



DELAWARE WORKFORCE DEVELOPMENT BOARD

PY 2016 Funding Guidelines: Delaware Workforce Development Board (DWDB)

The purpose of this document is to give the Delaware Workforce Development Board a baseline of the service delivery for our One Stop Office operators, Blue Collar and WIOA Youth contractors alike.

1. Delaware Workforce Development Board (DWDB) acknowledges that the degree to which an employee can analyze and solve problems, demonstrate soft skills, competency in foundation mathematics and reading skills and good attendance, is as important to job retention as is demonstrating the occupational skills. Accordingly, DWDB seeks evidence that these skills are taught and reinforced continually as important and interrelated parts of the training.
2. To the extent possible, the definitions provided in the federal law and regulations will be the definitions for all sources of funds, including Blue Collar, except the definition of eligibility. The Blue Collar training programs have no requirement that participants be low income.
3. Occupational Skills programs with a combination of activities are being requested. In particular, programs that:
 - Combine classroom occupational training including an internship, clinical, actual work experience, OJT (On-the Job Training) along with the necessary foundation skills in reading and math.
4. Contractors will assess reading and math skills. Basic language and numeric skills training, when appropriate, will be provided concurrently with skills training. As part of the RFP, proposers will be asked to describe their plan to meet this objective.
5. American Job Centers will assess career services applicants in reading and math skills. Basic language and numeric skills training, when appropriate, will be provided to the extent possible either concurrently with skills training or in another manner consistent with the jointly developed employment plan.
6. American Job Center staff is responsible for determining and documenting eligibility for those individuals involved in a career/training service.
7. Contractors are responsible for determining and documenting eligibility, recruiting customers, and providing the Department of Labor, Division of Employment & Training's (DET) Management Information System (MIS) with the required information. Failure in any of these areas may result in corrective action.
8. Retention services will be provided, as necessary in the day and evening in order to meet the performance measures for 12 months following exit except for Adult Blue Collar. Adult Blue Collar exits will require 6 months of follow-up.
9. Up to ninety-five percent of available funds may be awarded.
10. Up to a maximum of fifty percent of the Blue Collar Funds may be used for Youth Programs. The remaining Blue Collar funds will be used to fund adult training for dislocated workers, to assist in school-to-work transition activities and to underwrite such other innovative training programs.

11. The proposal rating criteria will favor those proposals that demonstrate the ability to operate quality, cost effective training programs that result in high placement rates, increased wages, long term job retention, credential attainment and literacy/numeracy gains.
12. Funding may be approved to support all or any portion of the cost of a training program. Proposers will provide, in their proposal, the cost of their entire training program and the amount of funds requested.
13. Funding awards will be at a level which is sufficient to fully carry out the portion of the program which is funded. Proposers awarded will be required to demonstrate that the level of funding is sufficient.
14. Computer training appropriate to the intended job placement opportunity will be a key factor in funding occupational skills training proposals.
15. Providers requesting supportive services will be required to document linkages with other human service providers.
16. Proposers will demonstrate that the curriculum being offered through proposed training meets the current and projected needs of the local employers.
17. Training in occupations in demand including occupations identified as part of career lattices will be solicited. The report and recommendations of the Office of Occupational and Labor Market Information (OOLMI) will be used as a guide to the types of occupational skills training which are to be solicited and funded. Training areas identified as high growth/high demand will be preferred. The Proposal Review and Certification Committee will approve the list of the "in demand" occupations sought. Proposals for occupational skills training in occupations not targeted in the solicitation as well as emerging skill areas will be considered only with comprehensive documentation of the need for the training provided within the proposal.
18. DWDB will strive to provide training based on each county's needs and in reasonable proportion to the population. The Board may consider the percentage of poverty level residents recorded in the most recent official census, and the state-generated rate of unemployment.
19. Program providers shall define their staff qualifications in the proposal for any position for which they are requesting funding in whole, or in part.
20. Documentation must be maintained for each participant, including eligibility, attendance, assessments, credentials, certificates, literacy/numeracy gains & outcomes. The documentation must be made available to DWDB, the Youth Council, DET and/or their designees upon request
21. The current Federal performance measures will be the performance criteria for all training programs, including Blue Collar.

Performance Accountability

(performance rates to be negotiated for PY17)

Adult and Dislocated Worker Programs

- I. the percentage of program participants who are in unsubsidized employment during the second quarter after the exit from the program.
- II. the percentage of program participants who are in unsubsidized employment during the fourth quarter after the exit from the program.
- III. the median earnings of program participants who are in unsubsidized employment during the second quarter after the exit from the program.
- IV. the percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after the exit from the program.

- V. the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- VI. the indicators of effectiveness in serving employers.

Youth Program

- I. the percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after the exit from the program.
 - II. the percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after the exit from the program.
 - III. the median earnings of program participants who are in unsubsidized employment during the second quarter after the exit from the program.
 - IV. the percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after the exit from the program.
 - V. the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment.
 - VI. the indicators of effectiveness in serving employers.
22. Blue Collar Adult training contracts will be a hybrid contract. The normal standard for the hybrid is to fund as a 60% Cost Reimbursement and a 40% Performance based contract. Performance payments will be based on Day 1 Outcomes and Day 30 Outcomes except for the Career Lattice contracts. Performance payments in the Career Lattice contracts may be based on process as well as outcome standards.
23. Wagner Peyser Act funds will support the state One Stop system.
24. Any local American Job Center office providing federal services that fails to achieve 85% of goal in any year may be required to compete to be a provider in the following year in the Request for Proposal process.
25. All Providers will offer training that will allow trainees to earn a Diploma, GED, or Certificate as defined in USDOL TEGL 17-05 Attachment B.
26. Youth Proposers will be required to identify the incremental credentials received during the course of the proposed program and the credential obtained as a result of successfully completing the proposed program.
27. Youth programs will be contracted. Proposals will be solicited for Out-of-School Youth and In-School Youth programs.
28. Eligible youth programs will provide:

WIOA requires:

- a. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants;
- b. Develop service strategies for each participant that are directly linked to 1 or more of the indicators of performance that shall identify career pathways that include education and employment goals (including in appropriate circumstances, nontraditional employment), and appropriate services for the participant taking into account the assessment conducted;
- c. Preparation for postsecondary educational and training opportunities;
- d. Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;

- e. Preparation for unsubsidized employment opportunities, in appropriate cases;
 - f. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
 - g. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.
29. Funded youth providers are not required to directly provide all program elements. All funded providers are required to ensure youth have access to all program elements in order to provide a comprehensive youth program that offers the following program elements:

WIOA requires:

- a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
 - b. Alternative secondary school services, or dropout recovery services, as appropriate;
 - c. Paid and unpaid work experience that have as a component academic and occupational education, which may include – (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities
 - d. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations;
 - e. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
 - f. Supportive services;
 - g. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 - h. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 - i. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral; as appropriate;
 - j. Financial literacy education;
 - k. Entrepreneurial skills training;
 - l. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
 - m. Activities that help youth prepare for and transition to postsecondary education and training.
 - n. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
30. In-School and Out-of-School Youth programs will be funded with a combination of Blue Collar and WIOA funds.
31. Under the guidance of the Youth Council, youth programs will be contracted.

32. Proposers will utilize Delaware Job Link to develop and implement a plan to improve employment opportunities for trainees in order to maximize success in the current economy. This will include a current updated resume built in the Delaware Job Link system.
33. DWDB will set aside \$200,000 of Blue Collar funds to enter into partnerships with DEDO (Delaware Economic Development Office) or non-profit agencies with a dollar to dollar match for Blue Collar training initiatives.
34. All providers will be responsible for the data entry of participant information and activities into the Delaware JobLink Management Information System (DJL).
35. DWDB will set aside up to \$600,000 of Blue Collar funds to fund new and/or existing Adult Career Lattice training as well as other innovative training programs that may have lattice-type potential. Lattice training is training that combines occupational, soft skills and basic skills training with a work experience related to the training. The training provides a minimum of two occupational steps enabling the trainee to move from their first placement to a higher occupational level with a higher wage during a maximum period of two years.
36. Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent financial statement to enable DWDB/DET to establish their fiscal soundness and eligibility for a contract.
37. Funds returned may be allocated as deemed appropriate by the DWDB.
38. Out-of-School providers shall allocate a minimum of twenty percent of funds to provide paid and unpaid work experiences that have an academic and occupational component which may include: employment opportunities, pre-apprenticeship programs; internships, job shadowing, and on-the-job opportunities.
39. The Consolidation Committee of the Proposal Review Committee will in addition to approving funding recommendations, establish a priority for funding programs should additional funds become available prior to the beginning of the next program year. No funding changes will take place after the start of the new program year. Any funds identified after that point will become carry in for the following year.