

<b>Department of Community College and Workforce Development</b>	Number: 589-20.2
	Effective Date: 6/9/06
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<b>SUBJECT:</b> Workforce Investment Act Title I-B State Incentive Grants for Local Performance Measures Methodology and Distribution	Approved: 

**Purpose** This policy describes the processes that Local Workforce Investment Areas (LWIAs) must use to request and receive Workforce Investment Act (WIA), PL 105-220, Title I B Incentive Grant Awards, and modification to the local plan to receive such funds.

**Reference** OAR 589-020-0210  
Workforce Investment Act, PL 105-220  
WIA Title I B Section 116  
WIA Title I B Section 124(a)(2)(B)(iii and iv)  
WIA Title I B Section 136(b)(2)(A)  
WIA Title I B Section 136(c)  
Final Rules, 20 CFR part 666.300-420  
Department of Labor in Training and Employment Guidance Letter (TEGL) 17-05

**Definitions** **Continuous Performance Improvement Plan:** Funds made available to LWIAs that achieve a cumulative program area score less than 100% and at least 80% of the negotiated performance level on each performance indicator within a program area.

**Cumulative Program Area Score:** The aggregate amount by which a Local Workforce Investment Area (LWIA) exceeds or falls below the negotiated performance levels in a particular program area.

**Exemplary Performance:** Having achieved a cumulative program area score greater than 100% and at least 80% of the negotiated performance level on each performance indicator within a program area.

**Failure to Meet:** Actual performance for any of the performance indicators that falls below the negotiated level of performance. Technical assistance is required to be provided under WIA Section 134(a)(2)(B)(iv) to Local Workforce Investment Areas (LWIAs) that fail to meet local performance measures.

**Grantee:** Recipient of grant funds from the Department of Labor. Refers to the Department of Community Colleges and Workforce Development (CCWD).

**Incentive Awards:** Funds awarded to LWIAs that meet Exemplary Performance.

**Incentive Grants:** A portion of Statewide Employment and Training Activities funds under WIA Title IB section 134(a)(2)(B)(iii) and (iv) that is required to be used to award exemplary performance by local areas on the local performance measures and to provide technical assistance for LWIAs that fail to meet local performance measures.

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Local Performance Measure: A performance measure established under section 136(c) of WIA. Local performance measures consist of the core performance indicators established under section 136(b)(2)(A) of WIA and fall into four program areas – adult, dislocated worker, youth, and customer satisfaction.

Local Workforce Investment Area(s): The area(s) in the state designated by the Governor under section 116 of WIA to which WIA Title IB funds are allocated to carry out WIA Title IB programs.

Mandatory Performance Improvement Plan: LWIAs that achieve a cumulative program area score of less than 100% and less than 80% of the negotiated performance level on a performance indicator within a program area must prepare and seek funding for a plan to address failure to meet performance.

Negotiated Performance Level: The numeric performance target agreed to by the State and the LWIA for each of the core performance indicators.

Performance Measures: The performance indicators required by the Workforce Investment Act of 1998, Section 136.

Program Area: A measure used to describe four program areas: adults, dislocated workers, youth, and customer satisfaction used in the evaluation of performance for incentive purposes.

Program Year (PY): The period July 1 through June 30 of each year.

## Policy

Incentive awards are awarded to the LWIA that achieves a cumulative average score greater than 100% for the performance measures in a given program area (adult, dislocated worker, youth, or customer satisfaction); and, achieves at least 80% of the negotiated performance level on each performance measure within a given program area. Incentive funds shall be awarded annually after the end of each Program Year (PY) when data to compute actual performance becomes available.

The requirements and methodology for establishing the amount of funds available and earned by each LWIA are identified in the OAR 589-020-0210. Incentive awards will be made from funds available for that purpose out of current year funding (e.g., PY '04 incentive funds are used to reward PY '03 performance). Awarded incentive funds may be used for any activities allowed under WIA Title IB.

Definitions used for performance measures shall conform to those provided by the Department of Labor in the Training and Employment Guidance Letter (TEGL) 17-05. Incentive awards shall only be applied to performance in Title IB programs.

Awards are made available to LWIAs in three categories:

1. Incentive Awards - LWIAs that meet exemplary performance.

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2. Continuous Performance Improvement Plan (CPIP) Awards - Funds to support a plan where LWIAs that achieve a cumulative program area score less than 100% and at least 80% of the negotiated performance level on each performance indicator within a program area. If the LWIA falls within this category, it *may* prepare and seek funding for a plan to address its performance.
3. Mandatory Performance Improvement Plan (MPIP) Awards – Funds to support a plan where LWIAs that achieve a cumulative program area score of less than 100% and less than 80% of the negotiated performance level on a performance indicator within a program area. If a LWIA falls within this category, it *must* prepare and seek funding for a plan to address failure to meet performance within 30 calendar days of notification from CCWD. The LWIA may request assistance from CCWD in developing the MPIP.

Funds may be used for any allowable WIA Title IB activity in support of a CPIP or a MPIP to correct identified deficiencies that led to failure to meet agreed upon levels of performance. CPIP and MPIP awards will not exceed the amount the LWIA would have earned had performance been met.

If failure to meet performance as defined in OAR 589-020-0210 continues for a second consecutive year, CCWD shall take corrective action which may include a development of a reorganization plan.

Funds remaining after distribution of all incentive awards, and Continuous Improvement Plan and Mandatory Performance Improvement Plan awards, will revert to CCWD's 15% Statewide Activities Fund for allowable uses at the discretion of the Commissioner.

Procedures      Grantee (CCWD) Responsibility

1. Notify LWIAs of the availability of WIA Title I B State Incentive Grants for Local Performance Measures.
2. Award the incentive funds to LWIAs that meet or exceed 100% of the negotiated performance measure in a given program area and achieves at least 80% of the negotiated performance level on each performance measure within a given program area.
3. Notify LWIAs that fall below 100% of the negotiated performance levels of the availability of incentive funds, identify fund amounts for each area, and alert them to the application for funds (see Attachment A).
4. Notify the LWIAs that fall below the 80% of the negotiated performance levels of the availability of incentive funds, identify fund amounts for each area, and alert them to the application for funds (see Attachment B).

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#### Sub-recipient (LWIA) Responsibility

1. LWIAs who have earned the Incentive Grants for Local Performance Measures may request the funds using the modification to the local plan process. Your request must specify the amount of funding and the plan for the use of the funds.
2. LWIAs seeking funds to support a Continuous Performance Improvement Plan (Attachment A) and/or a Mandatory Performance Improvement Plan (Attachment B) must submit the plan in writing to the Department of Community Colleges and Workforce Development (CCWD). The plan shall be submitted timely, identify the problem/issue to be remedied, and provide a budget supporting the work to be accomplished.
3. Report final outcomes of all State Incentive Grant awards to CCWD within 45 days of project completion.

#### Grantee (CCWD) Responsibility

1. Within 30 calendar days following receipt of the plan(s), CCWD reviews and may approve the program improvement plan.
2. If the plan is not approved, CCWD notifies the LWIA of the decision and provides assistance to address the issues resulting in the plan disapproval.
3. Upon approval of the program improvement plan(s) by CCWD, unawarded Incentive Grant funds shall be made available in accordance with OAR 589-020-0210 for program improvement.
4. Monitor incentive fund awards and plans for compliance during the state annual onsite monitoring visit.
5. Take corrective action if the LWIA fails to meet performance for a second consecutive year. Corrective action may require the appointment and certification of a new local board.

# ATTACHMENT A

## Continuous Program Improvement Plan (CPIP)

LWIA: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Amount Requested: (Please provide a budget supporting the work to be accomplished.)	
Problem/Issue to be Remedied:	
Project Description:	
Project Outcomes:	
How will the project outcomes address and correct the deficiencies that led to the performance failure?	

A final report is due to CCWD no later than 45 calendar days after the project ends.

Approved:

\_\_\_\_\_  
CCWD Commissioner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
LWIA's Name

\_\_\_\_\_  
Date

## ATTACHMENT B

### Mandatory Program Improvement Plan (MPIP)

**LWIA:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

Amount Requested: (Please provide a budget supporting the work to be accomplished.)	
Problem/Issue to be Remedied:	
Project Description:	
Project Outcomes:	
How will the project outcomes address and correct the deficiencies that led to the performance failure?	

A final report is due to CCWD no later than 45 calendar days after the project ends.

Approved:

\_\_\_\_\_  
CCWD Commissioner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
LWIA's Name

\_\_\_\_\_  
Date