

PUBLIC NOTICE/PUBLIC COMMENT

In accordance with WIA Section 117(e) and Regulations Section 661.307, the Workforce Development Board must conduct its business in an open manner by making available to the public, on a regular basis through open meeting, information about the activities of the Board. This information includes the Local Area WIA Plan prior to its submission.

Public Notice

Invitation to Comment

WIA Plan of Service July 1, 2014– June 30, 2015

The Triangle South Workforce Development Board announces the Workforce Investment System Strategic State Plan for the Workforce Investment Act of 1998 (WIA). The Plan is for the period of July 1, 2014– June 30, 2015 and is available to the public for review and comment in accordance with Section 111(g) and Section 112 (b)(9) of the Workforce Investment Act of 1998 (29 USC 2821 and 29 USC 2822).

The federally required plan identifies public and private sector partnerships and strategies to promote employment and training opportunities for residents in the counties of Chatham, Harnett, Lee and Sampson, State of North Carolina.

The Triangle South Workforce Development Board invites members of the public, private organizations, educational institutions, training entities, labor organizations, youth organizations, local governments, faith-based and community-based organizations and others to provide comments on the Plan.

The Plan will be available for review or comment on the Triangle South Workforce Development Board's website, www.trianglesouthworkforce.com. The Plan will be available to view in DRAFT form, beginning May 5th – May 8th at 12:00 pm.

Please request copies by email or telephone. Email: rcross@cccc.edu or telephone 919-777-7795.

The department must receive written comments no later than 5 pm Wednesday, May 7th. Mail, deliver or fax to:

Triangle South Workforce Development Board
1105 Kelly Drive
Sanford, NC 27330
Phone: 919-777-7795
Fax: 919-777-7796

“An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.”

Triangle South Workforce Development Board

LOCAL AREA 60



PROGRAM YEAR 2014

Plan of Service

North Carolina Local Workforce Development Area Plan Instructions

Workforce Investment Act United States Public Law 105-220 Program Year (PY) 2014

Introduction

Local Workforce Development Boards are required to submit Local Area Plans for state review and approval to receive federal Workforce Investment Act (WIA) funds. Local Area Plans are descriptions of the Local Area's workforce environment, needs, administrative organization, and the One-Stop Career Centers' delivery of services system.

The 2014 Plan contains two required sections "Workforce Investment Act Administration and Policies" and "Regional Strategies for Workforce Development." All questions in both sections must be completed.

I. Workforce Investment Act Administration and Related Policies

WIA requires Local Area Plans to contain:

- Description of the delivery system, including how the Local Workforce Development Board will ensure continuous improvement.
- Memorandum of Understanding with One-Stop Career Center partners.
- Local levels of performance.
- Description of Adult, Dislocated Workers and Youth employment and training activities.
- Identification of fiscal agents.
- Competitive process to award grants and contracts.
- Other administrative descriptions.
- Identification of the entity responsible for disbursement of grant funds.
- Process used for opportunity for public comment.
- Other information as required by the State.

II. Regional Strategies for Workforce Development

North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state and regional initiatives and opportunities. Local Area Plans should also reflect compatibility with the [North Carolina Jobs Plan](#), issued December 2013 that contains recommended strategies for economic growth during the years 2014 – 2024. A regional framework in Local Area Plans should:

- Promote effective and efficient use of resources;
- Align with North Carolina's regional economic development efforts;

- Identify the workforce needs of businesses, job seekers and workers, current and projected employment opportunities and job skills necessary to obtain employment;
- Better address the workforce issues of businesses and individuals on a labor market basis;
- Detail coordination with community colleges and universities;
- Provide a customer-focused coordinated approach to delivery of training, employment services and economic development; and
- Articulate a consistent and defined regional approach to workforce development.

Local Workforce Development Boards are to continue, or begin, formal interaction based on regional geography aligning with labor market areas. The following regional configurations will be used for Program Year 2014:

- Western Region: *Southwestern and Mountain Area WDBs;*
- Northwest Region: *High Country, Western Piedmont, and Region C WDBs;*
- Piedmont Triad Region: *Northwest Piedmont, Greensboro/High Point/Guilford County, DavidsonWorks, and Regional Partnership WDBs;*
- Southwest Region: *Centralina, Charlotte/Mecklenburg, and Gaston County WDBs;*
- North Central Region: *Kerr-Tar, Durham, and Capital Area WDBs;*
- Sandhills Region: *Lumber River, Cumberland County, and Triangle South WDBs;*
- Northeast Region: *Region Q, Northeastern, and Turning Point WDBs;* and
- Southeast Region: *Eastern Carolina and Cape Fear WDBs.*

Federal Requirements for the Workforce Investment Act

Reauthorization of the Workforce Investment Act (WIA) of 1998 is pending in the United States Congress. The N.C. Division of Workforce Solutions (DWS) is addressing the upcoming program year by issuing instructions for a Local Area Plan to reflect the U.S. Department of Labor's (USDOL) and North Carolina's vision and to ensure continued effective, efficient use of resources in Program Year 2014 (July 1, 2014 – June 30, 2015).

Reference the USDOL Employment and Training Administration website www.doleta.gov for guidance on key principles. WIA Final Rules (Regulations) were published by USDOL in the August 11, 2000 Federal Register. Federal policy information is posted on the internet at www.doleta.gov and North Carolina policy information is available at: www.nccommerce.com/workforce/workforce-professionals

Public Comment

In accordance with WIA Section 117(e) and Federal Regulations Section, 20 CFR 661.307, the Workforce Development Board must conduct its business in an open manner by making available to the public on a regular basis through open meetings information about the activities of the Board. This information includes: the Local Area WIA Plan prior to its submission; Board membership; significant policy interpretations; guidelines and definitions; and, on request, minutes of formal meetings of the Board. Updates to Local Plans are subject to public comment as required in Federal Regulations Section 661.350 (8). WIA Section 118(c) describes the process Workforce Development Boards are to use prior to submission of the Local Plan.

Plan Submission and Due Date

Local Area Plans must be submitted through the on-line Workforce Information System Enterprise (WISE) no later than **May 9, 2014**. Changes during the year must be submitted through the Administrative Adjustment process in WISE: <https://partner.ncdot.gov/irj/portal>.

Transmittal of Signatures

Forms requiring original signatures must be printed, completed and mailed to the attention of the assigned Division Planner, N.C. Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, N.C. 27699-4316, or hand delivered to the Division at 313 Chapanoke Road, Suite 120, Raleigh, N.C. by **May 9, 2014**.

Concurrence *(check box)*

The Local Workforce Development Area understands and agrees to comply with the above provisions.

NORTH CAROLINA LOCAL WORKFORCE DEVELOPMENT AREA PLAN
Program Year 2014
Workforce Investment Act Administration and Related Policies

Local Workforce Development Area Description

1. Local Area (LA) Authorization

- 1.1.** As Plans are developed by the local Workforce Development Board (WDB) in partnership with the appropriate Chief Elected Official(s) (CEO), Plans must include the WDB and CEO Signatory Form, bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman. Mail the signed original Signatory form to Division Planner and upload a copy. (Name document “[LA Name] Signatory Page 2014.” Example: Cape Fear Signatory Page 2014.)

Uploaded: Yes No

- 1.2.** Provide the Local Area’s official (legal) name as it appears on the local Consortium Agreement or in the formal application for Local Area status. (Contact Division Planner if unsure of the Local Area’s legal name of record.)

Triangle South Workforce Development Board

- 1.3.** If the Local Area is a Consortium, upload a copy of the current Consortium Agreement. (Name document “[LA Name] Consortium Agreement 2014.” Example: Cape Fear Consortium Agreement 2014.)

Uploaded: Yes No (Local Area is not a Consortium)

- 1.4.** Upload a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions.’ [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, ‘participants’ responsibilities.] Mail original to Division Planner. Document must bear the original signature of the Administrative Entity signatory official. (Name document “[LA Name] Signed Certification 2014.” Example: Cape Fear Signed Certification 2014.)

Uploaded: Yes No

- 1.5.** 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/ccr/>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

DUNS #: 071568299

2. Local Area Contact Data and Organization

2.1. Provide the name, elected title, local government, address, telephone and fax numbers, and e-mail address of the Local Area's Chief Elected Official(s). Add boxes if needed.

Prefix: Mr.	First Name: Jim	Last Name: Burgin	Suffix
Title: Chief Elected Official for Triangle South Workforce Development Board			
Local Government: Harnett County Commissioner			
Address: 6099 NC 55 West			
City: Angier		State: NC	Zip Code: 27501
Phone: (919) 639-2990 Fax: (919) 639-6199 E-mail: jburgin@harnett.org or jburgin@cdinsnc.com			

2.2. Provide the name, title, business name, address, telephone and fax numbers, and e-mail address of the individual designated to receive official mail for the Chief Elected Official, if different than response in 2.1. *Note: This name may not be Local Area Workforce Development Board Director.*

Prefix	First Name	Last Name	Suffix
Title	N/A		
Business Name			
Address			
City		State	Zip Code
Phone		Fax	E-mail

2.3. Provide the Workforce Development Board (WDB) Chairperson's name, business title, business name and address, telephone and fax numbers, and e-mail address.

Prefix: Mr.	First Name: Russell	Last Name: Hieb	Suffix
Title: Triangle South Workforce Development Board Chair/Management Chair			
Business Name: Russell Hieb Consulting			
Address: 396 Green Forest Circle			
City: Dunn		State: NC	Zip Code: 28334
Phone: (910) 820-1803		Fax: N/A	E-mail: RnCHieb@embarqmail.com

2.4. Provide the Youth Council Chairperson's name, agency/business title, agency/business name and address, telephone and fax numbers, and e-mail address.

Prefix	First Name: Kittrane	Last Name: Sanders	Suffix
Title: TSWDB Youth Council Chair/Extension Agent			
Agency/Business Name: NC Cooperative Extension			
Address: 126 Alexander Drive			
City: Lillington		State: NC	Zip Code: 27546
Phone: (910) 893-7530		Fax: (910) 893-7593	E-mail: ksanders@harnett.org

2.5. Provide the name, address, telephone and fax numbers of the administrative/fiscal agent (organization name) responsible for disbursing Local Area WIA grant funds [Regulations Section 661.350(a)(9)].

Organization: Central Carolina Community College		
Address: 1105 Kelly Drive		
City: Sanford	State: NC	Zip Code: 27330
Phone: (919) 775-5401	Fax: (919) 718-7456	

2.6. Provide the name, title, organization name, address, telephone and fax numbers and e-mail address of the administrative/fiscal agent's signatory official.

Prefix: Dr.	First Name: T. E. (Bud)	Last Name: Marchant	Suffix
Title: President			
Organization Name: Central Carolina Community College			
Address: 1105 Kelly Drive			
City: Sanford	State: NC	Zip Code: 27330	
Phone: (919) 718-7246	Fax: (718) 7456	E-mail: bmarchant@cccc.edu	

2.7. Provide the name, title, organization name, address, telephone and fax numbers and e-mail address of the Local Workforce Development Director.

Prefix: Mrs.	First Name: Rosalind	Last Name: Cross	Suffix
Title: Director of Workforce Development and WIA Programs			
Organization Name: Triangle South Workforce Development Board/Central Carolina Community College			
Address: (Mailing) 1105 Kelly Drive, (Physical) 900 S. Vance Street			
City: Sanford	State: NC	Zip Code: 27330	
Phone: (919) 777-7795	Fax: (919) 777-7796	E-mail: rcross@cccc.edu	

3. Local Area Organization

- 3.1. Upload the Workforce Development Board’s Membership List using the provided document. The first block is reserved to identify the Board chairperson. Indicate all required members [Regulations Section 661.315]. Show all required representation and indicate if vacant. (Name document “[LA Name] WDB List 2014.” Example: Cape Fear WDB List 2014.) *Note: Update changes throughout the Plan year using the Administrative Adjustment process in WISE.*

Uploaded: Yes No

- 3.2. Describe the steps taken to fill any required WDB member vacancies.

There are currently 23 active board members. We are currently seeking nominations to fill the vacancy by reaching out to community organizations and county officials. The board and staff are also actively seeking recommendations for a board member that is directly related to this occupational field within the local area.

- 3.3. Upload the Workforce Development Board By-laws. (Name document “[LA Name] WDB By-laws 2014.” Example: Cape Fear WDB By-laws 2014.)

Uploaded: Yes No

- 3.4. Upload the Youth Council members using the provided document. The first block is reserved to identify the Youth Council chairperson [Regulations Section 661.335(b)]. Show all required representation and indicate if vacant. *Note: Update changes throughout the Plan year.* (Name document “[LA Name] Youth Council Membership 2014.” Example: Cape Fear Youth Council Membership 2014.)

Uploaded: Yes No

- 3.5. Describe the steps taken to fill any required Youth Council vacancies.

We consistently reach out to community based organizations, youth organizations, fellow board members, youth council members and county officials to recruit new members.

- 3.6. Upload a copy of the administrative entity/fiscal agent’s organizational chart (including Local Workforce Development Area placement). (Name document “[LA Name] Fiscal Agent’s Org Chart 2014.” Example: Cape Fear Fiscal Agent’s Org Chart 2014.)

Uploaded: Yes No

- 3.7. Upload a copy of the Local Area’s organizational chart with an ‘effective as of date.’ Include position titles and indicate if full-time, part-time, temporary, etc. (Name document “[LA Name] Org Chart 2014.” Example: Cape Fear Org Chart 2014.)

Uploaded: Yes No

- 3.8.** Describe the process used by the Local Workforce Development Board to provide an opportunity for public comment, including comment by representatives of business and labor organizations, and input into the development of the Local Plan, prior to submission of the Plan. [WIA Section 118 (b)(7) and Federal Regulations Section 661.350 (a)(8).]

Announcement of the development of the local plan of service and opportunities to comment on the content of the plan from the public, representatives of business and labor representatives was placed on the Triangle South Workforce Development Board’s website, www.trianglesouthworkforce.com and announced on Central Carolina Community College’s website, www.ccccc.edu. Additionally, the Plan of Service was emailed to the Board for review prior to submission.

4. Local Workforce Development Area Boundaries and Population

- 4.1.** List the county/counties that comprise the Local Area. By county, list the July 1, 2014 population estimates of county(ies) in the Local Area. (Reference: North Carolina State Demographics “County/State projections,” found at www.demog.state.nc.us or, if another source is used, identify source.)

County(ies)	Population	Source
Chatham	69,153	North Carolina State Demographics “County/State projections,” found at www.demog.state.nc.us
Harnett	126,870	North Carolina State Demographics “County/State projections,” found at www.demog.state.nc.us
Lee	60,628	North Carolina State Demographics “County/State projections,” found at www.demog.state.nc.us
Sampson	65,127	North Carolina State Demographics “County/State projections,” found at www.demog.state.nc.us

5. Local Workforce Development Board Information

- 5.1.** Provide a description and amount of non-WIA funds, special WIA funds (not including Funds 2031 or 2050) and other funds received by the Workforce Development Board used to complement WIA services.

The Triangle South Workforce Development Board received \$40,000 in Special Activities funding from the Division of Workforce Solutions to support regional collaborations, job fairs/career fairs, Business Services Connections events, a participant awards banquet, marketing materials, Career Center initiatives and outreach and recruitment.

- 5.2.** Provide a brief synopsis of the Workforce Development Board’s most significant accomplishments during the past year.

We have successfully trained and implemented NCWorks Online within the Local Area and we are currently on target to have at least one Career Center certified by June 30th. We hosted our second awards banquet, honoring participants, board members and staff, with plans to continue to make this an annual event. We have successful regional collaborations with Triangle WorkSource and successfully submitted Incumbent Workforce Development Program application for more than \$60,000.

- 5.3. Describe the Workforce Development Board’s efforts to support: targeted growth clusters; entrepreneurship; and, attracting and retaining skilled talent.

We currently target in-demand occupations within the region that show the greatest need and our focus at this point is to share and vet data findings to better focus on opportunities within our region, build partnerships with our core industry representatives and the community. We rely upon data from various labor market informational studies to aid in this effort. This in turn will allow for the attracting and retention of skilled talent. While our focus still lies within education and training opportunities for our area, entrepreneurships will naturally evolve with these efforts.

Administrative Systems and System Assessment

6. Oversight and Monitoring

- 6.1. Upload the Local Area’s oversight and monitoring procedures. (Name document “[LA Name] Oversight and Monitoring 2014.” Example: Cape Fear Oversight and Monitoring 2014.)

Uploaded: Yes No

- 6.2. Describe the Local Area’s competitive procurement process for WIA Adult, Dislocated Workers and Youth services to include appeal procedures [WIA Section 118(9)]. Division of Workforce Solutions’ Policy Statement No. 15-2013; 20 CFR 652.

Procurement by Competitive Proposals – Competitive procurement shall be the method of procurement of workforce services, except as provided for in situations described under the noncompetitive procurement section.

RFPs shall be publicized for a minimum of five (5) consecutive days on the Board’s website website that will provide for a general circulation throughout the area served. This public notice will be made at least six (6) days prior to the release of the RFP. This public notice shall also contain information on the bidders’ conference. A bidder’s list shall be maintained of all entities that have indicated in writing an interest in providing workforce services in the WDB’s service area. This list shall be updated biannually. A notice indicating the service or activity being procured, date, time, location of the RFP release, etc., shall be sent to all individuals on this list, all existing service providers, and others as applicable who have expressed an interest in being notified about RFP releases.

All RFPs released shall include:

- Name and address of the Triangle South WDB's administrative entity;
- Name, address and phone number of person(s) to contact regarding the solicitation;
- General description of the sub-grant program, including identification of the applicable Federal and State laws and regulations with which the selected contractor must comply;
- The WDB shall reference the WIA; USDOL Regulations 20 CFR Parts 626-631; and any appropriate NC Division on Workforce Development policy issuances;
- The population to be served and minimum service levels to specific target groups;
- An estimate of the number/range of individuals to be served and expected performance results in each activity;
- Requirements for coordination with other workforce entities, as applicable;
- Funding parameters by activity;
- A detailed description of the training and/or services to be provided;
- The period of performance;
- Applicable monitoring and reporting requirements, including, but not limited to, data entry, performance, and financial reporting;
- Other services or requirements (e.g., responsibility for eligibility determination, WDB policy on support payments, audit requirements and work statement requirements) that will affect proper budgeting by the offeror;
- Prohibition against subcontracting without WDB approval;
- Line item budget of proposed costs, including any profit to be realized and/or funds to be contributed;
- Documentation to be supplied by the offeror to establish its programmatic and financial capability to perform the work;
- Requirements for preparation and submission of the proposal, due date and time, content and format, number of copies and location/person where the bid should be submitted;
- Process and procedures by which proposals will be evaluated for competitiveness, including identification of specific criteria which will be used;
- Description of the procedures for responding to bidder inquiries and a schedule for the receipt of proposals, approximate dates for review and award;
- Conditions under which the completed contract may be modified and extended for additional years, if applicable;
- Grievance procedures for contesting the procurement process; and
- Affirmative action assurance that the offeror will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act, the Non-traditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34.

At the WDB's discretion, the WDB may procure either single or multi-year program proposals and enter single or multi-year contracts. Multi-year contracts may not exceed a three (3) year period. Such multi-year contracts shall include provisions for first year funding and activity levels and provisions and conditions for the negotiation of subsequent year funding and activity levels.

Proposers are required to submit their qualifications to be a service provider. The provider, at a minimum, shall submit a brief description of the following: 1) organizational structure and

experience; 2) personnel standards; 3) financial system; 4) latest audit; 5) bonding coverage; 6) procurement procedures; and, 7) monitoring procedures.

The WDB staff will maintain a log of all bidders that have requested and been sent a RFP.

A potential bidders' conference shall be held after the RFP becomes publicly available. To maintain fair and open competition, the answers to questions that arise from the bidders' conference shall be provided to all entities on the bidders' list and all entities that have requested an RFP. All questions and responses shall be shared in written format through email and posted on the websites.

Amendments to solicitations will be accepted if submitted within the time frames of the original solicitation requirement. The RFP closing submission date will be clearly stated in the RFP. Where late proposals come in, these shall be accepted and the date and time recorded. A letter shall then be sent to the proposer returning its proposal package and explaining why it is not being considered. The WDB reserves the right to accept or reject any and all proposals received in response to the RFP. Obligation to the bidder is contingent upon the availability of grant funds. No legal liability on the part of the WDB for payment of any money shall arise unless and until funds are made available to the WDB for procurement. The bidders shall be responsible for all costs involved in the development of the proposal and this expense cannot be charge against the grant, sub-grant or contract if awarded.

The intent of the evaluation process is to certify that each proposal received meets the basic submission requirements (Proposal Review Criteria) and to determine the quality of each proposal. The Youth Council and WDB staff will evaluate eligible providers of youth activities and shall submit a recommendation to the full WDB for their review. The WDB and its staff will evaluate all other proposals.

The evaluation process is divided into the following major steps: 1) a general review of the proposals; 2) an evaluation of the vendor's qualifications; 3) an evaluation of the technical aspects of the proposal; 4) an evaluation of the cost aspects of each proposal; and, 5) an evaluation of demonstrated performance, effectiveness, potential for meeting performance goals, costs, and quality of training.

In concert with the WDB and its committees, the local WDB staff shall conduct technical evaluations and review proposals received and make recommendations for selecting contractors based on established evaluation criterion, available as part of the RFP at the time release. The WDB may use either of the following two methods in reviewing RFPs to insure timely implementation of program services.

Method One: Using the evaluation criteria contained in the RFP, the proposal review will be conducted by WDB staff and the members of a WDB committee created for that purpose. The committee members will be familiar with the programs and activities being solicited and understand what is being requested of the bidders. WDB staff shall provide training, guidance, and/or technical assistance on an as-needed basis to the review committee.

Method Two: Using the evaluation criteria contained in the RFP, the local WDB staff will review all proposals that meet the submission requirements and may submit summary reports of all

proposals received to the WDB/WDB committee and select the agency or service provider it deems best able to operate the program efficiently and effectively, with price and other factors considered.

After evaluation and recommendation of the proposals received by the WDB staff and/or WDB committee or the Youth Council, the final selection of service providers will be made by the WDB. The WDB will have the final authority for selection of service providers.

Final selections will primarily be based on, yet not limited to, effectiveness, demonstrated performance, potential for meeting performance goals, costs, quality of training, participant characteristics, past workforce development experience and performance of the bidder and non-duplication of services.

A letter will be sent to each successful and unsuccessful bidder that contains the WDB decisions related to that procurement.

APPEALS PROCEDURES:

Written notification of service provider selection is provided to each entity submitting a proposal in response to the Requests for Proposal (RFP). A service provider, potential service provider, or any entity adversely affected in the selection of the service provider may file a complaint. The following steps outline the procedure which these entities may follow to make an appeal of the service provider selection.

- A. The service provider, potential service provider, or any entity adversely affected in the operator selection process may file a formal complaint with the Triangle South Workforce Development Board.
- B. The written complaint must specifically state the decision, the basis for the complaint, and the remedy sought by the complainant. All matters not raised in the complaint will be deemed waived.
- C. The written complaint must be made to the Chairman of the WDB within ten working days of the date of written notification to all bidders following the selection of service providers. To be considered valid, a copy shall also be sent to the Workforce Development Director within the same time frame.
- D. In making a determination, the Triangle South Workforce Development Board Chair may call a hearing, at his or her discretion, at which time the Chair may take oral or written evidence and may entertain oral or written argument. Any entity that could be affected by the complaint shall be notified and permitted the opportunity to be present and/or submit evidence. Any such hearing will be held within fifteen days of receipt of the written complaint.
- E. The decision of the Triangle South Workforce Development Board shall be reached by majority vote. The determination and basis for the determination shall be rendered orally at the conclusion of the hearing and followed up in writing to the complainant and any affected party. The written response will be provided no more than ten days following the completion of the hearing.
- F. Triangle South WDB staff will forward information regarding procurement protests to the NC Division of Workforce Development.

G. Interim Determinations by the Workforce Development Board during the Appeals Process.

While a procurement appeal is pending, the initial decision of the Triangle South Workforce Development Board regarding service providers shall be followed to avoid interruption in services to customers. The Triangle South Workforce Development Board may, however, by majority vote, determine that the initial decision shall be suspended until determination of the complaint and appeal, and may, by majority vote, determine that the situation is an emergency situation necessitating a change in the initial decision pending determination of the complaint and appeal. These interim determinations are not subject to appeal.

SELECTION OF SERVICE PROVIDERS

The primary consideration in selecting agencies or organizations to deliver services will be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants. Selection in considering agencies or organizations shall also include time management of participant files and case management.

Determinations will take into consideration such matters as whether the organization has:

1. Adequate financial resources or the ability to attain them;
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
3. A satisfactory record of past performance (in employment and training related activities), including demonstrated quality of training, the ability to provide or arrange for appropriate supportive services, retention in employment at follow –up and earning rates of participants;
4. The ability to provide services that can lead to long–term unsubsidized employment for participants with identified deficiencies;
5. A satisfactory record of integrity, business ethics and fiscal accountability;
6. The necessary organization, experience, accounting and operational controls;
7. The technical skills and time to perform the work; and
8. An adequate plan to provide services and all related aspects of providing services as described in the offeror’s proposal.

APPEALS

A. The WDB reserves the right to accept or reject any or all proposals received. The WDB reserves the right to waive informalities and minor irregularities in offers received. All solicitations are contingent upon availability of funds.

B. The WDB may accept any item or group of items of any offer, or award more or fewer slots at the same price bid, unless the offeror qualifies its offer by specific limitations.

C. The WDB *may* select a service provider based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and

technical standpoint that the offeror can submit to the WDB. However, the WDB reserves the right to request additional data or oral discussion or documentation in support of written offers.

APPEAL PROCEDURES

Appeals by proposing organizations denied funding are limited to procedural appeals only; such appeals shall be based solely on allegations of irregularities in the solicitation and awards procedure and not on the relative merit of the offers submitted. If an offeror believes to have been harmed by the violation or misapplication of procedure or regulation of this program, the offeror has the right to file a grievance. This grievance should be filed according to the written procedures established by the Triangle South WDB and may be obtained by contacting the Triangle South Workforce Development Director at 1105 Kelly Drive, Sanford, NC 27330

A. Terms of Contract

After the Triangle South WDB selection committee has determined the most qualified applicant, an attempt to negotiate the final terms of a contract will begin. If negotiations with the first applicant are unsuccessful, Triangle South will stop all negotiations with the first applicant and proceed to negotiate contract terms with the second applicant. The same procedure will occur with the third applicant if negotiations fail with the second applicant. If an agreement is not negotiated with any of the first three applicants, additional applicants may be selected.

B. Procurement Records

The Triangle South LA staff shall maintain records sufficient to detail the significant history of procurement, i.e.; rationale for method of procurement, selection of contract type and contractor selection and/or rejection. Such record(s) may include detailed WDB minutes, detailed committee minutes, proposal (RFP or SOW) evaluation sheets, and corrective action/negotiation records.

Procurement Appeals Policy/Process

A. Background

The procurement appeals policy provides the process by which complaints by service providers or prospective service providers for the operation of Workforce Investment Act programs are handled. For the purposes of this section, any use of the word *complaint* or *grievance* refer to the appeals process relating to the procurement of WIA/ARRA operators. Procedures for resolving complaints filed by WIA program operators or participants are not detailed in this policy.

B. Notification of Operator Selection

Written notification of operator selection is provided to each entity submitting a RFP or SOW. Within one (1) working day following the WDB/Consortium meeting at which funding decisions are made, staff will advise by telephone any offeror not present or represented at that meeting of the WDB's decision. (NOTE: Staff will retain a log indicating the time of the call and the representative contacted.) Within three (3) working days following the meeting, staff will send written confirmation of these decisions.

C. Appeal Procedures

Service provider, potential service provider, or any entity adversely affected in the selection of the service provider may file a complaint. The following is the level to which these entities have the opportunity to make an appeal of the service provider selection process and the steps involved:

Triangle South Workforce Development Board and Triangle South Local Workforce Investment Area

1. The service provider, potential service provider, or any entity adversely affected in the service provider selection process may file a formal complaint with the Triangle South Workforce Development Board.
2. The written complaint must specifically state the decision, the basis for the complaint, and the remedy sought by the complaint. All matters not raised in the complaint will be deemed waived.
3. The written complaint must be made to the Triangle South Workforce Development Director.
4. Within three (3) working days following telephone notification, the bidder must advise the Triangle South Workforce Development Director of intent to appeal. This notification may be oral or written and shall be recorded by staff.
5. Within five (5) working days following telephone notification, the bidder must provide the Workforce Development Director with a written appeal.
6. Within fifteen (15) days following receipt of the written appeal, the Triangle South Workforce Development Director, on behalf of the WDB, may call a hearing at which time the Chairperson may take oral or written evidence and may entertain oral or written argument. Any entity that could be affected by the complaint shall be notified and permitted the opportunity to present or submit evidence. **[NOTE: Only those appeals which were declared by Step 4 and which document procedural irregularities (see "NOTE" below) will be considered].**
7. Within thirty (30) days following receipt of the written appeal, the impartial review panel will meet to review the written appeal, WDB/Committee's response, any substantiating documents, and to hear testimony.
8. The determination and basis for the determination shall be rendered in writing within sixty (60) days following receipt of the written appeal to the complainant and any affected party. A copy of the determination shall also be provided to Triangle South Workforce Development Director and Triangle South Local Workforce Investment Area Chairperson.
9. If the bidder is still aggrieved following this action on the appeal or if the WDB/Consortium exercises the right to refuse to consider an appeal which in its opinion does not identify specific procedural shortcomings, the bidder will be notified of their right and may appeal to the Governor (DWD). Such appeal must be made within ten (10) days following the notification of the decision.

NOTE: These appeal procedures are established to provide recourse for bidders who think that their proposal did not receive proper consideration. Bidders entering an appeal should be prepared to **document** specific factors (e.g., conflict of interest, nepotism, etc.), which put the aggrieved bidder at a competitive disadvantage and/or document violation of specific sections(s) of the Act or Regulations. Bidders should not appeal **simply** because they believe their program to be superior to one selected. The Triangle South Workforce Development Board reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

- 6.3. If competitive procurement results in Local Area providing direct services, give rationale by activity type (Adult, Youth, Dislocated Worker). [WIA Section 117(f)(1) and (2); Regulations Section 661.310(a)(10).]

Currently, competitive procurement results for Triangle South Local Area have not led to providing direct services in Adult, Youth and Dislocated Worker Programs. The only RFP released for PY 2014 was for Lee County Youth program on April 22nd, 2014 and due by May 22nd, 2014. All other Adult, Dislocated Worker and Youth programs for Triangle South Local Area were written in PY 2013 as a one year contract with a two year option.

- 6.4. Describe how the local Workforce Development Board will ensure the continuous improvement of eligible service providers and ensure that providers meet the employment needs of local employers and participants [WIA Section 118].

Training and conference attendance to keep service providers abreast with current trends will be provided by the board staff. The WDB utilizes current demographic information from the Department of Labor Statistics, Department of Commerce, and local area economic development agencies, Division of Workforce Solutions and local employer surveys to determine local employer needs. Education and training is then based on information obtained.

7. Adult and Dislocated Worker Activities

- 7.1. Describe the integrated customer service process for participants, beginning with program entrance. Upload a flow chart for service process to include standard initial skill assessment. (Name document “[LA Name] Service Process Flow Chart 2014.” Example: Cape Fear Service Process Flow Chart 2014.)

Services Integration Basics: The center has adopted a service delivery approach to organize center staff around primarily core and intensive services with four groups of functional work teams:

- Customer Welcome Team
- Skills Development Team
- Employment Services
- Employer Services

The **Customer Welcome Team** welcomes and directs the customer, conducts a basic oral assessment (triage), collects initial registration data and connects the individual to another One Stop team or outside resource based upon customer need.

The **Skills Development Team** conducts a skills analysis, assessment testing, support requirements, career counseling, soft skills training, and referral to occupational skills training. (Staff that makes decisions on training referrals are normally funded directly through WIA.)

The **Employment and Employer Service Teams** provides services to job ready customers and to employers that are hiring. These functions include customer job search, job development, job matching and customized recruitment efforts.

The integration and use of both functional and formal supervision of the members of the functional workgroups are applied. Formal supervision refers to organizational structure and job classification as defined by each individual's employer. Formal supervisors have responsibilities such as approval of time and attendance, performance evaluations, processing of leave requests, etc. Functional supervision applies to the organizing, coordinating, and directing the day-to-day activities of individuals assigned to the team the functional supervisor oversees.

Uploaded: Yes No

- 7.2.** Describe and assess the type and availability of Adult and Dislocated Worker employment and training activities in the Local Area [Regulations Section 661.350 (a) (5) and WIA Section 118 (b) (4)].

One Stop Career Centers provide services to individuals who are adults or dislocated workers through the One Stop Career Center delivery system and shall at a minimum include:

Core Services

- 1) determination of eligibility to receive assistance**
- 2) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the One Stop Career Center**
- 3) initial assessment of skill levels, aptitudes, abilities, and supportive service needs**
- 4) job search and placement assistance, and where appropriate, career counseling**
- 5) provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas including job vacancy listings in such labor market areas, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and the earnings and skill requirements for such occupations**
- 6) provisions of performance information and program cost information on eligible providers of training services provided by programs and eligible providers of youth activities, providers of adult education, providers of post-secondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act and providers of vocational rehabilitation program activities described in Title I of the Rehabilitation Act**
- 7) provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One Stop Career Center delivery system in the local area**
- 8) provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services as appropriate**
- 9) provision of information regarding filing claims for unemployment compensation**
- 10) assistance in establishing eligibility for Welfare-to-Work activities, programs of financial aid assistance for training and education programs that are not funded under the Workforce Investment Act and are available in the local area and**
- 11) follow-up services including counseling regarding the workplace for participants enrolled in Workforce Investment Act Title I activities who are placed in unsubsidized employment for not less than 12 months after the first day of employment as appropriate**

One Stop Career Centers will provide services that shall be available to adults or dislocated workers respectively through the One Stop Career Center delivery system:

Intensive Services

- 1) who are unemployed and are unable to obtain employment through core services
- 2) who have been determined by a One Stop Career Center to be in need of more intensive services in order to obtain employment or,
- 3) who are employed, but who are determined by the One Stop Career Center to be in need of such intensive services in order to obtain or retain employment that allows for self-sufficiency

Such intensive services shall be provided through the One Stop Career Center:

- 1) directly through the One Stop Career Center
- 2) through contracts with service providers which may include contracts with public, private for profit and private non-profit service providers approved by the WDB

Such intensive services may include:

- 1) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools and in depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- 2) development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
- 3) group counseling
- 4) individual counseling and career planning
- 5) case management for participants seeking training services
- 6) short term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training

One Stop Career Centers will provide services, which shall be available to adults or dislocated workers respectively through the One Stop Career Center delivery system:

Training Services

- 1) who have met the eligibility requirements for intensive services and who are unable to obtain or retain employment through such services
- 2) who after an interview, evaluation, or assessment, and case management, have been determined by a One Stop Career Center or partner, as appropriate, to be in need of training services and to have the skills and qualifications to successfully participate in the selected program of training services
- 3) who select programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the adults or dislocated workers receiving such services are willing to relocate
- 4) who meet the qualification requirements, and
- 5) who are determined to be eligible in accordance with the priority system

Qualification requirements include:

- 1) Individuals must be determined through interview, evaluation, or assessment and case management to be in need of training services and have the skills and qualifications to successfully participate in the selected program of training. Services shall be limited to individuals who are unable to obtain other grant assistance for such services, including

Federal Pell Grants or require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants

2) Training services may be provided to an individual who meets the qualifications while an application for a Federal Pell Grant is pending; however, there must be a coordination of services between WIA and Pell should the individual meet Pell Grant qualifications

The One Stop Career Center will make the State list of eligible training providers available to all individuals receiving training services and the information identifying eligible providers of on-the-job training and customized training. The performance information and performance cost information relating to eligible providers of training services will also be made available to all individuals receiving training services.

Training Services may include:

- 1) occupational skills training, including training for nontraditional employment**
- 2) on-the-job training**
- 3) programs that combine workplace training with related instruction which may include cooperative education programs**
- 4) training programs operated by the private sector**
- 5) skill upgrading and retraining**
- 6) entrepreneurial training**
- 7) job readiness training**
- 8) adult education and literacy activities provided in combination with services I -7 described above, and**
- 9) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training**

- 7.3.** Upload the Local Area's contracted service providers listing (using the provided Service Provider document) for Adult and Dislocated Worker services effective July 1, 2014. (Name document "[LA Name] Adult/Dislocated Worker Service Providers 2014." Example: Cape Fear Adult/Dislocated Worker Contracted Service Providers 2014.)

Uploaded: Yes No

- 7.4.** Describe the use of Adult and Dislocated Worker work experience in the Local Area [Regulations 663.200].

The Adult and Dislocated Worker uses work experience as a structured learning experience that takes place in a workplace for a limited period of time within the Local Area. Work Experience may be paid or unpaid, as appropriate, and be in a private for profit sector, the non-profit sector, or public sector. The program is designed to promote the development of good work habits and basic work skills for individuals who have never worked, have had a very limited exposure to work, or who have been out of the labor force for an extended period of time. Participation in Work Experience for Adult and Dislocated Workers shall be for a reasonable length of time, based on the needs of the participant as documented in the Individual Employment Plan (IEP).

Work Experience shall be designed to promote the development of good work habits and basic work skills for individuals who have never worked, have had a very limited exposure to work, or who have been out of the labor force for an extended period of time. Participation in Work Experience shall be for a reasonable length of time, based on the needs of the participant as documented in the Individual Employment Plan (IEP).

Adults and Dislocated Workers may participate in planned, structured learning experiences that take place in a workplace for a limited period of time not to exceed 480 hours per job description during the program year, not more than two job descriptions at any one worksite. Work activities may take place in the public or private for-profit and non-profit sectors. All wages must be comparable to existing positions identified by employers, with a minimum of federal minimum wage and not to exceed a maximum of \$12.00 per hour. The federal minimum wage for covered non-exempt employees is \$7.25 per hour as of July 24, 2009. 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 the agreement on file with service provider for monitoring purposes.

- 7.5. Describe the use of customized training in the Local Area [Regulations 663.715, 663.720] to include competency-based credentials and enhanced work-based learning opportunities.

We partner with the community college’s Customized Training Department to promote customized training resources to approved businesses. We also partner with them to leverage our shared resources to promote work experience opportunities. Our primary effort is form partnerships that enhance work-based learning opportunities that lead to credentials.

8. One-Stop Career Center Integrated System

- 8.1. Upload the One-Stop Career Center’s chart, using the document provided, to identify One-Stop location(s), on-site services [identify funding source as listed in Regulations Section 662.200]; operator and method of selection; provider of WIA intensive services and method of selection [WIA Section 117(d)(2)(A) and (C)]; whether Youth services are provided on-site. (Name document “[LA Name] One-Stop Career Center System 2014.” Example: Cape Fear One-Stop Career Center System 2014.)

Uploaded: Yes No

- 8.2. Describe how the Local Area connects One-Stop integrated services, including WIA, to persons with disabilities.

The Local Area connects One-Stop integrated services, including WIA, to persons with disabilities through referrals from partner agencies including Vocational Rehabilitation and local non-profit agencies such as Lee County Industries. Additionally local community colleges and public school systems refer persons with disabilities to One Stop integrated services, including WIA.

- 8.3. Describe how the Local Area connects One-Stop integrated services, including WIA, to Temporary Assistance to Needy Families (TANF) recipients.

The Local Area connects One-Stop integrated services, including WIA, to Temporary Assistance to Needy Families (TANF) recipients through referrals from partner agencies including Department of Social Services and local non-profit agencies such as Johnston-Lee-Harnett Community Action. Additionally, county Department of Social Services' require TANF participants to register for work at the One Stop Career Center and connect with One Stop integrated services, as part of the program requirements to determine if participants are job ready or not job ready. Department of Social Services' staff for the TANF program refers clients to the WIA programs in the county.

- 8.4.** Describe how the Local Area connects One-Stop integrated services, including WIA, to Trade Adjustment Act (TAA) and Rapid Response Activities [Regulations Section 661.350 (a) (6) and WIA Section 118 (b) (5)].

The Local Area connects One-Stop integrates services, including WIA, to Trade Adjustment Act (TAA) through direct referrals and coordination of services between TAA/Trade program coordinators / staff and other partner and program staff in One-Stop Career Centers. All customers who enter the One-Stop Career Center are offered One-Stop integrated services and dual enrollment in WIA Core activities and services. Referrals are made to WIA intensive and training service providers.

- 8.5.** Describe how the Local Area connects One-Stop integrated services, including WIA, to other specific populations.

The Local Area connects with community based organizations, chambers and school systems to connect integrated services to other specific populations.

- 8.6.** Describe how the Local Area connects One-Stop integrated services, including WIA, to returning veterans and skilled military retirees.

The U.S. Department of Labor has specified in Training and Employment Guidance Letter 10-09 that Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL) are required.

On November 7, 2002, the Jobs for Veterans Act (JVA), Public Law (P.L.) 107-288 were signed into law. One provision of the JVA, established a priority of service requirement for covered persons (i.e., veterans and eligible spouses, including widows and widowers, as defined by this statute) in qualified job training programs.

According to the broad definition of veteran, found in 38 U.S.C 101(2), the term "veteran" means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time Federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilization usually occurs in response to events such as natural disasters).

Eligible spouse means the spouse of any of the following:

- a. **Any veteran who died of a service-connected disability;**
- b. **Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:**
 - i. **Missing in action;**
 - ii. **Captured in the line of duty by a hostile force; or**
 - iii. **Forcibly detained or interned in the line of duty by a foreign government or power;**
- c. **Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or**
- d. **Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran service or service member.**

ACTION:

Centers will ensure that veterans and eligible spouses, at the first point of contact, are made aware of the following as described in the Career Centers in Triangle South Local Area: 1) Their entitlement to priority of service; 2) The full array of employment, training and placement services available; and 3) Applicable eligibility requirements for programs and services.

The NCWorks Online system will hold job postings for eligible veterans and spouses on VetHold for 24 hours during which time referrals will be made for them only.

Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for federal funded services. This means that a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

Returning veterans and skilled military retirees are referred to WIA intensive and training services and career center partner services such as Department of Social Services, Veterans Upward Bound, and Vocational Rehabilitation, when applicable.

- 8.7. Describe the Workforce Development Board’s method for providing planning, oversight and evaluation to the Career Center(s), including processes for ensuring quality customer service. Include the review (oversight) process and frequency of review. [WIA Section 117(d)(4)] [NC General Statute 143B – 428.11(a) (2).]**

The Board has adopted the Integrated Services Delivery Model and is currently undergoing the Career Center Certification process. Once the process is fully in place and approved by the Quality Improvement Division at the state level, the board will be able to develop a new and improved method of oversight. At this point a yearly review seems most reasonable and rational, along with continued oversight by the board and board staff.

- 8.8.** Upload a copy(ies) of the local Memorandum of Understanding (MOU) among the local Workforce Development Board and One-Stop partners concerning operation of the One-Stop delivery system in the Local Area. [Regulations Section 661.350(a)(3)(ii) and WIA Section 118(b)(2)(B).] (Name document “[LA Name] MOU 2014.” Example: Cape Fear MOU 2014.)

Uploaded: Yes No

Priority of Service Due to Limited Funding

Background: *Regulations Section 661.350(a)(11) requires that the Local Area Plan provide a description of the criteria to be used by the Governor and the Local Workforce Development Board to determine if funds allocated to a Local Area for Adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited and the process by which any priority will be applied by the One-Stop operator. Generally, priority issues only become a concern for WIA purposes when training opportunities are limited or when funds are in short supply.*

In 1997, North Carolina’s General Assembly enacted legislation that mandates the provision of priority service for veterans in state and federally funded employment and job training programs.

Each local Workforce Development Board must have established criteria by which the Local Area can determine if funds allocated to the Local Area for Adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited, and the process by which any priority of service for low-income individuals and public assistance recipients will be applied in the Local Area. Criteria for determining the availability of funds may include the availability of other funds for providing employment and training related services in the Local Area, the needs of specific groups within the Local Area, and other appropriate factors.

The priority of service requirement for veterans is mandated by State legislation; therefore, it will apply regardless of Local WDB policy on priority of service. Priority of service does not preclude service to individuals who are not low-income or not receiving public assistance, or who are not veterans, but rather establishes the order of precedence for service as provided at WIA Section 134(d)(4)(E).

9. Local WDB Priority of Service

- 9.1.** Describe the criteria used by the Local Workforce Development Board to determine if funds allocated to the Local Area for Adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited.

The WDB has established criteria for adults seeking employment and training activities, if funds become limited. The funds allocated to the Triangle South Workforce Development Board, have not been limited and opportunities for training remain abundant. Thus far, the funds allocated to the board have been sufficient and adequately supports the training prior year expenditures, anticipated carryover, new allocations, the number of individuals on waiting lists, cost of training and availability of other funds will determine whether funding is limited for adult employment & training activities under WIA. If expenditures

are higher than projected and demands exceed the abilities to provide services, funds will be considered limited. When this should happen, the Priority of Services policy will be followed.

- 9.2. Describe the Local Area Priority of Service and upload the Policy document. (Name document “[LA Name] Priority of Service Policy 2014.” Example: Cape Fear Priority of Service Policy 2014.)

Triangle South Workforce Development Board has determined that “priority of services” will be given to recipients of public assistance and individuals who are low income, when contractor Adult program funds are limited, thereby ensuring that the most in need are served first when funds are limited.

In the local area, if funds are deemed to be limited and if a Service Provider feels their funds are limited, the Local Area Director should be contacted.

When funds are deemed limited, the following Priority of Service will be used: priority consideration for intensive and training services in the Triangle South Area will go to low-income individuals, public assistance recipients, and Veterans for adult employment and training activities.

The order in which they will be served will be determined by the date eligibility for intense service was determined by the contractor. When “priority of services” is in effect, contractors will give precedence to customers in their county.

The term *low income individual*, is defined as:

- A. receives, or is a member of a family which receives, cash payments under a federal, state, or local income-based public assistance program (The term public assistance recipient means receives TANF, GA, RCA, or SSI), or
- B. received an income, or is a member of a family that received a total family income, for the six-month period prior to application that does not exceed the 70 percent lower living standard income guideline. This is exclusive of unemployment compensation, child support payments, payments described as old-age and survivors insurance benefits received under section 202 of the Social Security Act.
- C. is a member of a household that receives (or has been determined within the six-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977.
- D. qualifies as a homeless individual, as defined in the Stewart B. McKinney Homeless Assistance Act; or
- E. is a foster child on behalf of whom State and local government payments are made.

Uploaded: Yes No

10. Intensive Services/Self-Sufficiency

Background: *There are two categories of Adults and Dislocated Workers who may receive intensive services (663.220):*

(a) Adults and Dislocated Workers who are unemployed, have received at least one core service and are unable to obtain employment through core services, and are determined by a One-Stop operator to be in need of more intensive services to obtain employment; and

(b) *Adults and Dislocated Workers who are employed, have received at least one core service, and are determined by a One-Stop Operator to be in need of intensive services to obtain or retain employment that leads to self-sufficiency.*

The Local Workforce Development Board’s definition of “self-sufficiency” is to be used to determine if an employed individual is eligible to receive intensive services. The definition will also be required when determining the eligibility of an employed individual for an On-the-Job Training program (663.705) or a customized training program (663.720). Separate definitions are required for Adults and Dislocated Workers.

10.1. Describe the Workforce Development Board’s criteria for determining if employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101(24). Self-sufficiency for a Dislocated Worker may be defined in relation to a percentage of the layoff wage [Regulations Section 663.230]. Provide the self-sufficiency definitions for Adults and Dislocated Workers.

Adult Self-Sufficiency Definition

An individual who is employed, has received employment that pays wages at least the higher of the Federal Poverty Level Income Guidelines according to the 70% Lower Living Standard Income Level (LLSIL), by family size as defined by Metropolitan and Non-Metropolitan; and/or is not a member of a family who has received public assistance or food stamps in the six-months prior to application. Adult workers who are employed (including family health insurance benefits) receive a wage, which, based on family size and local cost of living, allows them to support their family without public cash assistance, excluding child care costs.

Dislocated Worker Self-Sufficiency Definition

Self-sufficiency for a dislocated worker is defined as permanent employment with family health benefits at not less than 80% of the individual’s layoff wage.

11. Workforce Investment Act Policies

11.1. Individual Training Accounts (ITAs) are required [Regulations Section 663.400] to pay the cost of training provided with Adult and Dislocated Worker funds. Upload the Local Area’s ITA Policy and provide the following ITA elements in summary [Regulations Section 663.420]. (Name document “[LA Name] ITA Policy 2014.” Example: Cape Fear ITA Policy 2014.)

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$7,500.00 ITA Maximum per participant
Time Limits	5 Semesters, a Request for Training Extension can be submitted to the WIA Adult Services Coordinator or WIA Youth Services Coordinator for approval of additional semesters
Degree or Certificates allowed (Associate’s,	Certificates and Degrees (Associate’s and Bachelor’s Degrees) as approved by TSWDB in NCWorks Online. Triangle South will

Bachelor's, other)	consider assistance in completing a Bachelor's degree on a case-by-case basis (when no other alternative exists) and would require the approval of the WDB and/or the administrative/fiscal agent.
Procedures for determining case-by-case exceptions for training that may be allowed	All training programs that WIA participants are enrolled in are required to be WIA eligible and certified by the Local Area in NCWorks Online. Any programs that are not approved nor have no decision made in NCWorks that participants request are sent from program operators for review and decision by Triangle South Workforce Development Board staff.
Period of time for which ITAs are issued (semester, school year, short term, etc.)	Semester (ITA Vouchers are issued by semester for curriculum programs and Cost Authorizations are issued for short term and continuing education training)

Uploaded: Yes No

11.2. Upload the Local Workforce Development Board policy(ies) on supportive services for Adults and Dislocated Workers (*i.e.*, amount, duration, qualifying criteria). (Name document “[LA Name] Supportive Services Policy 2014.” Example: Cape Fear Supportive Services Policy 2014.)

Uploaded: Yes No

11.3. Upload the Local Workforce Development Board Policy(ies) on Needs-Related Payments (include amount, duration, qualifying criteria). (Name document “[LA Name] Needs-Related Payments Policy 2014.” Example: Cape Fear Needs-Related Payment Policy 2014.)

Uploaded: Yes No (Local Area does not provide Needs-Related Payments)

11.4. Describe the use of On-the-Job Training (OJT) in the Local Area to include use of local funds, special ‘Statewide Activities’ funds, and/or other funds. Upload the Local Area’s OJT Policy(ies) [Regulations 663.700-710, 663.820, 825, 830, 840, and WIA 101(46)]. (Name document “[LA Name] OJT Policy 2014.” Example: Cape Fear OJT Policy 2014.)

On-the-Job Training Contracts will be utilized as appropriate. The OJT contract will be limited to the period of time required for the individual to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan. (WIA section 101 (312) ©

OJT contracts may be written for eligible employed workers when the employee is not earning a self-sufficient wage as determined by the Workforce Development Board (WDB); the requirements in 663.700 are met; and the OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the WDB.

Triangle South uses OJT as a means to reduce training for participants that have the necessary related skills but may need those skills strengthened in order to obtain and maintain employment. Specific Vocational Codes (SVP) is used to establish a uniform method for determining length of training time. OJT contracts are written for eligible employed and unemployed workers when: the employee is not earning a self-sufficient wage, and the OJT relates to the introduction of new technologies, introduction to new production or service procedures, or upgrading to new jobs that require additional skills.

The Local Area and its program operators do not contract with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued, long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work (Section 663.700).

Uploaded: Yes No (Local Area does not use OJT)

12. Equal Opportunity

12.1. Upload the Local Area's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements. (Name document "[LA Name] EO Complaint Grievance Procedure 2014." Example: Cape Fear EO Complaint Grievance Procedure 2014).

Uploaded: Yes No

12.2. Describe methods to ensure EO procedures are updated.

Updates to the Methods of Administration for Equal Opportunity purposes will be supplied to the State's Administrative Officer via email or through written communication within 30 days of the changes or update. Procedural updates that affect the program operator's delivery of service will be communicated via email and written, and/or voice communication notifying them of the change.

12.3. Provide the EO Assurance language included in all Local Area contracts.

Equal Opportunity Assurance Language for Contracts

Equal Employment Opportunity

(a) The Contractor shall not discriminate, as prescribed in Section 188 of the Act or as prohibited under state law, against any employee, applicant for employment, applicant for WIA activities, WIA participant, or subcontractor because of race, color, disability, religion, age, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs, or termination; rates of pay, or other forms of compensation; selection for training including apprenticeship; participation in recreational and educational activities; or any WIA activities. The Contractor certifies that it presently has in effect such an affirmative action program. The Contractor agrees to post in a conspicuous place available to employees and applicants for employment notices setting forth the provisions of this non-discrimination clause.

The Contractor shall in all solicitations or advertisements for subcontractors or employees placed by or on behalf of the Contractor, state that the Contractor is an "Equal Opportunity Employer".

(b) The Contractor shall keep such records and submit such reports concerning characteristics of applicants for employment and employees as the College, the State, and USDOL may require.

(c) The Contractor agrees to comply with such guidelines as the College, the State, or USDOL may issue to implement the requirements of the Act.

(d) The Contractor shall designate a person other than its chief executive as its equal employment opportunity officer, who shall be responsible for the Contractor's non-discrimination policy, monitoring the equal employment opportunity compliance, development of a procedure for investigation of an hearings on equal employment opportunity grievances, dissemination of non-discrimination policy for the Contractor, and evaluation of the Contractor's proposal for adverse EEO effects and liaison with the College.

Non-Discrimination

The College is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, prohibited discrimination means discrimination in the solicitation, selection, and / or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, prohibited discrimination also includes retaliating against any person, business or other entity for reporting any incident of prohibited discrimination. It is understood and agreed that not only is prohibited discrimination improper for legal and moral reasons, prohibited discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to the College and others. As a condition of entering into this Agreement, the Contractor represents warrants and agrees that it does not and will not engage in or condone prohibited discrimination. Without limiting any rights the College may have at law or under any other provision of this Agreement, it is understood and agreed that a violation of this provision constitutes grounds for the College to terminate this Agreement.

As a condition of entering into this Agreement, the Contractor further agrees to promptly provide to the College all information and documentation that may be requested by the College from time to time regarding the solicitation and selection of subcontractors. Failure to maintain or failure to provide such information constitutes grounds for the College to terminate or withhold payment under this Agreement.

Nepotism

The Contractor agrees for itself and its subcontractors that no two members of an immediate family shall be employed within the same agency if such employment will result in one supervising a member of his immediate family, or in one occupying a position which has influence over the other's employment, promotion, salary administration, and other related management or personnel considerations. Immediate family is described as wife, husband, and mother; father, brother, sister, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, or stepfather. This section shall also apply to applicants, participants, governing boards for contractors, Contractor staff, and subcontractor staff involved in WIA activities.

Complaints and Hearings

(a) The Contractor shall have a complaint and hearing procedure for complaints and grievances by its employees, participants and other persons. The procedure may involve investigations by the Contractor and shall result in an impartial hearing within 30 days and a written decision in 60 days after receipt of the formal complaint.

(b) The College shall have a complaint and hearing procedure for complaints and grievances as described in paragraph 23(a). The procedures shall be conducted under and governed by the North Carolina Administrative Code. As to complaints and appeals governed by this paragraph, the College shall have authority to investigate and make findings, determinations and orders, including orders imposing corrective conditions and ordering sanctions, after the opportunity for a hearing. Where permitted under this contract or by law, sanctions and conditions may be imposed prior to an oral hearing in an emergency situation. Decisions of the College may be appealed to the State.

(c) The College may, on its own complaint, initiate an investigation and conduct a hearing on any activity under this contract.

(d) The complaint and hearing procedure hereunder will comply with the Act, the regulations thereunder, and with state law.

(e) The Contractor shall designate a hearing officer and provide each participant with a copy of the Contractor's complaint and hearing procedure including the names and addresses of the Contractor's hearing officer, and the hearing officer of the College.

Protests, Disputes, and Claims

Except as otherwise provided in this contract, any protest, dispute or claim, concerning a question of fact arising under this contract which is not disposed of by agreement shall be resolved by the College, which shall issue a written determination and mail or otherwise furnish a copy to the Contractor. The decision of the College shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the College a written appeal. The decision of the College shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or as grossly erroneous as to imply bad faith or not to have been supported by substantial evidence.

In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of the appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with the College's decision.

13. Common Measures – Adult and Dislocated Workers

13.1. Use the charts below to indicate the Local Area’s PY 2012 Common Measure goals, actual performance and variance (performance divided by the goal) for each of the Adult and Dislocated Worker common measures. [Regulations Section 661.350(a)(4) and WIA Section 118(b)(3)].

Adult Common Measures	PY 2012 Goal	PY 2012 Actual	Variance (Actual/Goal)
Entered Unsubsidized Employment	63.50%	53.70%	84%
Employment Retention Rate at Six Months	89.20%	84.00%	94%
Average Earnings	\$9,712.20	\$8,576.46	88%

Dislocated Worker Common Measures	PY 2012 Goal	PY 2012 Actual	Variance (Actual/Goal)
Entered Unsubsidized Employment	72.40%	71.43%	98%
Employment Retention Rate at Six Months	87.50%	93.64%	100.7%
Average Earnings	\$14,715.90	\$12,974.88	88%

- 13.2.** For each Common Measure, describe methods and tools used to track Adult and Dislocated Worker performance throughout the program year and plans for continuous improvement of performance.

All performance data is reviewed via reports generated in NCWorks Online on a monthly basis. All service providers are expected to meet and/or exceed performance measures.

WIA Adult and Dislocated Worker Program Design Elements

A successful program will include the following program design elements:

Meet and exceed local WIA performance levels- All service components must be aligned with federal, state, and local performance requirements. Targets for measures are redefined annually by the federal and state government and by TSWDB. Contractors will be held accountable for achieving all measures and targets.

A. Performance and Case Management Tracking

All successful bidders will be required to use NCWorks Online to record and track all client activities and program services. Reports generated from the system will be utilized to determine program performance by the service provider, TSWDB, NC Department of Commerce, and NC Department of Labor. Therefore, knowledge of the system, accuracy, and timely entry of information is critical. System training will be facilitated by the WIA Program and Career Center staff, but it is the contractor's responsibility to ensure on-going staff expertise and cooperation.

In addition, contractors will be asked to provide additional documentation or information not accessible through the NCWorks Online System to evaluate performance outcomes, as well as program strengths and weaknesses. Each contractor will need to display how they will track and manage outcomes.

B. Key Measures and Reporting

The Board sets the key measures and reporting mechanism for contractors. Contractors are expected to adhere to the set key measures and reporting. Key Measures are used to assure the program is operating up to the standards set in the proposal as well as to the standards of TSWDB. Each quarter, contractors will have the opportunity to present their progress on their Key Measures to the Board for review. Additionally, contractors are asked to provide the Board with a standard report that allows bi-monthly tracking and reporting of expenditures, client recruitment, and services rendered as proposed in contractor's response to our Request for Proposal.

14. Expenditure and Enrollment Projection Data

The ability to determine expenditure and enrollment projections is impacted by federal funding and North Carolina's move to Integrated Services Delivery. Workforce Investment Act allocations are made on a yearly basis and subject to U.S. Congressional appropriations,

North Carolina's formula allotment from U.S. Department of Labor and Local Areas' formula allocation within North Carolina's allotment.

14.1. Recognizing projections are *estimates*, use the charts below to provide estimated WIA enrollments and expenditures for Program Year 2014:

Program Year 2014	Estimated Cumulative Enrollments (including carryover)		Estimated Formula Expenditures (including carryover)	
	Dec. 31, 2014	June 30, 2015	Dec. 31, 2014	June 30, 2015
Adult				
Dislocated Worker				

YOUTH ACTIVITIES

Description of Workforce Investment Act Youth Program Elements

EDUCATIONAL ACHIEVEMENT SERVICES

Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies offer additional, special or remedial assistance, often on an individualized basis.

Alternative secondary school offerings provide instruction leading to a high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable State and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of high school.

EMPLOYMENT SERVICES

Work experiences (Regulations Sections 664.460; 664.470) are planned, structured learning experiences that take place in a workplace for a limited period of time and may be paid or unpaid. Work experiences may take place in the private, for-profit sector; the non-profit sector; or the public sector.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year, as determined by the youth's Individual Service Strategy (ISS). Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth. Youth funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit or non-profit sectors when an employee/employer relationship has been established (as determined under the Fair Labor Standards Act), and where the objective assessment and Individual Service Strategy indicate that a Work Experiences element is appropriate.

Work experiences may be subsidized or unsubsidized and may include the following:

- Instruction in employability skills or generic workplace skills;
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Supported work, work adjustment, and other transition activities;
- Entrepreneurship;
- Service learning;
- Paid and unpaid community service; and
- Other activities designed to achieve the goals of the work experiences element.

The Work Experiences element may include on-the-job training. In most cases, on-the-job training is not an appropriate work experience for youth participants under age 18. Local program operators may choose, however, to use this service strategy for eligible youth when it is appropriate based on the needs identified by the objective assessment of an individual youth participant. [Regulations 664.460(d)] (WIA Section 129(c)(2)(D).)

Occupational Skill Training provides instruction, usually in a classroom setting, designed to provide individuals with technical skills and/or information required to perform a specific job or groups of jobs. Training must be tied to an occupational code.

SUMMER EMPLOYMENT OPPORTUNITIES - Formula Funded

Summer Youth Employment Opportunities (Regulations 664.600) provide direct linkages to academic and occupational learning, and may provide other elements and strategies, as appropriate, to serve the needs and goals of participants.

The WIA formula funded Summer Employment Opportunities element is not intended to be a stand-alone program. Local programs should integrate a youth's Summer Employment Opportunities participation into a comprehensive strategy for addressing the youth's year-round employment and training needs.

Summer Employment Opportunities are to be linked with academic and occupational learning. The approach is often referred to as "work-based learning" or "contextual learning." Learning may occur totally at the employment site or may involve a classroom component to supplement the youth's work assignment. Academic learning is defined as the enhancement of the traditional education skills of reading, mathematics, and writing. Occupational learning involves skills that are necessary to perform specific job tasks.

All youth must receive some form of follow-up services for a minimum duration of twelve months. The scope of these follow-up services may be less intensive for youth who have only participated in Summer Employment Opportunities (Regulations 664.450(b)).

In North Carolina, Summer Employment Opportunities linked to academic and occupational learning make available subsidized or unsubsidized jobs for youth during the months of May – September. Summer Employment Opportunities create an employer/employee relationship, requiring the payment of a wage. The wage rate will be no less than the current Federal minimum hourly wage or the prevailing wage rate, whichever is higher. Summer Employment Opportunities subsidized with WIA funds may take place in the private for-profit sector; the private non-profit sector; or the public sector. To the extent possible, the experience provided by the assigned site should be consistent with the youth's career interests/goal as identified in the youth's ISS.

In developing Summer Employment Opportunities for youth in the private for-profit sector, Local Areas are reminded that certain vulnerabilities are inherent in this activity. Some examples include:

- the occurrence or perception of favoritism shown to one employer over another;
- placing low-income youth in subsidized jobs that they can obtain on their own;
- displacing low-income youth from jobs that they normally secure in the summer.

To avoid these vulnerabilities, the selection of private employers to participate in this activity shall be based on an objective analysis of the relative “value-added” contributions to the youth’s development the employer is willing to make. Examples of such contributions might include:

- Structured development/refinement of work maturity skills;
- Integration of work and learning;
- Provision of educational services;
- Exposure to skill training;
- Mentoring;
- Vocational exploration/career guidance;
- Commitment to hire the youth in a part-time or full-time job upon successful completion of the Summer Employment Opportunity, substantial progress in or graduation from high school, or both. This job should be compatible with the youth’s occupational interest.

Local Areas must maintain documentation to demonstrate why certain private sector employers (worksites) were selected or not selected to provide subsidized Summer Employment Opportunities for youth.

ADDITIONAL SUPPORT

Adult mentoring is the pairing of a youth with a caring Adult in a one-to-one relationship, challenging the youth to do well, often helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth’s teacher(s), supervisor, counselor/caseworker and parent(s), as appropriate. Adult mentoring services are required for duration of at least twelve months that may occur both during and after program participation.

Comprehensive guidance and counseling is primarily provided to assist a youth in achieving success in school and at the workplace. Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual or group basis, using a variety of processes and techniques.

LEADERSHIP DEVELOPMENT OPPORTUNITIES

Leadership Development Opportunities [WIA Section 129(c)(2)(F); Regulations Section 664.420] may include community service and peer-centered activities encouraging responsibility, employability and other positive social behaviors during the non-school hours, as appropriate.

Leadership opportunities for youth may include:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities; and
- Citizenship training, including life skills training such as parenting, work behavior training and budgeting of resources.

Positive social behaviors [Regulations 664.430] are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:

- Positive attitudinal development;
- Self-esteem building;
- Openness to working with individuals from diverse racial and ethnic backgrounds;
- Maintaining healthy lifestyles, including being alcohol and drug free;
- Maintaining positive relationships with responsible Adults and peers, and contributing to the wellbeing of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponed and responsible parenting; and
- Positive job attitudes and work skills.

SUPPORTIVE SERVICES

Supportive Services [Regulations 664.440; WIA 101(46); WIA 129(c)(2)(G)] means services such as transportation, child care, dependent care, housing and needs-related payments that are necessary to enable an individual to participate in WIA. For youth, supportive services may also include:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing costs;
- Referrals to medical services; and
- Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective gear.

FOLLOW-UP SERVICES

Follow-up Services [Regulations 664.450; WIA 129(c)(2)(I)] for youth may include:

- Leadership development activities;
- Supportive services;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Tracking the progress of youth in employment after training.

All youth must receive some form of follow-up services for a minimum duration of 12 months.

15. Youth Program Elements

15.1. Complete the Local Area Youth Program Elements Chart below to reflect how each of the ten required elements will be made available to youth. If services are provided by referral, indicate the specific local agencies and/or organizations with which the Local Area has developed referral agreements.

Local Area Youth Program Elements	WIA FUNDED	Referral (Indicate specific agency name)
	List Provider(s)	
1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies	Chatham County Together!, Lee County Department of Youth and Family Services, Harnett County Workforce Development, Harnett-Sampson WIA Youth Program	Referrals to Central Carolina Community College and Sampson Community College's Adult Basic Education Departments
2. Alternative secondary school offerings	All WIA Youth Program Operators as listed in Section 1	Referrals to Central Carolina Community College and Sampson Community College's Adult Basic Education Departments
3. Summer employment opportunities directly linked to academic and occupational learning	All WIA Youth Program Operators as listed in Section 1	
4. Paid (and unpaid) work experiences, including internships and job shadowing (Regulations 664.460, 664.470)	All WIA Youth Program Operators as	

	listed in Section 1	
5. Occupational Skills Training	All WIA Youth Program Operators as listed in Section 1	Referrals to Central Carolina Community College and Sampson Community College's Adult Basic Education Departments
6. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors	All WIA Youth Program Operators as listed in Section 1	
7. Supportive Services (Regulations Section 664.440)	All WIA Youth Program Operators as listed in Section 1	
8. Adult mentoring for a duration of at least twelve months, that may occur both during and after program participation	All WIA Youth Program Operators as listed in Section 1	
9. Follow-up Services as provided in Regulations 664.450	All WIA Youth Program Operators as listed in Section 1	
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth	All WIA Youth Program Operators as listed in Section 1	

- 15.2. Describe Local Area services to out-of-school youth, with specific attention given to services to school dropouts.

The Local Area focuses on serving the neediest youth, with priority given to out-of-school youth and high school dropouts by a strategic approach to the delivery of services connecting youth to education and employment services. The Youth Program Operators work collaboratively with Departments of Social Services, high schools, probation departments, public housing authorities and faith-based organizations to identify individuals that are most in need of services. It is our intent that all youth enrolled in an alternative school will receive a high quality education that adheres to the state standards.

The WIA youth program provides leadership by serving as a channel to connect youth to quality educational opportunities that lead to employment. The collaborative relationship with the One-Stop Centers provides youth information on growing occupations, labor market information that includes locations of employment opportunities, qualifications and additional training if required. Service providers working with area economic development, community development and DWS offices are expected to be up-to-date on the current and upcoming high-growth industries in the region. Out-of-school youth are provided services by developing Individualized Education and Employment Plans with specific and measurable goals to: 1) complete their secondary education, 2) plan for post-secondary education and 3) develop leadership, employment and life skills vital for future success. Also Youth Providers work closely with the local public schools, community colleges and tutoring services to improve youth's basic skills drop outs.

- 15.3. Describe the Local Area's strategies to promote collaboration between the local workforce development system, education, human services, juvenile justice, and others, to focus service on the neediest youth to include youth in foster care, those aging out of foster care, youth offenders and children of incarcerated parents.

The Local Area's Youth Council's membership consisting of Departments of Health and Human Services Vocational Rehabilitation and Departments of Social Services Youth and Family Services (youth offenders, foster care, homeless, pregnant and parenting teens), area high school guidance personnel and high school transition programs, private and community business employers, and faith-based organizations is working to expand the working relationship between the workforce development system and its partner agencies for the provision of services to youth most in need and have significant barriers to employment and those services can connect them to education and training in a non-threatening environment.

Coordination already exists with our partner agencies, but a more intense effort will be implemented to ensure the neediest youth will be availed of WIA services. WIA will work closely with community based and the faith based organizations for identifying the neediest youth, providing mentoring services to youth, and providing transportation for youth to attend WIA activities. A comprehensive approach will be utilized in serving the neediest youth, including basic skills remediation, assistance with remaining or returning to school, employment, internships, job shadowing, GED activities, and vocational training.

- 15.4. List the Youth Council's top priorities for Program Year 2014 (July 1, 2014 – June 30, 2015). Discuss any specific emphasis on increasing the availability of additional education, competency-based credentials and work-based learning opportunities.

This upcoming year, the Triangle South Youth Council’s top priorities consist of establishing a strategic plan, increasing enrollments in the program by 5%, and putting on Career Fairs for the youth in the Local Area. The Youth Council will also host the annual Youth Rally and continue support of the annual NC’s Youth Summit.

- 15.5.** Upload the contracted youth service providers chart, using the attached format, to reflect status effective as of July 1, 2014 [Regulations Section 665.200(b)(4) and (c); WIA Section 123]. (Name document “[LA Name] Youth Service Providers Chart 2014.” Example: Cape Fear Youth Service Providers Chart 2014.)

Uploaded: Yes No

- 15.6.** Describe and assess the type and availability of employment and training related youth activities in the Local Area. Include a list of successful providers of such activities. [Regulations Section 661.350(a) (7); WIA Section 118(b)(6)].

[Click here to enter text.](#)

- 15.7.** Upload the Local Workforce Development Board Policy on Supportive Services for Youth. (Name document “[LA Name] Youth Supportive Services Policy 2014.” Example: Cape Fear Youth Supportive Services Policy 2014).

Uploaded: Yes No

15.8. Expenditure and Enrollment Projection Data

The ability to determine expenditure and enrollment projecting is impacted by federal funding. Workforce Investment Act allocations are made on a yearly basis and subject to U.S. Congressional appropriations, North Carolina’s formula allotment from U.S. Department of Labor and Local Areas’ formula allocation within North Carolina’s allotment. *Recognizing projections are estimates*, use the chart below to provide estimated WIA enrollments, exits and expenditures for Program Year 2014:

Program Year 2014	Estimated Cumulative Enrollments (including carryover)		Estimated Expenditures (including carryover)	
	Dec. 31, 2014	June 30, 2015	Dec. 31, 2014	June 30, 2015
Youth				

16. Incentives to Youth

Background: *Incentives provide a means to recognize and reward a youth’s success. WIA Youth funds may be used to provide incentives for recognition and achievement to eligible youth*

provided it is made a part of the participant's individualized assessment and service strategy. Incentives can be, but are not required to be, in the form of cash payments to youth. The Workforce Development Board, through its Youth Council, must establish policies for the provision of incentives to youth. [WIA Section 129(a)(5).]

16.1. Does the Local Area plan to provide incentives for recognition and achievement to eligible youth? Yes No

If yes, upload the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; and c) whether WIA funds will be used. (Name document “[LA Name] Youth Incentive Policy 2014.” Example: Cape Fear Youth Incentive Policy 2014).

Uploaded: Yes No

17. Common Measures – Youth

17.1. Complete the chart below to indicate the Local Area’s PY 2012 Common Measure goals, actual performance, and variance for each of the Youth performance measures.

Youth Common Measure	PY 2012 Goal	PY 2012 Actual	Variance (Actual/Goal)
Placement in Employment or Education	60.10%	48.75%	81%
Attainment of Degree or Certificate	48.60%	58.57%	121%
Literacy and Numeracy Gains	69.80%	70.59%	101%

17.2. For each measure, describe methods and tools used to track youth performance throughout the Program Year and to provide continuous improvement.

The Youth Program Coordinator of the WDB works with the contractors of the youth programs to expand services to youth in rural communities within the counties. In addition, Youth Program Operators actively visit sites for employment opportunities and community based centers to recruit youth who are not currently participating in education and training programs.

Triangle South tracks the local area performance by using reports that are generated by the NCWorks Online System in all three categories. The reports assist us with tracking performance to ensure that we are meeting our goals. Participants are tested once per quarter to track EFL increases.

NORTH CAROLINA LOCAL WORKFORCE DEVELOPMENT AREA PLAN Program Year 2014

Regional Strategies for Workforce Development

Introduction

North Carolina's workforce system includes businesses, organizations, agencies, employed and un-employed persons, training and educational institutions and youth. To enhance service to all these constituents, aligning workforce development planning and services with regional labor markets is both efficient and productive. Communities and regions recognize that to be successful, economic development goes hand-in-hand with a well-functioning workforce development system. North Carolina's emphasis on the value of regional efforts is also supported in the Workforce Investment Act (Regulations Section 661.290). The inclusion of a specific regional section in the Program Year 2014 Local Workforce Development Area Plan is consistent with federal and state direction and acknowledgement of local Workforce Development Boards' efforts and commitment to quality services and excellent performance.

The following questions are a means to capture the existing regional efforts among Workforce Development Boards, as well as to provide guidance toward issues a regional planning approach may address. The following regional configurations will be used:

- Western Region: *Southwestern and Mountain Area WDBs*;
- Northwest Region: *High Country, Western Piedmont, and Region C WDBs*;
- Piedmont Triad Region: *Northwest Piedmont, Greensboro/High Point/Guilford County, DavidsonWorks, and Regional Partnership WDBs*;
- Southwest Region: *Centralina, Charlotte/Mecklenburg, and Gaston County WDBs*;
- North Central Region: *Kerr-Tar, Durham, and Capital Area WDBs*;
- Sandhills Region: *Lumber River, Cumberland County, and Triangle South WDBs*;
- Northeast Region: *Region Q, Northeastern, and Turning Point WDBs*; and
- Southeast Region: *Eastern Carolina and Cape Fear WDBs*.

I. Description of Region

I.a. Identify the Workforce Development Boards comprising the regional configuration and counties each serves.

The three Workforce Development Boards in this Region are:

Triangle South: Lee, Chatham, Harnett, and Sampson Counties

Lumber River: Robeson, Bladen, Hoke, Scotland, and Richmond Counties

Cumberland County: Cumberland County.

These ten counties are located in the Central Southeastern part of North Carolina, with three counties bordering on South Carolina, stretching up to two counties that share a border with Wake County.

I.b. Provide a reference name for the regional group, if applicable.

We don't have a regional name, but we will involve our local boards and elected officials in developing a descriptive name. We don't feel that the geographic description, Sandhills Region, accurately portrays our economy or culture.

I.c. Identify factors that contributed to the development of the regional collaboration and include background and current status of regional group.

The Workforce Directors and staff have always had a close working relationship because we share the same labor market, with extensive commuting patterns, and some of the same large employers. The Directors all participate in the North Carolina Association of Workforce Directors, and discuss mutual plans and problems. In addition, we spent several years meeting together as part of a BRAC initiative. We shared a common strategy to combat illiteracy.

I.d. Provide a brief synopsis of the region's significant accomplishments during the past year.

During the past year we have all developed Integrated Service Delivery, combining Wagner-Peyser services and WIA services, commonly enrolling all customers in both programs, and forming teams to ensure a smooth customer flow. We attended several meetings hosted by DWS with Greg Newton, and shared our plans with each other. Recently we attended joint training meetings on implementing EAI. We have also met and consulted with each other and attended training on NCWORKS.

I.e. Upload signed agreement(s) between/among the component Boards, if applicable. (Include vision and mission statements if determined.) (Name document "[LA Name] Regional Agreement 2014." Example: Cape Fear Regional Agreement 2014).

Uploaded: Yes No (Region does not have signed agreement(s))

The Region currently has no signed agreements, but we are working on several possibilities, including OJT. We also recognize that all DWS local offices serve any customer, regardless of county residence, but our WIA funding is geographically restricted. We hope the state will provide us some additional guidance on this issue.

I.f. If the region borders another state, discuss interstate working relations and the other state(s)'s Local Workforce Development Areas involved.

There are no formal agreements between us and South Carolina.

II. Regional Data

- II.a.** What sources of information does the regional group use and how is the information used to develop a list of regional demand occupations? Include factors that impact the ability to identify demand occupations.

We use the information from LEAD. We receive monthly reports, and they provide customized reports upon request. We share this information with our Workforce Boards, and ask the private sector members for their insight. LEAD has provided us with a regional summary as part of this planning process, and has recently done a study on demand occupations for Triangle South. In addition, we use national BLS reports. Fayetteville is currently using EMSI jobs reports and career coaching.

Our entire region is still recovering from the economic slowdown that began five years ago. Unemployment is still high, and job growth is slow and mostly limited to small companies, especially in retail and trade. Manufacturing is not growing. Most higher-wage jobs result from turnover, not job growth.

- II.b.** Describe the current and projected economic environment from a regional perspective, including occupational outlook and job skills necessary to obtain employment opportunities. Discuss in context for both Adult and Youth services. [Regulations Section 661.350(a)(1); WIA Section 118(b)(1)(A).]

Studies suggest that the Sandhills region has had steady population growth over the last few years and is projected to have population increases in the veterans' populations due to the influx of residents associated with the ongoing expansion of Ft. Bragg and the return of soldiers from overseas deployments. Employment opportunities and job openings in the retail, health care, construction and manufacturing arena are expected through 2018. Although a large portion of this region is considered to be rural, great emphasis is placed on employment and training opportunities for area youth and adults. As a region, we will continue to seek out methods that will provide employment and training opportunities for the youth as well as the adult populations that we serve. We currently work with training providers to include the community college system to address training, retraining and skill upgrading efforts. This effort is successful by focusing on in-demand and relevant occupations within this region and abroad.

We are primarily a rural area, with the only exception being the city of Fayetteville. But even in Cumberland County, there are large rural areas outside the city. Our services are challenged by the lack of transportation, and childcare. Ft. Bragg, with nearly 160,000 population, created a need to serve military that extends across our region. In addition to those exiting from military service, there is a vital need to serve the dependent spouses, who also need jobs. Their job search is exacerbated by the attitude of many employers that the military spouses are only temporary residents.

Another growing challenge is the growing use of many businesses of temp agencies and staffing agencies. This makes job placement more difficult, especially in the use of OJT.

- II.c.** List specific regionally identified local demand occupations. Describe how the region will work to help shape curriculum, recruitment, placement and support of vocational and training efforts as they relate to regional demand occupations.

[Click here to enter text.](#)

- II.d.** Describe/identify the workforce investment needs of: 1) businesses, 2) jobseekers, and 3) currently employed workers in the region. [Regulations Section 661.350(a) (1) and WIA Section 118(b) (1) (A).]

Businesses have two needs: First, they need skilled workers who are proficient and can add value to the company from the first day, and are equipped with the soft skills of proper dress, following instructions, and working in teams. Second, businesses need to provide additional training for their existing workers as processes change, and more sophisticated equipment is added. Jobseekers need jobs that pay a livable wage, and need help in all facets of job search. In addition, most jobseekers need more education. Employers can be very selective with unemployment rates so high. Lack of a high school diploma or equivalent severely limits job opportunities. Currently employed workers are frequently under-employed, earning less than a livable wage, or less than full-time work. Our regional strategies include emphases on co-op programs and Work Experience to assist the individual jobseeker, and the Community Colleges' HRD program that addresses soft skills and job search assistance. All three Workforce Boards are working on strategies to increase access to the HRD programs, including the scheduling of non-traditional hours. Also, the Community Colleges' customized training is very important to businesses. We will continue to work with the Community Colleges to assist in funding Customized Training, and increasing HRD enrollments.

- II.e.** Outline regional transportation issues related to workforce development and ways the region will address needs identified. Include a description of the regional commuting patterns.

Transportation issues are a barrier in our region. Except for the city of Fayetteville there is no public transit systems that runs on a regular schedule. We will explore possible grant opportunities to address this problem. Individuals have difficulty accessing training, but they also have trouble in traveling to the job. A few companies run buses for employees. We will explore ways to encourage and expand those services.

- II.f.** Describe how the region will emphasize sector strategies that target high-growth industries; for example, construction, information technology, health science, transportation, distribution and logistics, agriculture and natural resources. Include ways the region will promote Science, Technology, Engineering and Mathematics (STEM) professions, as appropriate. Define any sectors unique to the region.

The Region shares the following sectors: Healthcare; Agriculture & Food Processing; Transportation; and Hospitality/Retail. The Healthcare Sector is growing all across the region, and we have several distribution warehouses. Part of the Region has identified Advanced Manufacturing.

- II.g.** Describe how the region will coordinate with area community colleges and universities.

All three Workforce Areas have close working relationships with the area community colleges and universities. The fiscal agent for Triangle South is Central Carolina Community College, and the fiscal agent for Cumberland County is Fayetteville Technical Community College. Most of our training occurs at the Community Colleges All three Workforce Boards have Community College representatives. We participate with the local industry advisory boards, and frequently discuss the need modify existing curriculum, and add new courses of study to meet the evolving needs of businesses.

III. On-going Planning

- III.a.** Describe opportunities, collaborations and steps planned to seek financial and/or other support for regional workforce efforts. (Examples: Federal Departments of Labor, Health and Human Services, Commerce and Agriculture grant opportunities; corporate and private foundations; public sector local and state resources; and, others.)

[Click here to enter text.](#)

- III.b.** Address how the region plans to continuously gather, interpret and communicate its regional economic and labor force trends; current and projected skill needs and gaps; short-term and long-term projected estimates of employment levels; and, on-going employer needs and related issues.

[Click here to enter text.](#)

- III.c.** Discuss resources/products available to customers in the region's One-Stop Career Centers that are unique to the region.

[Click here to enter text.](#)

- III.d.** Provide details on how the region will address workforce issues specifically related to its: 1) cities and/or towns; 2) suburban areas; and 3) rural areas.

[Click here to enter text.](#)

- III.e.** Identify existing efforts in the region to assist in economic and workforce revitalization in rural and low-income areas. Provide plans for expanded or new efforts by the region to address revitalization in rural and low-income areas.

Click here to enter text.

III.f. Provide details on how the region will connect military skills to local occupational demands to retain military families, veterans and military retirees.

Click here to enter text.

III.g. Describe how the region plans to address career development and employment opportunities for youth.

We provide various leadership activities that include paid and unpaid work experience, Youth Summits, Youth Rally’s, Job Shadowing, College Tours, Financial Literacy Workshops and Real-World experiences. Additionally, we are working with the several departments at the community college and the school system in an effort to promote a focus on manufacturing awareness. We plan to implement a Manufacturing Outreach Day for Lee County high school academic teachers on August 18th; the purpose is to expose those groups to the value their classes have in manufacturing careers as well as give them the opportunity to become more knowledgeable about manufacturing in general. Along with area visits to several manufacturers, we will also ask industry to participate in an “expo” to showcase the types of products we make in our service area.

III.h. Describe how the region will enhance use of apprenticeships to support the regional economy and employment advancement.

Click here to enter text.

III.i. Discuss current and planned steps to align various partners’ business outreach and services to effectively serve the region’s employers and reduce duplication and overlapping contacts. Include types of workforce services available to employers and how they are provided across the region.

Job Fairs, OJT, NCWORKS trainings/tutorials offered to employers/businesses partners, and we also host local Chamber events.

III.j. Complete the chart below to demonstrate plans to continue and/or expand regional partnerships with economic development and other workforce development organizations.

Name and Description of Partner	Current Interactions of Partnership	Shared Customers/Interests	Plans for Future Relationships

List of Attachments

- Original Signed Signatory Form sent to DWS and copy attached in WISE
- Consortium Agreement attached (if applicable)
- Original Signed Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions sent to DWS and copy attached in WISE
- Workforce Development Board’s Membership List
- Workforce Development Board By-laws
- Youth Council Membership List
- Fiscal Agent’s Organizational Chart
- Local Area’s Organizational Chart
- Local Area’s Oversight and Monitoring Procedures
- Integrated Customer Service Process Flow Chart
- Adult/Dislocated Worker Service Providers
- One-Stop Career Center’s Chart
- Memorandum of Understanding among the local Workforce Development Board and One-Stop Partners
- Local Area Priority of Service Policy
- Local Area’s ITA Policy
- Local Area’s Supportive Services Policy for Adults and Dislocated Workers
- Local Area’s Needs-Related Payments Policy (if applicable)
- Local Area’s OJT Policy (if applicable)
- EO Complaint/Grievance Procedures

- Local Area's Youth Service Providers Chart
- Local Area's Youth Supportive Services Policy
- Local Area's Youth Incentive Policy (if applicable)
- Signed Agreements Between/Among the Component Boards

WORKFORCE INVESTMENT ACT of 1998

Signatory Page for Local Area Plan Program Year 2014

for

Local Workforce Development Area Name

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Local Area Plan in compliance with the provisions of the Workforce Investment Act of 1998 and instructions issued by the Governor under authority of the Act.

Submission Date

**Workforce Development Board
Chair**

Chief Elected Official

Typed or Printed Name

Typed or Printed Name

Typed or Printed Title

Typed or Printed Title

Signature

Signature

Date

Date

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

- (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 proposal 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 application/proposal 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.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Instructions for Certification – Primary Covered Transactions

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person

who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Printed Name and Title of Authorized Administrative Entity Signatory Official

Signature

Date

