

State of Delaware
Program Year 2005
Workforce Investment Act (WIA)
Section 503 Incentive Grant

Description of Planned Use of Funds

1. A.) State Agency and contact person that will receive and administer funds on behalf of all state agencies.

The agency that will receive and distribute the funds for this program will be the Delaware Department of Labor, Division of Training and Employment, Mr. Robert Strong, Director.

1. B.) Agencies receiving sub grants and amount.

The agency outside of the Delaware Department Labor receiving sub-grants will be the Delaware Department of Education. The Department of Education is the agency that is the eligible agency under the Adult Education and Family Literacy Act for adult education activities, and under the Carl D. Perkins Vocational and Technical Act for vocational education activities.

The Department of Labor will retain \$450,000 for three projects. The Department will use \$225,000 for one time hardware and software costs necessary to replace desk top computers and networked printers at each of Delaware's four One Stop Centers and the Central Administrative Office.

The second project will support staff training needs and system customizations necessary to facilitate migration to Delaware Job Link, the Department's new web-based, one stop workforce development system (\$125,000).

In addition, in cooperation with the Delaware Workforce Investment Board, the Department will establish ABE/GED assessment and instruction programs at each of the four Delaware One Stop Centers (\$100,000).

The Department of Education will retain \$462,966 for five projects. The Department will use \$178,000 to fully implement Delaware's Student Success Plans in support of regulations adopted by the State Board of Education requiring public education students in grades 9-12 to have a Student Success Plan beginning in the 2007-2008 school years.

The second project will provide necessary support and training to school district personnel in the implementation of career exploration and academic support software (\$98,000).

In addition, the Department of Education will utilize the available incentive funds to implement enhanced vocational apprenticeship programs at level V correctional facilities (\$65,000); strengthen career, technical, and adult education linkages through improved website, communication, and information (\$67,966); offer the free GED through a fast track GED process to increase learning outcomes for placement on jobs (\$24,000); and coordinate efforts between the Department of Labor and Adult Education providers to prepare individuals for job training opportunities at One Stop Centers (\$30,000).

2). Planned activities to include: a) legislative authority for each activity and descriptions of how each is innovative, comprehensive and coordinated, and targeted to improve system performance; b) how services build upon, rather than duplicate, services offered under the Acts; c) how funds are being used collaboratively with other partner programs.

Activity 1: Replacement of aging desktop computers and network printers utilized by One Stop Center and Central Administrative Office staff.

Legislative Authority: Title I of the Workforce Investment Act

Overview: The Delaware Department of Labor, Division of Employment and Training serves as the One-Stop Operator for the single, statewide service delivery area under Title I of the Workforce Investment Act and, as such, operates four One-Stop Centers located throughout the State of Delaware. During Program Year 2006, the Division utilized WIA Incentive Grant funds to replace its “homegrown” one stop management information system with the NASWA supported America’s Job Link Alliance (AJLA) web based, one stop workforce development system. The Delaware Job Link system will be placed into production on July 1, 2007.

In order to provide staff will the desktop computing tools necessary to fully utilize the wide range of the functionalities offered by the new system, it is essential to replace the aging desktop computers and network printers located in each of the one stop centers and the central administrative office.

Activity Objective: To support the transition to the Delaware Job Link web based, one stop workforce development system by purchasing one-time hardware and software necessary to replacement aging desktop computers and network printers at each of its four One Stop Centers and Central Administrative Office.

Performance Measures to be Strengthened:

Improve the ability to implement common measures across USDOL/ETA funded programs.

Improve the ability to track services and performance across one stop partners.

Increase the ability to track and report the provision of self-services.

Increase the ability to track and report the provision of informational services.

Activities/Timelines/Budget:

1. Purchase new equipment and software.
2. Inventory new equipment and software.
3. Configure equipment with standardized desk top images.
4. Deliver and set-up equipment at each office.
5. Remove existing equipment from each local office.
6. Inventory and surplus existing equipment.

Total Cost of Activity: \$225,000

Activity 2: Support staff training and system customizations necessary to facilitate migration to Delaware Job Link, the Department's new web-based, one stop workforce development system.

Legislative Authority: Title I of the Workforce Investment Act

Overview: The Delaware Department of Labor, Division of Employment and Training serves as the One-Stop Operator for the single, statewide service delivery area under Title I of the Workforce Investment Act and, as such, operates four One-Stop Centers located throughout the State of Delaware. During Program Year 2006, the Division utilized WIA Incentive Grant funds to replace its "homegrown" one stop management information system with the NASWA supported America's Job Link Alliance (AJLA) web based, one stop workforce development system. The Delaware Job Link system will be placed into production on July 1, 2007

Initial Delaware Job Link staff training and system customizations were accomplished prior to placing the system into production. In order to fully realize the wide range of the functionalities offered by the new system, it is essential to continue to conduct program specific staff training during Program Years 2007-2008. It is also necessary to continue to customize the system to meet Delaware's one stop service delivery system requirements.

Activity Objective:

To support staff training needs and system customizations necessary to facilitate migration to Delaware Job Link, the Department's web-based, one stop workforce development system (\$125,000).

Performance Measures to be Strengthened:

- Improve the ability to implement common measures across USDOL/ETA funded programs.
- Improve the ability to track services and performance across one stop partners.
- Increase the ability to track and report the provision of self-services.
- Increase the ability to track and report the provision of informational services.

Activities/Timelines/Budget:

1. Establish a Delaware Job Link (DJL) staff training plan.
2. Purchase training material necessary to support the DJL training plan.
3. Execute the DJL training plan.
4. Establish a DJL User Group to identify, prioritize, and implement system customizations.

Total Cost of Activity: \$125,000

Activity 3: To have ABE/GED assessment and instruction programs at each of the Delaware One-Stops (4) to instruct in the basic skills of reading, writing and mathematics for individuals who are preparing to enter the labor market, upgrade their present level of employment, obtain a GED or high school diploma, and/or enroll in postsecondary education.

Legislative Authority: Titles I, II, and III of the Workforce Investment Act.

Overview: In September 2006 the Delaware Workforce Investment Board, Department of Labor E&T and the Department of Education, Adult Education Division became aware that the total of clients who entered the four (4) Delaware One-Stops that year without their diploma or GED was about 4,000.

The local One-Stop Career Center is a recognized point of entry for clients in need of GED services in order to improve their employment opportunities and educational goals. The Delaware Department of Education, Adult Education Division has realized the One Stop Career Center presents an opportunity to reach these clients.

Objective: To provide clients the opportunity to be properly assessed and enter into a GED program that will improve their employment opportunities and also qualify them for training in higher level job skills.

By building on the Fox Valley GED pilot and Georgetown GED program, the partners listed above will collaborate to incorporate a uniform assessment component into existing One-Stop processes and place GED training programs at each of the four One-Stop Centers.

Activities/Timeline/Budget:

1. Continue meetings with partners to determine resource contributions and commitments
2. Develop uniform assessment model and processes
3. Plan and train staff (DOL, DOE)
4. Purchase Computer/Software for each of the 4 One-Stop locations
5. Identify space and cost for classes on site

6. Identify Training cost and materials

Total Cost of Activity: \$100,000

Activity 4: Fully implement Delaware's Student Success Plans

Legislative Authority: Carl D. Perkins Career and Technical Education Act

Overview: The State Board of Education has adopted a regulation requiring that all public education students in grades 9-12 have a Student Success Plan beginning in the 2007-2008 school years. This plan will be developed collaboratively between the student, their school advisor, parents and others. The plan will be developed and supported through use of a computer software program called Career Cruising which the State of Delaware has contracted with to assist and guide in career exploration. It is expected that the Student Success Plans will encourage greater career exploration among our student population, provide for more guidance intervention, and increase contacts and linkages with such entities as DOL's career information network and institutions of higher education.

Objective: Funds will be utilized to contract with Career Cruising to provide career exploration, advisement and academic support to Delaware's public education students. This software will be tied to the Department of Labor's job bank and provide relevant information and statistics on occupations for high school students as they prepare for entry into the workforce. The cost of this contract over a two year period is \$178,000.

Total Cost of the Activity: \$178,000

Activity 5: Provide necessary support and training to School District Personnel in the implementation of Career Exploration and Academic Support Software

Legislative Authority: Carl D. Perkins Career and Technical Education Act

Overview: As part of the State of Delaware's rollout of the requirement for Student Success Plans, the department will need to work closely with school districts, school personnel, students and parents to provide necessary training on this new tool. Since this is a new initiative, it will be important to provide effective training to all parties involved to insure a successful implementation and ease of use. Training will cover such issues as capabilities of software, exploration tools, tutorials, etc.

Objective: Funding is requested to cover the costs of a 2 year contract @ \$49,000 per year to provide this training.

Total Cost of Activity: \$98,000

Activity 6: Implement Enhanced Vocational Apprenticeship Programs at Level V Correctional Facilities

Legislative Authority: Carl D. Perkins Career and Technical Education Act and the Adult Education and Family Literacy Act

Overview: The intent of the Perkins Act and the AEFLA Perkins Act's are intertwined with workforce training goals. Upon release, the adult population that resides in our Level 5 correctional facilities finds getting a job a very difficult task. This pilot will allow offenders to leave prison with an industry recognized certificate in telecommunications that will increase their employability. This training would be short term and provide offenders with foundational skills that enhance their opportunities to gain employment upon release.

Objective: Funding will allow for funding of an Apprenticeship Coordinator who will oversee activities at multiple Level V correctional facilities and work with staff to implement this program. This pilot will allow offenders to leave prison with an industry recognized certificate in telecommunications that will increase their employability.

Total Cost of the Project: \$65,000

Activity 7: Strengthen Career, Technical and Adult Education linkages through improved Website, Communication and Information

Legislative Authority: Carl D. Perkins Career and Technical Education Act and the Adult Education and Family Literacy Act

Overview: Increased emphasis on the needs to develop a 21st Century workforce have resulted in a renewed focus to increase the visibility and viability of the Delaware Department of Education's adult, career and technical education programming. Currently, the state's website for information on adult, career and technical education programs is limited to very basic information. Enhancements are needed to provide valuable information to career and technical education students as well as adult learners.

Objective: Funds will be used to contract with a web designer to enhance our website portal and to develop additional web pages, information, resources and links to sites such as the Department of Labor thereby creating greater visibility on the benefits and value of career, technical and adult education programs. In addition to the website enhancements, work will be completed on a new marketing and communication piece detailing the career opportunities through a career and technical education pathway.

Total Cost of the Project: \$67,966

Activity 8: Offering the Free GED through a fast track GED Process to increase learning outcomes for placement on jobs

Legislative Authority: Title II of the Workforce Investment Act—Adult Education and Workforce Development

Overview: Having a high school credential or equivalent (GED) is a specific drawback to employment of many of Delaware’s unemployed who are seeking a job. The cost of taking a GED is prohibitive for low income individuals. The development of a fast track system would allow individual adult education programs to offer free GEDs; raise the number of GED recipients; and increase participation in adult education classes. The result would be more job ready students who have connected with an adult ed system that can counsel and/or further their skills upon completion of the GED.

Objective: Funds will be used to provide free GED testing to individuals who qualify for this opportunity.

Total Cost of the Project: \$24,000

Activity 9: Coordinate efforts between Department of Labor and Adult Education providers to prepare individuals for job training opportunities at One Stop Centers

Legislative Authority: Title II of the Workforce Investment Act—Adult Education and Workforce Development

Overview: The lack of educational skills is a specific drawback to employment of many of Delaware’s unemployed who are seeking a job. Providing a more coordinated stream of services such as placement of instructors at One Stop Centers; the development of training to assist ex-offenders in job and/or training procurement; the development of a job fair template with a listing of companies interesting in hiring for use at the Groves and prison sites can improve this process and lead to greater outcomes.

Objective: Coordinated job counseling and educational opportunities for individuals will increase the number of outcomes, job ready clients, and participation in adult education classes thus leading to greater employability for those availing themselves of these services.

Total Cost of the Project: \$30,000

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Appendix A

Assurances

As the State Agency that will receive and distribute funds for Delaware's Program Year 2005 WIA Incentive Grant Program, the Delaware Department of Labor, Division of Employment and Training assures that:

1. The state legislature was consulted with respect to the development of the Incentive Grant application through the State Executive Order 12372 (Clearinghouse) process.
2. The Incentive Grant application has been approved by the Governor, the eligible agency for adult education (the Delaware Department of Education) (as defined in section 203(4) of WIA (20 U.S.C. 9202 (4)) and the state agency responsible for vocational and technical education programs (the Delaware Department of Education) (as defined in section 3 (9) of Perkins III (20 U.S.C, 2302 (9))).
3. As published in the Federal Register, Volume 72, Number 82, Monday, April 30, 2007, the State of Delaware and the eligible agencies, as appropriate, exceeded the state adjusted levels of performance for WIA title I, the state adjusted levels for performance for AEFLA, and the performance levels established for Perkins Act programs.


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Appendix B

Complete Set of Standard Form 424(A) (Budget Sections A, D, and E only)

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED 6/11/07	Applicant Identifier xxxxxxxxxx	
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier	
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application			
5. APPLICANT INFORMATION				
Legal Name: State of Delaware		Organizational Unit: Department: Department of Labor		
Organizational DUNS: 020076808		Division: Employment and Training		
Address: Street: 4425 N. Market Street		Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Wilmington		Prefix: Mr.	First Name: Robert	
County: New Castle		Middle Name: H.		
State: Delaware		Last Name: Strong		
Zip Code: 19802	Suffix:			
Country: United States		Email: robert.strong@state.de.us		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 51-6000279		Phone Number (give area code) 302-761-8129	Fax Number (give area code) 302-761-6617	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) State Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): WIA Incentive Grants, Section 503 17-267		9. NAME OF FEDERAL AGENCY: U.S. Dept of Labor, Employment and Training Administration		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Statewide		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: WIA Section 503 Incentive Grant, Program Year 2005 Performance		
13. PROPOSED PROJECT Start Date: 7/1/07 Ending Date: 6/30/09		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Delaware (at large) b. Project Delaware (at large)		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 912,966.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 6/11/07		
b. Applicant	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
f. Program Income	\$.00			
g. TOTAL	\$ 912,966.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix: Mr.	First Name: Robert	Middle Name:		
Last Name: Strong	Suffix:		c. Telephone Number (give area code) 302-761-8129	
b. Title: Director	d. Signature of Authorized Representative: 		e. Date Signed: 8-12-07	

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 912,966.00	\$ 270,966.00	\$ 80,000.00	\$ 438,000.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 912,966.00	\$ 270,966.00	\$ 80,000.00	\$ 438,000.00	\$ 124,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	0.00 \$	0.00 \$	0.00 \$	0.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: _____

22. Indirect Charges: _____

23. Remarks: 

BUDGET INFORMATION - Non-Construction Programs
SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. WIA Incentive Grant	17.267	\$	\$	\$ 912,966.00	\$	912,966.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 912,966.00	\$ 0.00	912,966.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$	\$	\$	0.00
b. Fringe Benefits				0.00
c. Travel				0.00
d. Equipment				0.00
e. Supplies				0.00
f. Contractual				0.00
g. Construction				0.00
h. Other				0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00
j. Indirect Charges				0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	0.00

[Signature]

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