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

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| **PY 2014 Funding Guidelines: Delaware Workforce Investment Board (DWIB)** | *
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| 1. Delaware Workforce Investment Board (DWIB) acknowledges that the degree to which an employee can analyze and solve problems, demonstrate soft skills, competency in foundation mathematics and reading 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 occupational training, including necessary mathematic and reading skills with internships, clinical, actual work experience, OJT (On-the Job Training) and/or mentoring.
* Incorporate long term training (long term training is being defined as 39 weeks or longer).
1. Contractors 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.
2. American Job Centers will assess intensive services applicants in reading and math skills. Basic language and numeric skills training, when appropriate, will be provided to the extent possible either concurrently with skills training or in another manner consistent with the jointly developed employment plan.
3. American Job Center staff is responsible for determining and documenting eligibility for those individuals involved in an intensive/training service.
4. Contractors are responsible for determining and documenting eligibility, 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 the contractor being placed on corrective action and possible contract termination.
5. 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.
6. Up to 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 for services to dislocated workers, to assist in school-to-work transition activities and to underwrite such other innovative training programs as the DWIB may approve, under regulations promulgated by the DWIB in coordination with the Department of Labor.
7. 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. New proposers are encouraged to attend the scheduled Request for Funding Proposal (RFP) orientation session prior to submitting a proposal.
8. 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.
9. Awards granted for less than the full program amount will be made contingent on the proposer working closely with staff, demonstrating that the level of funding is sufficient to operate the program.
10. Computer training appropriate to the intended placement opportunity will be a key factor in funding occupational skills training proposals.
11. Providers requesting support services will be required to document linkages with other human service providers.
12. Proposers will demonstrate that the curriculum being offered through proposed training meets the current and projected needs of the local employers.
13. Proposals providing training in occupations in demand including occupations identified as part of career ladders 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.
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, 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
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 (see below).

 Common Measures

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| Youth – Placement in Employment/ or Education | 61% | DW -Entered Employment Rate | 79% | WIA Adult & Entered Employment Rate | 68% | Blue Collar Adult Entered Employment Rate– 79% |
| Attainment of Degree or Cert | 69% | Retention Rate | 89% | Retention Rate | 86% | Retention Rate – 70% |
| Literacy or Numeracy Gain | 63% | Average | 16,950 | Average Earnings | 11,200 | Average Earnings – 14,075 |

1. Blue Collar Adult training will be funded as a 60% Cost Reimbursement and a 40% Performance based contract. Payments on performance will be based on 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 American Job Center office providing WIA services that 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 In-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 American Job Center system) with links to employers.
1. Funded youth providers are not required to directly provide all ten program elements listed below. 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 to develop and implement a plan to improve employment opportunities for trainees in order to maximize success in the current economy. This will include a current updated resume built in the Delaware Job Link system.
3. DWIB will set aside $200,000 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. Allproviders will be responsible for the data entry of participant information and activities into the Delaware Job Link Management Information System (DJL).
5. DWIB will set aside $250,000 of Blue Collar funds to fund the initial pilot of Adult Career Ladder training. The funded proposal may be eligible for one additional year of extended funding at a level not to exceed the first year funding. The extension will be contingent upon satisfactory performance and demonstrated need.
6. Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent financial statement to enable the Delaware Workforce Investment Board and the Division of Employment and Training to establish their fiscal soundness and eligibility for a contract.
7. Funds returned may be allocated as deemed appropriate by the DWIB.
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