

## **PY 2009 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 occupational skills training.
2. The definitions provided in the WIA law and regulations will be the definitions for all sources of funds, including Blue Collar and State Skills Grant, except the definition of eligibility. The Blue Collar training programs have no requirement that participants be low income.
3. Training Programs that combine classroom training with internships, actual work experience, On the Job Training (OJT) and/or mentoring will be given priority for funding.
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 and credential attainment.
5. Contractors are responsible for determining and documenting eligibility, 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 six months following exit for Blue Collar Adults and 12 months following exit for all youth and WIA Adults.
7. Ninety-five percent of available funds may be awarded. Up to fifty percent of the Blue Collar Funds contracted may be used for School to Work transition; 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. In recognition of the use of computers in the workplace, Delaware Workforce Investment Board (DWIB) seeks occupational skills 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 funds will be required to document linkages with other human service providers.
12. 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 / Certification committee will approve the list of the "in demand" occupations sought. Proposals for occupational skills training in occupations not targeted in the solicitation will be considered only with comprehensive documentation of the need for the training provided within the proposal.
13. 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.
14. Program providers shall define their staff qualifications in the proposal for any position for which they are requesting funding in whole, or in part.
15. Documentation must be maintained for each participant, including eligibility, data validation documentation items for non Blue Collar Adult programs, attendance, assessments, credentials, certificates & outcomes. The documentation must be made available to DWIB, the Youth Council, DET and/or their designees upon request.
16. The WIA performance measures will be the performance criteria for all training programs, including Blue Collar. In addition, real time performance measures will be established for all funding sources. Wagner Peyser Act performance will be measured by Wagner Peyser performance standards, in accordance with federal regulations.
17. Blue Collar Adult training will be funded either as a Performance contract or as a hybrid cost reimbursement/ performance based contract (i.e. 60% of the funding will be available on a cost reimbursement basis. 40% will be paid to contractors incrementally on a performance for outcomes)
18. 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.

19. The eligibility criteria for the “hardest to serve” will be the low-income individual definition in the law (Sec. 101(25)). One exception is that any individual enrolled in selected Mandatory Partners programs who meets the appropriate age requirement automatically meets the WIA Adult Eligibility criteria.
20. A pre orientation meeting will be held in early January in order to outreach new proposers prior to the Request for Proposal orientation. The purpose of this meeting will be to encourage new proposers by clarifying the Proposal process.
21. 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.
22. Youth Proposers will be required to identify the credentials that youth will be expected to achieve during the term of the proposed program and the number of enrollments/exiters expected to achieve each credential.
23. Under the guidance of the Youth Council, the out-of-school youth program will be solicited. PY 08 in-school contractors will be reviewed through an annual report process and may be extended for one additional year based on satisfactory performance.
24. Eligible youth programs will fully comply with Section 129 (c) (1) & (2) of Public Law 105-220-August 7, 1998 (Workforce Investment Act)
25. A minimum of forty-five Percent of the Youth Funds will be used for Out-of-School Youth.
26. 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)
27. 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

28. Up to \$20,000 may be set aside for the Youth Council to award mini grants to contractors during PY 09 to assist contractors in participating in synergistic partnerships.

29. Proposers funded with this solicitation are expected to comply with the Division of Employment & Training contractor policies and procedures. Current policies and procedures can be found at <http://www.delawareworks.com/wib/index.shtml>