2010) <http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10acc.pdf> (and upcoming Change 1), and Attachment A to this agreement.
- 14. **Signatory Information:** By signing below, the signatories agree to the terms and conditions of this agreement, including all applicable assurances and certifications, on behalf of their respective agencies indicated below. In the absence of a signature by the Grantee only, this award is nevertheless effective by virtue of Grantee's electronic signature on the SF-424 upon which this award is based. In addition, the Grantee's expenditure of any funds properly granted hereunder constitutes acceptance of the award, including any new or additional terms and conditions as may be attached hereto.

FOR GRANTEE:

See SF-424 Signature and Clause 14 above

BY _____ Signature _____ Date _____
 (Governor/ Authorized Signatory)



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FOR GRANTOR: U.S. Department of Labor/Employment and Training Administration
200 Constitution Ave NW; Room N-4716; Washington, DC 20210

THOMAS C. MARTIN
Grant Officer

Signature

Date



Attachment to Workforce Investment Act (WIA) Program Annual Funding Agreement

WIA Agreement Clause No.13 ("Transparency Act") Attachment

This Grant is subject to the following Transparency Act requirements:

2 CFR Part 170

Appendix A to Part 170--Award Term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

i. In the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.



d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. — 210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2 CFR Subtitle A, Chapter I and Part 25

Appendix A to Part 25—Award Term

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:



1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.



**WAGNER-PEYSER ACT (W-PA)
ANNUAL FUNDING AGREEMENT
(Including Mod 0, initial Notice of Obligation)
PY 2012/FY 2013**

Grant Number: CFDA #17.207 Employment Service/Wagner-Peyser
(To be completed by DOL) CFDA #17.271 Work Opportunity Tax Credit Program
CFDA #17.273 Foreign Labor Certification Program

1. Parties. Consistent with the Governor/Secretary Agreement provided for at 20 CFR 652.4(b) and 20 CFR 667.110; this grant agreement is entered into between the U.S. Department of Labor (Grantor) and the STATE/COMMONWEALTH OF (Grantee).

2. Grant Funds. This grant agreement applies to funds appropriated for Program Year (PY) 2012 and Fiscal Year (FY) 2013 for the purposes of carrying out activities authorized under Sections 7(a) through 7(e) of the Wagner-Peyser Act (W-PA), as amended.

3. Applicable Authority. Funds under this grant agreement must be expended in accordance with all applicable federal statutes, regulations and policies, including those of the Wagner-Peyser Act, as amended; the applicable and approved State plan(s) and any amendments; any negotiated performance levels; specifically approved statutory and regulatory waivers applicable to these funds; and the applicable provisions in the appropriation acts for these funds. The applicable State plans referenced above include the WIA/W-PA five-year Strategic State Plan and any modifications thereto (*and for CO, MA, and MI only: including any demonstration of alternative service delivery methods approved as part of the applicable State Plan*) and any other annual plans required for the receipt of funds under this agreement (e.g. cost reimbursable grants).

4. Grant Expenditure Period. This Annual Funding Agreement is effective July 1, 2012 and expires September 30, 2015 to allow for funds allocated under this agreement to be fully expended in accordance with the statutory/regulatory life of the different fund sources (subject to availability of Federal funds) including, but



not limited to: Wagner-Peyser Employment Service, Workforce Information Grants, Foreign Labor Certification Program, and the Work Opportunity Tax Credit Program. However, any non-formula or discretionary awards are subject to the terms and conditions of the specific awards and plan approvals which may include reduced expenditure periods. Commencement of expenditures is subject to the issuance of federal obligation authority for each grant account funded under this agreement, unless preaward costs are approved via a continuing resolution or otherwise.

5. Notice of Obligation. Funds shall be obligated to the Grantee via a Notice of Obligation (NOO). Obligations and costs may not exceed the amount obligated by the NOO unless otherwise modified by the Grantor. This agreement includes the initial PY 2012 NOO for the program which is provided as a "Modification 0" NOO Attachment to this agreement. Funds are obligated for the amount indicated in the NOO in accordance with the Grantee's approved funding allocations. Subsequent PY 2012 and FY 2013 allocations will be provided via grant modification/NOOs.

6. Electronic Fund Transfers. Payments shall be made to the Grantee under the Department of Health and Human Services (HHS) Payment Management System (PMS).

7. Standard Certifications and Assurances. The following certifications and assurances are incorporated by reference and made a part of this agreement, include the following:

CERTIFICATION REGARDING LOBBYING

(29 CFR Part 93)

DRUG FREE WORKPLACE REQUIREMENTS CERTIFICATION

(29 CFR Part 98)

NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE

(29 CFR Part 37)

STANDARD FORM 424b - STANDARD ASSURANCES (NON-CONSTRUCTION PROGRAMS)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

(29 CFR PART 98)



8. **Other Administrative Requirements.** In performing its responsibilities under this agreement, the grantee further certifies and assures that it will fully comply with:

29 CFR Part 97 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) and the 29 CFR Part 97 clarifications and exceptions specified below:

29 CFR 97.25 - Program Income. Grantees shall use the Addition method for computing Program Income. The grantee may deduct those costs incident to generation of program income from gross income to determine net program income provided that such costs were not charged to grant funds under this agreement.

29 CFR 97.31 - Property. Real property includes both real property acquired under this agreement and real property transferred to this agreement from prior agreements.

29 CFR 97.32 - Equipment and 29 CFR 97.33 - Supplies. Equipment and Supplies includes both equipment and supplies acquired under this agreement and equipment and supplies transferred to this agreement from prior agreements.

Financial Reporting

29 CFR 97.41 (a) and (b) - These are the general parameters for financial reporting.

29 CFR 97.41 (b) - The Employment and Training Administration (ETA) has implemented a new Office of Management and Budget (OMB)-approved quarterly financial reporting form to be used for financial reporting starting with the quarter which ended September 30, 2007. The reporting instructions for the newly approved form are posted on the www.doleta.gov/grants website. State grantees are required to use the ETA Web-based reporting system for the filing of quarterly financial status reports. A separate report must be completed each quarter for each funding source (See Fund Type) provided under this agreement until such time as such funds for a given year have been expended or expired (i.e., expired due to statutory provision or expired due to terms of a specific grant/plan, as applicable). The software provided to grantees by the grantor agency will contain a menu listing all funding source reporting options to assist the grantees in full reporting coverage.

29 CFR 97.41 (b) (2) - This requires grantees to report program outlays (expenditures) on an accrual basis.



29 CFR 97.41 (c) (1) - The grantee is exempted from the requirement to submit the SF-272, Federal Cash Transactions Report, and the SF-272a, Federal Cash Transactions Report, continuation sheet, provided that the grantee files the SF-272 (e) electronic report in accordance with the HHS Payment Management System requirements.

OMB Circular A-87 Revised (Cost Principles for State and Local Governments) and the provisions and exceptions specified below:

- For those selected items of cost requiring prior approval, the authority to grant or deny approval is delegated to the State for programs funded under this Agreement except that the Secretary reserves the right to require transfer of title on nonexpendable Automated Data Processing Equipment in accordance with the provisions at 29 CFR 97.32 (g). Pursuant to 20 CFR 652.8(d)(2), the Secretary reserves the right to exercise prior approval authority in other areas, after providing advance notice to the State. Accordingly, capital expenditures for real property are allowable as a direct cost only if approved by the Secretary (Grantor).

- For personnel benefit costs charged to Wagner-Peyser Act funds on behalf of Employment Service (ES) employees who are members of fringe benefit plans which do not meet the requirements of OMB Circular A-87, Attachment B, Item 11, the costs of employer contributions or expenses incurred for ES fringe benefit plans are allowable as an addition to OMB Circular A-87, provided that:

(i) For retirement plans: (A) all covered employees joined the plan before October 1, 1983; (B) the plan is authorized by State law; (C) the plan was previously approved by the Secretary; (D) the plan is insured by a private carrier which is licensed to operate this type of plan in the applicable State; and (E) any dividends or similar credits because of participation in the plan are credited against the next premium falling due under the contract;

(ii) For all ES fringe benefit plans other than retirement plans, if the Secretary granted a time extension after October 1, 1983, to the existing approval of such a plan, costs of the plan are allowable until such time as the plan is comparable in cost and benefits to fringe benefit plans available to other similarly employed ES employees. At such time as the cost and benefits of an approved fringe benefit plan are equivalent to the cost and benefits of plans available to other similarly employed ES employees, the time extension will cease and the cited requirements of OMB Circular A-87 will apply; and

(iii) For retirement plans and all other fringe benefit plans covered in (i) and (ii) of this paragraph, any additional costs resulting from improvements of the plans made after October 1, 1983, are not chargeable to funds under this agreement.



29 CFR PART 96 and 99 (Audit Requirements). These requirements apply as supplemented by the Wagner-Peyser Act regulations at 20 CFR 652.8(f).

Intergovernmental Personnel Act (42 U.S.C. 4701) and amendments thereto.

9. Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the U.S. Department of Labor. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority Provisions established by the Jobs for Veterans Act (38 USC 4215).

10. Salary and Bonus Limitations. In compliance with Department of Labor Appropriations Act, 2010, Division D of Pub. L. 111-117, sec. 107, none of the funds appropriated in the Act under the heading 'Employment and Training' shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

11. Intellectual Property Rights: The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means,



electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

12. W-PA PY 2012/FY 2013 Agreement Transparency Act: Federal Funding Accountability and Transparency Act of 2006 Pub. L. 109-282 as amended by section 6202 of Pub. L. 110-252 ("FFATA"). Grantees must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of FFATA. See Training and Employment Guidance Letter (TEGL) No. 11-10 (issued November 15, 2010) <http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10acc.pdf> (and upcoming Change 1), and Attachment A to this agreement.

13. ACORN Prohibition: Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requires that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).



14. Signatory Information: By signing below, the signatories agree to the terms and conditions of this agreement, including all applicable assurances and certifications, on behalf of their respective agencies indicated below. In the absence of a signature by the Grantee only, this award is nevertheless effective by virtue of Grantee's electronic signature on the SF-424 upon which this award is based. In addition, the Grantee's expenditure of any funds properly granted hereunder constitutes acceptance of the award, including any new or additional terms and conditions as may be attached hereto.

FOR GRANTEE:

See SF-424 Signature and Clause 14 above

BY _____
(Governor/ Authorized Signatory) Signature Date

FOR GRANTOR: U.S. Department of Labor/Employment and Training Administration
200 Constitution Ave NW; Room N-4716; Washington, DC 20210

THOMAS C. MARTIN Signature Date
Grant Officer



Attachment to Wagner-Peyser Act (W-PA) Annual Funding Agreement

W-PA Agreement Clause No.12 ("Transparency Act") Attachment

This Grant is subject to the following Transparency Act requirements:

2 CFR Part 170

Appendix A to Part 170—Award Term

1. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. **Where and when to report.**

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. **Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. **Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.



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d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generality to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2 CFR Subtitle A, Chapter I and Part 25

Appendix A to Part 25--Award Term

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:



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DEPARTAMENTO DEL
TRABAJO
Y RECURSOS HUMANOS
GOBIERNO DE PUERTO RICO

JUNTA ESTATAL DE INVERSIÓN EN LA FUERZA TRABAJADORA

ANEJO 2



ADMINISTRACIÓN DE
**DESARROLLO
LABORAL**
DEPARTAMENTO DEL TRABAJO
Y RECURSOS HUMANOS
GOBIERNO DE PUERTO RICO

MEMORIAL ADMINISTRATIVO WIA-1-2012

- FECHA** : 2 de febrero de 2012
- A** : Presidentes de Juntas Locales, Presidentes de las Juntas de Alcaldes, Directores(as) Ejecutivos (as) de las Áreas y Socios Obligados de los Centros de Gestión Única bajo el *Workforce Investment Act (WIA)*.
- PROPÓSITO** : Re-denominar los Áreas Locales y los Centros de Gestión Única, para uniformar la Identificación del Sistema de Desarrollo Laboral.
- REFERENCIAS** : 20 C.F.R. § 622.100
Technical Assistance and Recommendations to Advance Puerto Rico's Workforce System - Find a Path to Transformation - Maher & Maher
- APLICABILIDAD** : Este Memorial Administrativo aplica a las Áreas Locales y los Centros de Gestión Única del Sistema de Inversión en la Fuerza Trabajadora.

DEFINICIONES :

A. Administración de Desarrollo Laboral (ADL)
Entidad encargada de administrar y fiscalizar los fondos bajo la Ley de Inversión en la Fuerza Trabajadora. Anteriormente, Consejo de Desarrollo Ocupacional y Recursos Humanos.

A. Área Local de Desarrollo Laboral (ALDL)



Designación de el/la Gobernador (a) a un área geográfica compuesta por uno o varios municipios con el propósito de recibir fondos WIA para Puerto Rico que cumple con los requisitos de población (200,000 habitantes o más) y que haya servido como área de prestación de servicios bajo JTPA el día antes de aprobarse WIA. Sección 116 (a) (3) de WIA.

B. Centro de Gestión Única Laboral (CGUL)

Lugar a través del cual los diferentes programas del sistema de inversión en la fuerza trabajadora operan en conjunto con otras entidades públicas o privadas, con o sin fines de lucro, estatales y/o federales, para poner sus servicios a disposición de los participantes.

OBJETIVOS 1 OBTENER RECONOCIMIENTO UNIVERSAL MEDIANTE LA REDENOMINACIÓN DE LAS ÁREAS LOCALES Y CENTROS DE GESTIÓN ÚNICA Y LA ADOPCIÓN DE UN LOGO COMÚN

El 9 de enero de 2012, se convirtió en ley un nuevo Plan de Reorganización del Departamento del Trabajo y Recursos Humanos el cual transforma al Consejo de Desarrollo Ocupacional y Recursos Humanos en la Administración de Desarrollo Laboral (ADL). Como ente regulador y fiscalizador de los fondos de la Ley de Inversión en la Fuerza Trabajadora (en adelante WIA) ADL, conjuntamente con la Junta Estatal, establece la política pública del sistema de desarrollo laboral en Puerto Rico y certifica las quince áreas locales que ofrecen los servicios de empleo y adiestramiento.



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De otra parte, es pertinente poner en acción las recomendaciones emitidas por el US Department of Labor mediante el *Employment and Training Administration*, Oficina Región 1-Boston, la cual ha sido consistente en promover el que Puerto Rico realice esfuerzos para establecer un *Common Branding* entre las oficinas que prestan servicios a través de todo PR.

Las quince Áreas Locales que operan el sistema de desarrollo laboral utilizando fondos otorgados bajo WIA históricamente han utilizado nombres distintos. Como consecuencia de esto, las personas en busca de servicios de empleo y adiestramientos y los patronos en busca de trabajadores no reconocen que un Centro de Gestión Única en un Área Local es similar a un Centro de Gestión Única en otra Área Local.

El implementar un logo y un nombre similar que identifique las Áreas Locales y los Centros de Gestión Única como parte de un mismo sistema impartirá reconocimiento universal. Personas buscando servicios de empleo y patronos (especialmente patronos con múltiples localidades) reconocerán lo que es un Centro de Gestión Única y tendrán una expectativa general de los servicios que ofrecen, no importa el Área Local o Centro de Gestión Única al cual acudan.



En adición al reconocimiento universal, esto redundará en poder mercadear los servicios de todos los Centros de Gestión Única de manera eficaz y productiva.

ACCIÓN Re-denominar las Áreas Locales y los Centros de Gestión Única según

REQUERIDA : Se describe a continuación:

Áreas Locales

1. Área Local de Desarrollo Laboral / San Juan
2. Área Local de Desarrollo Laboral / Norte-Central
3. Área Local de Desarrollo Laboral / Maratí/Dorado
4. Área Local de Desarrollo Laboral / Noroeste
5. Área Local de Desarrollo Laboral / Mayagüez/Las Marías
6. Área Local de Desarrollo Laboral / Suroeste
7. Área Local de Desarrollo Laboral / Ponce
8. Área Local de Desarrollo Laboral / Guaynabo / Toa Baja
9. Área Local de Desarrollo Laboral / Surcentral
10. Área Local de Desarrollo Laboral / Bayamón-Comerío
11. Área Local de Desarrollo Laboral / Caguas / Guayama
12. Área Local de Desarrollo Laboral / Carolina
13. Área Local de Desarrollo Laboral / Noreste
14. Área Local de Desarrollo Laboral / La Montaña
15. Área Local de Desarrollo Laboral / Sureste

Centros de Gestión Única



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ADMINISTRACIÓN DE
**DESARROLLO
LABORAL**
DEPARTAMENTO DEL TRABAJO
Y RECURSOS HUMANOS
GOBIERNO DE PUERTO RICO

1. Centro de Gestión Única Laboral / San Juan
2. Centro de Gestión Única Laboral / Norte-Central
3. Centro de Gestión Única Laboral / Manatí/Dorado
4. Centro de Gestión Única Laboral / Noroeste
5. Centro de Gestión Única Laboral / Mayagüez/Las Marías
6. Centro de Gestión Única Laboral / Suroeste
7. Centro de Gestión Única Laboral / Ponce
8. Centro de Gestión Única Laboral / Guaynabo - Toa Baja
9. Centro de Gestión Única Laboral / Surcentral
10. Centro de Gestión Única Laboral / Bayamón-Comerio
11. Centro de Gestión Única Laboral / Caguas/Guayama
12. Centro de Gestión Única Laboral / Carolina
13. Centro de Gestión Única Laboral / Noreste
14. Centro de Gestión Única Laboral / La Montaña
15. Centro de Gestión Única Laboral / Sureste

VIGENCIA

- Este Memorial Administrativo entrará en vigor a partir de cuarenta y cinco (45) días, luego de su publicación y divulgación.

José Carrón Rubert

PRESIDENTE JUNTA ESTATAL



ANEJO 3

ATTACHMENT

Overview of Potential Alternative Efficiency Measures for Consideration

Examples of costs in relation to effect of participant services and outcomes

(1) Unit Costs = total cost by service / total participation by service.

Expenditures			Participation			Unit Costs		
Core	Intensive	Training	Core	Intensive	Training	Core	Intensive	Training
\$	\$	\$	#	#	#	\$	\$	\$

Pros:

- It is applicable to most programs.
- It makes it easier to understand how costs apply to participant services.

Cons:

- Program services and costs must be closely tracked by year.

(2) Cost per Participant = This measure is calculated by taking the total program costs in terms of expenditures and dividing by the number of participants served during the year by the particular program.

Pros:

- It is applicable to most programs.
- Data is readily available.
- Easy to understand.
- Can be immediately generated each year.
- Not costly or burdensome.

Cons:

- It is of limited use in assessing program effectiveness, because it is not an outcome-based measure.

(3) Cost per Exiter = It is calculated by taking total program costs in terms of expenditures and dividing by the number of exiters terminating the program during the year by the particular program.

Pros:

- It is applicable to most programs.
- Data is readily available.
- Easy to understand.
- Can be immediately generated each year.
- Not costly or burdensome.

Cons:

- It is of limited use in assessing program effectiveness, because it is not an outcome-based measure.



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Cons:

- Only applicable to programs that provide services and identify individuals as receiving training and types of credentialing.
- Data is readily available for some programs, but not all.
- The measure is somewhat difficult to understand.
- Potentially lengthy lags in data.

(11) Return on Investment = Return on Investment (ROI) is a way of summarizing how large the gain on an investment, such as workforce development, actually is. In its simplest form, ROI is calculated by dividing the gain by the size of the investment. This equation can be written as B/C , where B is the sum of all benefits that result from the investment over the period considered and C represents the costs. For a workforce program, one would divide the increase in earnings due to the program by the cost of the program. In more sophisticated analyses, ROI calculations take into account the timing of the gains due to the program. Economists typically compute a variation called the internal rate of return (IRR), which is based on the costs and benefits over the life of the investment. The IRR can be calculated, using a financial calculator or a spreadsheet, by solving the following equation for i : $0 = -C_0 + (B_1 - C_1)/(1+i) + (B_2 - C_2)/(1+i)^2 + (B_3 - C_3)/(1+i)^3 + \dots + (B_N - C_N)/(1+i)^N$ where B_1 is the benefit received in year 1, C_1 is the cost incurred in year 1, and N is the last year that benefits or costs occur. (The four dots mean that the formula includes the same type of term for all years between year 3 and year N .) The IRR is preferred to the simpler versions of ROI because it takes into account the timing of the costs and benefits.

Pros:

- Potentially applicable to most programs.
- Measure is an impact-based efficiency measure, which controls for factors that could potentially influence/bias results. Therefore, it is of the greatest utility in understanding program cost-effectiveness.
- This measure controls for difficulty or cost of serving different populations (e.g., hard-to-serve, service mix, and economic conditions).

Cons:

- Data is very costly to produce.
- The measure is difficult to understand.
- Lengthy lags in data.



(4) **Cost per Entered Employment** = This measure is calculated by taking total program costs in terms of expenditures and dividing by the number of exiters entering employment in the first quarter following exit from the particular program.

Pros:

- It is applicable to most programs.
- Data is readily available.
- Easy to understand.
- Can be generated about two quarters after the end each Program Year.
- Not costly or burdensome.
- Measure is an outcome-based efficiency measure. Therefore, it is of substantial use in understanding program effectiveness.

Cons:

- Does not capture those who entered employment in the same quarter of exit.

(5) **Cost per Retained Employment** = This efficiency measure is calculated by taking total program costs in terms of expenditures and dividing by the number of exiters who are employed in both the second and third quarters after the exit quarter.

Pros:

- Potentially applicable to most programs.
- Data is readily available.
- Relatively easy to understand.
- Relatively low cost and low burden to produce
- It is an outcome-based efficiency measure. Therefore, it is of substantial use to understanding program effectiveness and costs.

Cons:

- Lengthier lags in data. Must wait for several quarters after the end of the program year.

(6) **Cost per \$1,000 Increase in Earnings** = Total program cost divided by total earnings change from 2nd and 3rd pre-program quarters to 2nd and 3rd post-program quarters for participants or exiters.

Pros:

- Potentially applicable to most programs.
- Data is readily available.
- Relatively low cost and low burden to produce.
- It is an outcome-based efficiency measure. Therefore, it is of substantial use to understanding program effectiveness and costs.

Cons:

- Somewhat difficult to understand.
- Lengthier lags in data. Must wait several quarters after the end of the Program Year.



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(7) **Cost per \$1,000 in Post-Program Earnings** = Total program cost divided by total earnings in 2nd and 3rd post-program quarters for participants of exiters * \$1,000.

Pros:

- Potentially applicable to most programs.
- Data is readily available.
- Relatively low cost and low burden to produce.
- It is outcome-based.

Cons:

- Lengthier lags in data. Must wait several quarters after the end of Program Year.
- Somewhat difficult to understand.

(8) **Cost per Exiter or Participant Receiving a Particular Service** = Total program cost of a particular service divided by the number of exiters or participants receiving a particular service.

Pros:

- Easy to understand.
- No lags in data. Data can be immediately generated at the end of each year.

Cons:

- Only applicable to programs that distinguish types of service.
- Data is readily available for some programs, but not all.
- Is not an outcome-based efficiency measure.
- Maybe burdensome to generate.

(9) **Cost per Placement in Employment or Education** = Total program cost divided by the number of participants or exiters in employment or enrolled in post secondary education and/or advanced training or advanced training occupational skills in the 1st quarter after exit.

Pros:

- The data is relatively easy to understand.
- Relatively low cost and low burden to produce.
- The measure is outcome-based so it is of substantial use to understanding program effectiveness.

Cons:

- Limited to primarily the WIA Youth program.

(10) **Cost per Individual Recognized Degree or Certificate** (Credential include but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.) = Total program cost divided by the number of participants or exiters receiving a training service attaining a recognized credential during participation or by the end of the 3rd quarter after exit.

Pros:

- The measure is an outcome-based measure, so it is of substantial use in understanding program effectiveness.



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ASSURANCES AND CERTIFICATIONS

The Grantor will not award a grant where the Sub-Grantee has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Sub-Grantee hereby certifies and assures that it will fully comply with the following:

- A. Assurances - Non-Construction Programs (SF 424 B)
- B. Certification Regarding Debarment and Suspension.. (29 CFR Part 98)
- C. Certification Regarding Lobbying (29 CFR Part 93)
- D. Drug Free Workplace Certification (29 CFR Part 98)
- E. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37), as applicable
- F. Assurances - Implementation of the Priority of Service provisions of the Jobs For Veterans Act (73 fed. Reg. 78132)

By signing the agreement, the Sub-Grantee is providing the assurances and/or certifications required under the above citations as detailed below:

A. ASSURANCES - NON-CONSTRUCTION PROGRAMS.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal Assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4783) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or



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regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. '794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air)



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Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93- 205).

11. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
12. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
13. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
14. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations.”
17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.



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B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (B) of this certification; and,
 - D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal [or plan].

C. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned (i.e. Grantee signatory) certifies, to the best of his or her knowledge and belief, that:

18. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
19. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned



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shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. The grantee's policy of maintaining a drug-free workplace;
 - C. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - A. Abide by the terms of the statement; and
 - B. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (B) from an employee or otherwise receiving actual notice of such conviction.



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Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (B), with respect to any employee who is so convicted:
 - A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

The sub grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

Check () if there are workplaces on file that are not identified here.

E. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One Stop delivery system (See 29 CFR 37.2).

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;



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(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I B financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title IB financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.



ANEJO 5

CERTIFICACIÓN

Cumplimiento con el Procedimiento Manejo de Efectivo y Acumulación de Gastos del Plan de Adjudicación de Costos (Cost Allocation) y adoptado por la Administración de Desarrollo Laboral (ADL)

Área Local: _____

Año Programa: _____

Nosotros _____, Presidente de la Junta Local de Inversión en la Fuerza Trabajadora y _____ Presidente de la Junta de Alcaldes de (Área Local) _____, recipiendarios de los fondos de los Programa s de Jóvenes, Adultos y Trabajadores Desplazados de la Ley de Inversión en la Fuerza Trabajadora (WIA por sus siglas en inglés), administrados y distribuidos por fórmula por la Administración de Desarrollo Laboral certificamos lo siguiente:

1. La Reglamentación de WIA requiere la presentación de los informes de gastos en base contabilidad acumulada ("accrual basis") y el cumplimiento con los requisitos de manejo de efectivo para los diferentes programas que administra el Área Local. La ADL ha desarrollado procedimientos para asegurar el cumplimiento con estos requisitos.

La ADL desarrolló el Procedimiento para la Acumulación de Gastos y el Procedimiento de Petición de Fondo Federales entre la ADL y las Áreas Locales

1. para proveer las herramientas a las Áreas Locales y asegurar el cumplimiento con los requisitos federales.
2. El Área Local presentará Informes Mensuales y Peticiones de Fondos de acuerdo a los procedimientos establecidos por la ADL.



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Por lo cual, certificamos que el Área Local _____ cumplirá con los procedimientos de Manejo de Efectivo y Acumulación de Gastos desarrollados por la ADL y requerido en la Reglamentación Federal.

(Nombre)
Presidente Junta Local

(Hon. Alcalde)
Presidente Junta de Alcaldes

Fecha

Fecha



ANEJO 6

CERTIFICACIÓN
Cumplimiento con el Procedimiento de Adjudicación de Costos
(Cost Allocation) adoptado por la
Administración de Desarrollo Laboral (ADL)

Área Local: _____

Año Programa: _____

_____, Presidente de la Junta Local de Inversión en la Fuerza
Trabajadora del Area Local de Desarrollo Laboral / _____, Presidente de la Junta
de Alcaldes de (Area Local) _____, beneficiarios de los fondos
de los Programa s de Jóvenes, Adultos y Trabajadores Desplazados de la Ley de Inversión en la Fuerza
Trabajadora (WIA por sus siglas en inglés), administrados y distribuidos por fórmula por la
Administración de Desarrollo Laboral certificamos lo siguiente:

1. La Reglamentación de WIA requiere la preparación de un Plan de Adjudicación de Costos entre los diferentes programas que administra el Área Local.
2. Los requisitos aplicables a los programas federales requieren que los costos para ser permisibles tienen que ser atribuibles a un determinado programa y categoría de gastos según los beneficios que se obtienen de dichos costos.
3. La ADL ha desarrollado e implantado un procedimiento para el Plan de Distribución de Costos en las Áreas Locales. La base de la distribución de costos será el tiempo invertido en cada uno de los servicios directos.
4. El Área Local identificará los empleados del Área de Programa que ofrecen servicios directos a participantes y capturará el tiempo invertido en dichos programas/servicios.
5. La ADL ha desarrollado el sistema de Registro de Tiempo Invertido en Servicios (RETIS) como una herramienta para capturar el tiempo invertido por el personal identificado que ofrece servicios directos a participantes para ayudar a las Áreas Locales en la aplicación del Plan de Distribución de Costos.



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6. El tiempo capturado en el Sistema RETIS será distribuido entre las diferentes categorías de Servicios de los Programas WIA tales como:
 - a. Programa de Adultos y Trabajadores Desplazados
 - i. Básico, Intensivo y Adiestramiento
 - b. Programa de Jóvenes
 - i. Jóvenes en la Escuela (In-School)
 - ii. Jóvenes Fuera de la Escuela (Out-School)
7. Los datos generados por el Sistema RETIS será la base para el desarrollo del Plan de Distribución de Costos requeridos por la Reglamentación Federal.
8. El Área Local proveerá acceso a las diferentes unidades de la ADL, como Finanzas, Monitoria y Planificación de los datos utilizados para preparar el Plan, para que la ADL pueda cumplir su misión de fiscalización y monitoria de los fondos WIA.

Por lo cual, certificamos que el Área Local _____ cumplirá con los requisitos establecidos por la ADL para el desarrollo del Plan de Adjudicación de Costos, requerido en la Reglamentación Federal.

(Nombre)
Presidente Junta Local

(Hon. Alcalde)
Presidente Junta de Alcaldes

Fecha

Fecha



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 <p>Administración de Desarrollo Laboral LEY DE INVERSIÓN PARA EL DESARROLLO DE LA FUERZA TRABAJADORA RESUMEN DE INFORMACION PROGRAMATICA (RIP) A ADULTOS Y TRABAJADORES DESPLAZADOS</p>		<p>A. Area Local (Nombre y Dirección)</p>					
<p>C. PROGRAMA</p> <p><input type="checkbox"/> ADULTOS</p> <p><input type="checkbox"/> TRABAJADORES DESPLAZADOS</p>		<p>D. FONDO</p> <p><input type="checkbox"/> FONDOS REGULARES</p> <p><input type="checkbox"/> FONDOS SOBREVIVIENTES</p>		<p>B. Año Programa:</p> <p>desde: _____ hasta: _____</p>			
<p>E. ACTIVIDADES</p>				<p>(A) Primer Trimestre</p>	<p>(B) Segundo Trimestre</p>	<p>(C) Tercer Trimestre</p>	<p>(D) Cuarto Trimestre</p>
<p>II. TOTAL DE PARTICIPANTES PLANIFICADOS AÑO PROGRAMA</p>							
<p>III. PARTICIPANTES POR SERVICIO BÁSICO</p>							
<p>1. Búsqueda de Candidatos</p>							
<p>2. Asistencia para la Búsqueda de Empleo y Colocación</p>							
<p>3. Servicios de Sostén</p>							
<p>4. Otros:</p>							
<p>IV. PARTICIPANTES POR SERVICIO INTENCIVO</p>							
<p>1. Servicios Revocacionales de Corta Duración</p>							
<p>2. Experiencia de Trabajo</p>							
<p>3. Entrenamientos Limitados</p>							
<p>4. Búsqueda de Empleo Fuera del Área</p>							
<p>5. Reubicación</p>							
<p>6. Servicios de Sostén</p>							
<p>7. Otros</p>							
<p>V. PARTICIPANTES POR SERVICIO DE ADIESTRAMIENTO</p>							
<p>1. Adiestramiento en Destrezas Ocupacionales (NO OJT)</p>							
<p>2. Adiestramiento en el Empleo (OJT)</p>							
<p>3. Educación de Adultos y Alfabetización</p>							
<p>4. Programas de Adiestramiento ofrecidos por Instituciones Receptoras</p>							
<p>5. Mejoramiento en Destrezas y Readiestramiento</p>							
<p>6. Desarrollo Empresarial</p>							
<p>7. Adiestramiento en Preparación para el Empleo</p>							
<p>8. Programas Combinados</p>							
<p>9. Adiestramiento a la Medida</p>							
<p>10. Servicios de Sostén</p>							
<p>11. Pagos Relacionados con Necesidad</p>							
<p>12. Oportunidad de Adiestramiento Trabajadores Incumbentes</p>							
<p>13. Otros (especificar):</p>							
<p>VI. COMENTARIO</p>							
<p>F. Nombre y Título Ocupacional del Oficial Autorizado</p>				<p>G. Firma</p>		<p>H. Fecha</p>	

AOL WIAAP (ABRIL 2012)



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Administración de Desarrollo Laboral
LEY DE INVERSIÓN PARA EL DESARROLLO
DE LA FUERZA TRABAJADORA

**MODIFICACIÓN AL RESUMEN
INFORMACION PROGRAMATICA (MRIP)
ADULTOS Y TRABAJADORES DESPLAZADOS**

A. Area Local (Nombre y Dirección)

C. Programa

D. Fondos

B. Año Programa:

ADULTOS

FONDOS REGULARES

desde:

hasta:

TRABAJADORES DESPLAZADOS

FONDOS SOBRIANTES

E. MODIFICACIÓN NO. _____

F. ACTIVIDADES	(A)	(B)	(C = A + B)
	Participantes Aprobados	Corrección (Modificación)	Participantes Generalizados
I. TOTAL DE PARTICIPANTES PLANIFICADOS AÑO PROGRAMA			
II. PARTICIPANTES POR SERVICIOS BÁSICOS			
1. Búsqueda de Candidatos			
2. Asistencia para la Búsqueda de Empleo y Colocación			
3. Servicios de Soporte			
4. Otros:			
III. PARTICIPANTES POR SERVICIOS INTENSIVOS			
1. Servicios Pre-ocupacionales de Corta Duración			
2. Experiencia de Trabajo			
3. Internados Limitados			
4. Búsqueda de Empleo Fuera del Área			
5. Relocación			
6. Servicios de Soporte			
7. Otros			
IV. PARTICIPANTES POR SERVICIOS DE ADIESTRAMIENTO			
1. Adiestramiento en Destrezas Ocupacionales (No OJT)			
2. Adiestramiento en el Empleo (OJT)			
3. Educación de Adultos y Alfabetización			
4. Programas de Adiestramiento Ofrecidos por Instituciones Privadas			
5. Mejoramiento en Destrezas y Readiestramiento			
6. Desarrollo Empresarial			
7. Adiestramiento en Preparación para el Empleo			
8. Programas Combinados			
9. Adiestramiento a la Medida			
10. Servicios de Soporte			
11. Pagos Relacionados con Necesidad			
12. Dispensa Adiestramiento Trabajadores Incumbentes			
13. Otros (especificar):			
V. COMENTARIOS			

G. Nombre y Título Ocupacional del Oficial

H. Firma

I. Fecha



**INSTRUCCIONES PARA COMPLETAR FORMULARIO
RESUMEN DE INFORMACION PROGRAMATICA (RIP)
PROGRAMAS DE ADULTOS Y TRABAJADORES DESPLAZADOS**

INTRODUCCION

La Administración de Desarrollo Laboral (ADL), agencia administradora del Título I B de la Ley de Inversión en la Fuerza Trabajadora (WIA), tiene la responsabilidad legal de establecer un sistema de información programática, diseñado para facilitar la recopilación uniforme de los datos de participantes, necesarios para evaluar adecuadamente los programas que operan bajo esta ley. Es responsable, además, de establecer controles programáticos que aseguren la utilización de los fondos en conformidad con todos los requisitos federales y fomentar actividades programáticas más eficientes y efectivas bajo los principios de una sana administración basada en la ejecución. Basado en los principios anteriormente citados, la ADL ha rediseñado el formulario de Resumen de Información Programática (RIP). A continuación se detallan las instrucciones para completar el mismo.

PROPOSITO

El formulario debe ser utilizado o tomado como una herramienta de planificación sobre las actividades programáticas bajo la ley WIA. Pretendemos que el documento presente una planificación que demuestre la buena utilización de los fondos, el ofrecimiento de todos los servicios que ofrece WIA a la ciudadanía y una ejecución que alcance o sobrepase los indicadores de rendimiento esperados para cada área local. Es esencial mantener una relación entre los fondos invertidos en el programa y las



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actividades programáticas, con la cantidad de participantes que se benefician de los servicios del Centro de Gestión Única (CGU). Por esta razón, durante el año programa 2012-13, se armonizará las actividades contenidas en el RIP con las partidas del Resumen de Información Presupuestaria (BIS), de manera que pueda hacerse un análisis entre los fondos invertidos y participantes atendidos. El resultado es un RIP más sencillo y acorde con el uso de los fondos que permitirá la preparación de informes estadísticos según sean requeridos por el Gobernador o el Departamento del Trabajo Federal.

IDENTIFICACIÓN DEL RIP

Para facilitar la identificación del RIP y la Modificación al RIP (MRIP), se mejoraron los títulos y la descripción de cada programa, para un mejor manejo del documento. Esperamos que este cambio nos ayude a tener una visión más clara de los documentos que se presentan, en especial a diferenciar el RIP regular del de modificaciones.

PRESENTACIÓN DEL RIP Y EL MRIP

EL RIP regular se presenta en la planificación que se presenta a la ADL en el inicio del Año Programa en la Especificación de Trabajo. El mismo distribuye los participantes que se planifican atender en el año, distribuidos por los cuatro trimestres. La Modificación al RIP (MRIP), se presenta siempre que se realiza una modificación al presupuesto, que afecta las partidas de actividades programáticas. Al realizar cambios en el presupuesto de las partidas programáticas, se tiene que presentar un MRIP reflejando los cambios en los participantes que se atienden. Para la segunda modificación planificada, se considerarán como participantes aprobados, los presentados en la primera modificación y que recibieron la aprobación de la ADL. De igual forma, para la tercera modificación se considerarán los participantes aprobados, los que fueron debidamente aprobados en la modificación anterior.



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IDENTIFICACIÓN DEL ÁREA LOCAL, FONDOS Y PROGRAMA

A. ÁREA LOCAL

Anote el nombre oficial del Área Local de Desarrollo Laboral y la dirección postal de la misma.

B. AÑO PROGRAMA

Anote el año programa para el cual se presenta el RIP, incluyendo la fecha de inicio y de terminación del año programa. En caso de que se presente el RIP para Fondos Sobrantes debe incluir el año programa del cual proceden los fondos sobrantes.

C. PROGRAMA

Deberá presentar un RIP por cada programa. Marque en el encasillado provisto el programa para el cual se presenta el RIP (Adultos o Trabajadores Desplazados).

D. FONDOS

Identifique en el encasillado provisto la fuente de los fondos, si son Fondos Regulares o Fondos Sobrantes.

PARTICIPANTES PLANIFICADOS

E. ACTIVIDADES

En esta parte, se anotarán el detalle de participantes planificados para los cuatro trimestres del año programa, en cada una de las actividades de las Categorías de Servicios Básicos, Intensivos y Adiestramiento. Los valores presentados en las columnas (A),(B), (C) y (D) serán detallados *de forma acumulada*, esto quiere decir; el valor que se encuentra en la columna (B) tiene que ser igual o mayor que lo presentado en la columna (A), el valor que se encuentra en la columna (C) tiene que ser igual o mayor que lo presentado en la columna (B) y el valor que se encuentra en la columna (D) tiene que ser igual o mayor que lo presentado en la columna (C).



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I. TOTAL DE PARTICIPANTES PLANIFICADOS PARA EL AÑO PROGRAMA

En esta sección se anotará el número total de participantes planificados por trimestre, incluyendo la suma de participantes de Servicios Básicos, Intensivos y de Adiestramiento. Como política pública general, la ADL requiere a las áreas locales y a los operadores de fondos bajo el Título I B de WIA, estrategias de servicio a participantes para cada una de estas categorías.

II. PARTICIPANTES POR SERVICIOS BASICOS

Anote la cantidad de participantes de la Categoría de Servicios Básicos que se planifican por cada trimestre. Para efectos del RIP, se consideran los servicios básicos que requieren asistencia de los recursos del CGU y son registrados en el SIACWIA. Los participantes de autoservicio que no se registran en el sistema, el ALDL deben desarrollar estrategias para contabilizar los mismos. Se deben incluir los participantes planificados en las siguientes actividades:

1. Búsqueda de Candidatos
2. Asistencia en la Búsqueda de Empleo y Colocación
3. Servicios de Sostén
4. Otros – anote en esta línea los participantes que serán atendidos en cualquier otra actividad de Servicios Básicos Registrables, que la Junta Local haya desarrollado política pública o haya determinado prioridad de servicios. Se debe incluir en la Sección VI –Comentarios de RIP, una breve descripción de la actividad. En el narrativo de la Especificación de Trabajo o el Plan Estratégico se debe ofrecer detalles de la actividad que se desarrollara bajo la partida de Otros.

III. PARTICIPANTE POR SERVICIOS INTENSIVOS

Anote la cantidad de participantes de la Categoría de Servicios Intensivos que se planifican por cada trimestre. Para efectos del RIP, se consideran para los Servicios Intensivos aquellos participantes



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que por lo menos hayan recibido un Servicio Básico y que requieren asistencia adicional de los recursos del CGU para conseguir un empleo y son registrados en el SIACWIA. Se deben incluir los participantes planificados en las siguientes actividades:

1. Servicios Pre-Vocacionales de Corta Duración
2. Experiencia de Trabajo
3. Internados Limitados
4. Búsqueda de Empleo Fuera del Área
5. Relocalización
6. Servicios de Sostén
7. Otros - anote en esta línea los participantes que serán atendidos en cualquier otra actividad de Servicios Básicos Registrables, que la Junta Local haya desarrollado política pública o haya determinado prioridad de servicios. Se debe incluir en la Sección VI –Comentarios de RIP, una breve descripción de la actividad. En el narrativo de la Especificación de Trabajo o el Plan Estratégico se debe ofrecer detalles de la actividad que se desarrollara bajo la partida de Otros.

IV. PARTICIPANTES POR SERVICIOS DE ADIESTRAMIENTO

Anote la cantidad de participantes de la Categoría de Adiestramientos que se planifican por cada trimestre. Para efectos del RIP, se consideran los Servicios de Adiestramientos aquellos participantes que por lo menos hayan recibido un Servicio Intensivo y que la Evaluación Comprehensiva y el Plan de Empleabilidad evidencien la necesidad de recibir un adiestramiento y un credencial reconocido en la industria. Se deben incluir los participantes planificados en las siguientes actividades:

1. Adiestramiento en Destrezas Ocupacionales (no OJT)
2. Adiestramiento en el Empleo (OJT por sus siglas en inglés)
3. Educación de Adultos y Alfabetización
4. Programas de Adiestramiento ofrecidos por Instituciones Privadas



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5. Mejoramiento de Destrezas y Readiestramiento
6. Desarrollo Empresarial
7. Adiestramiento en Preparación para el Empleo
8. Programas Combinados
9. Adiestramiento a la Medida
10. Servicios de Sostén
11. Pago Relacionado con Necesidades
12. Dispensa Adiestramiento Trabajadores Incumbentes
13. Otros - anote en esta línea los participantes que serán atendidos en cualquier otra actividad de Servicios Básicos Registrables, que la Junta Local haya desarrollado política pública o haya determinado prioridad de servicios. Se debe incluir en la Sección VI –Comentarios de RIP, una breve descripción de la actividad. En el narrativo de la Especificación de Trabajo o el Plan Estratégico se debe ofrecer detalles de la actividad que se desarrollara bajo la partida de Otros.

V. COMENTARIOS

En esta sección se provee la discreción a las áreas locales para emitir comentarios sobre los números planificados en este formulario para determinado año programa u otros comentarios pertinentes al tema de planificación programática.

F. NOMBRE Y TÍTULO OCUPACIONAL DEL OFICIAL AUTORIZADO

La ADL requiere al área local u otro operador, anotar el nombre del Director Ejecutivo del área u otro oficial autorizado por el Presidente de la Junta de Alcaldes y el Presidente de la Junta local. El no anotar el nombre del oficial autorizado, significará la no validez de las cifras ofrecidas en este formulario.



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G. FIRMA

La ADL requiere al área local u otro operador, certificar mediante firma del Director Ejecutivo del área u otro oficial autorizado por el Presidente de la Junta de Alcaldes y el Presidente de la Junta local. La no firma del oficial autorizado, significará la no validez de las cifras ofrecidas en este formulario.

H. Fecha

La ADL requiere al área local u otro operador, anotar la fecha en que se completó el formulario. El no anotar el nombre del oficial autorizado, significará la no validez de las cifras ofrecidas en este formulario.



INSTRUCCIONES PARA COMPLETAR FORMULARIO

RESUMEN DE INFORMACION PROGRAMATICA (RIP)

PROGRAMA DE JOVENES

INTRODUCCION

La Administración de Desarrollo Laboral (ADL), agencia administradora del Título I B de la Ley de Inversión en la Fuerza Trabajadora (WIA), tiene la responsabilidad legal de establecer un sistema de información programática, diseñado para facilitar la recopilación uniforme de los datos de participantes, necesarios para evaluar adecuadamente los programas que operan bajo esta ley. Es responsable, además, de establecer controles programáticos que aseguren la utilización de los fondos en conformidad con todos los requisitos federales y fomentar actividades programáticas más eficientes y efectivas bajo los principios de una sana administración basada en la ejecución. Basado en los principios anteriormente citados, la ADL ha rediseñado el formulario de Resumen de Información Programática (RIP). A continuación se detallan las instrucciones para completar el mismo;

PROPOSITO

El formulario debe ser utilizado o tomado como una herramienta de planificación sobre las actividades programáticas bajo la ley WIA. Pretendemos que el documento presente una planificación que demuestre la buena utilización de los fondos, el ofrecimiento de todos los servicios que ofrece WIA a la ciudadanía y una ejecución que alcance o sobrepase los indicadores de rendimiento esperados para cada área local. Es esencial mantener una relación entre los fondos invertidos en el programa y las actividades programáticas, con la cantidad de participantes que se benefician de los servicios del Centro de Gestión Única (CGU). Por esta razón, durante el año programa 2012-13, se armonizará las



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actividades contenidas en el RIP con las partidas del Resumen de Información Presupuestaria (BIS), de manera que pueda hacerse un análisis entre los fondos invertidos y participantes atendidos. El resultado es un RIP más sencillo y acorde con el uso de los fondos que permitirá la preparación de informes estadísticos según sean requeridos por el Gobernador o el Departamento del Trabajo Federal.

IDENTIFICACIÓN DEL RIP

Para facilitar la identificación del RIP, se mejoraron los títulos y la descripción de cada programa, para un mejor manejo del documento. Esperamos que este cambio nos ayude a tener una visión más clara de los documentos que se presentan, en especial a diferenciar el RIP regular del de modificaciones.

PRESENTACIÓN DEL RIP

EL RIP regular se presenta en la planificación que se presenta a la ADL en el inicio del Año Programa en la Especificación de Trabajo. El mismo distribuye los participantes que se planifican atender en el año, distribuidos por los cuatro trimestres.

IDENTIFICACIÓN DEL AREA LOCAL, FONDOS Y PROGRAMA

A. ÁREA LOCAL

Anote el nombre oficial del Área Local de Desarrollo Laboral y la dirección postal de la misma.

B. AÑO PROGRAMA

Anote el año programa para el cual se presenta el RIP, incluyendo la fecha de inicio y de terminación del año programa. En caso de que se presente el RIP para Fondos Sobrantes debe incluir el año programa del cual proceden los fondos sobrantes.

C. FONDOS

Identifique en el encasillado provisto la fuente de los fondos, si son Fondos Regulares o Fondos Sobrantes.



D. CATEGORIA

En el Programa de Jóvenes, las ALDL deben presentar dos RIP, uno para los Jóvenes Fuera de la Escuela y uno para los Jóvenes que Asisten a la Escuela. Identifique en esta sección la categoría para la cual se presenta el documento.

PARTICIPANTES PLANIFICADOS

E. ACTIVIDADES

Esta sección recopila las estadísticas de los participantes que se planifican atender durante el año programa en cada uno de los servicios por trimestre. Los valores presentados en las columnas (A),(B), (C) y (D) serán detallados *de forma acumulada*, esto quiere decir; el valor que se encuentra en la columna (B) tiene que ser igual o mayor que lo presentado en la columna (A), el valor que se encuentra en la columna (C) tiene que ser igual o mayor que lo presentado en la columna (B) y el valor que se encuentra en la columna (D) tiene que ser igual o mayor que lo presentado en la columna (C).

I. TOTAL DE PARTICIPANTES PLANIFICADOS PARA EL AÑO PROGRAMA

En esta sección se anotará el número total de participantes planificados por trimestre, incluyendo la suma de participantes de los elementos del Programa de Jóvenes. La suma de los participantes de la Sección de Servicios de Seguimiento, deben concordar con los participantes incluidos en Servicio de Seguimiento de la Sección de Elementos del Programa de Jóvenes.

II. ACTIVIDADES DEL PROGRAMA DE JÓVENES

En esta sección se incluirán los jóvenes que se atenderán en cada una de las Actividades del Programa de Jóvenes descritas en la Reglamentación.

1. Divulgación y Búsqueda de Candidatos



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2. Tutorías, Adiestramiento en Destrezas de Estudio y Educación que lleva a Completar Escuela Secundaria
3. Servicios de Escuela Secundaria Alternativos
4. Oportunidades de Empleo de Verano
5. Experiencia de Trabajo con o sin paga, incluyendo Internados y Exposición al Trabajo
6. Adiestramiento en Destrezas Ocupacionales
7. Oportunidades para el Desarrollo de Liderazgo
8. Mentoría
9. Servicios de Seguimiento
10. Guía y Consejería Abarcadora
11. Servicios de Sostén

III. PARTICIPANTES POR SERVICIO DE SEGUIMIENTO

En esta sección se anotará el número planificado de participantes por tipo de Servicio de Seguimiento. Los servicios de seguimiento incluidos corresponden a los descritos en la Sección 664.440 de la Reglamentación de WIA. Además, en el TEG 30-10, *Diseño del Programa de Jóvenes PY 2001-12*, ETA enfatizó sobre la importancia de fortalecer el servicio de seguimiento a los jóvenes y de la diversificación de estrategias para la prestación de este servicio. La Guía de Planificación 2012-13, incluye las prioridades de ETA para la prestación de Servicio de Seguimiento para jóvenes.

A continuación se incluye los servicios de seguimiento para jóvenes. La suma de los participantes de estos servicios, debe concordar con la cantidad de participantes incluidos en la partida nueve (9) de Servicios de Seguimiento, de la Sección II de Actividades del Programa de Jóvenes.

1. Desarrollo de Liderazgo y Servicios de Sostén
2. Contacto Regular con el patrono de un joven participante, incluyendo la asistencia dirigida a resolver problemas que surjan relacionados al trabajo.
3. Asistencia en la consecución de empleo de mejor paga, desarrollo de carreras y educación post-secundaria.



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4. Grupos de apoyo compuestos de pares relacionados a la búsqueda de empleo
5. Mentoría de Adultos
6. Seguimiento al progreso de un joven colocado después de un adiestramiento
7. Otros.

IV. COMENTARIOS

En esta sección se provee la discreción a las áreas locales para emitir comentarios sobre los números planificados en este formulario para determinado año programa u otros comentarios pertinentes al tema de planificación programática.

F. NOMBRE Y TÍTULO OCUPACIONAL DEL OFICIAL AUTORIZADO

La ADL requiere al área local u otro operador, anotar el nombre del Director Ejecutivo del área u otro oficial autorizado por el Presidente de la Junta de Alcaldes y el Presidente de la Junta local. El no anotar el nombre del oficial autorizado, significará la no validez de las cifras ofrecidas en este formulario.

G. FIRMA

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H. FECHA

La ADL requiere al área local u otro operador, anotar la fecha en que se completó el formulario. El no anotar el nombre del oficial autorizado, significará la no validez de las cifras ofrecidas en este formulario.

**INSTRUCCIONES PARA COMPLETAR FORMULARIO****MODIFICACION RESUMEN DE INFORMACION PROGRAMATICA (MRIP)****Programas de Jóvenes, Adultos y Trabajadores Desplazados**

Para el Año Programa 2012-13, se redujo la información solicitada en el Resumen de Información Programática (RIP), con el fin de agilizar la planificación de las actividades a ser desarrolladas. El RIP es un documento que nos permite conocer la cantidad de personas que se planifican atender en el sistema en los programas de Jóvenes, Adultos y Trabajadores Desplazados. La información que contiene este documento, esta directamente relacionada a la forma en que se invierten los fondos y a los cambios que se realizan al presupuesto de los programas. Es por esto que cada vez que se realiza una Transferencia de Fondos, una Modificación Programada al Presupuesto o una Notificación de Cambio, se impacta los participantes a servir en los programas.

Para tener una información de planificación actualizada, se ha preparado la Modificación al Resumen de Información Programática (MRIP). El MRIP contiene las mismas actividades programáticas que el RIP regular. Al realizar cambios en el presupuesto de las partidas programáticas, se tiene que presentar un MRIP reflejando los cambios en los participantes que se atienden. Es importante recalcar, que para la segunda modificación planificada, se considerarán como participantes aprobados, los presentados en la primera modificación y que recibieron la aprobación de la ADL. De igual forma, para la tercera modificación se considerarán los participantes aprobados, los que fueron debidamente aprobados en la modificación anterior.

Los cambios en comparación con el RIP Regular son los siguientes:

- En el encabezado del documento se añade la siguiente partida, E. Modificación Número _____, para notar el número de la modificación que se presenta.
- Se reducen las columnas de los cuatro trimestres, por tres columnas identificadas como Participantes Aprobados, Cambios (Modificación) y Participantes Enmendados.



- ❖ **Participantes Aprobados** – En esta columna se anotará la cantidad de participantes aprobados en el Plan Anual que se presenta al inicio del año programa. Si es una segunda o tercera modificación la cantidad de participantes aprobados en la Modificación al RIP, aprobado previamente.

- ❖ **Cambios (Modificación)** - En esta columna se anotarán los cambios que se realizarán en el RIP, ya sea un aumento o reducción de participantes.

- ❖ **Participantes Enmendados** – Esta columna representa la diferencia entre los Participantes Aprobados y los Cambios realizados al RIP. Representa los participantes que estarán vigentes una vez aprobada la Modificación o la Transferencia de Fondos según apliquen.



ANEJO 8

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/YOUTH
	CORRESPONDENCE SYMBOL OWI-DYS
	DATE June 2, 2011

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 30-10

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS

FROM: JANE OATES
Assistant Secretary *Jane Oates*

SUBJECT: Workforce Investment Act (WIA) Youth Program Guidance for
Program Year (PY) 2011

1. Purpose. The purpose of this Training and Employment Guidance Letter (TEGL) is to provide guidance for use of WIA Youth funded activities in PY 2011.

2. References.

- Workforce Investment Act of 1998 (WIA), as amended (29 United States Code 2801 et seq.)
- WIA Regulations, 20 Code of Federal Regulations Part 666
- TEGL No. 14-08, "Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009" http://wdr.dolleta.gov/directives/corr_doc.cfm?DOCN=2728
- TEGL No. 17-05, "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues" http://wdr.dolleta.gov/directives/corr_doc.cfm?DOCN=2195
- TEGL No. 27-09, "Workforce Investment Act (WIA) Youth Program Guidance for Program Year (PY) 2010" http://wdr.dolleta.gov/directives/corr_doc.cfm?DOCN=2900
- TEGL No. 15-10, "Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System" http://wdr.dolleta.gov/directives/corr_doc.cfm?DOCN=2967
- Training and Employment Notice (TEN) No. 24-10, "Joint Letter in Support of Youth Work Experiences on Public Lands" http://wdr.dolleta.gov/directives/corr_doc.cfm?DOCN=2988

RESCISSIONS None	EXPIRATION DATE Continuing
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- TEN No. 33-09, "Release and Availability of Employment and Training Administration (ETA) Occasional Paper 2010-03: *Reinvesting in America's Youth: Lessons from the 2009 Recovery Act Summer Youth Employment Initiative*" http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2872
 - TEN No. 12-10, "Release and Availability of Employment and Training Administration (ETA) Occasional Paper 2010-09, *Innovating Under Pressure: The Story of the 2009 Recovery Act Summer Youth Employment Initiative: Chicago, Detroit, Indianapolis and Marion County, Phoenix and Maricopa County*" http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2949
 - TEN No. 24-09, "Joint Letter from the Employment and Training Administration (ETA) and the U.S. Department of Health and Human Services Administration for Children and Families (ACF) regarding youth subsidized employment opportunities under the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund" http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2844
 - TEGL No. 2-07, "Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System" http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2491
 - TEN No. 18-05, "John H. Chafee Foster Care Independence Program," http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2184
 - TEN No. 19-10, "Guide to State and Local Workforce Data: For Analysis and Informed Decision Making" http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2965
 - TEGL No. 10-09, "Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor (DOL)" http://wdr.doleta.gov/directives/corr_doc.cfm?docn=2816#content
 - Department of Labor Strategic Plan Fiscal Years 2011-2016, http://www.dol.gov/_sec/stratplan/StrategicPlan.pdf
3. **Background.** The 21st century economic landscape is rapidly changing with innovation, technology, and globalization altering the nature of work, and the skills and training needed by workers to compete in the workforce. Today's economic realities necessitate that the publicly-funded workforce system serving youth be aimed at preparing them to secure jobs in high-demand industries and occupations. The American Recovery and Reinvestment Act of 2009 (Recovery Act) had a significant impact on youth services by expanding summer employment and work experience opportunities. Recovery Act implementation demonstrated that meaningful work experiences provide youth with invaluable opportunities to learn about careers and to gain the skills necessary to succeed in the workplace. This PY 2011 guidance builds on aspects of the PY 2010 guidance, found in TEGL No. 27-09, and continues to emphasize the connection between work experience, training, earning of credentials, and success in the workplace.

Based on data from the PY 2009 WIA Annual Performance Report, WIA Youth programs achieved national performance levels of 53.7 percent in the placement in



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employment or education measure, 52.9 percent in the attainment of degree or certificate measure, and 38.1 percent in literacy and numeracy gains. These national performance levels exceeded the Government Performance and Results Act goals for two of the common measures, degree/certificate attainment set at 47.9 percent and literacy/numeracy gains set at 28.7 percent, but failed to meet the placement goal for PY 2009 set at 58.0 percent. Placement outcomes decreased in all but eight states in PY 2009 compared to the previous program year.

Even during tough economic times, the workforce system must strive to improve youth outcomes. Guidance on assisting youth in increasing credential attainment within the degree or certificate measure is provided in Section 6.A. of this guidance. Consequently, increasing credential attainment should also result in increasing placement in employment. Guidance on assisting youth in attaining postsecondary education or employment, including obtaining work experience, is provided in Section 6.B. of this guidance. ETA believes states and local areas could benefit from more detailed guidance on increasing literacy and numeracy skills of out-of-school WIA youth. Therefore, ETA plans to provide forthcoming guidance that is focused specifically on reporting and programmatic strategies that can help increase literacy and numeracy gains for youth.

4. **Program Emphases.** For PY 2011, state and local areas should ensure that WIA youth programs provide services that are aligned with ETA's performance goals as provided in the DOL strategic plan for 2011-2016 available at <http://www.dol.gov/sec/stratplan/StrategicPlan.pdf>. Additionally, ETA encourages the workforce system to develop programs which reflect the following priorities for WIA youth services:
 - Strengthen partnerships to leverage resources and opportunities;
 - Build capacity to increase credential attainment and improve the quality of credentials earned, including aligning credentials with jobs in demand;
 - Develop programs that provide career pathways in high-demand sectors, such as health care and energy; and
 - Improve employability skills through paid and unpaid work experience and training during the year and summer period.
5. **Developing Partnerships to Improve Service Delivery.** ETA is committed to identifying potential partnerships that can help to better educate, support, and train youth and young adults being served by the workforce investment system. Creating partnerships in a time of limited resources is critical to providing the most effective, targeted, and appropriate services that can help youth identify and successfully progress along a career pathway. There are numerous benefits to developing strong partnerships. These include the ability for workforce investment areas to leverage



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resources, and access information and data, to improve services and increase efficiencies, such as in recruitment processes, referrals, and case management.

ETA is working with employers and across Federal departments to develop and strengthen partnerships that can assist the public workforce system in enhancing service delivery and coordination with other programs at the state and local level in order to best serve WIA eligible youth. Partnership strategies include:

- A. **Partnering with Human Services Agencies.** Temporary Assistance for Needy Families (TANF) is a program in which states have considerable flexibility in developing and implementing creative and innovative strategies and approaches to remove families from public assistance and into work. Similar to WIA, funds can be used for a number of activities, including case management, supportive services, education and training, and job placement and retention. ETA encourages state and local human services and workforce development agencies to partner in order to better serve youth. For more information on the use of TANF funds, see "Helping Families Achieve Self-Sufficiency: A Guide on Funding Services for Children and Families through the TANF Program," available at <http://www.acf.hhs.gov/programs/ofa/resources/funds2.pdf>. See also, the Center for Law and Social Policy's (CLASP) "Guide to Use of TANF and MOE Funds," at <http://www.clasp.org/admin/site/publications/files/Guide-to-Use-of-TANF-Funds.pdf>.

In January 2010, ETA and the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) published a joint letter to encourage the public workforce system to partner with TANF agencies in their efforts to promote subsidized employment opportunities allowable under the Recovery Act TANF Emergency Contingency Funding (ECF) for the creation and expansion of subsidized summer employment for low-income youth. According to research done by the Center on Budget and Policy Priorities and CLASP, 24 states and the District of Columbia operated programs targeted to youth, employing over 130,000 youth across the country in summer jobs in 2010. The letter also encouraged co-enrollment of youth in TANF and appropriate WIA programs so individuals can benefit from WIA services, such as supportive services, occupational skills training, and other relevant services.

Based on preliminary evidence from a study commissioned by ETA surveying ten sites that implemented summer youth employment programs funded by TANF ECF, the evaluation identified numerous partnership models created in response to the joint guidance, and found examples of partnering across systems and in leveraging multiple funding sources. The evaluation found that TANF ECF funding created opportunities for state and local TANF and WIA agencies to work together. California created a TANF ECF steering committee that included the County Welfare Director's Association, and worked collaboratively to determine eligibility and program guidelines. According to administrators in three states, local partners provided valuable policy and program input and improved local



buy-in to program planning and implementation. In Minnesota, the association of workforce areas was included in the initial state planning for the summer youth program, allowing for a more efficient implementation process once funds were allocated. The TANF ECF summer youth employment program also created opportunities to share information among both workforce and human services staff about agency policies, ultimately improving collaboration.

While the TANF Emergency Contingency Funds are no longer available, ETA encourages state and local areas to develop and strengthen partnerships with state and local human services agencies to further support both systems' shared youth populations. In an effort to support increased subsidized employment opportunities for low-income youth, ETA is willing to consider state requests for the following two types of waivers where TANF and WIA Youth Program co-enrollment occurs for summer youth employment activities which would be effective from May 1, 2011 through September 30, 2011:

- 1) Flexibility to use the work readiness indicator as the only performance measure for such co-enrolled youth, and
- 2) Ability to apply the program design flexibility for summer youth articulated in TEGL No. 14-08 Section 16.A for such co-enrolled youth, specifically to provide follow-up services as deemed appropriate for such youth participants and to provide an assessment and Individual Service Strategy (ISS) as deemed appropriate for such youth.

The use of TANF funds must be consistent with the TANF statute and regulations, as well as state rules and regulations. WIA waiver authority does not apply to TANF funds.

When submitting a waiver plan to request these waivers, states must address the requirements described in the WIA regulations at 20 CFR 661.420(c) and provide a justification for the waiver. In addition, requests should include the following information:

- An estimate of the number of youth that will be co-enrolled in the WIA Youth program and in TANF summer youth employment activities during PY 2011;
- An estimate of the percent of PY 2011 WIA Youth program enrollees that will be co-enrolled TANF summer youth employment participants only, and not participate in the WIA Youth program beyond summer;
- Description of how the state plans to use WIA Youth funds to support co-enrolled summer youth participants; and
- A description of continued service plans for co-enrolled participants served under the waiver, such as transition to the WIA Adult program or further education and training under WIA funded youth services.



In addition to partnering with FANF agencies, collaborative efforts between local human services agencies serving foster care youth creates opportunities for state and local workforce professionals to leverage resources to further assist foster care youth being served under the WIA Youth program. The John H. Chafee Foster Care Independence Program (Chafee), Title I of the Foster Care Independence Act (Public Law 106-169), provides formula grants to states to assist current and former foster youth to achieve self-sufficiency through a successful transition to adulthood. For current or former foster care youth enrolled in the WIA Youth program, Chafee funds can provide for education and training, case management, and assist with support services such as housing, mentoring, or tutoring. Additionally, current and former foster care youth served by the Chafee program have access to an Independent Living Coordinator in the public child welfare agency to assist youth in making a successful transition to adulthood. Workforce system professionals working with youth currently in foster care, and with youth who are aging out, are encouraged to coordinate with the Independent Living Coordinators to leverage education and training vouchers available under the Chafee program that assist youth in completing postsecondary education and training, and in obtaining essential job skills. Under this program, students in good academic standing at age 21 may continue to receive education and training vouchers until the age of 23.

One example of successful collaboration with human service agencies is the Achieving Independence Center (AI Center), a "one-stop" self-sufficiency center designed for youth transitioning out of the Philadelphia, Pennsylvania foster care system. Offering non-traditional hours, flexible scheduling, and job readiness training, a variety of government and private agencies provide services and supports. The AI Center, a project of the Philadelphia Department of Human Services in partnership with the Philadelphia Workforce Development Corporation and the Philadelphia Youth Network, is dedicated to providing support and real life tools for youth who want to make an investment in their future,

http://dhs.phila.gov/intranet/pgintrahome_pub.nsf/Content/Adoption+-+AIC.

The HAY Center in Houston, Texas is an example of collaboration between the Texas Department of Family and Protective Services, the Texas Workforce Commission, and Casey Family Programs. The Center provides a "one-stop" center for youth 16-21 as they transition out of foster care. Eleven community-based partners participate, leveraging resources to support foster youth and alumni foster youth, and providing workforce services and a variety of other services, including mentoring, housing assistance, counseling, and leadership training. <http://www.haycenter.org/default.htm>

For more information about the John H. Chafee Foster Care Independence Program and how WIA Youth program can access its education and training vouchers to assist foster care youth and those aging out of foster care complete



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postsecondary education and training, see TEN 18-05 at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2184.

- B. Increasing Work Experiences on Public Lands.** On February 14, 2011, ETA issued TEN 24-10 and a joint letter with the U.S. Department of Interior and the U.S. Department of Agriculture to encourage the public workforce investment system to partner with public land management agencies in an effort to increase work experience opportunities for youth and young adults on public lands. Work experience opportunities on public lands provide youth with an education about natural resources and conservation, teach them to be good stewards of public lands and resources, and provide a career pathway into land management, conservation, and other green jobs sectors. ETA recognizes resource challenges all agencies face, and encourages workforce investment and land management agencies to be creative and innovative in leveraging capacity and resources for the purpose of providing youth and young adults with meaningful work experience on public lands.
- C. Strengthening Employer Connections.** To meet the challenge of the 21st century global economy, the public workforce system must increase partnerships with employers to foster economic development and high-growth opportunities. The workforce system has a dual mission: 1) to prepare and train workers, and 2) to help businesses find qualified workers to meet their present and future workforce needs. Employers are looking for qualified youth to move into entry-level positions and are often unable to easily tap into this key pipeline of young workers. Through partnerships, employers can help to define and support new strategies designed to better educate, train, and prepare youth for the rigors of the 21st century economy and provide critical leadership in the creation of these pipeline strategies. State and local areas are encouraged to engage employers in developing career pathway strategies that ensure participants receive relevant training and attain strong employment outcomes. There are various roles that employers can play in support of workforce development goals, including assisting in:
- Identifying the skills and competencies needed in the workplace, particularly for entry-level positions;
 - Developing industry certification;
 - Collaborating with training institutions in occupational skills curriculum development;
 - Partnering with educators in classroom instruction to make learning in the classroom more relevant;
 - Creating student internships and work experience opportunities;
 - Developing and implementing career guidance about the full range of careers within a firm or particular industry sector; and
 - Providing formal mentoring programs and partnerships that support youth in their interest to pursue careers in high-growth and high-demand industries.



- Acquiring employer and industry commitments to hire youth

The Peninsula Council for Workforce Development in Virginia exemplifies a local workforce program building employer connections by serving as an intermediary to identify the workforce needs of local employers in their community. The goal of the council is to provide businesses with human capital solutions through creative funding strategies and partnerships to ensure that the workforce system can produce a highly-skilled workforce to meet employer needs. The council offers businesses and industries employment and training services, resources to keep abreast of workforce trends and labor market studies, and provides a platform to build partnerships for economic developers, educators, and employers. To learn more about this particular initiative visit: http://www.pcfwd.org/initiatives_industry.asp.

Some local areas are offering services through their workforce agency to connect workforce development with the demands of employers by targeting high-growth industry clusters. Lehigh Valley, Pennsylvania incorporated a specific initiative directed at employers to align education and training institutions with employer and employee needs. Select industries, including healthcare, financial services, energy and green jobs, are targeted because they are projected to provide above-average wages, incorporate a high-technology skill set, and have strong value in the local economy. By working with employers within industry clusters, workforce staff can combine training needs for multiple firms with similar skills needs and help drive a market-based approach. For more information, visit: <http://www.careerlinklehighvalley.org/Default.aspx?tabid=118>.

Additionally, state and local areas are encouraged to direct employers in local communities to information about the benefits of the youth workforce investment system and how businesses can connect to the workforce system by directing them to DOL's Web site at <http://www.doleta.gov/business/pws.cfm>. This Web site is designed to educate employers about the public workforce system, workforce investment boards, and their role in local areas, and offers steps to help employers connect and find out about partnership opportunities to help them meet their workforce goals. The site also identifies additional strategies that can help employers make the most of their connections, such as performing a self-assessment of the company's workforce challenges, areas of opportunity, and existing partnerships.

- D. Increasing Collaboration with Registered Apprenticeship:** Apprenticeship is a business- and industry-driven model that includes a focus on high-growth industries facing critical skilled worker shortages now and in the foreseeable future. ETA encourages collaboration between the publicly-funded workforce investment system and Registered Apprenticeship in order to leverage each system's strengths as a strategy to increase youth attainment of industry-recognized credentials, as well as to improve youth outcomes overall. In 2007, ETA issued TEGL No. 2-07, "Leveraging Registered Apprenticeship as a



Workforce Development Strategy for the Workforce Investment System” to provide information and resources to support the use of Registered Apprenticeship by the workforce investment system as an effective approach to building a skilled and competitive workforce in regional economies. More recently, on January 18, 2011, the Department’s Office of Apprenticeship and Division of Youth Services released “The Apprenticeship Guide for YouthBuild Programs.” The guide is a resource for YouthBuild programs seeking to increase apprenticeship opportunities for their graduates. The guide, found at http://www.doleta.gov/youth_services/Apprenticeship-Guide-1-11-Final.pdf provides helpful resources and information to not only YouthBuild providers, but to other youth providers looking to connect to the Registered Apprenticeship system. The guide provides background information on the Department’s National Registered Apprenticeship System and offers guidance on establishing, managing, and strengthening relationships with Registered Apprenticeship programs. States and local areas are encouraged to review these resources in an effort to strengthen workforce and Registered Apprenticeship partnerships.

6. Program Design Considerations. When designing youth employment and training programming, states and local areas should consider the following design elements:

A. Promoting and Increasing Credentials in High-Demand Occupations

President Obama called on the United States to have “the best educated, most competitive workforce in the world,” once again leading the world in the percentage of Americans with postsecondary degrees and/or industry-recognized certificates and credentials by 2020. The President’s goal is to have every American complete at least one year of postsecondary higher education or career training. In step with the President, the Secretary of Labor announced that ETA would focus on accomplishing its High Priority Performance Goal to increase by ten percent the number of participants of the public workforce system who receive training and attain a degree or certificate by June 2012 as part of the DOL strategic plan for 2011-2016. To support this goal, ETA published TEGL No. 15-10 that describes strategies that state and local workforce agencies and their strategic partners can adopt to both increase the rate of youth credential attainment and improve the quality of those credentials.

For employers, credentials demonstrate and document skills, increasing their ability to fill skilled positions, build talent pipelines, and compete. For youth, credentials improve their labor market prospects through higher earnings, greater mobility, and enhanced job security. State and local workforce investment boards are well-positioned to convene the diverse stakeholders and forge a common strategy around improving credential attainment in ways that benefit both youth and employers. Increasing credential attainment requires aligning state and local policies and service delivery models to support higher enrollments in credential-issuing training programs. Additionally, youth providers are particularly well-positioned to provide increased access to and linkages among supportive and



wrap-around services. Supportive and wrap-around services are a key component to allowing youth to stay in and complete programs and are critical to improving completion rates. Finally, success will require close coordination with local employers and training providers to identify and, in some cases, develop industry-recognized credentials for local, in-demand jobs. ETA encourages WIA Youth programs to review TEGL No. 15-10 for strategies to increase the quantity and quality of credentials attained with the support of the public workforce investment system.

Examples of potential industries to target training and credential attainment are in health care and energy. While these sectors show growth on an overall national level, labor market analysis is critical to identify occupations that are in-demand within a specific region, state, or local area. Workforce investment boards, training providers, and other partners must utilize localized, up-to-date labor market research to identify in-demand occupations in which to target training resources. ETA's CareerOneStop Web site has a Career Resource Library with a complete listing of all state labor market information Web sites, which provide a wealth of information on workforce statistics as well as employment programs. The Career Resource Library can be found at www.careerinfonet.org/crl/library.aspx?LVL2=94&LVL3=n&LVL1=49&CATID=52&PostVal=9. To assist LMI users, ETA released TEN 19-10 announcing the "Guide to State and Local Workforce Data: For Analysis and Informed Decision Making." This guide provides links to a wealth of state and local employment and economic data from government and private sector sources. To view the directive visit: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2965.

- **Health Care and Allied Health.** Targeting education and training programs in high-growth occupations can both assist youth in entering career pathways, as well as increase the number of youth attaining credentials. Health care continues to be a growing industry sector. In December 2009, the Bureau of Labor Statistics (BLS) predicted that of the 30 fastest-growing occupations from 2008 to 2018, 17 will be in health care or medical research, and that employment in health care is projected to increase by 21 percent or 1.6 million jobs. Acute workforce shortages and projected growth exist for allied health occupations in particular, such as medical assistants, respiratory therapists, pharmacy technicians, diagnostic medical sonographers, paramedics, and radiological and other technicians. BLS projects that by 2016 medical assistant occupations are expected to increase by 35 percent, paramedic occupations by 19 percent, and radiological technicians by 15 percent. The health care industry as a whole – and especially allied health occupations – has great promise for employing youth and young adults. Many allied health careers are open to anyone with a good basic education, e.g., a high school or General Educational Development (GED) diploma, good work habits like the "soft skills" of punctuality, communication, teamwork, and reliability, and a modest amount of training. Additionally, there are many national credentials that can be earned in as little as six months to two years. BLS reported that



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most workers in the healthcare field have jobs that require less than four years of college education.

On September 30, 2010, ETA published the “Allied Health Access Guidebook: How to Develop Programs for Youth in Allied Health Careers.” The guidebook provides youth program planners and service providers with practical information about allied health occupations in order to create or expand programs and services leading to allied health opportunities for youth and young adults. The guidebook can be accessed at <http://wdr.doleta.gov/directives/attach/TEN/ten2010/ten10-10a1.pdf>. ETA encourages states and local areas to review the guidebook for effective strategies that can be used to create or expand career pathways for youth in allied health.

- **Energy.** Energy careers also show promising growth. Using local labor market information, providers may find a number of occupations in the utilities industry in which to target training resources and develop career pathway options for youth. Electrical power accounts for 40 percent of U.S. energy demand, more than any other demand sector. Despite the fact that employment is expected to decline in the energy transmission, generation and distribution sector from 2008-2018, employment is likely to increase in nuclear power, electric transmission, and renewable energy. Occupations in the electrical power industry include line workers, operators and dispatchers, and technicians. Employment of line installers and repairmen, for example, is projected to grow at about three percent to six percent over the next several years. However, opportunities exist throughout the utilities industry as more workers in the industry are nearing retirement. In addition, workers in both electrical power and telecommunications industries will be needed to reinforce networks as population in cities grows and expands.

Electric energy occupations pay well above the national median for all occupations, and most offer formal on-the-job training to workers with high school diplomas. For example, electrical line installers and repairers often complete formal apprenticeships combined with on-the-job training. There are six recognized apprenticeable specialties associated with electrical lineman occupations: cable installer-repairer, cable splicer, line erector, line maintainer, line repairer and trouble shooter. Other related occupations are electrical and electronics installers and repairers, and power plant operators, distributors, and dispatchers.

In DeKalb County, Georgia, the power company, Georgia Power, faced a shortfall in labor supply due to attrition and increased demand of over 100 electrical line positions each year. The workforce system partnered with the utility company to provide youth with school-to-work apprenticeships to meet the worker shortage. Through this initiative, youth were on track to earn annual wages of \$30,000 to \$70,000.



Electricity generated by renewable sources is one of the fastest growing segments of the electrical power industry sector. These sources include geothermal, wind, and solar. Solar photovoltaic installers, solar thermal installers and technicians, geothermal technicians, and wind turbine technicians are all new and emerging occupations. BLS employment data indicates demand in these occupations to be seven to thirteen percent over the next several years. The North American Board of Certified Energy Practitioners completed task analyses for solar photovoltaic and thermal system installers which provides learning objectives for curriculum development. See "Greener Skills: How Credentials Create Value in the Clean Energy Economy," by the Center on Wisconsin Strategy (COWS) for a report of certification requirements in the solar industry at <http://www.cows.org/pdf/tp-greenerkills.pdf>.

Training providers for solar occupations include colleges and universities, apprenticeship programs, and manufacturer training providers. The New Energy Workforce Initiative, a consortium of community colleges, industry, and workforce developers in the Bay Area of California, <http://www.labormarketinfo.edd.ca.gov/contentpub/GreenDigest/CA-New-Energy-Colleges.pdf>, created a project-based solar curriculum with industry-recognized certifications. It also documented solar pathways and ladders. The Workforce Strategy Center's publication "Building Effective Green Energy Programs in Community Colleges," found at http://www.workforcestrategy.org/images/pdfs/publications/green_energy_programs_2010-05.pdf, cites many examples of efforts community colleges are making to ensure a qualified and trained workforce is ready to meet future increased demand for green energy jobs.

For more information on energy careers, see the "Career Guide to Industries," at www.bls.gov/oco/cg. The Center for Energy Workforce Development has a specific Web site, www.getintoenergy.com, which gives information to youth about energy careers. For state energy profiles, visit the U.S. Department of Energy's Energy Information Administration Web site at: <http://tonto.eia.doe.gov/state>.

B. Promoting and Increasing Work Experience Opportunities

Providing WIA youth with meaningful work experience opportunities continues to be a high priority for ETA. Considerable research conducted by organizations such as the Center for Labor Market Studies and the Economic Policy Institute shows that youth who engage in work in earlier years are more likely to work in later years, and that those who do not work when they are young find it much more difficult to enter into employment later on, oftentimes completely disconnecting from the labor market. ETA encourages states and local areas to consider using WIA Youth formula and state set-aside funds, in addition to



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leveraged funding, to support paid and unpaid work experience opportunities for youth. Due to the delayed allotment of the WIA Youth Program formula funds, ETA recognizes that for those states that intend to provide summer employment opportunities, planning time has been significantly limited.

Under the Recovery Act, local areas used funds to provide youth with summer work opportunities, as well as work experiences outside the summer months. Lessons learned from the use of the Recovery Act funds for summer employment activities are documented in two ETA Occasional Papers: "Reinvesting in America's Youth: Lessons from the 2009 Recovery Act Summer Youth Employment Initiative" and "Innovating Under Pressure: The Story of the 2009 Recovery Act Summer Youth Employment Initiative: Chicago, Detroit, Indianapolis & Marion County, Phoenix & Maricopa County." As a continuation of the lessons learned from summer 2009, ETA commissioned a study that examined the activities provided to youth during the non-summer months of October through March (post-summer programming) and sought to identify effective program design and service delivery strategies. The evaluation aimed to document the types of strategies that local areas designed and implemented for youth, including providing work experience opportunities for older, out-of-school youth. Based on preliminary data from the evaluation, ETA encourages states and local areas to:

- **Increase Work Experiences for Older, Out-of-School Youth:** Older youth, ages 18 to 21, may be eligible for both WIA Youth and Adult programs. It is often the case, however that neither program specifically focuses on serving, nor are they specifically designed to serve, this older youth population. ETA encourages WIA Youth program providers to offer and enhance programs and services, including work experience opportunities that effectively meet the needs of older youth. The evaluation found that summer/post-summer sites valued and learned from the opportunity afforded by the Recovery Act to focus on older, out-of-school youth to a far greater extent than possible in the past. Many sites noted that they had limited familiarity with operating work experience programs, particularly ones that focused on older, out-of-school youth. Most sites indicated they will continue to engage and focus on older, out-of-school youth as a result of their experiences with these youth during the summer/post-summer program. For example in Orlando, Florida the workforce investment board (WIB) credited the success it experienced with serving older, out-of-school youth in its summer/post-summer programs for helping them realize the value of providing work experience to older youth. As a result, this site launched a new 12-week work experience program in fall 2010 for 18–21-year-old out-of-school youth.

Providers in San Bernardino, California reported that as a result of their positive summer/ post-summer youth employment program experiences under the Recovery Act, they were giving older, out-of-school youth far greater



priority than in the past and planned to set aside more WIA Youth funds for subsidized work experience for these youth.

- **Develop Effective Partnerships to Increase Work Experiences and Leverage Resources:** In order to implement innovative post-summer programs that include work experience opportunities, local areas needed to develop strategic partnerships. For example, the evaluation found that Los Angeles, California established a new partnership between the WIA Youth and Adult programs designed to prepare older youth for careers in green construction, green transportation, and health care. This partnership allows WIA Youth provider staff to capitalize on strengths of the adult system's capacity for providing training, while utilizing its resources to provide valuable work experiences to youth. Using a combination of Youth and Adult, Recovery Act WIA Youth and Adult, and Recovery Act Energy and Efficiency Block Grant funds, WIA adult providers place youth in training programs, and WIA youth providers subsequently connect youth to employers for paid work experience. Upon the completion of the subsidized work experience, the youth provider helps the youth find unsubsidized employment.

The evaluation also found that the Recovery Act provided an opportunity to build relationships with new employers, particularly private sector employers, in order to place youth in meaningful work experiences. WIBs and administrative agencies reported that they encouraged providers to place older, out-of-school youth with private sector employers during the post-summer program. According to the sites, private sector employers are more likely to hire youth permanently at the end of the program than those in the public and nonprofit sectors. Three sites found that reaching out to their local business associations, through letters and in-person presentations, was a particularly effective way to connect with private employers.

- **Create Work Experiences that Lead to Careers in High-Demand Industries:** The evaluation found that sites encouraged providers to build career pathways for youth, especially in high-growth, high-demand industries, such as health care. Half of the sites created purposeful pathways for youth that included some combination of training, work experience, and job placement assistance, while other sites encouraged providers to place youth at health care worksites. For example, in Lehigh Valley, Pennsylvania, the WIB contracted directly with the area's largest health care employer to place out-of-school youth in health care jobs for nine consecutive months with the goal of turning the placement into an unsubsidized employment opportunity by the end of the program. Youth were placed in a variety of departments, from medical coding and billing to patient registration at doctors' offices.

Los Angeles, California established a sector-based program for young adults, ages 21 to 24. This post-summer offering combines accredited training in high-demand industries in green transportation, green construction, and



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healthcare with a four-week paid work experience. The program provides training, academic preparation, workplace readiness, paid work experience, vocational certification, and job placement assistance. Youth are enrolled in the program for three to six months, depending on the length of their training.

C. Increasing Service Delivery for Youth with Disabilities

ETA is committed to helping youth providers eliminate the multiple challenges that adversely affect the education and employment of youth with disabilities. In an effort to assist the workforce system to increase and promote improved services to youth with disabilities, ETA will soon release a TEGL on increasing enrollment and improving services to youth with disabilities. This TEGL will include an attachment containing a significant number of resources to better assist WIA providers in serving youth with disabilities. ETA encourages youth providers to increase services to youth with disabilities, especially those youth with learning disabilities and mental health disorders.

D. Addressing Issues Impacting Program and Service Delivery for WIA Youth Services

ETA monitoring visits at local sites indicate that case management and follow-up services need further focus and technical assistance. ETA continues to encourage local areas to develop program policies and practices that not only meet the requirements of WIA, but also strengthen and improve case management and follow-up services to better serve WIA youth.

- **Ensuring Quality Case Management:** Case management is a key component to delivering effective WIA services for young people that helps youth acquire skills and facilitates the successful transition into the workforce. Case managers are responsible for many tasks, such as assessment, coordination of educational and occupational services, supportive services, and follow-up. Case managers are also responsible for documenting WIA requirements, as well as any outcomes in participant case files. During monitoring visits, ETA frequently identified compliance findings related to the lack of required WIA documentation, such as eligibility documentation and proof of selective service registration. ETA also identified areas of concern during monitoring visits, such as the lack of adequate case notes documenting youth progress, proof of assessments, and updates on a participant's ISS. As outlined in the "Toolkit for Effective Frontline Services," http://www.doleta.gov/youth_services/Toolkit-improve.cfm, youth providers are encouraged to consider the following for the contents of case files:
 - Eligibility documentation, including proof of residency, age, income status, and barriers to employment



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- Proof of any self-disclosed disability, if appropriate, for eligibility determination or additional accommodations
- Documentation of all services provided
- Educational assessments, including literacy/numeracy documentation denoting any basic skills deficiency
- Documentation of screening for supportive services, and any supportive services provided to ensure retention in the program
- Effective, clear, and detailed case notes and ISS, documenting services provided and progress made towards his/her goals
- Documentation of any referrals to partner programs
- Evidence of any outcomes attained, including placement in employment, postsecondary education, and/or training, credential attainment, and literacy and numeracy gains, if appropriate
- Clear documentation stating when a young person exited from the program (once services have not been provided for 90 days)

For information on what documentation is required and/or encouraged under WIA, see the Core Monitoring Guide at <http://www.doleta.gov/regions/reg02/documents/OSID%20Conference/Resource%20-%20Core-Monitoring-Guide.pdf>. For additional information, resources, and training tools on case management, youth providers can access the "Toolkit for Effective Frontline Services," previously mentioned, which includes a manual, a training guide, and training modules.

Internal capacity building is essential to effective case management. Local programs may consider providing routine professional development and training opportunities, such as "cross-training" within the WIA program structure to fully understand the variety of services available to youth participants. Local areas may also consider "case conferencing" as a part of both internal and external agency staff interaction. Case conferencing allows staff members who are responsible for interacting with a youth participant to meet on a regular basis in order to exchange information and coordinate services to best serve the needs of the participant. For example, the Rhode Island Department of Labor and Training initiated a Shared Youth Vision Collaborative Case Management Pilot project where a team of 10 caseworkers across several agencies meets once a week for collaborative case conferencing. During case conferencing, the caseworkers present cases and use feedback and knowledge of the group to help determine goals, appropriate resources and referrals, and to identify potential policy barriers and possible solutions that lead to positive youth outcomes. After eight months of data, youth in the pilot group tended to set more goals with their caseworkers, attain more skills, have greater credential attainment rates, engage more in work experience activities, and be more connected to school or work than youth who were not involved in the pilot group (<http://www.dlt.ri.gov/wio/sharedvision4Youth.htm>). ETA encourages local providers to develop strategies that strengthen and coordinate service



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provision to youth, such as case conferencing, in order to maximize all available resources and supports that can assist youth in achieving their goals.

Success in delivering services under WIA depends on the effectiveness of youth practitioners, which includes staff such as case managers, career advisors, and follow-up specialists. Youth practitioners develop relationships with young people and provide critical expertise and support as youth mature and enter the workforce. The Youth Development Practitioner Apprenticeship (YDPA) is a Registered Apprenticeship program, which includes related classroom-based and on-the-job training, where youth practitioners develop the skills they need to effectively serve youth. The combination of well-supervised and structured on-the-job training, coupled with high-quality related instruction, offers youth development practitioners a recognizable career path, and a nationally-recognized certification of completion. ETA encourages local areas to learn more about YDPA at <http://www.doleta.gov/oa/e-tools4.cfm#youth>.

- **Effective Follow-up Strategies:** All WIA youth participants are required to receive follow-up services for a minimum duration of twelve months after exit. The types of follow-up services are determined based on the needs of the individual youth and the objectives set by the local area. Follow-up is especially critical in WIA-funded programs as the majority of performance data are gathered during the quarters after youth have exited the program. However, follow-up should go beyond capturing participant data and provide the necessary services and supports to ensure participant success.

Some examples of follow-up services include: one-on-one meetings to discuss educational or career options; use of technology to explore resources and facilitate communication; adult mentoring; supportive services; and work-related follow-up activities. Supportive services provided during follow-up may include: linkages to community services; assistance with transportation costs; assistance with child care and dependent care costs; assistance with housing costs; referrals to medical services; and assistance with uniforms or other appropriate work attire; and work-related tool costs. Work-related follow-up activities may include: regular contact with a youth participant's employer, including addressing work-related problems that arise; formation of job clubs to offer on-going support and training; assistance in securing better paying jobs, career development, and further education; work-related peer support groups; and tracking progress of the youth's employment after training.

Staff responsible for follow-up services can utilize a variety of social media, such as Facebook or Twitter, to reach out to WIA participants. Many providers utilize these tools to effectively reach WIA participants during the period of follow-up, and engage them in quick updates on their educational or employment progress. One notable innovation found in several sites that were



evaluated in the post-summer study was the effective use of social media. In Lehigh Valley, Pennsylvania, Facebook was identified as an effective way to reach out to youth. The provider contacted youth through Facebook if they were absent from class and also encouraged youth to use the page to stay-in touch with other participants and share news about jobs, education, and community services as they learn about them. One provider in Los Angeles, California noted it had to think creatively about how to recruit, engage, and follow-up with out-of-school youth, and experienced positive results using Facebook and other social media sites.

WIA youth providers are encouraged to provide follow-up guidelines to staff to ensure follow-up services are provided to all youth in an effective manner. This includes when and how youth are contacted, as well as guidelines for contact with employers and/or education providers. It is important that staff responsible for follow-up maintain frequent, systematic contact and interaction with each young person after completion of program services and/or placement in a long-term education or occupational skills training program, or in a job. It is also important for youth providers to offer guidance to staff responsible for follow-up services on how to provide accurate reporting within the case file, such as detailing conversations and meetings, and documenting placement into employment or education.

For additional follow-up strategies, see the "Toolkit for Effective Frontline Services." For additional principles for successful follow-up and job retention, see the Public/Private Ventures report, "Getting In, Staying On and Moving Up: A Practitioner's Approach to Employment Retention," at http://www.ppv.org/ppv/publications/assets/100_publication.pdf.

7. Useful Tools and Resources.

Youth Connections Community of Practice (CoP): Created in July 2010, this Workforce3one Youth CoP provides an interactive platform for youth workforce and youth development professionals to discuss and share promising practices, and provide technical assistance on workforce issues targeted for youth: <http://youth.workforce3one.org>.

Find Youth Info: This Web page was created by the Interagency Working Group on Youth Programs (IWGYP), which is composed of representatives from 12 Federal agencies that support programs and services focusing on youth. IWGYP promotes the goal of positive, healthy outcomes for youth: <http://www.findyouthinfo.gov>.

Federal Network for Young Worker Safety and Health: The Federal Network for Young Worker Safety and Health (FedNet) seeks to reduce the risk of occupational injuries and illnesses among workers, between the ages of 14-24. The 11 Federal agencies making up FedNet develop strategies and resources to offer education, training, and outreach that ensure young workers are aware of their right to a safe



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workplace, and that employers meet their responsibility to provide it:
<http://www.cdc.gov/niosh/topics/youth/>.

YouthRules!: YouthRules! launched in May 2002 to increase public awareness of Federal and state rules concerning young workers. Through the YouthRules! initiative, DOL and its partners seek to promote positive and safe work experiences that help prepare young workers to enter the 21st Century workforce:
<http://youthrules.dol.gov/jobs.htm>

My Future: Myfuture.com helps young adults plan their next steps in life by bringing together the most recently available information about colleges, careers, and military services. Designed primarily for individuals, between 16 and 24, the site features information drawn and collated from the U.S. Departments of Commerce, Defense, Education, and Labor. The site contains information on more than 1,000 military and civilian careers and nearly 7,000 accredited colleges, universities, and trade schools, and can serve as a central resource for valuable background on college admission requirements, employment trends, and military benefits:
<http://www.myfuture.com>.

The Federal Bonding Program: In 1966, DOL established the Federal Bonding Program to provide Fidelity Bonds that guarantee honesty for "at-risk", hard-to-place job seekers. The bonds cover the first six months of employment. There is no cost to the job applicant or the employer. In most states, bonds are made available through the state agency responsible for workforce matters. The Federal Bonding Program is a partnership between DOL and The McLaughlin Company, an insurance brokerage firm: <http://bonds4jobs.com>.

Work Opportunity Tax Credit (WOTC): WOTC is a Federal tax credit incentive for private-sector businesses for hiring individuals from twelve target groups who consistently face significant barriers to employment. The main objective of this program is to enable the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while the participating employers are compensated by being able to reduce their Federal income tax liability. WOTC joins other workforce programs that help incentivize workplace diversity and facilitate access to good jobs for American workers: <http://www.doleta.gov/business/incentives/opptax/>.

My Next Move: My Next Move is a Web site intended to assist all jobseekers. It may be especially useful for students, young adults, and other first-time workers as they explore potential careers based on their interests. The new tool complements the department's "mySkills myFuture" site which is designed to help those with previous work experience match their existing skills to new occupations:
<http://www.mynextmove.org/>.

Job Accommodation Network (JAN): JAN is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment



issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace: <http://askjan.org/> or (800) 526-7234 (Voice), (877) 781-9403 (TTY).

CareerOneStop Products

America's Service Locator connects individuals to employment and training opportunities available at local One-Stop Career Centers. The Web site provides contact information for a range of local work-related services, including unemployment benefits, career development, and educational opportunities: <http://www.servicelocator.org/>.

America's Career InfoNet helps individuals explore career opportunities to make informed employment and education choices. The Web site features user-friendly occupation and industry information, salary data, career videos, education resources, self-assessment tools, career exploration assistance, and other resources that support talent development in today's fast-paced global marketplace: <http://www.careerinfonet.org/>.

mySkills myFuture helps laid-off workers and other career changers find new occupations to explore. Users can identify occupations that require skills and knowledge similar to their current or previous job, learn more about these suggested matches, locate local training programs, and/or apply for jobs: <http://www.myskillsmyfuture.org/>.

Competency Model Clearinghouse provides the business community with a means to communicate its skill needs to educators and the workforce system in a common industry-driven framework. The models and other competency-based resources support development of curriculum and increased awareness of careers in high-growth industries. <http://www.careeronestop.org/CompetencyModel/>.

Students and Career Advisors helps young people, their career advisors (including guidance counselors and parents), and career changers to identify their interests, explore careers, obtain work experience (through employment, internships, or apprenticeships), and find education options: www.careeronestop.org/studentsandcareeradvisors.

8. Inquiries. Questions regarding this guidance should be directed to the appropriate ETA Regional Office.