

**Eastern Carolina Workforce Development
Area Plan**

Workforce Innovation and Opportunity Act

Title I

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

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.**

Eastern Carolina Workforce Development Board, Inc.

The Eastern Carolina Workforce Development Consortium Agreement is attached.

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

The following is provided concerning the Workforce Development Director:

Name: Ms. Tammy Childers

Title: Executive Director

Organization Name: Eastern Carolina WDB, Inc.

Address: 1341 South Glenburnie Road, New Bern, NC 28562

Telephone Number: (252) 636-6901

E-mail address: childers@ecwdb.org

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

The following is provided concerning the Local Area's Chief Elected Official:

Name: Mr. Joseph Wiggins

Elected title: Commissioner

Local government affiliation: Jones County Board of Commissioners

Address: 641 Richlands Rd, Trenton, NC 28585

Telephone number: (910) 324-4726

E-mail address: jwiggins@jonescountync.gov

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.

Same as A.3.

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 disbursal of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

The following is provided concerning the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds:

Name: Eastern Carolina WDB, Inc.
Address: 1341 South Glenburnie Road, New Bern, NC 28562
Telephone Number: (252) 636-6901

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

The following is provided concerning the Administrative/Fiscal Agent's signatory official:

Name: Ms. Tammy Childers
Title: Executive Director
Organization name: Eastern Carolina WDB, Inc.
Address: 1341 South Glenburnie Road, New Bern, NC 28562
Telephone number: (252) 636-6901
E-mail address: childers@ecwdb.org

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.

The Eastern Carolina WDB, Inc., Organizational Chart is attached.

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].

The Eastern Carolina WDB, Inc.'s DUNS number is 111529389. According to a March 21, 2017, email from the U.S. Federal Government's System for Award Management (SAM) Administrator, our registration is active and "The Periodic Update Requirement Date for the registration is 21-MAR-18".

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.**

The Eastern Carolina WDB List is attached.

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

The Eastern Carolina WDB List is attached.

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

The Eastern Carolina WDB advertises all meetings on its website www.ecwdb.org, as well as sends emails out to the elected officials, county managers, WDB members, NCWorks managers, WIOA service providers and partners. Agendas, meeting minutes, resources and information regarding the activities of the Eastern Carolina WDB are made available to the public on a regular basis through electronic means and open meetings. The board advertised information regarding the Local Plan prior to submission of the Plan through the website and through emailing interested parties referenced above. Additionally, information 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 Eastern Carolina WDB are also made available.

The public may view this information by accessing our website at www.ecwdb.org or contacting the Board by email through admin@ecwdb.org.

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

The Eastern Carolina WDB made copies of the proposed Local Plan available to the public through electronic means. On May 4, 2017, the Eastern Carolina WDB hosted a public hearing on the Local Plan to receive public comments.

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.**

The Eastern Carolina WDB organizational chart, with an effective date as of July 1, 2017, is attached.

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.

The Eastern Carolina WDB Meeting Date schedule is attached.

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.

The Eastern Carolina Debarment Form is attached.

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.

The Eastern Carolina Signatory Page is attached.

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.

The Eastern Carolina NCWorks Career Center MOUs are attached.

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.

Information concerning the Eastern Carolina Workforce Development NCWorks Career Centers is contained in the attached form.

3. Provide the date and process for when the competitive procurement of the One-Stop Operator(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].

The date that the procurement of the One-Stop Operators was approved by the Eastern Carolina Workforce Development Board was on January 12, 2017 for a period ending June 30, 2018.

The process is described as follows:

On February 5, 2016, an email from the Director of Operations for the Division of Workforce Solutions had outlined the following allowable competitive procurement method.

Policy Statement No. 22-2015 - Procurement & Contracting contains a number of procurement options, including the Intention to Bid. That section is included as follows:

- A 1 - 2 page letter could be developed by the WDB that would go to all entities on the Bidders' List.
- The letter would contain all pertinent information on the requested One Stop operator functions (including funding of \$0.00) that potential bidders should use to make their decision on whether or not to bid.
- Also, a form letter developed by the WDB could be included for the interested bidder(s) to sign and return.
- The letter would indicate that by signature, the bidder agrees to perform the One Stop functions outlined in the Intention to Bid letter.
- If only one response is received, an agreement could then be developed between the WDB and the interested bidder.

Intention to Bid. This competitive method maintains the integrity of a competitive procurement process by identifying, through public notice, potential bidders to determine the feasibility of procurement.

Criteria for Use. This procedure is appropriate when there is a high level of uncertainty regarding the number of bids which will be received and whether there will be a sufficient number of bids to justify the development of a solicitation.

Procedural Requirements. To use this method, the WDB must complete the steps described below.

- A. Develop a set of preliminary training/service specifications for which the WDB intends to request bids. The specifications must include the following parameters:
- date the proposed solicitation will be issued
 - specific type of training/services to be performed
 - estimated number of participants and/or available funds or ranges, if preferred
 - expected period of performance
 - geographic area to be served
 - specific target groups to be served, if applicable
 - type of contract to be awarded

- expected performance
- B. Issue a public notification in the same manner as that used for the issuances of RFPs. In addition, issue letters or e-mail notifications to all applicable organizations on the bidders' list, requesting an indication of whether the organization intends to bid on specific training/services which are described in the letter, consistent with the specifications developed in the preceding step. The letter must indicate the date by which a response is to be received.
- C. If the intention to bid process is used and no interest is received, noncompetitive sole source procurement may be used. When one intention to bid response is received, every effort must be made to negotiate desired training/services with that provider. However, if acceptable training/services cannot be negotiated, the WDB may use a sole source justification to obtain the training/service. A complete history of this process must be documented in the procurement file.

Limitations. Sole source procurement may not be used if more than one organization indicated its intent to bid. In this case, a solicitation for the training/services advertised must be developed and transmitted to all who responded to the intention to bid.

Following the guidance in paragraphs 1 and 2 above, a four-page Intention to Bid document was developed and submitted to the Division of Workforce Solutions for their review.

The Intention to Bid document was sent by email on November 9, 2016, to applicable organizations on our bidders' list with a November 28, 2016, deadline for submission of the Letter of Intent.

In response, the board received Letters of Intent to Bid from 1) the North Carolina Department of Commerce Division of Workforce Solutions to serve as the One-Stop Operator for the NCWorks Career Centers in Carteret, Craven, Duplin, Onslow and Wayne counties and 2) Lenoir Community College to serve as the One-Stop Operator for the NCWorks Career Center in Lenoir County.

On January 12, 2017, the Eastern Carolina Workforce Development Board approved the following One Stop Operators as follows:

North Carolina Department of Commerce Division of Workforce Solutions

NCWorks Career Center – Carteret County
NCWorks Career Center – Craven County
NCWorks Career Center – Duplin County
NCWorks Career Center – Onslow County
NCWorks Career Center – Wayne County

Lenoir Community College

NCWorks Career Center – Lenoir County

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.**

The Eastern Carolina WDB, Inc. released a Request for Proposals (RFPs) for operation of Workforce Innovation and Opportunity Act Title I Adult and Dislocated Worker Programs within Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne Counties. The announcement for the RFPs was posted on the board website on December 1, 2015, and ran in the local newspapers the last week of December 2015. Additionally, e-mails were sent to all parties on the bidder's list as well as to the local community colleges, public schools, NCWorks Career Center partners, elected officials, and board members.

The announcement stated that "RFPs may be picked up on **January 4, 2016**, at the Eastern Carolina WDB office, located at 1341 South Glenburnie Road, New Bern, NC, or to receive a copy via email, please contact Carol Barron at cbarron@ecwdb.org. A bidders' conference will be held on **January 11, 2016, at 1:00 p.m.** to answer questions. Proposals must be submitted by **4:00 p.m., February 15, 2016**". The board took action on March 3, 2016. Contracts were awarded based on funding availability, with the option to renew contracts a second year based upon performance and funding availability.

The Local Area uses competitive proposals to procure WIOA program activities. The Local Area develops Request for Proposals (RFPs) and procures services for the Adult, Youth, and Dislocated Worker programs every two years. The board exercises the option to renew contracts for the second year based upon performance and funding availability. RFPs are published for three consecutive days in a sufficient number of newspapers or other media (including minority publications where feasible) that provide for a general circulation throughout the area as well as publication on the Eastern Carolina WDB website. The Local Area Director is responsible for developing the process for conducting technical evaluations of the proposals received. The Eastern Carolina WDB staff and WDB members who serve on the WIOA Planning and Oversight Committee review all proposals that meet the submission requirements. After evaluation and recommendation of the RFPs by the Local Area staff and WIOA Oversight committee, the final selection of service providers is made by the WDB. The WDB is responsible for selecting the agency it deems best able to operate the program efficiently and effectively, with price and other factors considered.

On March 2, 2017, the board approved contract extensions concerning the Adult and Dislocated Worker Programs for a one year period from July 1, 2017- June 30, 2018 based upon performance and funding availability.

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.**

The Eastern Carolina Adult and Dislocated Worker (DW) service providers chart effective July 1, 2017, is attached.

2. **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]**

The first step in the online application process for training providers is to verify that the training provider is licensed, certified, or authorized by the relevant state agency with oversight, to operate training programs in North Carolina. If a provider is in compliance with the oversight agency, the provider can proceed to the next step in the application process. If a program is not in compliance with the oversight agency as required by state law, the provider will not be able to apply for inclusion on the eligible training provider list until they meet the necessary requirements. This applies to in-state and out-of-state training providers with training programs.

Once the initial steps are completed on NCWorks, the eligible training provider application will be considered by the Eastern Carolina WDB. Potential training providers will then mailed a letter that includes additional requirements for consideration prior to approval.

1. In order to be considered by the Eastern Carolina WDB to meet the initial eligible training provider requirements, the training provider must have been in business for a minimum of one year. In addition, if an approved training provider has a request for a new program, the new training program must have been in existence for a minimum of one year.
2. The proposed training must lead to an occupational skill credential resulting in certificate, degree, or diploma AND the occupational skill must have been identified by the WDB as in demand in the local area. If this requirement has been sufficiently addressed, the application process may continue.
3. The applicant must mail a printed copy of the application certifying that all information is accurate by the agency’s signatory official. The training provider must include the following documents when submitting the application:
 - a) Federal ID Number.

- b) Copy of last financial audit or if not available or required, proposing agency must submit the most recent financial statements including balance sheets, income statements, and statements of cash flow.
 - c) Copy of Agency Equal Employment Opportunity (EEO) Compliance and Grievance Procedures.
 - d) Copy of current Bond Coverage (or an explanation of coverage if approved).
 - e) Current organization chart that identifies the principal officers of the business/organization. If any of the principal officers also serve in a similar capacity in any other business/organization, please identify those entities.
 - f) If applicable, copy of Articles of Incorporation and By-Laws of Organization (attach list of Current Board Members). If not applicable, provide the name under which the business is registered with the North Carolina Department of the Secretary of State.
 - g) If applicable, copy of current license issued by the appropriate North Carolina licensing organization.
 - h) A copy of the proposed training program syllabus and course schedule.
 - i) A detailed explanation for all program costs and fees.
 - j) Supporting documentation for verifiable performance data as stated on the application.
 - k) Copy of student's Tuition Refund Policy.
4. The WIOA committee shall review the training provider's application and supporting documents to determine if Board requirements are met and prepare a written recommendation to be considered by the full Board at their regularly scheduled meeting.
 5. Upon Board approval, the Local Area staff may conduct a Pre-Award Survey using the document provided by the NC Department of Commerce's Division of Workforce Solutions at the training provider's site. The Pre-Award Survey may be waived if the training provider is licensed as a proprietary school by the appropriate board or agencies charged with regulating the propriety school industry in North Carolina and has met the general requirements for licensing standards for program and course offerings, facilities, financial stability, personnel, and operating practices.

Requirements for Training Providers Approved for WIOA Vouchers:

1. Training providers who have met the initial approval process to receive WIOA funds will be required to comply with the USDOL regulations and any other interpretations published by the USDOL. Administration and operation of this program is subject to compliance with the federal Workforce Innovation and Opportunity Act of 2014, State policies and procedures as issued from the Department of Commerce, Division of Workforce Solutions, and local policies and procedures as issued by the Eastern Carolina WDB.
2. The approved training provider will be required to comply with the procedures for issuing and reimbursing ITA vouchers that have been established by the WIOA service provider responsible for referring potential participants for training. All

reimbursement agreements will be between the training provider and the WIOA Service Provider.

3. Approved training providers may remain certified as eligible training providers for an initial one year period. Upon review of satisfactory performance data and compliance with Local Area policies and procedures, the provider may be recertified as eligible. If performance data is unsatisfactory, the training provider will be removed from the approved training provider list.
4. After the initial eligibility period of one full fiscal year, training providers must submit online applications through the NCWorks website for continued program eligibility every two years. Applications for continued eligibility must show the training program is still authorized by the appropriate oversight agency to operate and must include the following (in addition to updating the information provided for initial eligibility):
 - total number of participants enrolled in the program;
 - total number of participants completing the program;
 - total number of participants exiting the program;
 - information on recognized post-secondary credentials received by program participants; and
 - information on the program completion rate for such participants.

Removal from the Eligible Training Provider List:

The training provider must deliver results and provide accurate information in order to retain its status as an eligible training provider. If the provider's programs do not meet the established performance levels, the programs will be removed from the eligible provider list. The Board will determine the subsequent eligibility determination process, whether a provider's programs meet performance levels as described below.

The following criteria will be utilized for removing eligible training providers:

1. The training provider has intentionally supplied inaccurate information on an application. Upon determination, the training provider will lose its eligibility for two years from the date of determination. All local WDBs and NCWorks Career Center operators and other training providers will be notified immediately of the removal of a provider from the State approved list.
2. The training provider has substantially violated any requirement under the Workforce Innovation and Opportunity Act. Upon determination, the training provider loses its eligibility for a certain period of time or sanctions may be imposed. All local WDBs and NCWorks Career Center operators will be notified as to what conditions have been imposed.
3. The training provider failed to meet the applicable performance criteria during the previous year based on an annual review and reporting process, the training provider will not be approved for the next year. Meeting the performance criteria will be the main factor in re-establishing eligibility. All requirements, sanctions and the

grievance process will be transmitted to training providers in writing so they will be aware of their responsibilities, rights and sanctions.

4. A provider whose eligibility is terminated may be liable for re-payment of all funds received for the program during any period of non-compliance.

Definition of “significant number of competent providers”:

The board defines “significant number of competent providers” in the local area based upon the following types of training providers that are located within the local area who are subject to the ETPL requirements in order to receive WIOA Title I Adult and Dislocated Worker funds to provide training services to eligible adult and dislocated worker individuals through ITAs:

1. institutions of higher education that provide a program of training that leads to a recognized postsecondary credential;
2. apprenticeship programs registered by the USDOL Office of Registered Apprenticeship;
3. public or private training providers, including joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training; and
4. providers of adult education and literacy activities provided in combination with occupational skills training.

Based upon this criteria, the local area has determined that a significant number of competent providers are available within the local area (and adjoining local areas) to deliver WIOA funded training services to eligible adults, youth, and dislocated workers.

Customers are informed they have choices in choosing their training providers through the NCWorks Online system, the Eastern Carolina WDB website, and through the NCWorks Career Advisors. Upon being determined eligible for WIOA training services and having completed an objective assessment, eligible adults and dislocated workers who will benefit from occupational skills training programs or courses of study and who possess the requisite skills and abilities to successfully complete the program, may be enrolled in an WIOA-approved program at the community college or at other approved local training providers. In addition to viewing the training options on NCWorks, customers are provided with a copy of the Eastern Carolina WDB’s NCWorks Training Options Guide which provides the training options under each of the board approved industry sectors, and identifies wage information for the types of training for the local area. Occupational skills training funded under WIOA must be directly linked to identified targeted industry sectors that provide employment opportunities in the Eastern Carolina WDB region.

3. **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.**

The Local Area has established policy to ensure priority of service for populations described in the WIOA Adult programs for both veterans and low income individuals. The Workforce Innovation and Opportunity Act, Public Law 113-128, states, in sec. 134(c)(3)(E), that priority for individualized career services and training services funded with title I adult funds must be given to recipients of public assistance, other low-income individuals, who are basic skills deficient (as defined in WIOA sec.3(5)(B) – The term “basic skills deficient” means, with respect to an individual who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.) in the local area.

Under the Jobs for Veterans Act, Public Law 107-288, WIOA sec. 3(63)(A) and 38 U.S.C. 101, veterans receive priority of service in all Department of Labor funded training programs under 38 U.S.C. 4215 and described in 20 CFR 1010. A veteran must still meet each program’s eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income in accordance with 38 U.S.C. 4213 and 20 CFR 683.230.

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 TEGP 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).

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

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of Federal funds and to assess the effectiveness of local

boards in achieving continuous improvement of Workforce Innovation and Opportunity Act activities funded under Title I. The U. S. Department of Labor has approved accountability requirements for WIOA, including core measures and numerical goals for each measure.

All adults and dislocated workers who receive WIOA-funded services will be measured against ECWDB performance measures as outlined in the contract statement of work. Measures are calculated throughout the adult or dislocated workers WIOA-funded services and continue through the first, second, and third quarter after exit. The Local Area has developed a tracking system that requires the WIOA service providers to report their performance outcomes on a quarterly basis. The WIOA service providers is required to collect data pertaining to the performance measures. The WIOA staff understand that they are expected to meet or exceed the Program Year (PY) 2018 goals for adults and dislocated workers.

- 5. 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.**

Adults and Dislocated Workers may participate in planned, structured learning experiences that are linked to careers and take place in a workplace for a limited period of time not to exceed 320 hours per program year. Work activities may take place in the public or private for-profit and non-profit sectors. The selection of private employers to participate in this activity should be based on an objective analysis of the relative "value-added" contributions to the Adult/Dislocated Worker. All wages must be comparable to existing positions identified by employers. Job descriptions and/or work plan must be submitted to the local area for prior approval. Adult/Dislocated Worker participants enrolled in work experience should be close to completion of training (within 6 months of completion) or may have completed training. For those who have completed training, work experience opportunities must occur within six months of the date training was completed. Participants in work experience should not have had prior work activity in the field/area being assigned. Worksite agreements must be developed with employers and maintained onsite and a copy of agreement, job description, supervisor orientation, and modification (if applicable) uploaded into the participant record on NCWorks Online.

- 6. 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.

As a part of the contract document, WIOA service providers must describe the types of planned follow-up activities they will provide for individuals who enter employment and for those who do not enter employment for up to one-year of exiting the program. Follow-up services must be made available, as appropriate, for a minimum of 12 months following the first day of employment, to WIOA adults and dislocated workers who are placed in unsubsidized employment. During this period, the customer and/or employer may be contacted periodically to assist in employment retention and to make certain that the customer's employment situation is going well. During follow-up, Career center staff may assist the customer to work toward future goals such as career advancement and/or other job-related issues. Customers may be asked to participate in a survey about the services received at the Career Center.

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)]

Yes. The Eastern Carolina Youth Council serves a standing committee to provide information and to assist with planning, operational and other issues relating to the provision of services to youth.

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

- a) Provide the committee's purpose/vision.

The Eastern Carolina Youth Council will be the leading resource for providing leadership and employment opportunities for youth in order to accomplish the Mission of facilitating youth programs that provide opportunities to empower youth to become independent and employable.

- b) Attach the planned Program Year meeting schedule. Name document: Local Area Name Youth Committee Meeting Schedule.

The Eastern Carolina Youth Council Meeting Schedule is attached.

- 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)]

The Eastern Carolina Youth Council Membership is attached.

2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

In December 2016, the Eastern Carolina WDB, Inc. advertised the release of a Request for Proposals (RFPs) for January 9, 2017, for operation of Workforce Innovation and Opportunity Act Title I Youth Programs within Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties. A bidders' conference was held on January 13, 2017, at 10:00 a.m. to answer questions. The deadline for submission was February 16, 2017, and the board took action on March 2, 2017.

The Local Area uses competitive proposals to procure WIOA program activities. The Local Area develops Request for Proposals (RFPs) and procures services for the Adult,

Youth, and Dislocated Worker programs every two years. The board exercises the option to renew contracts for the second year based upon performance and funding availability. RFPs are published for three consecutive days in a sufficient number of newspapers or other media (including minority publications where feasible) that provide for a general circulation throughout the area as well as publication on the Eastern Carolina WDB website. The Local Area Director is responsible for developing the process for conducting technical evaluations of the proposals received. The Eastern Carolina WDB staff and WDB members who serve on the WIOA Planning and Oversight Committee review all proposals that meet the submission requirements. After evaluation and recommendation of the RFPs by the Local Area staff and WIOA Oversight committee, the final selection of service providers is made by the WDB. The Eastern Carolina WDB is responsible for selecting the agency it deems best able to operate the program efficiently and effectively, with price and other factors considered.

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.

The Youth Service Provider list is attached.

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

The Eastern Carolina WDB will meet all federal and state Youth performance measures through an established process that begins with the Request for Proposal document that specifies the terms and conditions for delivering WIOA services. While it is the goal of the Eastern Carolina WDB to meet all federal and state Youth performance outcomes and training expenditures requirements, the board fully understands that personal behavior, federal and state policies, and economic conditions are often beyond the board's ability to control. With that said, the Eastern Carolina WDB establishes policy to predict the best possible outcomes for achieving its goals.

The Eastern Carolina WDB staff monitors the performance data of all WIOA service providers at a minimum of a monthly basis [often more] through the review of client records and reports available through NCWorks Online. The staff also uses the records in NCWorks to ensure the participant is enrolled into training prior to approving expenditure of funds through the monthly invoice review. The review of this data ensures that the Local Area is on track with their overall performance and training expenditure rates. The staff prepares WIOA activity reports for the Eastern Carolina WDB's oversight committee on a bi-monthly basis. Additionally, staff prepares Youth activity reports that are analyzed and shared with the service providers and Youth Council. The reports are compared with data from the prior year and prior month to gauge improvements or determine any areas of concern.

The Local Area has a tracking system that requires the WIOA service providers to report their performance outcomes on a quarterly basis. The WIOA service providers are

required to collect data pertaining to the performance measures. The WIOA staff understand that they are expected to meet or exceed the Program Year (PY) 2018 goals for youth.

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, the Workforce Development Board plans to offer incentives for youth.

The Eastern Carolina WDB Youth Incentive Policy is attached.

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.

Every youth program must provide fourteen essential elements in their program, one of which is the paid work experiences, which provides the youth with opportunities for career exploration and skill development. All WIOA Youth Service Providers are to comply with the attached WIOA subsidized work experience policy for WIOA youth participants. A copy of the job description must be submitted for review to the Local Area prior to the participant beginning work. All worksites forms (worksites agreement, list of participants at worksite, job description, supervisor orientation, worksite checklist, youth progress evaluation, timesheets and modification form) must be uploaded into NCWorks Online. Each work experience must include academic and occupational education. Participating youth are paid with WIOA funds and the worksite provides the supervision and guidance to the youth. This element provides the youth with an understanding of what is expected of them to become successful in today's competitive workforce. The Local Area has established a maximum of 1040 hours per program year.

The Eastern Carolina Work Experience Policy is attached.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

(BEFORE COMPLETING THIS CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- 1) The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - b) have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Tammy Childers,

Executive Director

Printed Name and Title of Authorized Administrative Entity Signatory Official



April 19, 2017

Signature

Date