



# Transitional Local Plan PY2016

## Local Workforce Development Area Six

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### Workforce Solutions

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## INTRODUCTION

Workforce Solutions (LWDA6), under the guidance and direction of the Local Workforce Development Area Six Board, is comprised of seven counties: Bedford, Coffee, Franklin, Grundy, Lincoln, Moore, and Warren. Workforce Solutions is a partner of the American Job Center (AJC) Network located in Tullahoma/Coffee County, Tennessee with affiliate sites in Bedford, Franklin, Lincoln and Warren counties. Workforce Solutions has designated a Partner Consortium to ensure seamless service delivery to job seekers, workers and employers with the American Job Center to act as the Workforce System Operators. The Partners include Tennessee Department of Workforce Development, Vocational Rehabilitation, Adult Education, and Title V-Mature Workers and WIOA.

- 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).**

LWDA-6 is committed to providing services to individuals with disabilities and other untapped talent. It will explore opportunities for cooperative agreements among the Local Board and other local entities. Examples of these cooperative agreements may include, but are not limited to: 1) sharing labor market information with WIOA partners, including adult basic education providers and the Division of Vocational Rehabilitation; 2) engaging key stakeholders from businesses and industries cooperatively/ and 3) enhancing the coordination of the continuum of talent development strategies for shared customer bases across systems to build and maximize staff capacity, resources and communication.

WIOA increases individuals with disabilities' access to high-quality workforce services to prepare them for competitive integrated employment. It requires better employer engagement and promotes physical and programmatic accessibility to employment and training services for individuals with disabilities. Youth with disabilities receive extensive pre-employment transition services to obtain and retain competitive integrated employment. It creates an Advisory Committee on strategies to increase competitive integrated employment for individuals with disabilities.

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

The purpose of Workforce Solutions is to serve as the Grant Sub-Recipient and Administrative Entity of Local Workforce Development Area Six. Under the direction of the Local Workforce Development Board and the Chief Elected Officials, Workforce Solutions provides employment, education and training services to employers and individuals seeking employment or individuals seeking new career in LWDA 6, which includes Bedford, Coffee, Franklin, Grundy, Lincoln, Moore, and Warren counties. Workforce Solutions disburses funds, upon approval and direction of the local board and chief elected officials, and provides the day-to-day operations for WIOA activities, pursuant to the requirements of the WIOA Title I Act.

**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)).**

Small Purchases. Purchases that cost less than \$1,000.00:

It may be a one-time unanticipated necessity.

It may represent an emergency situation.

It must be of a value that is less than the costs associated with using competitive procurement method.

Procedural Requirements: These purchases will be executed using a purchase requisition. The purchase requisition will represent the required documentation for the procurement, except if the supporting rationale is an emergency situation the nature of the emergency must be described in an attached memo.

*Procurements \$1,000.01 to \$5,000.00* - a minimum of three quotes must be solicited by telephone or in written form, both of which must be documented.

*Procurements \$5,000.01 to \$10,000.00* - the approval of the Executive Director or his or her designee must authorize prior to purchase; and a minimum of three (3) written bids must be obtained.

*Procurements exceeding \$10,000.00* - quotes must be in written form. The approval of the Executive Director or his or her designee is required. Written sealed bids must be

solicited from at least five (5) qualified vendors or all of the qualified vendors requesting an invitation to bid, and the invitation to bid must be mailed at least fourteen (14) days (ten days where all vendors are local vendors) before the date the bids are scheduled to be opened. The Executive Director of Workforce Solutions must approve bids with less than 5 bids.

Non-Competitive proposals (sole source) may be utilized within the rules and guidelines of the appropriate administrative entity.

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under small purchases procedures, sealed bids, or competitive proposals. A non-competitive procurement is sole source procurement by default. It is the result of a failed attempt to procure goods and/or services in a competitive environment (e.g. only one response) or an emergency arises which makes the normal process impractical. A non-competitive procurement is neither planned nor desirable. This type of procurement requires written documentation.

The youth program is competitively bid for all 14 required WIOA elements. Grants are awarded after extensive evaluation by the Youth Council/Standing Committee (YCSC) and approval of LWD-6 Board. Mid-year reviews are conducted for consideration of continuance by the YCSC and authorized by the local board. All aspects of program design are considered - qualification of provider, staffing, financial accountability, services and linkages to partners, expected number of youth to be served, and ultimately anticipated achievement based on meaningful support, training and performance outcome.

**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).**

LWDA-6's negotiated local levels of performance are based upon previous years' performance in all performance categories along with projected economic outlook for the future year. The negotiated levels are agreed upon after much conversation and deliberation of local and state staff.

The implications is to improve the quality of the workforce by reducing welfare dependency, improving wages after exit, increasing economic self-sufficiency, meeting the skilled requirements of local employers, and ultimately exceeding performance implications in the LWDA-6.

PY2015 Final Report has shown that in the Adult performance 98.8% of the participants exited were employed in the 1st quarter after they exited WIOA program. 94.7% of those participants that were employed in the 1st quarter after exit were also employed in the 2nd quarter after exit with an average wage of \$13,838.60 for a six month period.

PY2015 Final Report has shown that in the Dislocated Worker performance 100% of the participants exited were employed in the 1<sup>st</sup> quarter after exited WIOA program. 100% of those participants that were employed in the 1<sup>st</sup> quarter after exit were also employed in the 2<sup>nd</sup> quarter after exit with an average wage of \$14,654.30 for a six month period.

PY2015 Final Report has shown that in the Youth performance 92% of the participants exited were employed in the 1st quarter after they exited WIOA program. 95.3% of the participants exited attained a credential; 81.3% of participants in the program during the year achieved a positive reading in Literacy/Numeracy gains.

### **ATTACHMENT A - Annual Summary PY2015 - Table O-Local Performance**

- 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) – (from the LAW - A description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent, eligible providers under subtitle B, and the one-stop delivery system, in the local area.***

**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.**

The value of implementing the common performance measures is the ability to describe, in a similar manner, the core purposes of the workforce system:

- How many people attain jobs (Entered employment)
- How many stayed employed (Retention)
- How much do people finding employment earn (average earnings)

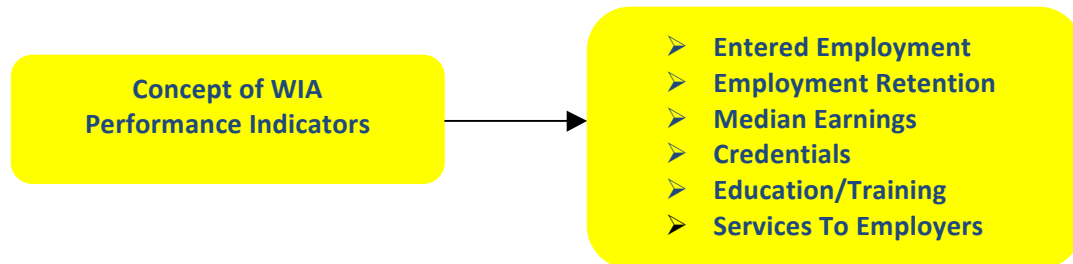
By minimizing different reporting and performance requirements, common performance measures contribute to facilitating the integration of service delivery, reducing barriers to cooperation among program, and enhancing the ability to assess the effectiveness and impact of the workforce investment system. Ten performance indicators are utilized to assess the effectiveness of local area in achieving continuous improvement:

<b>ADULTS</b>	<b>Entered Employment</b>
	<b>Retention</b>
	<b>Average Six Month's Earnings</b>
<b>DISLOCATED WORKERS</b>	<b>Entered Employment</b>
	<b>Retention</b>
	<b>Average Six Month's Earnings</b>
<b>YOUTH</b>	<b>Entered Employment</b>
	<b>Retention</b>
	<b>Diploma or Equivalent</b>
	<b>Rate &amp; Retention</b>

Performance goals reflect economic conditions and participant characteristics. It makes available data on training providers' performance outcomes and requires third party evaluations of programs.

The Grants Status Report and the ETP is completed and forwarded data including:

- 1) Costs of effective training
- 2) Completion of training
- 3) Outcomes
- 4) Performance Measure
- 5) In-demand occupations



WIOA aligns the performance indicators for core programs, and adds new one related to services to employers and postsecondary credential attainment. Performance goals must reflect economic conditions and participant characteristics. It makes available data on training providers' performance outcomes and requires third party evaluations of programs.

The LWDA-6 Board is given an analysis of critical performance measures by contractor and area. A hard copy of youth performance and financial reports are given to the board at quarterly board meetings and the Youth Council/Standing Committee semiannually. Specific content relative to performance includes: New Registrations, Total Participants, and Credentials Attained, Literacy/Numeracy, Attainment, Placement and new WIOA indicators are being added. Financial reporting covers year to date obligations verses expenditures on in school/out of school groups with out of school percentages highlighted along with work experience expenditures & percentage readings.

**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 Sec. 108(d).**

The Local Plan (LP) is developed by Workforce Solutions staff. The LP is distributed to the LWDA-6 Board electronically with instruction to examine and determine if any changes are needed.

If changes are needed, a determination is made how the change(s) is to be implemented.

After changes are made, a revised copy of the LP is sent via email to board members for final review.

**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).**

The Local Plan is made available to the public for a 30-day public comment period on the Workforce Solutions website, [www.workforcesolutionstn.org](http://www.workforcesolutionstn.org) and is also placed in the local area newspapers. Instruction is made known that any comments are to be directed to Gary D. Morgan at [www.gmorgan@workforcesolutionstn.org](mailto:www.gmorgan@workforcesolutionstn.org).

**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.**

**7) Describe how the local board made the proposed local plan available for public comment. (WIOA Sec. 108(d)(1).**

The Local Plan is made available to the public for a 30-day public comment period on the Workforce Solutions website, [www.workforcesolutionstn.org](http://www.workforcesolutionstn.org) and is also placed in the local area newspapers.

Instruction is made known that any comments are to be directed to Gary D. Morgan at [www.gmorgan@workforcesolutionstn.org](mailto:www.gmorgan@workforcesolutionstn.org)

**8) Describe how the local board collected and considered public comments for inclusion in the proposed local plan (WIOA Sec. 108(d)(2) and..**

Any public comments received during the 30-day comment period will be encompassed in the Local Plan.

Any public comments received after the 30-day comment period will be used as an attachment to the Local Plan.

**9) 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 disagreeable public comments submitted will be included as an Attachment of the Local Plan.

**10) 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.**

Represents WIOA  
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EO Officer, WIOA  
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## ATTACHMENTS:

Attachment A	Federal Performance Annually Summary PY2015-Table-O-Local Performance
Attachment B	Current Consortium Agreement – LCEO & LWDA-6 Board
Attachment C	Agreement – Local Workforce Development Area Six Board and Local Chief Elected Officials – Roles/Responsibilities
Attachment D	Tennessee Career Center (AJC) Consortium Agreement
Attachment E	Description of Services – American Job Center
Attachment F	MOU – AJC, Local Chief Elected Officials and LWDA-6
Attachment G	MOU – SCHRA & LWDA-6/Workforce Solutions
Attachment H	RSA Budgets (Resource Sharing Acknowledgement)
Attachment I	LWDA-6 Board By-Laws
Attachment J	Local Procurement Policy/Manual
Attachment K	Financial Management policy and process including:
Attachment K-1	1) Cost Allocation Plan Policy
Attachment K-2	2) Internal Controls Plan
Attachment K-3	3) Drawdown Policy
Attachment K-4	4) Whistleblower and Protected Disclosure Policy
	5) Cash Management – “Cash is never kept “on-hand”
	6) Receipts of Goods – Refer to Attachment I-2
	7) Cost Reimbursement – NA
	8) Inventory and Equipment – Equipment is “tagged” and maintained
	9) Program Income – Refer to the Procurement Manual
	10) Travel Reimbursement - Staff Travel – monthly logs for “in area” mileage are maintained by staff members, approved by the appropriate supervisor(s) and submitted for payment. Travel for “out of area” is pre-approved. Mileage and expenditures associated with the travel, i.e., accommodations, per diems, are pre-approved and submitted for payment.
Attachment K-5	11) Audit Requirements and Resolutions Policy
	12) Annual Reports – Audit reports are conducted by TN PAR Department and by a private CPA firm, Winnett & Associates.
	13) Property Management – NA
	14) Debt Collection – NA

15) Allowable Costs - Expenditures of WIOA Title I-B funds are allowable only for those activities permitted by the WIOA regulations. For the Adult and Dislocated Worker programs, allowable activities include basic career, individualized career, and training services. Basic career and individualized career services are described in the WIOA Title I-B Adult and Dislocated Worker Programs Policy Section 104 and training services are described in WIOA Title I-B Training Services Section 500. In addition, allowable activities include youth services that are provided as a requirement of the WIOA Title I-B youth program elements. Costs are considered allowable if they are reasonable, necessary to accomplishing program goals, and allocable.

- Advertising, Outreach and Public Relations
- Allowable Employer Outreach and Job Development Activities
- Technical Assistance Meetings and Conferences
- Youth Incentives
- Travel Costs

Attachment L      LWDA6/Workforce Solutions Orientation Handbook

Attachment M      Program Management Policy and Process including:

- Attachment M-1      1) Equal Opportunity for Customers -“EO IS THE LAW”  
Refer to Attachment L
- Attachment M-2      2) Supportive Services Policy
- Attachment M-4      3) Needs Related Payments – Refer to Attachment K
- Attachment M-5      4) File Management Policy
- Attachment M-6      5) Eligibility
- Attachment M-6      6) Self-Sufficiency Criteria
- Attachment M-8      7) Layoff Assistance - Refer to Rapid Response procedures
- Attachment M-9      8) Priority of Services Policy
- Attachment M-9      9) Grievance for Eligible Training Providers List
- Attachment M-9      10) Transitional Jobs - NA
- Attachment M-9      11) Stipends - NA
- Attachment M-9      12) Training Verification/Refunds - NA