

# Mass Workforce Issuance

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**Workforce Issuance No. 08-38**

**Policy**    **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Suzanne M. Bump, Secretary of Labor and Workforce Development  
Executive Office of Labor and Workforce Development

**Date:** September 25, 2008

**Subject:** **Allowable Uses of High Performing Workforce Board Incentive Grants**

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**Purpose:** To provide policy guidance to Chief Elected Officials (CEOs) and Local Workforce Investment Boards (WIBs) with regard to allowable uses of the incentive grants awarded to regions that attain High Performing WIB certification.

**Background:** In conjunction with the High Performing Workforce Investment Board initiative, the Commonwealth will award a \$100,000 incentive grant to each local board that attains High Performing WIB certification. The source of the award funding is the 15% allotment of WIA funds retained at the state level. Generally, the incentive awards are being made available for use in a manner consistent with parameters described for statewide activities at §134(a)(3)(A) of the Act (see Attachment A).

The Commonwealth intends that incentive grants provide a level of flexibility to support the Workforce Investment Board's ability to execute ideas and philosophies addressed in the State's High Performing Workforce Board (HPWB) criteria and the WIB's strategic plan. In planning for the use of an incentive grant, certified Boards should consider how the resources support the overall implementation of the strategic objectives of the region, including the One-Stop Career Center delivery system. In formulating its use of funding, the Board

should determine an appropriate balance between expenditures to enhance capacity of the Board as an organization, the OSCC(s) and/or other organizations compared to expenditures for services to increase outcomes for businesses and/or workers in the region.

**Policy:** Certified High Performing Workforce Investment Boards are strongly encouraged to utilize these incentive grant resources to directly benefit both individual and employer customers through the implementation of service strategies aligned with the region's overarching strategic plan. These include, but are not limited to, the strategies put forth in the HPWB Application for:

*Building the Capacity of the Workforce System*

- Resources to pay for actionable items in the region's strategic plan.
- Design of new service interventions.
- Organizational capacity to track and benchmark outcomes.
- Building partnerships with community organizations.

*Closing the Skills Gap*

- Education and training subsidies for individuals to increase the number of skilled workers for critical sectors/occupations in the region.
- Training front-line OSCC staff to better use LMI to identify and understand critical skill needs of the region.
- Sector projects for industries or occupations targeted in the region's strategic plan.
- Providing flexible training resources for OSCC customers, especially those in declining industries, who do not qualify for federal or state programs.
- Installation of new learning tools at One-Stop Career Centers to raise skill levels of customers.

*Business Partnerships*

- Development of new business services.
- Sector projects for industries or occupations targeted in region's strategic plan.

*Enhancing the Youth Pipeline*

- Services to expand the number of summer and year round jobs for youth (including outreach activities to business).
- Strategies and youth services to reduce drop out rates in the schools.

*Special Populations*

- Service strategies to address the educational and training needs of significant target populations in Workforce Areas as described in the region's strategic plan.

**NOTE:** In developing its local plan for use of the grant funds, a certified region must take into consideration that these resources are being made available under a one-time contract for a period of 2 years (thus full time FTEs would be a local area responsibility beyond the scope of the contract). The Commonwealth further expects that a formal scope of work will be developed by the Board for approval by EOLWD/DWD.

Additionally, it is expected that no more than 5% of the grant funds will be used for administrative costs as defined by the Workforce Investment Act.

**Action**

**Required:** Please assure that plans for use of any High Performing Workforce Board incentive grants are developed in a manner consistent with this issuance. EOLWD /DWD will work with each region to approve a scope of work and follow up steps including the public release of information regarding the grant award.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.