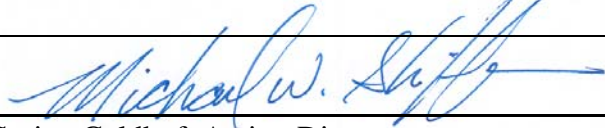


State of Alaska Department of Labor and Workforce Development

Division: Business Partnerships	Policy No.: 805.00 <i>Final</i>
Subject: WIA Statewide Incentive Grants for Regional Cooperation, Local Coordination and Exemplary Performance Results Policy	Pages: 5
Reference: Workforce Investment Act (WIA) Sections 128, 133, 134, 136, 188; 20 Code of Federal Regulations (CFR) Part 665.200(e)3, 666.100, 666.400(b)-410; 29 CFR Part 37	Effective Date: July 1, 2005
	Revised:
Approved:  for Corine Geldhof, Acting Director	
<u>October 21, 2005</u> Date	

1) Applicability

- a) State of Alaska, Department of Labor and Workforce Development (DOLWD) Workforce Investment Act (WIA) grant recipients of the following WIA programs:
 - i) WIA Adult Program
 - ii) WIA Dislocated Worker Program
 - iii) WIA Youth Program
- b) Organizations and entities engaged in activities that promote regional cooperation and local coordination under the WIA.

2) Purpose

The purpose of this policy is to define the allocation formula and award process for incentive grants for exemplary performance results by WIA Adult, Dislocated Worker or Youth program grant recipients or Job Centers; and the award process for grants for regional cooperation and local coordination of activities under the WIA

3) Definitions

- a) *Allocation percentage* means a percentage of WIA statewide activities funds received through an approved allocation formula.
- b) *Core Measures* are those performance outcomes specified in the WIA regulations at 20 CFR 666.100.
- c) *Department* means State of Alaska, Department of Labor and Workforce Development (DOLWD).

- d) *Division* means the Division of Business Partnerships (DBP) of the Alaska Department of Labor and Workforce Development
- e) *Exemplary Performance* is defined as exceeding all of the applicable Program Year (PY) WIA program core performance measures by ten percent (10%) or more.
- f) *Grant* is all of the documents included in the contractual agreement between DBP and a financial assistance recipient under one of the Division's Adult, Dislocated Worker or Youth programs, and includes Reimbursable Services Agreements (RSA) with other state agencies where funds are provided for services to the public.
- g) *Grantee* is the recipient specified in a grant or RSA.
- h) *Grantee's Excess Number Served* is the number of participants served by a grantee in excess of the number of participants to be served specified in the grant agreement. This definition only applies to those grantees that met the exemplary performance requirement and served more participants than specified in their grant agreement.
- i) *Participant* means an individual determined eligible to participate in a WIA program and who is receiving services (except WIA follow-up services) under a program authorized by Title IB of the Workforce Investment Act. Participation begins on the first day following determination of eligibility for WIA funded staff-assisted services such as job search, counseling and planning, training, etc.
- j) *Program Year (PY)* means July 1st through June 30th.
- k) *Registration* is the process of collecting information to support a determination of eligibility and entry of participant information into the department's Management Information System (MIS).
- l) *Total Excess Number Served* is the sum of all Grantee's Excess Number Served, or that is, the total of the number of participants served by the grantees in excess of the number of participants to be served as specified in the grant agreements. This definition only applies to those grantees that met the exemplary performance requirement and served more participants than specified in their grant agreement.

4) Background

Section 136 of WIA specifies core measures of performance for the Adult, Dislocated Worker, and Youth Programs. Statewide performance goals for the core measures are set for each program and for each program year through negotiations with the U.S. Department of Labor (USDOL) and are stipulated in a grant's scope of work.

Section 134 (a)(2)(B)(iii) of the WIA stipulates: states must use a portion of the WIA funds reserved for statewide workforce investment activities under Sections 128(a) and 133(a)(1) of the statute to provide incentive grants to local areas for regional cooperation among local boards, local coordination of activities under the Act, and exemplary performance results.

5) Policy

By July 15 of a Program Year (PY), the Director of DBP will determine the amount of the current PY WIA Statewide Activities funds to be set aside for exemplary performance (Exemplary Performance Allocation) and will determine the amount to be set aside for regional cooperation and local coordination (Cooperation/Coordination Allocation). If funds are limited, the Director may determine not to allocate any funds for that PY.

Annually, on or about May 15th, DBP will publish the WIA core measures of performance achieved by its grant recipients in the previous PY for the Adult, Dislocated Worker and Youth programs. Based on this performance, the Exemplary Performance Allocation will be distributed as follows:

- a) Fifty percent (50%) of the Allocation will be distributed evenly between all grantees that met or exceeded the exemplary performance requirement in the previous PY; and
- b) The remaining fifty percent (50%) will be distributed proportionately to those grantees that met both the exemplary performance requirement and exceeded the number of participants they were required to serve as specified in their grant agreement.

The method for calculating the amounts specified in the preceding section is based on:

- a) Fifty percent (50%) of the Allocation is divided by the number of grantees that met the exemplary performance requirement for the previous PY, and,
- b) The remaining fifty percent (50%) of the Allocation is multiplied, for each grantee, by a *Grantee's Excess Number Served* divided by the *Total Excess Number Served*.

Attachment 1 of this policy provides additional information on the allocation formula for the Exemplary Performance Awards.

Awards for Exemplary Performance will be included in an amendment to the grantee's current PY grant agreement. In the event no grantees are qualified for an incentive award based on their previous PY performance or the grantee does not have a current PY grant this allocation will not be carried forward but will revert back to Statewide Activities reserves.

Section 666.410 of the WIA Final Rules allows incentive grant recipients to use the incentive awards for any activities allowed under WIA Title IB. If the activities funded with the incentive awards include services to individuals for regular WIA Title IB services, then the information on these participants must be recorded in the division's MIS and will be included in the state's overall calculation of performance outcomes. Incentive award funds must be tracked and reported using forms provided or approved by the department.

By July 31 of a PY, the Director of DBP will consult with the DBP management team, staff of the Alaska Workforce Investment Board, and management of the WIA One Stop Operator to identify entities that in the previous PY have developed and implemented mechanisms by which WIA services are understood and enhanced.

Based on this consultation, the Director will determine the entities to receive awards and the amounts they will receive for regional cooperation and local coordination awards for that PY.

Awards for regional cooperation and local coordination will be included in a new grant agreement for the remainder of the PY following the award of funds. The award may be used for activities that further develop or implement mechanisms for improving the understanding and enhancement of WIA services. In the event a grant awarded for regional cooperation and local coordination is not fully expended in the PY in which it is awarded, any remaining, unexpended balance of funds in the grant will revert back to Statewide Activities.

6) Responsibilities

- a) As delegated by the Governor and the Commissioner of DOLWD, the Director of DBP will annually determine the amount of WIA Statewide Activities funds to be made available for incentive awards and for cooperation and coordination awards in accordance with this policy.
- b) Staff of DBP will annually prepare analyses of information from the Division's Management Information System (MIS) of prior year WIA grantee performance for use in determining exemplary performance for the purposes of this policy.
- c) Staff of DBP will annually determine the allocation of the funds allotted in subsection a) of this part to specific grantees for incentive awards for exemplary performance.
- d) As delegated by the Governor and the Commissioner of DOLWD, the Director of DBP will annually determine the recipients and amounts of awards for regional cooperation and local coordination in accordance with this policy.
- e) Grantees are responsible for ensuring the timely input and maintenance of WIA participant data in the DBP MIS to allow performance to be measured.
- f) Grantees are responsible for ensuring that any funds awarded for exemplary performance or regional cooperation and local coordination are expended for allowable activities.

Attachment 1, Policy #805

Sample of Award Calculations

Total Funds Available for Exemplary Performance Awards **\$16,000**

1. 50% for Exemplary Performance, Equally Divided \$8,000

Grantees Exceeding Performance Standards	Award
Grantee A	\$1,600
Grantee B	\$1,600
Grantee C	\$1,600
Grantee D	\$1,600
Grantee E	\$1,600
Totals	\$8,000

2. 50% for Exemplary Performance and Exceeding Participant Numbers Divided Proportionately \$8,000

Grantee	Total Served	Grant Number to Serve	Excess Number Served	Percent Total Exceeded	Award Amount
Grantee B	225	100	125	61.0%	\$4,880
Grantee C	57	25	32	15.6%	\$1,248
Grantee E	88	40	48	23.4%	\$1,872
Totals	420	165	205	100.0%	\$8,000

3. Exemplary Performance Grantee Totals

Grantee A (\$1,600)	\$1,600
Grantee B (\$1,600 + \$4,880)	\$6,480
Grantee C (\$1,600 + \$1,248)	\$2,848
Grantee D (\$1,600)	\$1,600
Grantee E (\$1,600 + \$1,872)	\$3,472
Exemplary Performance Total	\$16,000