

MEMORANDUM

TO: Workforce Service Area Directors
FROM: Dislocated Worker Program
RE: Incentive Awards based on Program Year 2009 Performance
DATE: June 2, 2011

Per WIA Section 134, WIA Regulations 20 CFR 666, Subpart D, and the newly revised Adult and Dislocated Worker program policy "Incentives for Exceptional Performance," effective July 1, 2010, the Minnesota Department of Employment and Economic Development (DEED) is distributing \$200,000 of incentive money to reward local WorkForce Service Areas (WSAs) for excellent Adult and Dislocated Worker program service and performance, strong Workforce Investment Board (WIB) activity, and suitable WIB structure occurring in program year 2009. The table below summarizes the money each WSA will receive upon approval of the appropriate submittals. Please see the attached table for details.

WSA	Incentive Awards based on PY 2008 Performance
Northwest	\$5,694
Rural MN CEP	\$37,740
Northeast	\$13,038
Duluth	\$2,490
Central	\$14,818
Southwest	\$7,568
South Central	\$6,678
WDI	\$8,933
Hennepin/Carver	\$16,020
Minneapolis	\$18,176
Anoka	\$6,858
Dakota/Scott	\$12,565
Ramsey	\$32,815
Washington	\$4,647
Stearns/Benton	\$9,120
Winona	\$2,841
Total	\$200,000.00

Due to the nature of this funding stream, we cannot accept any extension or modification requests. Please plan accordingly and be ready to spend these funds within the timeframe we have available.

AWARD CRITERIA

Prerequisite Eligibility for Local Incentive Award Funding:

Regionally Coordinated Approaches to Workforce Development

- Each WSA must complete and retain a Local Unified Plan for the program year during which we distribute the incentive awards to serve as evidence of regional partnership planning.

Regional Cooperation and Employer Participation

- The Workforce Investment Board (WIB) must be an active participant with regional partners involved in workforce development, economic development, and education. In evaluating this criterion, DEED will review documentation as provided in the current program year's Local Unified Plan to indicate that the WIB is actively participating in regional partnerships to improve the region's competitiveness.
- The WIB must include members from the private sector reflecting the key industry sectors within the WSA, as identified within the current program year's Local Unified Plan.

Eighty percent Budget Obligation for Preceding Program Year at time of Award Distribution

- Each provider must reflect an 80 percent rate of budget obligation for DW and Adult program services in all formula funding streams for the preceding program year.

PY 2009 Adult and Dislocated Worker Program Performance:

DEED will divide the incentive award funding into two parts; one will be distributed based on WIA Title 1-B Adult program performance; the other will be based on Dislocated Worker program performance. DEED staff members will divide each stream equally among each program's four performance measures which are as follows:

Adult Measures

- Entered Employment Rate
- Employment Retention Rate
- Average Earnings
- Employment and Credential Rate

Dislocated Worker Measures

- Entered Employment Rate
- Employment Retention Rate
- Average Earnings
- Employment and Credential Rate

Distribution Methodology: Every service provider who meets the prerequisite eligibility criteria and achieves at least 100 percent of the performance standard for a given performance measure will be included in the award distribution for that particular performance measure. DEED will then weigh the amount of money each eligible service provider receives for each performance measure by the total number of customers served by that provider in each of the two parts: one for the customers served by that provider's WIA Title 1-B Adult program and the other for the customers served by that provider's Dislocated Worker program.

All federal and state funding streams included in official performance for any given program year will be part of the incentive award calculation, including all customers served in state and federal mass layoff project and formula funding streams.

CHARACTERISTICS OF THE AWARD

Pursuant to WIA Regulations (20 CFR 666.410), WSAs may use the funds for any activities allowed under WIA Title I-B regardless from which Title I-B program (s) the award was earned. Please spend all incentive funds awarded no later than **June 30, 2012**. The state will recover any remaining funds and use them for other allowable statewide employment and training activities.

REQUIRED FORMS

By Friday, June 17, 2011, please complete and submit the following forms for DEED approval:

- A short **program plan, two pages in length**, to outline the proposed use of funds; and
- One **budget form** to outline proposed expenditures
- If you intend to directly serve Adult or Dislocated Worker program enrollees with Local Incentive Award dollars, please complete a second budget form, included on the budget page.

**Because we so recently distributed the Incentive Awards based on PY 2008 performance, please feel free to reuse parts of the work plan. We want to make this as streamlined as possible in order to increase the funding you have available, especially during times of fiscal stress.*

Please direct all questions, and mail or e-mail the forms by June 17, 2011, to:

Annie Welch
Minnesota Department of Employment and Economic Development
332 Minnesota Street, Suite 200E
St. Paul, MN 55101
E-mail: Annie.Welch@state.mn.us
Phone Number: 651-259-7525
Fax Number: 651-215-3842

On behalf of the State of Minnesota - Congratulations on your fine performance!

Signature Page

STATE OF MINNESOTA
Incentive Awards for Performance

<i>For WPD/DWP use only</i> FILE WSA #: _____ Grant #: _____
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State of Minnesota
MN Department of Employment & Economic Development
Workforce Development Division/Dislocated Worker Program
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351

1. Workforce Service Area: Northwest (WSA #1) – Northwest Private Industry Council

Address: 1730 University Avenue

City/State/Zip Code: Crookston, MN 56716

Contact Person: Amanda Grzadzielewski

Phone Number: 218-281-6020

2. Start Date / End Date: 07/01/2011 to 06/30/2012

3. Total Funds Awarded: \$ 5,694 _____

4. Total Customers to be Served: (may be n/a) _____

5. Application is made for a grant under the Workforce Investment Act (WIA), Title I, in the amount and for the purposes stated herein:

Amanda Grzadzielewski
Name of Authorized Official

NWPIC Executive Director
Title

Signature of Authorized Official

6/17/11
Date

PROGRAM PLAN: LOCAL INCENTIVE AWARD FOR PY 2009 PERFORMANCE

WorkForce Service Area__ Northwest WSA#1_____

Person Completing Plan__ Amanda Grzadzielewski_____

Date Plan Completed __6/17/11_____ Effective Date of Plan _7/1/11_____

**I. For what services does the WorkForce Service Area propose to use the incentive award?
(Please specify in each area as appropriate.)**

WorkForce Service Area staff services:

WorkForce Service Area customer services:

Local WorkForce Investment Board services:

The Northwest Workforce Service Area proposes to utilize the incentive award amount of \$5,694 to fund the activities of the WIB from 7/1/11 to 6/30/12.

Other uses (please specify):

II. How will the proposed use of the incentive award enhance the WSA's ability to deliver employment and training services?

The use of the incentive award to fund the WIB will allow the Northwest WSA to continue with the regular meeting schedule that has been established and will allow WIB members to attend National and State Workforce Development conferences. This should serve to enhance their knowledge and ability as WIB members.

III. What organizations were involved in the planning of the use of this incentive award?

The local WIB participated in the development of this plan. The board is made up of representatives from the private sector, Economic Development, Inter-County Community Council, DEED Job Service, Vocational Rehabilitation, Adult Basic Education, Social Services, and Organized Labor.

IV. If the incentive award is meant to serve *job seekers who will be enrolled in either the Adult or Dislocated Worker program*, please complete the following:

Planned Total Service Level:		
Gender:		
	Male:	
	Female:	
Age group:		
	14-17 years:	
	18-21 years:	
	22-39 years of age:	
	40-55 years:	
	55 years of age and over:	
Race/Ethnic Group:		
	Hispanic (%):	
	White:	
	African-American:	
	Native American:	
	Asian/Pacific Islander:	
<i>Registered participants will count in the performance standards where appropriate.</i>		

WIA Incentive Budget Form 1 (Please ensure the budget is cumulative and that you spend fully.)				
Cost Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Quarter End Date	09/30/2011	12/31/2011	03/31/2012	06/30/2012
Workforce Staff Services				
Workforce Customer Services				
Workforce Investment Board Services	\$854	\$2,277	\$3,814	\$5,694
TOTAL	\$854	\$2,277	\$3,814	\$5,694

Please, only complete the second budget form if you intend to use the WIA Incentive Award dollars to serve customers who are enrolled in either the Adult or Dislocated Worker program.

WIA Incentive Budget Form 2 (Please ensure the budget is cumulative and that you spend fully.)				
Cost Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Quarter End Date	09/30/2011	12/31/2011	03/31/2012	06/30/2012
Administration	\$854	\$2,277	\$3,814	\$5,694
Core Services				
Service Related Costs				
Direct Customer Training Costs				
Support Services				
TOTAL	\$854	\$2,277	\$3,814	\$5,694

Definitions: Cost Categories

Administration Costs: Costs are defined by WIA Final Rules and Regulations – 20 CFR, Section §667.220 and are generally associated with the expenditures related to the overall operation of the employment and training system.

Core Services: Core services are universal services, DELIVERED AT THE WORKFORCE CENTER, designed to give the general customer an orientation to the local, state, and national labor market. These services are available to the general public and are to be provided at the same high level by each appropriate One-Stop partner. Core services are defined at WIA Law, Section §134(d) (2).

Service Related Costs: Any staff, office supply, or other cost necessary to process customers in intensive and/or training (as defined in WIA Section 134(d)(3) and 134(d)(4)), exclusive of actual monies spent on tuition, books, OJT reimbursements, or other direct and tangible training goods and services received by customers.

Direct Customer Training Costs: Any tuition, books, OJT reimbursements, or other direct and tangible training goods and services received directly on behalf of specific customers.

Support Services: All other direct costs to the customer (i.e. transportation, health, family care, housing/rental assistance, tools, clothing, etc. necessary for the customer to participate in WIA.