Workforce Investment Act (WIOA)

Section 166 – Indian and Native American Programs

Program Plan Guidance

Purpose

Provide guidance on the development of a 4-Year Strategic plan for the Comprehensive Services Program (CSP) and Supplemental Youth Services Program (SYSP).

Planning Guidance

- Required Forms
- Planning Narrative
- Administrative Cost Rate
- Assurance
- SYSP Calculation Worksheet
- Attachment C (Optional)

Required Forms

- Standard Form (SF) 424
- SF 424 (A): Budget Information Form;
- Budget Narrative
- Copy of Negotiated Indirect Cost Rate Agreement (NICRA) / Cost Allocation Plan (if applicable).

SF 424 – Information Needed



- DUNS number
- Employer / Taxpayer ID#
- Type of Application
- Catalog of Federal Domestic Assistance (CDFA) Number: 17.265
- Designated Service Area
- Congressional District
- Estimated Funding Amount
- Original Signature

424A – Information Needed



- List the program in Section A
- Describe all applicable line items
- Ensure the final total equals the estimated program budget
- Completed form for CSP (adult)
- Completed form for the SYSP (youth)

Budget Narrative

- Detailed explanation of what is on the SF 424A
- Provide a description of each line item
- Is the internal budget (e.g. salaries, supplies, travel, training, fringe benefits) needed for both the CSP (adult) and SYSP (youth) programs?
- Include breakdown of summer work experience.

Planning Narrative

- A key component of the plan
- Describes the grantee's training and employment strategy
- Provided for the adult and youth programs
- 20 CFR Part 652 at '668.700 – '668.740

Planning Narrative – Information Needed

- Identify the population served
- Array of services available
- Describe what system will be used to track program services (e.g. BearTracks)
- Grantees must address the Entered Employment, Retention, and Average Earning Rates (e.g. provide projections on these indicators)

SYSP Planning Narrative

- Necessary only if you receive SYSP funding
- Use the same requirements above
- Describe planned activities and outcomes (e.g. work experience, life skills training, mentorship and leadership training, community service projects, etc.)

Administrative Cost Rates

- Rates of 15% or less are approved without written justification
- Above 15% must be approved
- Not to exceed 20%
- Must submit a detailed budget
- Written justification with the CSP
- See '667.220

Attachment C

- Helps to monitor performance targets
- Enrollment numbers
- Cost for participants
- Provide the “Common Measure” targets

Assurances & Certifications

- Cover Sheet
- Drug Free Policy
- Special Clause
  - Indirect Cost Rate or
  - Cost Allocation Plan
- Disclosure of Lobbying Activities
- Certification Regarding Lobbying Activities
- Grievance Procedures

For Your Information

- SYSP – Program Year: April 1 – March 31
- CSP – Program Year: July 1 – June 30

- Training and Employment Guidance Letters (TEGLs) are located at
  - DINAP: www.doleta.gov/dinap
  - Community of Practice: ina.workforce3one.org

Training & Employment Guidance Letters (TEGLs)

- Read the TEGL thoroughly and follow each instruction
  - When instructions are not followed, a delay in Plan approval and funding will occur
  - It is best to develop your CSP following the exact format outlined in the TEGL
- Use the Checklist
- Call your Federal Project Office if you have questions

More Tips

- Develop a well-written CSP and keep it concise
- The narrative should be no more than 20 pages, double-spaced (not including attachments)
- Retain a copy of the CSP in the event of questions or corrections requested by your designated Federal Project Officer

QUESTIONS