



STATE OF NEW HAMPSHIRE  
DEPARTMENT of BUSINESS and ECONOMIC AFFAIRS  
**OFFICE OF WORKFORCE OPPORTUNITY**

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 603-271-2341 www.nheconomy.com

July 6, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

*Retroactive*

Authorize Business and Economic Affairs ("BEA"), Office of Workforce Opportunity to renew retroactive a one-year membership for the *National Association of State Liaisons for Workforce Development Partnerships*, within the National Governors Association ("NGA", VC#177762), Washington, DC for fiscal year 2019 in the amount of \$7,350 for an annual membership effective upon Governor and Council approval through June 30, 2019. **Source of Funds: 100% Federal Funds.**

Funding is available as follows:

|                                 | <u>FY19</u> |
|---------------------------------|-------------|
| 03-22-22-220510-14530000        |             |
| Office of Workforce Opportunity |             |
| 026-500251 Organizational Dues  | \$7,350     |

**EXPLANATION**

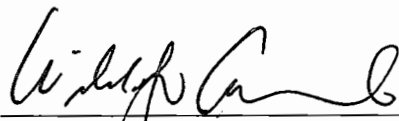
As the WIOA Title I Administrator, BEA is a member of the *National Association of State Liaisons for Workforce Development Partnerships*, which provides a national forum to receive ongoing and direct access to analysis of information and best practices across the country related to policy and administrative issues specific to state administration of WIOA programs. The National Association of State Liaisons for Workforce Development Partnerships, run by the NGA Center, is the national collaborative among officials of state government with lead responsibility for administering state and federal workforce programs. Members of the association share ideas and experiences through monthly conference calls, semiannual meetings, and participation in a range of policy and program sessions sponsored by the NGA Center and other organizations with a primary interest in workforce development.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

- How long has this organization been in existence and how long has this agency been a member of this organization?  
*The WIOA Administrator has been a member of the National Association of State Liaisons for Workforce Development Partnerships since 2009.*
- Is there any other organization which provides the same or similar benefits which your agency belongs to? *No.*
- How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?  
*There are approximately 38 other states with a membership. Yes, we are the only state member of the National Association of State Liaisons for Workforce Development Partnerships for NH.*

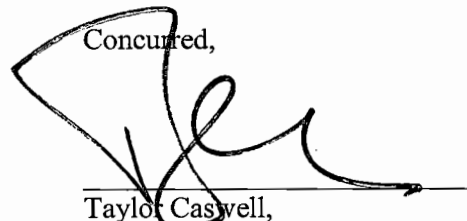
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)  
*The fee is based on the population size of the State.*
5. What benefit does the state receive from participating in this membership?  
*Membership provides for direct and ongoing access to a national collaborative among officials of state government with lead responsibility for administering state and federal workforce programs. Members of the association share ideas and experiences through monthly conference calls, semiannual meetings, and participation in a range of policy and program sessions sponsored by the NGA Center and other organizations with a primary interest in workforce development. Most important is the timely and accurate analysis information provided regarding WIOA regulations, important to ensure NH is in compliance with new directives as they occur.*
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail. *Yes, written materials, white papers, Washington updates; webinars, WIOA analysis of rules, regulations and new legislation, conference calls, etc. are all included in the cost. This group also serves as a recognized advisory group on WIOA policy and has been instrumental in keeping the issues of small states in the forefront on the national level, as well as fighting to maintain the 15% set aside funds for states.*
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain. *No.*
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.  
*No. travel costs are not included in this membership fee. Travel may be requested for quarterly meetings – if so, 100% federal funds and/or private board funds would be used to cover costs.*
9. Which state agency employees are directly involved with this organization? Indicate if they are members, voting members, committee members, and/or officers of the organization.  
*Jacqueline Heuser, in her capacity of WIOA Administrator and staff to the State Workforce Innovation Board, is a member of The National Association of State Liaisons for Workforce Development Partnerships.*
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.  
*Most significant would be the loss of timely and direct analysis of rules, regulations and other directives specific to the ongoing implementation of WIOA as well as the access to resources and information on best practices for continuous improvement, a specified role for the State Board.*

Respectfully submitted,



Wildolfo Arvelo,  
Economic Development Director

Concurred,



Taylor Caswell,  
Commissioner



**INVOICE**

**National Governors Association**

444 N Capitol St NW, Ste 267  
Washington, DC 20001

Federal Tax Identification Number 52-1020381

**BILL TO:**

|                                                                                                                       |                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Jackie Heuser<br>Dept. of Business & Economic Affairs<br>WIOA Administrator<br>172 Pembroke Road<br>Concord, NH 03301 | Invoice Date: 7/1/2018<br>Invoice Number: 005486<br>Customer ID: NH-WDT-02<br>Terms: Net 30 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

1 of 1

**DESCRIPTION** **AMOUNT**

FY-19 WDTAP DUES 7,350.00

|               |                 |
|---------------|-----------------|
| <b>TOTAL:</b> | <b>7,350.00</b> |
|---------------|-----------------|



**Brian Sandoval**  
Governor of Nevada  
Chair

**Steve Bullock**  
Governor of Montana  
Vice Chair

**Scott D. Pattison**  
Executive Director and CEO

RECEIVED

June 1, 2018

JUN 18 2018

Jackie Heuser  
WIOA Administrator  
Dept of Business & Economic Affairs  
172 Pembroke Road  
Concord, NH 03301

Dear Ms. Heuser:

We invite you to renew your state's participation in the National Governors Association's Workforce Development Technical Assistance Program (WDTAP). Through the WDTAP, NGA provides state workforce officials in-depth analysis of federal legislative, regulatory, and policy issues related to workforce development as well as providing current information on national developments and innovative state policy and best practices.

In addition to analytical work by NGA, the WDTAP program supports the following services:

1. **General and customized technical assistance** to participating states on a variety of workforce related issues; including implementation of a state-wide sector strategy initiative, career pathways, postsecondary credentials, data quality, veteran's issues, and other workforce issues of importance to your state.
2. **Analysis of federal legislation** and the implications, implementation requirements and challenges for states.
3. **Direct access to colleagues across the states** facilitated by NGA Center staff to raise state challenges and barriers to solicit innovative approaches and solutions from others, both at the federal and state level. Forums for direct interaction with NGA technical staff and state peers are provided through:
  - Biannual convening of two national NGA Center groups which address cutting edge issues confronting states such as skill and labor shortages, youth policy, streamlining of government, and public-private partnerships for workforce training. These membership groups are the National Association of State Liaisons for Workforce Development Partnerships and the National Association of State Workforce Board Chairs.
  - Monthly conference calls for state workforce officials on pressing federal legislative concerns and current issues impacting state workforce development systems.

- Informal cross-state working groups supported by NGA Center staff to develop new options for action on common workforce challenges.
- Weekly e-newsletter, *Workforce Update*, on the key issues/topics of the week covering workforce, welfare, education and economic development policy issues of importance to states, focusing on actions and news from the Administration, federal agencies and Congress and state best practices.
- Webinars on critical workforce issues facing states and promising practices and initiatives.


Attached is a more detailed description of the WDTAP services.

To support these services states participating in the WDTAP are asked to pay an annual fee based on the population size of the state. We encourage states to pay the fee early to ensure that we have the capacity to provide the highest quality of services to participating states throughout the year. Unfortunately, we must suspend services if the fee is not paid by January 1, 2019.

**Billing Procedures** - An annual notice and invoice is mailed in the spring of each year. Follow up notices and invoices are mailed every quarter until payment has been received in full or services are suspended.

Thank you for your continued participation in the Workforce Development TA Program. If you have questions regarding the billing, please contact Debbie Woods by phone on (202) 624-5338 or e-mail on [dwoods@nga.org](mailto:dwoods@nga.org). For other inquiries relating to the Workforce Development TA Program, contact me by phone on (202) 624-5345 or by e-mail at [msimon@nga.org](mailto:msimon@nga.org).

Sincerely,



Martin Simon

Acting Director  
Economic Opportunity Division

Attachments



## **WORKFORCE DEVELOPMENT TECHNICAL ASSISTANCE PROGRAM**

### **Background Information**

The NGA Center for Best Practices (NGA Center) Workforce Development Technical Assistance Program (WDTAP) provides information analysis and state services activities related to a broad range of workforce development policy and administrative issues. Specific areas of focus are: state workforce development policy and innovative practices; state administration of WIOA and other federal employment and training programs; career and technical education and postsecondary credentials; and the relationship of workforce and related programs to economic development and human service programs.

In addition to analytical work by the NGA Center, the WDTAP program supports the following services:

1. **General and customized technical assistance** to participating states on a variety of workforce related issues; including implementation of a state-wide sector strategy initiative, career pathways, postsecondary credentials, data quality, Veterans issues, and other workforce issues of importance to your state.
2. **Analysis of federal legislation** and the implications, implementation requirements and challenges for states.
3. **Direct access to colleagues in peer states** facilitated by NGA Center staff to raise state challenges and barriers to solicit innovative approaches and solutions from others, both at the federal and state level. Forums for direct interaction with NGA technical staff and state peers are provided through:
  - Biannual convening of two national NGA Center groups which address cutting edge issues confronting states such as skill and labor shortages, youth policy, streamlining of government, and public-private partnerships for workforce training. These membership groups are the National Association of State Liaisons for Workforce Development Partnerships and the National Association of State Workforce Board Chairs.
  - Monthly conference calls for state workforce officials on pressing federal legislative concerns and current issues impacting state workforce development systems.