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## DEPARTMENT OF LABOR AND EMPLOYMENT

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Category:	Workforce Investment Act
Subject#:	Youth Discretionary Assistance Grant Guidelines
Source:	Federal/State
Replace:	PGL # 02-26-WIA
Contact:	Director of the Office of Workforce Development
Distribution:	Workforce Investment Board Chairpersons, Workforce Region Directors, Managers, Program and Fiscal Staff, and Local Youth Council Chairpersons
Colorado One-Stop System Policy Guidance Letter#:	03-02-WIA
Date:	January 16, 2003

### I. REFERENCE(S):

Title I of the Workforce Investment Act (WIA) of 1998; WIA Final Rules – 20 CFR Part 652, et al., published at 65 Fed. Reg. 49294 (August 11, 2000); and USDOL TEIN No. 22-92, Change 5.

### II. PURPOSE:

To revise and update information and guidelines for Local Youth Councils and Workforce Regions to apply for WIA Discretionary Funding for youth programs. All projects funded under these guidelines will have a start date of July 1, and an end date of June 30<sup>th</sup>.

### III. BACKGROUND:

The Workforce Investment Act (WIA) sets aside discretionary funding to be used for special projects relevant to workforce and labor market conditions that exist in the state. Section 134 (a)(3) of the Act, specifically states that funds available under this section can be used for activities such as exemplary programs, research and demonstration efforts, including special projects to assist local areas in carrying out local employment and training activities for youth.

The Colorado Workforce Development Council and State Youth Council have designated the Workforce Investment Act Youth Discretionary Funds for special statewide projects that serve youth. A separate letter will be issued that details the

annual funding availability.

Each workforce region can determine the best use of the funds to better serve the youth population. The State Youth Council (SYC) will review the request for grants to assist local Youth Councils resolve local issues that are consistent with the Council's areas of focus.

## **SYSTEM GOALS**

1. Coordinate and demonstrate the need to make education and workforce development the state's number one economic development priority.
2. Support Local Youth Councils in sector-based activities that produce workers for high demand high skilled jobs, and increase the supply of Colorado developed high skilled workers.
3. Support local Centers and operators in their efforts to strengthen regional economics through locally driven strategically targeted workforce development activities.
4. Produce a workforce system that meets the needs of Colorado Businesses, Communities and receives active business participation and support.

## **STATE YOUTH COUNCIL**

**Mission:** To create a pathway of economic success for Colorado's youth through the influence of policy and practice.

## **IV: POLICY/ACTION:**

### **A. Goals and Priorities for the Youth Discretionary Funds**

- The (SYC) has determined that the priority for the youth discretionary funding is to assist local areas in identifying local youth issues and seeking solutions to these problems/issues. **A key and essential element in developing solutions is the participation of local business and community partnerships.** This discretionary resource must also enhance:
  1. One or more of the system goals; and
  2. State Youth Council's areas of focus.
- There **will not be a Request For Proposal (RFP)** issued; all youth discretionary funds will be **awarded prior to July 1 each year**, and based on:
  1. Individual request;

2. Receipt of the proposal;
  3. Availability of funds;
  4. Consistency with support of the system goals; and
  5. Consistency with the mission of the State Youth Council
- The SYC's intent is to provide Local Youth Councils optimum flexibility in addressing local youth workforce issues, problems or concerns. Area Councils that have identified a local workforce issue/problem, may submit a written proposal, **prior to April 30<sup>th</sup> each year**, identifying the issue/concern and detailing how the resources will be used to address the local issue/concern.

Each proposal will be reviewed by the State Youth Council and will be considered on an individual basis. The Workforce Region will receive funding status notification within 45 days of the Governor's approval of the State Youth Council's discretionary funds distribution recommendations.

#### **B. Youth Workforce Initiative Objectives**

- Identify a youth workforce issue/concern in local areas.
- Involve local business and community partners in the process.
- Document the cause and effect of the issue/concern on the local workforce and community and identify how the infusion of additional funding can help address the problem or issue. Address how this resource will enhance the local workforce region in achieving WIA performance indicators, and which system goal it advances.

#### **C. Criteria**

- Grants will be reviewed on the strength and viability of the conceptual framework, the extent and substantive involvement of the private sector, measurable outcomes, and the clarity and supportability of the budget, and consistency with the system goals.
- Each of the Colorado Workforce Regions and Sub Regions can apply for funds that will address current youth workforce issues or concerns.

**Please note:** The state operated sub regions of the Rural Consortium must apply through and be submitted by the Rural Consortium to the Office of Workforce Development. The County operated regions, i.e. Mesa County and Broomfield County can apply directly to the Office of Workforce Development; however, a copy of the proposal must also be sent to the Rural Consortium.

- Funds will be distributed to each selected proposal through the Expenditure

Authorization (EA) process.

## **D. Proposal Format**

### 1. Conceptual Framework (30 Points)

Each proposal narrative must address all of the following factors to be considered for funding:

- Provide a clear identification of the issue(s) and/or problems and the effect on the local workforce;
- Demonstrate the appropriateness of the method to be used to address the issue/problem;
- Provide a detailed description of the goals and objectives of the project, including how WIA performance indicators will be enhanced/achieved.
- Detail how the project will advance a system goal and/or Council area of focus.
- Provide a description of the scope of work and tasks involved in accomplishing the project;
- Define the role the local Youth Council members had in the development of the proposal.

### 2. Participation of local business and community partners (20 Points)

- Identify the business and community partners who will be involved and describe their involvement through the scope of work.

### 3. Measurable Outcomes (25 Points)

- Identify measurable and quantifiable outcomes of the project.
- Provide an assurance that all required quarterly reports will be submitted as detailed in Program Guidance Letter #02-30-WIA1 (see PGL for report format and due dates).

### 4. Budget and Narrative

- Provide a detailed budget and narrative with justification for the resources necessary to accomplish the goals and objectives as set forth in the scope of work.

### 5. Period of Performance

- The period of performance must be clearly defined (all proposals must have a start date of July 1, and an end date of June 30<sup>th</sup>). **Projects can be funded**

**for up to two years.**

6. Administrative Requirements

- **Each proposal must be no more than three type written pages, plus a budget, budget narrative and any letters of support.**
- Please submit four copies of the proposal to:

Joe Eitel, Program Manager  
Department of Local Affairs, Office of Workforce Development  
1313 Sherman Street, Room 323  
Denver, Colorado 80203

- **Four original signature pages are required (or as many original signature pages required by your local jurisdiction). Each proposal must be signed by the Workforce Region Director and Local Youth Council Chairperson.**

**E. Funding Process**

- An evaluation committee comprised of members of the State Youth Council and other state program experts may review the proposals and make recommendations for funding.

**V. IMPLEMENTATION DATE:**

Upon receipt of this PGL.

**VI. INQUIRIES:**

Please direct all inquiries to Joe Eitel, Office of Workforce Development at 303-866-4991.

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Drew T. Durham, Director  
Division of Employment & Training

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Booker T. Graves, Director  
Office of Workforce Development