

A. Strategies to Address Continuous Improvement of Programs and Discretionary Initiatives, Plus Facilitate WIOA implementation

1. Business Services:

a. **Sector Partnerships Participation:** Employment Services of Weld County (ESWC) has facilitated sector partnerships for a number of years. The statewide business services team inception has strengthened efforts to encourage business participation. Business Services Representatives (BSR) will continue to participate on the sub-teams of professional development, tool box development, and the Connecting Colorado workgroup. If a workgroup is developed in marketing, ESWC will volunteer to be a part of it. Management staff has participated in the development of the goals and objectives for the initiatives discussed in each group. A planned objective is to continue with the statewide business services team and volunteer or develop professional and marketing tools.

The Business Services team uses the sector approach to engage employers in meaningful discussion regarding their current and future needs. BSR's keep employers informed of various initiatives and opportunities designed to improve or increase the pipeline for future workforce needs; the availability of services or resources for the sustainability or improvement of their current workforce; and/or opportunities for the employer to partner with education entities to inform students of the various career pathways in their specific industry sector. The Workforce Development Board developed a marketing campaign to encourage more sector involvement. ESWC has distributed "Did You Know" emails in the Manufacturing, Healthcare, and Oil and Gas Sectors; as well as a cross sector version. A planned objective is to generate on a quarterly basis a "Did You Know" for at least one sector.

The team participates on regional sectors in healthcare and advanced manufacturing. The local sector initiatives include partnering with healthcare providers, school districts and Aims Community College to integrate career pathways with the sector strategies. Joint support with the regional sector group has moved initiatives into better strategic plans. A planned objective is to help facilitate opportunities on a regional basis in healthcare and manufacturing.

b. **Sector Partnerships - Status and Objectives:** The Business Services Team (representing the Weld County Workforce efforts) has participated in both regional and local sector partnerships. The Weld County Workforce Development Board (WDB) identified two regional partnerships (Health Care and Advanced Manufacturing), as well as local sector partnerships focusing on: manufacturing; energy (with an emphasis on the oil and gas industry and the supply chain); health care; transportation and logistics (Adams County is a partner in this effort); and administrative support (with an emphasis on call center and back office support for all industries). These industry sectors are areas of emphasis for not only the Business Services representatives, but also the other programs and services offered within ESWC. Employment Services will utilize the Sector Partnership and Career Pathway tools available through, and in partnership with, the Colorado Workforce Development Council (CWDC) as appropriate. Staff currently participate in the Sector Summits hosted by the CWDC and are committed to involvement in career pathways efforts as they are developed. ESWC will also participate on the statewide peer networking calls.

The WDB and the Youth Council have identified the key sector partnerships as mentioned previously and will be involved through task forces specific to initiatives and/or the measurement of the progress and the results of services and initiatives. A planned objective is investigation and collaboration on grants appropriate to the healthcare sector partnership. A second objective is the health care sector hosting a job fair in 2016. A third is tours of manufacturing plants by students hosted by the manufacturing partnership. And lastly, the Youth Council has identified a task force to work on two career pathways with the Fort Lupton School District and Greeley/Evans School District 6, Aims Community College, and employers from the health care and energy sectors. Measurable outcomes will be to develop and report on results through a best practices submission and quarterly report to the CWDC.

c. **Career Pathways:** Employment Services will continue to focus efforts on our targeted sectors and career pathways and intend to utilize a variety of service strategies in all of the WIOA programs to meet the identified needs. As part of this strategy, Employment Services plans to increase the number of on-the-job training and work experience placements. Business Services will work with all case managers to market potential OJT opportunities to businesses in our primary sectors – transportation, manufacturing, healthcare, energy and administrative support. We anticipate that at least 12 OJT's will be developed through this effort. The Temporary Assistance for Needy Families (TANF) program, through funding under another grant, will increase paid work experience or paid internships to help transition those customers from public assistance to employment. We anticipate at least 30 work experiences will to be developed through these funds.

Employment Services Youth Programs will rejuvenate a Healthcare Boot Camp during PY 15. This initiative will provide youth with an invaluable opportunity to explore health related Career Pathways empowering youth to select appropriate educational courses in alignment with their desired Career Pathway. Additionally, the hands on initiative will assist youth with solidifying short and long term career choices while exposing youth to in demand Healthcare Career Pathways that are not as well known such as Surgical Technology. An objective is to align Sectors, Industry Tours and or alternative initiatives to expose youth to Career Pathways; an effort to increase out-of-school youth with opportunities not otherwise available. Objectives in career pathways will include the results of the Healthcare boot camp and industry sector tours with a best practices submission.

d. **Work-Based Learning:**

- **Youth:** The transition into WIOA, specifically as it relates to work-based learning, will be familiar to ESWC as work-based learning is currently an area of focus and will continue to be enhanced. ESWC will commit to providing a minimum of 40 WIOA youth with a paid work experience/limited internship or On the Job Training placement. At least 20% of WIOA Youth funds will be spent on these areas.

The Business Services Team will support the WIOA Youth team in the development of work experiences and internships. In the manufacturing partnership, ESWC is a vital part of the 'Manufacturing Rocks' committee's work which resulted in tours of manufacturing plants within Larimer and Weld counties. Student tours are scheduled to take place throughout 2015. The goal of these tours is to generate interest in the industry, as a whole, and to educate the student population on the career paths necessary to work in the industry.

In addition, ESWC supports work-based learning through a variety of avenues, leveraging funds and increasing the total number of youth served by ESWC. Additional initiatives include facilitating Corps based models, including AmeriCorps grant funding. The Weld County Youth Corps is a proven strategy for engaging young people in service to their communities and stewardship of their environment while cultivating valuable skills to meet the challenges of the 21st century. Youth Corps participants earn a living stipend and also gain technical training and work experience. Youth corps participants improve Colorado's public lands, conserve natural resources and help underserved populations while building bright futures for their selves. In collaboration with the Colorado Youth Corps Association (CYCA), the Weld County Youth Conservation Corps creates collaborative and innovative partnerships across the County and eastern plains. The Corporation for National and Community Service (CNCS) announced a collaborative effort designed to expand youth workforce development opportunities and strengthen transportation career pathways. Weld County is in current conversations with the Colorado Department of Transportation (CDOT) regarding Transportation Alternative Program (TAP) funding specifically to establish a trail connecting Fort Lupton to Brighton. This partnership would pave the road for other regions across the State leveraging funds while expanding work-based learning opportunities for young adults.

Built upon the foundation of a Youth Corps model, the TIGHT (Teamwork, Innovation, Growth, Hope and Training) program provides critical services to hard to serve, out of school youth with

significant barriers to employment. TIGHT is fully funded by the Department of Human Services of Weld County through CORE service and TANF funding. TIGHT was developed to delay or eliminate out of home placement for youth involved with DHS. TIGHT addresses this community need providing youth with opportunities to increase basic skills while simultaneously gaining invaluable entry level employment skills to include soft skills employers desire. In preparation for The Work Act, ESWC will explore work-based learning opportunities to expose and provide pre-apprenticeship activities related to skilled trades.

Weld County Commissioners are supportive of activities to enhance Youth Entrepreneurship and as an engaged member of the Workforce Development Board, conversations to expand in this area will be facilitated. The Youth standing committee will help facilitate the development of a structured entrepreneurship program in partnership with the Small Business Administration and the University Of Northern Colorado Monfort School Of Business which may serve both youth and adults.

- **Adult/DW:** Business Services is collaboratively engaged with the development of On the Job Training (OJT) opportunities for all WIA/WIOA related programs currently and this will be a continued internal initiative as the WIOA transition begins. Business Services along with the entire team of ESWC is committed to generating a minimum of twelve OJT placements during Program Year 15.

The TANF and Employment First (EF) programs have work based learning experience opportunities. CWEP is a community work experience program and AWEP is an alternative work experience program. Work supplementation provides wage supplementation in addition to benefits and EF has a work fare program. Customers gain work based learning while meeting program requirements of being involved in an activity in exchange for their benefits.

Weld continues to be interested in apprenticeships and will utilize the toolkit in the future. Most recently, ESWC provided a letter of support to collaborate with Salud Family Health Centers and assist in their effort to establish apprenticeship programs as part of the Community Health Center Regional Apprenticeship Initiative. This initiative would help develop an effective pipeline of workers to enter high demand health care occupations, an area of demand in Weld County.

- **Transitional Jobs:** Weld County does not plan to utilize transitional jobs in 2015.
- **Incumbent Worker Training:** Weld County does not plan to set aside funds for incumbent worker training. If needed during PY15, a modification will be completed.

Unless otherwise noted as measurable outcomes, additional outcomes for the work-based learning will include best practices submissions or results/progress in the quarterly CWDC report.

e. **RVERs:** The primary duties of the Regional Veterans Representative are:

- Conducting outreach to employers in the area to assist Veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups;
- “Facilitating” employment, training, and placement services furnished to Veterans in a State under the applicable State employment service delivery systems. Facilitate is defined as capacity building within all programs in the AJC.
- Working with other service providers in order to promote Veterans as highly skilled and experienced members of the workforce;
- Advocating for Veterans employment and training opportunities with businesses, industry, and community-based organizations is also a primary duty;

- Conducting outreach that includes, but is not limited to, planning and participating in job fairs, promoting employment and training opportunities for Veterans with business organizations, unions, and apprenticeship programs;
- Promoting credentialing and training opportunities for Veterans with training providers and licensing agencies;
- Establishing and maintaining regular contact with employers to include federal contractors ;
- Active involvement with the AJC employer or business services/relations team;
- Coordinating the Regional Manager's Report on Services to Veterans using the format found in VPL 01-10. Reasonable attempts are made to include best practices and success stories, special projects, and other RVER and DVOP activities.

The RVER is integrated with the Business Services Unit located at ESWC, a locally controlled AJC Center. This increases the overall outreach to employers and business owners for job development for our Veteran job-seeking clients. The RVER also provides ongoing training for workforce center staff and service delivery partners on the federal requirements governing the Veterans' program and on the special needs and barriers specific to Veteran job-seeking clients. The RVER promotes Veteran job seekers to the business community by advocating and marketing Veterans as a good source of employees with marketable skills and experience. Job development is an on-going process. The RVER will continually train, monitor, and when necessary, retrain the One-Stop staff to recognize and respond to Veterans. The training, monitoring and retraining will help keep staff aware of Veteran's employment and training needs. The synergy from these relationships builds and enhances the Veterans' employment and training program's ability to effectively serve Veterans and helps to produce more opportunities for employment.

The results of the employer outreach activities are tracked and measured through Connecting Colorado, our state database for employment services. The data is real time and allows the state to measure the success of outreach activity conducted by our RVER. Based on the results of this activity we can adjust our outreach activities, as required, to ensure we are effectively marketing our Veteran job-seeking clients to Colorado business owners and employers. The expected outcome of the RVER outreach activities is to meet and exceed our negotiated performance measures in the areas of entered employment, employment retention and average wages.

f. WIOA Partnerships: As noted previously, many of the core and required WIOA partners are integrated in the Weld County Workforce System. Further, the Board of County Commissioners (BOCC), through the Department of Human Services (DHS), is utilizing Community Service Block Grant (CSBG) funds to support employment and training efforts for hard to serve target groups. Funds are used to support the EF food stamp program participants, low income AmeriCorp Youth and work experience development for TANF participants. In addition to overall collaboration, education is a critical partner for all Employment and Training programs. The school districts as well as higher education are supportive in developing sector initiatives, career pathways and training for the talent pipeline. Collaboration continues with Right to Read and Aims Community College for Adult Education and partnerships with the Global Refugee Center, Lutheran Family Services and the Island Grove Center help connect individuals with limited English to additional resources and connection to the agency to best meet the needs of those that are basic skills deficient. These partnerships are also discussed in the Language Assistance Plan (LAP). The Older American's Title IV SER Jobs for Progress representative is on the WDB and cross referrals between programs occurs for low income older adults. Partnerships have been made with Corrections to work with community based organizations such as Tower 21 and Jobs of Hope. The Housing and Urban Development (HUD) program is not located in Weld County however coordination occurs with the local housing authority to assist families with Section 8 housing needs. Finally, local coordination efforts continue with the Division of Vocational Rehabilitation (DVR) Business Outreach Specialist.

g. LWDB Roles: The role of the WDB and its standing committees are strategic in nature and provide for innovative thinking and input in the development of programs and services. This is particularly true when services and program structure are not in alignment with what businesses and employers need or want. Input obtained from members allows us to develop programs and services reflective of a more business

focused approach. The Board is continuously involved in task forces specific to initiatives and/or the measurement of the progress and the results of services and initiatives. Particularly, the Youth standing committee is instrumental in identifying options to better serve youth and a number of these options have been identified as beneficial to all programs jointly. Two career pathways that the WDB continues to commit to are with the Fort Lupton School District and Greeley/Evans School District 6, Aims Community College, and employers from the health care and oil and gas sectors. Additionally, the development of a structured entrepreneurship program, in partnership with the Small Business Administration and the University of Northern Colorado - Monfort School of Business, is being facilitated by the Youth standing committee and may serve both youth and adults. Business members have taken action to help develop work experiences and on-the-job training's in their sectors so their input in the entrepreneurship program is vital.

2. Re-Employment and Youth Services:

a. Increase Enrollments:

- i. Our existing and active partnerships with school districts, Aims Community College, Right to Read, Vocational Rehabilitation, and agencies serving our refugee population will continue to be utilized and strengthened for promoting career services to potential customers. We will increase efforts to ensure these agencies are aware that our services can be used as a vehicle to include in their service delivery to provide more approaches to help youth and adults acquire the basic job seeking skills needed to obtain employment; connect with and complete training in career pathways; or assist the customer in connecting with opportunities in their desired employment area.
- ii. Our intake procedures have previously been streamlined to the maximum extent possible and we do not believe they constitute a barrier to services. However, dislocated worker eligibility continues to be problematic and we encourage and support efforts by the State to provide more flexibility and assistance in developing a broader definition for the "terminated or laid off" eligibility criteria. This is a priority for us and we are committed to continue improvements in identifying more eligible Dislocated Workers. The flexibility to transfer up to 50% of DW funds has provided us the ability to serve more individuals in the adult program and to meet the demand for services. Veterans continue to be a priority for program services and are encouraged to connect with and take advantage of services in all programs. Efforts to identify and serve out of school youth will continue to be a priority especially for those needing GED's or services encouraging them to return to school. A concerted effort is being placed on all 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.
- iii. Intensive service tools are continuously being reviewed by staff and the Weld County Workforce Board to ensure resumes, job interview techniques, online applications, etc. meet identified business needs. Additional workshops have been, or are being, developed that will combine small classroom and computer-based job seeking skill development as part of a focused service strategy to meet demand sector openings.
- iv. ESWC will continue to focus on expenditures to ensure 70% of new funds are spent by June 30, 2016. As has been the case over the past 4-5 years, the infusion of additional funds targeted towards the same program population groups can have an impact on the regions ability to reach the 70% expenditure level. As a means to help in meeting the 70% expenditure level, ESWC is transferring 50% of all Dislocated Worker funds to the Adult program. ESWC has seen a higher demand in the Adult program than that in the Dislocated Worker program, expenditures in the Adult program have and continue to be significantly higher than those in the Dislocated Worker Program, and documenting eligibility is easier therefore, we anticipate these factors combined will result in ensuring the 70% expenditure level is reached.
- v. Case managers focus their efforts on intensive services and job coaching strategies that demonstrate a high-value for the customer with more immediate outcomes. Through this effort, less emphasis is placed on training as the primary goal for the customer while

focusing on suitable career pathways using the customer's existing skills or aptitudes that provide a potential for future growth in those sectors with high demand. Additional recruitment strategies are addressed below.

b. **Veterans:** The Disabled Veterans Outreach Representative (DVOP) is seated a cubicle away from the WIOA Adult Programs Case Managers at ESWC. 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 SBE Veterans outlined in Section II, B(1) of this plan. 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 GED, ESL, remediation and workplace literacy.

In addition, Veterans and their dependents are encouraged to connect with, and take advantage of, services in all programs. Priority of service is evident in the lobby and resource room areas. Both the WDB and its standing committees are provided information concerning Veterans' performance and board members provide input to services. One effort that is currently underway 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. Additionally, a triage system has been put into place that has proven to be efficient when working with Veteran's and identifying barriers; this was recognized by the State and the Weld County BOCC as a best practice. The DVOP and RVER continue to work in partnership with the Weld County Veteran's Service Office to ensure that Veteran's and their dependants 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.

Senate Bill 15-082, sponsored by Marble, Hodge, Moreno and Lawrence, and highly supported by the Weld County Board of Commissioners, establishes a Workforce Development program to provide financial assistance to Veterans wanting to pursue post-secondary education or training from an accredited institution of higher education or certified training program. Beginning with the class of 2016, Weld County residents who meet the minimum eligibility as defined by Commissioners and as governed by a nonprofit board, may receive up to \$3,000 annually renewable for four years and a maximum of \$12,000 to be used toward tuition and related student fees. Taking a page from Veteran's preference, the idea is that if a Weld County graduate joins the military immediately out of high school then returns to the County they should still be able to benefit from this program; the exact details will be determined later this year. Weld County is the first County to support this initiative to include allocating 10 million in funding however, this is available statewide and Weld County will help start the statewide movement.

c. Out-of-School Youth: Employment Services historically has allocated a minimum of 70% of Youth resources toward out-of-school youth in effort to meet the needs of Weld County communities. Employment Services plans to meet the out-of-school youth WIOA 75 % expenditure requirement at 100% in PY15. Collaborative partnerships will continue to support the high volume of out-of-school youth enrollments. 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, Refugee Serving Agencies, School Resource Officers, Truancy Liaisons, School to Work Alliance Program (SWAP) and the Department of Human Services to include Chafee, Youth Services, Child Welfare, Compass, TANF, and Employment First. Youth Case Managers will continue to utilize the TABE test for basic skills deficiency and onsite Assessment and Learning Lab to address basic skills deficiencies for all youth applicants. Additionally, interest and aptitude assessments will be utilized in effort to assist participants to make informed choices regarding employment and training and in alignment with perspective Career Pathways.

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 AmeriCorp program helps low income customers through conservation and service work earn educational resources and living stipends while in the program. An incentive to our out-of-school youth is Senate Bill15-082. Designed for high school graduates, it also establishes a Workforce Development program to provide financial assistance to GED/HSE wanting to pursue post-secondary education or training from an accredited institution of higher education or certified training program.

d. Adult Program Strategies: Weld County focuses services on low income and basic skills deficient with the strategy of accessing a wide variety of resources. ESWC has had Temporary Assistance for Needy Families (TANF) and Employment First (EF) programs in house for a number of years. TANF provides a wide variety of employment and training programs for low income families. The EF food stamp program provides resources to help low income able bodied adults with services to find employment, or address low skill or basic deficiency, GED, etc. Both TANF and EF have a streamlined referral process to better identify “work ready” individuals who are receiving public assistance and qualify for WIOA programs. WIOA services are presented at both the TANF and EF orientations thereby giving the client more resources and the ability to have their questions answered quickly. This improves the chances of co-enrollment and also boasts the chances of clientele utilizing partners such as DVR and Right to Read to name a few.

Additionally, ESWC operates an assessment and learning lab on site which allows clients to begin testing immediately, which is a true testament to the one-stop center. Staff is trained to know what the tests assess and how to interpret the results; the most recently implemented test being the Work Readiness Credentials (WRC). Case managers are able to determine the soft skills customers need to address to better make them work ready. The WRC was successfully tested with a local call centers administration team and considerations are being made to have ESWC do their pre-hire assessments. The BSU continues to develop OJT opportunities to expand resources for our clients and resource room staff, being the frontline and market these to potential clients. The continuous communication between all staff and units and the jointly utilized CSBG funds drives the success of these programs.

As stated in the Veteran’s and Out-of-School Youth sections, Adult Programs will also market Senate Bill15-082. This will be more specific to adults obtaining their GED/HSE. Customers will be screened for the minimum eligibility as defined by Commissioners and as governed by the nonprofit board and guidance will be given on applying for these funds.

e. Individuals with Disabilities: ESWC has facility and program accessibility to career services. School district’s SWAP programs and DVR participate on Workforce Development standing committees and staff members from DVR, SWAP and ESWC cross train with one another. Additionally, Business Services sends the list of open jobs weekly to DVR, school districts and community agencies such as SER

Jobs for Progress so they can review and make referrals to employment or use the list as a discussion for careers.

A survey from the Department of Labor about the accessibility of our workforce center, its programs and services for people with disabilities was completed in December 2014. It was a great opportunity for self assessment and analysis to determine as a center, we are both accessible with programs and services. All staff is required to complete disability awareness online web training and are aware of Section 188 Implementation of the Nondiscrimination and Equal Opportunity Provisions and Access for All; a resource manual for meeting the needs of one-stop customers with disabilities.

f. Unemployment Insurance Claimants: ESWC has extensive experience in serving Unemployment Insurance (UI) claimants. In 2012-2013, processes were implemented 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 anticipates continuing successful coordination with the Division of UI to assist claimants by implementing UI profiling strategies in late May or early June of 2015. The UI Division will also be working with local offices to rollout a Reemployment and Eligibility Assessment grant by January 2016. Staff will provide referrals to training and education programs including community colleges and the WIOA Adult, Youth and DW programs. Resources will also be utilized to provide assistance with applications for Federal Pell Grants, including linkages with community colleges and universities, on site material and appropriate web based sites. Information will be made available in orientations, workshops and during UI eligibility assessments.

g. WIOA Partnerships: WIOA Adult, DW and Youth programs can enhance services if needed and co-enroll to provide comprehensive services. The Wagner-Peyser programs provide the basic foundation of workforce strategy reducing duplicate services and are cost effective. The Assessment and Learning Lab is designed to provide a broad array of services based on program and funding services. The lab continually looks at new ways of doing business and recently added a financial course 'The 3 C's – Cash, Coupon, Credit' for all programs. The WDB has two financial representatives that continuously provide their expertise. Partnerships with various financial institutions will provide resources for "3 C" participants. Orientations for the TANF and EF programs discuss program options with participants. The career services, discussion of jobs and registration help participants make informed choices for their self sufficiency plans. Customers are made aware of other programs within the Department of Human Services such as TANF, Food Stamps etc. Coordination between WIOA, Governor's Summer Job Hunt (GSJH), and the Weld County Youth Conservation Corps (WCYCC – including AmeriCorps and TIGHT) engages a variety of youth with the opportunity to be connected with a variety of opportunities facilitated by Employment Services. The youth programs are able to expose youth to a variety of Career Pathways in numerous capacities. Partnerships with various agencies within Weld County are established to engage youth who may not otherwise receive services to include but not limited to at-risk youth, Veterans, low-income and those with limited skills and/or education.

h. LWDB Roles: Engaging in conversations regarding increasing enrollment in youth programs will be of priority and a continued area of focus. Historically, Employment Services has realized consistent and higher than average enrollment when compared with other regions and intends to continue to creatively provide services for additional youth while remaining within the allotted budget for Weld County. The Youth standing committee in Weld County met and reviewed the WIA/WP Local Plan Modification for PY14 and facilitated meaningful conversations to include increasing enrollment and Career Pathways. One outcome of the Youth standing committee is the creation of a Career Pathways Task Force comprised of standing committee members who will report back to the committee as well as to the Workforce Development Board. The Youth standing committee has also reviewed a variety of youth serving agencies within Weld County to encourage co-enrollment as appropriate to increase the services to youth and efficiently use funding while avoiding duplication. Collaborative approaches with other regions are in

the beginning stages of implementation in an effort to expose more youth to available Career Pathways, particularly within identified Sectors for Region II.

3. Outreach Strategies

a. **Workforce Investment Works:** Employment Services has and will continue to use the Workforce Investment Work Website as a tool to increase the awareness of our business services, reemployment services, and youth programs. Since its inception, ESWC has submitted a total of 65 success stories, testimonial quotes and workforce innovation stories to the Workforce Investment Works site. An outreach effort Weld has employed to drive traffic to the site is presenting the site and its importance to the WDB Awareness committee. This increases the marketing efforts of ESWC bringing awareness to potential clients and business. Additionally, the clients whose stories have been showcased have resulted in an increase of traffic by family, friends and potential employers. Employment Services believes the success stories and testimonials included in Workforce Investment Works are a very positive means for businesses and the community as a whole to see the results of programs and connect to the youth, adults, or employers who are able to tell the story of how the services worked for them. Weld has, and will continue to submit and post the required number of success stories each quarter.

b. **Business Engagement:** Increased business engagement is planned to take place through the continuation of sector efforts. One of the strategies we intend to use as a means of connecting businesses not currently involved in sector partnerships, with the hope they become more involved, is to provide information about the opportunities available through the various sector partnerships/initiatives we are currently involved in. The Weld County Workforce Development Board's Workforce Awareness Committee has developed a "Did You Know" campaign that started in July 2014; it has proven to be an excellent tool and provides timely industry news. The purpose of this campaign is to let sector businesses know about the regional, as well as local, efforts that are occurring in their industry sector. As an example, prior to the start of 2015, BSR's included the new minimum wage in a "Did You Know" email; we had an employer call to thank ESWC for keeping them up to date. Employer workshops have been extremely successful; a variety of topics have been presented and we anticipate hosting a minimum of 1 workshop a quarter. We have continued expanding ESWC visibility by attending chamber luncheons, BBH and ribbon cuttings. Additionally, we have representation on the Erie Economic Board.

c. **Outreach to Targeted Groups:** ESWC utilizes our own site at ESWC.org to promote and increase awareness of our services and programs. Weld County government utilizes Facebook to promote county wide services and we use that option to connect with customers who are more likely to use social media when seeking services. This option has proven to be very successful and has received a lot of "likes" as well as customers sharing information. In addition to these avenues of outreach, we utilize the Weld County Public Relations Officer to submit articles to local media to promote services, keep the public aware of upcoming events and/or the successful outcomes of programs. Employment Services utilizes Northern Colorado Business report, The Greeley Tribune, other local media outlets and chambers of commerce newsletters as tools to promote hiring events or job fairs. Targeted outreach will include a collaborative approach with established partnerships. The Youth standing committee evaluated service delivery alignment to minimize duplicative services provided by local youth serving providers. Established partnerships have enabled Employment Services to enroll a high volume of hard to serve Youth participants. An expanded Youth focus to increase services to Veterans and long-term unemployed individuals will be an initiative for the Youth Committee during PY15 and will include an increased intentional partnership with internal and external Veteran serving individuals.

d. **LWDB Participation:** Recruitment methods for Workforce Board membership include contact with businesses through BSR's, the Board of County Commissioners and their involvement within the community, and Associate members helping to recruit within their engagement activities. Employers who have actively used our system are targeted in each of our key sectors. Many employers are asked to engage in task force or focus groups regarding specific areas, but do not express an interest in being appointed to the Board. Upstate Economic Development is also used as an avenue to reach out to business, especially to those that have used Sector or HIB resources and services. A number of chambers

of commerce participate on the Board and provide information to their members through their newsletters to assist in recruitment. Sector work provides the opportunity for businesses to become more actively involved in the public workforce system and they are asked to participate in various committees, focus groups or task forces. The requirement of a minimum 51% business representation on the Board is consistently maintained. Public and nonprofit agencies as well as elected officials are encouraged to participate in all activities as nonvoting members and receive the same level of information as does the Board.

e. **Partnerships:** Local partners are actively involved in planning efforts through their involvement with the Youth standing committee, the Workforce Board committees and our sector partnerships. These partners have and will continue to be involved in the development of strategies to increase awareness of services which also includes career pathway planning.

School districts and Aims Community College have developed numerous career pathways and often those were developed based on input received from the Workforce Board, Youth Council, and the involvement of staff in Sector initiatives. Employment Services believes one of our roles in workforce development is to help further connect educational curriculum development with information provided by employers regarding the skill needs of their workforce and to identify gaps in current course offerings. Employment Services will continue to focus efforts on career pathways in the health care and the energy sectors in years 2014-15.

A measurable goal of recent planning efforts is the development and inclusion of industry sector information. The Workforce Board and one standing committee reviewed labor market information for the top 10 industries in the area, determined which information would benefit customers and employers and requested that this information be placed on the ESWC.org site. A continuing objective is a quarterly review by the BSU so that information is updated timely.

B. Organizational/Infrastructure Changes, AD-DW Transfer, CAP, LAP, and Charts

1. Describe organizational changes. In 2014 Employment Services of Weld County (ESWC) opted to combine the Employment First (EF) and Temporary Assistance for Needy Families (TANF) Programs under their own unit using a poverty programs model. This required the hiring of a new programs manager, manager trainee and a combined EF/TANF case manager. Orientations were streamlined at both Employment Services locations and include a stronger presence of WIOA Case Managers for co-enrollment purposes. Roadmaps are created with each client to ensure they are attending the most appropriate Wagner Peyser workshops and placed in the proper activity to gain the necessary skills. Work Experience and Workfare sites are actively being reviewed and maintained as part of a County required capstone project for the Manager Trainee. Meetings and trainings are attended by both programs as there is much crossover when assisting clients in becoming self sufficient. The Youth Program hired an additional case manager and the duties of the Governor's Summer Job Hunt (GSJH) were absorbed by that unit. By moving the GSJH duties, the Business Services unit was able to use the newly vacant position to hire a BSR. These organizational changes did require in office moves so that space was utilized efficiently. Other than the replacement of staff that may seek other opportunities, no significant changes are anticipated for PY15.

2. Provide a copy of your latest organizational chart. A copy of the current organizational chart is included as Attachment 1.

3. Provide a copy of your latest workforce region Cost Allocation Plan and a copy of the organization-wide (county or state) Cost Allocation Plan. The Employment Services and the Weld County Department of Human Services Cost Allocation Plan is included as Attachment 2. The Weld County Cost Allocation Plan is sent under separate cover due its size.

4. Provide a spreadsheet listing the job title for each staff member and gross annual salary. A chart listing the staff person, job title, gross annual salary, and percentage of time to be charged is included as Attachment 3. (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.)

5. Discuss the region's intent to utilize the new WIOA provision allowing transfer of funds between the Adult and Dislocated Worker programs.

- i. ESWC will be transferring 50% from both PY and FY funding of the WIOA Dislocated Worker program to the corresponding WIOA Adult funding streams to better serve our customers and meet the current demand for services. This transfer is noted in the Expenditure Authorizations and adjustments to the number of customers are included in the Planned Participation and Termination Summary attachments.
- ii. Historically, ESWC has transferred 50% from DW to Adult and have typically met, if not exceeded, the WIOA negotiated performance measures for both programs. It is because of the transfer that ESWC has been able to provided higher planned participation numbers for the Adult program and meet the demand for services.

6. Provide a copy of your new two-year Language Assistance Plan (LAP) that will be utilized for PY15 and PY16. The updated Language Assistance Plan is included as Attachment 4.

7. Provide copies of any updated county or city ordinances (or other documents that identify the current signature authorities for Expenditure Authorizations). 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 is able

to sign minor modifications to EAs. The Resolution appointing the Board Chair and the Pro-Tem is included as Attachment 5.

8. Charts

- a. Expenditure Authorization for PY15/FY16 funding:** The Expenditure Authorizations are included following Attachment 5 and will also include the approved excel spreadsheet tables.
- b. Attachment 3 – PY15 Budget and Service Chart (new):** will be sent in the approved excel spreadsheet format.

EMPLOYMENT SERVICES OF WELD COUNTY
Organizational Staff Chart

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

Division Head
Linda Perez

Complaint Specialist/EEO Officer*
Susan Montoya

Administrative Assistant
Cecilia Moreno

Fiscal Officer*
Lennie Bottorff

Client Data System Unit	Assessment and Learning Center	Business Services	Veterans	Adult Programs	Youth Programs	TANF/EF Programs
Manager Dora Lara	Manager Lora Lawrence	Manager Lora Lawrence	LVER/DVOP ●Tim Marquart	Manager Ann Stelling	Manager Tami Grant	Manager VACANCY Mgr Trainee Ron Rusch
Claudia Cabral Pat Curts Lidia Gonzalez Annette Gutierrez Nereyda Torres Susan White Patti Wolff Briana Woods+ VACANCY	Kris Armstrong Anne Wolney Kristi Schwartz	Abigail Clark Amber Duchaine Elvira Gonzalez Shana Hess		Charlotte DeBrock Helen Freese Leigh Lee Vangie Sandoval MaryAnn Welzbacker Tammy Winter Nancy Hunnicutt	Karina Amaya Greg Cordova Leslie Galindo Richard Madrid Holly Nelson Rob Roma Joe Unnerstall David Woolman	Julie Atkinson Gustavo Castanaza+ Alondra Cuevas-Sotelo Monica Durrett Tracy Jacks Theresa Joseph Rebecca Jurado Megan Kelly+ Josefina Marquez Brittany Sanchez Nancy Sanchez

+ South County Staff

*Reports to Judy Griego, Executive Director, Weld County Department of Human Services

Revised 06/15

WELD COUNTY
DIVISION OF HUMAN SERVICES
COST ALLOCATION PROCESS

BY
LENNIE BOTTORFF
FISCAL AND BUDGETING MANAGER
REVISED NOVEMBER 2014

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 November 2014, to establish the cost allocation method for calendar year 2015 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 COST POOL

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 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.

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

Employment Services of Weld County
Salary Information as of May 29, 2015 (Does not include Fringe)

Unit/Name	Salary (less Fringe)	Funding Source *	% Charged to WIOA	% of WIOA to Admin	% of WIOA to Program
Director	\$88,738.656	WP/Ad/Pr/Oth	40%	100%	0%
ES Programs Manager	\$30,303.336	WP/Ad/Oth	50%	100%	0%
Administrative Assistant	\$46,306.692	WP/Ad/Oth	50%	100%	0%
Complaint Specialist/EEO Officer	\$61,327.836	WP/Ad	30%	100%	0%
Fiscal Officer	\$106,582.236	Oth	0%	0%	0%
Client Data System Unit					
Manager	\$67,681.704	WP/Ad/Pr/Oth	50%	10%	90%
CST II	\$38,213.736	WP/Oth	0%	0%	0%
CST II	\$41,780.760	WP/Pr/Oth	10%	0%	100%
CST II	\$40,566.816	WP/Oth	0%	0%	0%
CST II	\$45,654.972	WP/Oth	0%	0%	0%
CST II	\$40,566.816	WP/Oth	0%	0%	0%
CST II	\$36,006.864	WP/Oth	0%	0%	0%
CST II	\$38,213.736	WP/Oth	0%	0%	0%
CST II	\$37,071.204	WP/Oth	0%	0%	0%
Assessment and Learning Lab/Business Services					
Manager	\$55,059.336	WP/Pr/Oth	0%	0%	0%
Lab Resource Assistant	\$52,811.424	WP/Oth	0%	0%	0%
CST III	\$42,185.412	WP/Oth	0%	0%	0%
CST III	\$42,185.412	WP/Oth	0%	0%	0%
CST II	\$36,006.864	WP	0%	0%	0%
CST II	\$38,213.736	WP	0%	0%	0%
CST II	\$45,654.972	WP	0%	0%	0%
CST II	\$39,352.872	WP	0%	0%	0%
Veterans					
State Employee-DVOP	N/A	Oth	0%	0%	0%
Special Programs Adult					
Manager	\$61,938.348	WP/Ad/Pr/Oth	75%	50%	50%
CST III AD/DW Case Manager	\$47,464.728	Pr	100%	0%	100%
CST III AD/DW Case Manager	\$42,185.412	Pr	100%	0%	100%
CST III AD/DW Case Manager	\$42,185.412	Pr	100%	0%	100%
CST III AD/DW Case Manager	\$18,884.820	Pr	100%	0%	100%
CST III AD/DW Case Manager	\$46,082.268	Pr	100%	0%	100%
CST III AD/DW Case Manager	\$43,433.352	Pr	100%	0%	100%
Special Programs Youth					
Manager	\$61,938.348	WP/Ad/Pr/Oth	90%	30%	70%
CST III Youth Caser Manager	\$43,433.352	Pr	100%	0%	100%
Youth Team Lead- Corps	\$45,568.800	Pr/Oth	50%	0%	100%
CST III Youth Case Manager	\$43,433.352	Pr	100%	0%	100%
CST III Youth Caser Manager	\$39,757.512	Pr	100%	0%	100%
CST III Youth Caser Manager	\$42,185.412	Pr	100%	0%	100%
CST III TIGHT Crew Leader	\$39,757.512	Oth	0%	0%	0%
CST III TIGHT Crew Leader	\$42,185.412	Oth	0%	0%	0%
CST III AmeriCorps Crew Leader	\$42,185.412	Oth	0%	0%	0%
Employment First/TANF Programs					
Manager	\$53,437.344	Oth	0%	0%	0%
Manager Trainee	\$54,508.464	Oth	0%	0%	0%
CST III TANF Case Manager	\$46,082.268	Oth	0%	0%	0%
CST III EF Case Manager	\$39,757.512	Oth	0%	0%	0%
CST III EF Case Manager	\$42,185.412	Oth	0%	0%	0%
CST III EF/TANF Case Manager	\$39,757.512	Oth	0%	0%	0%
CST III TANF Case Manager	\$42,185.412	Oth	0%	0%	0%
CST III Case Manager	\$48,888.672	Oth	0%	0%	0%
CST III TANF Case Manager	\$43,433.352	Oth	0%	0%	0%
CST III TANF Case Manager	\$39,757.512	Oth	0%	0%	0%
CST III TANF Case Manager	\$44,759.508	Oth	0%	0%	0%
CST III TANF Case Manager	\$42,185.412	Oth	0%	0%	0%
CST III EF Case Manager	\$46,082.268	Oth	0%	0%	0%

*Note – WP = Wagner Peyser; Ad = WIOA Admin; Pr = WIOA Program; Oth = Other funding sources such as Employment First, TANF, AmeriCorps, TIGHT Youth Corps, CSBG, MSFW etc.

Program Year 2015 Language Assistance Plan
 Employment Services of Weld County
 July 1, 2015 - June 30, 2017

This Employment Services of Weld County’s PY15 Language Assistance Plan uses data from the Census Bureau. The LAP provides a baseline of data to be updated biannually. The next update for this LAP shall be completed by June 1, 2017.

SUMMARY/UPDATE: Summary/Update Narrative [two paragraphs]

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 2011 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 18, 2015

Date Source: **United States Census Bureau American Fact Finder 2009-2013 ACS 5-Year Estimates**

Total Region Population: **Population 5 years and over 238,870**

Language Distribution	% of Regional Population 2012	% of Regional Population 2013	% Change since last LAP (7/1/11-6/30/12)
English	92.9%	92.9%	10.9% increase
Spanish	61%	61%	44% increase
Amharic	0%	0%	Language Not Identified in ACS Table
Arabic	0%	0%	Language Not Identified in ACS Table
French	0%	0%	Language Not Identified in ACS Table
Somali*	.0069%	.0069%	.0006% decrease
Burmese*	.0025%	.0025%	.0002% decrease

*Source: Lutheran Family Services, Greeley CO

Date Source: Connecting Colorado (lapdata.cmd Jols report)*

Date Data was gathered: June 8, 2015

Language Distribution	% of Customers Served 07/01/2012-06/30/2013	% of Customers Served 07/01/2013-06/30/2014	% Change since last LAP (7/1/11-6/30/12)
English	93.7% or 22,959 individuals (11,611 did not declare limited lang.)	94.2% or 19,273 individuals (10,287 did not declare limited lang.)	+1.09% or 1,650 more individuals
Spanish	4.17% or 1023 individuals (Race: White and Hispanic only declared)	3.81% or 780 individuals (Race: White and Hispanic only declared)	-13.24% 119 less individuals
Amharic	0	0	N/A
Arabic	0	0	N/A
French	0	0	N/A
Somali	1.35% or 331 individuals (Race: Black w/limited lang.)	1.19% or 245 individuals (Race: Black w/limited lang.)	+1.02% or 7 more individuals
Burmese	0.669% or 164 individuals (Race: Asian w/limited lang.)	0.704% or 144 individuals (Race: Asian w/limited lang.)	2.44% or 85 more individuals
Other	0.061% or 15 individuals (Race: Native American, Hawaiian/Pacific Islander; language was undeclared)	0.053% or 11 individuals (Race: Native American, Hawaiian/Pacific Islander; language was undeclared)	-87.36% or 76 less individuals

*Connecting Colorado does not gather languages for limited language job seekers registering in Weld County. The limited language field was removed from Connecting Colorado about 2 years ago and job seekers who register on-line are no longer able to indicate if

they have a language barrier. As a result of the lack of statistical data, race and ethnic group designation was used to compile data need 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 - **See I. Assessment**
 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 - 26% 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 • 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
English as a Second Language Learning Books	July 1, 2015

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: <ul style="list-style-type: none"> -Primary Workforce Center location (Greeley CO) -South Weld County satellite office (Ft. Lupton, CO) -Agriculture outreach - East African Community Center • Language line access for language translation other than Spanish • Signage in both English and Spanish
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"> • 13 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 • All staff who provide direct services to clients

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

<ul style="list-style-type: none"> • 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. Although individual staff have modified their personal approach when providing services to ELL s customers, there hasn't been any new overall strategies implemented at this time. • In addition to this training, many staff attends a presentation provided by Lutheran Family Services regarding Somali and Karin cultures. • Weld County continues to be interested in participating in available training relevant to providing services to ELLs.
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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?	
Outreach to ELLs is provided through the following means: <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. Employment Services also collaborates with various community service agencies such as The Grove Neighborhood Network which offers various educational and employment services and Lutheran Family Services. • Public service announcements on Spanish-speaking radio 	
Outreach Completed	Date
To what language groups did you extend information?	On-going On-going On-going
<ul style="list-style-type: none"> • Spanish - Primary • Somali • Burmese 	
What information was provided and through what media?	On-going On-going
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: <ul style="list-style-type: none"> • Public service announcements via newspaper, radio and brochures. • Fliers, posters, lawn signs and other written materials 	

<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 • East African Community Center Services (Global Refugee Center) • The Grove Neighborhood Network • Lutheran Family Services 	<p>On-going On-going On-going On-going On-going On-going On-going</p>
<p>Planned Outreach</p>	<p>Date Planned</p>
<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"> • Public service announcements via Spanish radio station • Distribution of language appropriate translated materials • Continued collaboration with various community service agencies such as The Grove Neighborhood Network, Lutheran Family Services, East African Community Center Services, Right to Read, Inc. and Aims Community College and SER-Jobs for Progress 	<p>On-going</p>
<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 Spanish speaking radio stations and newspaper announcements 	<p>On-going</p>
<p>What strategies will you implement to follow-up on outreach activities? Communication with partners</p>	<p>On-going</p>

V. MONITORING/EVALUATION

<p>Monitoring the LAP</p>	<p>Date Monitored</p>
<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. 	<p>Continuous</p>
<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) 	<p>On-going</p>
<p>Monitoring Checklist – Rate your Staff's awareness of the following. Include dates for when these events occurred.</p>	
<p>Staff used resources (desk aide, team room, flyers, etc.) and how did you verify this?</p>	<p>Part of overall staff training</p>
<p>Check for staff usage of I-speak cards and desk aide</p>	<p>Located at entry points of facility</p>
<p>Special staff meetings to review service delivery</p>	<p>Monthly staff meetings</p>
<p>Usage of CWS team room</p>	<p>Staff meetings</p>
<p>Discussed language assistance services at staff meeting</p>	<p>Monthly staff meetings provide opportunities to discuss any issues or concerns</p>
<p>New employees were provided with an orientation on assisting ELL customers</p>	<p>Included in New Hire Orientation</p>

Evaluation of the LAP

Describe the criteria upon which you evaluated the effectiveness of your LAP.

- **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.

- **Strengths include a solid plan and increase in partnership.**
- **A weakness is the follow-up with staff to ensure they access new resources**

What will you do to address those weaknesses and improve the delivery of language assistance services to your ELL customers?

- **Copies of newest LAP will be distributed to current staff with a review/discussion at unit meeting within 6 months.**
- **LAP information will continue to be provided to new employees**
- **Staff will review current LAP activities at Unit meetings on an on-going basis to discuss and modify, if appropriate, services to ELL customers.**
- **Include in evaluations, staff access of information on e-Colorado**

VI. STAFF DIRECTORY

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

EMPLOYMENT SERVICES STAFF DIRECTORY (970) 353-3800					
AMAYA, KARINA kamaya@weldgov.com	6763 Youth Programs	GONZALEZ, LIDIA gonzalol@weldgov.com	6740 Client Data	ROMA, ROB rroma@weldgov.com	6759 Youth Programs
ARMSTRONG, KRIS karmstrong@weldgov.com	6736 A & L Lab	GRANT, TAMI – MANAGER tgrant@weldgov.com	6754 Youth Programs	RUSCH, RON – MANAGER TRAINEE ruschrsg@weldgov.com	6726 EF/TANF Programs
ATKINSON, JULIE jatkinson@weldgov.com	6781 EF/TANF Programs	GUTIERREZ, ANNETTE agutierrez@weldgov.com	6743 Client Data	SANCHEZ, BRITTINY bsanchez@weldgov.com	6779 EF/TANF Programs
BERNHARDT, HOLLY hnelson@weldgov.com	6757 Youth Programs	HESS, SHANA shess@weldgov.com	6716 Business Services	SANCHEZ, NANCY nsanchez@weldgov.com	6745 EF/TANF Programs
CABRAL, CLAUDIA cabralce@weldgov.com	6767 Client Data	ISON, TAMARA – MANAGER tison@weldgov.com	6712 EF/TANF Programs	SANDOVAL, VANGIE esandoval@weldgov.com	6782 Adult Programs
CASTANAZA, GUSTAVO castanga@weldgov.com	5892 EF/TANF Programs	JACKS, TRACY tjacks@weldgov.com	6778 EF/TANF Programs	SCHWARTZ, KRISTI schwarkm@weldgov.com	6735 A & L Lab
CLARK, ABIGAIL alclark@weldgov.com	6718 Business Services	JOSEPH, THERESA josephmt@weldgov.com	6746 EF/TANF Programs	STELLING, ANN – MANAGER bruceam@weldgov.com	6777 Adult Programs
CORDOVA, GREG gcordova@weldgov.com	6762 Youth Programs	JURADO, BECKY rjurado@weldgov.com	6771 EF/TANF Programs	TORRES, NEREYDA ntorres@weldgov.com	6739 Client Data
CUEVAS-SOTELO, ALONDRA cuevasax@weldgov.com	6747 EF/TANF Programs	KELLY, MEGAN mlkelly@weldgov.com	5893 EF/TANF Programs	UNNERSTALL, JOE junnerstall@weldgov.com	6759 Youth Programs
CURTS, PAT pcurts@weldgov.com	6742 Client Data	LARA, DORA – MANAGER dlara@weldgov.com	6744 Client Data	WELZBACKER, MARYANN mwelzbacker@weldgov.com	6783 Adult Programs
DEBROCK, CHARLOTTE debrocca@weldgov.com	6766 Adult Programs	LAWRENCE, LORA – MANAGER llawrence@weldgov.com	6713 Business Services & Lab	WHITE, SUSAN swhite@weldgov.com	6741 Client Data
DUCHAINE, AMBER aduchaine@weldgov.com	6717 Business Services	LEE, LEIGH lleigh@weldgov.com	6773 Adult Programs	WINTER, TAMMY twinter@weldgov.com	6776 Adult Programs
DURRETT, MONICA mdurrett@weldgov.com	6775 EF/TANF Programs	LONG, TED tlong@weldgov.com	6765 Contract Emp.	WOLFF, PATTI pwolff@weldgov.com	6748 Client Data
FREESE, HELEN freesehm@weldgov.com	6772 Adult Programs	MADRID, RICHARD madridrl@weldgov.com	6761 Youth Programs	WOLNEY, ANNE awolnev@weldgov.com	6734 A & L Lab
GALINDO, LESLIE lgalindo@weldgov.com	6764 Youth Programs	MARQUART, TIM tmarquart@weldgov.com	6769 Veteran Services	WOODS, BRIANA bwoods@weldgov.com	5890 Client Data
GARCIA-MORENO, CECILIA cgarcia-moreno@weldgov.com	6756 Administration	MARQUEZ, JOSEFINA marquejx@weldgov.com	6780 EF/TANF Programs	WOOLMAN, DAVE dwoolman@weldgov.com	6758 Youth Programs
GONZALEZ, ELVIRA egonzalez@weldgov.com	6714 Business Services	PEREZ, LINDA – DIVISION HEAD lperez@weldgov.com	6750 Administration	*TWO VACANCIES*	Adult Programs & Client Data

*Updated 5/2015

RESOLUTION

RE: ELECTION OF CHAIR OF THE BOARD FOR 2015

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 5, 2015, the Board held its annual organizational meeting, and

WHEREAS, on motion duly made and seconded, Commissioner Barbara Kirkmeyer was unanimously elected as Chair of the Board for the year 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that Commissioner Barbara Kirkmeyer be, and hereby is, elected to serve as Chair of the Board of County Commissioners of Weld County, Colorado, for the year 2015.

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 5th day of January, A.D., 2015, nunc pro tunc January 1, 2015.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST:

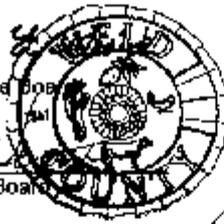
Weld County Clerk to the Board

BY: Deputy Clerk to the Board

APPROVED AS TO FORM:

County Attorney

Date of signature: JAN 8 2015



Barbara Kirkmeyer
Barbara Kirkmeyer, Chair

Mike Freeman
Mike Freeman, Pro-Tem

Sean P. Conway
Sean P. Conway

Julie A. Cozad
Julie A. Cozad

Steve Moreno
Steve Moreno

cc: all departments /12

2015-0002
BGDD48

RESOLUTION

RE: ELECTION OF CHAIR PRO-TEM OF THE BOARD FOR 2015

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 5, 2015, the Board held its annual organizational meeting, and

WHEREAS, on motion duly made and seconded, Commissioner Mike Freeman was unanimously elected as Chair Pro-Tem of the Board for the year 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that Commissioner Mike Freeman be, and hereby is, elected to serve as Chair Pro-Tem of the Board of County Commissioners of Weld County, Colorado, for the year 2015.

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 5th day of January, A. D., 2015, nunc pro tunc January 1, 2015.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST:

Weld County Clerk to the Board

BY: Deputy Clerk to the Board

APPROVED AS TO FORM:

County Attorney

Date of signature: JAN 8 2015

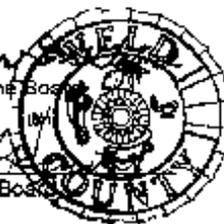
Barbara Kirkmeyer
Barbara Kirkmeyer, Chair

Mike Freeman
Mike Freeman, Pro-Tem

Sean P. Conway
Sean P. Conway

Julie A. Cozad
Julie A. Cozad

Steve Moreno
Steve Moreno



CC. All departments 1/2

2015-0003
BC0048

NFA# 15-01

Local Area: Weld
WDP Agreement CMS#: 54599

EXPENDITURE AUTHORIZATION (EA)

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

Local Area: Weld		Funding Year starting 7/1/15		Entity #5230
Funding Source	Period of Performance	Program Code	\$ Amount	Formula Yes
PY15 WIOA Adult	7/1/15 to 6/30/17	4A65/4A85	\$39,720.00	X
PY15 WIOA Youth	7/1/15 to 6/30/17	4Y65/4Y75/4Y85	\$619,017.00	X
PY15 WIOA Dislocated Worker	7/1/15 to 6/30/17	4D65/4D85	\$66,340.00	X
PY15 Wagner Peyser Employment Service	7/1/15 to 6/30/17	2055	\$505,362.00	X
PY15 Employment Support Fund (ESF)	7/1/15 to 6/30/16	2W26	\$413,682.00	X
TOTAL			\$1,644,121.00	

This Expenditure Authorization has been reviewed and approved by the following parties and will be incorporated into the Workforce Development Programs (WDP) Agreement as an 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: _____
Barbara Kirkmeyer Date
Chair, Board of Weld County Commissioners

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

By: _____
Mary Freitag Date
Chair, Weld Workforce Development Board

By: _____ Date
Title: _____

By: _____
Linda Perez Date
Division Head, Weld Workforce Center

By: _____ Date
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 and 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	Region Project Coordinator Name: Ann Stelling Phone: 970-353-3800 x6777	CDLE Project Coordinator Name: Rob Hanni Phone: 303-318-8815
Program #2 NAME: WIOA Youth	Region Project Coordinator Name: Tami Grant Phone: 970-353-3800 x 6754	CDLE Project Coordinator Name: Rob Hanni Phone: 303-318-8815
Program #3 NAME: WIOA Dislocated Worker	Region Project Coordinator Name: Ann Stelling Phone: 970-353-3800 x6777	CDLE Project Coordinator Name: Rob Hanni Phone: 303-318-8815
Program #4 NAME: Wagner Peyser	Region Project Coordinator Name: Dora Lara Phone: 970-353-3800 x6744	CDLE Project Coordinator Name: Rob Hanni Phone: 303-318-8815
Program #5 NAME: Employer Support Funds	Region Project Coordinator Name: Dora Lara Phone: 970-353-3800 x6744	CDLE Project Coordinator Name: Rob Hanni Phone: 303-318-8815

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

Unless otherwise noted, Budget Information and Performance Outcomes for this EA are identified in the Budget and Program 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 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 system at ESWC • 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

	<p>information related to the local, regional, and national labor markets including job vacancy listings, information on the job skills necessary to obtain the jobs, and information regarding occupations in demand in the local area and the earnings and skill requirements for those occupations</p> <ul style="list-style-type: none"> • Performance and program cost information on eligible training providers furnished for each training program • 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 the provision of core services; and 2) have been determined to be in need of more intensive services in order to obtain employment; or 3) have been determined to be in need of intensive services in order to retain their employment or obtain employment which allows for self-sufficiency.</p> <p>The following services may be provided to customers who meet the above criteria:</p> <ol style="list-style-type: none"> a. Comprehensive and specialized assessments of the skill levels and service needs of customers including: <ol 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 experience placements and: <ol style="list-style-type: none"> (1) development of learning skills; (2) improvement of basic skills (i.e. reading and math levels);
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		<p>(3) GED preparation;</p> <p>(4) development of communication skills</p> <ul style="list-style-type: none"> ▪ Interviewing Techniques ▪ Resume Development ▪ Labor Market Information ▪ Application Completion ▪ How to Dress for Interviews ▪ Effective Communication ▪ Other Related Activities <p>(5) development of interviewing skills;</p> <p>(6) development of resume and cover letters;</p> <p>(7) punctuality;</p> <p>(8) development of personal maintenance skills;</p> <p>and</p> <p>(9) professional conduct.</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.</p> <p>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</p>

	<p>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.</p> <p>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. on-the-job training c. training programs operated by the private sector 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 TANF and EF CSBG funds in PY15. The target group is low income families that are receiving TANF or EF.
Costs not related to Participant Services	39.82% of Adult funding and 59.33% of DW funding that ESWC will spend in PY15 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>Youth are provided and can access services in Wagner Peyser and ESF.</p> <ul style="list-style-type: none"> A. Eligible youth will be provided an objective assessment of the academic levels, skill levels, and service needs of each participant. This assessment will include a review of the basic skills, occupational skills, prior work experience, employability,

		<p>interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of the participant;</p> <p>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, taking into account the assessment conducted pursuant to paragraph (a).</p> <p>The following services will be provided to eligible youth participants:</p> <ol style="list-style-type: none"> (1) preparation for post-secondary educational opportunities, in appropriate cases; (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 <ol style="list-style-type: none"> (i) the job market; and (ii) 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
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		<p>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;</p> <ul style="list-style-type: none"> • 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; • 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.
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	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	51.71% of Youth funding that ESWC will spend in PY15 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
	Participant services	<ul style="list-style-type: none"> • 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: <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 ○ Other allowable services as identified under the Wagner-Peyser Act. • 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 and 26 weeks will be addressed utilizing funds from Hire

		<p>for Colorado and REA. 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) ○ Basic business tutorials, including Word, Excel, PowerPoint, and Outlook <p>GED preparation support in the form of online lab courses and tutorial services to help individuals in preparing for and obtaining their GED.</p> <ul style="list-style-type: none"> ○
	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	<p>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.</p> <p>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. 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) ● Basic business tutorials, including Word, Excel, PowerPoint, and Outlook

		<ul style="list-style-type: none"> GED preparation support in the form of online lab courses and tutorial services to help individuals in preparing for and obtaining their GED.
	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	<ul style="list-style-type: none"> Funds will be used to implement and revise 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 and the sector planning and taskforce groups Support the activities and meetings of the Weld County Youth standing committee 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.) for hiring events, job fairs, promotional activities, 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	We do not anticipate any significant impact on program activities.
Performance outcomes	We do 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 at 90% and 10%.
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.

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 a number of years. Their input has developed strategies to increase awareness of services and various career pathways. As a one-stop operator, Employment Services acknowledges the importance of connecting customers to all available resources and co-enrolling to provide comprehensive services.

The Weld County WIOA Adult and Dislocated Worker program continues 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 and Aims Community College for Adult Education and the Island Grove Center help 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 with the Global Refugee Center and Lutheran Family Services have been enhanced to provide resources and cultural training for staff. In an effort to better serve the 50+ population, there are cross referrals from the Older American's Title IV SER Jobs for Progress for low income older adults. Additionally, connections have been made with the Department of Corrections, Employment and Training Navigator, Weld County Jobs of Hope and Tower 21 to develop as many resources as possible to serve the ex-offender population. The Business Services Unit has developed employer training on the benefits of WOTC and Federal Bonding. 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, Refugee Serving Agencies, School Resource Officers, Truancy Liaisons, School to Work Alliance Program (SWAP) and the Department of Human Services to include Chafee, Youth Services, Child Welfare, Compass, 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 AmeriCorp program helps low income customers through conservation and service work earn educational resources and living stipends while in the program.

In house collaboration has increased between WIOA Adult programs, Youth, TANF, Employment First and Business Services 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 physically located with the WIOA Adult Program Case Managers allowing him to literally walk clients to an available case manager for

co-enrollment into the programs. The Board of County Commissioners (BOCC), through the Department of Human Services (DHS), is utilizing Community Service Block Grant (CSBG) funds to support employment and training efforts for hard to serve target groups.

4. **Businesses.** Describe the strategies used to ensure businesses are engaged with work-based learning, career pathways, Sector partnerships, and other employer services.

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. The information is produced quarterly and will be continued into the new plan year as a way to engage businesses. Additionally, BSR's are tasked with identifying business 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 being planned is ESWC hosting an Employer Workshop in the fall of 2015. This workshop will bring in Sector Partner "Experts" (employers and conveners currently actively engaged in Sector Partnerships) to share their first hand 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.

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 participate on Workforce Development standing committees and will continue to 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, Refugee Serving Agencies, School Resource Officers, Truancy Liaisons, School to Work Alliance Program (SWAP) and the Department of Human Services 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 anticipates continuing successful coordination with the Division of UI to assist claimants by implementing UI profiling strategies in late May or early June of 2015 and a Re-Employment initiative in January 2016. ESWC foresees these customers may be enrolled into the WIOA Adult and Dislocated Worker programs.

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 Performance outcomes for this EA are included in the attached approved Grant Proposal, provide the reference page numbers here:

Statement of Work	Refer to page numbers: n/a
Budget	Refer to page numbers: n/a
Performance Outcomes	Refer to page numbers: n/a

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

II. BUDGET INFORMATION: Attachment #3 of the PY15 WIOA Transition Plan, Budget and Service Chart is estimations based on the first two quarters of PY14 and resulting Program Costs and Direct Training costs. Actual expenditures may vary.

See Section V for the Budget and Projected Quarterly Expenditure Charts.

III. EA MODIFICATION(S): n/a

A. This EA Modifies the Statement of Work

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

Category	Services/Costs
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	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	
Performance outcomes	
Program versus Administration budgets	
Projected Quarterly Expenditures	

C. Changes to the Budget and Performance Outcomes. Unless otherwise noted, modifications to the Budget and Performance 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 Performance Outcomes are included in the attached modified Grant Proposal, provide the reference page numbers here:

Statement of Work	Refer to page numbers:
Budget	Refer to page numbers:
Performance Outcomes	Refer to page numbers:

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

IV. FUNDING PROVISIONS AND OTHER SERVICES OR RESOURCES

A. Funding Provisions for this EA are as follows:

The Local Area shall provide services pursuant to the terms and conditions of the executed WDP Agreement and any Federal and State laws and requirements, including, but not limited to, Federal grant agreements, Federal guidance documents, relevant State-issued Policy Guidance Letters (PGLs), Program Information, and/or specifications identified in the provisions below.

The Local Area shall refer to United States Department of Labor-Employment and Training Administration (DOL) Training And Employment Guidance Letters (TEGLs) issued under the authority of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the Adult, Youth, Dislocated Worker, Wagner Peyser Employment Service, and other core partner programs for guidance on operations, services, and program requirements for Program Year 2015 (PY15).

In addition to the Funding Provisions identified in Exhibit D of the Executed FY14 WDP Agreement, the following provisions apply to funding provided July 1, 2015 and thereafter.

I. ADMINISTRATIVE REQUIREMENTS

Statutory References.

- Office of Management and Budget (OMB) CFR Chapter II, Part 200, et al.
- *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule*. December 26, 2013.
- Department of Labor (DOL) CFR Chapter II, Part 2900 et al. *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. December 19, 2014.
- 29 CFR Parts 95, 96, 97, and 99
- 2 CFR Parts 220, 225, 230 (formerly OMB Circulars A21, A87, and A-122 respectively)

Provisions.

The United States Department of Labor issued Training and Employment Guidance Letter No. 15-14: Implementation of the New Uniform Guidance Regulations on December 19, 2014 notifying stakeholders of new Federal regulations that apply to all Federal funds issued after December 19, 2014.

These new Uniform Guidance Regulations replace applicable provisions referenced in Section 20.R of the executed FY14 WDP Agreement, which covers the Federal Uniform Administrative Requirements located at 29 CFR Part 97 and Cost Principles for Grants and Agreements as promulgated in the Federal Common Rule, including but not limited to, OMB Circular A-21, A-87 (also covered by 2 CFR Part 225), A-102, A-110 (also covered by 2 CFR section 215) and A-122 (also covered by 2 CFR Section 230), and 48 CFR Part 31.

For any carry-in Workforce Investment Act (WIA), Wagner Peyser, or other federal grant funds from prior program years, the Local Area may comply with the OMB Circulars which were in effect at the time funding was provided.

II. PY15/FY16 Funding

Pursuant to the executed FY14 WDP Agreement, Exhibit D., Part 2, paragraph 2.7 Federal Training and Employment Guidance Letters (TEGLs) which states that “The Local Area agrees to follow the provisions of Federally-issued TEGLs outlining specific provisions and requirements for each funding

source and workforce development program covered by this Agreement”, the Local Area shall comply with Federal TEGLs which provide guidance, direction, and program oversight for the implementation of WIOA, Wagner Peyser Employment Service funding, and other terms and conditions for Federal funding.

A. Workforce Innovation and Opportunity Act (WIOA)

Funds appropriated for WIOA and/or Wagner Peyser Employment Service programs, and/or other State- or Federally-funded grants shall be identified in a Notice of Fund Availability (NFA) letter and shall be expended by the Local Area pursuant to an approved original EA or EA Modification.

1. Statutory Reference: Funding is provided under the authority of the Workforce Investment Act of 1998, Title I, 20 CFR Part 652 et al., effective August 7, 1998; Wagner-Peyser Act of 1933, as amended ; and the Workforce Innovation and Opportunity Act of 2014 (WIOA) (Public Law #113-128 enacted 7/22/14) effective July 1, 2015.

2. Purpose of Funding: Funds appropriated for the Adult, Youth, Dislocated Worker, and Wagner Peyser Employment Service formula allocated programs are provided pursuant to the approved Local Plan (Exhibit B), requiring that services be provided as part of Colorado’s American Job Service system established by the State.

3. Program Requirements. During the transition year moving from WIA to WIOA, PY15 WIOA funds shall be expended subject to WIOA law and to all Operational Guidance issued by the United States Employment and Training Administration (DOL). During PY15, the Local Area shall operate programs pursuant to the TEGLs issued throughout the year until the final WIOA regulations are effective. Services provided by the Local Area shall comply with the requirements of such TEGLs that apply to each program, e.g. Adult, Dislocated Worker, Youth, and Wagner Peyser Employment Service. Additionally, the local area shall perform work in accordance with expenditure requirements and performance outcomes determined in TEGLs and contractually agreed to in a fully executed EA.

The Local Area shall refer to DOL’s TEGLs for Operational Guidance related to, but not limited to, required services and activities, allowable costs, reporting requirements, performance outcomes, required partners, involvement of businesses, targeted populations , WIOA governance, etc. for each funded program.

4. Restrictions on Funding: The funds shall be used only for the stated purpose identified in an approved Grant Application and/or for required program elements of a specific program as identified in these funding provisions. Funds allocated for any program year are available for expenditure only during that program year and the succeeding program year. At the end of the second program year, the State may recapture any unobligated balance of funds that exceed 20% of the total funding allocation for each program for the prior program year. At the end of the second program year, the State shall recapture any unspent funds of the total funding allocation for each program.

5. Prohibited activities and use of funding. The Local Workforce region shall refer to the legislative provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA) and other federal guidance addressing prohibited activities and uses of funding to ensure compliance within the laws, rules, and regulations governing the funds provided under the executed FY14 WDP Agreement.

B. Modifications to Funding Provisions.

The following funding provisions apply to PY15 Employment Support Funds and replace Part 2 Section M of the current executed WDP Agreement, Exhibit D, effective 7/1/15.

M. EMPLOYMENT SUPPORT FUND (ESF).

3.1 Statutory Reference: Colorado Revised Statutes(C.R.S.) 8-77-109 Establishment of the Employment Support Fund (ESF) for use by the Colorado Department of Labor and Employment – Division of Employment and Training and C.R.S. 8-83 Workforce Development Part 1 Division of Employment and Training; and C.R.S. 8-83-104 State Employment Service.

3.2 Purpose of Funding: Funds may be used to carry out employment and training activities in the workforce region and/or to support workforce center operations.

3.3 Allowable Costs:

a. Allowable costs shall be reasonable and necessary for workforce center operations and employment and training activities which include, but are not limited to: building overhead and operating costs; indirect and administrative costs; career services, supportive services, and training services for participants; staff development; information technology initiatives that benefit workforce development programs; leverage and match for other workforce development programs in the Local Area; leasehold improvements and/or the costs of moving a workforce center to a new location, and other employment service activities, such as:

1. job search and placement services to job seekers including counseling, testing, occupational and labor market information, assessment, and referral to employers;
2. appropriate recruitment services and special technical services for employers;
3. evaluation of programs;
4. developing linkages between services funded under the Wagner Peyser Employment Service Act and related Federal or State legislation, including the provision of labor exchange services at educational sites;
5. providing services for workers who have received notice of permanent layoff or impending layoff, or workers in occupations which are experiencing limited demand due to technological change, impact of imports, or plant closures;
6. developing and providing labor market and occupational information;
7. developing a management information system and compiling and analyzing reports therefrom; and,
8. administering the work test for the State unemployment compensation system and providing job finding and placement services for unemployment insurance claimants.

Additionally, ESF funds may cover all of the allowable costs cited in the regulations and guidelines covering the Workforce Innovation and Opportunity Act (WIOA).

b. Expenditures of ESF funds may be used as stand-in costs required by other Federal grants provided under the WDP Agreement.

3.4. Restrictions on Funding: The funds shall be used only for the stated purpose identified in the allowable costs sections of these funding provisions, funding provisions in any NFAs, and/or as defined in an executed EA. Funds may not be used for religious, political, or discriminatory activities.

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

Section V. Budget and Program Outcomes Charts

NFA# 15-01

Entity Code: 5230

ADULT Program Original Allocation: \$39,720

Budget Information Summary Table (BIST)

PY15 Adult		Period of Performance: 7/1/15 - 6/30/17	
Original Program Budget:	\$35,748	Original Admin Budget:	\$3,972.00
Transfer In (+):	\$33,170.00	From:	PY15 Dislocated Worker 4DB5/4DN5
Transfer Out (-):	\$0.00	To:	
Cost Category/Program Code	Approved Current Budget	Transfer In/Out (+/-)	Revised Budget
Admin/4A65	\$3,972.00		\$3,972.00
Program/4A85	\$35,748.00		\$35,748.00
DW-Adm (transfer in)/ 4DB5		\$3,317.00	\$3,317.00
DW-Prog (transfer in)/ 4DN5		\$29,853.00	\$29,853.00
Total	\$39,720.00	\$33,170.00	\$72,890.00

Adult Projected Quarterly Expenditures - Cumulative

WIOA Adult	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
COSTS CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Administration	\$0	\$2,135	\$25,260	\$48,388
Program	\$0	\$128,100	\$312,530	\$435,491
Total	\$0	\$130,235	\$337,790	\$483,879
Carry Out	N/A	N/A	N/A	\$207,376

Carry in	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Adult Administration	\$ 18,000.00	\$ 33,865.00	\$ 33,865.00	\$ 33,865.00
Adult Program	\$ 122,950.00	\$ 179,280.00	\$ 179,280.00	\$ 179,280.00
Total PY14/FY15 Carry In	\$ 140,950.00	\$ 213,145.00	\$ 213,145.00	\$ 213,145.00

Adult Program Outcomes Chart - Cumulative

Adult	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Total Participants*	176	215	254	280
Carry In	150	150	150	150
New	26	65	104	130
Hard to Serve/Targeted Populations	14	35	56	70
Entered Employment Rate*	-	-	-	66.20%
Employment Retention Rate*	-	-	-	82.60%
Average Earnings/Wage*	-	-	-	\$14,680

* 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

NFA# 15-01

Entity Code: 5230

Dislocated Worker Program Original Allocation: **\$ 66,340.00**

Budget Information Summary Table (BIST)

PY15 Dislocated Worker		Period of Performance: 7/1/15 - 6/30/17	
Original Program Budget:	\$ 59,706.00	Original Admin Budget:	\$6,634.00
Transfer In (+):	\$0.00	From Fund Year and Name:	
Transfer Out (-):	\$33,170.00	To Fund Year and Name:	PY15 Adult
Cost Category/Program Code	Approved Current Budget	Transfer In/Out (+/-)	Revised Budget
Admin/4D65	\$6,634.00	-\$3,317.00	\$3,317.00
Program/4D85	\$59,706.00	-\$29,853.00	\$29,853.00
Total	\$66,340.00	-\$33,170.00	\$33,170.00

Dislocated Worker Projected Quarterly Expenditures - Cumulative

WIOA DW	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
COST CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Administration	\$0	\$0	\$7,600	\$15,119
Program	\$0	\$34,260	\$95,345	\$136,071
Total	\$0	\$34,260	\$102,945	\$151,190
Carry Out	N/A	N/A	N/A	\$64,794

Carry in	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
DW Administration	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00
DW Program	\$ 40,725.00	\$ 67,550.00	\$ 67,550.00	\$ 67,550.00
Total PY14/FY15 Carry In	\$ 48,225.00	\$ 75,050.00	\$ 82,550.00	\$ 82,550.00

Dislocated Worker Program Outcomes Chart - Cumulative

DW	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Total Participants*	108	120	132	140
Carry In	100	100	100	100
New Participants	8	20	32	40
Hard to Serve/Targeted Populations	7	18	28	35
Entered Employment Rate*	-	-	-	66.79%
Employment Retention Rate*	-	-	-	84.52%
Average Earnings/Wage*	-	-	-	\$17,085

*. 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

NFA# 15-01

Entity Code: 5230

YOUTH Program Original Allocation: **\$ 619,017.00**

Budget Information Summary Table (BIST)

PY15 Youth	Period of Performance: 7/1/15 - 6/30/17		
Original Program Budget:	\$ 557,115.00	Original Admin Budget:	\$ 61,902.00
Cost Category/Program Code	Approved Current Budget	Changes In/Out (+/-)	Revised Budget
Admin/4Y65	\$61,902	-	\$61,902
Out-of-School (75% minimum)/ 4Y75	\$417,837	-	\$417,837
In School (25% maximum) / 4Y85	\$139,278	-	\$139,278
Total	\$619,017	-	\$619,017
20% of Youth Program Budget for Work Experiences *	\$111,423	-	-
*WEs Out of School	\$83,568	-	-
*WE's In-School	\$27,855	-	-

Youth Projected Quarterly Expenditures - Cumulative

Youth	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
COST CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Administration	\$0	\$0	\$17,915	\$43,332
Out of School (75%)	\$0	\$93,545	\$212,795	\$292,486
In School (25%)	\$0	\$31,180	\$70,930	\$97,495
Total	\$0	\$93,545	\$230,710	\$433,313
Carry Out	N/A	N/A	N/A	\$185,704

Carry in	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Youth Administration	\$25,000	\$50,000	\$57,085	\$57,085
Youth Program	\$106,000	\$140,275	\$140,275	\$140,275
Total PY14/FY15 Carry In	\$131,000	\$190,275	\$197,360	\$197,360

Youth Program Outcomes Chart- Cumulative

Youth	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Total Participants*	147	178	209	230
Carry In	126	126	126	126
New Participants	21	52	83	104
Hard to Serve/Targeted Populations	12	29	46	58
Placement in Employment or Education*	-	-	-	58.52%
Attainment of a Degree or Certificate*	-	-	-	62.00%
Literacy & Numeracy Gains*	-	-	-	41.00%

*. 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

NFA# 15-01

Entity Code: 5230

Py15 Wagner Peyser Employment Service	Original Allocation:	\$505,362		
Funding Source	Period of Performance	Program Code	\$ Amount	
PY15 Wagner Peyser Employment Service/2055	7/1/15 to 6/30/17	2055	\$505,362.00	

Note: Use this chart model for ESF Program Code 2W26

Wagner Peyser Employment Service Projected Quarterly Expenditures - Cumulative

WP Employment Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Program	\$0	\$0	\$123,000	\$229,649
Total	\$0	\$0	\$123,000	\$229,649
Carry Out	N/A	N/A	N/A	\$275,713

Carry in	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
WP Employment Service	\$ 125,000.00	\$ 265,000.00	\$ 281,913.00	\$ 281,913.00
Total PY14 Carry In	\$125,000.00	\$265,000.00	\$281,913.00	\$281,913.00

Wagner Peyser Employment Service Program Outcomes Chart- Cumulative

WP Employment Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Total Participants	11,015	13,685	17,345	21,000
Entered Employment Rate* 1	-	-	-	50%
Employment Retention Rate* 1	-	-	-	77%
Average Earnings/Wage* 1	-	-	-	\$15,000
Total Employers Served	90	450	765	900
Total Job Openings Received	273	1363	2316	2,725

*. 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.

Section V. Budget and Program Outcomes Charts NFA# 15-01 Entity Code: 5230

Py15 ESF	Original Allocation:	\$413,682		
Funding Source	Period of Performance	Program Code	\$ Amount	
ESF/2W26	7/1/15 to 6/30/16	2W26	\$413,682.00	

ESF Projected Quarterly Expenditures - Cumulative

ESF	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Program	\$82,750	\$207,750	\$332,750	\$413,682
Total	\$82,750	\$207,750	\$332,750	\$413,682
Carry Out	N/A	N/A	N/A	N/A

Special Initiative	Original Allocation:	\$000,000.00
Line Item Budget	Planned Expenditures	
Salaries, Fringe Benefits, Travel		
Equipment		
Supplies		
Subcontracting arrangements		
Operating/Overhead		
Training & Program Related Supportive Services		
Other Participant Related Services		
Total Cumulative Expenditures	\$0.00	

Name of Special Initiative Projected Quarterly Expenditures - Cumulative

Funding Stream	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Cost Category/Program Code	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Admin/xxxx				
Program/xxxx		N/A	N/A	
Total	\$0.00	\$0.00	\$0.00	\$0.00
Carry In/Carry Out		N/A	N/A	

Special Initiative Program Outcomes Chart- Cumulative

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CATEGORY	July 1 to September 30, 2015	October 1 to December 31, 2015	January 1 to March 31, 2016	April 1 to June 30, 2016
Total Participants				
Carry In				
New Participants				
Hard to Serve/Targeted Populations				

Cost Sharing/Matching/Leverage Summary Table

Partner Name	Planned Contribution(s)	Match Source (Federal/State/Private)	Type of Leverage

