

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
WORKFORCE DEVELOPMENT COUNCIL  
830 PUNCHBOWL STREET, ROOM 317  
HONOLULU, HAWAII 96813  
[www.hawaii.gov/labor](http://www.hawaii.gov/labor)  
Phone: (808) 586-8877 / Fax: (808) 586-88  
[dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@hawaii.gov)

**WORKFORCE DEVELOPMENT COUNCIL'S  
EXECUTIVE COMMITTEE MEETING  
Thursday, July 25, 2024  
1:30 p.m. – 3:00 p.m.**

**Remote Meeting:**

*This meeting will be held remotely by Zoom interactive conference technology. Board members, staff, and members of the public may participate in the remote meeting by using the following Zoom link:*

Workforce Development Council is inviting you to a scheduled Zoom meeting.

Topic: Workforce Development Council Executive Committee

Time: July 25, 2024 1:30 PM Hawaii

<https://us06web.zoom.us/j/84938458884?pwd=aRXybF2JkOta2jgi7TA4BoJgb91A1M.1>

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*If you do not have the technology or ability to join the remote meeting via Zoom, please dial +1 (669) 444-9171 on the telephone to participate in the remote meeting.*

Meeting ID: 849 3845 8884

Passcode: 622736

**Physical Meeting:**

*A physical meeting location will be open to the public and will have an audiovisual*

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY Dial 711 then ask for (808) 586-8877



connection, which will allow individuals at the physical meeting location to participate in the remote meeting. The address of the physical meeting location is: 830 Punchbowl Street, Room 317, Honolulu, HI 96813

Meeting materials are available for review at:

<https://labor.hawaii.gov/wdc/>

Written and Oral Testimony:

Individuals may submit written testimony by U.S. mail or hand delivery at 830 Punchbowl Street, Suite 317, Honolulu, HI 96813 or by email at [DLIR.Workforce.Council@hawaii.gov](mailto:DLIR.Workforce.Council@hawaii.gov). To ensure that members are able to review testimony prior to the meeting, we encourage interested persons to submit written testimony by 24 hours prior to the meeting. Any written testimony submitted after such time testimony will be retained as part of the record and distributed to members as soon as practicable, but we cannot ensure members will receive it in sufficient time to review prior to any decision-making.

Individuals may provide remote oral testimony during the remote meeting at the Zoom link listed above. Individuals participating at the physical meeting location may also provide oral testimony during the remote meeting.

Equal Opportunity Employer/Program

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Bennette Misalucha at (808) 586-8815 (for TTY/TTD Dial 711 then ask for (808) 586-8877) or email [dliir.workforce.develop@hawaii.gov](mailto:dliir.workforce.develop@hawaii.gov) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.

**AGENDA**

- I. Call to Order..... *Workforce Development Council  
Chair Ken Loui*
- II. Approval of Minutes of Special Meeting on June 27, 2024/ Evaluation of Executive Director's Performance
- III. Announcement of New Assistant Vice Chair, Senator Donovan Dela Cruz..... *Workforce  
Development Council Chair Ken Loui*
- IV. Executive Director's Report... .. *Bennette Misalucha, Executive  
Director, Workforce Development Council*

- a. Update on the Status of the State Workforce Development Unified Plan: The State Workforce Unified Plan was submitted on March 4, 2024 as prescribed by US Department of Labor. We are expecting to brief the Director and the Governor on the elements of the plan. Board has a Board Retreat on September 28. Stakeholder Summit in early October
- b. Update on the transition of Workforce Development Council as an attached agency to Department of Labor and Industrial Relation effective July 1, 2024.
  - Staffing Plan and Challenges
  - Transition Plan
- c. Update on Committee Work: Youth Service Committee, Special Project Committee, Employer Engagement Committee
- d. Update on Long Term Care Taskforce: In Feb 2024, a long-term care summit was held with nearly 100 stakeholders in attendance. There were 4 subcommittees that were created, one of which was the Workforce Subcommittee. The Development Council was designated as the lead for this subcommittee. Since then, the committee has met twice, and this is an update on the progress.
- e. Focus for Third and Fourth Quarter
  - Personnel Recruitment
  - Operational Transition from Workforce Development Division
  - Board Retreat
  - Budget Planning
  - Local Board Strategic Plans
- f. Upcoming Events in 2024
  - Board training: Workforce Innovation and Opportunity Act(WIOA) academy.
  - US Economic Trends webinar
  - Future of Work 2024
  - Workforce Development Heroes
  - September is Workforce Development Month
  - Long Term Care - Workforce Taskforce

V. Financial and Performance Reports.....Bennette Misalucha,  
Executive Director

- VI. Approval PY2024 Allocation Formula for each Local Area.....  
Maricar Pilotin-Freitas, Administrator, Workforce Development  
Division
  - Oahu
  - Maui
  - Hawaii
  - Kauai
  
- VII. Update from Workforce Development Division on US Department of  
Labor September 2023 findings ..... Maricar Pilotin-Freitas,  
Administrator, Workforce Development Division
  
- VIII. Kauai Update: A plan on how the State Board will act as Kauai local  
board ..... Bennette Misalucha, Executive Director

IX. Workforce Innovation and Opportunity Act Academy for Board  
members and Technical Assistance Plan from SAFAL Partners  
.....*Executive Director Bennette Misalucha*

- a) Workforce Development Division Board role on the Island of Kauai
- b) Firewalls
- c) Flow of Funds
- d) Allocation formulas
- e) Negotiated Performance Matrices

X. Announcements and Constituent Comments (if any)

*At this time, the public is welcome to announce upcoming events and comment on relevant issues that were not included in this meeting's agenda. Please be advised that in compliance with the Sunshine Law, the Committee cannot discuss or act on issues that were not included in this meeting's agenda, but issues raised in constituent comments may be included in a future agenda for the Committee's consideration.*

XI. Next meeting

- a. Thursday, October 25, 2024 (tentative) from 1:00 p.m. to 2:30 p.m.  
the Department of Labor Office at 830 Punchbowl Street, Room 317,  
Honolulu, Hawaii 96817

XII. Adjournment

MINUTES FOR SPECIAL MEETING

June 27, 2024

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**ANNOUNCEMENT OF NEW ASSISTANT VICE CHAIR**

**Senator Donovan Dela Cruz**

**ARTICLE IV – CHAIRPERSON, VICE-CHAIRPERSON, AND ASSISTANT VICE-CHAIRPERSON**

ARTICLE IV – CHAIRPERSON, VICE-CHAIRPERSON, AND ASSISTANT VICE-CHAIRPERSON

Section 4.1 The Chairperson shall be appointed by the Governor pursuant to HRS § 202-1. The Chairperson shall serve until or thereafter until his or her successor is appointed.

Section 4.2. The Chairperson, or his or her designee, shall preside over Council meetings, serve as the spokesperson for the Council, and assist the Council in carrying out its duties under Chapter 202 and WIOA. The Chairperson shall perform such other duties as directed by the Council.

Section 4.3. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson. Any member of the Council may nominate a Vice-Chairperson. The nominated Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

**Section 4.4. The Assistant Vice-Chairperson shall assume the duties of the Vice Chairperson in the absence of the Vice-Chairperson and will undertake such other duties as may be assigned by the Vice-Chairperson. Any member of the Council may nominate an Assistant Vice-Chairperson. The nominated Assistant Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Assistant Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.**

## ARTICLE VI – COMMITTEES

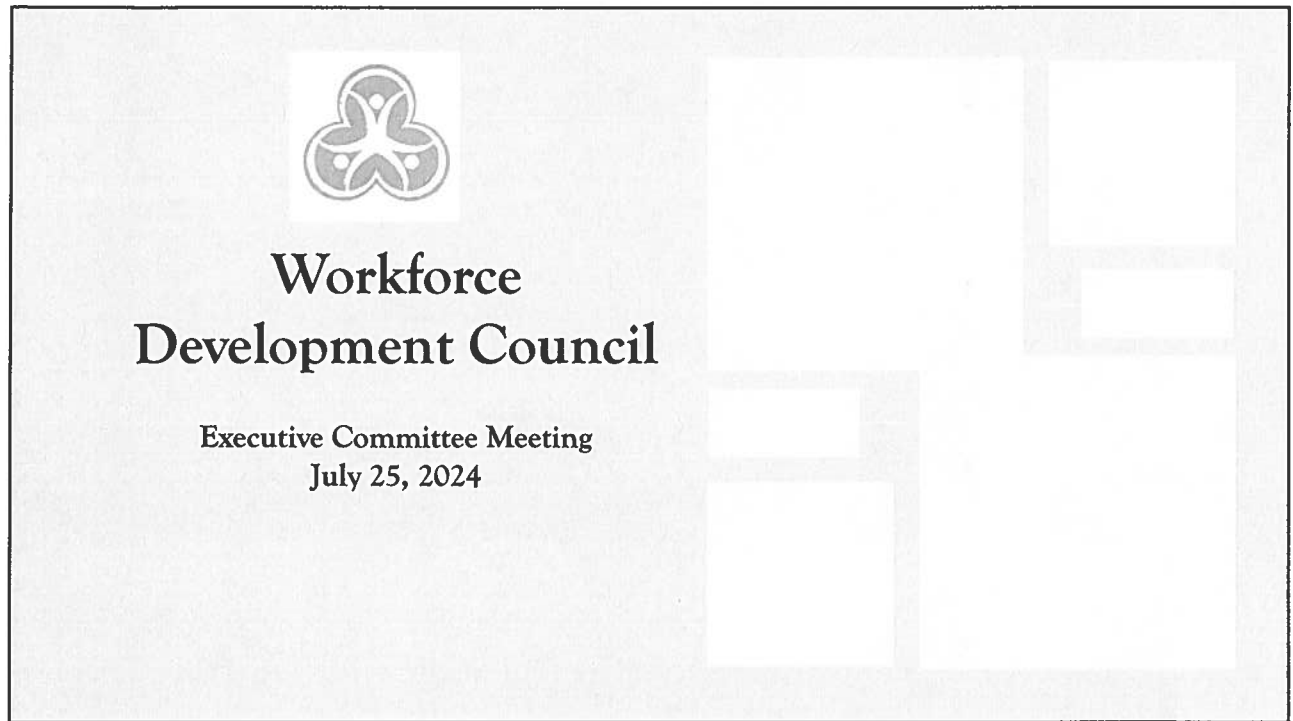
Section 6.1. The Council may establish, upon the concurrence of at least a quorum of Council members, standing committees to assist the Council in carrying out its duties under HRS Chapter 202 and WIOA.

Section 6.2. For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and a Vice-Chairperson. The Chairperson of the standing committee and the Vice-Chairperson of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

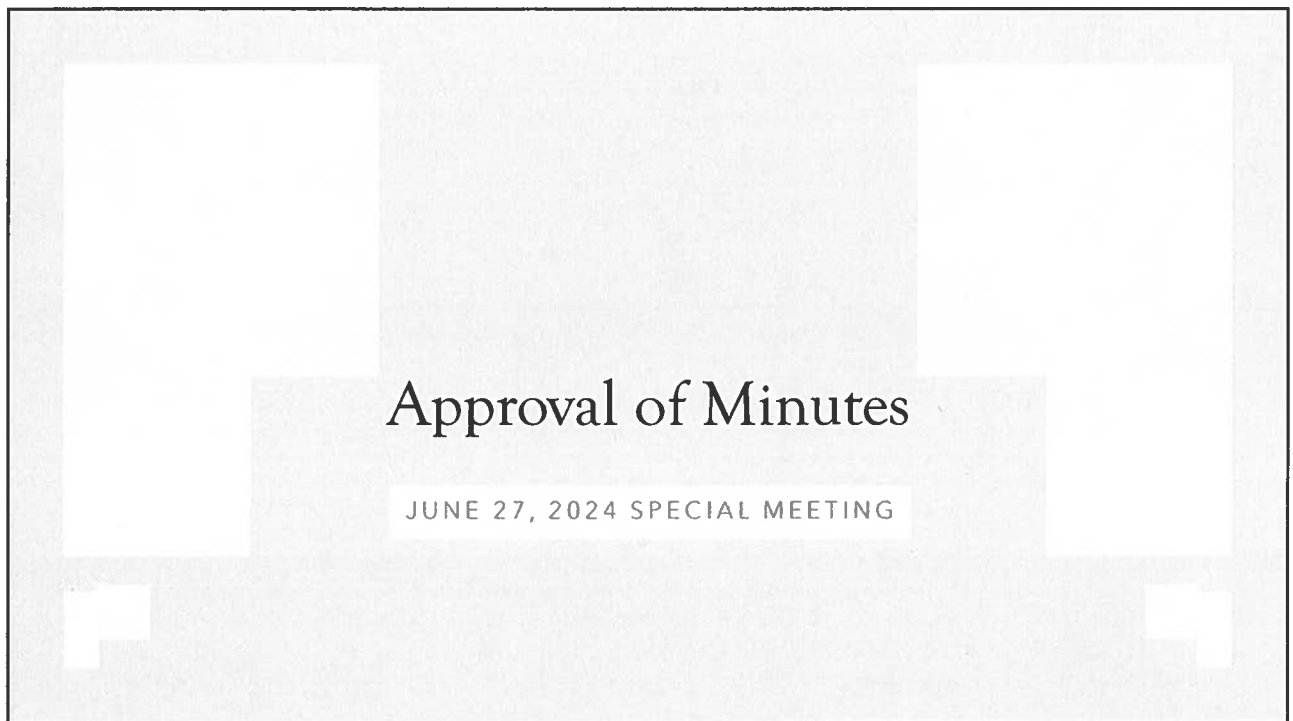
Section 6.3. The following are standing committees of the Council: • Executive Committee • Employer Engagement Committee • Military and Veterans Affairs Committee • Performance Management and Technology Committee • Sector Strategies & Career Pathways Committee • Youth Services Committee • Special Projects Committee

Section 6.4. The Executive Committee reviews and makes recommendations on all personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council. **The Executive Committee shall be composed of the Chairperson, the Vice-Chairperson, Assistant Vice-Chairperson, and the Chairpersons or Vice-Chairpersons of the standing committees.**

EXECUTIVE DIRECTOR'S REPORT



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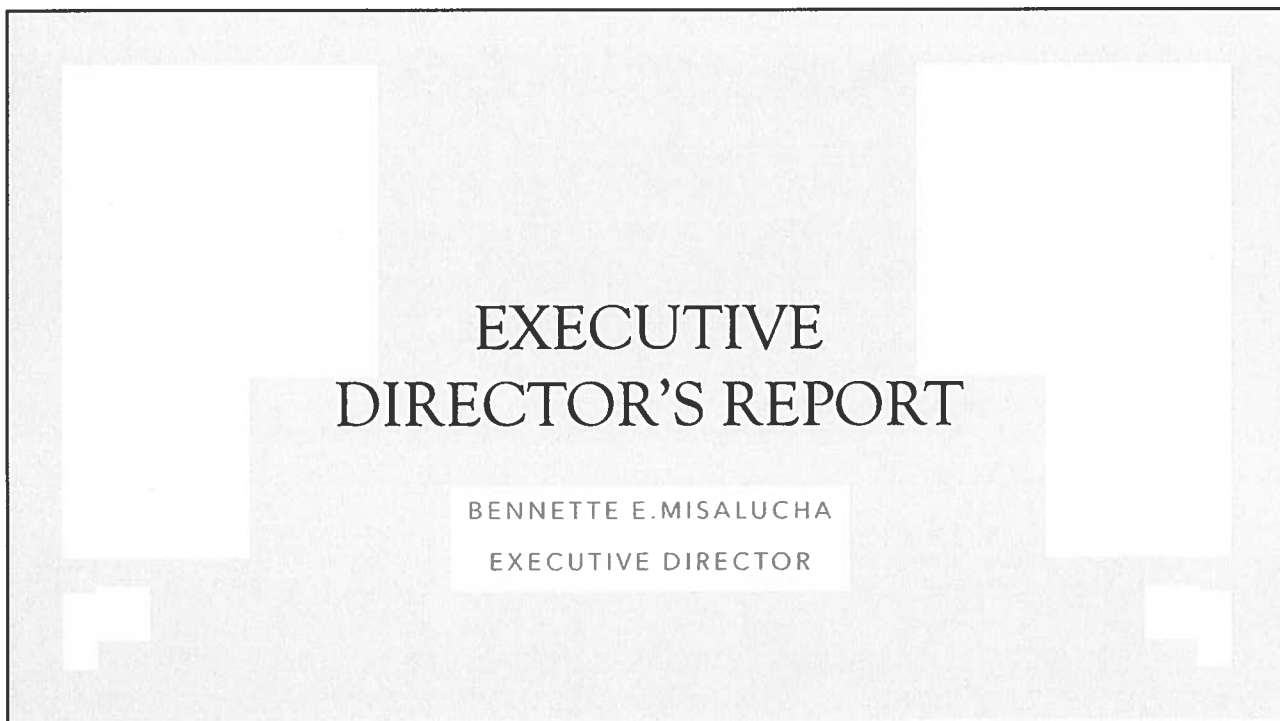


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## Executive Director's Report

- Update on the Status of the Workforce Development Unified Plan
- Update on the transition of Workforce Development Council as an attached agency (Please see additional slides)
- Update on the Committee Work (additional slides)
- Update on Long term care Task force (additional slides)
- Focus on Third and Fourth Quarter (additional slides)
- Upcoming Events (additional slides)

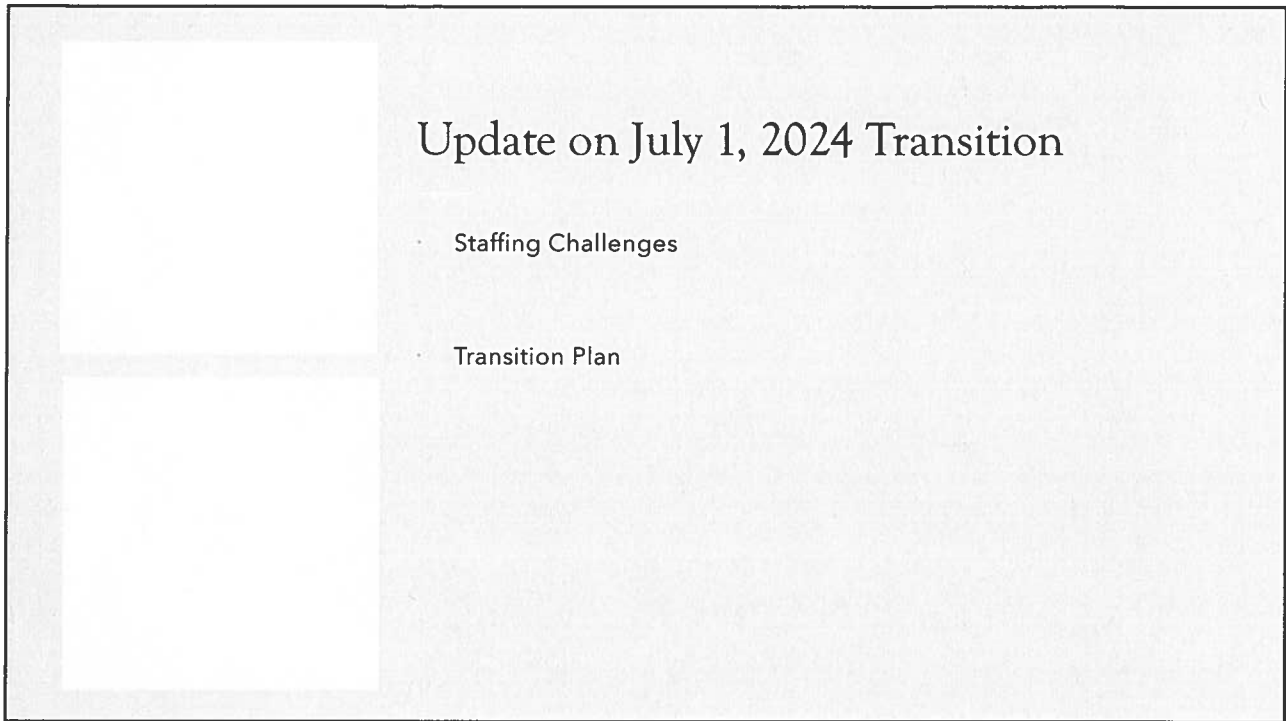
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## Update on Unified Plan

- Briefing with  
Director Butay and  
Governor
- Board retreat:  
September 28
- Stakeholder Summit  
in early October

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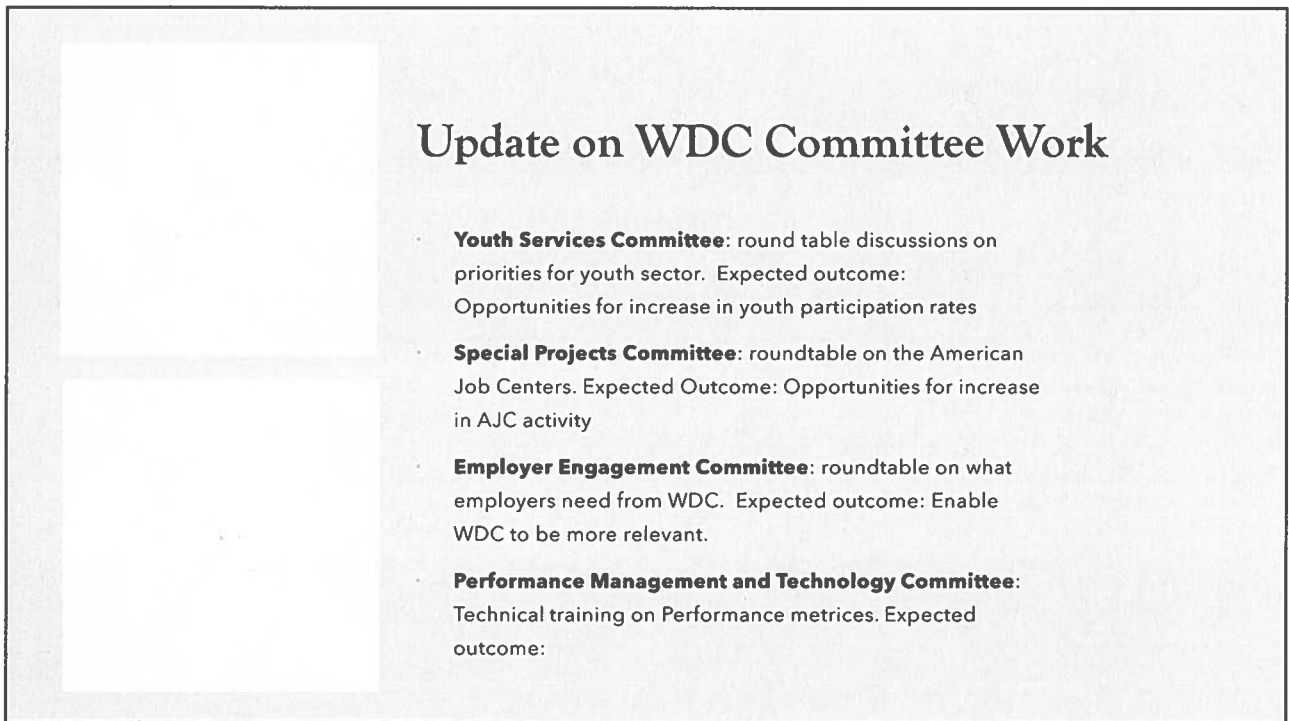
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## Update on July 1, 2024 Transition

- Staffing Challenges
- Transition Plan

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## Update on WDC Committee Work

- **Youth Services Committee:** round table discussions on priorities for youth sector. Expected outcome: Opportunities for increase in youth participation rates
- **Special Projects Committee:** roundtable on the American Job Centers. Expected Outcome: Opportunities for increase in AJC activity
- **Employer Engagement Committee:** roundtable on what employers need from WDC. Expected outcome: Enable WDC to be more relevant.
- **Performance Management and Technology Committee:** Technical training on Performance metrics. Expected outcome:

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## LONG TERM CARE WORKFORCE SUBCOMMITTEE

Background: A long-term Care Summit was held on February 28, 2024 to address the needs, challenges and solutions for a quality long term care system.

Four Focus Areas were Identified:

Quality of Care

Financing

Services and Systems

Workforce development

Workforce Development Subcommittee

met 2x

Focus: Recruitment, Retention and Training

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## Priority Direction for LTC

**Increasing Certified Nursing Aide (CNA) enrollment**

**Approaches to attract and incentivize careers in LTC to different audiences**

**Increase wages for LTC workers**

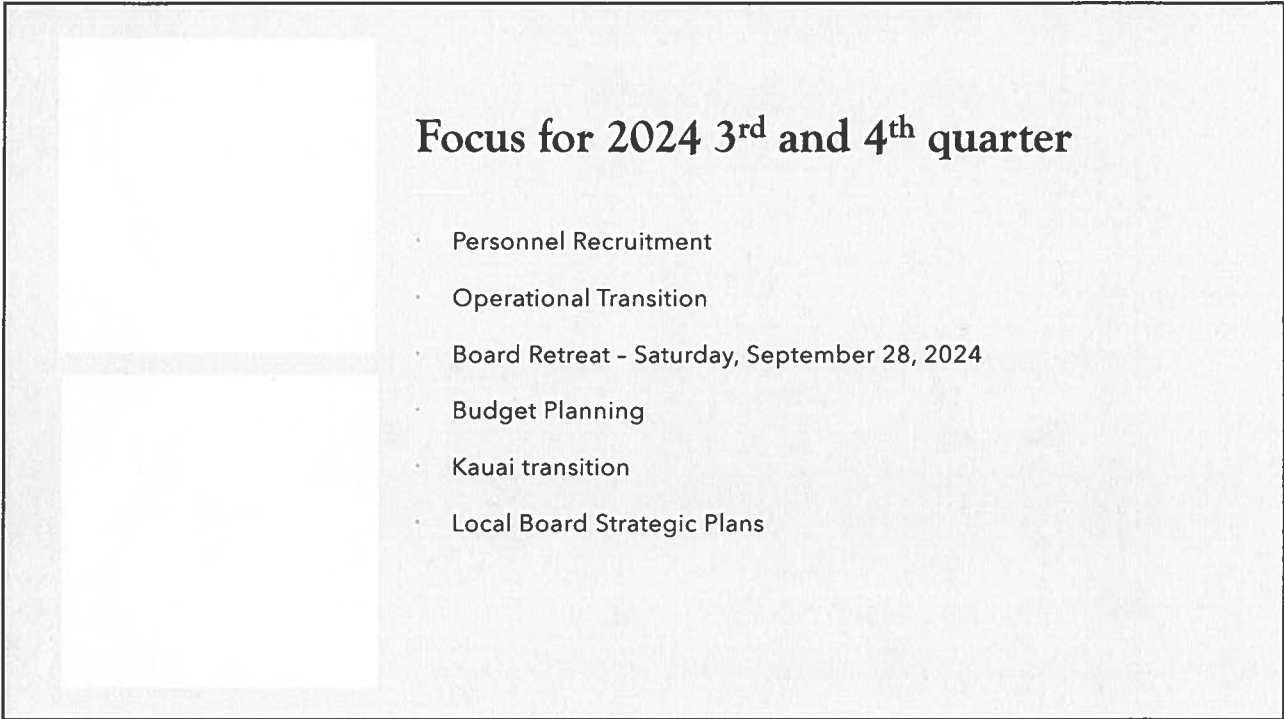
**Broader reimbursements from insurance companies for CHW workers**

**Streamline LTC student internships/externships**

**Promote training programs that are available to workers outside of being a CNA**

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## Focus for 2024 3<sup>rd</sup> and 4<sup>th</sup> quarter

- Personnel Recruitment
- Operational Transition
- Board Retreat - Saturday, September 28, 2024
- Budget Planning
- Kauai transition
- Local Board Strategic Plans

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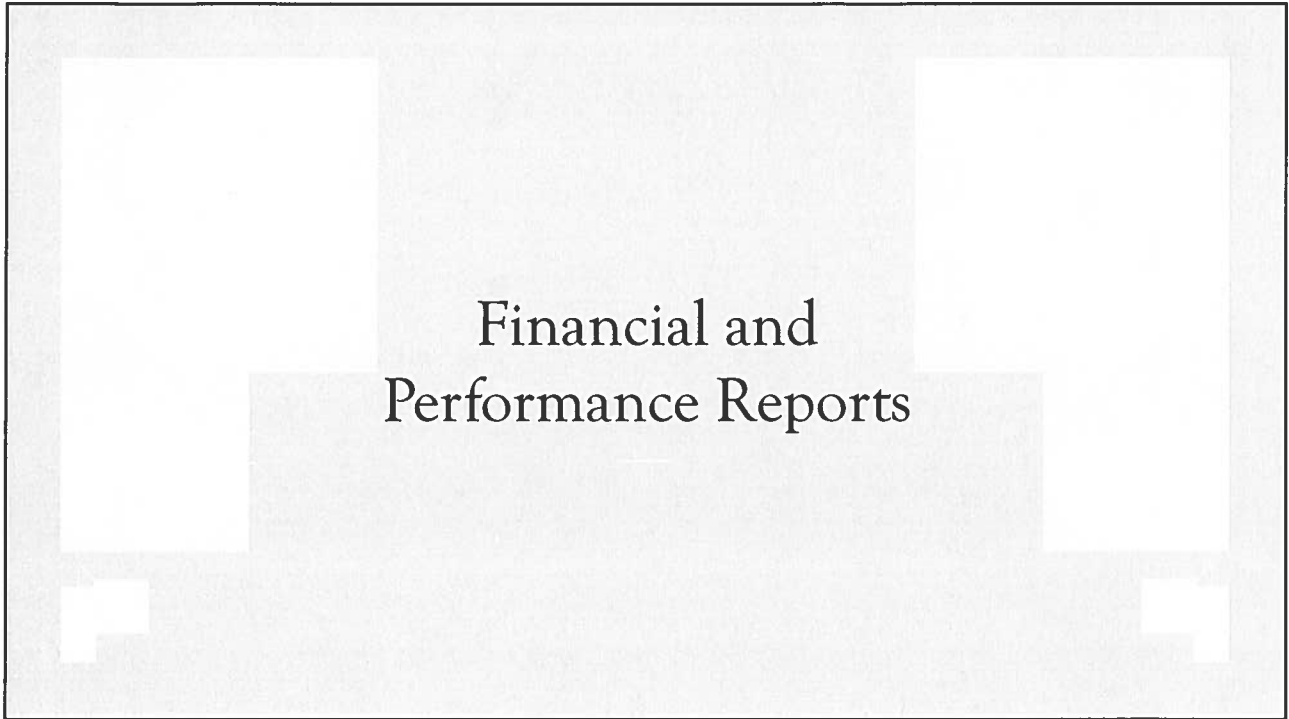


## UPCOMING EVENTS

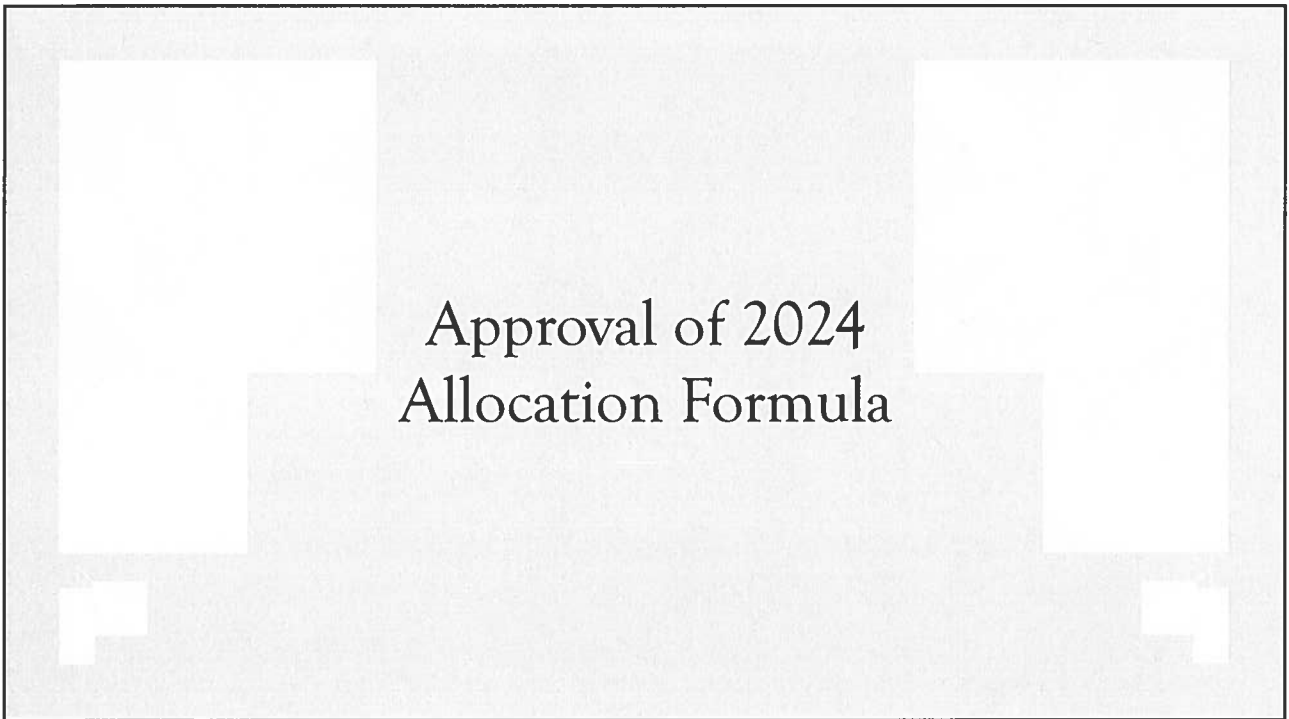
- Board Training: WIOA Academy
- US Forecast/ Economic Trends Webinar
- September is Workforce Development month
- Future of Work Conference: September 30, 2024
- Workforce Development Heroes: launched August and announced in September

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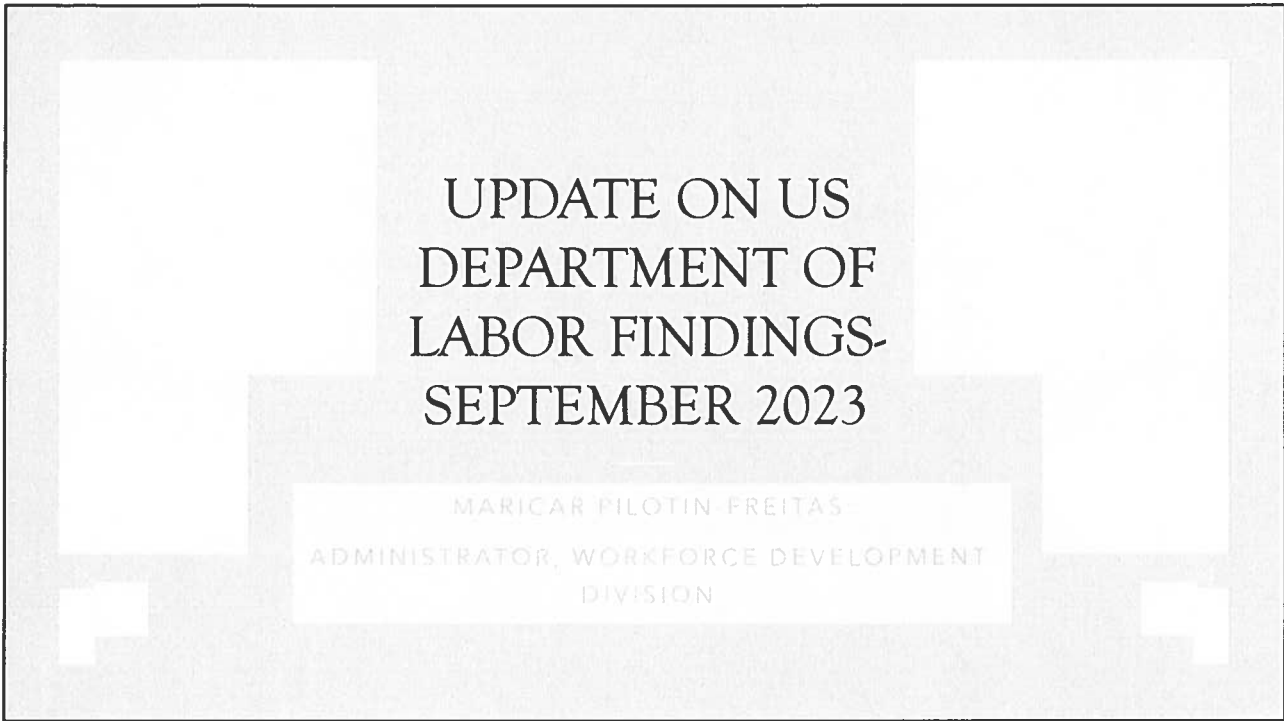


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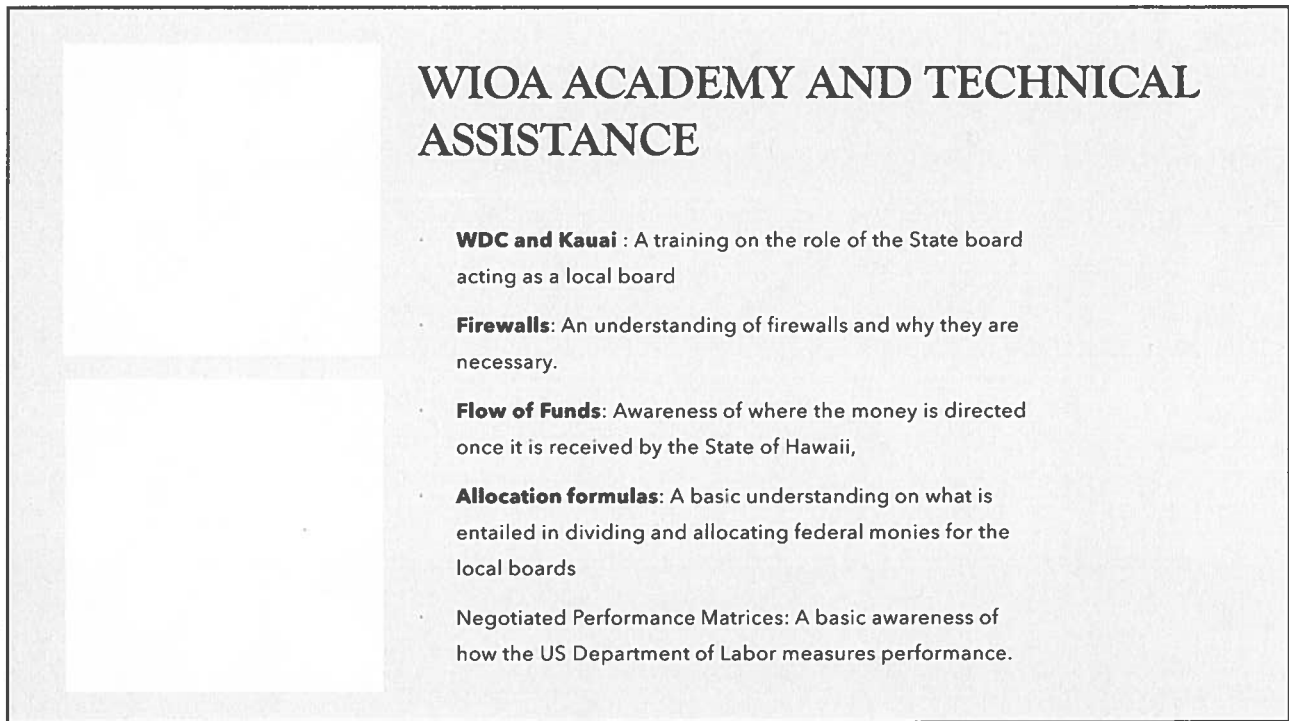
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UPDATE ON US  
DEPARTMENT OF  
LABOR FINDINGS-  
SEPTEMBER 2023

MARICAR PILOTIN FREITAS  
ADMINISTRATOR, WORKFORCE DEVELOPMENT  
DIVISION

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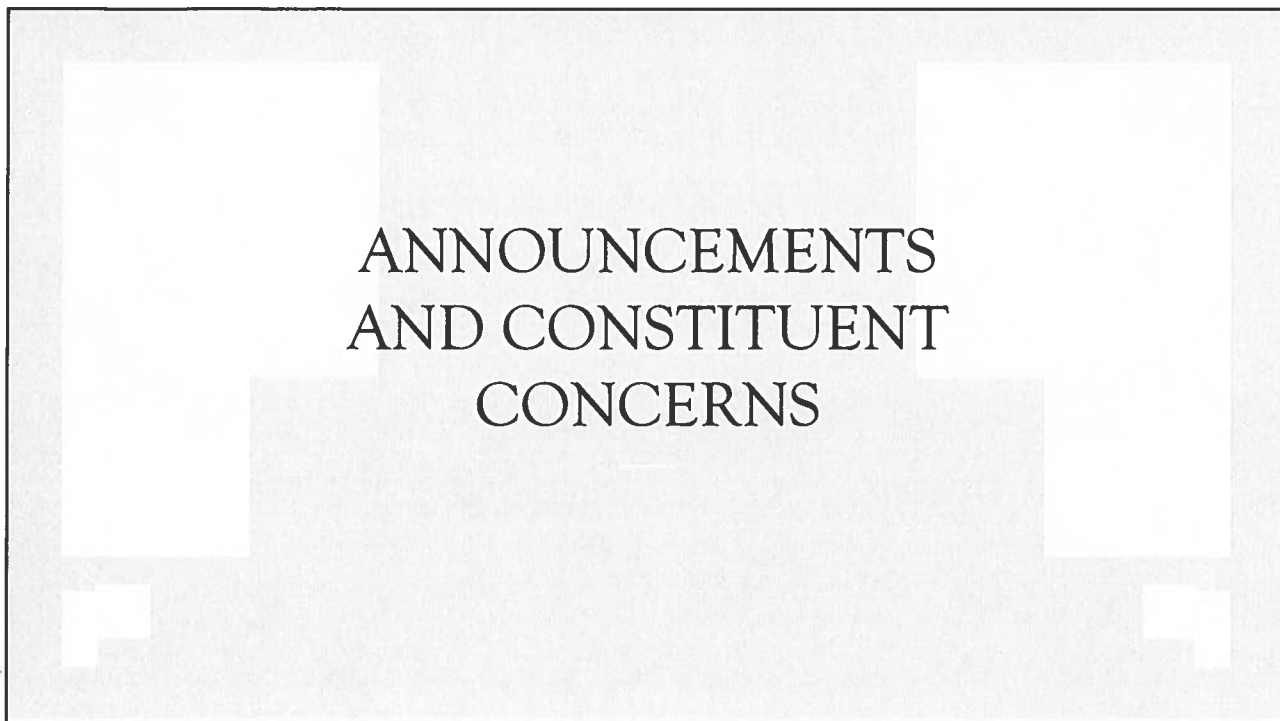
WIOA ACADEMY AND TECHNICAL ASSISTANCE

- **WDC and Kauai** : A training on the role of the State board acting as a local board
- **Firewalls**: An understanding of firewalls and why they are necessary.
- **Flow of Funds**: Awareness of where the money is directed once it is received by the State of Hawaii,
- **Allocation formulas**: A basic understanding on what is entailed in dividing and allocating federal monies for the local boards
- **Negotiated Performance Matrices**: A basic awareness of how the US Department of Labor measures performance.

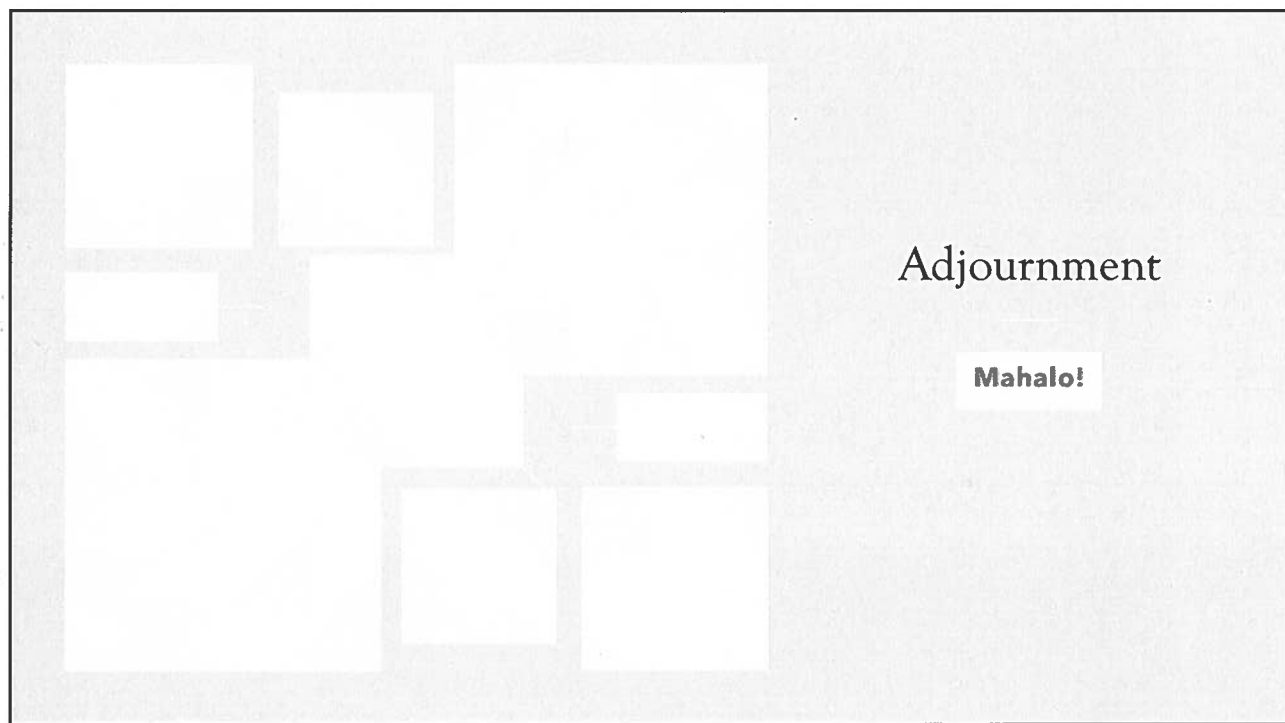
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# WIOA Governance Key Roles and Responsibilities

KEY:

X = Lead(s) C = In Consultation, Coordination, or Supports

## WIOA Governance Key Roles and Responsibilities

**Use:** The table outlines key pieces of regulation and roles the Governor, the State Board, and the State Agency have. The Governor may delegate responsibilities. The regulations also state when the State Board or State Agency must consult.

<b>Roles and Responsibilities</b>	<b>Citations</b>	<b>Governor</b>	<b>State WDB</b>	<b>State Agency/ Official</b>	<b>Chief Elected Official (CEO)</b>	<b>Local WDB</b>
Develop, implement, and modify a 4-year state plan	§ 676.105 (b) § 676.130 (c) § 676.135 (a) § 676.143 (b) § 676.145 § 679.130 (a)	X	C	C		
Develop and issue guidance regarding One-Stop infrastructure funding	§ 678.705	X	C		C	C
Review statewide policies, programs, and recommendations for the comprehensive and streamlined delivery of services	§ 679.130 (b)	X	C			
Identify barriers and means for removing them to better coordinate, align, and avoid duplication	§ 679.130 (c)(1)	X	C			
Develop strategies to support career pathways	§ 679.130 (c)(2)	X	C			
Develop strategies to provide outreach and improved access for individuals and employers	§ 679.130 (c)(3)	X	C			
Develop and expand strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships	§ 679.130 (c)(4)	X	C			
Identify regions, including planning regions	§ 679.130 (c)(5)	X	C		X	X
Provide assistance to local areas to develop and continuously improve the One-Stop delivery	§ 679.130 (c)(6)	X	C			
Develop strategies to support staff training	§ 679.130 (c)(7)	X	C			
Develop and update a comprehensive State performance and accountability measures	§ 679.130 (d)	X	C			
Identify and disseminate information on best practices	§ 679.130 (e)	X	C			
Develop and review statewide policies affecting the coordination of services	§ 679.130 (f)	X	C			
Develop strategies for technological improvements to facilitate access to, and improve the quality of services and activities	§ 679.130 (g)	X	C			
Develop strategies for aligning technology and data systems across one-stop partner programs	§ 679.130 (h)	X	C			
Develop allocation formulas for the distribution of funds for employment and training activities for adults and youth to local	§ 679.130 (i) § 683.120	X	C		C	C
Preparations of the Annual Reports	§ 679.130 (j)	X	C			
Develop a statewide workforce and labor market information system	§ 679.130 (k) § 679.370 (c)(2)	X	C			X

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## WIOA Governance Key Roles and Responsibilities

Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB
Develop other policies as may promote statewide objectives and enhance performance	§ 679.130 (l)	X	C			
Develop a policy for designation of local areas	§ 679.230	X	C		C	C
Establishes criteria, information requirements, and procedures governing the eligibility of training providers and programs	§ 680.430 (a) § 680.450 (c)	X	C			
Sign a grant agreement, including a statement assuring compliance with the Wagner-Peyser Act and all applicable rules and regulations	§ 652.400 (b)	X				
[May] designate a State agency (or appropriate State entity) to assist in carrying out the performance reporting requirements	§ 677.175 (c)	X				
[May] apply additional performance indicators to local areas	§ 677.205 (b)	X				
Reach agreement on local negotiated levels of performance based on a negotiations process before the start of a program year with the use of the objective statistical model	§ 677.210 (c) § 677.220 (a)(1)(i) § 679.370 (j)	X			X	X
Develop and disseminate the performance negotiations process	§ 677.210 (d)	X				
[May] provide incentive grants, if so determined, to local areas for performance on the primary indicators of performance	§ 677.215 (a)	X				
[May] use non-Federal funds to create incentives for the Local WDBs to implement pay-for performance contract strategies	§ 677.215 (b)	X				
Provide or make a request for technical assistance to a local area that fails to meet the agreed upon adjusted levels of performance	§ 677.220 (a)	X				
Take corrective actions if a local area fails to meet the adjusted levels of performance agreed to for the same primary indicators of performance for the same core program authorized under WIOA title I for a third consecutive program year	§ 677.220 (b)	X				
Designate one or more State agencies to assist in overseeing Eligible Training Provider (ETP) performance and facilitating the production and dissemination of ETP performance reports	§ 677.230 (e)	X				
Facilitate data matches between Eligible Training Provider (ETP) records and Unemployment Insurance (UI) wage data in order to produce the report	§ 677.230 (e)(1)	X		Designated Agency		
Create and disseminate the WIOA performance reports	§ 677.230 (e)(2)	X		Designated Agency		
Coordinate the dissemination of the performance reports with the ETP list and the information required to accompany the list	§ 677.230 (e)(3)	X		Designated Agency		
[May] determine TANF will not be a required partner	§ 678.405(b)	X				
[May] approve the Local WDB to be the One-Stop Operator	§ 678.600 (c)(6) § 679.410 (a)	X			X	
[May] select a Local WDB as a One-Stop Operator through sole source procurement	§ 678.610 (d)	X			X	

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## WIOA Governance Key Roles and Responsibilities

Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB
If applicable, approve the conflict of interest policies and procedures for a Local WDB to act as an One-Stop Operator	§ 678.610 (d)	X				
If applicable, apply the State funding mechanism if a consensus agreement for local One-Stop partner contributions is not reached	§ 678.730 - 738	X			C	C
Establish the State WDB, appoint members, select a chairperson, and establish by-laws	§ 679.110 (a), (c), and (d)	X				
[May] convey voting privileges to non-required members on the State WDB	§ 679.110 (g)	X				
Assign local areas to a region	§ 679.210 (a)	X				
Develop a policy and process for identifying regions	§ 679.210 (b)	X			C	C
Designate local areas	§ 679.220 (b)	X				
Certify the Local WDB every 2 years	§ 679.310 (a) § 679.350	X				
Establish criteria for the CEO to select members of the Local WDB	§ 679.320 (a)	X				
Determine whether or not a Local WDB may act as a provider of career services	§ 679.410 (b) § 680.160	X			X	
Determine whether or not a Local WDB may receive a waiver to provide training services	§ 679.410 (c)	X				
Establish and disseminate a policy for the submission of local and regional plans	§ 679.500 (c) § 679.540 (b)	X				
Review regional and local plans	§ 679.520 § 679.570	X				
Establish procedures governing the modification of regional plans.	§ 679.530 § 679.580	X				
Request a waiver of statutory or regulatory requirements under WIOA or W-P	§ 679.620 (b)	X			C	
[May] establish policies and procedures for determining dislocated worker eligibility	§ 680.130 (b)	X				X
Determine the eligibility of training providers and programs	§ 680.430 (b)	X		Designated Agency		
[May] Establish performance criteria work-based training providers must meet to receive funds	§ 680.530 (b)	X				
[May] increase the reimbursement rate for OJT contracts	§ 680.730	X				X
Develop a State monitoring system and monitor Local WDBs and regions annually	§ 683.400 (c)	X		If designated as the grant recipient		
Enter into good-faith negotiations	§ 678.510 (a)	C Only if requested	C Only if requested	C Only if requested	X	X
Work collaboratively to establish and maintain the One-Stop delivery system, including joint funding	§ 678.420 (b)(2)		X	C		X
Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers	§ 678.600 (e)(1)		X			X

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## WIOA Governance Key Roles and Responsibilities

Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB
Ensure practices <i>ARE NOT</i> established that create disincentives to providing services to individuals with barriers to employment who may require longer- term career and training services	§ 678.600 (e)(2)			The State		X
Comply with Federal regulations and procurement policies relating to the calculation and use of profits	§ 678.600 (e)(3)			The State		X
Establish objective criteria and procedures for Local WDBs to use when certifying One-Stops	§ 678.800 (a)		X		C	C
Review and update the criteria for certifying One-Stops every 2 years as part of the review and modification of State plans	§ 678.800 (a)(1)		X		C	C
Ensure compliance with Sunshine Act provisions	§ 679.140 § 679.390		X			X
Carry out the roles of the Local WDB (Single-Area State)	§ 679.310 (f)		X			
[May] impose limits on ITAs, such as limitations on the dollar amount and/or duration (must be described in the State or Local Plan, respectively)	§ 680.310 (a)			The State		X
Establish a policy defining "unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society."	§ 681.290 (a)			The State		X
[May] provide guidance to State merit staff employees regarding Wagner-Peyser Act labor exchange services	§ 652.216 § 678.630					
Submit a State annual performance report	§ 677.160 (a)			The State		
[May] establish additional indicators of performance	§ 677.165			The State		
Use quarterly wage record information in measuring a State's performance on the primary indicators of performance	§ 677.175 (a)(1)			The State		
Make performance reports available to the public annually	§ 677.205 (c)			The State		
Establish the threshold for failure to meet adjusted levels of performance for a local area	§ 677.220 (a)(1)			The State		
[May] establish other service hours for a comprehensive One-Stop at other times to accommodate the schedules of individuals who work on regular business days	§ 678.305 (c)					X
Examine lease agreements and property holdings throughout the One-Stop delivery system in order to use property in an efficient and effective way	§ 678.310 (c)			States		C
Approve other entities that carry out a workforce development program to serve as additional partners in the One-Stop delivery system	§ 678.410 (a)				X	X
Enter into (and sign) an MOU	§ 678.420 (c) § 678.500				C	X

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## WIOA Governance Key Roles and Responsibilities

Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB
Determine documentation requirements for providing training services without first providing career services	§ 680.220 (b)					X
[May] require additional criteria and information from local training providers as criteria to become or remain eligible in that local area	§ 680.430 (e)(1)					X
Collect performance information and determine whether work-based training providers meet any established criteria	§ 680.530 (c)					
Disseminate information identifying work-based training providers and programs that have met performance criteria	§ 680.530 (d)					
Develop a policy for use of OJT contracts for eligible employed workers	§ 680.710					X
Criteria for an employer to be eligible to receive local incumbent worker training	§ 680.810					X
[May] establish limits on the provision of supportive services	§ 680.920					X
[May] designate a standing youth committee	§ 681.100					X
Carry out rapid response activities	§ 682.310 (a)			The State or entity designated by the State	X	X
With the Governor's approval, [may] transfer up to 100 percent of funds between adult and dislocated worker funding allocations	§ 683.130					X
Submit quarterly financial reports	§ 683.300 (c)			The State		X
When there is a change in the CEO(s), inform the new CEO(s), in a timely manner, of their responsibilities, liabilities and need to review and update any written agreements among the CEO(s).	§ 683.710 (b)(3)					X

KEY:

X = Lead(s)    C = In Consultation, Coordination, or Supports

**PY 21 WIOA YOUTH RECAPTURED FUNDS**

	<u>Contracted</u>	<u>Expenditures</u>	<u>Recaptured</u>
C & C OF HONOLULU	1,391,238.00	903,025.04	488,212.96
COUNTY OF HAWAII	448,786.00	436,478.92	12,307.08
COUNTY OF MAUI	291,711.00	270,253.22	21,457.78
WDD-KAUAI	124,663.00	43,861.26	80,801.74
<b>TOTAL</b>	<b>2,256,398.00</b>	<b>1,653,618.44</b>	<b>602,779.56</b>

**EXPENDITURES:**

Geogrpahic Solutions			102,529.79
Future of Work			4,710.19
Data Validation			1,438.58
Guild Consulting			10,644.35
Going Home Hawaii			532.75
Insight Public Sector			18,613.82
Ready to Work			349,416.08
Travel/Training/NASWA			18,526.64
Summer Youth			96,367.37
<b>TOTAL</b>			<u>602,779.56</u>

**DIFFERENCE** 0.00

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**Grants Summary As Of 05/31/2024**

**PY21**

County	Allocated	Expenditures	Recaptured	Lapsed 6/30/24
Honolulu	3,678,811.00	2,636,196.06	1,042,614.94	
Hawaii	1,341,040.00	1,242,255.71	98,784.29	
Maui	1,117,577.00	799,742.34	317,834.66	
WDD - Kauai	528,746.00	247,531.09	281,214.91	
<b>Total by County</b>	<b>6,666,174.00</b>	<b>4,925,725.20</b>	<b>1,740,448.80</b>	

**PY21**

Satatewide from				Lapsed 6/30/24
Recapturer	Recaptured Funds	Expenditures	Balance	
			As of 5/31/24	
WIOA Adul	656,970.05	583,762.57	73,207.48	
WIOA Yout	602,779.56	602,779.56	-	
WIOA DW	480,699.19	427,082.02	53,617.17	
<b>TOTAL</b>	<b>1,740,448.80</b>	<b>1,613,624.15</b>	<b>126,824.65</b>	

**PY22**

County	Allocated	Expenditures	Balance	Lapsed 6/30/25
			As of 5/31/24	
Honolulu	4,990,199.00	2,516,119.00	2,474,080.00	
Hawaii	1,734,269.00	984,059.00	750,210.00	
Maui	1,333,456.00	649,275.00	684,181.00	
WDD-Kauai	689,606.00	218,906.00	470,700.00	
<b>Total by County</b>	<b>8,747,530.00</b>	<b>4,368,359.00</b>	<b>4,379,171.00</b>	<b>-</b>

**PY23**

County	Allocated	Expenditures	Balance	Lapsed 6/30/26
			As of 5/31/24	
Honolulu	5,082,556.00	0.00	5,082,556.00	
Hawaii	1,784,534.00	0.00	1,784,534.00	
Maui	1,131,059.00	0.00	1,131,059.00	
WDD-Kauai	603,971.00	0.00	603,971.00	
<b>Total by County</b>	<b>8,602,120.00</b>	<b>0.00</b>	<b>8,602,120.00</b>	<b>-</b>

**PROJECT TITLE: QUEST DISASTER RECOVERY DWG**

WDD BRANCHES	Allocated	Expenditures	Balance	Lapsed 9/30/25

Oahu	1,473,025.00	458,837.25	1,014,187.75
Hawaii	819,074.00	270,675.25	548,398.75
Maui	848,448.00	463,795.66	384,652.34
Kauai	579,214.00	58,056.19	521,157.81
<b>Total</b>	<b>3,719,761.00</b>	<b>1,251,364.35</b>	<b>2,468,396.65</b>

**LOCAL AREAS**

C & C of H	2,766,000.00	874,081.11	1,891,918.89
Hawaii Cou	965,600.00	0.00	965,600.00
Maui Cloun	1,106,400.00	104,368.70	1,002,031.30
<b>Total</b>	<b>4,838,000.00</b>	<b>978,449.81</b>	<b>3,859,550.19</b>

**OTHER CONTRACTUAL SERVICES**

Hawaii Cha	808,119.00	624,832.86	183,286.14
The Kalaim	448,010.00	209,687.89	238,322.11
<b>Total</b>	<b>1,256,129.00</b>	<b>834,520.75</b>	<b>421,608.25</b>

**DLIR MAN. 729,290.58 144,574.89 584,715.69**

**GRAND TC 10,543,180.58 3,208,909.80 7,334,270.78**

**PROJECT TITLE: HAWAII - LAHAINA FIRES - DR DWG**

	Allocated	Expenditures	Balance	Lapsed 9/30/25
MAUI ECO	12,741,350.00	3,261,620.00	9,479,730.00	
DLIR MAN,	2,503,673.00	307,734.56	2,195,938.44	
<b>TOTAL</b>	<b>15,245,023.00</b>	<b>3,569,354.56</b>	<b>11,675,668.44</b>	

STATUS OF WIOA FUNDS  
As of May 31, 2024

WIOA YOUTH PY22 FUNDING (1)  
Grant Period State Level: 4/1/2022-6/30/2025

COUNTY	ALLOCATED AMT PY22	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants (4)	Cost per Participant
Oahu	1,875,614.00	\$ 849,764	1,025,850.00	45.31%	95	8,944.88
Hawaii	589,942.00	253,598	336,344.00	42.99%	79	3,210.10
Maui	353,965.00	247,255	106,710.00	69.85%	29	8,526.03
Kauai	163,872.00	42,008	121,864.00	25.63%	4	10,502.00
<b>TOTAL YOUTH</b>	<b>2,983,393.00</b>	<b>1,392,625.00</b>	<b>1,590,768.00</b>		<b>207.00</b>	

WIOA ADULT PY22 FUNDING (1)  
Grant Period State Level: 4/1/2022-6/30/2025

COUNTY	ALLOCATED AMT PY22	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants (4)	Cost per Participant
Oahu	2,014,429.00	\$ 1,239,091	775,338.00	61.51%	450	2,753.54
Hawaii	780,132.00	499,735	280,397.00	64.06%	241	2,073.59
Maui	541,782.00	223,396	318,386.00	41.23%	119	1,877.28
Kauai	217,564.00	80,738	136,826.00	37.11%	18	4,485.44
<b>TOTAL ADULT</b>	<b>3,553,907.00</b>	<b>2,042,960.00</b>	<b>1,510,947.00</b>		<b>828.00</b>	

WIOA DW PY22 FUNDING (1)  
Grant Period State Level: 4/1/2022-6/30/2025

COUNTY	ALLOCATED AMT PY22	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants (4)	Cost per Participant
Oahu	1,100,156.00	\$ 427,263	672,893.00	38.84%	118	3,620.87
Hawaii	364,195.00	230,726	133,469.00	63.35%	52	4,437.04
Maui	437,709.00	178,624	259,085.00	40.81%	58	3,079.72
Kauai	308,070.00	96,160	211,910.00	31.21%	8	12,020.00
<b>TOTAL DW</b>	<b>2,210,130.00</b>	<b>932,773.00</b>	<b>1,277,357.00</b>		<b>236.00</b>	

GRAND TOTAL PY22 8,747,430.00 4,368,358.00 4,379,072.00 1,271.00

WIOA YOUTH PY23 FUNDING (2)  
Grant Period State Level: 7/1/23-6/30/2026

COUNTY	ALLOCATED AMT PY23	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants	Cost per Participant
Oahu	1,869,703.00	0.00	1,869,703.00	0.00%	0.00	0.00
Hawaii	575,293.00	0.00	575,293.00	0.00%	0.00	0.00
Maui	287,647.00	0.00	287,647.00	0.00%	0.00	0.00
Kauai	143,824.00	0.00	143,824.00	0.00%	0.00	0.00
<b>TOTAL YOUTH</b>	<b>2,876,467.00</b>	<b>0.00</b>	<b>2,876,467.00</b>			

WIOA ADULT PY23 FUNDING (2)  
Grant Period State Level: 7/1/23-6/30/2026

COUNTY	ALLOCATED AMT PY23	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants	Cost per Participant
Oahu	2,169,156.00	0.00	2,169,156.00	0.00%	0.00	0.00
Hawaii	868,032.00	0.00	868,032.00	0.00%	0.00	0.00
Maui	482,132.00	0.00	482,132.00	0.00%	0.00	0.00
Kauai	199,222.00	0.00	199,222.00	0.00%	0.00	0.00
<b>TOTAL ADULT</b>	<b>3,718,542.00</b>	<b>0.00</b>	<b>3,718,542.00</b>			

WIOA DW PY23 FUNDING (2)  
Grant Period State Level: 7/1/23-6/30/2026

COUNTY	ALLOCATED AMT PY23	Expenses As of 05/31/24	Available Balance Dollars	%Expended 5/31/2024	Number of Participants	Cost per Participant
Oahu	1,043,697.00	0.00	1,043,697.00	0.00%	0.00	0.00
Hawaii	341,209.00	0.00	341,209.00	0.00%	0.00	0.00
Maui	361,280.00	0.00	361,280.00	0.00%	0.00	0.00
Kauai	260,925.00	0.00	260,925.00	0.00%	0.00	0.00
<b>TOTAL DW</b>	<b>2,007,111.00</b>	<b>0.00</b>	<b>2,007,111.00</b>			

GRAND TOTAL PY23 8,602,120.00 0.00 8,602,120.00

WIOA Youth PY 2024 Youth Activity Funds	ALLOCATED AMOUNT (3)
Oahu	1,735,426.00
Hawaii	518,037.00
Maui	207,215.00
Kauai	129,509.00
<b>TOTAL</b>	<b>2,590,187.00</b>

Notes:  
BACKGROUND: Like all States, Hawaii has 3 years to spend WIOA funds. These funds are first distributed to the local counties using an allocated formula. The counties, or local areas have two years to spend the funds, after which the funds are turned over, or recaptured to the State. The State then has one year to spend the remaining "recaptured" funds.

1. PY 2022 - Funds not spent by the Local areas as of June 30, 2024 will be recaptured by the State and will become available as Statewide Activities Funds. State will have to spend these funds by June 30, 2025 and any unspent amount will be recaptured by USDOL.
2. PY2023 - Funds that are currently available to spend by the local areas until 6/30/2025. Funds not spent will become available as Statewide Activities Funds. State will have to spend this funds by June 30, 2026 and any unspent amount will be recaptured by USDOL.
3. PY 2024 : funds were just released and allocated as of July 15, 2024.
4. The number of participants column reflects both the PY 2022 and PY 2023 program years

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WIOA Local Area Expenditure, Budget and Funds Available  
As of May 2024 DETAILS

	PY22		Expenditures		PY22		PY22		PY23		PY22	
	Budget		PY22 05/31/24	PY22 Funds Avail. 05/31/24	PY22 Funds Avail. 05/31/24	% Expended 05/31/24	PY23 Budget	PY23 Exp 05/31/24	Funds Avail. 05/31/24	% Expended 05/31/24	Participants	
Adult Program:	615,398		372,740	242,658	242,658	61%	698,272	-	698,272	0%	241	
DW Program:	277,263		176,015	101,248	101,248	63%	254,277	-	254,277	0%	52	
Local Admin:	164,734		126,995	37,739	37,739	77%	169,760	0.00	169,760	0%	0	
Youth Program:	589,942		253,598	336,344	336,344	43%	575,293	0.00	575,293	0%	79	
Rapid Response	86,932		54,711	32,221	32,221	63%	86,932	0.00	86,932	0%		
<b>Hawaii Total</b>	<b>1,734,269</b>		<b>984,059</b>	<b>750,210</b>	<b>750,210</b>		<b>1,784,534</b>	<b>0.00</b>	<b>1,784,534</b>	<b>0%</b>	<b>372</b>	
Adult Program:	1,577,883		921,703	656,180	656,180	58%	\$ 1,687,491	0.00	1,687,491	0%	450	
DW Program:	821,360		386,386	434,974	434,974	47%	777,787	0.00	777,787	0%	118	
Local Admin:	436,546		317,388	119,158	119,158	73%	481,665	0.00	481,665	0%	0	
Youth Program:	1,875,614		849,764	1,025,850	1,025,850	45%	1,869,703	0.00	1,869,703	0%	95	
Rapid Response	278,796		40,877	237,919	237,919	15%	265,910	0.00	265,910	0%		
<b>Honolulu Total</b>	<b>4,990,199</b>		<b>2,516,119</b>	<b>2,474,080</b>	<b>2,474,080</b>		<b>5,082,556</b>	<b>0.00</b>	<b>5,082,556</b>	<b>0%</b>	<b>663</b>	
Adult Program:	217,564		80,738	136,826	136,826	37%	145,473	0.00	145,473	0%	18	
DW Program:	235,583		59,778	175,805	175,805	25%	194,447	0.00	194,447	0%	8	
Local Admin:	-		-	-	-	-	53,749	0.00	53,749	0%	0	
Youth Program:	163,872		42,008	121,864	121,864	26%	143,824	0.00	143,824	0%	4	
Rapid Response	72,487		36,382	36,105	36,105	50%	66,478	0.00	66,478	0%		
<b>Kauai Total</b>	<b>689,506</b>		<b>218,906</b>	<b>470,600</b>	<b>470,600</b>		<b>603,971</b>	<b>0.00</b>	<b>603,971</b>	<b>0%</b>	<b>30</b>	
Adult Program:	419,589		163,826	255,763	255,763	39%	378,230	0.00	378,230	0%	119	
DW Program:	326,191		118,842	207,349	207,349	36%	269,234	0.00	269,234	0%	58	
Local Admin:	122,193		59,570	62,623	62,623	49%	103,902	0.00	103,902	0%	0	
Youth Program:	353,965		247,255	106,710	106,710	70%	287,647	0.00	287,647	0%	29	
Rapid Response	111,518		59,782	51,736	51,736	54%	92,046	0.00	92,046	0%		
<b>Maui Total</b>	<b>1,333,456</b>		<b>649,275</b>	<b>684,181</b>	<b>684,181</b>		<b>1,131,059</b>	<b>0.00</b>	<b>1,131,059</b>	<b>0%</b>	<b>206</b>	
<b>Grand Total</b>	<b>8,747,430</b>		<b>4,368,360</b>	<b>4,379,070</b>	<b>4,379,070</b>		<b>8,602,120</b>	<b>0.00</b>	<b>8,602,120</b>	<b>0%</b>	<b>1271</b>	

**Participant Counts Reported from HireNet  
For the Period July 1, 2022 to June 30, 2024**

<b>WIOA TITLE I</b>				
<b>DATE: JULY 1, 2022 - JUNE 30, 2024</b>				
<b>COUNTY</b>	<b>ADULT</b>	<b>DW</b>	<b>YOUTH</b>	<b>TOTAL</b>
OAHU	450	118	95	<b>663</b>
HAWAII	241	52	79	<b>372</b>
MAUI	119	58	29	<b>206</b>
KAUAI	18	8	4	<b>30</b>
<b>TOTAL</b>	<b>828</b>	<b>236</b>	<b>207</b>	<b>1271</b>

<b>JOB QUEST - DWG</b>	
<b>DATE: SEPTEMBER 26, 2022 - JUNE 30, 2024</b>	
<b>COUNTY/WDD BRANCHES</b>	<b>TOTAL</b>
C & C OF HONOLULU	<b>180</b>
COUNTY OF HAWAII	<b>0</b>
COUNTY OF MAUI	<b>8</b>
WDD BRANCH - OAHU	<b>41</b>
WDD BRANCH - HAWAII	<b>17</b>
WDD BRANCH - MAUI	<b>46</b>
WDD BRANCH - KAUAI	<b>8</b>
<b>TOTAL</b>	<b>300</b>

<b>HAWAII - LAHAINA FIRES</b>	
<b>DATE: AUGUST 25, 2023 - JUNE 30, 2024</b>	
	<b>TOTAL</b>
MEO	<b>300</b>
OAHU - STATE	<b>39</b>
<b>TOTAL</b>	<b>339</b>

ALLOCATUON OF PY 2024 WIOA FUNDS

U.S. Department of Labor  
Employment and Training Administration  
WIOA Youth Activities State Allotments  
Comparison of PY 2024 Allotments vs PY 2023 Allotments

State	PY 2023	PY 2024	Difference	% Difference
<b>Total</b>	<b>\$943,575,800</b>	<b>\$944,073,800</b>	<b>\$498,000</b>	<b>0.05%</b>
Alabama	10,411,891	9,375,648	(1,036,243)	-9.95%
Alaska	3,824,865	3,444,195	(380,670)	-9.95%
Arizona	25,423,422	22,893,156	(2,530,266)	-9.95%
Arkansas	5,543,794	5,253,909	(289,885)	-5.23%
California	142,969,572	146,040,343	3,070,771	2.15%
Colorado	12,528,434	11,281,542	(1,246,892)	-9.95%
Connecticut	12,065,981	10,865,114	(1,200,867)	-9.95%
Delaware	2,959,957	3,525,562	565,605	19.11%
District of Columbia	3,859,211	4,090,376	231,165	5.99%
Florida	39,224,930	35,321,069	(3,903,861)	-9.95%
Georgia	15,912,317	15,822,523	(89,794)	-0.56%
Hawaii	3,760,088	3,385,865	(374,223)	-9.95%
Idaho	2,358,998	2,366,901	7,903	0.34%
Illinois	43,578,256	49,301,027	5,722,771	13.13%
Indiana	14,093,876	14,430,689	336,813	2.39%
Iowa	5,652,031	5,089,513	(562,518)	-9.95%
Kansas	4,551,053	4,670,333	119,280	2.62%
Kentucky	12,961,971	14,858,922	1,896,951	14.63%
Louisiana	14,121,001	12,996,041	(1,124,960)	-7.97%
Maine	2,821,164	2,540,388	(280,776)	-9.95%
Maryland	18,022,572	16,228,876	(1,793,696)	-9.95%
Massachusetts	21,018,238	18,926,398	(2,091,840)	-9.95%
Michigan	34,408,717	34,257,716	(151,001)	-0.44%
Minnesota	9,597,650	8,642,444	(955,206)	-9.95%
Mississippi	9,566,263	8,614,181	(952,082)	-9.95%
Missouri	11,203,397	10,088,379	(1,115,018)	-9.95%
Montana	2,317,747	2,318,970	1,223	0.05%
Nebraska	2,673,645	2,787,681	114,036	4.27%
Nevada	10,809,613	14,059,914	3,250,301	30.07%
New Hampshire	2,440,587	2,318,970	(121,617)	-4.98%
New Jersey	26,580,977	23,935,505	(2,645,472)	-9.95%
New Mexico	8,661,716	7,799,659	(862,057)	-9.95%
New York	71,279,759	68,357,497	(2,922,262)	-4.10%
North Carolina	24,201,171	27,096,137	2,894,966	11.96%
North Dakota	2,317,747	2,318,970	1,223	0.05%
Ohio	34,281,322	37,831,696	3,550,374	10.36%
Oklahoma	6,876,800	6,192,386	(684,414)	-9.95%
Oregon	9,505,398	12,363,539	2,858,141	30.07%
Pennsylvania	42,912,756	43,332,595	419,839	0.98%
Puerto Rico	21,554,940	19,409,685	(2,145,255)	-9.95%
Rhode Island	3,321,932	2,991,317	(330,615)	-9.95%
South Carolina	9,325,293	8,960,487	(364,806)	-3.91%
South Dakota	2,317,747	2,318,970	1,223	0.05%
Tennessee	14,138,571	14,716,454	577,883	4.09%
Texas	91,789,734	96,383,731	4,593,997	5.00%
Utah	3,512,938	3,273,389	(239,549)	-6.82%
Vermont	2,317,747	2,318,970	1,223	0.05%
Virginia	14,550,947	13,102,764	(1,448,183)	-9.95%
Washington	19,134,328	22,795,157	3,660,829	19.13%
West Virginia	5,499,645	4,952,293	(547,352)	-9.95%
Wisconsin	10,018,152	9,021,095	(997,057)	-9.95%
Wyoming	2,317,747	2,318,970	1,223	0.05%
<b>State Total</b>	<b>927,098,608</b>	<b>927,587,911</b>	<b>489,303</b>	<b>0.05%</b>
American Samoa	322,923	335,753	12,830	3.97%
Guam	886,216	921,426	35,210	3.97%
Northern Marianas	414,942	430,280	15,338	3.70%
Palau	75,000	75,000	0	0.00%
Virgin Islands	624,474	562,323	(62,151)	-9.95%
<b>Outlying Areas Total</b>	<b>2,323,555</b>	<b>2,324,782</b>	<b>1,227</b>	<b>0.05%</b>
<b>Native Americans</b>	<b>14,153,637</b>	<b>14,161,107</b>	<b>7,470</b>	<b>0.05%</b>

U.S. Department of Labor  
Employment and Training Administration  
WIOA Adult Activities State Allotments  
Comparison of PY 2024 Allotments vs PY 2023 Allotments

State	PY 2023	PY 2024	Difference	% Difference
<b>Total</b>	<b>\$882,925,000</b>	<b>\$883,298,000</b>	<b>\$373,000</b>	<b>0.04%</b>
Alabama	10,103,726	9,097,195	(1,006,531)	-9.96%
Alaska	3,592,966	3,235,035	(357,931)	-9.96%
Arizona	24,088,343	21,688,667	(2,399,676)	-9.96%
Arkansas	5,361,433	5,096,827	(264,606)	-4.94%
California	137,974,143	141,158,847	3,184,704	2.31%
Colorado	11,389,512	10,254,891	(1,134,621)	-9.96%
Connecticut	10,953,250	9,862,090	(1,091,160)	-9.96%
Delaware	2,853,613	3,396,064	542,451	19.01%
District of Columbia	3,499,134	3,702,153	203,019	5.80%
Florida	40,126,592	36,129,189	(3,997,403)	-9.96%
Georgia	15,275,638	15,139,316	(136,322)	-0.89%
Hawaii	3,803,223	3,424,347	(378,876)	-9.96%
Idaho	2,201,794	2,202,724	930	0.04%
Illinois	41,284,587	46,792,452	5,507,865	13.34%
Indiana	12,955,282	12,605,374	(349,908)	-2.70%
Iowa	4,080,702	3,674,183	(406,519)	-9.96%
Kansas	3,861,076	3,476,436	(384,640)	-9.96%
Kentucky	12,635,450	14,461,637	1,826,187	14.45%
Louisiana	13,875,218	12,836,147	(1,039,071)	-7.49%
Maine	2,591,045	2,332,926	(258,119)	-9.96%
Maryland	17,396,744	15,663,684	(1,733,060)	-9.96%
Massachusetts	18,040,385	16,243,206	(1,797,179)	-9.96%
Michigan	31,989,992	31,901,181	(88,811)	-0.28%
Minnesota	8,120,707	7,311,724	(808,983)	-9.96%
Mississippi	9,171,420	8,257,765	(913,655)	-9.96%
Missouri	10,386,320	9,351,637	(1,034,683)	-9.96%
Montana	2,201,794	2,202,724	930	0.04%
Nebraska	2,201,794	2,202,724	930	0.04%
Nevada	10,557,658	13,730,754	3,173,096	30.05%
New Hampshire	2,318,490	2,202,724	(115,766)	-4.99%
New Jersey	25,950,239	23,365,082	(2,585,157)	-9.96%
New Mexico	8,347,447	7,515,876	(831,571)	-9.96%
New York	69,333,637	66,698,940	(2,634,697)	-3.80%
North Carolina	22,972,996	25,763,380	2,790,384	12.15%
North Dakota	2,201,794	2,202,724	930	0.04%
Ohio	31,949,569	35,199,578	3,250,009	10.17%
Oklahoma	6,515,962	5,866,843	(649,119)	-9.96%
Oregon	9,259,978	12,043,057	2,783,079	30.05%
Pennsylvania	39,877,363	40,343,724	466,361	1.17%
Puerto Rico	22,385,642	20,155,589	(2,230,053)	-9.96%
Rhode Island	2,871,414	2,585,364	(286,050)	-9.96%
South Carolina	9,001,080	8,672,410	(328,670)	-3.65%
South Dakota	2,201,794	2,202,724	930	0.04%
Tennessee	13,853,614	14,430,633	577,019	4.17%
Texas	86,292,577	90,806,962	4,514,385	5.23%
Utah	2,737,000	2,464,341	(272,659)	-9.96%
Vermont	2,201,794	2,202,724	930	0.04%
Virginia	13,604,402	12,249,134	(1,355,268)	-9.96%
Washington	18,038,932	21,854,025	3,815,093	21.15%
West Virginia	5,382,213	4,846,038	(536,175)	-9.96%
Wisconsin	8,644,415	7,783,260	(861,155)	-9.96%
Wyoming	2,201,794	2,202,724	930	0.04%
<b>State Total</b>	<b>880,717,687</b>	<b>881,089,755</b>	<b>372,068</b>	<b>0.04%</b>
American Samoa	306,253	318,370	12,117	3.96%
Guam	840,469	873,724	33,255	3.96%
Northern Marianas	393,455	408,004	14,549	3.70%
Palau	75,000	75,000	0	0.00%
Virgin Islands	592,136	533,147	(58,989)	-9.96%
<b>Outlying Areas Total</b>	<b>2,207,313</b>	<b>2,208,245</b>	<b>932</b>	<b>0.04%</b>

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U.S. Department of Labor  
Employment and Training Administration  
WIOA Dislocated Worker Activities State Allotments  
Comparison of PY 2024 Allotments vs PY 2023 Allotments

State	PY 2023	PY 2024	Difference	% Difference
<b>Total</b>	<b>\$1,417,357,000</b>	<b>\$1,393,572,000</b>	<b>(\$23,785,000)</b>	<b>-1.68%</b>
Alabama	13,164,128	12,337,631	(826,497)	-6.28%
Alaska	6,376,097	5,876,555	(499,542)	-7.83%
Arizona	30,156,226	28,315,755	(1,840,471)	-6.10%
Arkansas	4,589,216	4,522,192	(67,024)	-1.46%
California	158,397,875	158,507,519	109,644	0.07%
Colorado	14,671,719	14,090,453	(581,266)	-3.96%
Connecticut	12,320,319	11,806,402	(513,917)	-4.17%
Delaware	2,561,280	2,517,108	(44,172)	-1.72%
District of Columbia	12,150,262	12,090,836	(59,426)	-0.49%
Florida	42,843,586	41,440,429	(1,403,157)	-3.28%
Georgia	27,915,478	26,713,274	(1,202,204)	-4.31%
Hawaii	2,556,829	2,534,139	(22,690)	-0.89%
Idaho	2,007,847	2,611,276	603,429	30.05%
Illinois	61,967,225	58,810,914	(3,156,311)	-5.09%
Indiana	12,498,913	12,352,607	(146,306)	-1.17%
Iowa	4,124,399	5,363,928	1,239,529	30.05%
Kansas	3,796,262	3,797,394	1,132	0.03%
Kentucky	12,152,376	11,706,885	(445,491)	-3.67%
Louisiana	15,423,284	14,645,250	(778,034)	-5.04%
Maine	2,056,296	2,027,635	(28,661)	-1.39%
Maryland	15,785,149	14,981,809	(803,340)	-5.09%
Massachusetts	20,790,363	19,860,355	(930,008)	-4.47%
Michigan	28,698,440	27,746,873	(951,567)	-3.32%
Minnesota	8,644,757	8,545,279	(99,478)	-1.15%
Mississippi	12,778,348	11,917,714	(860,634)	-6.74%
Missouri	10,047,765	9,804,128	(243,637)	-2.42%
Montana	1,464,503	1,435,624	(28,879)	-1.97%
Nebraska	1,840,202	1,827,388	(12,814)	-0.70%
Nevada	19,863,366	25,833,014	5,969,648	30.05%
New Hampshire	1,943,190	1,911,623	(31,567)	-1.62%
New Jersey	33,449,845	32,469,628	(980,217)	-2.93%
New Mexico	19,466,660	17,841,270	(1,625,390)	-8.35%
New York	108,043,045	101,745,387	(6,297,658)	-5.83%
North Carolina	21,512,837	21,045,970	(466,867)	-2.17%
North Dakota	745,664	740,881	(4,783)	-0.64%
Ohio	28,150,420	27,235,792	(914,628)	-3.25%
Oklahoma	5,630,710	5,580,181	(50,529)	-0.90%
Oregon	9,577,767	9,412,925	(164,842)	-1.72%
Pennsylvania	55,648,335	52,261,354	(3,386,981)	-6.09%
Puerto Rico	83,334,615	108,379,632	25,045,017	30.05%
Rhode Island	3,257,943	3,120,263	(137,680)	-4.23%
South Carolina	10,803,123	10,522,345	(280,778)	-2.60%
South Dakota	1,212,439	1,159,463	(52,976)	-4.37%
Tennessee	13,232,879	12,944,745	(288,134)	-2.18%
Texas	76,447,629	74,893,848	(1,553,781)	-2.03%
Utah	3,226,544	4,196,235	969,691	30.05%
Vermont	922,108	896,318	(25,790)	-2.80%
Virginia	12,979,165	12,811,909	(167,256)	-1.29%
Washington	20,409,533	19,751,767	(657,766)	-3.22%
West Virginia	9,730,541	9,022,367	(708,174)	-7.28%
Wisconsin	9,973,277	9,838,615	(134,662)	-1.35%
Wyoming	922,221	910,116	(12,105)	-1.31%
<b>State Total</b>	<b>1,092,263,000</b>	<b>1,092,713,000</b>	<b>450,000</b>	<b>0.04%</b>
American Samoa	491,627	502,290	10,663	2.17%
Guam	1,349,203	1,378,467	29,264	2.17%
Northern Marianas	631,612	643,704	12,092	1.91%
Palau	120,397	118,327	(2,070)	-1.72%
Virgin Islands	950,554	841,142	(109,412)	-11.51%
<b>Outlying Areas Total</b>	<b>3,543,393</b>	<b>3,483,930</b>	<b>(59,463)</b>	<b>-1.68%</b>
<b>National Reserve*</b>	<b>321,550,607</b>	<b>297,375,070</b>	<b>(24,175,537)</b>	<b>-7.52%</b>

\* The PY 2023 Dislocated Worker National Reserve amount reflects the initial appropriation; however, the Further Consolidated Appropriations Act, 2024 (P.L. 118-47) contained a \$75M rescission to the Dislocated Worker National Reserve, decreasing funding in that category to \$246,550,607.

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS  
ADMINISTRATOR

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
WORKFORCE DEVELOPMENT DIVISION  
830 PUNCHBOWL STREET, ROOM 329  
HONOLULU, HAWAII 96813  
<http://labor.hawaii.gov/wdd/>  
Phone: (808) 586-8877 / Fax: (808) 586-8822  
Email: [dilr.workforce.develop@hawaii.gov](mailto:dilr.workforce.develop@hawaii.gov)

July 15, 2024

SN (72)

**WIOA BULLETIN NO. 03-24**

**TO:** WIOA Partners

**FROM:** Maricar Pilotin-Freitas, Administrator  
Workforce Development Division

**SUBJECT:** Program Year 2024 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2024 allocations for programs and administration under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

**Allocations**

The PY 2024 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and the Federal Training and Employment Guidance Letter No. 12-23. State allotments are as follows:

Youth Program	\$ 3,385,865
Adult Program	3,424,347
Dislocated Worker Program	<u>2,534,139</u>
Total	<u>\$9,344,351</u>

The Further Consolidated Appropriations Act, 2024, Public Law 118-47 (the Act) was signed into law on March 23, 2024, making PY 2024 Youth Activities funds available for obligation on April 1, 2024, 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, 2024; 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, 2024; this portion is commonly referred to as “advance” funds.

**POLICY**

**Allocations**

**Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment        \$3,585,865  
 State Level Funds       \$ 707,879  
 Local Area Funds        \$2,877,986

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.20	\$ 57,560	\$ 518,037	\$ 575,597
Kauai	.05	14,390	129,509	143,899
Maui	.08	23,024	207,215	230,239
Oahu	.67	192,825	1,735,426	1,928,251
<b>Total</b>	<b>1.00</b>	<b>\$ 287,799</b>	<b>\$ 2,590,187</b>	<b>\$ 2,877,986</b>

**Adult Program Funds**

CFDA #17.258 Adult Activity Funds

Total Allotment        \$3,424,347  
 State Level Funds       \$ 513,652  
 Local Area Funds        \$2,910,695

WIOA Adult Program Funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.22	\$ 64,035	\$ 576,318	\$ 640,353
Kauai	.05	14,554	130,981	145,535
Maui	.13	37,839	340,551	378,390
Oahu	.60	174,642	1,571,775	1,746,417
<b>Total</b>	<b>1.00</b>	<b>\$ 291,070</b>	<b>\$ 2,619,625</b>	<b>\$ 2,910,695</b>

**Dislocated Worker Program Funds**

CFDA #17.278

Total Allotment	\$2,534,139
State Level Funds	\$ 380,120
Rapid Response Allocation	\$ 506,828
Local Area Funds	\$1,647,191

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds (10%)	Program Activity Funds (90%)	Total Amount
Hawaii	.17	\$ 28,002	\$ 252,020	\$ 280,022
Kauai	.13	21,414	192,721	214,135
Maui	.18	29,649	266,845	296,494
Oahu	.52	85,654	770,886	856,540
<b>Total</b>	<b>1.00</b>	<b>\$ 164,719</b>	<b>\$ 1,482,472</b>	<b>\$ 1,647,191</b>

**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
<b>Hawaii</b>	\$149,597	\$ 518,037	\$ 576,318	\$ 252,020	\$1,495,972
<b>Kauai</b>	50,356	129,509	130,981	172,721	483,567
<b>Maui</b>	92,160	207,215	340,551	266,845	906,771
<b>Oahu</b>	451,474	1,735,426	1,571,775	770,886	4,529,561
<b>Total</b>	<b>\$743,587</b>	<b>\$2,590,187</b>	<b>\$2,619,625</b>	<b>\$1,462,472</b>	<b>\$7,415,871</b>

### **PROCEDURES**

Counties should prepare their Annual Budget Plans for PY 2024 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. The Budget Information Summary (BIS) is due to the Workforce Development Division (WDD) by August 1, 2024, and it will be attached to the PY 2024 contract.

The remaining WIOA budget forms, with original signatures, are due to the WDD by August 15, 2024, and will be incorporated as reference into the contract. The budgets must be approved by the WDD prior to the expenditures of any PY 2024 funds.

### **INQUIRIES**

Inquiries regarding this bulletin may be directed to Ms. Lisa Simmons at (808) 586-8812 or [Lisa.E.Simmons@hawaii.gov](mailto: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. 12-23, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2024; PY 2024 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2024 Allotments of Workforce Information Grants to States and Outlying Areas*, May 8, 2024.

**ATTACHMENTS**

**Attachment 1: Instructions for Annual Budget Plan for Program Year 2024**

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

**c: Jade Butay, Director  
Bennette Misalucha, Executive Director  
Lynn Araki-Regan, Administrative Services Officer**

**Instructions for Annual Budget Plan for Program Year 2024**

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 2024 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 24.
2. Provide an overview of the Local Board's budget priorities for PY 24.
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: \_\_\_\_\_

US DEPARTMENT OF LABOR FINDINGS

**U.S. Department of Labor**

Employment and Training Administration  
San Francisco Regional Office  
90 7<sup>th</sup> Street, Suite 17300  
San Francisco, California 94103



September 27, 2023

Jade Butay  
Director  
State of Hawaii  
Department of Labor and Industrial Relations (DLIR)  
830 Punchbowl Street, Room 417  
Honolulu, HI 96818

Grant Numbers: AA-34764; AA-36315;  
AA-38525; ES-35340; ES-36750; ES-38726

Dear Mr. Butay:

During the period of June 5-16, 2023, the U.S. Department of Labor, Employment and Training Administration (ETA) conducted a monitoring review of your organization's Workforce Innovation and Opportunity Act (WIOA) titles I and III grants. The exit conference was held remotely on June 27, 2023.

The enclosed report outlines the scope of the review and identifies 15 compliance findings, four (4) areas of concern, and two (2) promising practices. Please respond to the report within 30 days of receipt to the Regional Office at [R06-RA-SF@dol.gov](mailto:R06-RA-SF@dol.gov) with a copy to your Federal Project Officer (FPO), Anthony Crouch, at [Crouch.anthony.a@dol.gov](mailto:Crouch.anthony.a@dol.gov). Your response should include corrective actions taken to resolve the findings and any planned actions with timelines.

I hope that our review was helpful to you and your team. Please express my gratitude to your staff for their assistance in the review. If you have any questions, please contact FPO Anthony Crouch at (415) 625-7909 or me at 415-625-7900.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamika L. Ledbetter". The signature is fluid and cursive, with a large initial "T" and "L".

Dr. Tamika L. Ledbetter  
Regional Administrator

Enclosure

## EXECUTIVE SUMMARY

The review resulted in 15 compliance findings, 4 areas of concern, and 2 promising practices.

### Findings:

- Finding #1: Missing Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) – Kauai County
- Finding #2: One-stop Certification Not Conducted – Kauai Comprehensive American Job Center (AJC)
- Finding #3: Missing Required MOU/IFA Elements – Maui County
- Finding #4: IFAs Lack Facilities Costs – Hawaii and Maui Counties
- Finding #5: Missing IFA – City and County of Honolulu
- Finding #6: Bylaws Missing Use of Technology Clause – Maui County
- Finding #7: Insufficient Property Management
- Finding #8: Outdated Policies and Procedures
- Finding #9: Failure to Provide Documentation to Support Grant Charges (Questioned Costs \$22,569.95)
- Finding #10: Withholding Payments for Allowable Costs
- Finding #11: Non-Compliant One Stop Operator (OSO) Request for Proposal (RFP) and Procurement – Maui County
- Finding #12: Inaccurate Cost Allocation – Maui County
- Finding #13: Insufficient Policies and Procedures for Effective Internal Controls – Maui County
- Finding #14: Insufficient Budget Controls – Maui County
- Finding #15: Inaccurate Cost Allocation – City and County of Honolulu

### Areas of Concern:

- Area of Concern #1: Adult and Dislocated Worker Training Policy May Create Barriers to Services – City and County of Honolulu
- Area of Concern #2: Local Area Staff's Lack of Familiarity with Pseudo Social Security Number Policy
- Area of Concern #3: Lack of Within-Line Budget Controls – Maui County
- Area of Concern #4: Potential Commingling of Funds

### Promising Practices:

- Promising Practice #1: Partnership with the Maui Police Department's Mobile Unit to Provide Services to Homeless Encampments – Maui County
- Promising Practice #2: Outreach Workshops for Prison Populations – City and County of Honolulu

Please note that the review did not cover any areas outside the defined scope. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist.

## SCOPE OF REVIEW

### Dates of Review:

June 5, 2023 – June 16, 2023

### Sites Visited:

- City and County of Honolulu AJC
- City of County of Honolulu Department of Honolulu Budget and Fiscal Services
- Kauai County AJC
- Hawaii County AJC (virtually)
- Hawaii Workforce Development Council
- Hawaii Workforce Development Division
- Maui County AJC

### Purpose of Review:

To determine if the grants/programs are operating in compliance with all applicable Federal laws, regulations, policies, and other grants management requirements and to identify promising practices and opportunities for technical assistance.

### Programs Reviewed:

WIOA titles I and III

### Time Period for Review:

April 1, 2020– June 30, 2023

### Date of Exit Conference:

June 27, 2023

### Tools Used for Review:

- ETA Core Monitoring Guide (2018)
- ETA Core Monitoring Guide Youth Program Supplement

### ETA Reviewers:

- Ainee Ibarra, Senior Accountant
- Anthony Crouch, Federal Project Officer
- Karen Fuller-Ware, Federal Project Officer (Virtual)

### Attendees at Exit Conference:

#### ETA

- Ainee Ibarra, Senior Accountant
- Anthony Crouch, Federal Project Officer
- Karen Connor, Chief, Division of Workforce Investment
- Karen Fuller-Ware, Federal Project Officer

#### Hawaii Department of Labor and Industrial Relations

- Jade Butay, Director
- Grace Ichikawa, Executive Aide to the Director

Hawaii Workforce Development Council

- Bennette Misalucha, Executive Director

Workforce Development Division

- Maricar Pilotin-Freitas, Administrator
- Jarret Yip, Program Officer
- Debby Lee, Accountant IV
- Deirdre Yamasaki, Staff Specialist
- Jaimee Tabangay, Program Specialist
- Leila Shar, Business Management Officer
- Lina Rivera, Accountant III
- Lisa Simmons, Program Specialist
- Tricia Malloy, Program Specialist
- Vyhien Peyton, Administrative Services Officer

**FINDINGS**

**Finding #1: Missing Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) – Kauai County**

**Indicator:** 1.a.3 Coordination and Integration

The Kauai County local area does not have a MOU/IFA covering the period of 2020 to 2023 for its one comprehensive American Job Center (AJC). In 2022, ETA granted the state of Hawaii a waiver of the requirements outlined in WIOA Section 107(b) to allow the state workforce development board (state board) to carry out the roles and responsibilities of the Kauai County local board. The state has continued to work with ETA to understand and implement the requirements to act as the local board.

WIOA Section 121(a) requires the local board for a local area, with the agreement of the chief elected official (CEO) for the local area, to enter an MOU with one-stop partners.

20 Code of Federal Regulations (CFR) Section 678.500(b) states that the MOU must include a description of services to be provided, methods for referrals between one-stop operators and partners, and methods to ensure that the needs of workers are addressed in providing access to services.

20 CFR Section 678.500(d) requires that the MOU be reviewed not less than once every three years and renewed when substantial changes occur to ensure appropriate delivery of services.

20 CFR Section 679.310 establishes what the local board is. The state of Hawaii's DLIR formally requested a waiver to 20 CFR Section 679.310 allowing the state to serve in place of the Kauai County local board. The state, acting as the local area, is reflected in the modification to the Hawaii WIOA Unified State Plan for 2020-2023.

**Corrective Action:** The state must submit to ETA a negotiated MOU/IFA for the Kauai local area.

**Finding #2: One-stop Certification Not Conducted – Kauai Comprehensive AJC**

**Indicator:** 1.a.2 Service Design

The state of Hawaii did not conduct a one-stop certification for the Kauai comprehensive AJC. In 2022, ETA granted the state of Hawaii a waiver of the requirements outlined in WIOA Section 107(b) to allow the state board to carry out the roles and responsibilities of the Kauai County local board. The state has continued to work with ETA to understand and implement the requirements to act as the local board.

WIOA Section 121(g) and 20 CFR Section 678.800(d) require that the local board assess the effectiveness, physical and programmatic accessibility, and continuous improvement of each one-stop center and the one-stop delivery system, using the (certification) criteria established by the state board, at least once every three years.

The state of Hawaii WIOA Bulletin 13-16 establishes the state's criteria and assessment tools for AJC certification.

**Corrective Action:** To resolve this finding, the state must submit to ETA documentation that the Kauai County AJC has met the AJC certification criteria established by the state board.

**Finding #3: Missing Required MOU/IFA Elements – Maui County**

**Indicator:** 1.b.4 Required One-Stop Partner

Maui County's IFA did not include applicable career services costs. Maui County and the state have experienced fiscal staff turnover. Maui County's IFA includes applicable career services, but the IFA does not include the cost of these services. WIOA partners believed that applicable career service only needed to be listed in the IFA and that "\$0" could be entered on the applicable career service budget line.

20 CFR Section 678.760(a) requires that each one-stop partner must use a portion of funds made available under their program's authorizing Federal law (or fairly evaluated in-kind contributions) to pay the additional costs relating to the operation of the one-stop delivery system. These other costs must include the cost of applicable career services.

**Corrective Action:** To resolve this finding, the state must provide ETA with documentation that Maui County has updated its IFA to include a line item for applicable career services for each partner program. The line item must include each of the partner's costs for the service delivery of each applicable career service.

**Finding #4: IFAs Lack Facilities Costs – Hawaii and Maui Counties**

**Indicator:** 1.b.4 Required One-Stop Partner

Hawaii and Maui Counties' IFAs do not reflect that they have moved locations. The IFAs still show infrastructure costs of previous AJC locations. Hawaii and Maui Counties are currently in the process of renegotiating new MOUs/IFAs for 2024 – 2027.

20 CFR Section 678.755 requires that the MOU contain identification of an infrastructure and shared services budget that will be reconciled periodically against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center.

**Corrective Action:** To resolve this finding, the state must provide ETA with documentation that Hawaii and Maui Counties have MOUs/IFAs that reflect the costs of the new locations. The MOUs must include how proportionate share is determined for the new locations.

**Finding #5: Missing IFA – City and County of Honolulu**

**Indicator:** 1.b.4 Required One-Stop Partner

The City and County of Honolulu does not have an associated IFA attached with their 2020-2023 MOU. The City and County of Honolulu's local board turned over the Executive Director position, and the new director is in the process of negotiating a MOU/IFA.

20 CFR Section 678.500 requires that the MOU include agreement on funding the costs of the services and the operating costs of the system, including funding of infrastructure cost of the one-stop operating center.

**Corrective Action:** To resolve this finding, the state must provide ETA with documentation that the City and County of Honolulu has an IFA in place.

**Finding #6: Bylaws Missing Use of Technology Clause – Maui County**

**Indicator:** 1.a.2 Strategic Planning

The Maui County bylaws do not include information on how the local board will use technology to promote local board member participation. Maui County currently utilizes technology for local board members to participate in meetings; however, the bylaws do not reflect Maui County's established practice of using technology.

20 CFR Section 679.310(g) requires that the CEO establish bylaws that include the use of technology, such as phone and web-based meetings, that will be used to promote local board member participation.

**Corrective Action:** To resolve this finding, the state must provide ETA with documentation that Maui County has amended its bylaws to include technology to promote local board member participation.

**Finding #7: Insufficient Property Management**

**Indicator:** 2.c.3 Equipment

DLIR does not have an adequate property management system to account for equipment acquisition, management, and disposition. Hawaii DLIR's property management is insufficient because of the inadequate control system governing acquisition, management, and disposition. Specifically, property records must include all equipment purchased with Federal funds and the required data elements under 2 CFR 200.313(d)(1).

2 CFR 200.313(d) (1-3) states, "Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate dispositions data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated."

**Corrective Action:** To resolve this finding, the state must submit to ETA for review and concurrence:

1. A copy of updated policies and procedures for the acquisition, management, and disposition of equipment purchased with grant funds;
2. Verification that staff have been trained in the updated policies and procedures; and
3. A complete equipment log that includes all the required elements as described in 2 CFR 200.313 (d)(1).

**Finding #8: Outdated Policies and Procedures**

**Indicator:** 3.a.3 Compliance with Applicable Laws and Regulations

DLIR does not have a system in place to update its policies and procedures to reflect changes and updates contained in the Uniform Guidance, WIOA, and other applicable regulations. As a result of a lack of a control system to include a regular review process and assigning oversight responsibilities for reviewing specific policies and procedures appropriately, DLIR's policies and procedures are not updated.

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2 CFR 200.303 (a-c) states, "The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States or the 'Internal Control Integrated Framework,' issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations, and the terms and conditions of Federal awards."

**Corrective Action:** To resolve this finding, the state must submit to ETA for review and concurrence:

1. A copy of updated policies and procedures for the acquisition, management, and disposition of equipment purchased with grant funds; and
2. Verification that staff have been trained in the updated policies and procedures.

**Finding #9: Failure to Provide Documentation to Support Grant Charges (Questioned Costs: \$22,569.95)**

**Indicators:** 3.f.1 Cost Principles  
3.f.2 Financial Management Systems

DLIR did not provide supporting documentation to support the allowability of the costs charged to the WIOA and WP programs. The reviewer requested specific support documentation relating to the sample selections of expenditures and required policies and procedures. However, the state failed to provide documentation for the below transactions:

- Premises rent amounting to \$7,511.92, reported under Report 60 92052 Total ES PY22.
- Premises expenses amounting to \$15,058.03, reported under Report 60 92052 Total ES PY22.

2 CFR 200.302(b)(3) states, "The financial management system of each non-Federal entity must provide records that identify adequately the source and application of funds for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation."

2 CFR 200.403(a-h) establishes the basic considerations regarding costs charged to Federal grants and states, "Except where otherwise authorized by statute, costs must meet the following general criteria to be allowable under Federal awards:

- a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.

- c) Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the non-Federal entity.
- d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- f) Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally financed program in either the current or a prior period. See also 2 CFR 200.306(b).
- g) Be adequately documented. See also 2 CFR 200.300 through 200.309 of this part.
- h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to 2 CFR 200.308(e)(3).”

**Corrective Action:** To resolve this finding, the state must provide a complete account of expenditures identified in this finding, including all detailed supporting documentation to validate the check stubs and invoices and demonstrate that these expenditures are allowable. Costs not documented as allowable to these grant programs are questioned and subject to disallowance by the Grant Officer. **Costs totaling \$22,569.95 are questioned and subject to disallowance by the ETA Grant Officer.**

#### **Finding #10: Withholding Payments for Allowable Costs**

**Indicators:** 3.c.1 Cash Disbursements  
3.f.1 Cost Principles

DLIR withheld payments for several invoices submitted by the City and County of Honolulu Department of Budget and Fiscal Services from WIOA Program Years (PY) 2019, 2020, and 2021. The total amount withheld is \$957,426.39, which includes a disallowed cost of \$32,251.83 for PY 2019. DLIR was unaware of the requirements governing withholding payments for allowable costs incurred by non-Federal entities.

2 CFR 200.305(b)(6) states, “Unless otherwise required by Federal statutes, payments for allowable costs by non-Federal entities must not be withheld at any time during the period of performance unless the conditions of § 200.208, subpart D of this part, including § 200.339, or one or more of the following applies:

- (i) The non-Federal entity has failed to comply with the project objectives, Federal statutes, regulations, or the terms and conditions of the Federal award.
- (ii) The non-Federal entity is delinquent in a debt to the United States as defined in OMB Circular A-129, ‘Policies for Federal Credit Programs and Non-Tax Receivables.’ Under such conditions, the Federal awarding agency or pass-through entity may, upon reasonable notice, inform the non-Federal entity that payments must not be made for financial obligations incurred after a specified date until the conditions are corrected or the indebtedness to the Federal Government is liquidated.

- (iii) A payment withheld for failure to comply with Federal award conditions, but without suspension of the Federal award, must be released to the non-Federal entity upon subsequent compliance. When a Federal award is suspended, payment adjustments will be made in accordance with § 200.343.
- (iv) A payment must not be made to a non-Federal entity for amounts that are withheld by the non-Federal entity from payment to contractors to assure satisfactory completion of work. A payment must be made when the non-Federal entity disburses the withheld funds to the contractors or to escrow accounts established to assure satisfactory completion of work.”

20 CFR 683.110(b) states, “Funds allotted to states under WIOA secs. 127(b) and 132(b) for any program year are available for expenditure by the state receiving the funds only during that program year and the 2 succeeding program years as identified in § 683.100.”

20 CFR 683.150(h) states, in part, “The closeout of an award does not affect any of the following:

- (1) The right of the Department to disallow costs and recover funds on the basis of a later audit or other review;
- (2) The obligation of the grant recipient to return any funds due because of later refunds, corrections, or other transactions.”

**Corrective Action:** To resolve this finding, the state must submit to ETA for review documentation demonstrating the payments for allowable costs are provided to the City of County of Honolulu Department of Budget and Fiscal Services.

**Finding #11: Non-Compliant One Stop Operator (OSO) Request for Proposal (RFP) and Procurement – Maui County**

**Indicator:** 2.d.1 Procurement Standards

The Maui County local board failed to provide the OSO agreement and its procurement records. Local board staff are new to their positions, did not receive proper turn-over or training, and were not able to locate the OSO agreement and procurement records associated with the OSO selection.

20 CFR 678.605 states, “Consistent with paragraphs (b) and (c) of this section, the Local WDB must select the one-stop operator through a competitive process, as required by sec. 121(d)(2)(A) of WIOA, at least once every 4 years.” The Uniform Guidance at 2 CFR 200.319(a) further indicates, “All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.”

**Corrective Action:** To resolve this finding, the state must submit to ETA for review a copy of the local board’s executed OSO contract and procurement records to include, at a minimum the RFP and all bids received with their evaluations.

**Finding #12: Inaccurate Cost Allocation – Maui County****Indicators:** 3.f.1 Cost Principles

## 3.g.1 Cost Allocation Principles

The Maui County local board inaccurately charged salaries and wages to the WIOA programs for time spent on activities for another program. Additionally, the local board inaccurately charged the budgeted salaries to the WIOA programs from February 2023 to June 2023 instead of the actual time spent. Lastly, several expenses incurred by the local board are equally distributed to the programs and not allocated based on the benefit received.

As a result of not having policies and procedures for time distribution or costs allocation or an approved cost allocation plan and the absence of a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated based on the benefit received, the local board has inaccurately charged costs to the ETA grants.

2 CFR 200.430(i)(1) provides, in part, that, "Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (i) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records on the non-Federal entity;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works more than one Federal award."

2 CFR 200.403(a-h) establishes the basic considerations regarding costs charged to Federal grants and states, "Except where otherwise authorized by statute, costs must meet the following general criteria to be allowable under Federal awards:

- a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- c) Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the non-Federal entity.
- d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- f) Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally financed program in either the current or a prior period. See also 2 CFR 200.306(b).
- g) Be adequately documented. See also 2 CFR 200.300 through 200.309 of this part.

- h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to 2 CFR 200.308(e)(3).”

**Corrective Action:** To resolve this finding, the state must submit to ETA documentation demonstrating that the Maui County local board has:

1. Developed and implemented policies and procedures for staff time distribution to ensure accurate, allowable, and proper labor distribution per cost objective that include reconciliation methods to review after-the-fact interim charges;
2. Developed and implemented policies and procedures for cost allocation;
3. Informed the staff of, or trained staff on, the staff time distribution and cost allocation policies and procedures; and
4. Corrected the salary and wages charged to each of the programs/awards: Youth, Adult, Dislocated Worker, and Local Area Administration.

**Finding #13: Insufficient Policies and Procedures for Effective Internal Controls – Maui County**

**Indicators:** 3.a.1 Effectiveness and Efficiency of Operations  
3.a.3 Compliance with Applicable Laws and Regulations

Maui County local board uses an outdated operation manual and is missing required written policies and procedures for financial reporting, cost allocation, and allowable costs. The local board did not have an internal control process in place to ensure policies and procedures are updated and in compliance with Federal regulations.

2 CFR 200.303 (a-c) states, “The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in ‘Standards for Internal Control in the Federal Government’ issued by the Comptroller General of the United States or the ‘Internal Control Integrated Framework,’ issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity’s compliance with statutes, regulations and the terms and conditions of Federal awards.”

**Corrective Action:** To resolve this finding, the state must submit to ETA for review and concurrence:

1. A copy of the local board’s updated operation policies and procedures, including financial reporting, cost allocations, and allowable costs; and
2. Verification that staff have been trained on the updated policies and procedures.

**Finding #14: Insufficient Budget Controls – Maui County**

**Indicator:** 2.b.1 Budget Controls

The Maui County local board did not follow its policies and procedures to reconcile and allocate the one-stop operating budget to actual expenditures. The local board staff is unaware of the policies and procedures for one-stop operating costs reconciliation and allocation.

2 CFR 200.302 (b)(5) states, “The financial management system of each non-Federal entity must provide for ... a comparison of expenditures with budget amounts for each Federal award.”

Training and Employment Guidance Letter 17-16 states, “The one-stop operating budget must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation ensures that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner’s use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.”

**Corrective Action:** To resolve this finding, the state must submit to ETA documentation demonstrating that the local board has implemented cost reconciliation and allocation of the one-stop operating budget to actual.

**Finding #15: Inaccurate Cost Allocation – City and County of Honolulu**

**Indicators:** 3.f.1 Cost Principles  
3.g.1 Cost Allocation Principles

A review of the following transactions selected for the City of County of Honolulu showed that costs were not allocated accurately.

- The office rental fee for the Oahu Workforce Investment Board (WIB) charged and allocated to all the WIOA awards was not based on benefit received.

Month	Fund/Unit/Obj Code	Amount
November 2022	390-3525-3007	\$4,422.17
January 2023	390-3525-3007	\$1,876.26
February 2023	390-3525-3007	\$3,752.52
April 2023	390-3525-3007	\$3,752.52

- Several payments to Verizon include a hotspot assigned to Lei Nakamura, Administrator to the City and County of Honolulu WorkHawaii Division, which was 100 percent charged to the OSO cost center instead of allocated among the WIOA programs.

2 CFR 200.405 states,

- (a) *A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:*
- (1) *Is incurred specifically for the Federal award;*
  - (2) *Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and*
  - (3) *Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.*
- (b) *All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.*
- (c) *Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.*
- (d) *Direct cost allocation principles: If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph (c) of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required. See also §§ 200.310 through 200.316 and 200.439.*
- (e) *If the contract is subject to CAS, costs must be allocated to the contract pursuant to the Cost Accounting Standards. To the extent that CAS is applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions in this part.*

**Corrective Action:** To resolve this finding, the state must submit to ETA documentation demonstrating that the City of County of Honolulu Department of Budget and Fiscal Services has:

1. Developed a methodology to allocate cost based on benefits received; and
2. Adjusted the cost charged to the OSO cost center and allocated the cost to the correct benefiting programs.

## AREAS OF CONCERN

### **Area of Concern #1: Adult and Dislocated Worker Training Policy May Create Barriers to Services – City and County of Honolulu**

The City and County of Honolulu's training policy requires adult and dislocated worker participants to provide two denial letters from other funding sources before the adult and dislocated worker programs provide training services.

20 CFR Section 680.230 requires WIOA training funds to be limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Programs and training providers must coordinate funds available to pay for training.

**Recommended Action:** The local board should rewrite its training policy to remove the stipulation that adult and dislocated workers must provide two letters of denial from another funding source before receive training services. The current policy places the entire burden on the participant to find and apply for multiple funding sources for training. The policy should balance the participants' need to apply for other funding sources with the case managers' duty to coordinate with funds available to pay for training.

### **Area of Concern #2: Local Area Staff's Lack of Familiarity with Pseudo Social Security Number Policy**

Several case managers interviewed were unfamiliar with the state's policy and procedures on the use of pseudo social security numbers. The state of Hawaii's Joint WIOA Bulletin 003-20 outlines the procedures for staff to enter a pseudo social security number into HireNet Hawaii if a customer declines to provide their social security number.

**Recommended Action:** Local areas should have case managers review the states policy and procedures on pseudo social security numbers.

### **Area of Concern #3: Lack of Within-Line Budget Controls – Maui County**

Maui County Workforce Development's subrecipient, Goodwill, charged expenditures to the grant for office space and utilities that are not approved budget cost categories.

Although changes within a specific cost category on the budget do not require a budget modification unless the changes result in a cumulative transfer among direct cost categories exceeding 10 percent of the total budget, it is recommended that a control system is in place to review within-line changes to the grant award recipient budget to ensure budget line items are not exceeded or to notify the grantee when a budget modification is required.

**Recommended Action:** ETA recommends that the state provide guidance to Maui County Workforce Development to ensure that a budget control system is in place.

**Area of Concern #4: Potential Commingling of Funds**

The City and County of Honolulu Department of Budget and Fiscal Services staff shared with the reviewer that they used other Federal pooled funds to pay for the expenditures incurred for the WIOA programs for which the Hawaii DLIR has withheld payments on several invoices that they have submitted.

**Recommended Action:** ETA recommends that the state ensure that the City and County of Honolulu has effective control over and accountability for all funds and records that adequately identify the source and application of funds for Federally-funded activities.

**PROMISING PRACTICES**

**Promising Practice #1: Partnership with the Maui Police Department's Mobile Unit to Provide Services to Homeless Encampments – Maui County**

The Maui County AJC has partnered with the Maui Police Department's (MPD) Critical Outreach and Response through Education (CORE) Unit to provide services to the homeless population. The MPD mobile medical unit travels to homeless encampments to offer a one-stop shop for medical care and mental health services. Maui County AJC case managers accompany the CORE unit to offer and enroll homeless individuals into workforce services.

**Promising Practice #2: Outreach Workshops for Prison Populations – City and County of Hawaii**

The City and County of Honolulu's adult service provider has partnered with the Hawaii Department of Public Safety to offer virtual orientations to inmates attending prison workshops. These orientations inform soon-to-be released inmates of services available at the AJCs.

**HAWAII WIOA TITLE 1/3 MONITORING**  
**STATUS OF FINDINGS and CORRECTIVE ACTIONS**  
**updated 2/16/24**

#	Compliance Finding	Required Action	Status
1	Missing Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) – Kauai County	<ul style="list-style-type: none"> <li>The state must submit to ETA a negotiated MOU/IFA for the Kauai local area.</li> </ul>	<b>Open</b> – WDD will submit the MOU/IFA by March 29, 2024
2	One-stop Certification Not Conducted – Kauai Comprehensive American Job Center (AJC)	<ul style="list-style-type: none"> <li>The state must submit to ETA documentation that the Kauai County AJC has met the AJC certification criteria established by the state board.</li> </ul>	<b>Open</b> – WDD will submit the AJC Certification by March 29, 2024
3	Missing Required MOU/IFA Elements – Maui County	<ul style="list-style-type: none"> <li>The state must provide documentation that Maui County has updated its IFA to include a line item for applicable career services for each partner program. The line item must include each of the partner’s costs for the service delivery of each applicable career service.</li> </ul>	<p><b>Open</b> – DLIR provided documentation that Maui has updated its MOU to include a line item for career services.</p> <p><b>Insufficient</b> – The line item just include <u>each of the partner’s cost</u> for the service delivery of <u>each</u> applicable career service.</p>
4	IFAs Lack Facilities Costs – Hawaii and Maui Counties	<ul style="list-style-type: none"> <li>To resolve this finding, the state must provide documentation that Hawaii and Maui Counties have MOUs/IFAs that reflect the costs of the new locations. The MOUs must include how proportionate share is determined for the new locations.</li> </ul>	<p><b>Open</b> –</p> <p>DLIR provide documentation that Maui County updated its IFA to reflect the new office and proportion share allocations. Maui County is in the process of executing the MOU/IFA with its partners – <b>DOL must receive the MOU/IFA to confirm the MOU/IFA reflects the update.</b></p> <p>DLIR expected to receive the Hawaii County MOU/IFA by January 15, 2024 – <b>DOL must receive the MOU/IFA to confirm MOU/IFA reflects new location.</b></p>
5	Missing IFA – City and County of Honolulu	<ul style="list-style-type: none"> <li>The state must provide documentation that the City and County of Honolulu has an IFA in place.</li> </ul>	<b>Open</b> – DLIR stated that Honolulu is working with partners to complete an MOU/IFA by January 15, 2024. <b>DOL must review the MOU/IFA to close.</b>

6	Bylaws Missing Use of Technology Clause – Maui County	<ul style="list-style-type: none"> <li>To State must provide documentation that Maui County has amended its bylaws to include technology to promote local board member participation.</li> </ul>	<b>Closed</b> – DLIR provided Maui County’s updated by-laws to include use of technology to promote local board member participation.
7	Insufficient Property Management	<ul style="list-style-type: none"> <li>The state must submit for review and concurrence: <ul style="list-style-type: none"> <li>A copy of updated policies and procedures for the acquisition, management, and disposition of equipment purchased with grant funds;</li> <li>Verification that staff have been trained in the updated policies and procedures; and</li> <li>A complete equipment log that includes all the required elements as described in 2 CFR 200.313 (d)(1).</li> </ul> </li> </ul>	<b>Open</b> - Need to verify the document provided is from 2023; Is there equipment purchased using a portion of federal funds, if so the logs must contain this information (Ainee needs both listings)
8	Outdated Policies and Procedures	<ul style="list-style-type: none"> <li>The state must submit to ETA for review and concurrence: <ul style="list-style-type: none"> <li>A copy of updated policies and procedures for the acquisition, management, and disposition of equipment purchased with grant funds; and</li> <li>Verification that staff have been trained in the updated policies and procedures.</li> </ul> </li> </ul>	Region 6 will identify the correct corrective action for this finding. Need updated financial management manual which reflects Uniform Guidance. During review the manual provided had portions not updated. Ainee indicated there should be a process to update changes.
9	Failure to Provide Documentation to Support Grant Charges (Questioned Costs: \$22,569.95)	<ul style="list-style-type: none"> <li>The state must provide a complete account of expenditures identified in this finding, including all detailed supporting documentation to validate the check stubs and invoices and demonstrate that these expenditures are allowable. Costs not documented as allowable to these grant programs are questioned and subject to disallowance by the Grant Officer. <b>Costs totaling \$22,569.95 are questioned and subject to disallowance by the ETA Grant Officer.</b></li> </ul>	<b>Closed</b>
10	Withholding Payments for Allowable Costs	<ul style="list-style-type: none"> <li>The state must submit to ETA for review documentation demonstrating the payments for allowable costs are provided to the City of County of Honolulu Department of Budget and Fiscal Services.</li> </ul>	Need DLIR to verify the difference in invoices provided. Ainee will give a summary of invoices.  DLIR will provide summary of invoices withheld because of outdated MOU.

11	Non-Compliant One Stop Operator (OSO) Request for Proposal (RFP) and Procurement – Maui County	<ul style="list-style-type: none"> <li>• To resolve this finding, the state must submit to ETA for review a copy of the local board's executed OSO contract and procurement records to include, at a minimum the RPF and all bids received with their evaluations.</li> </ul>	Open – Need RFP for bids and evaluation. (Failed procurement). 20 CFR 678.610(b), need agreement from CEO.
12	Inaccurate Cost Allocation – Maui County	<ul style="list-style-type: none"> <li>• The state must submit to ETA documentation demonstrating that the Maui County local board has: <ul style="list-style-type: none"> <li>○ Developed and implemented policies and procedures for staff time distribution to ensure accurate, allowable, and proper labor distribution per cost objective that include reconciliation methods to review after-the-fact interim charges;</li> <li>○ Developed and implemented policies and procedures for cost allocation;</li> <li>○ Informed the staff of, or trained staff on, the staff time distribution and cost allocation policies and procedures; and</li> <li>○ Corrected the salary and wages charged to each of the programs/awards: Youth, Adult, Dislocated Worker, and Local Area Administration.</li> </ul> </li> </ul>	Partial Open - Still need policy and procedures for staff time distribution, and cost allocation, and if staff have been training on these policies and procedures.
13	Insufficient Policies and Procedures for Effective Internal Controls – Maui County	<ul style="list-style-type: none"> <li>• The state must submit to ETA for review and concurrence: <ul style="list-style-type: none"> <li>○ A copy of the local board's updated operation policies and procedures, including financial reporting, cost allocations, and allowable costs; and</li> <li>○ Verification that staff have been trained on the updated policies and procedures.</li> </ul> </li> </ul>	Still waiting for documentation; need information from Board actions

14	Insufficient Budget Controls – Maui County	<ul style="list-style-type: none"> <li>• The state must submit to ETA documentation demonstrating that the local board has implemented cost reconciliation and allocation of the one-stop operating budget to actual.</li> </ul>	Open – Based on response provide to DOL, the County only address the one-stop operator budget. The issue is the one-stop operating budget, which is the IFA (career services cost). See 20 CFR 678.755(b) (reconciliation).
15	Inaccurate Cost Allocation – City and County of Honolulu	<ul style="list-style-type: none"> <li>• The state must submit to ETA documentation demonstrating that the City of County of Honolulu Department of Budget and Fiscal Services has: <ul style="list-style-type: none"> <li>○ Developed a methodology to allocate cost based on benefits received; and</li> <li>○ Adjusted the cost charged to the OSO cost center and allocated the cost to the correct benefiting programs.</li> </ul> </li> </ul>	Closed.

WORKFORCE DEVELOPMENT COUNCIL  
TO ACT AS  
LOCAL WORKFORCE BOARD  
FOR KAUAI COUNTY

**U.S. Department of Labor**

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210



June 30, 2022

The Honorable David Y. Ige  
Governor of Hawaii  
Executive Chambers  
State Capitol  
Honolulu, HI 96813

Dear Governor Ige:

Thank you for your waiver request submission to the U.S. Department of Labor (Department) regarding certain statutory and regulatory provisions of the Workforce Innovation and Opportunity Act (WIOA) and the accompanying plan to improve the statewide workforce development system (enclosed). The waiver request was received June 1, 2022, as part of your recent WIOA State Plan modification. This letter provides the Employment and Training Administration's (ETA) official response to your request and memorializes that Hawaii will meet the outcomes and implement the measures identified in its plan to ensure accountability agreed to by Hawaii and ETA. This action is taken under the Secretary's authority to waive certain requirements of WIOA Title I, Subtitles A, B, and E, and Sections 8–10 of the Wagner-Peyser Act in WIOA Section 189(i).

Requested Waiver: Waiver of the requirements outlined in WIOA Section 107(b), to allow a state workforce development board to carry out the roles and responsibilities of a local board.

ETA Response: ETA approves the State's request for a waiver to allow the state board to carry out the role of the Kauai local workforce development board. ETA reviewed Hawaii's waiver request and plan and has determined that the requirements requested to be waived impede the ability of Hawaii to implement its plan to improve the workforce development system. Since Kauai's local elected officials prefer that the State assume responsibility for its local WIOA funds and other statutory responsibilities, ETA agrees that the state board is in a better position to ensure effective service delivery in the Kauai local workforce area. Under this waiver, the Governor may designate the state board to carry out the roles and responsibilities of the Kauai local board in the state. In implementing this waiver, the State must:

- Continue to include local input into its activities; and
- Allocate funding to the local area for which the state board is carrying out local board functions.

The State must report its waiver outcomes and implementation of the approved waiver in the WIOA Annual Report. ETA will use this information to assess continued waiver approval and to

identify promising practices that may be adopted more widely. ETA is available to provide technical assistance to you in support of your goals. If you have questions, feel free to contact my office at (202) 693-2772.

Sincerely,



Brent Parton  
Acting Assistant Secretary

Enclosure

cc: Maricar Pilotin-Freitas, Administrator, Workforce Development Division, Hawaii  
Department of Labor & Industrial Relations  
Nicholas Lalpui, San Francisco Regional Administrator, ETA  
Marian Esver, Federal Project Officer, ETA

## Hawaii Waiver request excerpted from PY 2022 WIOA State Plan

As of September 2021, the State has resumed responsibility of Title I services to the local area of Kauai. The DLIR WDD has the capacity to operate Title I services as the current statewide operator for Title III/Wagner-Peyser Act employment services, Jobs for Veterans State Grant (JVSG), Senior Community Services Employment Program (SCSEP) and Trade Adjustment Assistance (TAA). The State will submit a waiver request to the U.S. DOL ETA outlining a plan and justification for the request.

### Attachment 1: WIOA Waiver Request Form

1. The statutory and/or regulatory requirements the state would like to waive;

The State of Hawaii Department of Labor and Industrial Relations (DLIR) Workforce Development Division (WDD) and Workforce Development Council (WDC) formally requests a waiver to 20 CFR §679.310 allowing the State to serve in place of the Kauai County Local Area Workforce Development Board as described in 20 CFR §679.240 subsection C. This structure is reflected in the modification to the State of Hawaii WIOA Unified State Plan for 2020-2023.

2. Actions the state has undertaken to remove state or local barriers;

The DLIR has taken all necessary steps to provide the local area of Kauai technical support and assistance to effectively carry out the functions of a local workforce development board. Unfortunately, the County of Kauai has informed the DLIR that it no longer wishes to operate as a local area workforce development board in delivering Title I services including Adult, Dislocated Worker and Youth. The Kauai local WDB is therefore requesting the State to assume this role in delivery of direct client services.

To ensure continuation of Title I services to the residents of the County of Kauai, the DLIR will leverage state-merit Wagner-Peyser staff to deliver all services and activities under WIOA Title I. Additionally, no State or local area regulatory policy limits the Governor's authority to require a regional plan or utilize the State Workforce Board in place of a local workforce board.

3. A description of the state's strategic goal(s);

The State of Hawaii's workforce development system strategic goals are as follows:

- To provide coordinated aligned services.
- To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including veterans, unemployed workers, youth with disabilities, homeless individuals and Native Hawaiians, which are currently of critical concern to our state.
- To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- To augment a higher employment rate.
- To fully engage employers in the workforce development system to address the talent shortages.

The primary goal to be achieved through approval of this waiver is to ensure continuation and expand upon services for Kauai County and maximize available monies to be directed toward service delivery, particularly training and work-based learning opportunities. Overall, the DLIR expects to provide services to a greater number of participants across all Title I activities.

4. A discussion of how the waiver complements Department of Labor priorities (i.e. expansion of apprenticeship, improved employer engagement, etc.);

Provided this waiver, the DLIR will ensure continued employment and training services to Kauai County. In addition, the DLIR will provide comprehensive services to the community leveraging all existing workforce development resources among the WIOA core partners. This shall include expanded opportunities for employer engagement through the Hawaii Sector Partnerships initiative, outreach and recruitment for pre and registered apprenticeship programs, resume and other job-seeker workshops, and expanded availability of training through the eligible training provider list (ETPL).

Additionally, the Workforce Development Council continues to serve as the State board with membership from business representatives and partners

from government, education, labor, and community-based organizations. The WDC, through its eight committees, help to support employer engagement, work-based learning opportunities and facilitates collaboration between employers/businesses and training services.

5. Quantifiable projected programmatic outcomes resulting from implementation of the waiver;

The DLIR is committed to meeting or exceeding all negotiated WIOA performance indicators for Program Years 2022 and 2023. This represents a collective performance measurement of all WIOA activity including that of the Kauai local area.

The DLIR is working to increase staffing at the Kauai American Job Center Hawaii to support Title I activity. In the interim, State staff from other local areas including Oahu, will contribute to providing direct support and client services utilizing virtual capabilities via Microsoft Teams and Zoom.

Provided this waiver, the State anticipates a 50% increase over PY20 and PY21 participant enrollment totals across all Title I programs, Adult, Dislocated Worker and Youth for PY22.

6. Individuals, groups, or populations benefitting, or otherwise impacted by the waiver from the waiver;

County of Kauai residents and all individuals and employers involved with the local workforce development system will benefit from this waiver through uninterrupted Title I services provided by DLIR staff at the American Job Center Kauai.

Without this designation, Title I services including those servicing in-school and out-of-school youth and training opportunities provide through ETPL will not be available for eligible individuals seeking training.

7. How the state plans to monitor waiver implementation, including collection of measurable waiver outcome information;

Since initial implementation, operation of Title I activities by the State has reduced overhead and maximized the available monies directed toward employer engagement and program services, including training and work-based learning opportunities. In alignment with our WIOA goals, the State has emphasized spending of program funds toward those individuals most in need and who can benefit from intensive case management and training while also supporting businesses and employers.

This has also allowed for strengthened administrative oversight and accountability processes. Prior to this, administrative deficiencies resulted in less than desirable performance indicators and low participant enrollment. A strengthened administrative structure under this waiver will continue to minimize disallowed costs, redirect administration funding to direct clients services, increasing performance and enrollment across all programs.

The State will continue to conduct annual monitoring of both fiscal and programmatic activities across all Title I services. For the Kauai County Title I operations, the DLIR will contract with an external agency to conduct monitoring in accordance with U.S. DOL regulations and the ETA's Core Monitoring Guide.

This monitoring procedure will be similar to what is currently conducted for Title III – Wagner Peyser Act program services that are currently administered through the DLIR WDD.

**U.S. Department of Labor**

Assistant Secretary for  
Employment and Training  
Washington, D.C. 20210



May 30, 2024

The Honorable Josh Green  
Governor of Hawaii  
State Capitol  
Honolulu, HI 96813

Dear Governor Green:

Thank you for your waiver request submission to the U.S. Department of Labor regarding certain statutory and regulatory provisions of the Workforce Innovation and Opportunity Act (WIOA) and the accompanying plan to improve the statewide workforce development system (enclosed). The waiver request was received March 4, 2024, as part of your recent WIOA State Plan submission. This letter provides the Employment and Training Administration's (ETA) official response to your request and memorializes that Hawaii will meet the outcomes and implement the measures identified in its plan to ensure accountability agreed to by the State and ETA. This action is taken under the Secretary of Labor's authority to waive certain requirements of WIOA Title I, Subtitles A, B, and E, and Sections 8–10 of the Wagner-Peyser Act in WIOA Section 189(i).


Requested Waiver: Waiver of the requirements outlined in WIOA Section 107(b), to allow a state workforce development board to carry out the roles and responsibilities of a local board.

ETA Response: ETA approves the State's request for a waiver to allow the State Board to carry out the roles of the local workforce development boards in the State. ETA reviewed Hawaii's waiver request and plan and has determined that the requirements requested to be waived impede the ability of the State to implement its plan to improve the workforce development system. Given the support for this waiver request by the local elected officials in the local area and the challenges the State and local areas have in mounting a fully compliant local-led board at this time, the U.S. Department of Labor agrees that the State Board is in a better position to ensure effective service delivery in the local workforce areas in Hawaii. Under this waiver, the Governor may designate the State Board to carry out the roles and responsibilities of the local boards in the State. In implementing this waiver, the State must:

- Continue to include local input into its activities; and
- Allocate funding to the local area for which the State Board is carrying out local board functions.

The State must report its waiver outcomes and implementation of the approved waiver in the WIOA Annual Report. ETA will use this information to assess continued waiver approval and to identify promising practices that may be adopted more widely. ETA is available to provide technical assistance to you in support of your goals. If you have questions, feel free to contact my office at (202) 693-2772.

Sincerely,



José Javier Rodríguez

Enclosure

cc: Maricar Pilotin-Freitas, Administrator, Workforce Development Division, Hawaii  
Department of Labor & Industrial Relations  
Dr. Tamika Ledbetter, San Francisco Regional Administrator, ETA  
Anthony Crouch, Federal Project Officer, ETA

## Hawaii State Board as Local Board

Submitted: March 4, 2024

1. The statutory and/or regulatory requirements the state would like to waive.

The State of Hawai'i Department of Labor and Industrial Relations (DLIR) Workforce Development Division (WDD) and Workforce Development Council (WDC) formally requested a waiver to 20 CFR §679.310 WIOA sec. 107(b) allowing the State to serve in place of the Kauai County Local Area Workforce Development Board as described in 20 CFR §679.240 subsection C. This structure is reflected in the modification to the State of Hawai'i WIOA Unified State Plan for 2020-2023.

2. Actions the state has undertaken to remove state or local barriers.

The DLIR has taken all necessary steps to provide the local area of Kauai technical support and assistance to effectively carry out the functions of a local workforce development board.

Unfortunately, the County of Kauai has informed the DLIR that it no longer wishes to operate as a local area workforce development board in delivering Title I services including Adult, Dislocated Worker, and Youth. The Kauai local WDB is therefore requesting the State to assume this role in delivery of direct client services.

To ensure continuation of Title I services to the residents of the County of Kauai, the DLIR will leverage state-merit Wagner-Peyser staff to deliver all services and activities under WIOA Title

I. Additionally, no State or local area regulatory policy limits the Governor's authority to require a regional plan or utilize the State Workforce Board in place of a local workforce board.

The primary goal to be achieved through approval of this waiver is to ensure continuation and expand upon services for Kauai County and maximize available monies to be directed toward service delivery, particularly training and work-based learning opportunities. Overall, the DLIR expects to provide services to a greater number of participants across all Title I activities.

3. A discussion of how the waiver complements Department of Labor priorities (i.e. expansion of apprenticeship, improved employer engagement, etc.);

Provided this waiver, the DLIR will ensure continued employment and training services to Kauai County. In addition, the DLIR will provide comprehensive services to the community leveraging all existing workforce development resources among the WIOA core partners. This shall include expanded opportunities for employer engagement through the Hawai'i Sector Partnerships initiative, outreach, and recruitment for pre and registered apprenticeship programs, resume and other job-seeker workshops, and expanded availability of training through the eligible training provider list (ETPL).

Additionally, the Workforce Development Council continues to serve as the State board with membership from business representatives and partners from government, education, labor, and community-based organizations. The WDC, through its various committees, help to support employer engagement, work-based learning opportunities and facilitates collaboration between employers/businesses and training services.

4. Quantifiable projected programmatic outcomes resulting from implementation of the waiver.

The DLIR is committed to meeting or exceeding all negotiated WIOA performance indicators for Program Years 2024 and 2025. This represents a collective performance measurement of all WIOA activity including that of the Kauai local area.

The DLIR is working to increase staffing at the Kauai American Job Center Hawai'i to support Title I activity. In the interim, State staff from other local areas including Oahu, will contribute to providing direct support and client services utilizing virtual capabilities via Microsoft Teams and Zoom.

Provided this waiver, the State anticipates a 50% increase over PY21 and PY22 participant enrollment totals across all Title I programs, Adult, Dislocated Worker, and Youth for PY23.

5. Individuals, groups, or populations benefitting, or otherwise impacted by the waiver from the waiver.

County of Kauai residents and all individuals and employers involved with the local workforce development system will benefit from this waiver through uninterrupted Title I services provided by DLIR staff at the American Job Center Kauai.

Without this designation, Title I services including those servicing in-school and out-of-school youth and training opportunities provide through ETPL will not be available for eligible individuals seeking training.

6. How the state plans to monitor waiver implementation, including collection of measurable waiver outcome information.

Since initial implementation, operation of Title I activities by the State has reduced overhead and maximized the available monies directed toward employer engagement and program services, including training and work-based learning opportunities. In alignment with our WIOA goals, the State has emphasized spending of program funds toward those individuals most in need and who can benefit from intensive case management and training while also supporting businesses and employers.

This has also allowed for strengthened administrative oversight and accountability processes. Prior to this, administrative deficiencies resulted in less than desirable performance indicators and low participant enrollment. A strengthened administrative structure under this waiver will continue to minimize disallowed costs, redirect administration funding to direct clients' services, increasing performance and enrollment across all programs.

The State will continue to conduct annual monitoring of both fiscal and programmatic activities across all Title I services. For the Kauai County Title, I operations, the DLIR will contract with an external agency to conduct monitoring in accordance with U.S. DOL regulations and the ETA's Core Monitoring Guide.

This monitoring procedure will be similar to what is currently conducted for Title III – Wagner Peyser Act program services that are currently administered through the DLIR WDD.

**PROPOSED KAUAI TRANSITION- DRAFT # 1**

**(As of July 22, 2024**

DATE	TASK INVOLVED	WHO IS RESPONSIBLE	ADDITIONAL COMMENT
July to December 2024	Status Quo: WDD to continue doing its tasks on Kauai.  Including development of Budget (due August 1) and development of local area plans (due mid September 2024) and performance measures.	WDD	Status quo until such time that Executive Director is hired and a new service provider, if at all, is selected.
By August 22, 2024	Develop detailed Transition Plan, including Timelines/  <b>Approval by the State Board</b>	WDC	Executive Committee meets July 25 (get approval) then full board meets on August 22
Anytime August 23 to September 30	Meet with local are official (Mayor Derek Kawakami) and his team to lay out the transition plan.	WDC	Include Nalani Brun and Jackie Kaina, who both sit on the WDC (Nalani is Mayor's designee)
Anytime August 23 to September 30	Map out a detailed transition plan with WDD/	WDC	WDD will continue to do the WIOA functions until Kauai is fully staffed with Executive Director and a new service provider.
Anytime August 23 to September 30	Sign a Memo of Understanding between Kauai county, WDC and WDD	WDC	Find template for the MOU/  TBD: Need to determine the office rent arrangements with County
By October 30	Hire an Executive Director	WDC	The Executive Director will be hired from WIOA funds/ Kauai has returned an average of \$250K per PY year.  This person is expected to do more outreach in the business and non profit communities.

			Ideally, the person will start on November 1/ or earlier
Oct 30	Develop Policies on Procurement, monitor AJC performance.		Need to ascertain roles and responsibilities/
October 30	Create an Advisory Committee composed of Kauai stakeholders	WDC	The advisory Committee would be loosely organized and will be upon the consent of the County team.
Nov 1	Do a RFP for service provider for Kauai		Explore the possibility of doing procurement of service providers / multiple island contracts.
January 1, 2025	Full transition		
April 2025	Monitor performance		Hire a sub-contractor? Next Monitoring is April 2025