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WORKFORCE DEVELOPMENT COUNCIL
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(SN 28)

WIOA BULLETIN NO. 28-19

DATE: May 6, 2019

TO: WIOA Partners

SUBJECT: Program Year (PY) 2019 Allocations

PURPOSE

The purpose of this bulletin is to transmit Program Year (PY) 2019 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

A. Allocations

The PY 2019 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-18. State allotments are as follows:

| | |
|----------------------------|---------------------|
| Youth Program: | \$ 2,212,652 |
| Adult Program: | \$ 2,103,446 |
| Dislocated Worker Program: | <u>\$ 1,604,310</u> |
| Total | <u>\$ 5,920,408</u> |

B. Funds Available

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245

("the Act") makes PY 2019 Youth Activities funds available for obligation on April 1, 2019, and funds the WIOA Adult and Dislocated Worker programs in two separate appropriations. The first appropriations for the Adult and Dislocated Worker programs become available for obligation on July 1, 2019; this portion is commonly referred to as "base" funds. The second appropriations for the Adult and Dislocated Worker programs become available for obligation on October 1, 2019; this portion is commonly referred to as "advance" funds. For 2019, the Secretary of Labor is allowed to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity and 0.75 percent of most operating funds for evaluations. These set aside reductions for evaluations and program integrity will be applied only to the FY 2020 "advance" funding levels; "base" funding is disseminated at the full amount appropriated in the Act.

POLICY

A. Allocations

Youth Program Funds

CFDA #17.259 WIOA Youth Activities

| | |
|--------------------|--------------|
| Total Allotment: | \$ 2,212,652 |
| State Level Funds: | \$ 331,897 |
| Local Area Funds: | \$ 1,880,755 |

WIOA Youth Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|--------------|----------------------|------------------------|--------------------|
| Oahu County | 0.648 | \$121,872 | \$1,096,857 | \$1,218,729 |
| Hawaii County | 0.203 | \$38,179 | \$343,614 | \$381,793 |
| Maui County | 0.095 | \$17,867 | \$160,805 | \$178,672 |
| Kauai County | 0.054 | \$10,156 | \$91,405 | \$101,561 |
| TOTAL | 1.000 | \$188,074 | \$1,692,681 | \$1,880,755 |

Adult Program Funds

CFDA #17.258 WIOA Adult Program

| | |
|--------------------|--------------|
| Total Allotment: | \$ 2,103,446 |
| State Level Funds: | \$ 315,516 |
| Local Area Funds: | \$ 1,787,930 |

WIOA Adult Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|---------------|----------------------|------------------------|--------------------|
| Oahu County | 0.645 | \$115,321 | \$1,037,894 | \$1,153,215 |
| Hawaii County | 0.207 | \$37,010 | \$333,092 | \$370,102 |
| Maui County | 0.090 | \$16,091 | \$144,822 | \$160,913 |
| Kauai County | 0.058 | \$10,369 | \$93,331 | \$103,700 |
| TOTAL | 1.0000 | \$178,791 | \$1,609,139 | \$1,787,930 |

Dislocated Worker Program Funds

CFDA #17.278 WIOA Dislocated Workers

| | |
|-----------------------------|--------------|
| Total Allotment: | \$ 1,604,310 |
| State Level Funds (15%): | \$ 240,646 |
| Rapid Response Funds (20%): | \$ 320,862 |
| Local Area Funds (65%): | \$ 1,042,802 |

WIOA Dislocated Worker Program funds are being distributed as follows:

| Local Area | Proportion | Administrative Funds | Program Activity Funds | Total Amount |
|---------------|---------------|----------------------|------------------------|--------------------|
| Oahu County | 0.5169 | \$53,902 | \$485,124 | \$539,026 |
| Hawaii County | 0.2125 | \$22,159 | \$199,436 | \$221,595 |
| Maui County | 0.2076 | \$21,647 | \$194,838 | \$216,485 |
| Kauai County | 0.0630 | \$6,569 | \$59,127 | \$65,696 |
| TOTAL | 1.0000 | \$104,277 | \$938,525 | \$1,042,802 |

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

| Local Area | Administrative Pool Funds | Youth Program Activity Funds | Adult Program Activity Funds | Dislocated Worker Program Activity Funds | Total Amount |
|---------------|---------------------------|------------------------------|------------------------------|--|--------------|
| Oahu County | \$291,095 | \$1,096,857 | \$1,037,894 | \$485,124 | \$2,910,970 |
| Hawaii County | \$97,348 | \$343,614 | \$333,092 | \$199,436 | \$973,490 |
| Maui County | \$55,605 | \$160,805 | \$144,822 | \$194,838 | \$556,070 |
| Kauai County | \$27,094 | \$91,405 | \$93,331 | \$59,127 | \$270,957 |
| TOTAL | \$471,142 | \$1,692,681 | \$1,609,139 | \$938,525 | \$4,711,487 |

B. Maintenance Costs for HireNet Hawaii

No invoice will be issued for HireNet services for PY19. Funds earmarked for statewide activities will be used to cover the counties' share of this year's HireNet expenses.

PROCEDURES

Counties should prepare their Annual Plans and Budgets for Program Year 2019 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs.

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 Thursday, **August 15, 2019**. If PY19 contracts are signed before August 15, it is advised that budget plans are submitted earlier to ensure funds are available as soon as contracts are executed and budgets are approved.

INQUIRIES


Should you have questions about this, please call Wayne Liou at (808) 586-9284.

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) 16-18, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2019; Final PY 2019 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of Workforce Information Grants to States for PY 2019*



Allicyn C.H. Tasaka
Executive Director

Attachment 1: Instructions for Annual Budget Plans 2019
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 Gytaku, Housing Administrator, Office of Housing and Community Development, Hawaii County
Leslie Wilkins, Chair, Maui Workforce Development Board
Lee AhYen, Executive Director, Maui Workforce Development Board
Kay Fukumoto, Director, Office of Economic Development Maui County
Steven Lupkes, Chair, Kauai Workforce Development Board
Dan Fort, Executive Director, Kauai Workforce Development Board
Robbie Melton, Director, Office of Economic Development, Kauai County
DLIR ASO-WIOA Unit

Attachment 1

Instructions for Annual Budget Plan 2019

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 2019 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 19.
2. Provide an overview of the local board's budget priorities for PY 19.
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 2019, 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 provide a 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. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
 9. 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?
 10. 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.
 11. Describe the local area's support services policy.
 12. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2019.
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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:

