|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **DELAWARE WORKFORCE INVESTMENT BOARD** | P:\My Documents\My Pictures\wib_logo.gif |

|  |  |
| --- | --- |
| **PY 2013 Funding Guidelines: Delaware Workforce Investment Board (DWIB)**spacer |   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Workforce Investment Act (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. **Occupational Skills programs with a combination of activities are being requested. In particular, programs that:**
* **Combine classroom training with internships, clinical, actual work experience, OJT (On-the Job Training) and/or mentoring.**
* **Occupational Skills combined with ABE/GED instruction with internships, actual work experience, OJT and/or mentoring.**
* **Long term training. DWIB and the Department of Labor (DOL) is defining long term training as 39 weeks or longer.**
1. **The proposal rating criteria will favor those proposals 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.**
2. 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 (DET) Management Information System (MIS) with the required information. Failure in any of these areas may result in corrective action.
3. **Retention services will be provided, as necessary in the day and evening in order to meet the performance measures for 12 months following exit except for Adult Blue Collar. Adult Blue Collar exits will require 6 months of follow-up.**
4. **Up to n**inety-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.
5. Funding may be approved to support all or any portion of the cost of a training program. Proposers will provide, in their proposal, the cost of their entire training program and the amount of funds requested.
6. **Contractors and One-Stops will assess reading and math skills. Basic language and numeric skills training, when appropriate, will be provided concurrently with skills training. As part of the RFP, proposers will be asked to describe their plan to meet this objective.**
7. **Computer training appropriate to the intended placement opportunity will be a key factor in funding occupational skills training proposals.**
8. Providers requesting support services will be required to document linkages with other human service providers.
9. **Proposers will demonstrate that the curriculum being offered through proposed training meets the current and projected needs of the local employers.**
10. **Proposals providing training in occupations in demand will be solicited**. 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 Review and 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.
11. 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.
12. Program providers shall define their staff qualifications in the proposal for any position for which they are requesting funding in whole, or in part.
13. 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 DWIB the Youth Council, DET and/or their designees upon request.
14. 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Youth – Placement in Employment/ or Education | 68% | DW -Entered Employment Rate | 82% | WIA Adult & Blue Collar Entered Employment Rate | 82% |
| Attainment of Degree or Cert | 66% | Retention Rate | 82% | Retention Rate | 76% |
| Literacy or Numeracy Gain | 46% | Average | 13,300 | Average Earnings | 9,700 |

1. Blue Collar Adult training will be funded as a 100% Performance based contract. **Incremental payments on performance will be based on but not limited to the following: enrollments, mid-point completion, successful completion, certificates, day 1 outcomes and day 30 outcomes.**
2. Wagner Peyser Act funds will fund the Core Services under WIA, including all self-service, resource rooms and “how to” workshops. Wagner Peyser funds will also fund traditional labor exchange job matching, the employer relations function, and employer mass recruitment.
3. 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.
4. 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.
5. **All Providers will offer training that will allow trainees to earn a Diploma, GED, or Certificate as defined in USDOL TEGL 17-05 Attachment B.**
6. 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.
7. Under the guidance of the Youth Council, youth programs will be contracted. Proposals will be solicited for **Out-of-School Youth programs**.
8. 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.
1. Funded youth 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.
1. A minimum of forty-five Percent of the Youth Funds will be used for Out-of-School Youth.
2. Proposers **will utilize Delaware Job Link when** developing and implementing a plan to develop employment opportunities for trainees in order to maximize success in the current economy.
3. DWIB will set aside $250,000 of Blue Collar funds to enter into partnerships with DEDO (Delaware Economic Development Office), private for profit businesses, or non-profit agencies, with a dollar to dollar match for Blue Collar training initiatives.
4. **All** providers will be responsible for the data entry of MIS forms. Data entry includes applications, adds, leaves, literacy/numeracy, placement and retention information.
5. DWIB will set aside $50,000 of Blue Collar funds for DET to continue an OJT pilot to assist those individuals participating in Prison-to-Work and IADAPT (Individual Assessment Discharge and Planning Team) **contingent upon the success of current project.**
6. **DWIB will set aside $250,000 of Blue Collar funds to enter into partnership with DOE to fund the initial phase of Adult Career Ladder training. Funds determined not to be needed will be released to the Proposal Review and Certification Committee for use in PY13.**
7. **Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent financial statement to enable DWIB/DET to establish their fiscal soundness and eligibility for a contract.**
 |
|

|  |  |  |
| --- | --- | --- |
|  |  |  |

 |

 |