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August 24, 2022

SN (52)

WIOA BULLETIN NO. 05-22

TO: WIOA Partners
FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division
SUBJECT: Program Year 2022 Allocations

PURPOSE

The purpose of this bulletin is to transmit Program Year (PY) 2022 allocations for programs and administration under Title I of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

Allocations

The PY 2022 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and the federal Training and Employment Guidance Letter No. 09-21. State allotments are as follows:

Youth Program	\$ 3,855,827
Adult Program	3,656,552
Dislocated Worker Program	2,787,961
Total	<u>\$10,300,340</u>

Funds Available

The Consolidated Appropriations Act, 2022, Public Law 117-103 ("the Act") signed into law on March 15, 2022, makes PY 2022 Youth Activities funds available for obligation on April 1, 2022, and funds the WIOA Adult and Dislocated Worker programs in two separate appropriations. The first appropriations for the Adult and Dislocated Worker programs became available for obligation on July 1, 2022; this portion is commonly referred to as "base" funds. The second appropriations for the Adult and Dislocated Worker programs will become available for obligation on October 1, 2022; this portion is commonly referred to as "advance" funds.

POLICY

Allocations

Youth Program Funds

CFDA #17.259 WIOA Youth Activities

Total Allotment	\$3,855,827
State Level Funds	\$578,374
Local Area Funds	\$3,277,453

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.20	\$ 65,549	\$ 589,942	\$ 655,491
Kauai	.05	16,387	147,485	163,872
Maui	.12	39,329	353,965	393,294
Oahu	.63	206,480	1,858,316	2,064,796
Total	1.00	\$327,745	\$2,949,708	\$3,277,453

Adult Program Funds

CFDA #17.258 WIOA Adult Program

Total Allotment	\$3,656,552
State Level Funds	\$548,483
Local Area Funds	\$3,108,069

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.22	\$ 68,378	\$ 615,398	\$ 683,776
Kauai	.07	21,756	195,808	217,564
Maui	.15	46,621	419,589	466,210
Oahu	.56	174,052	1,566,467	1,740,519
Total	1.00	\$310,807	\$2,797,262	\$3,108,069

Dislocated Worker Program Funds

CFDA #17.278 WIOA Dislocated Workers

Total Allotment	\$2,787,961
State Level Funds	\$418,194
WDD Rapid Response Funds (20%)	\$557,592
Local Area Funds (65%)	\$1,812,175

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.17	\$ 30,807	\$ 277,263	\$ 308,070
Kauai	.13	23,558	212,025	235,583
Maui	.20	36,243	326,191	362,434
Oahu	.50	90,609	815,479	906,088
Total	1.00	\$181,217	\$1,630,958	\$1,812,175

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
Hawaii	\$164,734	\$ 589,942	\$ 615,398	\$ 277,263	\$1,647,337
Kauai	61,701	147,485	195,808	212,025	617,019
Maui	122,193	353,965	419,589	326,191	1,221,938
Oahu	471,141	1,858,316	1,566,467	815,479	4,711,403
Total	\$819,769	\$2,949,708	\$2,797,262	\$1,630,958	\$8,197,697

PROCEDURES

Counties should prepare their Annual Budget Plans for Program Year 2022 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 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 Division, 830 Punchbowl Street, Room 329, Honolulu, Hawaii 96813 by Tuesday, September 20, 2022. Annual Budget Plans will be incorporated as reference into the contract and must be approved by the Workforce Development Division when the PY 2022 contracts are executed.

INQUIRIES

Inquiries regarding this bulletin may be directed to Ms. Lisa Simmons by e-mail at Lisa.E.Simmons@hawaii.gov.

ATTACHMENTS

Attachment 1: Instructions for Annual Budget Plan for Program Year (PY) 2022
Attachment 2: Signature Page for Workforce Innovation and Opportunity Act Annual Plan

REFERENCES

Sections 127, 128, 129, 132, 133, and 134 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128

Title 20 Code of Federal Regulations Sections 683.120 and 683.125

Training and Employment Guidance Letter 09-21, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2022; PY 2022 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2022 Allotments of Workforce Information Grants to States*, May 6, 2022.

Instructions for Annual Budget Plan for Program Year (PY) 2022

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 2022 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Part A and Part B:

Part A:

1. Provide an overview of the Local Board's program priorities for PY 22.
2. Provide an overview of the Local Board's budget priorities for PY 22.
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. 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.
2. What is the local area's strategy for achieving the estimated number of participants in each quarter?
3. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
4. Explain the intra-state and inter-state travel costs, describing specific activities for travel funds.
5. Explain any planned equipment purchases. What is the purpose of each equipment and how will each equipment be procured?
6. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?

7. 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?
8. 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.

Signature Page

**WORKFORCE INNOVATION AND OPPORTUNITY
ACT ANNUAL BUDGET PLAN**

Identifying Information

A. Annual Plan Number: _____

B. Recipient's Name and Address: _____

C. Program: _____

D. Annual Plan Period:

From: _____ To: _____

E. Date of 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: _____