



## **WIA Economic Stimulus Business Plan Amendment**

(Revised 4/2/2009)

In order to realize Ohio's goals, to integrate the DOL guidelines, and to implement the Stimulus programs, we are requesting that the WIA Areas modify their existing business plans through an amendment.

In order to simplify this process, we have created a business plan amendment based upon (16) questions. These questions attempt to delineate between the Area's current formula programs operation and the new and/or expanded Stimulus program operations.

Since program operations may have been changing from the original business plans, we are asking the Areas to provide a brief description of their current operations and then to describe how the Stimulus program will operate.

Stimulus program operations may be an expansion of the existing program or may include new programs and services (i.e. summer youth work experience).

In order to gather and monitor program performance, the Areas need to complete a Participant Planning Summary (PPS) and Budget Information Summary (BIS). A sample of these forms can be found in Attachment B. The PPS and BIS are intended to guide both the programmatic and financial performance of the Area.

Ultimately, the workforce system in Ohio and nationally will need to adapt and grow in order to reach and achieve the Stimulus program goals and expectations. Given the tremendous influx of workforce dollars, the national and state expectations are high and WIA Areas must plan how to deliver the Stimulus programs effectively and efficiently.

The business plan amendment is due to the Office of Workforce Development by May 15, 2009.

**Questions**

- 1) Describe how your Area plans to serve to Low-income, Displaced, and Under-skilled Adults with Stimulus funds?
- 2) Describe how your Area plans to serve Disadvantaged and Disconnected Youth with Stimulus funds?
- 3) Describe how your Area plans on providing Supportive Services with Stimulus funds?
- 4) Describe how your Area plans on providing Needs Related Payments (NRP) with Stimulus funds?
- 5) Describe how your Area plans on providing Needs Based Payments (NBP) with Stimulus funds?
- 6) Discuss how your Area will ensure that the Stimulus funds will be used to supplement, not supplant existing formula funds?
- 7) Discuss your Area's focus on innovative and effective approaches to include any transformational efforts that your Area will be undertaking as part of the Stimulus funded activities?
- 8) Discuss how your Area plans to ensure accountability and transparency of all Stimulus funded activities?
- 9) Discuss how your Area will be using data to guide Stimulus related strategic planning and service policies?
- 10) What measures will your Area take (as part of the Stimulus activities) to encourage developing individualized skills assessments, abilities, and career goals to help individuals map their skills against current and anticipated jobs and tools?
- 11) How will your Area support reentry into the recovering job market utilizing Stimulus funds?
- 12) Discuss potential opportunities in your Area to prepare workers for "Green jobs" and other Stimulus investments?
- 13) Describe your coordination efforts with Wagner Peyser, UI, Reemployment, TAA, Apprenticeship and other State partner programs for Stimulus programs?
- 14) How will your Area align services with state and regional economic recovery plans and partnerships for Stimulus activities?
- 15) Describe your Area's Workforce Investment Board's (WIB) role in administering and operating Stimulus programs and expending Stimulus funds?
- 16) What are your Area's specific technical assistance needs and requests as it relates to Stimulus programs?

**Business Plan Amendment Questions**

Plan Question	Current Program Operations	Stimulus Program Operations
<b>Q1: Serving Low-income, Displaced, and Under-skilled Adults</b>		
<b>a. Definition</b>	How do you define low income adults currently (i.e. self sufficiency policy)?	Will you modify your definition of low income adults for the Stimulus program? If yes, please describe (i.e. increase in percent of poverty level, etc.)?
<b>b. Outreach</b>	Describe your current outreach efforts to low-income and under-skilled adults and displaced workers?	How will the Area conduct additional outreach? How will the success of this outreach be measured?
<b>c. Enrollments</b>	How many individuals did you enroll (registered core, intensive, and training) during the last quarter (from January through March, 2009)? Please specify populations (i.e. adult, dislocated worker, veterans, etc.).	What is the number of individuals that are currently on a waiting list for services?  How many individuals are on a waiting list for intensive and training services? Please specify populations (i.e. adult, dislocated worker, veterans, etc.).
<b>d. Staffing</b>	What is your current staffing level to service Adults, Dislocated Workers, etc.?  How many direct service staff and administrative staff do you currently have to serve adults and dislocated workers?  What is your current ratio of case managers to enrollees (i.e. 1 case worker per 200 enrollees) for the last quarter?	How many more case managers will you need to hire/reassign to serve an increased case load for these populations?  How many administrative (i.e. fiscal staff, monitoring, etc.) will you need to hire in order to accommodate the increased activity?  If you contract these services out, will you expand current contracts or procure new program vendors? How will you monitor increased contracts for services?
<b>e. Policy</b>	Do you currently have a Board approved policy for self sufficiency? Dislocated Worker eligibility? What is your current policy on ITAs? (Please attach)	Will you need to modify your existing policy for self sufficiency? Will you modify your current ITA policy? Will you issue any new policies specific to Stimulus programs? If yes, please list.
<b>Q2: Serving Disadvantaged and Disconnected Youth</b>		
<b>a. Definition</b>	What are the typical demographics of your youth service population?	What additional youth populations will you serve with Stimulus funds?
<b>b. Outreach</b>	Describe your current outreach efforts to youth?	How will the Area conduct additional outreach? How will the success of this outreach be measured?
<b>c. Enrollments</b>	How many youth did you enroll during the last quarter (from January through March, 2009)? Please specify the breakout of services by younger youth (14-18) and older youth (19-21)?	Do you have any youth who are currently on a waiting list for services?  How do you plan to increase enrollments for youth ages 22-24?
<b>d. Staffing</b>	What are your current staffing levels to operate the youth program? Provide a breakout of administrative and direct service staff and identify the functions that are currently contracted out.	What are your plans to expand staffing to accommodate the increased services to youth for the Stimulus programs? Discuss what functions you plan to contract out and what functions you will provide in-house.
<b>d. Work Experience</b>	Do you currently conduct work experience activities in your current youth programs?  If yes, are these year-round activities or for the summer only?	Describe your plan for youth work experience activities with Stimulus funds (i.e. summer, year-round, program elements, assessments, etc.)?  Discuss how you will develop worksites, recruit worksite supervisors, ensure compliance with workplace safety guidelines and applicable federal/state wage laws, measure work readiness skills, pay wages, etc.

Plan Question	Current Program Operations	Stimulus Program Operations
<b>Q3: Providing Supportive Services</b>		
<b>a. Definition</b>	Briefly describe your policy for supportive services (i.e. child care, work attire, housing needs, medical care, transportation services, work-related tools, etc.)?  Is there a funding limit for supportive services? How long are supportive services provided to participants?	Will you modify your definition of supportive services for the Stimulus programs?  Will you provide additional types of supportive services? Do you plan to increase the current dollar limit for supportive services for Stimulus participants?
<b>b. Expansion</b>	How many participants received supportive services in the last quarter?	Will you increase the number of participants that will receive supportive services for Stimulus programs? Will you reassess the needs of your current participants who have received their maximum amount of supportive services?
<b>c. Staffing</b>	What is your current staffing level to process supportive services payments?	Do you anticipate the need to increase staffing?  If you contract these services out, will you expand current contracts or procure new program vendors? How will you monitor increased contracts for these services?
<b>Q4. Providing Needs Related Payments (NRP)</b>		
<b>a. Definition</b>	Needs Related Payments (NRPs) provide financial assistance to participants for the purpose of enabling individuals to participate in training, and are one of the supportive services authorized by WIA section 134(e) (3).  Does your area offer Needs Related Payments currently?	Stimulus funds may be used to pay for needs-related payments where authorized by local workforce investment boards.  If you do not currently offer Needs Related Payments, do you plan to provide these payments for your Stimulus Programs? If yes, please describe.
<b>b. Expansion</b>	What is your Needs Related Payments maximum amount per individual?	Do you plan to increase the maximum amount of Needs Related Payments?
<b>c. Staffing</b>	Do you currently have staff dedicated to providing Needs Related Payments?	Do you plan to increase staff to manage Needs Related Payments for Stimulus programs?
<b>d. Policy</b>	What is your current Needs Related Payments policy? (Please attach policy if applicable)	Do you plan to modify your current policy or institute a new policy for Needs Related Payments for your Stimulus programs? Does your policy require Board approval?
<b>Q5: Providing Needs Based Payments (NBP)</b>		
<b>a. Definition</b>	Needs Based Payments are supportive services in the form of monetary assistance necessary to enable individuals to participate in an eligible WIA activity.  How does your Area define Needs Based Payments? Does your Area currently provide NBPs?	If you do not currently offer Needs Based Payments, do you plan to provide these payments for your Stimulus Programs? If yes, please describe.
<b>b. Expansion</b>	What is your Needs Based Payments maximum amount per individual?	Do you plan to increase the maximum amount of Needs Based Payments?
<b>c. Staffing</b>	Do you currently have staff dedicated to providing Needs Based Payments?	Do you plan to increase staff to manage Needs Based Payments for Stimulus Programs?
<b>d. Policy</b>	What is your current Needs Based Payments policy? (Please attach policy if available)	Do you plan to modify your current policy or institute a new policy for Needs Based Payments for your Stimulus Programs? Does your policy require Board approval?
<b>Q6: Providing funds to supplement, not supplant existing formula funds</b>		

Plan Question	Current Program Operations	Stimulus Program Operations
<b>a. Background</b>	How many adults, dislocated workers and youth were you planning to serve during the April 2009 to June 2010 period?	How do you plan to expend both Stimulus and regular funds to serve the increased numbers of adults, dislocated workers and youth in need?  Are goals in place to more fully engage other workforce service providers in your Area?
<b>b. Expansion</b>		How do you plan to increase access to education and training opportunities to benefit your service populations (i.e. adults, dislocated workers, low-income adults, under-skilled adults, etc.)?  Do you plan to enter into new contracts with Institutions of Higher Education and Other Training Providers to accommodate the increased number of participants?
<b>Q7: Focus on innovative and effective approaches (transformational efforts)</b>		
<b>a. Definition</b>	How does your Area currently identify innovative approaches and new program/project requests?	Under the Stimulus program, WIA Areas will be able to return formula funds to the state and then in turn, the state will award these funds to the Area as "Statewide" funds. These Statewide funds are then available to be used for "demonstration or pilot" programs without the performance requirements.  These statewide funds may also be used to fund innovative requests from <a href="http://www.recovery.ohio.gov/">http://www.recovery.ohio.gov/</a> .  How will the Area track incoming requests for Stimulus dollars?
<b>b. Expansion</b>	How do you currently evaluate innovative program requests?	How will you evaluate these Stimulus requests (i.e. rating tool)? How will you determine if an RFP is necessary?  How will you communicate the approval or denial of a request to the requestor? How will the success of the evaluation process be measured?
<b>c. Approvals</b>	What approvals are currently required for new project awards?	Will you use this same process for Stimulus funds?
<b>d. Project Performance</b>	How do you measure the success of new projects?	How will the success of the Stimulus projects be measured?  Note: ODJFS will be developing project tracking tool using Survey Monkey. Areas will be able to access this tool via the Internet once published.
<b>Q8: Accountability and Transparency</b>	How does the Area currently ensure accountability and transparency for WIA formula funds?  Does your Area have a website? Do you post your program policies, outreach efforts, public meetings, Requests for Proposals, etc. on the web?  How have you solicited input on your business plan from your constituents in the past?	In order to foster greater accountability and transparency in the use of Recovery Act funds, Areas should note that the Act open access on information on about how to access employment and training opportunities. (TEGL 14-08)  Will you post Stimulus program policies, outreach efforts, public meetings, and other information on your website?  Will you solicit feedback on this business plan modification and other Stimulus program elements?

Plan Question	Current Program Operations	Stimulus Program Operations
<b>Q9: Using Data to Guide Strategic Planning and Service Policies</b>	<p>Does your Area have a strategic plan?</p> <p>Does the strategic plan influence your service policies?</p>	<p>Please describe how your Area will use data to guide the local planning process for Stimulus programs.</p> <p>Will service policies be changed to quickly and efficiently deliver increased levels of services as intended under the Recovery Act?</p>
<b>Q10: Encourage Individualized Skills Assessments, Abilities, and Career Goals to Help Individuals Map Their Skills Against Current and Anticipated Jobs a. Tools</b>	<p>What individualized skills assessments do you currently use to map your participants' skills against current and anticipated jobs?</p>	<p>Will you continue to use these existing assessment tools for the Stimulus programs?</p> <p>What additional tools and assessments do you plan to use for the Stimulus program?</p>
<b>Q11: Supporting Reentry into the Recovering Job Market</b>	<p>Do you currently provide your participants with labor market information (LMI) and trend data to help them make informed decisions on training and education?</p>	<p>Will you provide Stimulus program participants with updated LMI information or emerging job opportunities from the economic recovery efforts?</p> <p>What changes do you anticipate in the regional economy and local workforce that will have workforce development implications?</p>
<b>Q12: Opportunities to Prepare Workers for "Green Jobs" and Stimulus Investments</b>	<p>"Green jobs" projects include investments in renewable energy infrastructure, energy-efficiency home retrofitting, biofuel development, and advanced drive train/vehicle development and manufacturing. "Green jobs" are not necessarily new or unique occupations, but represent "layers" of green skills upon existing occupations. (Refer to TEGl 14-08).</p> <p>Does your Area currently have any connections to "Green jobs" and/or "Green projects"?</p> <p>Has your Area been involved in other Stimulus related "Green" projects?</p>	<p>How will you connect the WIA Stimulus funded projects and training to "Green jobs" and other Stimulus related projects?</p> <p>How will your Area promote opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials, etc.?</p> <p>How will the Area identify regional and local environmental resources, businesses, and pre-apprenticeship programs promoting "Green" jobs and products to provide youth summer work experiences that prepare them to compete in a "Green" economy?</p>
<b>Q13: Coordination with Wagner Peyser, UI, Reemployment, TAA, Apprenticeship, etc.</b>	<p>How does your Area coordinate and collaborate with these partner programs? Please describe.</p> <p>How have the current economic conditions influenced these collaborative relationships?</p>	<p>How do you plan to increase your collaborative efforts for the Stimulus programs?</p> <p>How will the increased volume of Stimulus program participants change your current coordination efforts with these partner programs? Please briefly explain.</p>
<b>Q14: Align Services with State and Regional Economic Recovery Plans and Partnerships</b>	<p>What are current activities relative to state/regional partnerships and economic recovery efforts (i.e. Ohio Skills Bank, WIRED, Regional Innovation Grants (RIGs), and multi-state workforce systems)?</p>	<p>Do you need to increase your activities with regional partnerships and recovery efforts for the Stimulus programs?</p> <p>If yes, please describe.</p>

Plan Question	Current Program Operations	Stimulus Program Operations
<b>Q15: Workforce Investment Board (WIB) Role</b>	How do you currently engage the WIB members in formula program design and operations? Please describe.	How will you involve the WIB members in your Stimulus program design and operations? Please describe.
<b>Q16: Technical Assistance Needs</b>		Do you need additional technical assistance (TA) to implement the Stimulus programs? If yes, please list what types of TA would be most useful and method of delivery (i.e. face-to-face trainings, regional sessions, video conferences, webinars, Q & A, etc.)

*Note: Please submit all applicable policies with your Economic Stimulus business plan amendment.*

Adult - WIA Stimulus Programs								
Participant Planning Summary and Budget Information Summary								
Plan vs. Actual Variance Report								
<i>Gray cells are calculated for you. You do not need to enter anything into them.</i>								
Planned Participants	Grand Total	Q1 (6/09)	Q2 (9/09) 50% Spent	Q3 (12/09) 70% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Registered Core and Intensive</b>								
Plan								
Actual								
Variance								
<b>Training</b>								
Plan								
Actual								
Variance								
<b>Supportive Services</b>								
Plan								
Actual								
Variance								
<b>Needs-Based Payments</b>								
Plan								
Actual								
Variance								
<b>Needs-Related Payments</b>								
Plan								
Actual								
Variance								
<b>Grand Total</b>								
Plan								
Actual								
Variance								
variance (percent)								
Planned Expenditures	Stimulus Revenue	Q1 (6/09)	Q2 (9/09) 50% Spent	Q3 (12/09) 70% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Registered Core</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Intensive</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Training</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Supportive Services</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Needs-Based Payments</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Needs-Related Payments</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Work Experience</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	
<b>Grand Total Planned Expenses</b>							\$ \$ \$ \$ -	
Plan							-	
Actual							-	
Variance (dollars)							\$ \$ \$ \$ -	
Variance (percent)							0%	

Dislocated Worker - WIA Stimulus Programs								
Participant Planning Summary and Budget Information Summary								
Plan vs. Actual Variance Report								
<i>Gray cells are calculated for you. You do not need to enter anything into them.</i>								
Planned Participants	Grand Total	Q1 (6/09)	Q2 (9/09) 50% Spent	Q3 (12/09) 70% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Registered Core and Intensive</b>								
Plan								
Actual								
Variance								
<b>Training</b>								
Plan								
Actual								
Variance								
<b>Supportive Services</b>								
Plan								
Actual								
Variance								
<b>Needs-Based Payments</b>								
Plan								
Actual								
Variance								
<b>Needs-Related Payments</b>								
Plan								
Actual								
Variance								
<b>Grand Total</b>								
Plan								
Actual								
Variance								
Variance (percent)								
Planned Expenditures	Stimulus Revenue	Q1 (6/09)	Q2 (9/09) 50% Spent	Q3 (12/09) 70% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Registered Core</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Intensive</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Training</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Supportive Services</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Needs-Based Payments</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Needs-Related Payments</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Work Experience</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	

Youth - WIA Stimulus Programs								
Participant Planning Summary and Budget Information Summary								
Plan vs. Actual Variance Report								
Gray cells are calculated for you. You do not need to enter anything into them.								
Planned Participants	Grand Total	Q1	Q2 (9/09) 70% Spent	Q3 (12/09) 90% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Summer Work Experience May, 2009 to September, 2009</b>								
Plan								
Actual								
Variance								
<b>Work Experience - October, 2009 to March, 2010</b>								
Plan								
Actual								
Variance								
<b>10 Youth Program Elements</b>								
Plan								
Actual								
Variance								
<b>Grand Total</b>								
Plan								
Actual								
Variance								
Variance (percent)								
Planned Expenditures	Stimulus Revenue	Q1	Q2 (9/09) 70% Spent	Q3 (12/09) 90% Spent	Q4 (3/10)	Q5 (6/10) 100% Spent	Annual	Variance Analysis Notes
<b>Summer Work Experience May, 2009 to September, 2009</b>								
	<b>Ages 14 - 24</b>							
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Work Experience - October, 2009 to March, 2010</b>								
	<b>Ages 18 - 24 Out-of-School</b>							
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>10 Youth Program Elements</b>								
Plan							\$ -	
Actual							\$ -	
Variance (dollars)							\$ -	
Variance (percent)							0%	
<b>Local Administration</b>								
Plan							\$ -	