

PY16

# Transitional Local Plan

## Program Year 16

The Workforce Development Board for Local Workforce Development Area 3 submits this Transitional Local Plan in accordance with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and the guidelines of the Tennessee Department of Labor and Workforce Development.

Local Workforce Development Area 3

PY16



WIOA requires planning – a broad strategic approach to planning focused on the overarching vision, goals, alignment, and shared responsibilities within the local area or region. WIOA Section 108 indicates that each local workforce development board shall develop and submit to the Governor a comprehensive 4-year local plan in partnership with the chief elected official. Local Workforce Development Area 3 (LWDA 3) has been working with board members as well as local and regional partners and stakeholders to identify vision, goals and responsibilities for both the local workforce area and the East Tennessee Workforce region. LWDA 3 will further refine a local plan that supports strategy described in the State plan and is in alignment with the plan submitted for the East Tennessee Workforce Region. This document serves as the Transitional One Year Local Plan for Program Year 2016; it is prepared in accordance with guidance provided by the Tennessee Department of Labor and Workforce Development.

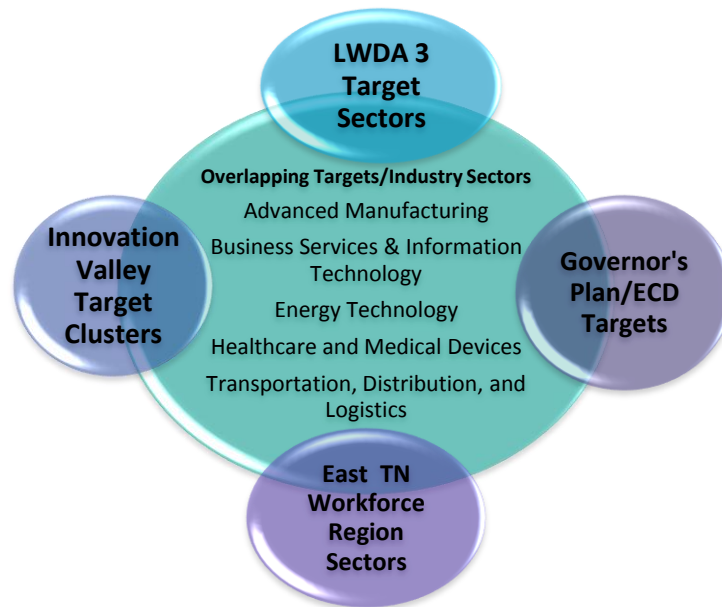
## ***Background***

LWDA 3 is home to a diverse set of employers with unique occupational requirements that call for dynamic approaches to analyzing and evaluating labor market projections and varied strategies to prepare individuals to meet labor market needs. Guided by research commissioned by the LWDA 3 Board in conjunction with its regional workforce partners and conducted by the Nashville Chamber of Commerce Research Center, the local Workforce Board has crafted strategies informed by the following factors:

- LWDA 3 is at a level of full employment.
- 42 percent of LWDA 3 workers both live and work in the area.
- LWDA 3's population increase outperforms nearly all of East Tennessee, thus making Knox County a primary anchor of industry, education, and population concentrations and growth.
- There exist more than 56,300 middle skill workers in LWDA 3, with the highest concentrations in the core industry clusters of healthcare; advanced manufacturing; and transportation, distribution, and logistics. Middle skill jobs in LWDA 3 are expected to grow by 5.6% over the next five years.
- During the next five years, LWDA 3 is projected to create approximately 11,300 job openings.
- The increase in the number of workers in the primary working-age group (20-54 years of age) will grow only 1% between now and 2020 while the population over age 65 years old will grow 13.6%. Retaining knowledge workers and recruiting younger workers is imperative in critical occupations in several industries, particularly advanced manufacturing; healthcare; hospitality; and transportation, distribution, and logistics.
- Entrepreneurship is a major source of economic opportunity for LWDA 3, with 20.3% of local workers self-employed, totaling 61,800 workers.

Illustration 1 below provides an analysis at the LWDA 3 target sectors and industries in comparison with the Tennessee Combined State Plan, Innovation Valley target clusters, and the East Tennessee Workforce Regional Plan.

**Illustration 1**



LWDA 3 has established target industry clusters by examining current employment levels, growth potential, and rates of pay. LWDA 3 has also reviewed targeted sectors for the Workforce Region (as identified in the East Tennessee Workforce Regional Plan), Innovation Valley Economic Development efforts, and Tennessee’s Economic and Community Development targets as reflected in the Governor’s Combined Plan. Illustration 1 shows the overlapping of these approaches and reflects targets common to these efforts. Table # 1 illustrates the size and wages of several significant industry sectors in the local area, including many of the targeted sectors illustrated above. In conjunction with area secondary and post-secondary education entities, LWDA 3 has identified and implemented Career Pathways for the high growth middle skill occupations associated with targeted industry clusters in the local area. Examples are included as Attachment 3. LWDA 3 will generally concentrate on preparing people for those jobs that require two years or less of training. A goal is to get people to a basic skill and ability level at which they may be employed at self-sustaining wages with long term continued employment likelihood

**TABLE # 1  
LWDA 3 Middle Skills Industry Prevalence and Wages**

<b>Industry Cluster</b>	<b># of Workers in LWDA 3</b>	<b>Avg. Annual Wages 2015</b>
Healthcare and Social Assistance	33,826	\$50,257
Retail Trade	30,888	\$29,684
Business Services	24,302	\$33,202
Manufacturing	11,610	\$55,967
Information Technology	10,829	\$67,227
Transportation et.al	9,129	\$49,222

In tandem to occupational skills training, LWDA 3 seeks to ensure that WIOA participants possess the following required skills identified in Tennessee’s WIOA State Combined Plan:

1) active listening, 2) speaking, 3) reading comprehension, 4) critical thinking, and 5) social perceptiveness. All WIOA candidates receive comprehensive assessment services and career specialists conceive individual service strategy plans to ameliorate soft skills deficiencies. The goals for in- and out-of-school youth (ISY and OSY) are unique in that they are much more focused on the awareness, preparation, exploration, and exposure to knowledge, skills, and abilities that are characteristic of successful and productive adults.

LWDA 3 has implemented a focused campaign to identify and enroll individuals with barriers to employment. WIOA Titles I and III career specialists, as well as American Job Center required and additional partners, will be trained in the use of funding for supportive services to assist individuals with barriers. Additionally, LWDA 3, in conjunction with community partners, has developed specific outreach programs to two stakeholders serving populations with barriers: courts and immigrants/refugees. Activities for target population groups are also highlighted elsewhere in this narrative. These LWDA 3 foci outlined above align with the East Tennessee Workforce Regional plan, particularly priorities related to developing and implementing Career Pathways and work-based learning as well as improving services to targeted populations.

The Memorandum of Understanding between LWDA 3 and the core, required, and additional partners in the American Job Center, included in the appendices provides insight into how the LWDA 3 Board will execute WIOA Section 108(3)-Section 108(14)

### ***Transitional Local Plan Template - Attachment A***

***Describe the consortium agreements, as defined by WIOA 107 (D)(11), in place between the local board and the TN Department of Human Services, Office of Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination [WIOA Sec 108(b)(14)].***

All American Job Center required partners, including the Tennessee Department of Human Services (TDHS) Office of Rehabilitation Services, are parties to a Memorandum of Agreement (MOU) that operationalizes collaboration through policies, protocols, and practices. Cross training and partner interaction follow a regular schedule. These activities support the coordination and alignment of the workforce programs in LWDA 3.

The Local Board specifically works in conjunction with the TDHS Office of Rehabilitation Services (VR) to ensure that the provision of services through the American Job Center meets the needs of individuals with disabilities. Vocational Rehabilitation counselors are vital in affording people with disabilities the opportunity to participate in, and reap the benefits of, the programs and activities of the American Job Center (AJC). The local VR staff works alongside the AJC Disability Resource Coordinator to make available appropriate auxiliary aids and services when needed. They also provide training on assistive aids to Resource Room staff members so they can possess the knowledge needed to assist with individuals' job search and placement.

Cooperative efforts with employers are also key in the coordination between the Local Board and VR. A VR representative is a critical member of the Business Services Team bringing awareness to employers of the untapped labor force that resides in the disability community. The Local Board's Disability Committee has had as its driving force the Knoxville Area Employment Consortium (KAEC), a collaborative of non-profit organizations committed to improving employment outcomes for persons with disabilities.

The LWDB for LWDA 3 works to ensure equal access to all services including employment, training, education, and supportive services for eligible individuals and individuals with barriers. The LWDB has

- driven the build and implementation of a career pathways model that provides information about industry recognized credentials that are portable and stackable, and has the tools and process in place to ensure that training is appropriate and relevant to each job seeker based on his/her on-ramp, and to the business needs of key industry sectors, and
- promoted outreach to and co-enrollment of individuals with barriers to employment. These customers may include, but are not limited to, Vocational Rehabilitation clients, justice-involved individuals, youth/young adults, immigrants/refuges, and veterans, with the goal of meaningful activities leading to self-sustainable employment in key sectors.

American Job Center required partners, including a VR representative, have formed an interagency council that coordinates with the one-stop operator in executing tasks including but not limited to

1. engaging all partners in a service plan
2. developing performance measures aligned with WIOA
3. creating a regular feedback loop
4. using and sharing data
5. designing and delivering continuous improvement strategies and activities for services performed

The efforts cited above improve opportunities and programming leading to customers' economic self-sufficiency and support the goal of enhancing access to individuals who have barriers to success in employment, including individuals with disabilities. A specific agreement between the LWDA 3 Board and TDHS Office of Rehabilitation Services is included as Attachment 4.

***Identify the entity responsible for the disbursement of grant funds [WIOA Sec 108(b)(10)].***

As noted in WIOA Section 107(d)(12)(B)(i), the Chief Elected Official in a local area serves as the local grant recipient for WIOA funds allocated to the local area. The legislation goes on to state that the chief elected official may designate an entity to serve as a local fiscal agent or grant sub-recipient to assist in the administration of grant funds. This entity disburses grant funds for workforce investment activities at the direction of the local workforce development board. The board is responsible for coordinating education and workforce investment activities as noted in WIOA Section 108(b).

The Knoxville Mayor, chief elected official for Local Workforce Development Area 3, has designated the Knoxville-Knox County Community Action Committee (CAC) as the

administrative entity and fiscal agent for Local Workforce Development Area 3. CAC is therefore responsible for the management and tracking of WIOA funds received into the local area. The Knox County Mayor serves as treasurer of CAC, and funds are disbursed through Knox County's finance system at the request of CAC finance staff.

***Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes, but it is not limited to, the process used to award funds to a regional operator and other sub-recipients/contractors of WIOA Title I adult, dislocated worker, and youth services. [WIOA Sec 108(b)(16)]***

WIOA Section 108(b)(16) indicates that local plans should detail the competitive process to be used to award sub-grants and contracts in the local area for activities carried out under WIOA. The local workforce development board for LWDA 3 and CAC adhere to Knox County Government's established procurement and purchasing guidelines, including competitive procurement processes, for selecting vendors and service providers. The LWDA 3 Board and CAC-Workforce Connections issued a Request for Proposals for the selection of providers for Title I youth services during spring 2016. The process included widely announcing the open competition and receiving proposals in response to the RFP. These proposals were reviewed by a committee of the Workforce Development Board, and recommendations for providers were made to and approved by the full workforce development board. Arrangements with training service providers are generally handled through Individual Training Accounts and procured from organizations included on the statewide eligible training provider list. The board for LWDA 3 is currently in the process of procuring a One-Stop Operator that will be in place by July 1, 2017. This procurement includes a competitive Request for Proposal process which is being managed by Knox county Purchasing. The RFP is available at the following web address:

<http://www.knoxcounty.org/purchasing/pdfs/showfile.php?id=4056>

Sole source procurement may be used where warranted in rare circumstances. When used, sole source procurement follows Knox County's Procurement Code as outlined below:

#### **D. SOLE SOURCE PROCUREMENT**

The Knox County Procurement Code allows for the use of Sole Source Procurement. The basic requirement when utilizing sole source procurement is for a written statement declaring there is only one source for the required service, supply, or construction item. The SOLE SOURCE REQUEST form has been developed for these cases. The requisitioner signs the form requesting that the item be declared sole source. Upon the signature of the Procurement Director, the purchase will be treated as a sole source.

A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances, which could necessitate sole source procurement:

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
2. Where a sole supplier's item is needed for trial use or testing.
3. Where a sole supplier's item is to be procured for resale.
4. Where public utility services are procured.

The determination of whether procurement shall be made as sole source or not must be made by the Procurement Director. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

A record shall be maintained of all sole source procurement. The record will contain the following information:

1. Each contractor's name
2. The amount and type of each contract
3. A listing of the supplies, services, or construction procured under each contract

LWDA 3's procurement policies and guidelines are further detailed in the Local Procurement Policy included in the Appendices (Attachment 10).

***Describe the local area's negotiated local levels of performance for the federal measures and their implications upon the local workforce system, to include attaching the completed Performance Targets Table [WIOA Sec 108(b)(17)].***

When negotiating targets for the federal performance measures, LWDA 3 considered the following:

1. Performance targets and actual performance for the LWDA for the prior four performance years
2. State negotiated targets and state predicted outcomes
3. Projected 2016-17 service levels including a focus to increase service levels of individuals with barriers to employment
4. Local labor market conditions and demographics

LWDA 3 took a relatively conservative approach in negotiating performance targets for the PY 2016 and 2017. With the exception of a couple of anomalies in recent performance history, LWDA 3 generally had strong performance. However, it is recognized that the implementation of WIOA involves adjustments in most of the performance measures, as well as an increased focus on service to individuals with barriers to employment. LWDA 3 is actively engaged with a number of organizations including the county court system, TANF programs, immigrant and refugee services, and disability service providers to extend outreach to a diverse range of customers who may not have previously utilized the public workforce system. Many of these individuals face barriers to employment and may require longer and more intensive assistance to obtain employment, thereby potentially negatively impacting the employment rates. For this reason, LWDA 3 conservatively negotiated targeted outcomes for the first two performance years of WIOA with regard to 2<sup>nd</sup> and 4<sup>th</sup> quarter after-exit employment rate measures for Adults and Dislocated Workers (DWs)

For the median earnings measure, LWDA 3 negotiated the same target rate as our previous average earnings for Adults and a target rate slightly higher than our previous average earnings for DWs. While performance had exceeded average earnings targets for prior years, the use of a median determination may impact the actual median earnings measure in unexpected ways.

Since the credential attainment rate for Adults and DWs is a new measure for these groups, LWDA 3 reviewed data for prior year services to the extent that existing data could be correlated with the new measure. LWDA 3 historically has had good success with participants who are enrolled in training completing programs and earning credentials. However, predicted outcomes for Tennessee using the statistical model are low, and note that increased services for "hard to serve" populations may result in lower rates of future success.

For the negotiation of youth measures, LWDA 3 considered the following:

1. Increased focus on harder to serve Out of School Youth
2. New subcontractors that have good youth service history, but are new to WIOA and its requirements
3. Irregular performance with youth measures in the prior 3 years

Even after making the above considerations, LWDA 3 negotiated a youth credential attainment rate target that matched the previous years' performance for this measure. Moreover, negotiated 2<sup>nd</sup> and 4<sup>th</sup> quarter after-exit employment rate targets are slightly higher than 1st quarter placement targets in previous years.

For PY2017, LWDA 3 negotiated slight increases in all of the measures for all 3 funding streams. LWDA 3 is dedicated to not only striving to meet or exceed our negotiated federal measures, but also to continuously improving and adjusting our services to best serve our local workforce system, for both business customers and job seekers. See the attached Performance Targets Table identified as Attachment 1.

***Describe the indicators used by the local board to measure performance and effectiveness of the local fiscal agent, eligible providers, and the AJC delivery system [WIOA Sec 108(b)(17)].***

Local workforce system performance is measured, analyzed, reviewed, and improved through the use of data and information in several ways. In addition to using the federal core performance measures to measure performance and effectiveness of the local fiscal agent, eligible training providers, and the AJC delivery system, varied indicators are used by the local board to demonstrate accomplishments and trends in service through the local workforce system.

By extracting data from VOS, the number of Title I WIOA participants—enrolled, exited and active—is reported by funding stream on a monthly basis. The percentages of goals reached are calculated by funding stream, collectively and individually by career specialist, and analyzed against annual enrollment and exit goals and percentage of program year elapsed. Enrollment and exit goals are established based on funding levels, identified community need, specific economic occurrences (layoffs, etc.), and other pertinent factors by adult, dislocated workers, and youth programs, respectively. In addition to current review, the month-to-month trends of enrollments, exits, and active cases are also compared to those in corresponding months of the previous program year. This information is compiled into dashboards that are updated monthly and shared with staff, board members, contractors, AJC partners, and stakeholders. Enrollment and exit strategies may be modified accordingly depending on the results each month.

The number of customers served through the AJC resource room and through employer hiring events are also tracked monthly. Employer activities such as hiring and recruiting events, as well as rapid response and downsizing events, are tracked on a monthly basis. Master summary reports showing varied service and usage levels of the AJC are routinely reviewed by leadership.



Additionally, the WIOA Core Performance measures for adults, dislocated workers, and youth are extracted and calculated monthly from data and documentation. These information points are compiled into dashboards that are updated quarterly. AJC partners have begun discussions of performance targets for partner programs and how performance can be impacted and improved through the AJC.

LWDA 3 is exploring strategies and processes for collecting data and tracking WIOA performance measures for serving employers. Discussions with the AJC partner leadership consortium and Business Service Team members will help shape the development of these information collection and performance tracking activities.

The data are compiled and presented at least bi-monthly—but often more frequently—in dashboards described previously. Performance metrics information is disseminated to local workforce board members, workforce area staff members, contractors, and stakeholders in an effort to drive continuous improvement.

LWDA 3 is discussing with regional partners best ways to disseminate eligible training provider performance data. As noted in WIOA Final Regulations §677.230, state entities capture and provide this information, but local boards are responsible for dissemination. LWDA 3 anticipates coordinating this process with TDLWD state staff and East Tennessee Workforce Region partners to inform workforce system customers and community stakeholders of performance. This aligns with several strategies and action steps identified in the East Tennessee Regional Workforce plan including disseminating information to workforce agencies, training providers, and education programs to promote the development of programs that meet employer needs, working with school systems and training providers to provide resources, and fostering communication and cooperative efforts between partners and agencies.

LWDA 3 has initiated individual enrollment and exit goal-setting for Title I career specialists. This effort to track the number of WIOA enrollments and exits on a monthly basis serves to not only make management and staff more readily aware of year-to-date progress in meeting negotiated goals, but also provides a system of personal accountability for career specialists. As AJC partners establish performance targets, LWDA 3 will coordinate with the partners and the One-Stop Operator to track overall AJC performance for all programs. Our goal is to utilize the data and information collected and tracked to inform and improve processes and strategies for marketing and outreach of AJC services for both job seekers and business customers to 1) guide decisions affecting selection and suitability of WIOA enrollees, ensuring target population needs are addressed 2) increase market penetration with businesses, and 3) identify and build on best practices for optimizing outcomes for job seekers and business customers.

In addition to the items outlined above, LWDA 3 collects and shares information gathered through regular internal and sub-contractor monitoring processes, annual Performance Accountability Reviews, and annual independent audits. One area for improvement is to further define and refine local performance indicators (including implementing customer satisfaction reviews) and sharing results on a broader basis to drive continuous improvement.

***Describe the process used by the local board for the receipt and consideration of input into the development of the local plan in compliance with WIOA section***

**108(d). Describe the process to provide an opportunity for public comment prior to submission of the local plan. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plans. [WIOA Sec. 108(b)(20)]**

To collect feedback on this Transitional Local Plan, LWDA 3 will simultaneously post the WIOA PY 2016 Transitional Local Plan as one cohesive document via the following media:

1. 3 April March 2017: Electronically post to the LWDA 3 website:  
[www.tnworkforceconnections.org](http://www.tnworkforceconnections.org)
2. 31 March 2017: Classified advertisement submitted for announcement in the Knoxville News Sentinel Tuesday edition (April 4, 2017) and Sunday edition (April 9, 2017).
3. **Ad Copy:** *The Workforce Innovation and Opportunity Act (WIOA) requires the development of local workforce plans. The Workforce Development Board for Local Workforce Development Area 3 (Knoxville/Knox County) PY 2016 Transitional Local Plan will be available for public comment and review for 30 days beginning 3 April 2017. The plan can be viewed at the offices of CAC-Workforce Connections, 2247 Western Avenue, Knoxville between the hours of 8:30 a.m-4:30 p.m., Monday –Friday or at web address [www.tnworkforceconnections.org](http://www.tnworkforceconnections.org)*
4. 31 March 2017: Email delivery to
  - a) The Tennessee Department of Labor and Workforce Development
  - b) Tim Burchett, Knox County Mayor and local CEO
  - c) Mrs. Madeline Rogero, Mayor, Knoxville
  - d) Members of the Local Workforce Development Board
  - e) American Job Center required partners
  - f) Relevant local stakeholders including but not limited to:
    - i. LWDA 3 Out of School Youth Program contractors
    - ii. Mr. Buzz Thomas, interim Superintendent, Knox County Schools
    - iii. Mr. Mike Edwards, President and CEO, Greater Knoxville Chamber of Commerce

A 30-day public comment period will begin on 1 April 2017 and conclude on 1 May 2017. Any and all public comments received will be 1) included in the Plan as an attachment and 2) will be addressed with the plan prior to submission to the Tennessee Department of Labor and Workforce Development.

While this document represents a Transitional One Year Local WIOA Plan, the process of local plan development for WIOA implementation began in April 2016. LWDA 3 conducted a series of stakeholder meetings representing population groups with barriers to employment. These meetings served to 1) inform service providers and groups assisting individuals with employment barriers about the public workforce system, 2) build relationships between workforce system staff and area stakeholder groups, and 3) determine ways workforce system services could be more successfully provided to targeted population groups.

In addition to information collection through stakeholder groups, LWDA 3 convened workforce board members and a wide range of partners and community stakeholders in planning sessions designed to develop mission, vision, and preliminary strategy for WIOA implementation. An ongoing series of work sessions including board members, partners, and interested community members served to further refine priority areas and strategies for LWDA 3. This information has been taken into account in the development of this Transitional Local Plan and will be further utilized in the development of a strategic four year plan following approval of the Transitional Plan.

**List the name, organization, and contact information of the designated equal opportunity officer for each AJC partner in the AJC within the local area. By checking the box adjacent to each line item below the local board attests to ensuring the compliance components /documents are in place and effective prior to July 1, 2016.**

**EQUAL OPPORTUNITY OFFICERS FOR AMERICAN JOB CENTER PARTNERS LOCATED IN AJC - KNOXVILLE**

Title I	Tonja Agosto CAC-Workforce Connections	American Job Center 2700 Middlebrook Pike Knoxville, TN 37921 865-594-2755 Tonja.martin@tnccknox.org
Title II	Kasey Vatter Tennessee College of Applied Technology – Knoxville	TCAT – Knoxville 1100 Liberty Street Knoxville, TN 37919 865-546-5567 Kasey.vatter@tcatknoxville.edu
Title III	Evelyn Gaines Guzman Tennessee Department of Labor & Workforce Development	TDLWD 220 French Landing Drive Floor 4-A Nashville, TN 37243 615-253-1331 everlyn.gaines.guzman@tn.gov
Title IV	Jeffrey Blackshear TDHS – Office of Rehabilitation Services	Vocational Rehabilitation Services 400 Deaderick Street Nashville, TN 37243 615-313-5711 Jeffrey.Blackshear@tn.gov
Job Corps	*	*
TANF	Darlene Stringfellow Tennessee Department of Human Services	Tennessee Department of Human Services 400 Deaderick Street Nashville, TN 37243 615-313-5550 <a href="mailto:Darlene.stringfellow@tn.gov">Darlene.stringfellow@tn.gov</a>
TANF – Families First Contractor	Mary Jordan East Tennessee State University	ETSU - Office of Equity and Diversity 205 Dossett Hall, PO Box 70734 Johnson City, TN 37614 Phone: 423-439-4445 Email: <a href="mailto:jordanm@etsu.edu">jordanm@etsu.edu</a>

The local board attests that compliance components/documents as outlined in the Appendices, Attachment 2, were in place and effective prior to July 1, 2016.

\*Job Corps is transitioning contractors as of 3/31/17. This information should be available and included in the final plan submission on May 3, 2017.

# PUBLIC INPUT

This Transitional Local Plan narrative was distributed and made public as outlined on Page 10 of this document.

As of plan submission date of May 3, 2017, no comments have been received.

## **LWDA 3 TRANSITIONAL LOCAL PLAN – PY16 APPENDICES**

Attachments 1 - 3 are included with this document as posted March 31, 2017. The remaining appendices noted below are available on request from:

CAC - Workforce Connections, 2247 Western Avenue, Knoxville, TN 37921  
865-544-5200

Interested individuals may request copies of documents, which can be provided at the Workforce Connections offices. Documents can also be emailed on request. To request an appendix by email, contact Barbara Lamb at [Barbara.lamb@knoxcac.org](mailto:Barbara.lamb@knoxcac.org) or 865-544-5200.

Attachment 1: LWDA 3 Performance Targets

Attachment 2: LWDA 3 Equal Opportunity and Ensuring Compliance Components

Attachment 3: LWDA 3 Career Pathways Graphics

Attachment 4: LWDA 3 and Vocational Rehabilitation Cooperative Agreement

Compliance Components/Documents:

- a. Agreement between CLEOs and the fiscal agent - Attachment 5
- b. Agreement between CLEOs and local board – Attachment 5
- c. AJC partner service agreements - Attachment 6
- d. Resource Sharing Agreements and MOUs, including Budgets – Attachment 7
- e. Local board policy on nomination, appointment and removal of board members; resolutions, bylaws, code of conflict and conflict of interest – Attachment 8
- f. Financial management policy and process including, cost allocation plan, internal controls, cash management, receipt of goods, cost reimbursement, Inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, and allowable costs – Attachment 9
- g. Local procurement policy – Attachment 10
- a. Program management policy and process including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, ITA (Individual Training Account), layoff assistance, priority of services, grievance for eligible training providers, transitional jobs, stipends, and training verification/refunds - Attachment 11

The following compliance components/documents are maintained and available for review onsite:

- a) Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident and disaster recovery plan.
- b) Human resources policy and processes including employee classification; benefits; holiday and PTO; recruitment and selection; employee development; discipline; layoffs, termination and severance; sexual harassment; and equal opportunity/non-discrimination.
- c) Professional service contract(s) for administrative services such as staffing and payroll, if applicable.

**LWDA 3 Performance Targets  
PY 2016 and 2017  
Attachment 1**

WIA Performance Metrics	LWIA 3 Negotiated Target PY 2012	LWIA 3 Negotiated Target PY 2013	LWIA 3 Negotiated Target PY 2014	LWIA 3 Negotiated Target PY 2015	WIOA Performance Metrics	LWDA 3 Agreed Target PY 2016	LWDA 3 Agreed Target PY 2017
<b>Adult Measures</b>					<b>Adult Measures</b>		
<i>Entered Employment</i>	86.0%	86%	87%	87%	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	80%	81%
<i>Employment Retention</i>	86.0%	86%	86%	86%	<i>Employment Rate 4th Quarter after exit</i>	76%	76.5%
<i>Average Earnings (6 Month Earnings)</i>	\$13,300 \$6,650	\$13,300 \$6,650	\$13,300 \$6,650	\$13,300 \$6,650	<i>Median Earnings 2<sup>nd</sup> Quarter after exit</i>	\$6,650	\$6,700
					<i>Credential Attainment within 4 Quarters after exit</i>	72.5%	73%
<b>Dislocated Worker</b>							
<i>Entered Employment</i>	88.0%	88%	88%	88%	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	84%	84.5%
<i>Employment Retention</i>	90.0%	90%	90%	90%	<i>Employment Rate 4th Quarter after exit</i>	79%	79.5%
<i>Average Earnings (6 Month Earnings)</i>	\$14,200 \$7,100	\$14,200 \$7,100	\$14,200 \$7,100	\$14,200 \$7,100	<i>Median Earnings 2<sup>nd</sup> Quarter after exit</i>	\$7,200	\$7,250
					<i>Credential Attainment within 4 Quarters after exit</i>	76.5%	77.0%
<b>Youth Common Measure</b>							
<i>Placement</i>	75.5%	75.5%	75.5%	75.5%	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	76%	76.5%
<i>Attainment</i>	75%	75%	75%	75%	<i>Employment Rate 4th Quarter after exit</i>	76%	76.5%
<i>Literacy/Numeracy</i>	48%	48%	68%	68%	<i>Credential Attainment within 4 Quarters after exit</i>	75%	76%