

Memo

Minnesota

Governor's
Workforce
Development
Council



To: GWDC Executive Committee
From: Luke Weisberg
CC: WIA Incentive Grant staff working group
Date: August 31, 2004
Re: Moving forward on the WIA Incentive Grant

The staff working group for Minnesota's WIA Incentive grant has advanced the planning discussion. This memo clarifies how the grant will be used and offers a timeline for moving forward. *(This memo only addresses issues which were still outstanding. For a reminder of the overall initiative, see the proposal to USDOL dated June 3, 2004.)* We would like the Executive Committee's approval of the proposed activities and timeline at its September 8, 2004 meeting.

Planning process

1. The working group agreed the most efficient planning process for this project would piggyback on the WIA Title 1 planning process. Local Workforce Councils will convene one or more meetings during October/November 2004 to create an addendum to their FY 2005 Title 1 plans. Partners can affirm agreements during the next full WIA local planning process in 2005. These agreements will be structured to ensure they also meet requirements by MN State Colleges and Universities and the MN Department of Education for federal reporting purposes.
2. Local Workforce Councils will convene partners on a regional basis. They will bring together ABE consortia, MN State Colleges and Universities (Perkins funded) partners, local nonprofit providers of ELL/workplace training services, and other relevant parties to complete a planning agreement (following a template to be developed). Because of overlapping jurisdictions among these players, Local Workforce Councils may need to jointly plan service agreements across WSA boundaries, aligned with the six DEED regions. There is no significant funding available from the WIA incentive grant to support this planning activity.
3. Staff will complete planning projections with assistance from LMI experts and others, to identify potential need in regions around the state (using the six DEED planning regions). Local Workforce Councils and partners will use these projections to guide their own expectations about WIA incentive grant funding available in their region.

4. The result of the planning process will be an agreement (following a template to be developed) that outlines regional roles and responsibilities for business outreach in assessing need for ELL services and workplace training, eligible service providers, specific services are involved, and fiscal agent designation. Fiscal agents and eligible providers will be the entities allowed to draw down WIA incentive grant funds for identified projects.

State-level guidance/oversight and staffing

5. The joint appointees to the MJSPB/GWDC will serve as an ad hoc committee to provide state-level guidance for this grant. GWDC staff will convene the MSJPB/GWDC committee beginning in September to outline expectations for grant expenditure. Minimum expectations already identified include:
 - Services should focus on English Language Learning bundled with workplace skills identified by the business customer.
 - Projects should use contextual occupational English learning models (a resource will be developed to guide eligible providers).
 - Businesses will be asked to provide financial match.
6. A staff working group composed of DEED, MnSCU, MDE, Local Workforce Council, and nonprofit provider representatives will staff this effort. A single staff person from each of the state agencies should serve as the primary “go to” person for this project.
7. Once projects are underway, the MJSPB/GWDC committee will review grant expenditures on a quarterly basis, reporting back to the GWDC and MJSPB.

Fiscal management and local oversight

8. Funding will be available on a per-project basis, based on guidance developed by the MJSP/GWDC appointees. As the established legal recipient of WIA incentive grant funds, DEED will provide fiscal oversight for the distribution of funds and handle the actual draw-down of funds. Local fiscal agents will then receive project grants as outlined in local planning agreements.
9. Local Workforce Councils will sign off on projects, ensuring that the service delivery plan is consistent with the plan developed previously among partners.
10. The GWDC/MJSPB committee will review quarterly financial progress to ensure consistency with original guidelines.

The staff team will meet again in September and move ahead with a proposed task/timeline (attached). We look forward to providing an update at the next full GWDC and MJSP Board meetings in October.

WIA INCENTIVE GRANT WORKPLAN / TIMELINE			<i>(Through 1st Quarter 2005)</i>		
<i>revised August 13, 2004</i>					
When	Step	What	Who	Milestone	Notes
September-04	1	Convene to begin creating guidance for grant expenditure	GWDC/MJSP appointees		
	2	Develop template for regional planning document and process	staff team		How will you approach employers? Who will serve as fiscal agent for projects like this? Who will be eligible providers -- for which services?
	3	Demand projections developed based on available data	staff team + others		
	4	Resources regarding contextual occupational English models will be identified so they can be made available to potential service providers.	staff team + others		This likely already exists across multiple venues
	5	Send communciation to Local Workforce Councils inviting them to convene their local partners	Agency/GWDC leadership		Ensure that local planning is inclusive of ALL potential partners
	6	Begin to establish DEED accounting procedure for drawing down funds	staff team		
	7	Ensure that regional planning template will suffice for previously required ABE planning	MDE/Shaffer		
	8	Ensure that regional planning template will suffice for previously required Perkins planning	MnSCU/Kotamraju		
	9	Ensure that regional planning template will suffice for previously required WIA Title I planning	DEED/Aamoth		
October-04	10	Facilitate local convenings	Local Workforce Councils and partners		
	11	GWDC reviews at scheduled meeting	GWDC		
	12	MJSPB reviews progress at scheduled meeting	MJSPB		
November-04	13	Facilitate local convenings	Local Workforce Councils and partners		
	14	Complete guidance for projects	GWDC/MJSP app	Guidance made available to local	
December-04	15	Make Local Workforce Councils aware of GWDC/MJSPB guidance and completion of local agreements in their areas.	staff team	Local plans completed and information disseminated	This could be piggybacked onto existing meetings of Local Workforce Council leadership
	16	Make eligible providers and fiscal agents aware of GWDC/MJSPB guidance and completion of local agreements in their areas.	staff team		Are there other venues in December/January to reach an audience of providers by region or statewide?
January-05	17	GWDC reviews at scheduled meeting	GWDC		
	18	Begin draw-down for project-based funding with sign-off from Local Workforce Councils	Eligible providers	Funding begins to flow for projects	
February-05	19				
March-05	20	Quarterly review by MJSPB/GWDC			