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**STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL**

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(SN 33)

**WIOA BULLETIN NO. 33-20**

**DATE:** June 8, 2020

**TO:** WIOA Partners

**SUBJECT:** Program Year (PY) 2020 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2020 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

A. Allocations

The PY 2020 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and the Federal Training and Employment Guidance Letter (TEGL) No. 16-19. State allotments are as follows:

Youth Program:	\$ 2,242,411
Adult Program:	\$ 2,130,845
Dislocated Worker Program:	<u>\$ 1,618,611</u>
Total	<u>\$ 5,991,867</u>

B. Funds Available

The Further Consolidated Appropriations Act, 2020, Public Law 116-94 ("the Act") makes PY 2020 Youth Activities funds available for obligation on April 1, 2020, 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, 2020; 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, 2020; this portion is commonly referred to as “advance” funds. The Act, Division A, Title I, secs. 106(b) and 107, allows the Secretary of Labor 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. The Federal government applied the reductions for evaluations from the WIOA Adult and Dislocated Worker programs only to the FY 2021 “advance” funding levels; “base” funding is disseminated at the full amount appropriated in the Act.

**POLICY**

Allocations

**Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$ 2,242,411
State Level Funds:	\$ 336,361
Local Area Funds:	\$ 1,906,050

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.64	\$121,987	\$1,097,885	\$1,219,872
Hawaii County	0.22	\$41,933	\$377,398	\$419,331
Maui County	0.09	\$17,154	\$154,391	\$171,545
Kauai County	0.05	\$9,530	\$85,773	\$95,303
<b>TOTAL</b>	<b>1.00</b>	<b>\$190,604</b>	<b>\$1,715,446</b>	<b>\$1,906,050</b>

**Adult Program Funds**

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$ 2,130,845
State Level Funds:	\$ 319,626
Local Area Funds:	\$ 1,811,219

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.62	\$112,295	\$1,010,661	\$1,122,956
Hawaii County	0.25	\$45,280	\$407,525	\$452,805
Maui County	0.08	\$14,489	\$130,408	\$144,897
Kauai County	0.05	\$9,056	\$81,505	\$90,561
<b>TOTAL</b>	<b>1.00</b>	<b>\$181,120</b>	<b>\$1,630,099</b>	<b>\$1,811,219</b>

### Dislocated Worker Program Funds

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$ 1,618,611
State Level Funds (15%):	\$ 242,791
Rapid Response Funds (25%):	\$ 404,652
Local Area Funds (60%):	\$ 971,168

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.487	\$47,295	\$425,664	\$472,959
Hawaii County	0.189	\$18,355	\$165,196	\$183,551
Maui County	0.196	\$19,034	\$171,315	\$190,349
Kauai County	0.128	\$12,430	\$111,879	\$124,309
<b>TOTAL</b>	<b>1.000</b>	<b>\$97,114</b>	<b>\$874,054</b>	<b>\$971,168</b>

### 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	\$281,577	\$1,097,885	\$1,010,661	\$425,664	\$2,815,787
Hawaii County	\$105,568	\$377,398	\$407,525	\$165,196	\$1,055,687
Maui County	\$50,677	\$154,391	\$130,408	\$171,315	\$506,791
Kauai County	\$31,016	\$85,773	\$81,505	\$111,879	\$310,173
<b>TOTAL</b>	<b>\$468,838</b>	<b>\$1,715,447</b>	<b>\$1,630,099</b>	<b>\$874,054</b>	<b>\$4,688,438</b>

## **PROCEDURES**

Counties should prepare their Annual Plans and Budgets for Program Year 2020 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 Friday, **August 7, 2020**. If PY20 contracts are signed before August 7, 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 email Jeanne Ohta at [jeanne.y.ohta@hawaii.gov](mailto:jeanne.y.ohta@hawaii.gov).

## **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) 16-19, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2020; PY 2020 Allotments for the Wagner-Peyser Act Employment Service (ES) Program and the Allotments of Workforce Information Grants to States for PY 2020*



Allicyn C.H. Tasaka  
Executive Director

Attachment 1: Instructions for Annual Budget Plans 2020

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  
Duane Hosaka, Housing Administrator, Office of Housing and Community  
Development, Hawaii County  
Sandra Goodale, WIOA Specialist, Hawaii County Workforce Development Board  
Leslie Wilkins, Chair, Maui Workforce Development Board  
Linda Puppolo, Executive Director, Maui Workforce Development Board  
Nalani Brun, Director, Office of Economic Development, County of Kauai  
Dan Fort, Executive Director, Kauai Workforce Development Board

DLIR ASO-WIOA Unit

## **Attachment 1**

### Instructions for Annual Budget Plan 2020

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 2020 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 20.
2. Provide an overview of the local board's budget priorities for PY 20.
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 for each program.

#### 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 2020, 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. Please also describe the measures the local area is taking to implement COVID-19 related health care recommendations for workplaces and public spaces. What is the basis for participant count per quarter?
4. 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?
5. 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?
6. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
7. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
8. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
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 the local area plans for Rapid Response funds for PY 2020.
14. How will the local area serve dislocated workers in areas outside the AJC?
15. Describe the local area's Business Services Team and plans to outreach and serve the business community.

**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: