



## EXPENDITURE PLAN FOR PROGRAM YEAR 2015 INCENTIVE AWARD

In accordance with state guidance issued 11/22/16 (Memo #06-2016), the NOWB has developed this plan of action to expend the Incentive Award for PY15 program performance achievements funds in order to expend the funds prior to the expiration date. Once approved, this plan will be entered into OKgrants as directed.

### PROGRAM ENHANCEMENT AND DESIGN

- *Incorporating sector strategies*
  - Supporting Board committee and area efforts regarding sector strategies
- *Training and services targeting specific populations, occupations, and/or industries*
  - Set aside funds toward On-the-Job Training and/or Registered Apprenticeship projects in the Manufacturing, Healthcare, and/or Energy industries.
  - Purchase up to three (3) reams of professional resume paper for each of the Oklahoma Works Office in the Northwestern Oklahoma Workforce Area to be used only for job seeker resumes and/or cover letters that the Oklahoma Works Office Staff have reviewed.

### WIOA IMPLEMENTATION AND TRANSITION

- *Training staff in association with changes required by WIOA*
  - Board staff, One Stop Operator, and/or Service Provider front line staff time and travel for statewide workgroups activities regarding performance and program requirements including but not limited to meetings with co-located Oklahoma Works Partners in the Northwestern Area.
  - Technical assistance and training sessions with Service Provider front line staff and/or One Stop Operator including, as appropriate, lunch for day-long sessions, supplies, and tools.
  - LEO, Board member, Board staff, Fiscal Agent, and/or One Stop Operator time and travel for Regional Planning meetings including area designation/re-designation plans/opportunities.
  - Up to two (2) boxes of copy paper.
- *Strategic planning efforts*
  - Facilitator and meeting expenses
  - LEO, Board member, Board staff, Fiscal Agent, and/or One Stop Operator time and travel for Regional Planning meetings including area designation/re-designation plans/opportunities.
- *Conducting new procurement or revisiting existing contracts*
  - Meetings with Board committee to review PY 16 One Stop Operator and Service Provider Contract including but not limited to LEO, Board members, and/or Staff travel, supplies and materials, and/or lunch for day-long meetings.
  - Costs associate with rebidding the area and services.

Board Staff is directed to provide further clarification, procedures, and guidance as necessary and appropriate so the NOWB is compliant and effective with the use of the Incentive Award for PY15 program performance achievements funds.

## MEMORANDUM #06-2016

**DATE:** November 22, 2016

**TO:** PY15 Performance Incentive Award Recipients

**FROM:** Erin Risley-Baird, Executive Director

**RE:** Local Area Program Performance Incentive Awards for Program Year 2015

The Oklahoma Office of Workforce Development has issued incentive awards for PY15 program performance achievements. These awards are in place to encourage each local area's participation in assisting the State of Oklahoma's performance success. The funds are intended to assist in the improvement and development of the local areas in accordance with the Workforce Innovation and Opportunity Act with greater flexibility than funds distributed by formula. Local areas are required to submit a proposal for the use of incentive funds in OKGrants and may expend their award in accordance with the following:

1. Program Design & Enhancement – Local areas may use incentive funding for innovative program design and/or enhancement. If a local area chooses to utilize their funding for a specific program, such as Youth, Adult or Dislocated Worker, the applicable program provisions will apply. Program design and enhancement elements may include, but are not limited to:
  - a. Incorporating sector strategies
  - b. Training and services targeting specific populations, occupations and/or industries
  - c. The development of career pathways
  - d. The enhancement of performance and reporting systems
2. Local & Regional Plans – Local areas may use incentive funding to carry out goals and directives published and approved within their currently approved local and/or regional plans.
3. WIOA Implementation & Transition – Local areas may use incentive funding to aid in implementation and/or transition costs associated with WIOA, including but not limited to:
  - a. Training staff in association with changes required by WIOA
  - b. Assessing or improving data and information management systems
  - c. Strategic planning efforts
  - d. Conducting new procurement or revisiting existing contracts
4. WIOA & Uniform Guidance – All expenses must be in alignment with WIOA and the Uniform Guidance, 20 CFR 200, governing the use of federal funding.