

DELAWARE WORKFORCE INVESTMENT BOARD



PY 2012 Funding Guidelines: Delaware Workforce Investment Board (DWIB)

1. DWIB acknowledges that the degree to which an employee can analyze and solve problems, demonstrate soft skills and good attendance, is as important to job retention as is demonstrating the occupational skills. Accordingly, DWIB 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 Workforce Investment Act (WIA) 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. Training programs with the combined activities will be given priority for funding.
 - Programs that combine classroom training with internships, clinical, actual work experience, OJT (On-the Job Training) and/or mentoring.
 - Programs that provide ABE/GED training with internships, actual work experience, OJT and/or mentoring.
 - Preference will be given to those proposing long term training. DWIB and the Department of Labor (DOL) is defining long term training as 39 weeks or longer.
4. Preference will be given to proposals, in the proposal rating criteria 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.
5. Contractors are responsible for determining and documenting eligibility (and with the exception of Blue Collar Adult Programs documenting all USDOL data validation items), 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.
6. Retention services will be provided, as necessary in the day and evening in order to meet the performance measures, for three full quarters following the exit quarter for Adults and 12 months following exit for youth.
7. Ninety-five percent of available funds may be awarded. Up to fifty percent of the Blue Collar Funds contracted may be used for Youth Programs; the remaining Blue Collar funds will be used to fund adult training.
8. Funding may be approved to support all or any portion of the cost of a training program. Proposers will be asked to provide, in their proposal, the

of their entire training program and the amount of funds requested. Stand-alone remediation programs will be funded. However, basic literacy and numeric skills are to be incorporated into skills training programs where appropriate. Contractors and One-Stops will assess reading and math skills and refer individuals to Adult Basic Education where appropriate.

Individuals seeking training that provides computer training appropriate to the local labor market placement opportunity. Evidence of such labor market demand for computer training will be a key factor in selecting occupational skills training programs.

Providers requesting support services will be required to document linkages with other human service providers.

Programs providing training in occupations in demand will be solicited. Providers will demonstrate that the curriculum being offered through the proposed training meets the needs of the local employers.

Support 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 programs 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 program provided within the proposal.

The Board will strive to provide training based on each county's needs and in a 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.

Program providers shall define their staff qualifications in the proposal for any program for which they are requesting funding in whole, or in part.

Documentation must be maintained for each participant, including eligibility, certification for non Blue Collar Adult programs, attendance, assessments, materials, certificates, literacy/numeracy gains & outcomes. The documentation must be made available to DWIB the Youth Council, DET and their designees upon request.

WIA performance measures will be the performance criteria for all training programs, including Blue Collar. Wagner Peyser Act performance will be assured by Wagner Peyser performance standards, in accordance with federal regulations.

Common Measures

Percentage of program completion in employment/education	68%	DW - Entered Employment Rate	82%	WIA Adult & Blue Collar Entered Employment	82%
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Retention Rate	66%	Retention Rate	82%	Retention Rate	76%
Average Earnings	46%	Average	13,300	Average Earnings	9,700

Blue Collar Adult training will be funded as a 100% Performance based contract. Incremental payments on performance will be based on enrollments, successful completion, certificates, day 1 outcomes and day 30 outcomes.

Wagner Peyser Act funds will fund the Core Services under WIA, including all services, resource rooms and "how to" work shops. Wagner Peyser funds will not fund traditional labor exchange job matching, the employer relations program, and employer mass recruitment.

Eligibility criteria for the "hardest to serve" will be defined as those individuals meeting the low-income definition in the law (Sec. 101(25)) and individuals meeting the long term unemployed definition. Long term unemployed defined as greater than 23 weeks.

Local One-Stop office providing WIA services which fails to achieve 85% compliance in any year may be required to compete to be a provider in the following year in the Request for Proposal process.

Proposers and Individual Training Account (ITA) Providers will provide services that will allow trainees to earn a Diploma, GED, or Certificate as defined in USDOL TEGL 17-05 Attachment B. Blue Collar Proposers will have the same requirements.

Proposers will be required to identify the incremental credentials earned during the course of the proposed program and the credential earned as a result of successfully completing the proposed program and the number of enrollments/exits expected to achieve each credential.

In the guidance of the Youth Council, youth programs will be contracted. Proposals will be solicited for both In-School Youth programs and Out-of-School Youth programs.

Out-of-School youth programs will provide:

- an objective assessment of each youth's skill/academic levels and supportive service needs;
- an individual service strategy with an employment/educational goal; preparation for post secondary education as appropriate;
- linkages between academic and occupational learning;
- preparation for unsubsidized employment;
- access to intermediaries (the One-Stop system) with links to employers.

d youth providers are not required to directly provide all ten program elements. All funded providers are required to ensure youth have access to program elements in order to provide a comprehensive youth program offers the following program elements:

- tutoring and study skill training;
- alternative secondary school services as appropriate;
- summer employment opportunities that integrate academic and occupational learning;
- paid and unpaid work experiences as appropriate;
- occupational skill training as appropriate;
- leadership development activities as appropriate;
- supportive services;
- adult mentoring during program and one year after, as appropriate;
- follow-up services to all youth participants for a minimum of 12 months as appropriate;
- comprehensive guidance and counseling as appropriate.

imum of forty-five Percent of the Youth Funds will be used for Out-of-Home Youth.

Proposers, consistent with the U.S. DOL Youth Vision will plan for improved youth performance while continuing to serve the “at risk/neediest” population as described in TEGL 28-05. This will include establishing partnerships with alternative education and direct involvement with the business community (areas such as speakers, volunteer trainers, work shadowing, internships, & employment)

Proposers will be encouraged to enter into partnerships (with other providers or other youth providers) that produce synergy. Preference will be given to proposers demonstrating a synergistic partnership. Synergistic partnerships will produce an outcome greater than the sum of the efforts taken independently. Some examples are:

- A higher level of outcomes such as a greater percentage or a greater number of outcomes achieving 90 days of continuous employment.

- A clear improvement in the quality of outcomes such as an increase in the starting wage or a higher level credential.

- A decrease in the cost per outcome

Proposers will develop and implement a plan to develop employment opportunities for trainees in order to maximize success in the current economy.

Proposals that include elements of new technology as part of their training

plan are encouraged. One example of this is the inclusion of a training component on the installation of solar panels in an electrical training course.

33. DWIB will set aside \$250,000 of Blue Collar funds to enter into partnerships with DEDO (Delaware Economic Development Office), private for profit businesses, or non-profit agencies, with a dollar to dollar match for Blue Collar training initiatives.
34. Youth providers will be responsible for the data entry of MIS forms. Data entry includes applications, adds, leaves, literacy/numeracy, placement and retention information.
35. DWIB will set aside \$50,000 of Blue Collar funds for DET to implement an OJT pilot to assist those individuals participating in Prison-to-Work and IADAPT (Individual Assessment Discharge and Planning Team).