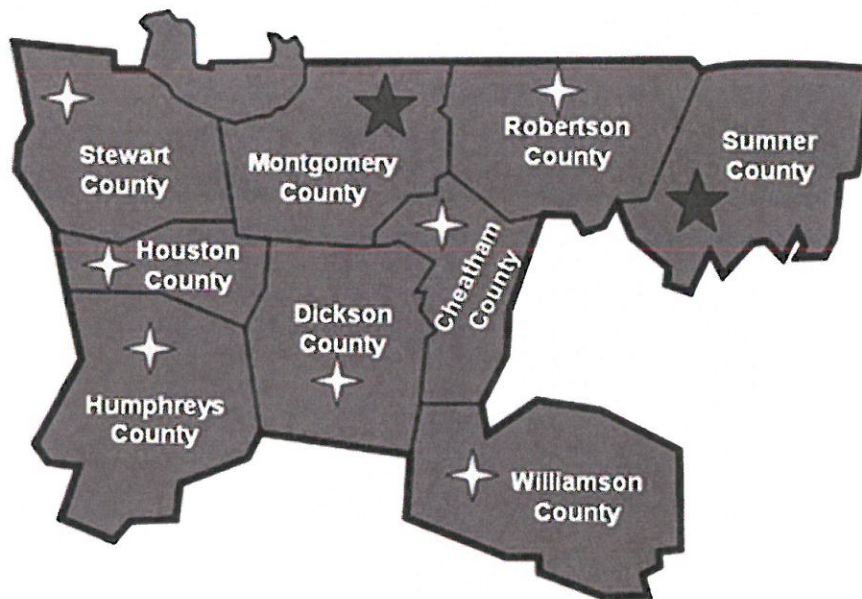


# 2016 Local Transitional Plan

Local Workforce Development Area 8



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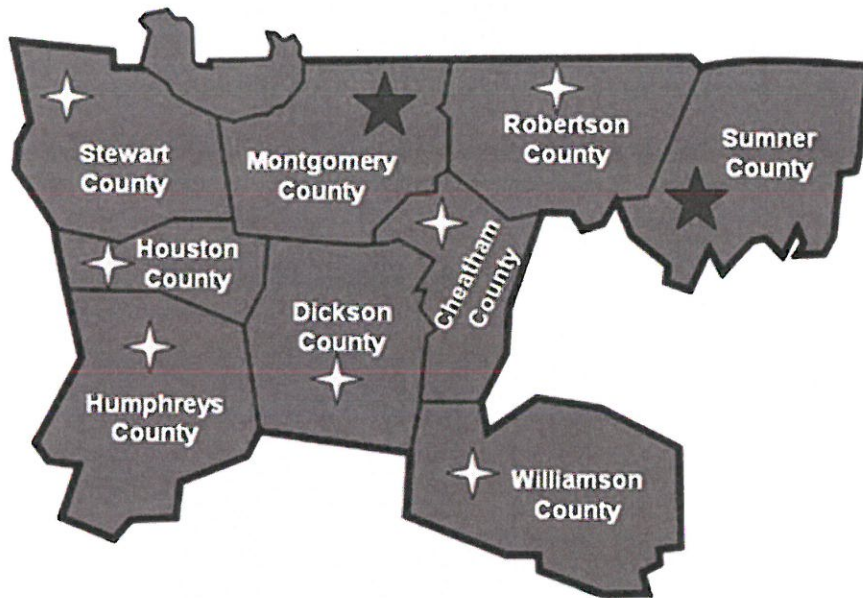
523 North Tennessee Workforce Board  
Madison Street  
Clarksville, TN 37040

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May 3, 2017

# North Tennessee Workforce Board Transitional Local Plan

July 1, 2017- June 30, 2018



Posted for public Comment

March 31, 2017

*Describe the constortium 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 of collaboration, and coordination. (WIOA Sec. 108(b)(14))*

The North Tennessee Workforce Board (NTWB) established a consortium agreement in LWDA 8 to provide oversight for the operation of the AJC system. The consortium agreement was effective July 1, 2014 and effectively served as the one-stop operator. The consortium functions include but are not limited to, recommending the annual budget of the career center and the respected contribution of each member of the American Job Center (AJC), developing chartering and service provisions and standards for member agencies for services to job seekers and employers. The agreement details the team approach to service delivery design to include the Welcome, Skill/Career Development and Business Services functions. The base consortium agreement defines the roles and responsibilities which allows for service delivery that will benefit not only individuals with disabilities, but all job seekers. Cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration, and coordination are attributes of the successful design and delivery of workforce services in Local Workforce Development Area (LWDA)8. The NTWB goes above and beyond in its service to individuals with disabilities. As the Title I provider, Workforce Essentials, also maintains Employment Network (EN) status through the Social Security's Ticket to Work Program. Additionally, through the Memorandum of Understanding between the AJC partnering agencies, the NTWB and the Local Elected Officials, specifically describes the lists of services delivered by partnering agencies to individuals with disabilities. Along with the Employment Network the AJC partners such as the TN Department of Labor and Workforce Development conducts assistance to disabled veterans, Title I outreach to youth with disabilities, and the Division of Vocational Rehabilitation delivers a menu of services for those with disabilities.

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

The Chief Local Elected Officials in LWDA 8 have entered into the North Tennessee Workforce Development Consortium to define the roles and responsibilities under the Workforce Innovation and Opportunity Act. The Consortium includes all nine chief local elected officials. Under this agreement, Workforce Essentials, Inc. (WEI) has been appointed the grant sub-recipient and fiscal agent for LWDA 8 and is responsible for the financial management and compliance of program operations. The Chief Local Elected Official serves as the grant recipient.

*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 one stop operator and other sub-recipients/contractors of WIOA Title I adult, dislocated worker, and youth services. [WIOA Sec. 108 (b) (16)]*

As fiscal agent, Workforce Essentials maintains procurement policies that comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200. Specifically, five methods of procurement exist; 1. Micro-purchases from \$1 to \$3,000; 2. Small Purchases from \$3,001 to \$150,000; 3. Competitive Proposal above \$150,000; 4. Sealed Bids above \$150,001; 5. Non-competitive or sole+ source.

1. **Micro-purchases** (purchases of \$1 - \$3,000): Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (currently \$3,000). To the extent practicable, WEI will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if WEI considers the price to be

reasonable.

2. **Small Purchases** (purchases of \$3001 - \$150,000): Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (as of the publication of 2 CFR Part 200, the Simplified Acquisition Threshold is \$150,000 but is periodically adjusted for inflation.) If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  
3. **Competitive Proposals** (purchases of \$150,001 – and above): The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - a. Purchases over \$150,000 must be approved by the Board; and
  - b. Requests for proposals must be publicized on the WEI website and in the Tennessean newspaper and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical; and
  - c. Proposals must be solicited from an adequate number of qualified sources; and
  - d. WEI will follow its written method for conducting technical evaluations of the proposals received and for selecting recipients; and
  - e. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
  
4. **Sealed Bids (Formal advertising)** (purchases of \$150,001 – and above): Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of

the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

- a. Purchases over \$150,000 must be approved by the Board.
  - b. Any or all bids may be rejected if there is a sound documented reason.
5. **Noncompetitive Proposals (Sole Source):** Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source; or
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
  - c. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
  - e. WEI can utilize procurements from other state or local government procurement.

The NTWB authorizes the utilization of a Request for Proposal (RFP) for the selection of WIOA Title 1 Youth contractors and the One Stop Operator (OSO). Selection of youth providers in LWDA 8 complies with all mandated services under WIOA. The RFP selection of an OSO was issued in compliance with State Guidelines for One-Stop Operator Procurement in March 2017.

*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 8 has met and/or exceeded performance goals under the Workforce Investment Act of 1998 and continues to strive to play an important role in workforce development and to achieve the current negotiated levels of performance with the Workforce Innovation and Opportunity Act of 2014.

## LWIA 8 Performance Targets

PY 2016 and 2017

WIA Performance Metrics	LWIA 8 Negotiated Target PY 2012	LWIA 8 Negotiated Target PY 2013	LWIA 8 Negotiated Target PY 2014	LWIA 8 Negotiated Target PY 2015	WIOA Performance Metrics	LWDA 8 Agreed Target PY 2016	LWDA 8 Agreed Target PY 2017
<b>Adult Measures</b>							
Entered Employment	83%	81%	85%	85%	Employment Rate 2nd Quarter after exit	81%	82%
Employment Retention	86%	86%	88%	88%	Employment Rate 4th Quarter after exit	76%	76.5%
Average Earnings (6 Month Earnings)	\$15,508 \$7,754	\$15,000 \$7,500	\$16,000 \$8,000	\$16,000 \$8,000	Median Earnings 2nd Quarter after exit	\$6,700	\$6,800
					Credential Attainment within 4 Quarters after	72.5%	73%
<b>Dislocated Worker</b>							
Entered Employment	89%	85%	90%	90%	Employment Rate 2nd Quarter after exit	84%	85%
Employment Retention	90%	89%	92%	92%	Employment Rate 4th Quarter after exit	81%	82%
Average Earnings (6 Month Earnings)	\$15,000 \$7,500	\$15,000 \$7,500	\$15,200 \$8,100	\$16,200 \$8,100	Median Earnings 2nd Quarter after exit	\$7,300	\$7,350
					Credential Attainment within 4 Quarters after	76.5%	77%
<b>Youth Common Measure</b>							
Placement	76%	76%	86%	86%	Employment Rate 2nd Quarter after exit	77%	77.5%
Attainment	75%	75%	83%	83%	Employment Rate 4th Quarter after exit	79%	79.5%
Literacy/Numeracy	48%	51%	68%	68%	Credential Attainment within 4 Quarters after	78.5%	79%

Given the continued commitment of the NTWB to meet negotiated local levels of performance, these indicators drive much of the strategy that is employed for WIOA Title I populations. LWDA 8 residents face many barriers to employment and WIOA provides additional opportunities for the NTWB to engage this population. In alignment with WIOA and the state of Tennessee's commitment to working with this population in an impactful way, the NTWB anticipates that the measures need to acknowledge this subset of individuals who we seek to not only serve, but also prioritize for service delivery.

Targets in PY 2017 will be impacted by the harder to serve populations required under WIOA. Comparing demographic data of clients enrolled under WIA to those enrolled under WIOA, LWDA 8 is now serving a significantly higher percentage of the targeted populations to include: individuals with disabilities, veterans, low income, single parents, and offenders. When the NTWB is challenged to serve the individuals with significant barriers to employment, the economic situation of the LWDA is marginalized.

*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)]*

All new eligible training providers and training programs are reviewed within one year of initial WIOA approval by the local workforce development board. For continued WIOA approval all eligible training providers and their training programs are reviewed every two years. The items reviewed include the cost of the training program, number of WIOA participants completing training, placement in training related employment, and the average wage of those placements. Fiscal reviews and audits are conducted throughout the year and an annual audit is conducted. Results are reported for review and input to the NTWB. The fiscal agent, Workforce Essentials has just completed a state audit in April with no findings. NTWB members and Board Staff visit each training provider who is applying for approval and reviews curriculum and interviews staff and students if possible. The results of this visit are reported to the NTWB for inclusion of discussion prior to voting for or against approval.

**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.

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

As part of their administrative requirements, WEI has established a process to ensure that the public is informed and has the ability to provide feedback on planning documents for a minimum 30 days prior to plan submission. The process starts with a public notice in the Tennessean and The Leaf Chronicle newspapers. In addition, plans are placed on Workforce Essentials' web site, [www.workforceessentials.com](http://www.workforceessentials.com). The web site is equipped for download and immediate submission of comments. Social media platforms such as facebook and twitter are also used to announce the public comment period. Hard copies of the plan are available at each AJC for public viewing. NTWB staff works with all required partners within the AJC system and Regional partners to prepare long and short range planning required by WIOA and/or state guidelines for submission to the Board. After drafting plans by the staff to the Board, draft plans are reviewed by the operational committee of the Board corrections and addendums are made and then forwarded to the Board for approval. Hard copies of plans are also available at AJC offices for public comment and input. Members of the Board which include representatives of business, labor and education provide input to all planning processes. Representatives from regional organizations or similar organizations draft and submit input to the plans along with MOU's and RSA's.

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

As public comments or questions are submitted via the methods detailed above, staff collects the information, analyze the query, and provide feedback as to the merit of the question or comment. All comments are recorded and after consideration the plan may be revised to reflect the suggestions. When the individual submitting the comment has been identified, feedback is offered directly to the individual.

*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)]*

All comments, whether negative or positive are collected and attached as feedback to the plan. When disagreements are identified, WEI staff direct the matter to the NTWB for feedback and direction. Comments are reviewed by operations committee members and recommended for inclusion to the plan if approved by the Board. (Comments for this Transitional Plan 2017 will be included)

*List the name, organization, and contact information of the designated equal opportunity officer for each AJC partner in the AJC within the local area.*

<p><b>TN Dept. of Labor &amp; Workforce Development</b>            Ms. Evelyn Gaines Guzman            220 French Landing Drive, 4A            Nashville, TN 37243            (T) 615-253-1331</p>	<p><b>TN Dept. Human Services- Div. of Vocational Rehab.</b>            Mr. Jeffery Blackshears            400 Deaderick Street            Nashville, TN 37243            (T) 615-313-5711</p>
<p><b>CHP International (Job Corps)</b>            Mr. Bob Worobow            1040 North Boulevard            Oak Park, IL 60301            (T) 708-848-9650</p>	<p><b>Tennessee College of Applied Technology Dickson</b>            Ms. Cathleen Clark            740 Highway 46 South            Dickson, TN 37055            615-441-6220 ext. 115</p>
<p><b>Workforce Essentials, Inc.</b>            Ms. Barbara Unruh            523 Madison Street Ste. A            Clarksville, TN 37040            (T) 931-905-9507</p>	<p><b>Native American Indian Association</b>            Mr. Ray Emanuel            230 Spence Lane            Nashville, TN 37210            615-232-9179</p>

## Public Comment

The Local Transitional plan was posted via the internet and the Tennessean newspaper 4/1/2017- 4/30/2017. No public comment was received during this time.