

<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 Youth Program</b>	
Does this program align with an existing PART program?	10000342 Workforce Investment Act – Youth Activities
Does this program align with an existing CFDA program?	17.259
<b>1. Objectives:</b>	
Program Purpose	The Workforce Investment Act (WIA) Youth program serves low-income in- and out-of-school youth, including youth with disabilities, basic skills deficient youth, youth offenders, homeless and runaway youth, and other youth who may require specialized assistance to complete an educational program or to secure and hold employment. Youth are prepared for employment and post-secondary education by stressing linkages between academic and occupational learning.
Public Benefits	The WIA Youth program provides paid and unpaid work experience, which increases placements in employment and educational attainments for youth. In doing so, low-income youth will have a greater likelihood of long-term labor market attachment, higher lifetime earnings and a lower likelihood for support under public assistance programs.
<b>2. Projects and Activities:</b>	
Kinds and scope of projects and activities to be performed	The Recovery Act extends the youth eligibility age from 21 to 24 and provides \$1,200,000,000 in additional funding to States for youth activities, with a specific emphasis on summer employment opportunities for youth.  In accordance with Sec. 801 of the Recovery Act, up to one percent of the program funds provided (\$12 million) may be used for management and oversight of the program. These funds will be expended in accordance with the operating plan submitted to the Office of Management and Budget and Congress.
Provision of ten youth program elements under WIA, with specific focus on summer employment	Services available to youth include tutoring, alternative secondary school services, summer employment opportunities, occupational training, work experience, leadership development opportunities, mentoring, counseling, supportive services such as assistance with child care and housing, and follow-up services such as on-going career counseling after a youth exits the program. Of these ten program elements, there will be a specific focus on summer employment, with the expectation that the majority of funds will be spent providing subsidized work experiences, between May 1 through September 30, to youth in the public, private for profit, and private non-profit sectors.
<b>3. Characteristics:</b>	
Types of Financial Awards to be used.	A Formula grants
Type of Recipient	State
Type of Beneficiary	Youth (ages 14 – 24)

<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 Act 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, 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
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
Summer Employment Period	ETA encourages states to spend the majority of their Recovery Act youth funds on summer employment between May 1 – September 30. This milestone represents the implementation of the summer work experiences program.

	Expected Completion Date: FY 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
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> <p>ETA conducts a final review of each grantee’s expenditures and performance during the grant close-out process.</p> <p>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.</p> <p>Top Management Challenges identified by the Office of Inspector General for the Department include:</p>	

**Improving Performance Accountability of Grants**

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**

Issues	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

**6. Measures**

Measure Text	Number of Participants Placed in Summer Employment
Measure Type	Output
Measure Frequency	Monthly
Direction of Measure	Increasing
Unit of Measure	Number of participants
Explanation of Measure	This indicator is the count of youth participants served with Recovery Act funds that are placed in summer employment. Summer employment is any of the allowable WIA Youth services that occur during the "summer" months May 1 – September 30 as long as it includes a work experience component. DOL does not currently track the number of youth in summer employment, but will track this measure for youth served by Recovery Act funds. DOL is working to set a target for this measure.
Year	2009
Original Program Target	NA
Revised Full Program Target	New target only for Recovery Act funding.
Targeted ARRA Increment	TBD
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment

Measure Text	Summer Employment Completion Rate
Measure Type	Outcome
Measure Frequency	Monthly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	This indicator measures the percentage of youth participants who complete their summer employment work experience without dropping out prior to the scheduled end date of the work experience. DOL does not currently track the number of youth in summer employment, but will track this measure for youth served by Recovery Act funds. DOL is working to set a target for this measure.
Year	2009
Original Program Target	NA
Revised Full Program Target	New target only for Recovery Act funding
Targeted ARRA Increment	TBD
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Placement in Employment or Education
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	This measure represents the percentage of participants who are in employment or enrolled in post-secondary education or training. It does not include participants in summer employment only. This is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Youth 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 Youth Program is low-income youth (both in-school and out-of-school) between the ages of 14 and 21 with one or more barriers to employment or education, 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 in post-secondary education or employment (including the military) at the date of participation – the number of youth participants who are in employment (including the military), or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth 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 placement in employment/education rate in the short-term. However, the funds will allow more youth to have summer employment experiences, as shown by the outcome measures explained in this plan.
Year	2009
Original Program Target	58.5%
Revised Full Program Target	58.5%
Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Attainment of a Degree or Certificate
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	This measure represents the percent of participants who attain a diploma, GED or certificate. It does not include participants in summer employment only. This is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Youth 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 Youth Program is low-income youth (both in-school and out-of-school) between the ages of 14 and 21 with one or more barriers to employment or education, 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 attain a degree or certificate, according to the following formula: of those who enrolled in education (at the date of participation or at any point during the program) – the number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exited during the quarter. A certificate includes any employer-recognized occupational skills certificates that are developed or endorsed by employers and signify the attainment of technical or occupational skills. 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 degree/certification completion rate in the short-term. However, the funds will allow more youth to have summer employment experiences, as shown by the outcome measures explained in this plan.
Year	2009

Original Program Target	48.8%
Revised Full Program Target	48.8%
Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Literacy or Numeracy Gains
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	<p>This measure represents the percent of youth who increase their basic educational functioning level in literacy or numeracy. It does not include participants in summer employment only. This is a federal job training program common measure, which enables the Workforce Investment Act (WIA) Youth 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 Youth Program for this measure is low income, out-of-school youth between the ages of 14 and 21 who are deficient in basic skills, 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 the increase in literacy and numeracy skills of participants through a common assessment tool administered at program registration and regular intervals thereafter. The result is measured according to the following formula: of those out-of-school youth in the WIA Youth program who are basic skills deficient – the number of youth participants who increase one or more educational functioning levels (roughly equivalent to two grade levels) divided by the sum of the number of youth participants who have completed a year in the program (i.e. one year from the date of first WIA Youth program service) and the number of youth participants who exited before completing a year in the WIA Youth Program. 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 literacy/numeracy gains in the short-term. However, the funds will allow more youth to have summer employment experiences, as shown by the outcome measures explained in this plan.</p>
Year	2009
Original Program Target	21.2%
Revised Full Program Target	21.2%
Targeted ARRA Increment	0
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment

Measure Text	Work Readiness Attainment Rate
Measure Type	Outcome
Measure Frequency	Annual
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	For those youth participating in summer employment programs, a measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image. DOL is working to set a target for this measure.
Year	2009
Original Program Target	Baseline
Revised Full Program Target	New target only for Recovery Act funding
Targeted ARRA Increment	TBD
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 a new monthly report reflecting the aggregate counts of youth whose participation in employment and training services is Recovery Act-funded. The report will record the number of participants (new and total), their characteristics, the number engaged in summer youth employment, services received, and attainment of work readiness. Participation in summer employment is a new data element whose collection is required because the Recovery Act authorizes summer youth employment. Additionally, data pertaining to the attainment of a work readiness skill by summer employment participants will be collected, and the number of youth who start and complete their summer employment placements.</p> <p>Youth served with Recovery Act funds who participate in WIA services beyond summer employment will be included in the new Recovery Act monthly report and in current WIA reports which will continue to be submitted. Youth who participate in the Recovery Act-funded summer employment only will not be included in the current WIA reporting requirements or the WIA Standardized Record Data (WIASRD).</p> <p>ETA will post the summary of program data on the ETA website, the DOL Recovery webpage, and Recovery.gov.</p> <p>The Department of Labor cost accounting model used for regular appropriations will be applied to the WIA Youth program.</p>	



<b>8. Federal Infrastructure Investments:</b>
NA
<b>9. Barriers to Effective Implementation:</b>
<p>The major barrier to effective implementation of youth activities under the Recovery Act is the limited amount of time local areas will have to implement summer employment opportunities for the summer of 2009. Typically, local areas start six to nine months in advance to prepare for summer employment in order to procure service providers, conduct youth eligibility determination, and line up worksites. However, local areas will have less than three months to implement summer employment with Recovery Act funds for 2009.</p> <p>The Department is providing technical assistance to states and local areas on quickly ramping up summer employment opportunities. In addition, program guidance has provided some flexibility that will allow states to speed up implementation of summer employment.</p>
<b>10. Environmental Review Compliance:</b>
NA