

<b>II. Program-Specific Recovery Plan for Recovery.gov (Q 2.8 of Guidance)</b>	
<b>DOL Agency MAX ID and name: Employment and Training Administration</b>	
<b>Recovery Program: Workforce Investment Act Adult Program</b>	
Does this program align with an existing PART program?	10003900 Workforce Investment Act - Adult Employment and Training
Does this program align with an existing CFDA program?	17.258
<b>1. Objectives:</b>	
Program Purpose	The purpose of the Workforce Investment Act (WIA) Adult program is to increase the employment, retention and earnings of unemployed and employed adults registered under the program. Under the Recovery Act, local areas are required to give low-income persons and public assistance recipient's priority of service in the Adult program. Funds are distributed by formula to states, and then local workforce areas, which operate One Stop Career Centers that provide comprehensive services to workers and employers. Through collaborative partnerships, the WIA Adult program assists individuals in their career goals by increasing work readiness, educational attainment, occupational skills, and connecting them to jobs in demand.
Public Benefits	The WIA Adult Program helps adult workers acquire the skills they need to compete in a global economy. Recovery funding for this program is targeted to low-income persons and public assistance recipients. Through collaboration with its program partners, the WIA Adult Program assists individuals in their career goals, reduces welfare dependency, and improves the quality, productivity and competitiveness of the nation's workforce.
<b>2. Projects and Activities:</b>	
Kinds and scope of projects and activities to be performed	<p>The Recovery Act makes \$500,000,000 available to states for adult employment and training services and needs-related payments. A priority use of these funds shall be intensive and training services for recipients of public assistance and other low-income individuals.</p> <p>In accordance with Sec. 801 of the Recovery Act, up to one percent of the program funds provided (\$5 million) may be used for management and oversight of the program. These funds will be expended in accordance with the operating plan submitted to OMB and Congress.</p> <p>States offering employment and training services to adult workers provide core, intensive, and training services, and can provide supportive services and needs-related payments.</p>
Core Services	Core services include such services as initial assessment, job search and placement assistance, and workforce and economic information.
Intensive Services	Intensive services include more comprehensive assessments, development of individual employment plans, and career guidance and planning.
Training Services	Participants may also receive training linked to employment in high-demand occupations. Training includes occupational skills training; on-the-job training; programs that combine workplace training and related

	instruction, including registered apprenticeship; training programs operated by the private sector; skill upgrade and retraining; entrepreneurship training; job readiness training; adult education and literacy training; and customized training for employers who commit to hiring individuals enrolled in the program.
Supportive Services and Needs Related Payments	The workforce investment system can also use WIA Recovery Act funds to provide supportive services to adults who participate in core, intensive or training services and who are unable to obtain such services through other programs that provide them. The system can also provide needs-related payments to adults who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in WIA-funded training.
<b>3. Characteristics:</b>	
Types of Financial Awards to be used	A - Formula grants
Type of Recipient	State
Type of Beneficiary	Individual
<b>4. Major Planned Program Milestones:</b>	
Allotments announced	The Department announced, in Training and Employment Guidance Letter (TEGL) No. 13-08, allotments to states and outlying areas for training and employment services as specified in the Recovery Act for activities under the Workforce Investment Act Adult, Dislocated Worker and Youth Program; and Wagner-Peyser Act (including Reemployment Services)
	Completed: March 6, 2009
Grant Agreements signed	Grant agreements were signed by states and outlying areas on March 17, 2009, which allowed for timely Notice of Obligations. The grant agreements bound grantees to new safeguards as outlined in the Recovery Act.
	Completed: March 17, 2009
Implementation Guidance Issued	The Department issued the Implementation Guidance on March 18, 2009 in TEGL No. 14-08. The guidance outlines the Department's expectations for implementing the Workforce Investment Act and Wagner-Peyser Act funding in the Recovery Act and state planning requirements for Program Year 2009.
	Completed: March 18, 2009
State plan extension requests due	All states are required to submit 5-year state plans as a condition of receiving WIA and Wagner-Peyser funds. ETA breaks this planning cycle into a pair of 2-year plans and a 1-year plan. These plans outline short- and long-term implementation strategies for the statewide workforce investment system. In keeping with the state planning schedule, all states submitted a request to extend into PY 2009 their current WIA and Wagner-Peyser Act State Plan along with proposed levels of performance. ETA also waives certain provisions of WIA to support states in their workforce development efforts. States also submitted requests for current waivers that they wanted to extend.
	Completed: April 15, 2009
States to allot funds to local workforce areas	Within 30 days of receipt of the Recovery Act funds (April 20, 2009), states allotted WIA and Wagner-Peyser Act formula funds to the local areas.

	Completed: April 20, 2009
State readiness consultations	To support state implementation of Recovery Act WIA and Wagner-Peyser Act formula funds, ETA will conduct readiness consultations with each state. These consultations will inform ETA's technical assistance strategy. The consultations will take place in May, 2009.
	Expected Completion Date: May 31, 2009
Technical Assistance	To support state and local implementation of Recovery Act WIA and Wagner-Peyser Act formula funds, ETA is providing ongoing technical assistance in the form of Webinars, conference calls, and in-person meetings. All technical assistance Webinars can be accessed at <a href="http://economicrecovery.workforce3one.org">economicrecovery.workforce3one.org</a>
	Expected Completion Date: Ongoing through June 30, 2011
State plan modifications due	ETA requires all states to submit a State Plan modification describing strategies to respond to the economic downturn and implement the Recovery Act by June 30, 2009. This June 30, 2009 submission will cover the period of July 1, 2009 through June 30, 2010. ETA reviews and approves plans within 90 days of receipt of the plan. All state plans can be accessed at <a href="http://www.doleta.gov/USWORKFORCE/WIA/planstatus.cfm">http://www.doleta.gov/USWORKFORCE/WIA/planstatus.cfm</a> .
	Expected Completion Date: June 30, 2009
Quarterly financial and program reports	Quarterly financial and program reports are due 45 days after the end of each quarter, by Program Year, according to ETA WIA and Wagner-Peyser Act reporting policy. Program Year 2008 began on July 1, 2008.
	Expected Completion Date: Ongoing through June 30, 2011
<b>5. Monitoring and Evaluation:</b>	
<p>The Department has established reporting systems and Office of Management and Budget-approved forms that grantees use to track, document and report expenditures and performance on a regularly scheduled basis that provides updated information to ETA at a minimum of once a quarter. Grantees are required to certify the accuracy of these reports prior to submitting them to ETA through the established electronic reporting systems.</p> <p>ETA uses its Grants Electronic Management System (GEMS) and other related electronic data collection systems to conduct and document quarterly desk reviews of financial obligations, expenditures and program performance. Grantees identified as "high risk grantees" through these reviews are given priority attention for on-site monitoring. ETA's quarterly desk reviews along with on-site reviews are used to identify potential risks and encourage program improvements through technical assistance and training. Additionally, federal regulations require that WIA fund recipients and sub-recipients continuously monitor grant-supported activities. ETA Federal Project Officers review the States' monitoring efforts during on-site visits.</p> <p>ETA Regional Offices will be conducting "Regional Readiness Consultations" with state and local areas during April and May 2009. The results of the consultations will be analyzed and will inform ETA of specific technical assistance needs required for states and local areas to successfully implement Recovery Act-funded programs.</p> <p>To further ensure that funds are spent on the intended purpose and accurately reported, the Department requires all grantees to submit single audits annually. ETA works with grantees to resolve any audit findings through additional reviews and the development and implementation of corrective action plans.</p>	

ETA conducts a final review of each grantee's expenditures and performance during the grant close-out process.	
As for program evaluations, the Department is in the process of developing a plan for evaluating several components of the Recovery Act-funded programs. These evaluations will likely be implementation studies.	
Top Management Challenges identified by the Office of Inspector General for the Department include:	
<b>Improving Performance Accountability of Grants</b>	
All state and local government and nonprofit recipients that expend \$500,000 or more in Federal assistance in one year are required by the Single Audit Act to obtain an annual audit by an independent public accountant. A challenge for the Department is that grantees' audits conducted under the Single Audit Act are not always completed in a timely manner. Therefore, ETA has implemented a procedure for annually reviewing ETA grantees' Single Audit Act report status and sending written notifications to grantees whose single audit reports are delinquent.	
Single Audits	
Issue	Actions Remaining
Send follow up letters to grantees who continue to be delinquent	No action to report.
	November 2009
Codify standard operating procedures into Procedures Manuals.	To date, procedures have been updated to include steps for sending delinquent notices to grantees once the list has been received from the accounting office.
	FY 2009
<b>6. Measures:</b>	
Measure Text	Entered Employment Rate
Measure Type	Outcome
Measure Frequency	Annual
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	The entered employment rate represents the percentage of participants employed in the first quarter after exit. This is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Adult Program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the WIA Adult Program includes adults 18 years and older, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures how many participants got a job according to the following formula: of those who are not employed at the date of participation – the number of

	adult participants who are employed in the first quarter after the exit quarter divided by the number of adult participants who exited during the quarter. There is no targeted ARRA increment. The target was set using a regression model based on past program results and the unemployment rate. Because of the high unemployment rate and a contracted economy, DOL does not expect that Recovery Act funding will allow the program to improve its entered employment rate in the short-term. However, the funds will allow more individuals to receive services. This output measure is shown below.
Year	2009
Original Program Target	64.8%
Revised Full Program Target	64.8%
Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Employment Retention Rate
Measure Type	Outcome
Measure Frequency	Annual
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	The employment retention rate represents the percentage of participants employed in the first quarter after program exit still employed in the second and third quarters after exit. This is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Adult Program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the WIA Adult Program includes adults 18 years and older, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures how many participants retained their employment once placed in a job, according to the following formula: of those who are employed in the first quarter after the exit quarter – the number of adult participants who are employed in both the second and third quarters after the exit quarter divided by the number of adult participants who exited during the quarter. There is no targeted ARRA increment. The target was set using a regression model based on past program results and the unemployment rate. Because of the high unemployment rate and a contracted economy, DOL does not expect that Recovery Act funding will allow the program to improve its employment retention rate in the short-term. However, the funds will allow more individuals to receive services. This output measure is shown below.
Year	2009
Original Program Target	80.8%
Revised Full Program Target	80.8%

Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Average earnings
Measure Type	Outcome
Measure Frequency	Annual
Direction of Measure	Increasing
Unit of Measure	Dollars
Explanation of Measure	<p>This measure represents the average six-month earnings for program participants. This measure is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Adult Program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the WIA Adult Program includes adults 18 years and older, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures participants' average six-month earnings once placed in a job (note: the average earnings for a year can be obtained by doubling the performance measure result), according to the following formula: of those participants who are employed in the first, second, and third quarters after the exit quarter – total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who exited during the quarter. There is no targeted ARRA increment. The target was set using a regression model based on past program results and the unemployment rate. Because of the high unemployment rate and a contracted economy, DOL does not expect that Recovery Act funding will allow the program to improve its average earnings in the short-term. However, the funds will allow more individuals to receive services. This output measure is shown below.</p>
Year	2009
Original Program Target	\$12,597
Revised Full Program Target	\$12,597
Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	<p>Monthly Performance Report Indicators:</p> <ul style="list-style-type: none"> <li>• Number of participants served <ul style="list-style-type: none"> <li>○ Number of UI claimants</li> <li>○ Number of low-income individuals</li> <li>○ Number of public assistance individuals</li> <li>○ Number of Veterans</li> <li>○ Number of individuals with disabilities</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Number of individual training accounts</li> <li>• Number of participants in training <ul style="list-style-type: none"> <li>○ Number in on-the-job training</li> <li>○ Number in skill upgrading and retraining</li> <li>○ Number in customized training</li> </ul> </li> <li>• Number receiving supportive services (except needs-related payments)</li> <li>• Number receiving needs-related payments</li> </ul>
Measure Type	Output
Measure Frequency	Monthly
Direction of Measure	Increasing
Unit of Measure	Aggregate Participant Counts
Explanation of Measure	Participant levels, by select target characteristics and service categories. This information will enable the Labor Department to report on short-term indicators which are aligned with the intended use of Recovery Act expenditures. For example, it is the intent of the Recovery Act to increase services to UI claimants as well as low-income and public assistance recipients. Implementation guidance also stresses the need to provide training and those supportive services which aid participant training. These set indicators will help describe the Department's progress in these areas on a consistent basis. The Department is working to set targets for these output measures.
Year	2009
Original Program Target	Baseline
Revised Full Program Target	NA
Targeted ARRA Increment	NA
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
<b>7. Transparency and Accountability:</b>	
<p>Consistent with the transparency and accountability objectives of the Recovery Act, states will submit supplemental monthly reports in addition to continuing to submit current quarterly and annual reports. The supplemental monthly reports will provide more detailed information on training and other services delivered than is available in current quarterly reports. The supplemental report will not require a new data collection but will contain data that is collected, but not currently reported, except annually. The supplemental monthly data enable the identification of customers for whom receipt of employment and training services is emphasized under the Recovery Act. These customers include low-income and public assistance recipients, UI claimants, veterans, youth and customers requiring supportive services in order to participate in training and related services.</p> <p>Additionally, beginning in May 2010 grantees will submit individual participant records quarterly. To date, such records have only been made available once a year. The individual participant record submission differs from the aggregate data that ETA will receive in the monthly and quarterly reports. Individual participant data allows for more rigorous analyses and cross-tabulation of data.</p> <p>ETA will post the summary of program data on the ETA website, the DOL Recovery webpage, and Recovery.gov.</p>	

The Department of Labor cost accounting model used for regular appropriations will be applied to the WIA Adult program.

**8. Federal Infrastructure Investments:**

NA

**9. Barriers to Effective Implementation:**

NA

**10. Environmental Review Compliance:**

NA