



STATE OF HAWAII
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SN – 005

JOINT WIOA BULLETIN NO. 002-21

DATE: June 15, 2021
TO: WIOA Partners
SUBJECT: Program Year (PY) 2021 Allocations

I. Purpose

The purpose of this bulletin is to transmit Program Year (PY) 2021 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

II. Background

Allocations

The PY 2021 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and the Federal Training and Employment Guidance Letter (TEGL) No. 19-20. State allotments are as follows:

Youth Program:	\$2,933,243
Adult Program:	\$2,790,201
Dislocated Worker Program:	<u>\$2,119,112</u>
Total:	<u>\$7,842,556</u>

Funds Available

The Consolidated Appropriations Act, 2021, Public Law 116-260 (“the Act”) makes PY 2021 Youth Activities funds available for obligation on April 1, 2021, 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, 2021; 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, 2021; this portion is commonly referred to as “advance” funds.

III. Policy

Allocations

Youth Program Funds

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$2,933,243
State Level Funds:	\$439,986
Local Area Funds:	\$2,493,257

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.62	\$154,582.00	\$1,391,238.00	\$1,545,820.00
Hawaii County	0.20	\$49,865.00	\$448,786.00	\$498,651.00
Maui County	0.13	\$32,412.00	\$291,711.00	\$324,123.00
Kauai County	0.05	\$12,466.00	\$112,197.00	\$124,663.00
TOTAL	1.00	\$249,325.00	\$2,243,932.00	\$2,493,257.00

Adult Program Funds

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$2,790,201
State Level Funds:	\$418,530
Local Area Funds:	\$2,371,671

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.55	\$130,441.00	\$1,173,977.00	\$1,304,418.00
Hawaii County	0.22	\$52,176.00	\$469,592.00	\$521,768.00
Maui County	0.15	\$35,575.00	\$320,176.00	\$355,751.00
Kauai County	0.08	\$18,973.00	\$170,761.00	\$189,734.00
TOTAL	1.00	\$237,165.00	\$2,134,506.00	\$2,371,671.00

Dislocated Worker Program Funds

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$2,119,112
State Level Funds (15%):	\$317,866
Rapid Response Funds (25%):	\$529,778
Local Area Funds (60%):	\$1,271,468

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.460	\$58,487.00	\$526,388.00	\$584,875.00
Hawaii County	0.178	\$22,632.00	\$203,689.00	\$226,321.00
Maui County	0.243	\$30,896.00	\$278,071.00	\$308,967.00
Kauai County	0.119	\$15,130.00	\$136,175.00	\$151,305.00
TOTAL	1.000	\$127,145.00	\$1,144,323.00	\$1,271,468.00

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	\$343,510	\$1,391,238	\$1,173,977	\$526,388	\$3,435,113
Hawaii County	\$124,673	\$448,786	\$469,592	\$203,689	\$1,246,740
Maui County	\$98,883	\$291,711	\$320,176	\$278,071	\$988,841
Kauai County	\$46,569	\$112,197	\$170,761	\$136,175	\$465,702
TOTAL	\$613,635	\$2,243,932	\$2,134,506	\$1,144,323	\$6,136,396

IV. Procedures

Counties should prepare their Annual Budget Plans for Program Year 2021 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker, and Youth Programs. Any unused funds from Program Year 2020 will carry over into Program Year 2021, and therefore can be included in the Annual Budget Plan.

See Attachment 1 for instructions to prepare the Annual Budget Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page. Annual Budget Plans with **original signatures** and budget forms are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Friday, **July 30, 2021**. Annual Budget Plans should be submitted earlier to ensure that the budgets can be approved and funds can be made available when the PY 2021 contracts are executed. PY 2021 contracts will be sent to the counties for review by July 1, 2021.

V. Inquiries

Inquiries regarding this bulletin may be directed to Edward Uechi by e-mail at edward.y.uechi@hawaii.gov.

VI. References

- Sections 127, 128, 129, 132, 133, and 134 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 19-20, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2021; PY 2021 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2021 Allotments of Workforce Information Grants to States*, April 27, 2021

VII. Attachments

- Attachment 1: Instructions for Annual Budget Plan for Program Year (PY) 2021
- Attachment 2: Signature Page for Workforce Innovation and Opportunity Act Annual Plan



Maricar Pilotin-Freitas
Administrator
Workforce Development Division



Allicyn C.H. Tasaka
Executive Director
Workforce Development Council

- C: Jason Chang, Chair, Oahu Workforce Development Board
Alison Lum, Executive Director, Oahu Workforce Development Board
Rossella Guardascione, Chair, Hawaii County Workforce Development Board
Susan Kunz, Housing Administrator, Office of Housing and Community Development,
Hawaii County
Sandra Goodale, Executive Director, 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 for Program Year (PY) 2021

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 2021 spending priorities are aligned with the current local plan. The Local Board is reminded that any unused funds that had been allocated for use in Program Year 2020 will carry over into Program Year 2021. The Local Board can, therefore, add the unused PY 2020 funds to the PY 2021 funds. The combination of these two Program Year funds creates a new total amount that is available for expenditure in the Annual Budget 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 21.
2. Provide an overview of the local board's budget priorities for PY 21.
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 2021, 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: (a) displaced homemakers; (b) low-income individuals; (c) Alaska Natives and Native Hawaiians; (d) Individuals with disabilities, including youth with disabilities; (e) older individuals; (f) ex-offenders or former offenders in the

juvenile or adult justice system; (g) homeless individuals, including homeless children and youth; (h) youth who are in or have aged out of the foster care system; (i) individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; (j) eligible migrant and seasonal farmworkers; (k) individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 USC 601 et seq.); (l) single parents, including single pregnant women; (m) long-term unemployed individuals; (n) individuals receiving public assistance; and (o) high school drop-outs and other out-of-school youth.

3. Please describe the measures the local area is taking to implement COVID-19 related health care recommendations for workplaces and public spaces.
4. How many participants are estimated to receive services in each quarter? What is the basis for estimating the number of participants? If any quarter will have "0" participants, please provide a detailed explanation.
5. What is the local area's strategy for achieving the estimated number of participants in each quarter?
6. 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?
7. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
8. Explain the intra-state and inter-state travel costs, describing specific activities for travel funds.
9. Explain any planned equipment purchases. What is the purpose of each equipment, and how will each equipment be procured?
10. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
11. 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?

12. Describe the local area's Individual Training Account (ITA) policy. Further describe how ITAs are reported, or how ITAs are incorporated into the service provider's budget.
13. Describe the local area's support services policy.
14. Describe the policy for Rapid Response funds. Further describe the local area's plans for using Rapid Response funds in PY 2021.
15. How will the local area serve dislocated workers?
16. Describe the local area's Business Services Team and activities to reach out 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: