

DELAWARE WORKFORCE INVESTMENT BOARD



PY 2011 Funding Guidelines: Delaware Workforce Investment Board

1. DWIB acknowledges that the degree to which an employee can analyze and solve problems, demonstrate soft skills and good attendance, is as important to job retention as is demonstrating the occupational skills. Accordingly, DWIB seeks evidence that these skills are taught and reinforced continually as important and interrelated parts of the training.
2. To the extent possible, the definitions provided in the WIA law and regulations will be the definitions for all sources of funds, including Blue Collar, except the definition of eligibility. The Blue Collar training programs have no requirement that participants be low income.
3. Two types of training programs with combined activities will be given priority for funding.
 - Programs that combine classroom training with internships, actual work experience, OJT (on-the-job training) and/or mentoring.
 - Programs that provide ABE/GED training with internships, actual work experience, OJT (on-the-job training) and/or mentoring.
4. Preference will be given to proposals, in the proposal rating criteria that demonstrate the ability to operate quality, cost effective training programs that result in high placement rates, increased wages, long term job retention, credential attainment and literacy numeracy gains.
5. Contractors are responsible for determining and documenting eligibility (and with the exception of Blue Collar Adult Programs documenting all USDOL data validation items), recruiting customers, and providing the Department of Labor, Division of Employment & Training's Management Information System with the required information. Failure in any of these areas may result in corrective action
6. Retention services will be provided, as necessary in the day and evening in order to meet the performance measures, for three full quarters following the exit quarter for Adults and 12 months following exit for youth.
7. Ninety-five percent of available funds may be awarded. Up to fifty percent of the Blue Collar Funds contracted may be used for Youth Programs; the remaining Blue Collar funds will be used to fund adult training.
8. Funding may be approved to support all or any portion of the cost of a training program. Proposers will be asked to provide, in their proposal, the cost of their entire training program and the amount of funds requested.
9. No stand-alone remediation programs will be funded. However, basic language and numeric skills are to be incorporated into skills training programs where appropriate. Contractors and One-Stops will assess reading

and math skills and refer individuals to Adult Basic Education where appropriate.

10. Delaware Workforce Investment Board (DWIB) seeks training that provides computer training appropriate to the intended placement opportunity. Evidence of such labor market demand computer training will be a key factor in selecting occupational skills training proposals.
11. Providers requesting support services will be required to document linkages with other human service providers.
12. Proposals providing training in occupations in demand will be solicited. Proposers will demonstrate that the curriculum being offered through proposed training meets the needs of the local employers.
13. The report and recommendations of the Office of Occupational and Labor Market Information (OOLMI) will be used as a guide to the types of occupational skills training which are to be solicited and funded. Training areas identified as high growth/high demand will be preferred. The Proposal / Certification committee will approve the list of the "in demand" occupations sought. Proposals for occupational skills training in occupations not targeted in the solicitation as well as emerging skill areas will be considered only with comprehensive documentation of the need for the training provided within the proposal.
14. DWIB will strive to provide training based on each county's needs and in reasonable proportion to the population. The Board may consider the percentage of poverty level residents recorded in the most recent official census, and the state-generated rate of unemployment.
15. Program providers shall define their staff qualifications in the proposal for any position for which they are requesting funding in whole, or in part.
16. Documentation must be maintained for each participant, including eligibility, data validation for non Blue Collar Adult programs, attendance, assessments, credentials, certificates, literacy numeracy gains & outcomes. The documentation must be made available to D.W.I.B., the Youth Council, DET and/or their designees upon request.
17. The WIA performance measures will be the performance criteria for all training programs, including Blue Collar. Wagner Peyser Act performance will be measured by Wagner Peyser performance standards, in accordance with federal regulations.

Common Measures

Entered Employment Rate	82%
Retention Rate	70%
Average Earnings	11,500
Day 1 Placement Rate	82%
Day 30 Retention Rate	70%
Day 90 Retention Rate	70%

18. Blue Collar Adult training will be funded as a 100% Performance based contract. Incrementally payments on performance items such as successful completion, certificates, day 1 outcomes day 30 outcomes will be included.)
19. Wagner Peyser Act funds will fund the core Services under the Workforce Investment Act (WIA), including all self-service, resource rooms and “how to” work shops. Wagner Peyser funds will also fund traditional labor exchange job matching, the employer relations function, and employer mass recruitment.
20. The eligibility criteria for the “hardest to serve” will be defined as those individuals meeting the low-income definition in the law (Sec. 101(25)) and those individuals meeting the long term unemployed definition. Long term being defined as greater than 23 weeks.
21. A pre orientation meeting will be held in early January for new proposers prior to the Request for Proposal orientation. The purpose of this meeting is to provide interested new proposers with an opportunity to better understand the proposal review requirements and process.
22. Any local One-Stop office providing WIA services which fails to achieve 85% of goal in any year may be required to compete to be a provider in the following year in the Request for Proposal process.
23. All Youth Proposers and ITA Providers will provide training that will allow trainees to earn a Diploma, GED, or Certificate as defined in USDOL TEGL 17-05 attachment B. Blue Collar Proposers will meet the same requirements. (Programs with a proven record of effectiveness may be grandfathered for one year (PY11) in order to make the transition).
24. Youth Proposers will be required to identify the incremental credentials received during the course of the proposed program and the credential obtained as a result of successfully completing the proposed program and the number of enrollments/exiters expected to achieve each credential.
25. Under the guidance of the Youth Council, the youth program will be contracted. Proposals will be solicited for both In-School Youth programs and Out-of-School Youth programs.
26. Eligible youth programs will provide:
 - an objective assessment of each youth's skill/academic levels and supportive service needs;
 - an individual service strategy with an employment/educational goal; preparation for post secondary education as appropriate;
 - linkages between academic and occupational learning;
 - preparation for unsubsidized employment;
 - access to intermediaries (the one-stop system) with links to employers.

27. Funded providers are not required to directly provide all ten program elements. All funded providers are required to ensure youth have access to all ten program elements in order to provide a comprehensive youth program that offers the following program elements:

- tutoring and study skill training;
- alternative secondary school services as appropriate;
- summer employment opportunities that integrate academic and occupational learning;
- paid and unpaid work experiences as appropriate;
- occupational skill training as appropriate;
- leadership development activities as appropriate;
- supportive services;
- adult mentoring during program and one year after, as appropriate;
- follow-up services to all youth participants for a minimum of 12 months as appropriate;
- comprehensive guidance and counseling as appropriate.

28. A minimum of forty-five Percent of the Youth Funds will be used for Out-of-School Youth.

29. Youth Proposers, consistent with the USDOL Youth Vision, will plan for improved youth performance while continuing to serve the “at risk/neediest” youth population as described in TEGl 28-05. This will include establishing linkages with alternative education and direct involvement with the business community (areas such as speakers, volunteer trainers, work shadowing, internships, & employment)

30. Youth Proposers will be encouraged to enter into partnerships (with other contractors or other youth providers) that produce synergy. Proposers demonstrating a synergistic partnership may be given priority in funding. Synergistic activity will produce an outcome greater than the sum of the efforts taken independently. Some examples are:

- A higher level of outcomes such as a greater percentage or a greater number of outcomes achieving 90 days of continuous employment.
- A clear improvement in the quality of outcomes such as an increase in the starting wage or a higher level credential.
- A decrease in the cost per outcome

31. Proposers will develop and implement a plan to develop employment opportunities for trainees in order to maximize success in the current economy.

32. Proposals that include elements of new technology as part of their training plan are encouraged. One example of this is the inclusion of a training component on the installation of solar panels in an electrical training course.

33. Preference will be given to those proposing long term training. DWIB/DOL is defining long term training as longer than 39 weeks.

34. DWIB will set aside \$250,000 to enter into partnerships with DEDO, private for profit businesses, or non-profit agencies, with a dollar to dollar match for Blue Collar training initiatives.

35. Adult Blue Collar Providers will be responsible for the data entry of MIS forms. Data entry includes applications, adds, leaves, placement and retention information.