



**Capital Area
Local and Regional
Workforce Development Area Plan**

Workforce Innovation and Opportunity Act

Title I

**PY 2017 Plan Update
July 1, 2017 – June 30, 2018**

*North Carolina Department of
Commerce
Division of Workforce Solutions
4316 Mail Service Center
313 Chapanoke Road, Suite 120
Raleigh, NC 27699-4316*

Instructions

Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official, to the state a comprehensive four-year plan, which was submitted in May, 2016. Annually, each WDB will provide updates to the four-year plan. The WIOA Program Year (PY) 2017 Plan will provide current information and be effective July 1, 2017 - June 30, 2018. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Local Workforce Development Boards should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: www.doleta.gov

North Carolina policy information is available at <http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>. Local Workforce Development Boards may reference the North Carolina WIOA Unified State Plan. Helpful Appendices have been provided as references for use in this document.

Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise. ***The due date is April 28, 2017.*** Each attachment should be submitted separately. Forms requiring original signatures may be mailed to the assigned Planner at: N.C. Division of Workforce Solutions, 313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

A. Local Area Overview

The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current. Updates should be submitted to the Division Planner when changes occur, especially to contact names and addresses in questions Section A 1-10.

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.

See attached document: Capital Area Consortium Agreement

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

**Pat E. Sturdivant, Executive Director
Capital Area Workforce Development Board
2321 Crabtree Blvd., Ste. 200, Raleigh, NC 27604
Phone: 919-856-6048
pat.sturdivant@wakegov.com**

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

**Sig Hutchinson, Chair
Wake County Board of Commissioners
2704 Snowy Meadow Court
Raleigh, NC 27614
Phone: 919-856-5575
Email: sig.hutchinson@wakegov.com**

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

**Denise Hogan, Clerk to the Board
Wake County Government
P.O. Box 550, Raleigh, NC 27603
Phone: 919-856-5565
Email: denise.hogan@wakegov.com**

5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

**County of Wake
P.O. Box 550
Raleigh, NC 27603
919-856-5576**

6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.

**Pat E. Sturdivant, Executive Director
Capital Area Workforce Development Board
2321 Crabtree Blvd., Ste. 200
Raleigh, NC 27604
Phone: 919-856-6048
pat.sturdivant@wakegov.co**

7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: *Administrative Entity Name Organizational Chart*.

See attached document: Wake County Govt. Organizational Chart

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<https://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

DUNS# 127380137
Capital Area's SAM account is current.

Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix A](#).

9. Provide the Workforce Development Board member's name, business title, business name and address, telephone number and e-mail address. The first block is reserved to identify the Board chairperson. Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: *Local Area Name WDB List*. See [Appendix A](#) for Local Area Workforce Development Boards membership requirements.

Note: Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

* Use and identify categories as indicated on the form. Do not change required category names.

See attached document: Capital Area WDB List

10. Attach the Workforce Development Board By-laws including date adopted/amended. Name document: Local Area Name WDB By-laws.

See attached document: Capital Area WDB By-laws

Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]

11. Describe how the Workforce Development Board meets the Sunshine Provision.

Capital Area Workforce Development Board adheres to the Sunshine Provision through electronic means via our website at www.capitalareanetworks.com and open meetings to the public.

Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

CAWDB will make copies of the proposed Local Plan available to the public on our website at www.capitalareanetworks.com on Monday, April 28, 2017.

Capital Area posted a request for input to the plan on the web site listed above. Capital Area has not received any suggestions or comments to date.

Capital Area will post the final plan on the web site for comments beginning Monday, April 28, 2017. Any comments disagreeing with the Plan will be sent to the state by June 1, 2017.

13. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: Local WDB Name Organizational Chart.

See attached document: Capital Area WDB Organizational Chart

14. Attach a copy of the Local Workforce Development Board's planned meeting schedule to include time, dates and location. Name document: Local Area Name Board Meeting schedule.

See attached document: Capital Area Board Meeting Schedule

15. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' (form provided). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: Local Area Name Debarment Form.

Note: Document must bear the original signature of the Administrative Entity signatory official. Mail the signed [Certification form](#) original to Division Planner.

See attached document: Capital Area Debarment Form
Document with original signatures will be mailed in as instructed.

16. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: Local Area Name Signatory Page.

Note: Mail the signed original [Signatory Form](#) to Division Planner.

See attached document: Capital Area Signatory Page
Document with original signatures will be mailed in as instructed.

B. NCWorks Career Centers

1. Attach the Memorandum of Understanding (MOU) among the local Workforce Development Board and partners concerning operation of the local NCWorks Career Center system. (A MOU guide is attached for your reference as [Appendix B](#). [WIOA Section 121(b)(A (iii))]. Name document: Local Area Name NCWorks Career Center MOU.

See attached document: Capital Area NCWorks Career Center MOU

2. Identify NCWorks Career Center location(s) including Tier 1, Tier 2 affiliate, and specialized sites; on-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks [Career Center Chart](#). [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: Local Area Name Career Centers.

See attached document: Capital Area Career Centers

3. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years). **Note:** By June 30, 2017, every Local Board must select One-Stop Operator(s) through competitive process. [WIOA Regulations 678.605, TEGL 15-16].

Capital Area solicits proposals for both the One-Stop Operator and WIOA Adult/DW Service Provider under one RFP.

ResCare Workforce Services was awarded the One-Stop Operator and WIOA Adult/DW Service Provider contract in both Wake and Johnston Counties. The competitive RFP process took place from January to March 2016. The contract award began on July 1, 2016.

The goal of Capital Area Workforce Development Board is to ensure fair and lawful award of public funds to qualified eligible service providers. Procurement of adult and dislocated worker services, to conduct Workforce Innovation and Opportunity Act activities, is accomplished through a competitive procurement process as follows:

- 1) **The competitive procurement process starts with the release of the Request for Proposal. To ensure that the notification is viewed by the public as well as local, state, and federal employment and training agencies, the notice is posted in newspapers, Capital Area Workforce Development Boards' website, Wake County Government's website, National Association of Workforce Development Boards' website, and emailed electronically to an established list of adult and youth employment and training agencies across the country.**
- 2) **After the notification release, a Pre-Proposal Information Session is then conducted by Capital Area Staff and Wake County Procurement Service staff to discuss the RFP and answer any questions. Attendance at the session is recommended, but not required for agencies responding to the proposal. Questions, other than those addressed in the session, must be emailed or faxed to Capital Area before the established due date. The RFP provides clear guidelines on the submission requirements and the proposal deadline date and time. Proposals are not accepted after the deadline.**

- 3) **The Proposal Review Panel consists of Capital Area Board members and Capital Area staff. As part of the proposal review and selection process, the top 3-5 respondents, based on the reviewer's ratings, will be required to meet with the Proposal Review Panel to briefly discuss their proposal and answer questions. In selecting an organization for one-stop operator, adult/dislocated worker or youth services, primary consideration is be given to the demonstrated effectiveness of the organization in delivering comparable serves, overall quality of the proposed plan of services, the likelihood of meeting or exceeding federal Performance Indicators, and cost. In addition, consideration is given to: a strong record of integrity, business ethics, and fiscal management and accountability; staff qualifications and technical skills to perform the work; and the ability of the organization to meet service delivery requirements at a reasonable cost.**

- 4) **After the review process is completed by the Proposal Review Panel, the Panel and staff present a Board recommendation at the scheduled Board meeting for Board approval. The selected respondent receives written notification of the award. The non- awarded respondents will also receive written notification with the instructions for requesting a debriefing or appeal process.**
 - a. **The debriefing must be requested in writing to the Capital Area Workforce Development Board Executive Director within ten (10) working days of notification of non-award. In a debriefing, the discussion will be limited to a critique of the RFP response, i.e. specific information as to factors where the proposal manifested weaknesses and strengths. Comparisons between proposals or evaluations of the other proposals will not be considered.**
 - b. **The appeal request must be submitted in writing to CAWDB Executive Director within five (5) working days following a debriefing. An appeal request must identify an issue or fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the RFP document. Appeal requests not based on those conditions will not be considered. Appeals requests will be rejected as without merit if they address such issues as professional judgment on the quality of a proposal or the Board's assessment of Local Area needs, priorities, or requirements. The Capital Area Workforce Development Board Executive Director will issue a decision within five (5) working days of receipt of a written appeal. The decision will be final.**

- 1) **Funds for One-Stop Operator, WIOA Adult/DW Title I services are provided under a cost reimbursement contract, for the services provided during program delivery, between Capital Area and the WIOA Service Provider. However, beginning in PY2016, CAWDB piloted a pay for performance for service providers that ask for profit. The pilot was with the PY2016 One-Stop Operaator, and Adult/DW Service provider and implemented for all for-profit contracts in the future.**

CAWDB normally release proposals every three years; however, a solicitation for proposals may be released sooner than the 3-year interval due to circumstances including, but not limited to, termination of a contract due to contractor performance, and additional funds availability.

An RFP was released in January 2016 for the One-Stop Operator, and WIOA Adult and Dislocated Worker services in Wake and Johnston Counties. The contract award was given to ResCare Workforce Services to begin on July 1, 2016. As stated above, Capital Area Workforce Development Board will continue to use a pay for performance for the profit portion of their contract since ResCare is a for-profit organization. A comprehensive evaluation and performance review will be conducted at the end of Program Year 2016 to ensure that the contractor is on the correct path by meeting Statement of Work numbers, Performance Measures, and all contractual agreements. At this point, a contract extension will be awarded to the service provider if all areas are meeting or above expectations. At this point, Capital Area reserves the right to continue contracts for up to three years.

C. WIOA Title I Programs

i. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

The process for the competitive procurement of the WIOA Adult/DW services is the same as stated in Question B.3 above. Capital Area solicits proposals for both the Adult/DW Service Provider and One-Stop Operator under one RFP.

ResCare Workforce Services was awarded the WIOA Adult/DW Service Provider contract for both Wake and Johnston Counties. The competitive RFP process took place from January to March 2016. The contract award began on July 1, 2016 and may be renewed for up to three years total.

2. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2017 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: Local Area Name Adult and DW Providers 2017.

See attached document: Capital Area's Adult and DW Providers 2017

3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: Local Area Name Eligible Training Providers. [Division Policy Statement 21-2015]

Training providers first register in NCWorks Online as a provider. Once they register, staff from Capital Area calls the provider and collects the necessary information to set them up in NCWorks Online. Once set up, the provider goes through an internal approval process (outlined in policy). If the provider meets all criteria they will be approved. Capital Area staff will then 'approve' the provider in NCWorks Online.

The provider is notified that they can now add classes/courses. An approved provider does not automatically have every class/course approved.

Capital Area reviews each class/course and makes a determination if the class/course will be approved for WIOA funds to cover the cost. At least ninety (90%) percent of training dollars spent must lead to an occupation in an in-demand industry as defined by Capital Area Workforce Development Board with an emphasis on the high growth, in-demand, hard-to-fill occupations, and no more than ten percent (10%) of training dollars may be for other occupations.

Capital Area has approved providers from public and private providers along with Community Colleges. Each provider is reviewed per CA policy prior to approval. Capital Area has a significant number of competent providers in Wake County. Johnston County has less of a selection however through creativity our job seeker training needs are met. Significant number of competent providers can vary in meaning. In the Capital Area it means job seekers would have the skills to meet employer needs.

See attached document: Capital Area Eligible Training Providers

4. Establish and attach the local area written policy AND procedures for implementation to ensure priority of service for populations described in the WIOA Adult programs for both veterans and low income individuals. Attach the document and name document: Local Area Name Priority of Service Policy.

See attached document: Capital Area Priority of Service Policy

Note: The policy and procedures must include specific details as outlined in USDOL TEGL 19-16, pages 6-8. Local Workforce Development Boards should also reference USDOL TEGL 10-09, TEN 15-10 and Policy Statement 03-2017 when developing the policy and procedures.

Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.*

- ii. *Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.*
- iii. *Third, to veterans and eligible spouses who are not included in WIOA's priority groups.*
- iv. *Last, to non-covered persons outside the groups given priority under WIOA.*

Priority for services does not preclude service to individuals who are not low-income or not receiving public assistance or not a veteran, but rather establishes the order of precedence for service as provided at WIOA and section 134(b)(3)(E).

5. What strategies are in place to ensure Local Workforce Boards meet or exceed PY2018 Adult and Dislocated Worker Performance Measures?

Capital Area will be utilizing the new NCWorks Performs (FutureWorks) to track performance throughout the Program Year. In addition to this new system, all service providers are required to submit monthly reports. Capital Area staff will review these reports as they are submitted to ensure they stay on top of performance issues and that we are on track to meet all goals. Capital Area has implemented a new tracking performance process for providers. We will work closely with service provider staff, providing technical assistance and updates on a weekly conference call. Technical assistance will include training, one-on-one meetings, webinars and constant communication with staff as needed. The team at Capital Area will meet regularly to discuss performance measures and training expenditures and ways to make improvements.

6. Provide the Workforce Development Board's approach to providing work experience to Adult and Dislocated Workers. If work experience is provided, attach the local work experience policy. Name document: Local Area Name Adult/Dislocated Worker Work Experience Policy.

Add text here

See attached document: Capital Area Adult/Dislocated Worker Work Experience Policy

7. Describe follow-up services provided to Adults and Dislocated Worker.

Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described in paragraph (1) shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Add text here

ii. Youth Services

1. Will the Workforce Development Board have a standing committee to provide information and to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

No, Capital Area will not have a Youth Committee. However, youth and young adult issues are incorporated in all of CAWDB's strategies.

If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.

Capital Area staff, along with service provider staff, will meet on a regular basis to discuss planning and operational issues concerning the youth and young adult program. Best practices will be looked at when making decisions. As future issues or objectives arise, a committee of the Board may be formed to address and implement these. For Program year 2017, no such committee has yet to be formed.

If yes, please provide a response to the following questions.

- a) Provide the committee's purpose/vision.
 - b) Attach the planned Program Year meeting schedule. Name document: Local Area Name Youth Committee Meeting Schedule.
 - c) Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: Local Area Name Youth Committee Members.
[WIOA Section 107(b)(4)(A)(ii)]
2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

A Request for Proposal for Youth Services was released in December 2014. Educational Data Systems Inc. received the contract award for Wake County; the contract began on July 1, 2015. Johnston County Industries received the contract award for Johnston County; the contract began on July 1, 2016.

The competitive procurement process starts with the release of the Request for Proposal. To insure that the notification is viewed by the public as well as local, state, and federal employment and training agencies, the notice is posted in newspapers, Capital Area Workforce Development Boards' website, Wake County Government's website, National Association of Workforce Development Boards' website, and emailed electronically to an established list of adult and youth employment and training agencies across the country. After the notification

release, a Pre-Proposal Information Session is then conducted by Capital Area Staff and Wake County Procurement Service staff to discuss the RFP and answer any questions. Attendance at the session is recommended, but not required for agencies responding to the proposal. Questions, other than those addressed in the session, must be emailed or faxed to Capital Area before the established due date. These questions are answered by capital Area staff and are added as an Addendum to the RFP. The RFP provides clear guidelines on the submission requirements and the proposal deadline date and time. Proposals are not accepted after the deadline.

The Proposal Review Panel consists of Capital Area Board Members, Youth Council Members (if applicable at time of RFP release) and Capital Area staff. As part of the proposal review and selection process, the top 3-5 respondents, based on the reviewer's ratings, will be required to meet with the Proposal Review Panel to briefly discuss their proposal and answer questions. In selecting an organization for youth services, primary consideration is be given to the demonstrated effectiveness of the organization in delivering comparable serves, overall quality of the proposed plan of services, the likelihood of meeting or exceeding federal Performance Measures, and cost. In addition, consideration is given to: a strong record of integrity, business ethics, and fiscal management and accountability; the staff qualification and technical skills to perform the work; and the ability of the organization to meet service delivery requirements at a reasonable cost.

After the review process is completed by the Proposal Review Panel, the Panel and staff will present a Board recommendation at the scheduled Board meeting for approval. The selected respondent will receive written notification of the award. The non- awarded respondents will also receive written notification with the instructions for requesting a debriefing or appeal process.

The debriefing must be requested in writing to the Capital Area Workforce Development Board Executive Director within ten (10) working days of notification of non-award. In a debriefing, the discussion will be limited to a critique of the RFP response, i.e. specific information as to factors where the proposal manifested weaknesses and strengths. Comparisons between proposals or evaluations of the other proposals will not be considered.

The appeal request must be submitted in writing to CAWDB Executive Director within five (5) working days following a debriefing. An appeal request must identify an issue or fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the RFP document. Appeal requests not based on those conditions will not be considered. Appeals requests will be rejected as without merit if they address such issues as professional judgment on the quality of a proposal or the Board's assessment of Local Area needs, priorities, or requirements. The Capital Area Workforce

Development Board Executive Director will issue a decision within five (5) working days of receipt of a written appeal. The decision will be final.

Funds for WIOA Title I services are provided under a cost reimbursement contract between Capital Area and the WIOA Service Provider. A solicitation for proposals may be released sooner than the 3-year interval due to circumstances including, but not limited to, termination of a contract due to contractor performance, and additional funds availability.

3. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2017, using the provided [Youth Service Provider List](#). Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers 2017.

See attached document: Capital Area Youth Providers 2017

4. What strategies are in place to ensure Local Workforce Boards meet or exceed PY2018 Youth Performance Measures?

Capital Area youth service providers are responsible for the federal performance Measures, as well as Capital Area real time measures. These real time measures are put in place to ensure that outcomes during active enrollment (such as GED/diploma/credential attainment, skills gain, work readiness, and entered employment) are met in order to ensure outcomes after exit will be positive. Case managers ensure that the youth is on a successful track and has the proper support and tools necessary before exit in order to maintain positive outcomes. More focus will be put on follow-up services with those exited to ensure that retention in employment in the second and fourth quarter will be a positive outcome as well.

Capital Area's Accountability Specialist will have a strong relationship with service providers and will meet with them on a regular basis to ensure that all measures are being monitored correctly, they are on a positive track to success throughout the year, and any corrective action plans are being followed. The Accountability Specialist will be using FutureWorks consistently to monitored all performance indicators and catch any red flags immediately.

5. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

Note: Federal funds may not be spent on entertainment costs.

Yes, Capital Area offers incentives to enrolled youth in WIOA services.

See attached document: Capital Area Youth Incentive Policy

6. Provide the Workforce Development Board's approach to providing work experience to Youth. If work experience is provided, attach the local work experience policy. Name document: Local Area Name Youth Work Experience Policy.

Add text here

See attached document: Capital Area Youth Work Experience Policy

PY 2017 Local Area Plan Instructions Attachment Checklist

- Signed copy of Consortium Agreement (if applicable)
- Administrative Entity Organizational Chart
- Workforce Development Board List (*form provided*)
- Workforce Development Board By-laws
- Local Area Organizational Chart
- Local Area Certification Regarding Debarment * (*form provided*)
- Local Area Signatory Form* (*form provided*)
- One-Stop Memorandum of Understanding (*guide provided*)
- Local Area NCWorks Career Center System (*form provided*)
- Local Area Adult and Dislocated Worker Services Providers (*form provided*)
- Local Area Priority of Service Policy
- Local Area Adult/ Dislocated Worker Work Experience Policy (*optional*)
- Local Area Youth Committee Meeting Schedule (*optional*)
- Local Area Youth Committee Members (*optional*)
- Local Area Youth Services Providers (*form provided*)
- Local Area Youth Incentive Policy (*optional*)
- Local Area Youth Work Experience Policy (*optional*)

*Mail signed and unfolded *originals* to assigned Division Planner at N.C. Division of Workforce Solutions at:

313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

Appendices

Local Workforce Development Board Membership Requirements

[A](#)

Sample Memorandum of Understanding Guide

[B](#)

NC General Statute 14-234

[C](#)

Local Workforce Development Boards Membership Requirements

Representative of Business	Who May Satisfy the Requirements
<p>(WIOA Section 107(b) (2)(A))</p>	<p>The majority of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> • be an owner, chief executive officer, chief operating officer or other individual with optimum policy making and hiring authority; • provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and • are appointed from among individuals nominated by local business organizations and business trade associations.
<p>Representative of Workforce</p> <p>(WIOA Section 107(b)(2)(B))</p>	<p>Not less than 20 percent of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> • must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives; <i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i> • must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists, and may include: <p>In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> • one or more representative of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment,

	<p>including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and</p> <ul style="list-style-type: none"> • one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs or eligible youth, including representatives of organizations that serve out-of-school youth.
<p>Representatives of Education and Training (WIOA Section 107(b) (2)(C))</p>	<p>The balance of Local Board membership must include:</p> <ul style="list-style-type: none"> • At least one eligible provider administering adult education and literacy activities under WIOA Title II; • At least one representative from an institution of higher education providing workforce investments activities, including community colleges; and • At least one representative from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> • Economic and community development entities; • The state Employment Service Office under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and • The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title. <p>In addition to the representatives enumerated above, the CLEO may appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> • Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment; • Governmental and economic and community development entities who represent transportation, housing and public assistance programs; • Philanthropic organizations serving the local area; and • Other appropriate individuals as determined by the chief elected official.

Source: USDOL Training and Employment Guidance Letter (TEGL) 27-14

Memorandum of Understanding Guide

The [local] Workforce Development Board, with the agreement of the Chief Elected Official, shall develop and enter into this Memorandum of Understanding between the [local] Workforce Development Board and the One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system.

I. Required Partners WIOA 121 (b)(1)(B) Title I Adult, Dislocated Workers, and Youth

1. Programs authorized under the Wagner-Peyser Act
2. Adult education and literacy activities authorized under title II;
3. Programs authorized under title I of the Rehabilitation Act of 1973
4. Activities authorized under title V of the Older Americans Act of 1965
5. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
6. Activities authorized under chapter 2 of title II of the Trade Act of 1974
7. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training and Placement Service for Veterans
8. Employment and training activities carried out under the Community Services Block Grant Act
9. Employment and training activities carried out by the Department of Housing and Urban Development;
10. Programs authorized under state unemployment compensation laws
11. Programs authorized under section 212 of the Second Chance Act of 2007; and
12. Programs authorized under part A of title IV of the Social Security Act: Temporary Assistance For Needy Families

II. Additional Partners

The local Workforce Development Board may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters. With the approval of the [local] Workforce Development Board and Chief Elected Official, the following entities may be additional One-stop partners. *[Please specify any additional partners/programs or delete this section.]*

1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the Social Security Act,
2. Employment and training programs carried out by the Small Business Administration,
3. Programs authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008,
4. Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008,
5. Programs carried out under Section 112 of the Rehabilitation Act of 1973,
6. Programs authorized under the National and Community Service Act of 1990,
7. Other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.

III. Roles and Responsibilities WIOA Section 121 (b)(1)(A)

Each required partners of the One-Stop Delivery System shall:

- a.) provide access through the one-stop delivery system, including making the career services (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and more) that are applicable to the program or activities available at the one-stop centers;
- b.) use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers;
- c.) enter into a local Memorandum of Understanding (shown by signature on this document) with the Local Board, relating to the operation of the One-stop system;
- d.) participate in the operation of the One-stop system consistent with the terms of this Memorandum of Understanding, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities.
- e.) use a common one-stop delivery system identifier (in North Carolina this is NCWorks)
- f.) identify strategies to meet the needs of individuals with barriers to employment
- g.) [Additional items here; Example: shared service cost for Center greeter]

IV. Costs of Services (WIOA Regulations 678.700)

Note: The deadline for this portion of the MOU is 1/1/18.

This section must contain effective time period, infrastructure and shared services budget, identify all one-stop partners/CEO/Local Boards participating, and describe the periodic review and reconciliation process to ensure equitable benefit among partners.

- a.) Cash and In-Kind for Ongoing One-Stop Delivery System Operators
Non-cash contributions must be valued consistent with 2 CFR 200.306 and reconciled regularly.
- b.) Infrastructure Costs One-Stop Centers
The funds provided under this paragraph by each one-stop partner shall be provided only from funds available for the costs of administration under the program administered by such partner, and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration (WIOA Regulations 678.720)
- c.) Non-personnel costs include: Rental of the facilities; Utilities and maintenance; Equipment
(including assessment-related products and assistive technology for individuals with disabilities); and Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities.

NOTE: The infrastructure funding agreement is a required component of the MOU and not a separate document. The reasonable cost allocation methodology should be provided and consistent with Federal Cost Principles in the Uniform Guidance 2 CFR Part 200.

V. Methods of Referrals

Methods to methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.

Partners will utilize methods of referrals of individuals between one-stop operators and one-stop partners for appropriate services and activities.

VI. Certification and Continuous Improvement

The Parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with chief elected officials and Local Boards. The objective criteria and procedures for use by Local Boards in assessing at least once every 3 years the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of one-stop centers and the one-stop delivery system.

VII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop Center in accordance with the goals, objectives and performance measures of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop performance measures.

VIII. Confidentiality of Information

Exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and accompanying regulations.

IX. Monitoring and Oversight

The Chief Elected Official, the Workforce Development Board, the Division of Workforce Solutions, United States Department of Labor, and local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained, and that the MOU terms and conditions are being fulfilled. The

partners shall permit on-site visits and reviews by the above mentioned agencies or their designee.

X. Disputes

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The executive committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed upon WIOA grievance procedures.

XI. Duration

This MOU shall remain in effect until terminated by the repeal of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 60-calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties at the addresses shown within this MOU, and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop Partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The Workforce Development Board reserves the right to terminate the participation of any partner upon 60-days' notice if the partner's actions are inconsistent with the terms and conditions of this memorandum of understanding.

This memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services. [WIOA 121]

XII. Modification and Assignment

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. Any assignee shall also commit in writing to the terms of this MOU.

Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

NC Conflict of Interest General Statute for Reference

§ 14-234. Public officers or employees benefiting from public contracts; exceptions.

- (a) (1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.
- (a1) For purposes of this section:
 - (1) As used in this section, the term "public officer" means an individual who is elected or appointed to serve or represent a public agency, other than an employee or independent contractor of a public agency.
 - (2) A public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract.
 - (3) A public officer or employee is involved in making a contract if he or she participates in the development of specifications or terms or in the preparation or award of the contract. A public officer is also involved in making a contract if the board, commission, or other body of which he or she is a member takes action on the contract, whether or not the public officer actually participates in that action, unless the contract is approved under an exception to this section under which the public officer is allowed to benefit and is prohibited from voting.
 - (4) A public officer or employee derives a direct benefit from a contract if the person or his or her spouse: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to the contract; (ii) derives any income or commission directly from the contract; or (iii) acquires property under the contract.
 - (5) A public officer or employee is not involved in making or administering a contract solely because of the performance of ministerial duties related to the contract.
- (b) Subdivision (a)(1) of this section does not apply to any of the following:
 - (1) Any contract between a public agency and a bank, banking institution, savings and loan association, or with a public utility regulated under the provisions of Chapter 62 of the General Statutes.
 - (2) An interest in property conveyed by an officer or employee of a public agency under a judgment, including a consent judgment, entered by a superior court judge in a condemnation proceeding initiated by the public agency.
 - (3) Any employment relationship between a public agency and the spouse of a public officer of the agency.
 - (4) Remuneration from a public agency for services, facilities, or supplies furnished directly to needy individuals by a public officer or employee of the agency under any program of direct public assistance being rendered under the laws of this State or the United States to needy persons administered in whole or in part by the agency if: (i) the programs of public assistance to needy persons are open to general participation on a nondiscriminatory basis to the practitioners of any given profession, professions or occupation; (ii) neither the agency nor any of its employees or agents, have control over who, among licensed or qualified providers, shall be selected by the beneficiaries of the assistance; (iii) the remuneration for the services, facilities or supplies are in the same amount as would be paid to any other provider; and (iv) although the public officer or employee may participate in making determinations of eligibility of needy persons to receive the assistance, he or she takes no part in approving his or her own bill or claim for remuneration.

(b1) No public officer who will derive a direct benefit from a contract entered into under subsection (b) of this section may deliberate or vote on the contract or attempt to influence any other person who is involved in making or administering the contract.

(c) through (d) Repealed by Session Laws 2001-409, s. 1, effective July 1, 2002.

(d1) Subdivision (a)(1) of this section does not apply to (i) any elected official or person appointed to fill an elective office of a village, town, or city having a population of no more than 15,000 according to the most recent official federal census, (ii) any elected official or person appointed to fill an elective office of a county within which there is located no village, town, or city with a population of more than 15,000 according to the most recent official federal census, (iii) any elected official or person appointed to fill an elective office on a city board of education in a city having a population of no more than 15,000 according to the most recent official federal census, (iv) any elected official or person appointed to fill an elective office as a member of a county board of education in a county within which there is located no village, town or city with a population of more than 15,000 according to the most recent official federal census, (v) any physician, pharmacist, dentist, optometrist, veterinarian, or nurse appointed to a county social services board, local health board, or area mental health, developmental disabilities, and substance abuse board serving one or more counties within which there is located no village, town, or city with a population of more than 15,000 according to the most recent official federal census, and (vi) any member of the board of directors of a public hospital if all of the following apply:

- (1) The undertaking or contract or series of undertakings or contracts between the village, town, city, county, county social services board, county or city board of education, local health board or area mental health, developmental disabilities, and substance abuse board, or public hospital and one of its officials is approved by specific resolution of the governing body adopted in an open and public meeting, and recorded in its minutes and the amount does not exceed twenty thousand dollars (\$20,000) for medically related services and forty thousand dollars (\$40,000) for other goods or services within a 12-month period.
- (2) The official entering into the contract with the unit or agency does not participate in any way or vote.
- (3) The total annual amount of contracts with each official, shall be specifically noted in the audited annual financial statement of the village, town, city, or county.
- (4) The governing board of any village, town, city, county, county social services board, county or city board of education, local health board, area mental health, developmental disabilities, and substance abuse board, or public hospital which contracts with any of the officials of their governmental unit shall post in a conspicuous place in its village, town, or city hall, or courthouse, as the case may be, a list of all such officials with whom such contracts have been made, briefly describing the subject matter of the undertakings or contracts and showing their total amounts; this list shall cover the preceding 12 months and shall be brought up-to-date at least quarterly.

(d2) Subsection (d1) of this section does not apply to contracts that are subject to Article 8 of Chapter 143 of the General Statutes, Public Building Contracts.

(d3) Subsection (a) of this section does not apply to an application for or the receipt of a grant under the Agriculture Cost Share Program for Nonpoint Source Pollution Control created pursuant to Article 72 of Chapter 106 of the General Statutes, the Community Conservation Assistance Program created pursuant to Article 73 of Chapter 106 of the General Statutes, or the Agricultural Water Resources Assistance Program created pursuant to Article 5 of Chapter 139 of the General Statutes by a member of the Soil and Water Conservation Commission if the requirements of G.S. 139-4(e) are met, and does not apply to a district supervisor of a soil and water conservation district if the requirements of G.S. 139-8(b) are met.

(d4) Subsection (a) of this section does not apply to an application for, or the receipt of a grant or other financial assistance from, the Tobacco Trust Fund created under Article 75 of Chapter 143 of the General Statutes by a member of the Tobacco Trust Fund Commission or an entity in which a member of the Commission has an interest provided that the requirements of G.S. 143-717(h) are met.

(d5) This section does not apply to a public hospital subject to G.S. 131E-14.2 or a public hospital authority subject to G.S. 131E-21.

(d6) This section does not apply to employment contracts between the State Board of Education and its chief executive officer.

(e) Anyone violating this section shall be guilty of a Class 1 misdemeanor.

(f) A contract entered into in violation of this section is void. A contract that is void under this section may continue in effect until an alternative can be arranged when: (i) immediate termination would result in harm to the

public health or welfare, and (ii) the continuation is approved as provided in this subsection. A public agency that is a party to the contract may request approval to continue contracts under this subsection as follows:

- (1) Local governments, as defined in G.S. 159-7(15), public authorities, as defined in G.S. 159-7(10), local school administrative units, and community colleges may request approval from the chair of the Local Government Commission.
- (2) All other public agencies may request approval from the State Director of the Budget.

Approval of continuation of contracts under this subsection shall be given for the minimum period necessary to protect the public health or welfare. (1825, c. 1269, P.R.; 1826, c. 29; R.C., c. 34, s. 38; Code, s. 1011; Rev., s. 3572; C.S., s. 4388; 1929, c. 19, s. 1; 1969, c. 1027; 1975, c. 409; 1977, cc. 240, 761; 1979, c. 720; 1981, c. 103, ss. 1, 2, 5; 1983, c. 544, ss. 1, 2; 1985, c. 190; 1987, c. 570; 1989, c. 231; 1991 (Reg. Sess., 1992), c. 1030, s. 5; 1993, c. 539, s. 145; 1994, Ex. Sess., c. 24, s. 14(c); 1995, c. 519, s. 4; 2000-147, s. 6; 2001-409, s. 1; 2001-487, ss. 44(a), 44(b), 45; 2002-159, s. 28; 2006-78, s. 2; 2009-2, s. 2; 2009-226, s. 1; 2010-169, s. 2(a); 2011-145, ss. 13.22A(dd), 13.23(b).)