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**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL**

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(SN 20)

WIOA BULLETIN NO. 20-18

DATE: June 15, 2018

TO: WIOA Partners

SUBJECT: Program Year (PY) 2018 Allocations

PURPOSE

The purpose of this bulletin is to transmit Program Year (PY) 2018 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

A. Allocations

The PY 2018 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-17. State allotments are as follows:

| | |
|----------------------------|---------------------|
| Youth Program: | \$ 2,209,670 |
| Adult Program: | \$ 2,101,059 |
| Dislocated Worker Program: | <u>\$ 1,620,164</u> |
| Total | <u>\$ 5,930,893</u> |

B. Funds Available

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 (“the Act”) makes WIOA PY 2018 Youth Activities funds available for obligation in early April 2018. However, the Act funds for the WIOA Adult and Dislocated Worker programs are in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2018; this portion is referred to as the “base” funds. The second appropriation becomes available for obligation on October 1, 2018, this portion is referred to as “advance” funds. For Program Year 2018, the U.S. Secretary of Labor is allowed to set aside up to .75% of most operating funds. For 2018, the Federal Department set aside .125% of WIOA Adult, Youth, and Dislocated Worker program budgets for evaluations. The Federal Department also set aside .3% of Adult, Youth, and Dislocated Worker program budgets for activities related to program integrity. These set aside reductions will be applied only to the FY 2019 “advance” funding levels; “base” funding is disseminated at the full amount of the appropriation in the Act.

POLICY

A. Allocations

Youth Program Funds

CFDA #17.259 WIOA Youth Activities

| | |
|--------------------|--------------|
| Total Allotment: | \$ 2,209,670 |
| State Level Funds: | \$ 331,450 |
| Local Area Funds: | \$ 1,878,220 |

WIOA Youth Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|--------------|----------------------|------------------------|--------------------|
| Oahu County | 0.621 | \$116,637 | \$1,049,738 | \$1,166,375 |
| Hawaii County | 0.220 | \$41,320 | \$371,888 | \$413,208 |
| Maui County | 0.102 | \$19,157 | \$172,421 | \$191,578 |
| Kauai County | 0.057 | \$10,705 | \$96,354 | \$107,059 |
| TOTAL | 1.000 | \$187,819 | \$1,690,401 | \$1,878,220 |

Adult Program Funds

CFDA #17.258 WIOA Adult Program

| | |
|--------------------|--------------|
| Total Allotment: | \$ 2,101,059 |
| State Level Funds: | \$ 315,159 |
| Local Area Funds: | \$ 1,785,900 |

WIOA Adult Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|--------------|----------------------|------------------------|--------------------|
| Oahu County | 0.617 | \$110,190 | \$991,710 | \$1,101,900 |
| Hawaii County | 0.226 | \$40,361 | \$363,253 | \$403,614 |
| Maui County | 0.096 | \$17,144 | \$154,302 | \$171,446 |
| Kauai County | 0.061 | \$10,893 | \$98,047 | \$108,940 |
| TOTAL | 1.000 | \$178,588 | \$1,607,312 | \$1,785,900 |

Dislocated Worker Program Funds

CFDA #17.278 WIOA Dislocated Workers

| | |
|-----------------------------|--------------|
| Total Allotment: | \$ 1,620,164 |
| State Level Funds (15%): | \$ 243,025 |
| Rapid Response Funds (20%): | \$ 324,032 |
| Local Area Funds (65%): | \$ 1,053,107 |

WIOA Dislocated Worker Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|--------------|----------------------|------------------------|--------------------|
| Oahu County | 0.540 | \$56,867 | \$511,811 | \$568,678 |
| Hawaii County | 0.215 | \$22,641 | \$203,777 | \$226,418 |
| Maui County | 0.176 | \$18,534 | \$166,813 | \$185,347 |
| Kauai County | 0.069 | \$7,266 | \$65,398 | \$72,664 |
| TOTAL | 1.000 | \$105,308 | \$947,799 | \$1,053,107 |

Total Local Area Funds

Local Administrative Cost Pool Funds
 CFDA #17.259 WIOA Youth Activities
 CFDA #17.258 WIOA Adult Program
 CFDA #17.278 WIOA Dislocated Workers

Total WIOA Title I Formula funds being allocated to the local areas are as follows:

| Local Area | Administrative Pool Funds | Youth Program Activity Funds | Adult Program Activity Funds | Dislocated Worker Program Activity Funds | Total Amount |
|---------------|---------------------------|------------------------------|------------------------------|--|--------------------|
| Oahu County | \$283,694 | \$1,049,738 | \$991,710 | \$511,811 | \$2,836,953 |
| Hawaii County | \$104,322 | \$371,888 | \$363,253 | \$203,777 | \$1,043,240 |
| Maui County | \$54,835 | \$172,421 | \$154,302 | \$166,813 | \$548,371 |
| Kauai County | \$28,864 | \$96,354 | \$98,047 | \$65,398 | \$288,663 |
| TOTAL | \$471,715 | \$1,690,401 | \$1,607,312 | \$947,799 | \$4,717,227 |

B. Maintenance Costs for HireNet Hawaii

Each local area's prorated costs to maintain the WIOA portion of HireNet Hawaii is shown below. This cost supports the maintenance fee of the HireNet Hawaii vendor and a portion of technical staff support.

| County | Participants Served (Table O) | Percent Distribution | WIOA Pro-Rata Share by County | Amount Paid by WDC | Monthly Cost for Counties |
|--------------|-------------------------------|----------------------|-------------------------------|--------------------|---------------------------|
| Oahu | 10115 | 0.56867 | \$130,691 | \$22,442 | \$10,891 |
| Hawaii | 4189 | 0.23551 | \$54,124 | \$9,294 | \$4,510 |
| Maui | 1964 | 0.11042 | \$25,376 | \$4,358 | \$2,115 |
| Kauai | 1519 | 0.08540 | \$19,626 | \$3,370 | \$1,636 |
| TOTAL | 17787 | 1.0000 | \$229,817 | \$39,464 | \$19,152 |

PROCEDURES

Counties should prepare their Annual Plans and Budgets for Program Year 2018 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs, and prorated maintenance cost for HireNet Hawaii.

See Attachment 1 for instructions to prepare the Annual Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA/WIA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page template. Plans with **original signatures** are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Wednesday, **August 15, 2018**.

INQUIRIES

Should you have questions about this, please call Jeanne Ohta at (808) 586-9170.

ATTACHMENTS

Attachment 1: Instructions for Annual Plans

Attachment 2: Signature Page Template for Annual Plans

ADDITIONAL RESOURCES:

- WIOA (Public Law 113-128), Sections 127, 128, 129, 132, 133 and 134
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 16-17, *Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Activities program allotments for PY 2018; final PY 2018 Allotments for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the allotments of the Workforce Information Grants to states for PY 2018*



Allicyn C.H. Tasaka
Executive Director

Attachment 1: Instructions for Annual Budget Plan 2018

Attachment 2: Signature Page

C: Jason Chang, Chair, Oahu Workforce Development Board
Alison Lum, Executive Director, Oahu Workforce Development Board
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board
Neil Gyotaku, Housing Administrator, Office of Housing and Community
Development, Hawaii County
Leslie Wilkins, Chair, Maui Workforce Development Board
Brian Nagami, Executive Director, Maui Workforce Development Board
Bobby Ayonon, Chair, Kauai Workforce Development Board
Kaeo Bradford, Executive Director, Kauai Workforce Development Board
George Costa, Director, Office of Economic Development, Kauai County
DLIR ASO-WIOA Unit

Attachment 1

Instructions for Annual Budget Plan 2018

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

Part A:

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

Part B:

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.

3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?
4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.

Attachment 2

Signature Page

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
ANNUAL PLAN**

Identifying Information

A. Annual Plan Number: _____

B. Recipient's Name and Address:

C. Program:

D. Annual Plan Period:

From: _____ To: _____

E. Date the Workforce Development Board approved Annual Plan:

F. Approved by the _____ Workforce Development Board

Signature: _____
Name and Title:

G. Approved by the County:

Signature: _____
Name and Title:

H. Contact Person:

Name and Title: _____
Address and Phone Number: