



**Northeast Tennessee
Workforce Development
Board**



Local Workforce Development Area 1

Transitional Local Plan

**Workforce Innovation and Opportunity Act (WIOA)
Program Year (PY) 2016**

July 1, 2016 – June 30, 2017

Administrative Entity
Alliance for Business and Training, Inc.
 Elizabethton, TN

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

The Northeast Tennessee Workforce Development Board (NETWDB) and American Job Center (AJC) partner staff are committed to working together to enhance the provision of services to all individuals, including services to individuals with disabilities. All AJC partners, including Vocational Rehabilitation's (VR) UT CLEE partner, Corporate Connections, participate in staff cross-training to ensure that the AJC provides quality services by trained and informed staff. To date, VR and other AJC partner staff have also participated in cooperative employer and community outreach efforts, jointly provided AJC workshops for jobs seekers and employers and the implementation of disability awareness opportunities throughout the Local Workforce Development Area (LWDA). Technical assistance is provided, as needed.

Currently, VR is one of the three AJC Consortium partners along with AB&T/WIOA and Tennessee Department of Labor and Workforce Development (TDLWD). The AJC Consortium supports the opportunity to further enhance seamless partner services through the competitive procurement of a One-Stop Operator. The NETWDB and TN Department of Human Services, Office of Rehabilitation Services has executed a signed agreement.

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

The five county Chief Local Elected Officials executed a signed Consortium Agreement designating the Alliance for Business and Training, Inc. as the Fiscal agent for receipt and disbursement of funds for LWDA 1.

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

All procurement standards set forth by 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule (Uniform Guidance) are adhered to, and the Fiscal Agent assures that all entities' procurements are conducted in a manner that is consistent. The Fiscal Agent assures that the WIOA Title I "recipients and subrecipients have internal control structures and written policies in place that provide safeguards to protect personally identifiable information, records, contracts, grant funds, equipment, sensitive information, tangible items, and other information that is readily or easily exchanged in the open market, or

that the Department or the recipient or subrecipients considers to be sensitive, consistent with applicable Federal, State and local privacy and confidentiality laws.”

Procurement standards found at 2 CFR 200 are adhered to and require that the procurement process provides for full and open competition and avoids even the appearance of a conflict of interest (either individually or organizationally). As Fiscal Agent, AB&T uses their procurement procedures which follow all applicable State and local laws and regulations and conform to the applicable Federal laws and the stated administrative standards. Internal controls are in compliance with the guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”. Internal controls are designed to provide assurance that the designated Fiscal agent:

- (1) Manages the award in compliance with Federal/State statutes, regulations, and the terms and conditions of the Federal/State award;
- (2) Complies with Federal/State statutes, regulations, and the terms and conditions of the Federal awards;
- (3) Evaluates and monitors the recipient’s/subrecipient’s compliance with WIOA, regulations and the terms and conditions of Federal/State awards; and
- (4) Takes prompt action when instances of possible questions related to noncompliance are identified.

Non-competitive procurement may be used under certain limited circumstances. The reason for selecting this method along with the justification for the provider selection is carefully documented and maintained and follows general procurement standards established through state law, rule and policy, as well as through Uniform Guidance at 2 CFR 200. These processes and procedures are defined further in the approved LWDA 1 Procurement Manual.

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

WIOA requires the local Board and the State negotiate and reach an agreement on local levels of performance for each of the performance indicators identified under 20 CFR 666.300. Negotiated local levels of performance or annual goals are based upon regression modeling methodology transitioning to statistical analysis modeling as to be determined by Federal and TDLWD guidance. Current negotiated levels of performance outlined in the Tennessee Combined Plan and from WIOA Title I LWDA 1 negotiations are outlined in the following table.

WIOA Performance Goals for Core Programs

Employment (Second Quarter After Exit)	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 17 / FY 18 Proposed / Expected Level	PY 17 / FY 18 Negotiated / Adjusted Level
Adults	74%	82%	74.5%	82.5%
Dislocated Workers	80%	84%	81%	84.5%
Youth (Education or Employment)	74%	75%	75%	75.5%
Wagner-Peyser / Labor Exchange	69%		69.5%	
Adult Education	Baseline		Baseline	
Vocational Rehabilitation	58.5%		59%	

Employment (Fourth Quarter After Exit)	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 17 / FY 18 Proposed / Expected Level	PY 17 / FY 18 Negotiated / Adjusted Level
Adults	70.5%	77%	71.5%	78%
Dislocated Workers	79%	79.5%	79.5%	80%
Youth (Education or Employment)	69.5%	77%	70%	77.5%
Wagner-Peyser / Labor Exchange	68.5%		69%	
Adult Education	Baseline		Baseline	
Vocational Rehabilitation	54%		54.5%	

Median Earnings (Second Quarter After Exit)	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level
Adults	\$4,250	\$6,600	\$4,300	\$6,800
Dislocated Workers	\$7,250	\$7,100	\$7,300	\$7,200
Youth	\$2,650	-0-	\$2,700	-0-
Wagner-Peyser / Labor Exchange	\$4,613		\$4,713	
Adult Education	Baseline		Baseline	
Vocational Rehabilitation	Baseline		Baseline	

Credential Attainment Rate	PY 16 / FY 17 Proposed / Adjusted Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 17 / FY 18 Proposed / Adjusted Level	PY 17 / FY 18 Negotiated / Adjusted Level
Adults	72.5%	72.5%	73%	73%
Dislocated Workers	76.5%	76.5%	77%	77%
Youth	65.5%	78.5%	65%	79%
Wagner-Peyser / Labor Exchange	N/A	N/A	N/A	N/A
Adult Education	Baseline		Baseline	
Vocational Rehabilitation	TBD		TBD	

Measurable Skill Gains	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 17 / FY 18 Proposed / Expected Level	PY 17 / FY 18 Negotiated / Adjusted Level
Adults	Baseline	N/A	Baseline	N/A
Dislocated Workers	Baseline	N/A	Baseline	N/A
Youth	Baseline	TBD	Baseline	TBD
Wagner-Peyser / Labor Exchange	N/A	N/A	N/A	N/A
Adult Education	TBD		TBD	
Vocational Rehabilitation	TBD		TBD	

Effectiveness in Serving Employers	PY 16 / FY 17 Proposed / Expected Level	PY 16 / FY 17 Negotiated / Adjusted Level	PY 17 / FY 18 Proposed / Expected Level	PY 17 / FY 18 Negotiated / Adjusted Level
Adults	Baseline		Baseline	
Dislocated Workers	Baseline		Baseline	
Youth	Baseline		Baseline	
Wagner-Peyser/Labor Exchange	Baseline		Baseline	
Adult Education	Baseline		Baseline	
Vocational Rehabilitation	Baseline		Baseline	

5. Describe the indicators used by the local board to measure performance and effectiveness of the local fiscal agent, eligible providers and the AJC delivery system, in the local area [WIOA Sec. 108(b)(17)]. Note: This description may include how and by whom the indicators are being deployed, and if the measured performance and effectiveness are used in the continuous improvement process.

Currently, the NETWDB uses various reports from TDLWD’s Jobs4TN database as indicators of how performance is progressing throughout the year. In addition to program reports, the effectiveness of the fiscal agent is measured through independent audits, independent agreed upon procedures, and administrative monitoring conducted by Federal and State entities.

Section 116 of WIOA requires States and Local Areas that operate core programs of the workforce development system to comply with common performance accountability requirements for the six core programs of the publicly-funded workforce system, which are: the Adult, Dislocated Worker, and Youth programs (Title I); the Adult Education and Family Literacy Act program (Title II); the Wagner-Peyser Act program (Title III); and the Vocational Rehabilitation program (Title IV). As such, LWDA 1 core programs will submit common performance data to demonstrate that specified performance levels are achieved as defined by State Agency policies and processes.

The NETWDB develops and defines the negotiated performance measures as the indicators for the fiscal agent, contracted service providers, administrative entity, and the one-stop operator across all core WIOA partners. AB&T serves as Fiscal agent, staff to the NETWDB, a provider of Career Services, and related duties as allowed by WIOA. As such, the NETWDB receives bimonthly Performance Dashboards which further enhance programmatic and fiscal accountability and transparency. The Performance Dashboards include, but are not limited to, programmatic performance standards such as quality metrics, return on investment/net impact data, labor market analytics including contextualized real-time data (EMSI) as well as other more traditional labor data sources, program enrollments, active participants, measurable skills gains, credential attainment, placements and retentions, wage attainment, and other relevant outcome measures. Performance standards included in the fiscal standards include, but are not limited to, fiscal comparative analytics, accounting and funds management comparisons of each program's available, and expended budgets and other defined reporting to ensure sustained fiscal integrity and accountability associated with financial audits and monitoring. These factors are included in service provider contracts with annual goals, as appropriate.

WIOA specifies that states must make Eligible Training Provider (ETP) -related data publicly available on a template that maximizes value for these stakeholders. The (ETP) Performance Report, applicable only to the Title I Adult and Dislocated Worker programs, includes five indicators with respect to all individuals who exited a program of study and all individuals who completed a program of study including individuals in the program of study who are not WIOA participants. The NETWDB follows all TDLWD ETP performance requirements defined by State and local policy.

The NETWDB develops and defines the negotiated performance measures as the indicators for the fiscal agent, contracted service providers, administrative entity, and the one-stop operator across all core WIOA partners. Factors such as program enrollment, active participants, placements and other relevant outcome measures, the wage at placement and retention may be incorporated into the NETWDB's strategic plans and reviewed at NETWDB meetings, as appropriate. These factors are included in service provider contracts with annual goals.

6. Describe the process used by the local board for the receipt and consideration of input into the development of the local plan in compliance with WIOA section 108(d). Describe the process to provide an opportunity for public comment prior to submission of the local plan. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plans. [WIOA Sec. 108 (b)(20)].

This Local WIOA Plan has been developed in conjunction with the local workforce development board (NETWDB) and, in partnership with the Local Elected Official(s) according to TDLWD Local Planning Guidance for the time period July 1, 2016 - June 30, 2017. Since WIOA law emphasizes the importance of collaboration and transparency in the development and submission of the Plan, this document was

developed through an inclusive approach and is in alignment with the East Tennessee Regional Plan. Local Elected Officials, NETWDB members, and appropriate AJC program partners are all an integral part of the planning process. The process for gathering information from stakeholders included meetings of AJC partner committee work groups, workforce board meetings, and board presentations. In addition, the local Board made the plan available through electronic and printed, hard copy formats to ensure transparency to the public. (Please also reference item #7 below.)

7. Prior to the date on which the local board submits a proposed local plan, the proposed local plan must be made available to members of the public through electronic and other means.

- a) Describe how the local board made the proposed local plan available for public comment. [WIOA Sec. 108(d)(1)]; and**
- b) Describe how the local board collected and considered public comments for inclusion in the proposed local plan. [WIOA Sec. 108(d)(2)]; and**

Based on and in alignment with the Combined State Plan and the East TN Regional Plan, the local draft plan was developed in collaboration with system partners and with intelligence gathered from the local elected officials, Board, committees and advisory panels. Membership includes representatives from business and labor organizations. Public Comment information is published in local newspapers/publications and through electronic means including email and at www.netwdb.org website. The notice announces the beginning and end dates of a 30 day comment period, where and when electronic and printed versions of the plan may be accessed, a plan summary and contact information. An email blast is also sent out to local elected officials, Board, committees, and other partner agencies announcing the public comment period so that they can communicate their needs, offer perspectives, expertise and participate in the process. A draft of the entire local plan is then made available for comment for 30 days. Once the 30 day period expires, all public comment is evaluated and when appropriate, incorporated into the plan. All public comment is included with the final submission of the plan.

- c) If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan's attachments. [WIOA Sec. 108(d)(3)]**

Any comments received that represent disagreement with this Transitional Local Plan will be included in the defined attachments as outlined by TDLWD guidance.

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

<p>WIOA Title I, Senior Community Service Employment Program, Northeast TN Reconnect Community Grant & YouthBuild Pat Wishon 386 Highway 91 Elizabethton, TN 37643 (423) 547-7515 (423) 547-7511 TTY/VCO pwishon@ab-t.org</p>	<p>Tennessee Department of Labor and Workforce Development Evelyn Gaines-Guzman 220 French Landing Dr. Nashville, TN 37243 (615) 253-1331 Evelyn.Gaines.Guzman@tn.gov</p>
<p>Tennessee Department of Human Services Jeffrey Blackshear 400 Deaderick Street Nashville, TN 37243 (615) 313-5711 Jeffrey.Blackshear@tn.gov</p>	<p>TCAT – Elizabethton Patricia Henderson, Affirmative Action Officer 426 Highway 91 North Elizabethton, TN 37643 (423) 543-0070 x1004 patricia.henderson@tcatelizabethton.edu</p>
<p>Jacobs Creek Job Corps, Director Civil Rights Center U.S. Department of Labor, Room N-4123 200 Constitution Avenue, NW Washington, DC 20210 Voice: (202) 693-6502 TTY (202) 693-6515 CivilRightsCenter@dol.gov</p>	<p>Upper East Tennessee Human Development Agency Connie T. Shockley 301 Louis Street Kingsport, TN 37662 (423) 230-3785 cshockley@uethda.org</p>
<p>ETSU – Families First/TANF, Mary Jordan Special Assistant to the President for Equity and Diversity Affirmative Action Director 1276 Gilbreath Drive 205 Burgin Dossett Hall Johnson City, TN 37614 (423) 439-4211 jordanm@etsu.edu</p>	<p>First Tennessee Human Resource Agency – SCSEP Teresa Bohannon, HR Director 704 Rolling Hills Drive Johnson City, TN 37604 423.975-5006 tbohannon@fthra.org</p>
<p>Adult Education, Northeast State Community College Dr. Leigh Hornsby, Equity and Compliance Officer/Chief Advancement Officer P. O. Box 246, Blountville, TN 37617-0246 (423) 354-5255 complianceofficer@northeaststate.edu</p>	

The following compliance components/documents are available upon request electronically or in print at the NETWDB Administrative Entity office at 386 Highway 91, Elizabethton, TN 37643.

- 1) Agreement establishing the consortium of local elected officials;
- 2) Agreement between the Chief Local Elected Official(s) and the Fiscal Agent;
- 3) Agreement between the Chief Local Elected Official(s) and the Northeast TN Workforce Development Board;
- 4) AJC Partner Service Agreement(s)/AJC Consortium Agreement;
- 5) Resource Sharing Agreement(s), Budget(s) and MOUs;
- 6) NETWDB policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; codes of conduct; and conflicts of interest;
- 7) Financial management policy and process including cost allocation plan, internal controls, cash management, receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, and allowable costs;
- 8) Local procurement policy and financial management policies; and
- 9) Program management policy and process including equal opportunity for customers; supportive services; needs related payments; file management; eligibility; self-sufficiency criteria; individual training accounts; layoff assistance; priority of services; grievance for eligible training providers list; transitional jobs; stipends; and training verification/refunds.

The following compliance components/documents are maintained onsite:

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