

PY17 LOCAL AREA ANNUAL COMPLIANCE PLAN QUESTIONS

Please address the questions in this attachment, which cover these compliance items:

Organizational/Infrastructure Changes, AD-DW Fund Transfers, Cost Allocation Plan, Language Assistance Plan, Other Plans, and Charts.

Your responses will be reviewed by the Regional Liaisons, and Program and Fiscal Monitors, as appropriate. There is no page limit for these items.

All items below are due to the three Regional Liaisons no later than Thursday, June 1, 2017. These items are not required to be published for public comment.

1. Organizational Changes

Describe organizational changes that occurred during PY16 and indicate any changes that you anticipate for PY17, as well as office moves or consolidations. Explain the reasons for the anticipated changes, such as reduction of formula funding or leveraging and managing of discretionary or additional grants. Include any hiring or layoffs that have or may occur with temporary and permanent staff.

During PY16 Employment Services of Weld County (ESWC) experienced normal replacement of staff for those that sought other opportunities. The Department of Human Services reviewed the most effective way to assist the Weld County Community and made changes in service locations during PY16. While remaining largely untouched in regards to a physical relocation, ESWC anticipates the creation of a 60-person classroom to be built in the current Greeley location. This project will be funded utilizing current overhead and infrastructure cost garnered by Weld County.

As in years past, ESWC notes the possible replacement of staff that may seek other opportunities during PY17. ESWC also anticipates a reduction in WIOA funding nationwide causing an evaluation of staff responsibilities and services and the consideration of restructuring service delivery.

2. Organizational Chart

Attach a copy of your latest organizational chart.

A copy of the current organizational chart is included as Attachment 1.

3. Staff and Salary List

Attach a spreadsheet listing the job title for each staff member and gross annual salary. In addition, provide the average percentage of total salary that is expected to be charged to WIOA funds. Of these expected WIOA charges, provide the % that is expected to be charged to the WIOA Administrative cost category and the % expected to be charged to the WIOA Program cost category.

A chart listing the staff person, job title, gross annual salary, and percentage of time to be charged is included as Attachment 2. (It should be noted that other federal, state and local

funds help support programs operated by Employment Services of Weld County. Staff salaries as well as other costs are allocated based on time spent in various programs as identified in the Weld County Cost Allocation Plan)

4. Cost Allocation Plan

Attach a copy of your latest local area Cost Allocation Plan and a copy of the organization-wide (county or state) Cost Allocation Plan. If the local area cost allocation plan is incorporated in the county or state plan, then the county or state plan is the only document that needs to be submitted.

The Employment Services and the Weld County Department of Human Services Cost Allocation Plan is included as Attachment 3. The Weld County Cost Allocation Plan is sent under a separate cover due its size.

5. Signature Authority

Attach copies of **current** county or city ordinances, policies, or other documents that identify the current signature authorities for any bilateral agreements that may be entered into between the Local Area and CDLE , and the delegation levels for different thresholds of money. Include a copy of any signed statement of delegation for the local area to sign bilateral documents in place of a designated signature authority.

The Board of Weld County Commissioners is the authorized signatories for Expenditure Authorizations (EA). Weld County does not delegate this authority to the workforce region although by state guidelines, the workforce director can sign minor modifications to EAs. The Resolution/s appointing the Board Chair and the Pro-Tem are included as Attachment 4.

6. TABOR Limit and Acceptance of State Employment Support Funds (ESF):

If your Local Area is subject to TABOR limitations and is not "de-Bruced," please submit/Attach verification from the Local Area's local government financial/budget department that confirms the maximum dollar amount of State dollars that the Local Area can accept during Program Year 2017.

The TABOR information is included as Attachment 5.

7. Veterans Priority of Service

Describe how the local area will strategically coordinate workforce investment activities with the provision of veterans priority of service. Describe the strategies and processes used in the local area to improve the coordination between the Job for Veterans State Grant (JVSG) program and the Workforce Innovation and Opportunity Act. (See PGL VET-2014-02: Veterans Priority of Service)

ESWC remains committed to providing Veterans, transitioning service members and eligible spouses with the resources and services to succeed in the 21st Century workforce. Priority of service is evident at the point of entry of the lobby and resource room areas as to immediately implement. For several years, a triage system has been in

place to identify Veteran's that qualify for the Disabled Veterans Outreach Program (DVOP) prior to enrollment into any other program. This allows and encourages veterans and covered persons to self identify and receive services before others at every point of entry. Additionally, any Veteran or eligible spouse who is on public assistance, low income or is basic skills deficient will receive services before all others including non-veterans for the Adult program. Veteran status is verified during the initial assessment by obtaining a copy of the individual's DD214. The triage system has proven to be efficient when working with Veterans (and covered persons) and identifying barriers as well as making them aware of the full array of employment, training and placement services available.

ESWC is fortunate to have the co-location of the DVOP specialist on site and this system was recognized by the State and the Weld County Board of County Commissioners (BOCC) as a best practice. The DVOP is positioned within the Adult Programs unit making referrals as seamless as possible. The DVOP also acts as a liaison between Veteran's Services and WIOA bringing important information and communication to and from both entities. This promotes cross training in the way of case management and program processes and alignment with other service providers of intensive services. Case management continues to be an appropriate service delivery strategy or framework in which intensive services will be delivered to Veteran and covered persons with Significant Barriers to Employment. Case management will be facilitated using the case management approach taught by the National Veterans Training Institute (NVTI). A Veteran who is placed in case management by a DVOP specialist is coded with a Veteran Service (VS) code. VS is not a program in the sense of WIOA, but rather a code to identify eligible Veterans who are being case managed by a DVOP specialist. Initial services include:

- Comprehensive Assessment (CA): Comprehensive and specialized assessments of the skill levels and services which may include diagnostic testing and use of other assessment tools and in depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Counseling (CS): A client centered service that may involve personal, financial, life management, case management, career guidance and counseling. This service also includes referrals to other assistance, as well as, arranging for additional support services not previously acquired.
- Individual Employment Plan (IE): A formal written document outlining a course of action that will lead to the individual entering employment; to include short and/or long term goals to remove barriers to getting and keeping employment.
- Pre-Vocational Services (PV): Short-term pre-vocational services such as High School Equivalency (HSE), English as a Second Language (ESL), remediation and workplace literacy

The DVOP and Regional Veteran's Representative (RVER) continue to work in partnership with the Weld County Veteran's Service Office to ensure that Veteran's and their dependents receive no fee services. These include filing for all VA benefits to include: Service Connected Disability Compensation, Non-Service Connected Pension, VA Healthcare Enrollment, Burial & Survivor Benefits and Education Benefits to name a few. In addition, Veterans and their dependents are encouraged to connect with, and take advantage of, services provided by many local partners. A continuing effort is to target

recently separated Veterans, with a concerted effort being placed on Veterans 24 years and younger, for recruitment into the AmeriCorps Program, particularly if they can be identified as interested in continuing to serve their community. As well as targeting those that may have graduated from Weld County high schools 2006 to present for eligibility in the Bright Future's program. This program provides \$3,000 annually, renewable for four years and a maximum of \$12,000 to be used toward tuition and related student fees. Weld County is the first County to support this initiative to include allocating 10 million in funding. Additionally, the RVER has a great working relationship with the Business Services Unit, participating in many job fairs, hiring events and workshops throughout the year, in which ESWC offers Veterans early admittance.

8. Adult Priority of Service

If the local board has identified a local priority group, in addition to the statutory and state priority groups, please identify the local priority group and include data to support the need for including this group in the local adult priority of service policy. (See PGL WIOA-2015-07: WIOA Title I Adult Priority of Service).

ESWC local board has decided not to identify a local priority group but rather focus on the statutory and state priority groups as provided in PGL WIOA-2015-07: WIOA Title 1 Adult Priority of Service.

9. Language Assistance Plan

Please attach a copy of your **new** two-year Language Assistance Plan (LAP) that will be utilized through PY18. (See PGL ADM-2010-01 [prior #10-18-L]: Language Assistance Services for further guidance.)

The updated Language Assistance Plan is included as Attachment 6.

10. WIOA Program Evaluation Plan

Please attach a copy of any local WIOA program evaluation plan that may have been prepared to request funding to support evaluation activities. (See PGL WIOA-2017-03: WIOA Program Evaluation)

The WIOA program evaluation plan is included as Attachment 7.

11. Layoff Aversion Plan

Please attach a copy of any local WIOA layoff aversion plan that may have been developed, or describe local plans to implement layoff aversion strategies.

ESWC adopts a Layoff Aversion Plan which will minimize job loss within Weld County and reduce the duration of those impacted by unemployment. The Rapid Response team maintains collaborative partnerships with a range of organizations that help identify and avert potential layoffs. One example is the partnerships which ESWC has established with many economic development entities throughout the County. These partnerships are utilized in identifying any economic challenges which businesses are facing. ESWC employs strategies such as job matching, onsite reverse hiring events, and Workshare to affect the

course of the employer's downsizing. Additionally, ESWC, when appropriate, will consider Incumbent Worker Training as a strategy to assist employers.

12. Post-Secondary Education and Training Resources for UI Claimants and Other Unemployed Workers

Please describe local strategies to provide these services to UI claimants and other unemployed workers per PGL WP-2017-01.

ESWC continues to utilize the UI eligibility assessment and the required activities designed to increase employment searches and employability skills. These include, a basic computer course, the Work Readiness Certification, attending the Transferrable Skills Workshop, updating the clients ConnectingColorado accounts and when appropriate a referral to the WIOA Adult, Dislocated Worker or Youth programs for further services and/or training. Additionally, the Adult case managers present during the Reemployment Services and Eligibility Assessments (RESEA) program orientation to give a brief overview of the services provided by WIOA. The case managers set aside time in their schedules weekly in order to meet with individuals within days of their orientation. At this appointment, the case managers explain in depth those services mentioned at the Orientation and begin to formulate a plan to assist the client in returning to the workforce quickly.

Building upon these strategies, any unemployed claimant that now meets the eligibility threshold will receive referrals to Food Assistance and the Temporary Assistance for Needy Families (TANF) programs then continue to be served through the TANF and EF work programs. Additional referrals may be made to child care assistance, housing, Medicaid, WIC, to name a few. Clients that are monolingual are referred to Aims, Right to Read or the Grove Neighborhood Network for ESL courses. Claimants can also choose to utilize GCFaprendeLibre.org (the Spanish Version of GCFLearnFree.org) to begin ESL and/or learn computer skills/programs. Claimants that have background barriers will be offered information on Federal Bonding, can attend the Felon Friendly Workshop or work with Jobs of Hope, Tower 21, DVR, a few of our partners that assist those with background barriers. ESWC has designed the RESEA program to guide customers in becoming self-sufficient to the point of no longer needing public assistance.

13. Work Based Learning Activities

Please describe local strategies to develop and increase work based learning opportunities for WIOA Adult, Dislocated Worker and Youth customers. These activities include internships, work experiences, OJTs, customized training, incumbent worker training, apprenticeships, and transitional jobs. Indicate what percentage of total program costs for each program were spent directly for these customer activities in PY16, and then what percentage of total program costs will be spent directly for these customer activities in PY17. Also, describe how work based learning will be integrated with the more traditional ITA or other classroom based training approaches. (Please see PGLs WIOA/WIA-2010-01: Work Experience Opportunities, WIOA-2016-05: Classroom Training and Work Based Learning Options, WIOA-2016-08: On-the-Job Training, and WIOA-2017-02: Incumbent Worker Training; plus upcoming PGL WIOA-2017-05:

Registered Apprenticeships, for further guidance and strategies related to work based learning activities.)

Career pathways continues to be an active workforce development strategy of the WDB. Both the Board and ESWC has been instrumental in the continued development and success of these career pathways through regional and local level sector partnerships. These sectors include Construction, Healthcare, Information Technology, Manufacturing and Transportation. The standing Youth Committee has been committed to Career Pathway initiatives and strives to align existing programs and services while expanding services with careful oversight to prevent duplication of services. With the Awareness Committee, Business Services is collaboratively engaged in this process with the development of these career pathways and WBL opportunities for all one-stop programs and the Adult Programs Manager maintains the Eligible Training Provider List, working with the community to ensure this list grows. Recently, ESWC provided a letter of support to Aims in their exploration of a grant which would enable Aims to provide a mobile training command center. If awarded, ESWC envisions increased collaboration with Aims in support of employer training needs..

Being an integral part of the ESWC client services model, staff utilize work experiences, On-the-Job Training, and customized training dependent on the clients' needs; whether that is the job seeker or the employer, so that the client can become self-sufficient. An on-going practice at ESWC is the WBL monthly meeting at which staff from each unit participate and describe the current clientele with which they are working. Needs can be easily identified, support can be provided, and overall effective communication is increased. During the TalentFOUND Academy, approximately 25 Weld County employees, partners and board members met to establish a plan for the upcoming program year. Individuals were intentionally selected to participate in the Academy to not only generate momentum but to continue that beyond the Academy while also building community support for implementation. It was agreed that in the upcoming program year there will be an increase in partner alignment to develop and enhance multiple WBL activities and improve communication for the community. By facilitating front line input, employer workshops and partner engagement, new comprehensive materials will be developed, program orientations will be updated and presentations will be given to unify marketing services. Linking one access point for potential WBL clients, employers, educational components, partner needs and strategic plans.

Although not currently utilized, ESWC reserves the right to provide incumbent worker training where warranted. Academy attendees agreed that it was important to focus on expanding the existence of Registered Apprenticeships in Weld County prior to investing in incumbent training. It was mentioned that Business Services representatives and Adult Program representatives recently met to organize action steps to engage with employers who have active registered and non-registered apprenticeships in Weld as well as determine where apprenticeship opportunities might be developed. One such opportunity that was identified is in the Transportation Industry to take advantage of a newly formed relationship between a driving school and an employer. Another exciting development which occurred at the Academy was the invitation from partner School District 6 to work with them in the development of Registered Apprenticeships within the Construction

Industry. The District has a strong connection with local employer Hensel Phelps and has asked that we work jointly with them through this employer connection establishing WBL opportunities. It is just this type of collaborative effort which we had hoped to see materialize at the Academy and it did. ESWC anticipates many additional collaborative efforts to unfold as we move forward in a collected motion; a leadership task force was mentioned as a desired outcome and a meeting of key leaders has already been scheduled for the first quarter of PY17.

As mentioned above, the Youth Committee has dedicated several agendas toward the strategic alignment of delivery of services, leveraging funds while avoiding duplication of services to maximize available resources to youth region wide. Thus, increased collaborative efforts with the Division of Vocational Rehabilitation (DVR)/School to Work Alliance Program (SWAP) and area school districts have taken place. These relationships were well represented at the Academy, strengthening discussions regarding WIOA's new emphasis on serving out of school youth. Partners could attest to ESWC having initiatives even before the Workforce Investment Act (WIA) such as the internship program, which provides meaningful WBL opportunities for in-school youth allowing ESWC to extend and dedicate resources to relevant work based learning opportunities for out-of-school youth. The collaborative approach ensures invaluable services and resources are provided to out-of-school youth while supporting initiatives to also serve in-school youth through alternative funding sources. Furthermore, a Youth Case Manager provides wrap around services, to include WBL opportunities, at both Right to Read and Aims Community College to support those attending ESL classes and/or working on their HSE.

The Temporary Assistance for Needy Families (TANF) and Employment First (EF) programs have been co-located for several years and maintain work based learning experience opportunities for their customers. This includes CWEP which is a community work experience program and AWEF is an alternative work experience program. Work supplementation provides wage supplementation in addition to benefits. EF has a workfare program which assists customers in work based learning while meeting program requirements of being involved in an activity in exchange for their food benefits. Weld County Human Services realized the benefit of co-locating eligibility employees with Employment Services to support these work programs providing the cross training of food assistance, Colorado Works and Child Support employees. This has not only strengthened internal relationships but has maximized efficiencies in the Colorado Benefits Management System and soon the Family Support Registry. It should also be noted that in June of 2017, Employment Services provided summer internships for 50 eligible youth through a 2Gen approach utilizing TANF funds. This will be a pilot year with the intention of continuing this initiative in the future with funds other than WIOA in effort to make a larger impact within the community and leverage available funds.

As of May 2017, for PY16, the percentage of total program costs for each program that were spent directly for these customer activities is listed as follows:

Adult = 3.6%

Dislocated Worker = 0%

Youth = 13.6%

SP-NEG = 32%

It is anticipated in PY17 the percentage of total program costs for each program that will be directly spent on these customer activities will be as follows:

Adult = 10%

Dislocated Worker = 10%

Youth = 20%

SP-NEG = 28%

14. Charts (separate attachments)

- a) **Expenditure Authorization (WORK PLAN) for PY17/FY18 funding:** We anticipate the use of a WORK PLAN to replace the EA document beginning with PY17 that will be issued with a new PGL that is forthcoming. Submit the WORK PLAN with your PY17 Annual compliance plan, and include PY16 performance goals as place keepers until the PY17 performance goals have been negotiated.
- b) **Transfer of Funds between Adult and Dislocated Worker:** Utilize the PY17 Local Area WORK PLAN (previously known as the Expenditure Authorization) to request transfer of funds between the Adult and Dislocated Worker formula programs.
- c) **Attachment 3 -PY17 Budget and Service Chart:** This chart is designed to provide documentation of the local area plan for use of funds available for PY17. An optional WIOA planning tool for tracking incumbent worker training, transitional employment, and pay-for performance contract commitments is included in the second tab of the file. **The instructions for completing this chart are contained within the third tab.**

**Please note that section 14:A-C will be submitted no later than 14 days after the release of local allocation amounts.

EMPLOYMENT SERVICES OF WELD COUNTY
Organizational Staff Chart

Director
Tami Grant

Administrative Assistant
Cecilia Moreno

Service Delivery Sites
315 N 11 Ave Bldg. B Greeley, CO 80634
2950 9 St Fort Lupton, CO 80621*

Employment First & MIS Consultant
Dora Lara

Division Consultant
Ted Long

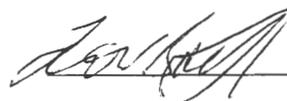
Client Data System Unit	Assessment and Learning Center	Business Services	Veterans	Adult Programs	Youth Programs	EF/TANF Programs
Manager Briana Woods	Manager Lora Lawrence	Manager Lora Lawrence	DVOP Tim Marquart	Manager Ann Stelling	Manager Karina Amaya	Manager Laurie Speck
Sylvia Alvarado* Claudia Cabral Pat Curts Irene Gonzales Lidia Gonzalez Annette Gutierrez Tracey Hillesland Nancy Hunnicutt Patti Wolff	Kris Armstrong Kristi Schwartz Anne Wolney	VACANCY Amber Duchaine Elvira Gonzalez Shana Hess Susie Lira*		Charlotte DeBrock Helen Freese Leigh Lee MaryAnn Welzbacker Tammy Winter	Holly Bernhardt Greg Cordova Rodney Esparza Leslie Galindo Richard Madrid Rob Roma Nereyda Torres* David Woolman	VACANCY* Julie Atkinson Gustavo Castanaza* Melanie Giddens Castro Tracy Jacks Theresa Joseph Rebecca Jurado Josefina Marquez Karla Masters Brittiny Sanchez Nancy Sanchez Sandy Raisley** Kim Simonton**
CURRENT FUNDING SOURCES						
Special Projects Wagner-Peyser EF/TANF WIOA	Self-Funded – Lab is fee based Special Initiatives	Special Projects Wagner-Peyser	State Position	TAA WIOA – Adult WIOA – Dislocated Worker Special Initiatives	AmeriCorps TIGHT Corps WIOA Youth Special Initiatives	Employment First TANF

*South County Staff

**Colocation Initiative (programs vary)

WELD COUNTY
DIVISION OF HUMAN SERVICES
COST ALLOCATION PROCESS

BY
LEONARD BOTTORFF
FISCAL AND BUDGETING MANAGER
REVISED **December 2016**

 6/2/17

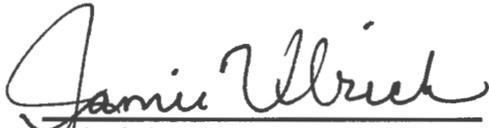
CERTIFICATION OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All the costs covered by this proposal revised **December 2016**, to establish the cost allocation method for calendar year 2017 forward, are allowable and in accordance with the requirements of OMB Title 2 Catalogue of Federal Regulations Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
2. All costs covered by this proposal are properly allocable to the Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with the applicable requirements. Further, similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

State of Colorado
County of Weld County
Division of Human Services



Judy Griego
Director, WCDHS

WELD COUNTY DIVISION OF HUMAN SERVICES

COST ALLOCATION PLAN

PURPOSE

The purpose of this cost allocation plan is to outline, in writing, the methods and procedures that Weld County Division of Human Services will use to allocate costs to its various programs, contracts and grants.

BACKGROUND

Weld County Department of Human Services includes various federal, state and county funded grants and contracts. The Divisions within Human Services include Child Support, Child Welfare, Assistance Payments, Employment Services, Area Agency on Agency on Aging, Business and Fiscal Services and Common Support. The three areas affected by the cost allocation plan are Employment Services, Area Agency on Aging and Business and Fiscal Services. Employment Services include the following grants and contracts: Workforce Investment Act Grant programs; Wagner/Peyser programs; Summer Job Hunt; Employment First Food Stamp/Job Search Program; Workfare; TANF and TANF Hire Colorado; TIGHT; Americorp; PSI; various Department of Local Affairs contracts; and the Educational Computer Lab. Area Agency on Aging incorporates Older American Act funds into several senior programs. It also relies on USDA funds for senior nutrition programs; Community Service Block Grant Funds for coordinating the senior volunteer program; Single Entry Point Funds; and Private Contracts for senior case management. Other Human Service programs and funding include Community Service Block Grant and the Commodity Supplemental Food Program. Annual budgets for all DHS grants and funds are incorporated in the Weld County Calendar Year Budget Book.

These grants require that DHS complies with OMB Title 2 Catalogue of Federal Regulations Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This Cost Allocation Plan is based on the definitions and requirements spelled out in OMB Title 2 Catalogue of Federal Regulations Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

GENERAL APPROACH

The general approach of DHS in allocating costs to particular programs, grants and contract is as follows:

- A) All costs identifiable with a specific program, grants or contracts are charged directly to the benefiting program. This includes salaries and

benefits beginning with the December 16, of prior year payroll charged through the PeopleSoft payroll time and labor distribution module.

- B) Unassigned direct costs are assigned to cost pools and are allocated monthly based on PeopleSoft time and effort distribution percentages. For example, the percentages taken against the Employment Services cost pool relate only to the collective distribution of time from Employment Services staff and are allocated only to the programs served by the Employment Services staff.

ALLOCATION METHODOLOGY

DHS uses five cost pools:

1) Employment Services Cost Pool

This pool is used to accumulate travel, operating, supply, contract, utility and building repair/maintenance costs which cannot be directly allocated to a grant or contract.

2) Area Agency on Aging Cost Pool

This pool is used to accumulate travel, operating, supply, contract, utility and building repair/maintenance costs which cannot be directly allocated to a grant or contract.

3) Administrative Cost Pool

This pool includes all travel, operating and supply costs associated with administering all DHS programs which cannot be directly allocated to a grant or contract.

4) WIOA Administrative Cost Pool

This pool includes all wages, benefits, travel, operating and supply costs associated with administering all WIOA DHS programs which cannot be directly allocated to a grant or contract.

5) Client Payroll Pool

This pool is used to accumulate all the client payroll expense, salary and fringe benefits, from all Employment Services programs.

EMPLOYMENT SERVICES COST POOL

Using the PeopleSoft time and effort distribution percentages, the time worked per program is entered into a spreadsheet and applied to this pool of costs for monthly allocations to grants served.

AREA AGENCY ON AGING SERVICES COST POOL

Using the PeopleSoft time and effort distribution percentages, the time worked per program is entered into a spreadsheet and applied to this pool of costs for monthly allocations to grants served.

WIOA ADMINISTRATIVE COSTPOOL

Using the General Ledger, the expenses charged to the WIOA programs are determined and the payroll is distributed based on the percentages of grant expenses. Then the pooled expenses are allocated using PeopleSoft time and effort distribution percentages. The time worked per program is entered into a spreadsheet and costs are allocated to grants served.

ADMINISTRATIVE COSTPOOL

Using the PeopleSoft time and effort distribution percentages, the time worked per program is entered into a spreadsheet and applied to this pool of costs for monthly allocations to grants served.

CLIENT PAYROLL POOL

A bimonthly payroll log is sent from County Payroll. The Business and Fiscal Services technician identifies, through work experience time sheets, what program each client is associated with on the payroll log. A manual journal entry is done monthly to move the salary and fringe benefits from the pool to the fund/grant that the client is directly associated with.

GENERAL LEDGER ACCOUNTING

Weld County uses a uniform classification of accounts for all general ledger departments. Each grant or program is its own general ledger department (fund and organization combination). All direct costs are charged directly to the particular department served. All allocated costs are entered into the ledger by journal entry from the pools to the grant departments. Each allocated line item is coded so it can be identified as to cost pool source. Each expense, whether direct or allocated, is also coded with a program code to charge it against the cost category defined by the grant.

REPORTING

Most grant programs are on a monthly reporting. Each general ledger department is printed for the time period to report. The department carries the calendar year-to-date totals for each cost category of expenses. Monthly reports are derived from the difference between current year-to-date and previous year-to-date totals. The balance for the cost

category is transferred to the report for the current period. The ledger report is the documentation of costs and backup to reported expenditures.

ADMINISTRATIVE LIMITATIONS-

Administrative limitations are defined by 20 CFR667.210-220 for One-stop Grants. See attachment from TAG.

RESOLUTION

RE: ELECTION OF CHAIR OF THE BOARD FOR 2017

WHEREAS, the Board of County Commissioners of Weld County, Colorado, pursuant to Colorado statute and the Weld County Home Rule Charter, is vested with the authority of administering the affairs of Weld County, Colorado, and

WHEREAS, pursuant to Section 3-5(1) of the Weld County Home Rule Charter, the Board of County Commissioners shall elect, at its first meeting in January of each year, a Chair of the Board, and

WHEREAS, on January 4, 2017, the Board held its annual organizational meeting, and

WHEREAS, on motion duly made and seconded, Commissioner Julie A. Cozad was unanimously elected as Chair of the Board for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that Commissioner Julie A. Cozad be, and hereby is, elected to serve as Chair of the Board of County Commissioners of Weld County, Colorado, for the year 2017.

BE IT FURTHER RESOLVED by the Board that the Chair be, and hereby is, authorized and directed to sign all legal documents on behalf of the Weld County Commissioners and for the County of Weld, also any document wherein the statutes require only the signature of the Chair of the Board, attested to by the Clerk to the Board.

The above and foregoing Resolution was, on motion duly made and seconded, adopted by the following vote on the 4th day of January, A.D., 2017, nunc pro tunc January 1, 2017.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST: *Esther G. Meick*
Weld County Clerk to the Board

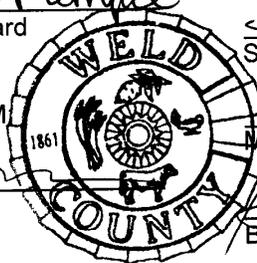
Julie A. Cozad (AYE)
Julie A. Cozad, Chair

Steve Moreno (AYE)
Steve Moreno, Pro-Tem

BY: *Chloe A. Remmel*
Deputy Clerk to the Board

S. P. Conway (NAY)
Sean P. Conway

APPROVED AS TO FORM
[Signature]
County Attorney



Mike Freeman (AYE)
Mike Freeman

Barbara Kirkmeyer (AYE)
Barbara Kirkmeyer

Date of signature: 1/12/17

cc: CTB, all Depts
01/19/17

2017-0003
BC0050

RESOLUTION

RE: ELECTION OF CHAIR PRO-TEM OF THE BOARD FOR 2017

WHEREAS, the Board of County Commissioners of Weld County, Colorado, pursuant to Colorado statute and the Weld County Home Rule Charter, is vested with the authority of administering the affairs of Weld County, Colorado, and

WHEREAS, pursuant to Section 3-5(1) of the Weld County Home Rule Charter, the Board of County Commissioners shall elect, at its first meeting in January of each year, a Chair Pro-Tem of the Board, and

WHEREAS, on January 4, 2017, the Board held its annual organizational meeting, and

WHEREAS, on motion duly made and seconded, Commissioner Steve Moreno was unanimously elected as Chair Pro-Tem of the Board for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that Commissioner Steve Moreno be, and hereby is, elected to serve as Chair Pro-Tem of the Board of County Commissioners of Weld County, Colorado, for the year 2017.

BE IT FURTHER RESOLVED by the Board that the Chair Pro-Tem be, and hereby is, authorized and directed to sign, in the absence of the Chair, all legal documents on behalf of the Weld County Commissioners and for the County of Weld, also any document wherein the statutes require only the signature of the Chair of the Board, attested to by the Clerk to the Board.

The above and foregoing Resolution was, on motion duly made and seconded, adopted by the following vote on the 4th day of January, A.D., 2017, nunc pro tunc January 1, 2017.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST: *Cather G. Moick*
Weld County Clerk to the Board

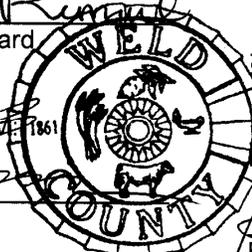
Julie A. Cozad (AYE)
Julie A. Cozad, Chair

Steve Moreno (AYE)
Steve Moreno, Pro-Tem

BY: *Chloe A. Ruppel*
Deputy Clerk to the Board

Sean P. Conway (NAY)
Sean P. Conway

APPROVED AS TO FORM: *[Signature]*
County Attorney



Mike Freeman (AYE)
Mike Freeman

Barbara Kirkmeyer (AYE)
Barbara Kirkmeyer

Date of signature: 1/12/17

cc: CTB, all Depts
01/19/17

2017-0004
BC0050



OFFICE OF FINANCE & ADMINISTRATION
PHONE (970) 356-4000, EXT 4218
FAX: (970) 352-0242
1150 O STREET
PO BOX 758
GREELEY, COLORADO 80632

May 30, 2017

Jerelyn Marinelli
Program and Grant Administration Coordinator
Workforce Development Programs
633 17th Street, 7th Floor
Denver, CO 80202-3627

Dear Ms. Marinelli,

This is to confirm that Weld County has room within our TABOR revenue limit to accept the funding from your program in the amount of \$363,911 for PY 18 (7/1/17-6/30/18). In our 2016 audit just completed Weld County had a TABOR revenue limitation margin of \$135,253,352. In other words we could have had over \$135 million in additional revenue and still be under the TABOR limit.

The attached worksheet shows the actual TABOR limit amounts for 2013-2017 with the 2017 amount being an estimate. Based upon the estimate determined per the 2017 approved budget Weld County will have a TABOR revenue limit margin of over \$87.65 million. Thus, we can very comfortably accept the additional funds from your program. The reason that Weld County's TABOR revenue margin is so large is due to all the new oil and gas assessed valuation, which counts as growth under the state's TABOR formula. We anticipate the 2018 TABOR margin will be even larger.

If you have questions please do not hesitate to contact me at 970-400-4218.

Sincerely,

Donald D. Warden
Director of Finance and Administration

2013-2017 TABOR REVENUE LIMITATION

ESTIMATE

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<u>TABOR CPI AND GROWTH:</u>					
CPI	0.01943%	0.02771%	0.02777%	0.01176%	0.02772%
Growth	<u>0.05715%</u>	<u>0.08612%</u>	<u>0.12170%</u>	<u>0.14937%</u>	<u>0.07936%</u>
Total TABOR Increase	<u>0.07658%</u>	<u>0.11383%</u>	<u>0.14947%</u>	<u>0.16113%</u>	<u>0.10708%</u>
<u>MAXIMUM REVENUE LIMIT:</u>					
Prior Year Total TABOR Base Without Credit	164822017	196839473	233460871	274368161	271533677
Prior Year TABOR Credit	<u>33593043</u>	<u>36714468</u>	<u>55954207</u>	<u>71280547</u>	<u>56042044</u>
Sub-Total	198415060	233553941	289415078	345648708	327575721
Total TABOR Increase Factor	<u>1.07658</u>	<u>1.11383</u>	<u>1.14947</u>	<u>1.16113</u>	<u>1.10708</u>
Sub-Total	213609685	260139386	332673950	401343084	362652529
Plus: Abatement/Refund Prior Year	479248	61363	897536	3425356	0
Plus: SB 118 Tax Incentive Credits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Maximum TABOR Revenue Limit	214088933	260200749	333571486	404768440	362652529
<u>COMPARISON TO PRIOR YEAR:</u>					
TABOR Revenue Limit	214088933	260200749	333571486	404768440	362652529
Revenue Collected Without Credit	<u>196839473</u>	<u>233460781</u>	<u>274368161</u>	<u>271533677</u>	<u>275000000</u>
MARGIN WITHIN LIMIT	<u>17249460</u>	<u>26739968</u>	<u>59203325</u>	<u>133234763</u>	<u>87652529</u>

Program Year 2017 Language Assistance Plan
Employment Services of Weld County
July 1, 2017 - June 30, 2019

This Employment Services of Weld County’s PY17 Language Assistance Plan uses data from the 2011-2015 American Community Survey 5-Year Estimates. The LAP provides a baseline of data to be updated biannually. The next update for this LAP shall be completed by June 1, 2019.

SUMMARY/UPDATE:

1. What significant changes in language populations served and/or language assistance services provided have occurred since the last submittal of your LAP?
 - **Employment Services has not experienced significant changes in language populations served, or in the services provided to ELL customers since our 2016 Language Assistance Plan (LAP).**
2. What enhancements/changes in your language assistance services are planned for the coming Program Year?
 - **Weld County departments and offices continue to utilize Language Line Solutions which provides on-demand over-the-phone interpretation with more than 200 languages via a toll-free number, 24 hours a day, 7 days a week, 365 days a year. Language Line Solutions interpreters ensure critical information and communication are supported for dependable operations as well as ensuring professional and polite service.**

ASSESSMENT: Identify populations in the workforce region that are in need of language assistance services to access Federal programs.

A. Data Collection

Date Data was gathered: May 19, 2017

Date Source: **United States Census Bureau American Fact Finder 2011-2015 ACS 5-Year Estimates**
Total Region Population: **2015 Population 5 years and over 250,991**

Language Distribution	% of Regional Population 2014	% of Regional Population 2015	% Change since last LAP
English	81.3%	81.5%	>0.2%
Spanish	16.5%	16.3%	<0.2%
Other Indo-European	1.1%	1.0%	<0.1%
Asian and Pacific Island	0.8%	0.9%	>0.1%
Other	0.3%	0.3%	No Change

Date Source: Connecting Colorado-Registrants

Date Data was gathered: 5/21/2017

Language Distribution	% of Customers Served 07/01/2014-06/30/2015	% of Customers Served 07/01/2015-06/30/2016	% Change since last LAP
English	94.5% or 17,921 individuals (8,883 did not declare limited lang.)	95.08% or 12,775 individuals (6,713 did not declare limited lang.)	>0.58%
Spanish	3.67% or 696 individuals (Race: White and Hispanic only declared)	3.78% or 507 individuals (Race: White and Hispanic only declared)	>0.11%
Amharic	0%	0%	N/A
Arabic	0%	0%	N/A
French	0%	0%	N/A
Somali	1.09% or 208 individuals (Race: Black w/limited lang.)	0.62% or 82 individuals (Race: Black w/limited lang.)	< 0.47%
Burmese	0.342% or 65 individuals (Race: Asian w/limited lang.)	0.12% or 16 individuals (Race: Asian w/limited lang.)	< 0.222%
Other	0.363% or 69 individuals (Race: Native American, Hawaiian/Pacific Islander; language was undeclared)	0.07% or 9 individuals (Race: Native American, Hawaiian/Pacific Islander; language was undeclared)	< 0.293%

*Connecting Colorado does not gather languages for limited language job seekers registering in Weld County. The limited language field was removed from Connecting Colorado and job seekers who register on-line are no longer able to indicate if they have a language barrier. Limited language learner data is collected when job seekers register through staff assisted registration services. As a result of the lack of statistical data, race and ethnic group designation was used to compile data needed for this LAP.

B. Assessment Report

Given the data collected and based on the four factors listed below, identify the language groups that warrant language assistance services.

- **Spanish, Somali and Burmese (Karani, Karin and Chin languages) limited English-speakers**
1. Number or proportion of ELLs in the eligible service population – **18.5% of the population in the region speak a language other than English**
 2. Frequency that ELLs come in contact with workforce region services - **Daily**
 3. Importance of the service provided by the workforce region - **High**
 4. Resources available to the agency to provide access to workforce development programs – **See II.**

I. LANGUAGE ASSISTANCE SERVICES: Describe the local policies, procedures and resources that are currently in place to provide Language Assistance Services to workforce center customers.

Currently in Place: Services/Resources	Currently in Use: Translated Documents in which Languages
Spanish speaking customers: <ul style="list-style-type: none"> • Bilingual-Spanish staff, on site and through telephone system - 30% of the staff is bilingual-Spanish • Disability Navigator Program • Signage within the workforce center • Comprehensive ESL programs • Spanish Test of Adult Basic Education (TABE) • Several Prove-It Tests in Spanish, Dutch, French, German, Italian and Portuguese • Migrant and Seasonal Bilingual Outreach Specialist • Language Line Solutions providing over-the-phone interpretation of over 200 languages 24/7, 365 days a year 	Spanish language materials: <ul style="list-style-type: none"> • Intake forms • EEO Laws • Complaint procedures • Customer satisfaction survey, complaint law • Brochures providing information on WIOA programs • Rapid Response Program forms • Referral to existing Spanish written resource materials • Job Fair materials (fliers/posters) are translated • Various Colorado Dept of Labor fliers/posters • EF/TANF forms • Various Program Brochures • Various program applications • Various client correspondence notification letters
Somali and Burmese (Karani, Karin and Chin languages) speaking customers: <ul style="list-style-type: none"> • Purchase of translator services, local vendors 	Somali and Burmese (Karani, Karin and Chin languages) Aides: <ul style="list-style-type: none"> • Oral translators

New Resources/Services/Translated Documents Planned	Planned Date of Implementation
Translated Somali and Burmese EF forms	October 1, 2017

Describe how the workforce region responds to communication needs of customers at the first point of contact:

In Person	<ul style="list-style-type: none"> • Bilingual - Spanish translation services are provided at: -Primary Workforce Center location (Greeley CO) -South Weld County location (Ft. Lupton, CO) -Agriculture outreach - Global Refugee Center - Lutheran Family Services – Colorado Works participants (Greeley, CO) • Language line access for language translation other than Spanish • Language ID Posters
In Writing/email	<ul style="list-style-type: none"> • Signage throughout the workforce center • Variety of forms
By telephone	<ul style="list-style-type: none"> • 16 Bilingual staff - Spanish

II. STAFF TRAINING

Staff Training Completed	When	Who attended
<ul style="list-style-type: none"> • Staff are trained and resources are available to assist ELL customers. • All staff is required to review and familiarize themselves with the Language Assistance Guide • Staff is required to review other tools available at www.e-colorado.org through the team rooms. • The LAP Plan is made available to all staff as a resource and to garner their comment and input. • Migrant and Seasonal Outreach Specialist Training on services rules and regulations for this population 	<ul style="list-style-type: none"> • At time of hire • On-going • On-going • On-going • On-going 	<ul style="list-style-type: none"> • All staff who provide direct services to clients • All staff who provide direct services to clients • All staff who provide direct services to clients • All staff who provide direct services to clients • All staff who provide direct services to clients

Results of the "Customer Service Training Across Cultures" completed during PY2010

- The Colorado Workforce Speaks sponsored "Customer Service Across Cultures" training. It was attended by 20 staff at five sessions given on May 26, 27 and 28, 2010 as well as on June 2 and 3, 2010. Historically, Employment Services staff has consistently implemented the LAP tools and information available when providing services to ELLs. Individuals who attended the training came away with a better awareness regarding the cultural norms of some of our clientele and how those cultural issues impact how customers request/demand services. On average, staff rated their success in implementing their Personal Action Plans as 'very good'. Staff responded favorably to the information regarding how knowledge on cultural backgrounds can be of assistance when working with ELLs and most indicate it assisted them in developing more effective methods when providing services to ELL customers.

Staff Training Planned	When	Who will attend
<ul style="list-style-type: none"> • Utilize tools and other tools made available through www.e-colorado.org • Continued use of Language Assistance Guide • Provide input into the development of bi-annual LAP 	<ul style="list-style-type: none"> • On-going • On-going • On-going 	<ul style="list-style-type: none"> • All staff who provide direct services to clients • All staff who provide direct services to clients • All staff who provide direct services to clients

VI. OUTREACH

How are you notifying potential ELL customers that free interpretation services are available?	
<p>Outreach to ELLs is provided through the following means:</p> <ul style="list-style-type: none"> • At time of service • Outreach tools are made available in the community as stated previously. Outreach documents are translated into Spanish and the Wagner Peyser Migrant Outreach staff utilize such documents and language services to encourage Migrants to utilize the Workforce Center in person. Employment Services also collaborates with various community service agencies such as The Grove Neighborhood Network, Lutheran Family Services, Right to Read and the Global Refugee Center which offer various educational and employment service needs 	
Outreach Completed	Date
To what language groups did you extend information?	
<ul style="list-style-type: none"> • Spanish - Primary • Somali • Burmese 	<p>On-going</p> <p>On-going</p> <p>On-going</p>
What information was provided and through what media?	
<p>Employment Services of Weld County (ESWC) utilizes the following to distribute to its Spanish-speaking clients, information on the services it provides, as well as announcements of upcoming events:</p> <ul style="list-style-type: none"> • Public service announcements via newspaper and brochures • Fliers, posters, lawn signs and other written materials 	<p>On-going</p> <p>On-going</p>

<p>What collaborative partnerships and/or community resources are used to serve ELL customers effectively?</p> <p>The partnerships used to serve English Language Learners (ELL) include:</p> <ul style="list-style-type: none"> • Aims Community College • Right to Read, Inc. • SER-Jobs for Progress • Vocational Rehabilitation Services • Global Refugee Center • The Grove Neighborhood Network • Lutheran Family Services • Rocky Mountain SER • Community Resources and Housing Development Corporation • Job Corp 	<p>On-going On-going On-going On-going On-going On-going On-going On-going On-going</p>
Planned Outreach	Date Planned
<p>What outreach activities are planned and to which language groups?</p> <p>Outreach to Spanish, Somali and Burmese (Karani, Karin and Chin languages) ELL customers will continue to occur through the following means:</p> <ul style="list-style-type: none"> • Distribution of language appropriate translated materials • Continued collaboration with various community service agencies such as those listed above 	On-going
<p>What information will be provided and through what media?</p> <ul style="list-style-type: none"> • Information will continue to be provided through language appropriate translated materials and newspaper announcements 	On-going
What strategies will you implement to follow-up on outreach activities? Communication with partners	On-going

V. MONITORING/EVALUATION

Monitoring the LAP	Date Monitored
<p>What did you do to monitor your LAP during the past Program Year?</p> <ul style="list-style-type: none"> • Utilized unit staff meetings to maintain staff awareness, provide and review updated ELL information and materials and receive staff feedback on ELL services to limited English-speaking customers. 	Continuous
<p>What was the outcome of your monitoring?</p> <ul style="list-style-type: none"> • While occasionally faced with very small increases in one or another limited English-speaking groups the Spanish-speaking group remains Weld County's primary limited-English speaking population. 	
<p>What is the awareness level of your staff about your LAP and the language assistance resources that are available to them?</p> <ul style="list-style-type: none"> • Staff are made aware of our LAP through initial orientations and monthly staff meetings where they are provided with ELL materials, resources and information as they are received from by the state or through state sources (e-Colorado). Additionally, staff receive a copy of our full program year plan each year for review. 	On-going
<p>Monitoring Checklist – Rate your Staff's awareness of the following. Include dates for when these events occurred.</p>	
Staff used resources (desk aide, team room, flyers, etc.) and how did you verify this?	Part of overall staff training
Check for staff usage of I-speak cards and desk aide	Located in various areas of facility
Special staff meetings to review service delivery	Monthly staff meetings
Usage of CWS team room	Staff meetings
Discussed language assistance services at staff meeting	Monthly staff meetings provide opportunities to discuss any issues or concerns
New employees were provided with an orientation on assisting ELL customers	Included in New Hire Orientation

Evaluation of the LAP
Describe the criteria upon which you evaluated the effectiveness of your LAP. <ul style="list-style-type: none">• Staff awareness and Diversity Employment Evaluations
Identify the strengths and weaknesses of your LAP and the level of language assistance services provided to your ELL customers. <ul style="list-style-type: none">• Strengths include a solid plan and continued partnerships• A weakness is loss of Spanish radio advertising and turnover with partners resulting in not completing the translation of signage for Somali and Burmese clientele as projected
What will you do to address those weaknesses and improve the delivery of language assistance services to your ELL customers? <ul style="list-style-type: none">• Managers and Staff will review current LAP activities at Unit meetings on an on-going basis to discuss and modify, if appropriate, services to ELL customers

VI. STAFF DIRECTORY

Updated Staff Directory: Attach the updated directory to this LAP prior to submittal

EMPLOYMENT SERVICES STAFF DIRECTORY (970) 353-3800					
ALVARADO, SYLVIA salvarado@weldgov.com	5890 Client Data	GONZALEZ, ELVIRA egonzalez@weldgov.com	6714 Business Services	MARQUEZ, JOSEFINA marquejx@weldgov.com	6780 EF/TANF Programs
AMAYA, KARINA – MANAGER kamaya@weldgov.com	6763 Youth Programs	GONZALEZ, LIDIA gonzalol@weldgov.com	6740 Client Data	MASTERS, KARLA masterkj@weldgov.com	6788 EF/TANF Programs
ARMSTRONG, KRIS karmstrong@weldgov.com	6736 A & L Lab	GRANT, TAMI – DIVISION HEAD tgrant@weldgov.com	6754 Administration	RAISLEY, SANDRA raislese@weldgov.com	6711 EF/TANF Programs
ATKINSON, JULIE jatkinson@weldgov.com	6781 EF/TANF Programs	GUTIERREZ, ANNETTE agutierrez@weldgov.com	6743 Client Data	ROMA, ROB rroma@weldgov.com	6759 Youth Programs
BERNHARDT, HOLLY hnelson@weldgov.com	6757 Youth Programs	HESS, SHANA shess@weldgov.com	6716 Business Services	SANCHEZ, BRITTINY bsanchez@weldgov.com	6779 EF/TANF Programs
CABRAL, CLAUDIA cabralce@weldgov.com	6767 Client Data	HILLESLAND, TRACEY hillestl@weldgov.com	6741 Client Data	SANCHEZ, NANCY nsanchez@weldgov.com	6745 EF/TANF Programs
CASTANAZA, GUSTAVO castanga@weldgov.com	5892 EF/TANF Programs	HUNNICUTT, NANCY nhunnicut@weldgov.com	6750 Client Data	SCHWARTZ, KRISTI schwarkm@weldgov.com	6735 A & L Lab
CORDOVA, GREG gcordova@weldgov.com	6762 Youth Programs	JACKS, TRACY tjacks@weldgov.com	6778 EF/TANF Programs	SIMONTON, KIM simontkp@weldgov.com	6390 EF/TANF Programs
CURTS, PAT pcurts@weldgov.com	6742 Client Data	JOSEPH, THERESA josephmt@weldgov.com	6746 EF/TANF Programs	SPECK, LAURIE – MANAGER lspeck@weldgov.com	6726 EF/TANF Programs
DEBROCK, CHARLOTTE debrocca@weldgov.com	6766 Adult Programs	JURADO, BECKY rjurado@weldgov.com	6771 EF/TANF Programs	STELLING, ANN – MANAGER brucexam@weldgov.com	6777 Adult Programs
DUCHAIINE, AMBER aduchaine@weldgov.com	6717 Business Services	LARA, DORA dlara@weldgov.com	Contract Emp.	TORRES, NEREYDA ntorres@weldgov.com	6739 Youth Programs
ESPARZA, RODNEY esparzrj@weldgov.com	6759 Youth Programs	LAWRENCE, LORA – MANAGER llawrence@weldgov.com	6713 Business Services & Lab	WELZBACKER, MARYANN mwelzbacker@weldgov.com	6783 Adult Programs
FREESE, HELEN freesehm@weldgov.com	6772 Adult Programs	LEE, LEIGH lleigh@weldgov.com	6773 Adult Programs	WINTER, TAMMY twinter@weldgov.com	6776 Adult Programs
GALINDO, LESLIE lgalindo@weldgov.com	6764 Youth Programs	LIRA, SUSAN liraxxsm@weldgov.com	6738 Business Services	WOLFF, PATTI pwolff@weldgov.com	6748 Client Data
GARCIA-MORENO, CECILIA cgarcia-moreno@weldgov.com	6756 Administration	LONG, TED tlong@weldgov.com	Contract Emp.	WOLNEY, ANNE awolney@weldgov.com	6734 A & L Lab
GIDDENS-CASTRO, MELANIE giddenmd@weldgov.com	6747 EF/TANF Programs	MADRID, RICH madridrl@weldgov.com	6761 Youth Programs	WOODS, BRIANA – MANAGER bwoods@weldgov.com	6744 Client Data
GONZALES, IRENE gonzalig@weldgov.com	6720 Client Data	MARQUART, TIM tmarquart@weldgov.com	6769 Veteran Services	WOOLMAN, DAVE dwoolman@weldgov.com	6758 Youth Programs

*Updated 5/2017

Evaluation Plan Template

Workforce Area: Weld County	
Contact Person: Tami Grant / CeCe Moreno	
Phone: 970-400-6754 / 970-400-6756	E-mail: tgrant@weldgov.com cgarcia-moreno@weldgov.com
<p>1. Description of the program that will be evaluated, and what will be evaluated:</p> <p>Weld County will evaluate the overall organizational structure. The intent will be to increase efficiencies, leverage resources and identify opportunities to prioritize local, regional and statewide efforts with an overarching goal to have ESWC become more customer centric. Although a general overview of the overall organization structure will be reviewed, an intentional concentration will include 1.) Work-Based Learning (WBL) initiatives, processes and procedures and 2.) Wagner Peyser to include the Resource Room, Workshops and Marketing and Outreach efforts.</p> <p>a) Work-Based Learning (WBL) aligned with TalentFound WIOA Academy and local action items:</p> <ul style="list-style-type: none">• ESWC WBL monthly meeting structure• Staff and resources targeting WBL• Marketing, outreach and communication with external partners in relation to WBL initiatives• Through the review of each position description, title and the organization structure within units, and as a whole, duplication of efforts and other concerns will be identified. It is in the response to items identified that opportunities for streamlining process flow, increasing efficiencies of service delivery, and other client centered actions will be put into action. <p>b) Wagner Peyser</p> <ul style="list-style-type: none">• <u>Resource Room</u> to include staffing, customer flow, service delivery with associated data entry to identify opportunities for increased participants.• <u>Workshops</u> to include resume, interviewing, transferrable skills, felon friendly and job applications.• Review of <u>marketing and outreach</u> materials and strategies to include program brochures, employer services and community outreach	

materials to boost professionalism and effectiveness of on and off site events.

2. The projected cost to conduct the evaluation:

\$20,000 in alignment with an already received EA. The Evaluation will take place in phases and may take up to one full program year to complete all phases. In addition to the evaluation, ES will implement strategies identified throughout the process and will include associated staff time, resources along with potential creation of materials as identified and appropriate. The \$20,000 represents approximately covering the staffing cost of .3FTE for one year. Dedicating focus on this project for 1/3 of his/her time allows other staffing duties to be addressed, as well. In addition, leveraged funding streams will support additional staff, as described in section #4, to fully execute the evaluations.

3. The proposed methodology or strategies that will be used to conduct the evaluation:

Formative evaluation process will be utilized to evaluate the WBL model for ESWC. Although ESWC has implemented a few strategies, ESWC is intentionally selecting this process to expand the WBL model to include implementation of new strategies. This process will ensure that identified strategies are feasible, appropriate, and acceptable before it is fully implemented.

A combination of Process and Impact Evaluations, as related to Wagner Peysen, will be utilized. This will measure the effectiveness of the initiatives as well as to identify possible gaps in service delivery to inform future initiatives.

4. Will the evaluation be conducted internally, or by an external evaluator? Please identify who will conduct it (e.g. name and title of staff, or the name of the external evaluator).

This evaluation will be conducted internally by ESWC staff. The lead evaluator is Lora Lawrence, Business Services Manager. Lora has a background in Human Resources and vast experience in relation to evaluations. CeCe Moreno, ESWC Support Specialist and Ted Long, ESWC Consultant, will be supportive and involved throughout the process.

All levels of employees will be engaged during the evaluation process and key leadership staff will be involved throughout the evaluation process as well to ensure transparency, build employee confidence and “buy-in” as well as to ensure results are representative of all staff levels and service delivery area.

5. How will the results of the evaluation be used for continuous improvement?

Results will inform and direct strategies for implementation. Employee engagement throughout the process will ensure that implementation is more effective and supported at all levels of employees. Continuous improvement is the overall goal. As indicated in section #1, the items of concern which are revealed in the evaluation process are the items which will be set as opportunities for improvement.

6. How will the results of the evaluation be shared (i.e. conference, research paper, reports/grant applications/plans, etc.)?

Results will be shared in a variety of methods as appropriate. At a minimum, results will be shared with the Workforce Development Board for their input, guidance and approval. Results will also be included in quarterly reports, plans and will also be shared with all staff during quarterly division meetings.

NOTE: Local areas are encouraged, but not required, to complete an evaluability assessment prior to developing their evaluation plan.

EXPENDITURE AUTHORIZATION (EA)

This Expenditure Authorization (EA) covers the following Funding Streams:

NEW ALLOCATION ADDITIONAL ALLOCATION

Local Area: WELD COUNTY

NFA #	WE 17-02(WIOA)						
ENTITY #	5230						
AGR #(s)	<input checked="" type="checkbox"/> 89950 <input type="checkbox"/> 54599						
GAE#	88/77						
Funding Year	Program	Period of Performance	Program Codes	Amount	Formula	CFDA#	FAIN #
PY 17	ADULT	7/1/2017-6/30/2019	4A67(ADM) 4A87(PRG)	\$60,906.00	Y	17.258	AA-30734-17-55-A-8
PY 17	DISLOCATED WORKER	7/1/2017-6/30/2019	4D67(ADM) 4D87(PRG)	\$78,357.00	Y	17.278	AA-30734-17-55-A-8
PY 17	YOUTH	7/1/2017-6/30/2019	4Y67(ADM) 4Y77(OS) 4Y87(IS)	\$595,038.00	Y	17.259	AA-30734-17-55-A-8
PY 17	WAGNER-PEYSER	7/1/2017-6/30/2019	2057	\$444,846.00	Y	17.207	ES-30978-17-55-A-8
			WIOA TOTAL	\$1,179,147.00			
<i>PY 16</i>	WAGNER-PEYSER	7/1/2017-6/30/2019	2056	\$12,984.00	Y	17.207	ES-29401-16-55-A-8
<i>SFY 17</i>	ESF	7/1/2017-6/30/2018	2W27	\$12,984.00	Y	NA	NA
			SUPP TOTAL	\$25,968.00			
			TOTAL	\$1,205,115.00			

This Expenditure Authorization has been reviewed and approved by the following parties and will be incorporated into the Workforce Development Programs (WDP) Agreement as a sequentially numbered attachment and is subject to the provisions of the executed WDP Agreement referenced above. This Expenditure Authorization is not valid until it has been approved by the State Controller or designee.

By: _____
 Julie Cozad Date
 Chair, Board of County Commissioners

By: _____
 William B. Dowling, Director Date
 Division of Employment and Training
 Colorado Dept. of Labor and Employment

By: _____
 Dave Thompson Date
 Chair, Workforce Development Board

By: _____ Date
 Title: _____

By: _____
 Tami Grant Date

By: _____ Date

Director, Workforce Center

Title: _____

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. Subject to the provisions of the executed WDP Agreement, the contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:
ROBERT JAROS, CPA, MBA, JD

By _____

Date _____

The services provided and work performed as described in this EA document shall be completed pursuant to the terms and conditions of the WDP Agreement and any Federal and State laws, regulations, policies and other requirements, including, but not limited to, Federal guidance documents, relevant State-issued Policy Guidance Letters, Program Information and Operations Manuals, and/or specifications identified in the Notice of Fund Availability (NFA) or in the funding provisions in Section IV below.

I. STATEMENT OF WORK:

A. Project Contact Information:

Program #1 NAME: WIOA Adult, Dislocated Worker, Youth	Region Project Coordinator Name: Karina Amaya Phone: 970-400-6763	CDLE Project Coordinator Name: Andrew Galloway Phone: 303-318-8840
Program #2 NAME: Wagner Peyser	Region Project Coordinator Name: Brianna Woods Phone: 970-400-6744	CDLE Project Coordinator Name: Andrew Galloway Phone: 303-318-8840
Program #3 NAME: Employer Support Funds	Region Project Coordinator Name: Tami Grant Phone: 970-400-6754	CDLE Project Coordinator Name: Andrew Galloway Phone: 303-318-8840

B. The Statement of Work for this EA is as follows:

Unless otherwise noted, Budget Information and Program Outcomes for this EA are identified in the Budget and Program Outcomes Charts in Section V. of this EA.

1. **Services.** Select and describe the services/costs applicable to this EA:

X	Adult/Dislocated Worker Category	Services/Costs
	Participant services	These services are not staff intensive with many available with technology and/or provided through Wagner Peyser or partner agencies: <ul style="list-style-type: none"> • Determination of eligibility to receive assistance • Outreach, intake (including worker profiling), and orientation to the information and services available through the One-Stop Center • Initial assessment of the skill levels, aptitudes, abilities and supportive service needs of customers • Job search and placement assistance • Career counseling, where appropriate • Labor market information which will include information related to the local, regional and national labor markets including job vacancy listings, information on job skills necessary to obtain the job of interest and information regarding occupations in demand in the local area and the earnings and skill requirements for those occupations • Performance and program cost information on

		<p>eligible training providers furnished for each training program</p> <ul style="list-style-type: none"> • Information regarding the One-Stop Center’s performance • Information regarding filing claims for unemployment compensation <p>Services will be provided to Adults and Dislocated Workers who: 1) have been unable to obtain employment through their personal search; and 2) have been determined to need more intensive services to obtain employment; or 3) have been determined to need intensive services to retain their employment or obtain employment which allows for self-sufficiency. The following services may be provided to customers who meet the above criteria:</p> <ul style="list-style-type: none"> a. Comprehensive and specialized assessments of the skill levels and service needs of customers including: <ul style="list-style-type: none"> (a) diagnostic testing and use of other assessment tools; and (b) in-depth interviews (comprehensive assessments) and evaluations to identify any employment barriers and appropriate employment goals. b. Development of an individual employment plan (IEP) which identifies an employment goal, appropriate achievement objectives and the appropriate combination of services to allow the customer to achieve their employment goals c. Individualized counseling and career planning d. Case management for customers seeking training services e. Short term pre-vocational services to prepare customers for unsubsidized employment or training which may include work based learning and: <ul style="list-style-type: none"> (1) development of learning skills; (2) improvement of basic skills (i.e. reading and math levels); (3) GED preparation; (4) development of communication skills <ul style="list-style-type: none"> ▪ Interviewing Techniques ▪ Resume Development ▪ Labor Market Information ▪ Application Completion ▪ How to Dress for Interviews ▪ Effective Communication ▪ Punctuality
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		<ul style="list-style-type: none"> ▪ Professional Conduct <p>and (5) development of personal maintenance skills.</p> <p>The Weld County Workforce Development Board and Employment Services have adopted a supportive services policy to ensure that services are provided on a consistent and equitable basis for those individuals who need such services to assist them in obtaining or retaining employment, or to participate in and complete services and who are unable to obtain such services through other programs or means. The supportive services that may be provided are:</p> <ul style="list-style-type: none"> • transportation • child care/dependent care • job related medical expenses • training related medical expenses (i.e. immunizations for health care training, DOT physicals, drug screening, etc.) • special clothing • license costs • assistance to secure bonding • books and supplies for training • assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded by WIOA <p>Follow-up services, including counseling regarding the workplace, for participants placed in unsubsidized employment for not less than 12 months.</p>
	<p>Training</p>	<p>Training services will be provided to Adults and Dislocated Workers who: 1) after interview, evaluation, assessment and case management are determined to be in need of training services and have the skills and qualifications to successfully participate in the selected training services; 2) select training programs and services that are directly linked to employment opportunities in the local area or in an area where the participant is willing to relocate and relate to sectors that are in demand; 3) are unable to obtain other grant assistance for such services as required by law; and if applicable, 4) are determined eligible in accordance with the established Weld County priority of service policy if enacted. The following training services may be made available to customers:</p> <ul style="list-style-type: none"> a. occupational skills training, including training for non-traditional employment b. work based learning such as on-the-job training, work experience c. training programs operated by the private sector

		<ul style="list-style-type: none"> d. programs that combine workplace training with related instruction, including cooperative education programs e. skill upgrading and retraining f. entrepreneurial training g. job readiness training h. customized training conducted with commitments from an employer, or employers, to hire the individual upon successful completion of the training i. adult education and literacy activities provided in combination with the above listed services
	Work Experiences/Internships	ESWC anticipates 30 work experiences or internships will be developed through Temporary Assistance for Needy Families (TANF) and Employment First (EF) Community Services Block Grant (CSBG) funds in PY17. The target group is low income families that are receiving cash aid or food assistance.
	Costs not related to Participant Services	Funding will be allocated towards indirect cost allocations, personnel costs and operating expenses.
	Supplemental Program Activities	Supplemental programs include EF, TANF and CSBG. Activities will vary based on program, a supplemental example is childcare.

X	Youth Category	Services/Costs
	Participant services	<p>As with Adult and Dislocated Worker, Youth have access to technology, Wagner Peyser and partner agency assistance.</p> <ul style="list-style-type: none"> A. WIOA eligible youth will be provided an objective assessment of academic levels, skill levels and service needs. This assessment will include a review of the basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs and developmental needs of the participant; B. Service strategies for each participant will be developed and they will identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives and appropriate services for the participant, considering the assessment conducted pursuant to Paragraph A. <p>The following services will be provided to eligible youth participants:</p> <ul style="list-style-type: none"> (1) preparation for post-secondary educational opportunities, in appropriate cases;

		<ul style="list-style-type: none"> (2) strong linkages between academic and occupational learning; (3) preparation for unsubsidized employment opportunities, in appropriate cases; and (4) effective connections to intermediaries with strong links to: <ul style="list-style-type: none"> (1) the job market; and (2) local and regional employers <p>Employment Services of Weld County will provide the following program elements to eligible youth participants:</p> <ul style="list-style-type: none"> • Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential; • Alternative secondary school services, or dropout recovery services, as appropriate; • Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: <ul style="list-style-type: none"> ○ summer employment opportunities and other employment opportunities available throughout the school year; ○ pre-apprenticeship programs; ○ internships and job shadowing; and ○ on-the-job training opportunities; • Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123; • Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster; • Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors; • Supportive services;
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		<ul style="list-style-type: none"> • Adult mentoring for a duration of at least 12 months that may occur both during and after program participation; • Follow-up services for not less than 12 months after the completion of participation; • Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth; • Financial literacy education; • Entrepreneurial skills training; • Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and • Activities that help youth prepare for, and transition to, post-secondary education and training. <p>Each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided</p> <ol style="list-style-type: none"> a. information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or One-Stop partners including those receiving funds and; b. referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.
	Training	Occupational skills will target jobs identified as growth occupations for Weld County. Services will be structured to best prepare youth participants for growing occupations within the Weld County area and as appropriate to the participant's goals.
	Work Experiences/Internships	Work experience/internship activities will target jobs identified as growth occupations for Weld County. Services will be structured to best prepare youth participants for growing occupations within the Weld County area and as appropriate to the participant's goals.
	Costs not related to Participant Services	Funding will be allocated towards indirect cost allocations, personnel costs and operating expenses.
	Supplemental Program Activities	Programs offered through partner programs to enhance WIOA.

X	Wagner Peyser Category	Services/Costs
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	Participant services	<p>Employment Services will continue to dedicate 1-2 Wagner Peyser staff to focus efforts on the provision of direct staff assisted services and those services for long term unemployed UI claimants that may include the following:</p> <ul style="list-style-type: none"> • An overview of Workforce Center Services and the Resource Room; • Assessments including basic skills, interest inventories, aptitude and attitudinal assessment; • Testing including Work Readiness Certificate; • One on one or group staff assistance regarding labor market and occupational information; • Workforce Center marketing skills workshops and assistance; • Individualized job search assistance; • Referral service to training including WIOA funded training; and • Other allowable services as identified under the Wagner-Peyser Act. <p>Increasing/enhancing services for UI claimants under Wagner Peyser funding will be accomplished by notifying those UI claimants registering with workforce center of the various programs and workshops available to them to assist in their reemployment. Claimants that are approaching their 13 weeks will be addressed through the Reemployment Services and Eligibility Assessment (RESEA) Program. Employment Services will focus on providing intensive pre-vocational services to long term unemployed job seekers, which may include Wagner Peyser registrants who are not able to access those pre-vocational services through other workforce center sponsored programs. The intent of these services will be to improve job seeker’s employment opportunities through the delivery of intensive services. Services may include the following:</p> <ul style="list-style-type: none"> • Comprehensive Assessments (e.g. WPA, Prove-It, Interest Inventories, etc.); • Vocational Testing, (i.e., typing, keyboarding and calculating tests); and • Workshops to include, resume, interviewing and transferable skills.
	Training	Not Applicable
	Work Experiences/Internships	Not Applicable
	Costs not related to Participant Services	Indirect cost allocations, personnel costs and operating expenses are costs not related to participant services.
	Supplemental Program Activities	Not Applicable

X	ESF Category	Services/Costs
	Participant services	The purpose of the ESF funding will be to support the Wagner Peyser program and provide basic labor exchange services to job seekers in the Weld County area. There will be a focus on the provision of intensive pre-vocational services to unemployed job seekers and Veterans including Wagner Peyser registrants who are not able to access those pre-vocational services through other workforce center sponsored programs.
	Training	ESF funds are typically not used for training. If a special circumstance arises, there will be a discussion with fiscal and the Weld County Director of Human Services prior to the utilization of these funds.
	Work Experiences/Internships	ESF funds are typically not used for work experiences/internships. If a special circumstance arises, there will be a discussion with fiscal and the Weld County Director of Human Services prior to the utilization of these funds.
	Costs not related to Participant Services	Funds may be used for the following, but are not limited to: <ul style="list-style-type: none"> • Implementation and revision of strategies to increase business services to employers and applicant services and incorporate the lean practices in our Business Development services as appropriate; • Support the activities and meetings of the Weld County Workforce Development Board, their sub-committees and the sector planning and taskforce groups; • Support costs associated with hiring events and job fairs; • Support costs associated with outreach and marketing materials (e.g. flyers, brochures, pens, refreshments for events, etc.)
	Supplemental Program Activities	ESF funds are typically not used for supplemental program activities. If a special circumstance arises, there will be a discussion with fiscal and the Weld County Director of Human Services prior to the utilization of these funds.

2. **Budget Transfer.** If this EA includes a transfer of funds between the Adult and Dislocated Worker programs, describe the impact on:

Program activities	ESWC does not anticipate any significant impact on program activities.
Program Outcomes	ESWC does not anticipate any significant impact on performance and participant numbers; the associated outcomes have been adjusted to account for this transfer of funds.
Program versus Administration budgets	The program versus administration budgets will remain the same.

Projected Quarterly Expenditures	By transferring the funds this enables us to better meet the demands for services and the needs of the citizens in Weld County thus ensuring funds are expended appropriately each quarter.
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3. **Partnerships.** Describe the strategies for coordination of services with Vocational Rehabilitation, Adult Education, and other required partners to deliver services identified in B.1 above.

Local partners are actively involved in planning efforts through their involvement with the Workforce Development Board and standing committees. These partners, Division of Vocational Rehabilitation (DVR), Right to Read, Aims Community College, SER Jobs for Progress, etc. have been integrated into Employment Services of Weld County (ESWC) strategies for several years. Their input has developed strategies to increase awareness of services and various career pathways. As a one-stop center, Employment Services acknowledges the importance of connecting customers to all available resources and co-enrolling to prevent duplication of services and ensure comprehensive services are received.

The Weld County WIOA Adult and Dislocated Worker program continue to be committed to serve clients who are considered hard to serve due to having many challenges in their lives that make employment difficult. Collaboration continues with Right to Read, Community Educational Outreach and Aims Community College for Adult Education and the Island Grove Center helps connect individuals to additional resources and connection to the agency to best meet the needs of those that are basic skills deficient. For those individuals with limited English, partnerships have been enhanced to provide resources and cultural training for staff. To better serve the 50+ population, there are cross referrals from Area Agency on Aging and the Older American’s Title IV SER Jobs for Progress for low income older adults. Additionally, connections with the Department of Corrections, Intervention Community Correction Services, Employment and Training Navigator, Weld County Jobs of Hope and Tower 21 work to develop as many resources as possible to serve the ex-offender population. The Business Services Unit provide employer training on the benefits of WOTC and Federal Bonding and to round out the services, Wagner Peyser has developed a class on how to answer interview questions pertaining to criminal history.

Education is a critical partner for all Employment and Training programs with the emphasis on Youth programs. The school districts, as well as higher education, are supportive in developing sector initiatives, career pathways and training for the talent pipeline. Established partnerships include the 19th Judicial District, Senate Bill 94, Platte Valley Youth Services Center, Juvenile Assessment Center, North Range Behavioral Health, Trio Programs, Adult Education, Homeless and Transitional Shelters, Youth Net, Job Corps, Refugee Serving Agencies, School Resource Officers, Truancy Liaisons, School to Work Alliance Program (SWAP) and the Department of Human Services (DHS) to include Chafee, Youth Services, Child Welfare, Compass, Temporary Assistance for Needy Families (TANF), and Employment First. The partnership with Child Welfare in enrolling clients into the TIGHT program continues to assist youth in danger of out of home placement or stop them from becoming a part of the juvenile justice system altogether. The AmeriCorps program helps low income customers through conservation and service work earn educational resources and living stipends while in the program.

WIOA Adult programs, Youth, TANF, Employment First and Business Services continue to develop and obtain On the Job Training opportunities. WIOA’s ability to serve the financially

disadvantaged is proven with the co-enrollment of low income families in the EF/TANF programs. Additionally, the Disabled Veterans Outreach Representative, from CDLE, is located at Employment Services allowing him to literally walk clients to an available case manager for co-enrollment into the programs. The Board of County Commissioners (BOCC), through DHS, is utilizing Community Service Block Grant (CSBG) funds to support employment and training efforts for hard to serve target groups. Lastly ESWC is a significant office for the Migrant and Seasonal Farmworker (MSFW) Program and has forged relationships with Rocky Mountain Service Employment Redevelopment (RMSER) and the Community Resources and Housing Development Corporation.

4. **Businesses.** As applicable to this Statement of Work, describe the strategies used:

- a. to ensure businesses are engaged with work-based learning, career pathways, and Sector partnerships; and

Unless there is a direct employer need for a certain program, employer services are primarily handled by our Business Services Unit. A strategy that ESWC uses to ensure businesses are fully informed is the Did You Know campaign. Information regarding sector specific learning, pathways, sector meetings and calls is included. Additionally, Business Service Representatives (BSR's) are tasked with identifying businesses which are currently not using our services or are inactive. Outreach is targeted to these employers informing them of ESWC's services and will continue.

Another means of engaging businesses is by hosting Employer Workshops; ESWC will once again bring in Sector Partner "Experts" (employers and conveners currently actively engaged in Sector Partnerships) to share their firsthand knowledge about the value of Sector Partnerships. The target audience is employers not currently involved in Sector Partnerships. This forum will allow for an interactive discussion on how Sector Partnerships work to provide work-based learning opportunities, provide students and others information on paths to specific careers and of course other services which ESWC offers businesses.

- b. to provide the eleven (11) Core Services available to businesses and any other employer-related services offered through the local area.

ESWC offers employers the eleven core services identified by the State Business Services Team. Employers are made aware of these services through use of the ESWC.org website, through presentations made to various Chambers of Commerce throughout the state and through one on one contact with employers. As outlined above, ESWC uses a Sector approach to industries and this is true of its Business Services Unit, as well. ESWC has assigned BSR's within each of the Sectors allowing businesses and employer related services to have one set point of contact. This also allows for the Did You Know emails to be created and issued seamlessly.

5. **Targeted Populations.** Describe the strategies used to overcome employment barriers of targeted populations.

Veterans and their dependents are encouraged to connect with, and take advantage of, services in all programs. All WIOA programs target recently separated Veterans, with a concerted effort being placed on Veterans 24 years and younger, for recruitment into the AmeriCorps Program, particularly if they can be identified as interested in continuing to serve their community. Additionally, a triage system has been put into place that has proven to be efficient when working with Veteran's and identifying barriers.

Low income customers will continue to be served through the TANF and EF programs. The programs are designed to guide customers in becoming self-sufficient to the point of no longer needing public assistance. When appropriate, customers are co-enrolled into the WIOA Adult, Dislocated Worker or Youth programs. Referrals are also made to TANF, EF and other public assistance programs when necessary.

School district's SWAP programs and DVR continue to participate and collaborate on services with all WIOA case managers that have customers with disabilities. Additionally, Business Services sends the list of open jobs weekly to DVR, school districts and community agencies so they can review and make referrals to employment or use the list as a discussion for careers.

To support the high volume of out-of-school youth enrollments, partnerships to target this population will continue. The established partnerships include the 19th Judicial District, Senate Bill 94, Platte Valley Youth Services Center, Juvenile Assessment Center, North Range Behavioral Health, Trio Programs, Adult Education, Homeless and Transitional Shelters, Youth Net, Job Corps, Refugee Serving Agencies, School Resource Officers, Truancy Liaisons, School to Work Alliance Program (SWAP) and DHS to include Chafee, Youth Services, Child Welfare, Compass, TANF and Employment First.

In 2012-2013, Wagner Peyser implemented processes under the Emergency Unemployment Compensation Program. A major component was the development of a UI eligibility assessment. With program requirements for extended benefits, UI claimants were required to participate in activities designed to increase employment searches and employability skills to find and obtain employment. Building upon these strategies, ESWC continues to successful coordinate with the Division of UI to assist claimants by implementing UI profiling strategies under the RESEA Program. ESWC foresees these customers being enrolled into WIOA programs, as appropriate.

6. **Program Integration.** If this EA is for a Special Initiative, describe how services provided are integrated with Adult, Youth, Dislocated Worker, and other partner programs, as applicable.

N/A

7. **Special Initiatives.** If the Statement of Work, Budget information, and Program Outcomes for this EA are included in the attached approved Grant Proposal or Project Plan, provide the reference page numbers and paragraphs OR spreadsheet tabs and column here:

Statement of Work	Page number and Paragraph/Spreadsheet Tab-Column
Section 1. Services	n/a
Section 2. Budget Transfer	n/a
Section 3. Partnerships	n/a

Section 4. Businesses	n/a
Section 5. Targeted Populations	n/a
Section 6. Program Integration	n/a
Budget	n/a
Program Outcomes	n/a

If the Budget information and Program Outcomes are **not** identified in the attached approved Grant Proposal or Project Plan, describe the Program Outcomes for this Special Initiative here and complete the Line Item Budget and Special Initiative Program Outcomes charts in Section V.

II. BUDGET INFORMATION: See Budget and Projected Quarterly Expenditure Charts in Section V.

III. EA MODIFICATION(S): n/a

A. This EA Modifies the Statement of Work

1. The Purpose and Rationale for this modification is:
2. The Impact of this modification on the following services/costs is:

Category	Services/Costs
Participant services	
Training	
Work Experiences/Internships	
Costs not related to Participant Services	
Supplemental Program Activities	

3. The impact of this modification on the following strategies is:

Category	Services/Costs
Partnerships.	
Businesses	
Targeted Populations	
Program Integration	

B. Budget Transfer. If this EA includes a transfer of funds between the Adult and Dislocated Worker programs, describe the impact on:

Program activities	
Program Outcomes	
Program versus Administration budgets	
Projected Quarterly Expenditures	

C. Changes to the Budget and Program Outcomes. Unless otherwise noted, modifications to the Budget and Program Outcomes are shown in the updated Budget and Program Outcomes Charts in Section V. of this EA.

1. **Special Initiatives.** If modifications to the Statement of Work, Budget information, and Program Outcomes are included in the attached modified Grant Proposal or Project Plan, provide the reference page numbers here:

Statement of Work	Page number and Paragraph/Spreadsheet Tab-Column
Section 1. Services	
Section 2. Budget Transfer	
Section 3. Partnerships	
Section 4. Businesses	
Section 5. Targeted Populations	
Section 6. Program Integration	
Budget	
Program Outcomes	

If modifications to the Statement of Work, Budget information, and Program Outcomes are **not** identified in the attached approved Grant Proposal or Project Plan, describe the modifications for this Special Initiative here and provide an updated Line Item Budget and Program Outcomes charts in Section V.

IV. FUNDING PROVISIONS AND OTHER SERVICES OR RESOURCES

A. **Funding Provisions** for this EA are modified as follows: Upon execution of the new AGREEMENT FOR WORKFORCE DEVELOPMENT PROGRAMS ('Agreement'), and beginning with all PY 17 funding and forward, these funds will become a part of the new Agreement and be subject to the provisions and procedures set forth in the Agreement and upcoming PGLs related to the Agreement.

1. FUNDING PURPOSE

PROVIDE SUPPLEMENTAL ESF AND WAGNER-PEYSER FUNDS TO INCREASE THE USE OF WORK BASED LEARNING STRATEGIES AS A FOUNDATIONAL PART OF WIOA SERVICE DELIVERY

2. USE OF FUNDS

- A. PY16 WAGNER-PEYSER SUPPLEMENTAL FUNDS SHALL BE FOCUSED ON STAFF COSTS FOR THOSE WHO DEVELOP WORK BASED LEARNING STRATEGIES WITH BUSINESSES; OR FOR THOSE STAFF WHO PROVIDE CAREER SERVICES TO CUSTOMERS INTERESTED IN WORK BASED LEARNING OPTIONS, IN LIEU OF TITLE I FUNDS, WHICH CAN THEN BE REDIRECTED TO THE DIRECT COSTS OF WORK BASED LEARNING SERVICES AND SUPPORTIVE SERVICES.
- B. SFY18 ESF SUPPLEMENTAL FUNDS SHALL SUPPORT THE WORK BASED LEARNING EFFORTS UNDERTAKEN WITH WAGNER-PEYSER AND OTHER FUNDS.
- C. WORK BASED LEARNING OPPORTUNITIES MUST BE ALIGNED WITH LOCALLY IDENTIFIED IN-DEMAND SECTORS AND LOCAL AND REGIONAL SECTOR INITIATIVES.

D. ALTHOUGH WORK BASED LEARNING OPTIONS INCLUDE OJTS, INTERNSHIPS, WORK EXPERIENCES, CUSTOMIZED TRAINING, TRANSITIONAL EMPLOYMENT, APPRENTICESHIPS, AND PRE-APPRENTICESHIPS, THE FOCUS OF THESE FUNDS SHALL BE ON THE EXPANSION OF REGISTERED APPRENTICESHIP OPPORTUNITIES.

B. **Additional Services** to be provided include:

Category	Services/Costs
Incumbent Worker Training	
Transitional Services	
Pay for Performance contracts	

C. **Additional Resources or Other Program Information.**

Service	
Subcontracting arrangements for delivery of services	
Other Internal Financial Resources to support this initiative	
Other External Financial Resources to support the initiative	
Cost Sharing/Match Requirements	

SEE SECTION V ATTACHMENT FOR ALL BUDGET AND PROGRAM OUTCOMES CHARTS

Local Area: WELD

NFA# WE17-02

Entity Code: 5230 Exhibit C, Part 2

Section V. Budget and Program Outcomes Charts

ADULT Program Original Allocation: **\$ 60,906.00**

Budget Information Summary Table (BIST)

PY17 Adult	Period of Performance: 7/1/17 - 6/30/19		
Cost Category/Program Code	Approved Current Budget	Transfer In/Out (+/-)	Revised Budget
Admin/4A67	\$3,045.00		\$3,045.00
Program/4A87	\$57,861.00		\$57,861.00
DW-Adm (transfer in)/ 4DB7	\$0.00	\$3,917.00	\$3,917.00
DW-Prog (transfer in)/ 4DN7	\$0.00	\$35,261.00	\$35,261.00
Total	\$60,906.00		\$100,084.00

Adult Projected Quarterly Expenditures - Cumulative

Adult	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
COSTS CATEGORY				
Administration	\$30,000.00	\$48,425.00	\$66,850.00	\$79,794.00
Program	\$155,000.00	\$369,175.00	\$583,350.00	\$738,272.00
Total	\$185,000.00	\$417,600.00	\$650,200.00	\$818,066.00
Carry In/Carry Out	\$ 310,000.00	N/A	N/A	\$217,864.00

Adult Program Outcomes Chart - Cumulative

Adult	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
CATEGORY				
Total Participants*	125	171	221	250
Carry In	89	89	89	89
New	36	82	132	161
Targeted Populations	106	145	188	213
% Employed at 2nd Quarter*	-	-	-	74.9%
% Employed at 4th Quarter*	-	-	-	70.4%
Median Earnings at 2nd Quarter*	-	-	-	\$7,388
Credential Attainment*	-	-	-	51.9%

* Only those items with an ASTERISK * above will be formally monitored based on planned versus actual numbers. All other items are for the purpose of reviewing program delivery strategies.

Local Area: WELD

NFA# WE17-02

Entity Code: 5230 Exhibit C, Part 2

Section V. Budget and Program Outcomes Charts

Dislocated Worker Program Original Allocation: **\$ 78,357.00**

Budget Information Summary Table (BIST)

PY17 Dislocated Worker		Period of Performance: 7/1/17-6/30/19	
Cost Category/Program Code	Approved Current Budget	Transfer In/Out (+/-)	Revised Budget
Admin/4D67	\$7,835.00	-\$3,917.00	\$3,918.00
Program/4D87	\$70,522.00	-\$35,261.00	\$35,261.00
Total	\$78,357.00		\$39,179.00

Dislocated Worker Projected Quarterly Expenditures - Cumulative

DW	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
COST CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Administration	\$18,000.00	\$29,685.00	\$41,370.00	\$49,577.00
Program	\$165,000.00	\$260,705.00	\$356,405.00	\$425,775.00
Total	\$183,000.00	\$290,390.00	\$397,775.00	\$475,352.00
Carry In/Carry Out	\$ 301,000.00	N/A	N/A	\$74,377.00

Dislocated Worker Program Outcomes Chart - Cumulative

DW	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Total Participants*	58	101	147	173
Carry In	37	37	37	37
New Participants	21	64	110	136
Targeted Populations	49	86	125	147
% Employed at 2nd Quarter*	-	-	-	75.6%
% Employed at 4th Quarter*	-	-	-	71.5%
Median Earnings at 2nd Quarter*	-	-	-	\$8,440
Credential Attainment*	-	-	-	50.0%

*. Only those items with an ASTERISK * above will be formally monitored based on planned versus actual numbers. All other items are for the purpose of reviewing program delivery strategies.

Local Area: WELD

NFA# WE17-02

Entity Code: 5230 Exhibit C, Part 2

Section V. Budget and Program Outcomes Charts

YOUTH Program Original Allocation: **\$ 595,038.00**

Budget Information Summary Table (BIST)

PY17 Youth			
Period of Performance: 7/1/17 - 6/30/19			
Cost Category/Program Code	Approved Current Budget	Changes In/Out (+/-)	Revised Budget
Admin/4Y67	\$29,751.00	\$0.00	\$29,751.00
Out-of-School (75% minimum)/ 4Y77	\$423,966.00	\$0.00	\$423,966.00
In School (25% maximum) / 4Y87	\$141,321.00	\$0.00	\$141,321.00
Total	\$595,038.00	\$0.00	\$595,038.00
20% of Youth Program Budget for Work Experiences *	\$113,057.40	\$0.00	\$113,057.40
*WEs Out of School	\$84,793.05	\$0.00	\$84,793.05
*WE's In-School	\$28,264.35	\$0.00	\$28,264.35

Youth Projected Quarterly Expenditures - Cumulative

Youth	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
COST CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Administration	\$6,700.00	\$19,540.00	\$36,100.00	\$41,400.00
Out of School (75%)	\$34,475.00	\$170,565.00	\$317,670.00	\$402,286.00
In School (25%)	\$11,950.00	\$52,000.00	\$95,295.00	\$120,188.00
Total	\$53,125.00	\$242,105.00	\$449,065.00	\$563,874.00
Carry In/Carry Out	\$ 147,000.00	N/A	N/A	\$178,511

Youth Program Outcomes Chart- Cumulative

Youth	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Total Participants*	107	132	200	223
Carry In	97	97	97	97
New Participants	10	35	103	126
Targeted Populations	22	55	93	109
% Employed/in Education or Training at 2nd Quarter*	-	-	-	65.0%
% Employed/in Education or Training at 4th Quarter*	-	-	-	56.8%
Median Earnings at 2nd Quarter*	-	-	-	-
Credential Attainment*	-	-	-	57.5%

*. Only those items with an ASTERISK * above will be formally monitored based on planned versus actual numbers. All other items are for the purpose of reviewing program delivery strategies.

Section V. Budget and Program Outcomes Charts

Wagner Peyser Employment Service Projected Quarterly Expenditures - Cumulative

PY16 WP Employment Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Program/2056	\$0.00	\$4,325.00	\$8,655.00	\$12,984.00
Total	\$0.00	\$4,325.00	\$8,655.00	\$12,984.00

PY17 WP Employment Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Program/2057	\$85,605.00	\$228,840.00	\$357,375.00	\$515,691.00
Total	\$85,605.00	\$228,840.00	\$357,375.00	\$515,691.00
Carry In/Carry Out	\$ 310,000.00	N/A	N/A	\$252,139.00

Wagner Peyser Employment Service Program Outcomes Chart- Cumulative

PY16 WP Employment Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Total Participants	4,750	7,225	10,250	13,000
Entered Employment Rate* ¹	-	-	-	52.5%
Employment Retention Rate* ¹	-	-	-	49.2%
Median Earnings at 2nd Quarter* ₁	-	-	-	\$4,871
Total Employers Served	475	615	830	1100
Total Job Openings Received	795	1675	2405	2925

*. Only those items with an ASTERISK * above will be formally monitored based on planned versus actual numbers. All other items are for the purpose of reviewing program delivery strategies.

1. CDLE uses the ConnectingColorado ES9002 report to track planned versus actual for all items except Total Employers Served. CDLE uses the Employers Served report found on Connecting Colorado-Reports-Other Queries to track planned versus actual for Total Employers Served.

PY16 Employment Support Fund (ESF) Projected Quarterly Expenditures - Cumulative

SFY17 ESF	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2017	October 1 to December 31, 2017	January 1 to March 31, 2018	April 1 to June 30, 2018
Program/2W27	\$0.00	\$4,325.00	\$8,655.00	\$12,984.00
Total	\$0.00	\$4,325.00	\$8,655.00	\$12,984.00