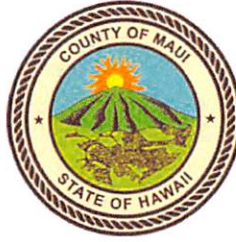


MICHAEL P. VICTORINO  
Mayor



KAY FUKUMOTO  
Economic Development Director

COUNTY OF MAUI  
OFFICE OF ECONOMIC DEVELOPMENT  
2200 Main Street, Suite 305  
WAILUKU, MAUI, HAWAII 96793

January 18, 2019

RECEIVED  
2019 JAN 23 PM 2:01  
OFFICE OF THE  
COUNTY CLERK

Ms. Michele Yoshimura *My*  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*Kay Fukumoto* 1/23/19  
Acting Mayor Date

For transmittal to:

Honorable Kelly King, Chair  
And Members of the Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair King and Members:

SUBJECT: MAUI COUNTY WORKFORCE DEVELOPMENT BOARD – PROGRAM YEAR 18  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

In accordance with Ordinance No. 4861, Bill 57, Fiscal Year 2019 Budget, we are hereby transmitting to you a copy of the contracted amounts awarded by the State of Hawaii, Workforce Development Council for the program listed above for the period of July 1, 2018 – June 30, 2020 in the total amount of \$548,371.00. The \$548,371.00 encompasses the LAC, Youth, Adult and Dislocated Worker Programs.

Sincerely,

*Kay Fukumoto*

Kay Fukumoto  
Economic Development Director

COUNTY COMMUNICATION NO. 19-37

**COUNTY OF MAUI  
DEPARTMENT OF FINANCE**

<b>REQUEST FOR GRANT INDEX CODE</b>
-------------------------------------

County of Maui's Fiscal Year: FY19

GRANT/PROJECT TITLE: WIOA-18-LAC-M

Grant No./Identification No. AA-32233-18-55-A-15

Grant/Performance Period: 7/1/2018 - 6/30/2020

Award Amount: \$ 54,835.00

Department's Primary Contact: Lee Ah Yen

Primary Contact Phone #: 270-8224

**Type of Grant:**

	<u>{Check one}</u>	<u>CFDA # (1)</u>	<u>Agency Name</u>
1 Federal	<input type="checkbox"/>		
2 Fed Pass Thru' State (2)	<input checked="" type="checkbox"/>		<u>State of Hawaii Workforce</u>
3 State	<input type="checkbox"/>	<u>n/a</u>	<u>Development Council</u>
4 Private	<input type="checkbox"/>	<u>n/a</u>	
5 Other, please specify	<input type="checkbox"/>	<u>n/a</u>	

**Submit the following additional documents:**

- 1) Grant Agreement, or Letter of Intent to Award Funds
- 2) Respective page of the Council Adopted Budget (for original appropriation)  
OR, copy of the Ordinance, if this grant is approved via budget amendment
- 3) Copy of the written notification to the Council and to the Budget Office of the award

**For Finance/GL Section:**

Index code: \_\_\_\_\_

Sub-Object to be used for the receipt of revenue: \_\_\_\_\_

*(FOR reimbursement of grant expenditures)*

*Note: This form will be returned to the Department as soon as index code is created.*

*(1) CFDA = Catalog of Federal Domestic Assistance (can be found on the grant application or maybe obtained from the grantor (Federal Agency))*

*(2) Federal Pass Through State= The grant was awarded to the State. After receiving the grant, the State then passes the federal money to the county. In this situation, the County becomes a subrecipient.*

**Please submit original form to Accounts G/L Section ATTN: Ortaine Acidera.**

w. Veteran Directed Home Community Based System	25,000
x. Volunteer Center Program	10,000
y. State of Hawaii, Department of Health, Alcohol and Drug Abuse Division, Substance Abuse Prevention System	20,725
6. Office of the Mayor	
a. Hawaii State Department of Business, Economic Development & Tourism	2,500
b. Hawaii State Energy Office	25,000
c. Hawaii Tourism Authority (HTA) - County Product Enrichment Program (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	70,000
d. Innovate Hawaii	10,000
e.. Workforce Innovation and Opportunity Act (WIOA) (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	661,169
f. State of Hawaii Department of Agriculture – Kula Agricultural Park Expansion	5,000,000
g. Community Development Block Grant (CDBG) Program	
(1) County of Maui, Department of Environmental Management Project: Molokai Landfill Trailer Mounted Diesel Tank (i) Acquisition of a trailer mounted diesel tank.	25,000
(2) County of Maui, Department of Environmental Management Project: Hana Landfill Bulldozer (i) Acquisition of a bulldozer to replace a 14-year old track loader.	530,000
(3) County of Maui, Department of Environmental Management Project: Molokai Landfill Wheel Loader (i) Acquisition of a wheel loader to improve the efficiency of handling cover material, waste, and recyclables.	400,000
(4) ARC of Maui County Project: ARC Residential Group Home Safety Improvements Project (i) Rehabilitation of the ARC of Maui County facilities to include retrofitting and updating of the fire alarm systems in three intermediate care facility homes and installation of backup battery systems to provide emergency power to six homes.	270,000

DAVID Y. IGE  
GOVERNOR  
DOUGLAS S. CHIN  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON  
ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

(SN 20)

**WIOA BULLETIN NO. 20-18**

**DATE:** June 15, 2018  
**TO:** WIOA Partners  
**SUBJECT:** Program Year (PY) 2018 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2018 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

**A. Allocations**

The PY 2018 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-17. State allotments are as follows:

Youth Program:	\$ 2,209,670
Adult Program:	\$ 2,101,059
Dislocated Worker Program:	<u>\$ 1,620,164</u>
Total	<u>\$ 5,930,893</u>

## **B. Funds Available**

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 ("the Act") makes WIOA PY 2018 Youth Activities funds available for obligation in early April 2018. However, the Act funds for the WIOA Adult and Dislocated Worker programs are in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2018; this portion is referred to as the "base" funds. The second appropriation becomes available for obligation on October 1, 2018, this portion is referred to as "advance" funds. For Program Year 2018, the U.S. Secretary of Labor is allowed to set aside up to .75% of most operating funds. For 2018, the Federal Department set aside .125% of WIOA Adult, Youth, and Dislocated Worker program budgets for evaluations. The Federal Department also set aside .3% of Adult, Youth, and Dislocated Worker program budgets for activities related to program integrity. These set aside reductions will be applied only to the FY 2019 "advance" funding levels; "base" funding is disseminated at the full amount of the appropriation in the Act.

## **POLICY**

### **A. Allocations**

#### **Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$ 2,209,670
State Level Funds:	\$ 331,450
Local Area Funds:	\$ 1,878,220

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.621	\$116,637	\$1,049,738	\$1,166,375
Hawaii County	0.220	\$41,320	\$371,888	\$413,208
Maui County	0.102	\$19,157	\$172,421	\$191,578
Kauai County	0.057	\$10,705	\$96,354	\$107,059
<b>TOTAL</b>	<b>1.000</b>	<b>\$187,819</b>	<b>\$1,690,401</b>	<b>\$1,878,220</b>

**Adult Program Funds**

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$ 2,101,059
State Level Funds:	\$ 315,159
Local Area Funds:	\$ 1,785,900

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.617	\$110,190	\$991,710	\$1,101,900
Hawaii County	0.226	\$40,361	\$363,253	\$403,614
Maui County	0.096	\$17,144	\$154,302	\$171,446
Kauai County	0.061	\$10,893	\$98,047	\$108,940
<b>TOTAL</b>	<b>1.000</b>	<b>\$178,588</b>	<b>\$1,607,312</b>	<b>\$1,785,900</b>

**Dislocated Worker Program Funds**

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$ 1,620,164
State Level Funds (15%):	\$ 243,025
Rapid Response Funds (20%):	\$ 324,032
Local Area Funds (65%):	\$ 1,053,107

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.540	\$56,867	\$511,811	\$568,678
Hawaii County	0.215	\$22,641	\$203,777	\$226,418
Maui County	0.176	\$18,534	\$166,813	\$185,347
Kauai County	0.069	\$7,266	\$65,398	\$72,664
<b>TOTAL</b>	<b>1.000</b>	<b>\$105,308</b>	<b>\$947,799</b>	<b>\$1,053,107</b>

### Total Local Area Funds

Local Administrative Cost Pool Funds  
CFDA #17.259 WIOA Youth Activities  
CFDA #17.258 WIOA Adult Program  
CFDA #17.278 WIOA Dislocated Workers

Total WIOA Title I Formula funds being allocated to the local areas are as follows:

Local Area	Administrative Pool Funds	Youth Program Activity Funds	Adult Program Activity Funds	Dislocated Worker Program Activity Funds	Total Amount
Oahu County	\$283,694	\$1,049,738	\$991,710	\$511,811	\$2,836,953
Hawaii County	\$104,322	\$371,888	\$363,253	\$203,777	\$1,043,240
Maui County	\$54,835	\$172,421	\$154,302	\$166,813	\$548,371
Kauai County	\$28,864	\$96,354	\$98,047	\$65,398	\$288,663
<b>TOTAL</b>	<b>\$471,715</b>	<b>\$1,690,401</b>	<b>\$1,607,312</b>	<b>\$947,799</b>	<b>\$4,717,227</b>

### B. Maintenance Costs for HireNet Hawaii

Each local area's prorated costs to maintain the WIOA portion of HireNet Hawaii is shown below. This cost supports the maintenance fee of the HireNet Hawaii vendor and a portion of technical staff support.

County	Participants Served (Table O)	Percent Distribution	WIOA Pro-Rata Share by County	Amount Paid by WDC	Monthly Cost for Counties
Oahu	10115	0.56867	\$130,691	\$22,442	\$10,891
Hawaii	4189	0.23551	\$54,124	\$9,294	\$4,510
Maui	1964	0.11042	\$25,376	\$4,358	\$2,115
Kauai	1519	0.08540	\$19,626	\$3,370	\$1,636
<b>TOTAL</b>	<b>17787</b>	<b>1.0000</b>	<b>\$229,817</b>	<b>\$39,464</b>	<b>\$19,152</b>

## **PROCEDURES**

Counties should prepare their Annual Plans and Budgets for Program Year 2018 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs, and prorated maintenance cost for HireNet Hawaii.

See Attachment 1 for instructions to prepare the Annual Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA/WIA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page template. Plans with ***original signatures*** are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Wednesday, **August 15, 2018**.

## **INQUIRIES**

Should you have questions about this, please call Jeanne Ohta at (808) 586-9170.

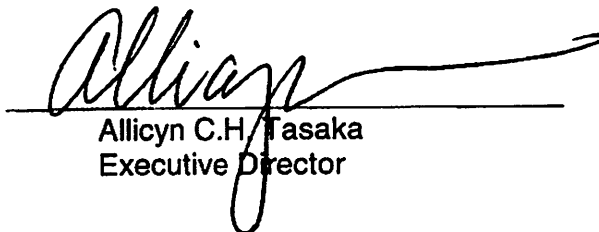
## **ATTACHMENTS**

Attachment 1: Instructions for Annual Plans

Attachment 2: Signature Page Template for Annual Plans

## **ADDITIONAL RESOURCES:**

- WIOA (Public Law 113-128), Sections 127, 128, 129, 132, 133 and 134
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 16-17, *Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Activities program allotments for PY 2018; final PY 2018 Allotments for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the allotments of the Workforce Information Grants to states for PY 2018*



Allicyn C.H. Tasaka  
Executive Director

Attachment 1: Instructions for Annual Budget Plan 2018

Attachment 2: Signature Page



C: Jason Chang, Chair, Oahu Workforce Development Board  
Alison Lum, Executive Director, Oahu Workforce Development Board  
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board  
Neil Gyotaku, Housing Administrator, Office of Housing and Community  
Development, Hawaii County  
Leslie Wilkins, Chair, Maui Workforce Development Board  
Brian Nagami, Executive Director, Maui Workforce Development Board  
Bobby Ayonon, Chair, Kauai Workforce Development Board  
Kaeo Bradford, Executive Director, Kauai Workforce Development Board  
George Costa, Director, Office of Economic Development, Kauai County  
DLIR ASO-WIOA Unit

## **Attachment 1**

### **Instructions for Annual Budget Plan 2018**

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

#### **Part A:**

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

#### **Part B:**

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.

3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?
4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.

**Attachment 2**

Signature Page

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ANNUAL PLAN**

**Identifying Information**

A. Annual Plan Number: \_\_\_\_\_

B. Recipient's Name and Address:  
.

C. Program:

D. Annual Plan Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

E. Date the Workforce Development Board approved Annual Plan:

F. Approved by the \_\_\_\_\_ Workforce Development Board

Signature: \_\_\_\_\_  
Name and Title:

G. Approved by the County:

Signature: \_\_\_\_\_  
Name and Title:

H. Contact Person:

Name and Title: \_\_\_\_\_  
Address and Phone Number:

**COUNTY OF MAUI  
DEPARTMENT OF FINANCE**

<b>REQUEST FOR GRANT INDEX CODE</b>
-------------------------------------

County of Maui's Fiscal Year: FY19

GRANT/PROJECT TITLE: WIOA-18-YP-M

Grant No./Identification No. AA-32233-18-55-A-15

Grant/Performance Period: 7/1/2018 - 6/30/2020

Award Amount: \$ 172,421.00

Department's Primary Contact: Lee Ah Yen

Primary Contact Phone #: 270-8224

**Type of Grant:**

	<u>{Check one}</u>	<u>CFDA # (1)</u>	<u>Agency Name</u>
1 Federal	<input type="checkbox"/>		
2 Fed Pass Thru' State (2)	<input checked="" type="checkbox"/>	<u>17.259</u>	<u>State of Hawaii Workforce</u>
3 State	<input type="checkbox"/>	<u>n/a</u>	<u>Development Council</u>
4 Private	<input type="checkbox"/>	<u>n/a</u>	
5 Other, please specify	<input type="checkbox"/>	<u>n/a</u>	

**Submit the following additional documents:**

- 1) Grant Agreement, or Letter of Intent to Award Funds
- 2) Respective page of the Council Adopted Budget (for original appropriation)  
OR, copy of the Ordinance, if this grant is approved via budget amendment
- 3) Copy of the written notification to the Council and to the Budget Office of the award

**For Finance/GL Section:**

Index code: \_\_\_\_\_

Sub-Object to be used for the receipt of revenue: \_\_\_\_\_

*(FOR reimbursement of grant expenditures)*

*Note: This form will be returned to the Department as soon as index code is created.*

*(1) CFDA = Catalog of Federal Domestic Assistance (can be found on the grant application or maybe obtained from the grantor (Federal Agency))*

*(2) Federal Pass Through State= The grant was awarded to the State. After receiving the grant, the State then passes the federal money to the county. In this situation, the County becomes a subrecipient.*

**Please submit original form to Accounts G/L Section ATTN: Ortaine Acidera.**

w. Veteran Directed Home Community Based System	25,000
x. Volunteer Center Program	10,000
y. State of Hawaii, Department of Health, Alcohol and Drug Abuse Division, Substance Abuse Prevention System	20,725
6. Office of the Mayor	
a. Hawaii State Department of Business, Economic Development & Tourism	2,500
b. Hawaii State Energy Office	25,000
c. Hawaii Tourism Authority (HTA) - County Product Enrichment Program (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	70,000
d. Innovate Hawaii	10,000
e.. Workforce Innovation and Opportunity Act (WIOA) (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	661,169
f. State of Hawaii Department of Agriculture – Kula Agricultural Park Expansion	5,000,000
g. Community Development Block Grant (CDBG) Program	
(1) County of Maui, Department of Environmental Management Project: Molokai Landfill Trailer Mounted Diesel Tank (i) Acquisition of a trailer mounted diesel tank.	25,000
(2) County of Maui, Department of Environmental Management Project: Hana Landfill Bulldozer (i) Acquisition of a bulldozer to replace a 14-year old track loader.	530,000
(3) County of Maui, Department of Environmental Management Project: Molokai Landfill Wheel Loader (i) Acquisition of a wheel loader to improve the efficiency of handling cover material, waste, and recyclables.	400,000
(4) ARC of Maui County Project: ARC Residential Group Home Safety Improvements Project (i) Rehabilitation of the ARC of Maui County facilities to include retrofitting and updating of the fire alarm systems in three intermediate care facility homes and installation of backup battery systems to provide emergency power to six homes.	270,000

DAVID Y. IGE  
GOVERNOR

DOUGLAS S. CHIN  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON

ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL**

830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

(SN 20)

**WIOA BULLETIN NO. 20-18**

**DATE:** June 15, 2018

**TO:** WIOA Partners

**SUBJECT:** Program Year (PY) 2018 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2018 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

**A. Allocations**

The PY 2018 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-17. State allotments are as follows:

Youth Program:	\$ 2,209,670
Adult Program:	\$ 2,101,059
Dislocated Worker Program:	<u>\$ 1,620,164</u>
Total	<u>\$ 5,930,893</u>

## **B. Funds Available**

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 ("the Act") makes WIOA PY 2018 Youth Activities funds available for obligation in early April 2018. However, the Act funds for the WIOA Adult and Dislocated Worker programs are in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2018; this portion is referred to as the "base" funds. The second appropriation becomes available for obligation on October 1, 2018, this portion is referred to as "advance" funds. For Program Year 2018, the U.S. Secretary of Labor is allowed to set aside up to .75% of most operating funds. For 2018, the Federal Department set aside .125% of WIOA Adult, Youth, and Dislocated Worker program budgets for evaluations. The Federal Department also set aside .3% of Adult, Youth, and Dislocated Worker program budgets for activities related to program integrity. These set aside reductions will be applied only to the FY 2019 "advance" funding levels; "base" funding is disseminated at the full amount of the appropriation in the Act.

## **POLICY**

### **A. Allocations**

#### **Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$ 2,209,670
State Level Funds:	\$ 331,450
Local Area Funds:	\$ 1,878,220

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.621	\$116,637	\$1,049,738	\$1,166,375
Hawaii County	0.220	\$41,320	\$371,888	\$413,208
Maui County	0.102	\$19,157	\$172,421	\$191,578
Kauai County	0.057	\$10,705	\$96,354	\$107,059
<b>TOTAL</b>	<b>1.000</b>	<b>\$187,819</b>	<b>\$1,690,401</b>	<b>\$1,878,220</b>



**Adult Program Funds**

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$ 2,101,059
State Level Funds:	\$ 315,159
Local Area Funds:	\$ 1,785,900

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.617	\$110,190	\$991,710	\$1,101,900
Hawaii County	0.226	\$40,361	\$363,253	\$403,614
Maui County	0.096	\$17,144	\$154,302	\$171,446
Kauai County	0.061	\$10,893	\$98,047	\$108,940
<b>TOTAL</b>	<b>1.000</b>	<b>\$178,588</b>	<b>\$1,607,312</b>	<b>\$1,785,900</b>

**Dislocated Worker Program Funds**

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$ 1,620,164
State Level Funds (15%):	\$ 243,025
Rapid Response Funds (20%):	\$ 324,032
Local Area Funds (65%):	\$ 1,053,107

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.540	\$56,867	\$511,811	\$568,678
Hawaii County	0.215	\$22,641	\$203,777	\$226,418
Maui County	0.176	\$18,534	\$166,813	\$185,347
Kauai County	0.069	\$7,266	\$65,398	\$72,664
<b>TOTAL</b>	<b>1.000</b>	<b>\$105,308</b>	<b>\$947,799</b>	<b>\$1,053,107</b>

## Total Local Area Funds

Local Administrative Cost Pool Funds  
CFDA #17.259 WIOA Youth Activities  
CFDA #17.258 WIOA Adult Program  
CFDA #17.278 WIOA Dislocated Workers

Total WIOA Title I Formula funds being allocated to the local areas are as follows:

Local Area	Administrative Pool Funds	Youth Program Activity Funds	Adult Program Activity Funds	Dislocated Worker Program Activity Funds	Total Amount
Oahu County	\$283,694	\$1,049,738	\$991,710	\$511,811	\$2,836,953
Hawaii County	\$104,322	\$371,888	\$363,253	\$203,777	\$1,043,240
Maui County	\$54,835	\$172,421	\$154,302	\$166,813	\$548,371
Kauai County	\$28,864	\$96,354	\$98,047	\$65,398	\$288,663
<b>TOTAL</b>	<b>\$471,715</b>	<b>\$1,690,401</b>	<b>\$1,607,312</b>	<b>\$947,799</b>	<b>\$4,717,227</b>

## B. Maintenance Costs for HireNet Hawaii

Each local area's prorated costs to maintain the WIOA portion of HireNet Hawaii is shown below. This cost supports the maintenance fee of the HireNet Hawaii vendor and a portion of technical staff support.

County	Participants Served (Table O)	Percent Distribution	WIOA Pro-Rata Share by County	Amount Paid by WDC	Monthly Cost for Counties
Oahu	10115	0.56867	\$130,691	\$22,442	\$10,891
Hawaii	4189	0.23551	\$54,124	\$9,294	\$4,510
Maui	1964	0.11042	\$25,376	\$4,358	\$2,115
Kauai	1519	0.08540	\$19,626	\$3,370	\$1,636
<b>TOTAL</b>	<b>17787</b>	<b>1.0000</b>	<b>\$229,817</b>	<b>\$39,464</b>	<b>\$19,152</b>

## **PROCEDURES**

Counties should prepare their Annual Plans and Budgets for Program Year 2018 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs, and prorated maintenance cost for HireNet Hawaii.

See Attachment 1 for instructions to prepare the Annual Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA/WIA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page template. Plans with ***original signatures*** are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Wednesday, **August 15, 2018.**

## **INQUIRIES**

Should you have questions about this, please call Jeanne Ohta at (808) 586-9170.

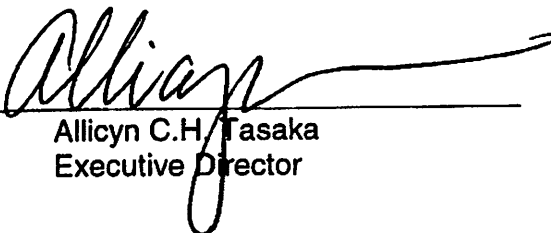
## **ATTACHMENTS**

Attachment 1: Instructions for Annual Plans

Attachment 2: Signature Page Template for Annual Plans

## **ADDITIONAL RESOURCES:**

- WIOA (Public Law 113-128), Sections 127, 128, 129, 132, 133 and 134
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 16-17, *Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Activities program allotments for PY 2018; final PY 2018 Allotments for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the allotments of the Workforce Information Grants to states for PY 2018*



Allicyn C.H. Tasaka  
Executive Director

Attachment 1: Instructions for Annual Budget Plan 2018

Attachment 2: Signature Page

**C: Jason Chang, Chair, Oahu Workforce Development Board**  
**Alison Lum, Executive Director, Oahu Workforce Development Board**  
**David DeLuz, Jr., Chair, Hawaii County Workforce Development Board**  
**Neil Gytaku, Housing Administrator, Office of Housing and Community**  
**Development, Hawaii County**  
**Leslie Wilkins, Chair, Maui Workforce Development Board**  
**Brian Nagami, Executive Director, Maui Workforce Development Board**  
**Bobby Ayonon, Chair, Kauai Workforce Development Board**  
**Kaeo Bradford, Executive Director, Kauai Workforce Development Board**  
**George Costa, Director, Office of Economic Development, Kauai County**  
**DLIR ASO-WIOA Unit**

## **Attachment 1**

### **Instructions for Annual Budget Plan 2018**

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

#### **Part A:**

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

#### **Part B:**

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.

3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?
4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.

**Attachment 2**

**Signature Page**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ANNUAL PLAN**

**Identifying Information**

A. Annual Plan Number: \_\_\_\_\_

B. Recipient's Name and Address:  
.

C. Program:

D. Annual Plan Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

E. Date the Workforce Development Board approved Annual Plan:

F. Approved by the \_\_\_\_\_ Workforce Development Board

Signature: \_\_\_\_\_  
Name and Title:

G. Approved by the County:

Signature: \_\_\_\_\_  
Name and Title:

H. Contact Person:

Name and Title: \_\_\_\_\_  
Address and Phone Number:

**COUNTY OF MAUI  
DEPARTMENT OF FINANCE**

<b>REQUEST FOR GRANT INDEX CODE</b>
-------------------------------------

County of Maui's Fiscal Year: FY19

GRANT/PROJECT TITLE: WIOA-18-A&DWP-M

Grant No./Identification No. AA-32233-18-55-A-15

Grant/Performance Period: 7/1/2018 - 6/30/2020

Award Amount: \$ 154,302.00

Department's Primary Contact: Lee Ah Yen

Primary Contact Phone #: 270-8224

**Type of Grant:**

	<u>{Check one}</u>	<u>CFDA # (1)</u>	<u>Agency Name</u>
1 Federal	<input type="checkbox"/>		
2 Fed Pass Thru' State (2)	<input checked="" type="checkbox"/>	<u>17.258</u>	<u>State of Hawaii Workforce</u>
3 State	<input type="checkbox"/>	<u>n/a</u>	<u>Development Council</u>
4 Private	<input type="checkbox"/>	<u>n/a</u>	
5 Other, please specify	<input type="checkbox"/>	<u>n/a</u>	

**Submit the following additional documents:**

- 1) Grant Agreement, or Letter of Intent to Award Funds
- 2) Respective page of the Council Adopted Budget (for original appropriation)  
OR, copy of the Ordinance, if this grant is approved via budget amendment
- 3) Copy of the written notification to the Council and to the Budget Office of the award

**For Finance/GL Section:**

Index code: \_\_\_\_\_

Sub-Object to be used for the receipt of revenue: \_\_\_\_\_

*(FOR reimbursement of grant expenditures)*

*Note: This form will be returned to the Department as soon as index code is created.*

*(1) CFDA = Catalog of Federal Domestic Assistance (can be found on the grant application or maybe obtained from the grantor (Federal Agency))*

*(2) Federal Pass Through State= The grant was awarded to the State. After receiving the grant, the State then passes the federal money to the county. In this situation, the County becomes a subrecipient.*

**Please submit original form to Accounts G/L Section ATTN: Ortaine Acidera.**



w. Veteran Directed Home Community Based System	25,000
x. Volunteer Center Program	10,000
y. State of Hawaii, Department of Health, Alcohol and Drug Abuse Division, Substance Abuse Prevention System	20,725
6. Office of the Mayor	
a. Hawaii State Department of Business, Economic Development & Tourism	2,500
b. Hawaii State Energy Office	25,000
c. Hawaii Tourism Authority (HTA) - County Product Enrichment Program (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	70,000
d. Innovate Hawaii	10,000
e.. Workforce Innovation and Opportunity Act (WIOA) (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	661,169
f. State of Hawaii Department of Agriculture – Kula Agricultural Park Expansion	5,000,000
g. Community Development Block Grant (CDBG) Program	
(1) County of Maui, Department of Environmental Management Project: Molokai Landfill Trailer Mounted Diesel Tank (i) Acquisition of a trailer mounted diesel tank.	25,000
(2) County of Maui, Department of Environmental Management Project: Hana Landfill Bulldozer (i) Acquisition of a bulldozer to replace a 14-year old track loader.	530,000
(3) County of Maui, Department of Environmental Management Project: Molokai Landfill Wheel Loader (i) Acquisition of a wheel loader to improve the efficiency of handling cover material, waste, and recyclables.	400,000
(4) ARC of Maui County Project: ARC Residential Group Home Safety Improvements Project (i) Rehabilitation of the ARC of Maui County facilities to include retrofitting and updating of the fire alarm systems in three intermediate care facility homes and installation of backup battery systems to provide emergency power to six homes.	270,000

DAVID Y. IGE  
GOVERNOR  
DOUGLAS S. CHIN  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON  
ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

(SN 20)

**WIOA BULLETIN NO. 20-18**

**DATE:** June 15, 2018  
**TO:** WIOA Partners  
**SUBJECT:** Program Year (PY) 2018 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2018 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

**A. Allocations**

The PY 2018 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-17. State allotments are as follows:

Youth Program:	\$ 2,209,670
Adult Program:	\$ 2,101,059
Dislocated Worker Program:	<u>\$ 1,620,164</u>
Total	<u>\$ 5,930,893</u>

## **B. Funds Available**

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 ("the Act") makes WIOA PY 2018 Youth Activities funds available for obligation in early April 2018. However, the Act funds for the WIOA Adult and Dislocated Worker programs are in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2018; this portion is referred to as the "base" funds. The second appropriation becomes available for obligation on October 1, 2018, this portion is referred to as "advance" funds. For Program Year 2018, the U.S. Secretary of Labor is allowed to set aside up to .75% of most operating funds. For 2018, the Federal Department set aside .125% of WIOA Adult, Youth, and Dislocated Worker program budgets for evaluations. The Federal Department also set aside .3% of Adult, Youth, and Dislocated Worker program budgets for activities related to program integrity. These set aside reductions will be applied only to the FY 2019 "advance" funding levels; "base" funding is disseminated at the full amount of the appropriation in the Act.

## **POLICY**

### **A. Allocations**

#### **Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$ 2,209,670
State Level Funds:	\$ 331,450
Local Area Funds:	\$ 1,878,220

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.621	\$116,637	\$1,049,738	\$1,166,375
Hawaii County	0.220	\$41,320	\$371,888	\$413,208
Maui County	0.102	\$19,157	\$172,421	\$191,578
Kauai County	0.057	\$10,705	\$96,354	\$107,059
<b>TOTAL</b>	<b>1.000</b>	<b>\$187,819</b>	<b>\$1,690,401</b>	<b>\$1,878,220</b>

**Adult Program Funds**

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$ 2,101,059
State Level Funds:	\$ 315,159
Local Area Funds:	\$ 1,785,900

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.617	\$110,190	\$991,710	\$1,101,900
Hawaii County	0.226	\$40,361	\$363,253	\$403,614
Maui County	0.096	\$17,144	\$154,302	\$171,446
Kauai County	0.061	\$10,893	\$98,047	\$108,940
<b>TOTAL</b>	<b>1.000</b>	<b>\$178,588</b>	<b>\$1,607,312</b>	<b>\$1,785,900</b>

**Dislocated Worker Program Funds**

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$ 1,620,164
State Level Funds (15%):	\$ 243,025
Rapid Response Funds (20%):	\$ 324,032
Local Area Funds (65%):	\$ 1,053,107

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.540	\$56,867	\$511,811	\$568,678
Hawaii County	0.215	\$22,641	\$203,777	\$226,418
Maui County	0.176	\$18,534	\$166,813	\$185,347
Kauai County	0.069	\$7,266	\$65,398	\$72,664
<b>TOTAL</b>	<b>1.000</b>	<b>\$105,308</b>	<b>\$947,799</b>	<b>\$1,053,107</b>

## **Total Local Area Funds**

Local Administrative Cost Pool Funds  
CFDA #17.259 WIOA Youth Activities  
CFDA #17.258 WIOA Adult Program  
CFDA #17.278 WIOA Dislocated Workers

Total WIOA Title I Formula funds being allocated to the local areas are as follows:

Local Area	Administrative Pool Funds	Youth Program Activity Funds	Adult Program Activity Funds	Dislocated Worker Program Activity Funds	Total Amount
Oahu County	\$283,694	\$1,049,738	\$991,710	\$511,811	\$2,836,953
Hawaii County	\$104,322	\$371,888	\$363,253	\$203,777	\$1,043,240
Maui County	\$54,835	\$172,421	\$154,302	\$166,813	\$548,371
Kauai County	\$28,864	\$96,354	\$98,047	\$65,398	\$288,663
<b>TOTAL</b>	<b>\$471,715</b>	<b>\$1,690,401</b>	<b>\$1,607,312</b>	<b>\$947,799</b>	<b>\$4,717,227</b>

## **B. Maintenance Costs for HireNet Hawaii**

Each local area's prorated costs to maintain the WIOA portion of HireNet Hawaii is shown below. This cost supports the maintenance fee of the HireNet Hawaii vendor and a portion of technical staff support.

County	Participants Served (Table O)	Percent Distribution	WIOA Pro-Rata Share by County	Amount Paid by WDC	Monthly Cost for Counties
Oahu	10115	0.56867	\$130,691	\$22,442	\$10,891
Hawaii	4189	0.23551	\$54,124	\$9,294	\$4,510
Maui	1964	0.11042	\$25,376	\$4,358	\$2,115
Kauai	1519	0.08540	\$19,626	\$3,370	\$1,636
<b>TOTAL</b>	<b>17787</b>	<b>1.0000</b>	<b>\$229,817</b>	<b>\$39,464</b>	<b>\$19,152</b>

## **PROCEDURES**

Counties should prepare their Annual Plans and Budgets for Program Year 2018 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs, and prorated maintenance cost for HireNet Hawaii.

See Attachment 1 for instructions to prepare the Annual Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA/WIA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page template. Plans with ***original signatures*** are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Wednesday, **August 15, 2018.**

## **INQUIRIES**

Should you have questions about this, please call Jeanne Ohta at (808) 586-9170.

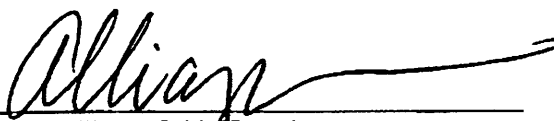
## **ATTACHMENTS**

Attachment 1: Instructions for Annual Plans

Attachment 2: Signature Page Template for Annual Plans

## **ADDITIONAL RESOURCES:**

- WIOA (Public Law 113-128), Sections 127, 128, 129, 132, 133 and 134
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 16-17, *Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Activities program allotments for PY 2018; final PY 2018 Allotments for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the allotments of the Workforce Information Grants to states for PY 2018*

  
\_\_\_\_\_  
Allicyn C.H. Tasaka  
Executive Director

Attachment 1: Instructions for Annual Budget Plan 2018

Attachment 2: Signature Page

C: Jason Chang, Chair, Oahu Workforce Development Board  
Alison Lum, Executive Director, Oahu Workforce Development Board  
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board  
Neil Gyotaku, Housing Administrator, Office of Housing and Community  
Development, Hawaii County  
Leslie Wilkins, Chair, Maui Workforce Development Board  
Brian Nagami, Executive Director, Maui Workforce Development Board  
Bobby Ayonon, Chair, Kauai Workforce Development Board  
Kaeo Bradford, Executive Director, Kauai Workforce Development Board  
George Costa, Director, Office of Economic Development, Kauai County  
DLIR ASO-WIOA Unit

## **Attachment 1**

### **Instructions for Annual Budget Plan 2018**

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

#### **Part A:**

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

#### **Part B:**

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.



3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?
4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.

**Attachment 2**

Signature Page

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ANNUAL PLAN**

**Identifying Information**

A. Annual Plan Number: \_\_\_\_\_

B. Recipient's Name and Address:

C. Program:

D. Annual Plan Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

E. Date the Workforce Development Board approved Annual Plan:

F. Approved by the \_\_\_\_\_ Workforce Development Board

Signature: \_\_\_\_\_  
Name and Title:

G. Approved by the County:

Signature: \_\_\_\_\_  
Name and Title:

H. Contact Person:

Name and Title: \_\_\_\_\_  
Address and Phone Number:

**COUNTY OF MAUI  
DEPARTMENT OF FINANCE**

<b>REQUEST FOR GRANT INDEX CODE</b>
-------------------------------------

County of Maui's Fiscal Year: FY19

GRANT/PROJECT TITLE: WIOA-18-A&DWP-M

Grant No./Identification No. AA-32233-18-55-A-15

Grant/Performance Period: 7/1/2018 - 6/30/2020

Award Amount: \$ 166,813.00

Department's Primary Contact: Lee Ah Yen

Primary Contact Phone #: 270-8224

**Type of Grant:**

	<u>{Check one}</u>	<u>CFDA # (1)</u>	<u>Agency Name</u>
1 Federal	<input type="checkbox"/>		
2 Fed Pass Thru' State (2)	<input checked="" type="checkbox"/>	<u>17.278</u>	<u>State of Hawaii Workforce</u>
3 State	<input type="checkbox"/>	<u>n/a</u>	<u>Development Council</u>
4 Private	<input type="checkbox"/>	<u>n/a</u>	
5 Other, please specify	<input type="checkbox"/>	<u>n/a</u>	

**Submit the following additional documents:**

- 1) Grant Agreement, or Letter of Intent to Award Funds
- 2) Respective page of the Council Adopted Budget (for original appropriation)  
OR, copy of the Ordinance, if this grant is approved via budget amendment
- 3) Copy of the written notification to the Council and to the Budget Office of the award

**For Finance/GL Section:**

Index code: \_\_\_\_\_

Sub-Object to be used for the receipt of revenue: \_\_\_\_\_

*(FOR reimbursement of grant expenditures)*

*Note: This form will be returned to the Department as soon as index code is created.*

*(1) CFDA = Catalog of Federal Domestic Assistance (can be found on the grant application or maybe obtained from the grantor (Federal Agency))*

*(2) Federal Pass Through State= The grant was awarded to the State. After receiving the grant, the State then passes the federal money to the county. In this situation, the County becomes a subrecipient.*

**Please submit original form to Accounts G/L Section ATTN: Ortaine Acidera.**

w. Veteran Directed Home Community Based System	25,000
x. Volunteer Center Program	10,000
y. State of Hawaii, Department of Health, Alcohol and Drug Abuse Division, Substance Abuse Prevention System	20,725
6. Office of the Mayor	
a. Hawaii State Department of Business, Economic Development & Tourism	2,500
b. Hawaii State Energy Office	25,000
c. Hawaii Tourism Authority (HTA) - County Product Enrichment Program (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	70,000
d. Innovate Hawaii	10,000
e.. Workforce Innovation and Opportunity Act (WIOA) (1) Provided, that disbursement for salaries and premium pay is not restricted by Section 5.	661,169
f. State of Hawaii Department of Agriculture – Kula Agricultural Park Expansion	5,000,000
g. Community Development Block Grant (CDBG) Program	
(1) County of Maui, Department of Environmental Management Project: Molokai Landfill Trailer Mounted Diesel Tank (i) Acquisition of a trailer mounted diesel tank.	25,000
(2) County of Maui, Department of Environmental Management Project: Hana Landfill Bulldozer (i) Acquisition of a bulldozer to replace a 14-year old track loader.	530,000
(3) County of Maui, Department of Environmental Management Project: Molokai Landfill Wheel Loader (i) Acquisition of a wheel loader to improve the efficiency of handling cover material, waste, and recyclables.	400,000
(4) ARC of Maui County Project: ARC Residential Group Home Safety Improvements Project (i) Rehabilitation of the ARC of Maui County facilities to include retrofitting and updating of the fire alarm systems in three intermediate care facility homes and installation of backup battery systems to provide emergency power to six homes.	270,000

DAVID Y. IGE  
GOVERNOR  
DOUGLAS S. CHIN  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON  
ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

(SN 20)

**WIOA BULLETIN NO. 20-18**

**DATE:** June 15, 2018  
**TO:** WIOA Partners  
**SUBJECT:** Program Year (PY) 2018 Allocations

**PURPOSE**

The purpose of this bulletin is to transmit Program Year (PY) 2018 allocations for programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND**

**A. Allocations**

The PY 2018 allocations have been issued in accordance with the WIOA statute, the Unified State Plan, and Federal Training Employment Guidance Letter (TEGL) 16-17. State allotments are as follows:

Youth Program:	\$ 2,209,670
Adult Program:	\$ 2,101,059
Dislocated Worker Program:	<u>\$ 1,620,164</u>
Total	<u>\$ 5,930,893</u>

## **B. Funds Available**

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 ("the Act") makes WIOA PY 2018 Youth Activities funds available for obligation in early April 2018. However, the Act funds for the WIOA Adult and Dislocated Worker programs are in two separate appropriations. The first appropriation becomes available for obligation on July 1, 2018; this portion is referred to as the "base" funds. The second appropriation becomes available for obligation on October 1, 2018, this portion is referred to as "advance" funds. For Program Year 2018, the U.S. Secretary of Labor is allowed to set aside up to .75% of most operating funds. For 2018, the Federal Department set aside .125% of WIOA Adult, Youth, and Dislocated Worker program budgets for evaluations. The Federal Department also set aside .3% of Adult, Youth, and Dislocated Worker program budgets for activities related to program integrity. These set aside reductions will be applied only to the FY 2019 "advance" funding levels; "base" funding is disseminated at the full amount of the appropriation in the Act.

## **POLICY**

### **A. Allocations**

#### **Youth Program Funds**

CFDA #17.259 WIOA Youth Activities

Total Allotment:	\$ 2,209,670
State Level Funds:	\$ 331,450
Local Area Funds:	\$ 1,878,220

WIOA Youth Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.621	\$116,637	\$1,049,738	\$1,166,375
Hawaii County	0.220	\$41,320	\$371,888	\$413,208
Maui County	0.102	\$19,157	\$172,421	\$191,578
Kauai County	0.057	\$10,705	\$96,354	\$107,059
<b>TOTAL</b>	<b>1.000</b>	<b>\$187,819</b>	<b>\$1,690,401</b>	<b>\$1,878,220</b>

**Adult Program Funds**

CFDA #17.258 WIOA Adult Program

Total Allotment:	\$ 2,101,059
State Level Funds:	\$ 315,159
Local Area Funds:	\$ 1,785,900

WIOA Adult Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.617	\$110,190	\$991,710	\$1,101,900
Hawaii County	0.226	\$40,361	\$363,253	\$403,614
Maui County	0.096	\$17,144	\$154,302	\$171,446
Kauai County	0.061	\$10,893	\$98,047	\$108,940
<b>TOTAL</b>	<b>1.000</b>	<b>\$178,588</b>	<b>\$1,607,312</b>	<b>\$1,785,900</b>

**Dislocated Worker Program Funds**

CFDA #17.278 WIOA Dislocated Workers

Total Allotment:	\$ 1,620,164
State Level Funds (15%):	\$ 243,025
Rapid Response Funds (20%):	\$ 324,032
Local Area Funds (65%):	\$ 1,053,107

WIOA Dislocated Worker Program funds are being distributed as follows:

Local Area	Proportion	Administrative Funds	Program Activity Funds	Total Amount
Oahu County	0.540	\$56,867	\$511,811	\$568,678
Hawaii County	0.215	\$22,641	\$203,777	\$226,418
Maui County	0.176	\$18,534	\$166,813	\$185,347
Kauai County	0.069	\$7,266	\$65,398	\$72,664
<b>TOTAL</b>	<b>1.000</b>	<b>\$105,308</b>	<b>\$947,799</b>	<b>\$1,053,107</b>

## **Total Local Area Funds**

Local Administrative Cost Pool Funds  
CFDA #17.259 WIOA Youth Activities  
CFDA #17.258 WIOA Adult Program  
CFDA #17.278 WIOA Dislocated Workers

Total WIOA Title I Formula funds being allocated to the local areas are as follows:

Local Area	Administrative Pool Funds	Youth Program Activity Funds	Adult Program Activity Funds	Dislocated Worker Program Activity Funds	Total Amount
Oahu County	\$283,694	\$1,049,738	\$991,710	\$511,811	\$2,836,953
Hawaii County	\$104,322	\$371,888	\$363,253	\$203,777	\$1,043,240
Maui County	\$54,835	\$172,421	\$154,302	\$166,813	\$548,371
Kauai County	\$28,864	\$96,354	\$98,047	\$65,398	\$288,663
<b>TOTAL</b>	<b>\$471,715</b>	<b>\$1,690,401</b>	<b>\$1,607,312</b>	<b>\$947,799</b>	<b>\$4,717,227</b>

## **B. Maintenance Costs for HireNet Hawaii**

Each local area's prorated costs to maintain the WIOA portion of HireNet Hawaii is shown below. This cost supports the maintenance fee of the HireNet Hawaii vendor and a portion of technical staff support.

County	Participants Served (Table O)	Percent Distribution	WIOA Pro-Rata Share by County	Amount Paid by WDC	Monthly Cost for Counties
Oahu	10115	0.56867	\$130,691	\$22,442	\$10,891
Hawaii	4189	0.23551	\$54,124	\$9,294	\$4,510
Maui	1964	0.11042	\$25,376	\$4,358	\$2,115
Kauai	1519	0.08540	\$19,626	\$3,370	\$1,636
<b>TOTAL</b>	<b>17787</b>	<b>1.0000</b>	<b>\$229,817</b>	<b>\$39,464</b>	<b>\$19,152</b>



## **PROCEDURES**

Counties should prepare their Annual Plans and Budgets for Program Year 2018 based on the amounts available for Local Administrative Costs, the Adult, Dislocated Worker and Youth Programs, and prorated maintenance cost for HireNet Hawaii.

See Attachment 1 for instructions to prepare the Annual Plan. WIOA budget forms have been posted on the Workforce Development Council website under WIOA/WIA Documents, Fiscal Policies/Budget Documents. See Attachment 2 for the signature page template. Plans with ***original signatures*** are due to the Workforce Development Council, 830 Punchbowl Street, Room 417, Honolulu, Hawaii 96813 by Wednesday, **August 15, 2018.**

## **INQUIRIES**

Should you have questions about this, please call Jeanne Ohta at (808) 586-9170.

## **ATTACHMENTS**

Attachment 1: Instructions for Annual Plans

Attachment 2: Signature Page Template for Annual Plans

## **ADDITIONAL RESOURCES:**

- WIOA (Public Law 113-128), Sections 127, 128, 129, 132, 133 and 134
- Title 20 Code of Federal Regulations (CFR) Sections 683.120 and 683.125
- Training and Employment Guidance Letter (TEGL) 16-17, *Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Activities program allotments for PY 2018; final PY 2018 Allotments for the Wagner-Peyser ES Program, as required by section 6(b)(5) of the Wagner-Peyser Act, as amended; and the allotments of the Workforce Information Grants to states for PY 2018*

  
\_\_\_\_\_  
Allicyn C.H. Tasaka  
Executive Director

Attachment 1: Instructions for Annual Budget Plan 2018

Attachment 2: Signature Page

**C: Jason Chang, Chair, Oahu Workforce Development Board**  
**Alison Lum, Executive Director, Oahu Workforce Development Board**  
**David DeLuz, Jr., Chair, Hawaii County Workforce Development Board**  
**Neil Gytaku, Housing Administrator, Office of Housing and Community**  
**Development, Hawaii County**  
**Leslie Wilkins, Chair, Maui Workforce Development Board**  
**Brian Nagami, Executive Director, Maui Workforce Development Board**  
**Bobby Ayonon, Chair, Kauai Workforce Development Board**  
**Kaeo Bradford, Executive Director, Kauai Workforce Development Board**  
**George Costa, Director, Office of Economic Development, Kauai County**  
**DLIR ASO-WIOA Unit**

## **Attachment 1**

### **Instructions for Annual Budget Plan 2018**

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

#### **Part A:**

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

#### **Part B:**

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.

3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?
4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.

**Attachment 2**

**Signature Page**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ANNUAL PLAN**

**Identifying Information**

A. Annual Plan Number: \_\_\_\_\_

B. Recipient's Name and Address:  
.

C. Program:

D. Annual Plan Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

E. Date the Workforce Development Board approved Annual Plan:

F. Approved by the \_\_\_\_\_ Workforce Development Board

Signature: \_\_\_\_\_  
Name and Title:

G. Approved by the County:

Signature: \_\_\_\_\_  
Name and Title:

H. Contact Person:

Name and Title: \_\_\_\_\_  
Address and Phone Number: