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DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT DIVISION

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May 22, 2023

SN (62)

WIOA BULLETIN NO. 03-23

TO: WIOA Partners

FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

SUBJECT: Program Year 2023 Allocations

PURPOSE

The purpose of this bulletin is to transmit Program Year (PY) 2023 allocations for programs and administration under Title I of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

Allocations

The PY 2023 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and the Federal Training and Employment Guidance Letter No. 15-22. State allotments are as follows:

Youth Program	\$ 3,760,088
Adult Program	3,803,223
Dislocated Worker Program	<u>2,556,829</u>
Total	<u>\$10,120,140</u>

The Consolidated Appropriations Act, 2023, Public Law 117-328 (the Act) was signed into law on March 15, 2022, making PY 2023 Youth Activities funds available for obligation on April 1, 2023, 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 obligations on July 1, 2023; 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, 2023; this portion is commonly referred to as “advance” funds.

POLICY

Allocations

Youth Program Funds

CFDA #17.259 WIOA Youth Activities

Total Allotment \$3,760,088
 State Level Funds \$ 564,013
 Local Area Funds \$3,196,075

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.20	\$ 63,921	\$ 575,294	\$ 639,215
Kauai	.05	15,980	143,824	159,804
Maui	.10	31,961	287,647	319,607
Oahu	.65	207,745	1,869,703	2,077,448
Total	1.00	\$ 319,607	\$ 2,876,468	\$ 3,196,075

Adult Program Funds

CFDA #17.258 Adult Activity Funds

Total Allotment \$3,803,223
 State Level Funds \$ 570,483
 Local Area Funds \$3,232,740

WIOA Adult Program Funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.24	\$ 77,586	\$ 698,272	\$ 775,858
Kauai	.05	16,164	145,473	161,637
Maui	.13	42,026	378,230	420,256
Oahu	.58	187,499	1,687,490	3,232,740
Total	1.00	\$ 323,275	\$ 2,909,465	\$ 3,232,740

Dislocated Worker Program Funds

CFDA #17.278

Total Allotment	\$2,556,829
State Level Funds	\$ 383,524
Rapid Response Allocation	\$ 511,366
Local Area Funds	\$1,661,939

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.17	\$ 28,253	\$ 254,277	\$ 282,530
Kauai	.13	21,605	194,447	216,052
Maui	.18	29,915	269,234	299,149
Oahu	.52	86,421	777,787	864,208
Total	1.00	\$ 166,194	\$ 1,495,745	\$ 1,661,939

Total Local Area Funds

Local Administrative Cost Pool Funds
 CFDA #17.259 WIOA Youth Activities
 CFDA #17.258 WIOA Adult Activities
 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	\$169,760	\$ 575,294	\$ 698,272	\$ 254,277	\$1,697,603
Kauai	53,749	143,824	145,473	194,447	537,493
Maui	103,902	287,647	378,230	269,234	1,039,013
Oahu	481,665	1,869,703	1,687,490	777,787	4,816,645
Total	\$809,076	\$2,876,468	\$2,909,465	\$1,495,745	\$8,090,754

PROCEDURES

Counties should prepare their Annual Budget Plans for PY 2023 based on the amounts available for Local Administrative Costs, the Adult, Dislocated 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 Friday, May 26, 2023. Annual Budget Plans will be incorporated as reference into the contract and must be approved by the Workforce Development Division when the PY 2023 contracts are executed.

INQUIRIES

Inquiries regarding this bulletin may be directed to Ms. Lisa Simmons at (808) 586-8812 or Lisa.E.Simmons@hawaii.gov

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 Section 683.120 and 683.125
- Training and Employment Guidance Letter No. 15-22, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2023; PY 2023 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2-23 Allotments of Workforce Information Grants to States*, April 21, 2023.

ATTACHMENTS

Attachment 1: Instructions for Annual Budget Plan for Program Year 2023

Attachment 2: Signature Page for Workforce Innovation and Opportunity Act Annual Budget Plan

Instructions for Annual Budget Plan for Program Year 2023

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 2023 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 23.
2. Provide an overview of the Local Board's budget priorities for PY 23.
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 zero (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 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 ITA's are reported, or how ITA's 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. Contract Person:

Name and Title: _____

Address: _____

Phone No.: _____ Email: _____