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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: \_\_\_\_\_