A. Provide a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners (see MOU Part V-VII);

Local Workforce Area 13 is comprised of three counties: Rock Island, Henry, and Mercer Counties. The total population for the area is 212,202 according to the 2010 census, with the largest individual city having a population of 39,005 individuals. The local area geographically covers 1,846 square miles, and rural in nature. LWA 13 rests in the Economic Development Region #6 (EDR): In EDR #6 regional plans, Healthcare, Manufacturing and Transportation/Logistics have been identified as the critical industries based on the most recent labor market and/or anecdotal information. In addition, Information Technology will be considered a subsector through all 3 industry sectors in LWA 13 local plan.

All partners in the local workforce area are committed to the local vision "To offer a fully integrated and accessible employer-driven local workforce system in LWA 13 that maximizes the resources of our education, workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete". The local vision then supports the State and EDR #6 vision to “Promote business driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state’s economy”.

Identify the career services and other program services to be provided, include the location (address) at which services will be accessible including the:

- **Comprehensive One-Stop**
- **Affiliated Workforce Centers**
- **Specialized Workforce Centers**

The workforce system envisioned by WIOA is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. The local one-stop delivery system in Local Workforce Area # 13 serves to make this publicly-funded workforce system meet the needs of all the customers. Many if not most of these services will be available, if not in person, by technology, at the Affiliated and Specialized Workforce Centers. One-Stop Partners, as outlined in the MOU, will address Career Services

Basic Career Services – Basic information on eligibility, Outreach, Partner orientation workshops,
Initial assessment, Labor exchange services, Referrals, Labor market information,
Information on eligible training providers, One-Stop performance, Supportive services,
Financial aid assistance, UI claims, Individualized Career Services-Comprehensive assessment,
Individual Employment Plan, Counseling, Career planning, Short-term pre-vocational services – including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct for unsubsidized jobs.
Internships and Work Experience, Workforce preparation activities – essential skills,
Financial literacy services, Out-of-area job search assistance and relocation assistance
English language acquisition and integrated education and training programs.

The above information is addressed in the MOU Local Service Matrix for Comprehensive One-Stop Centers and the Local Service Matrix for Comprehensive One-Stop Centers Service Delivery Method Templates, which identifies which partner(s) will deliver each of the services, as well as how the services will be delivered in the American Job Center- One Stop Comprehensive Center (located at 500 42nd Street, Rock Island, IL 61201), and at the Affiliate One-stop Center (404 E. 3rd Street, Kewanee, IL 61443). Working to organize and integrate services by function rather than program will create a high quality one stop system that will truly be seamless.

Comprehensive case management and individual career planning will take publicly funded workforce programs to a new level, and will help facilitate co-enrollments, as appropriate, in core programs

Explain how the comprehensive one-stop center provides on demand access to the required career services in the most inclusive and appropriate setting and accommodations.

The comprehensive one-stop center provides access to customers for the required career services by the collaboration and coordination of Workforce partners using the MOU as a guide. Regular staff meetings provide and on-going review of customer access, inclusion, and accommodations for special needs. in the most inclusive and appropriate setting and accommodations. In addition, the Joint Service Committee that meets quarterly, oversees partner involvement and satisfaction with one-stop services.

Provide information regarding the one-stop operator and describe the methods for coordinated service delivery between operator and partners.

- **Name of the procured one-stop operator**

Partners in Job Training & Placement(PJTP) was procured as the one-stop operator for PY 2015-2016.

Describe the functions and scope of work of the one-stop operator
As the one-stop operator, PJTP will coordinate Resource Room services in the American Job Center and affiliate sites; coordinate the reception and initial registration for all customers; implement and fulfill cooperative agreements and memoranda of understanding (MOU) with partners; coordinate one-stop partner services with guidance from the Joint Services Committee; provide for allocation of staff among the American Job Centers Workforce Centers; coordinate access to virtual resources at partner locations, libraries, and other points within the 3-County area; develop processes to ensure that all customers receive appropriate, timely, and effective Career Services; develop and implement a formal referral process for services within and outside of the American Job Centers ; define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes; provide reports as required to the Workforce Development Board; actively participate with the Core Partners to integrate services in the One-Stop System and Centers of Rock Island, Henry and Mercer Counties; and perform continuous improvement activities to achieve high level service quality and exceptional customers service.

Describe how the one-stop operator was procured
Requests for proposals were issued and advertised in the Quad City Times, they were posted on Rock Island County's web site and displayed at the Rock Island County Clerk's Office. Request for Proposals were e-mailed to all WDB members and committee members with a request to share the information to any interested party.

Describe the local operator's role and responsibility for coordinating referrals among required partners.

The one-stop operator, will coordinate services in the American Job Center and affiliate sites including reception and initial registration for its customers. The one-stop operator will coordinate partner services and allocate time and resources of staff among the American Job Centers Workforce Centers within the 3-County area. The one-stop operator will ensure that customers receive appropriate, timely, and effective Career Services and maintain referrals to Core Partners to achieve high level service quality and exceptional customer service.

Describe how the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.

To demonstrate their commitment to coordinate and collaborate programs and services throughout the local workforce area, partner agencies, whether directly connected to the comprehensive one-stop center or not, participated in designing the local service delivery system. Furthermore, most of these agencies have participated in the Joint Services Committee meetings to learn about Sector Initiatives and Work-Based Learning and of new expectations of the Workforce Innovation and Opportunity Act (WIOA).

Many of the partners have a long history of collaboration and cooperation in providing services to both individual and business customers. Currently partners share general program information with customers and make referrals to other agencies as determined appropriate. Business Service Teams have successfully collaborated for years. However, parties to this Plan and the MOU agree that efforts need to be made to go beyond basic initial services, to enhance the referral and tracking of all customers between partner agencies; to gain an in-depth working knowledge of each other's programs and services; to build a more fully-aligned career pathways system for our business and job-seeking customers that are supported through the delivery of coordinated and integrated services; and, to keep the lines of communication open in order to address rising needs and challenges that may require a fully collaborative response.

At the Joint Service Committee April 21, 2016 meeting, partners were surveyed about their ability to provide career services and discussed the referral and tracking system between agencies, not only at the comprehensive center but throughout the entire workforce system for the three-county area. After the meeting , members toured the one-stop to see first-hand how the WIOA intake and case management system technology was currently being used for WIOA.

Future projects that will simplify and expedite the referral process include, to the extent possible, the development of a common Release of Information form and a common intake form. Partners present at this meeting acknowledge that both forms will probably require the support and involvement of state-level directors. No expected date of completion has been set.

Describe how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

Acknowledging that a functionally-aligned system depends upon all partners having an in-depth working knowledge of the programs and services that make up the business and career services system, partners intend to have appropriate staff cross-trained in the more essential elements of other partner programs. These elements include: program eligibility, services offered to both job seekers and businesses as well as how those services will contribute to career pathways and sector strategy initiatives, a designated point of contact for each agency, and any prohibitions and/or restrictions that apply to a specific program. Cross-training and/or information exchange expected to begin by July 1, 2016.

Describe how the Local Board will work with entities carrying out core programs to: Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;

Developing career pathways in a demand-driven system will require strong partnerships with the local office of the Department of Vocational Rehabilitation and area organizations who serve persons with disabilities. Working with businesses who have a history of working with persons with disabilities will assist partners to define the specific, essential and occupational skills needed to meet their workforce needs. Alignment and integration of partner services and resources will enhance new and existing career pathway opportunities for our students, job seekers and workers, including those facing multiple barriers to employment. A career-planning strategy will serve as the linkage connecting career pathways with in-demand industries and occupations, and providing access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable). Policies, procedures and sector initiatives will be developed during the first half of PY '16 so they can be piloted, tested and be ready to implement by July 1, 2017.

Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable)

The key to carrying out our vision on an on-going basis will be continuous communication to discuss and co-enrollment into core programs to, to improve access to activities that lead to a recognized post-secondary credential or a credential that is an industry-recognized certification. The Joint Service Committee meets quarterly while agency managers and designated staff in both the comprehensive and affiliate one-stop centers meet on a monthly basis for the purpose of sharing general information; discussing issues or challenges that might arise, especially during the first year of this MOU; jointly developing policies and procedures related to career planning for individuals or businesses; serving as the vehicle for cross-training staff, with each agency "spotlighted" at one meeting; and providing the opportunity to our business service team members to share information on the local business environment. Not only will this be an effective way for everyone to stay on track with our MOU goals, but it will also be a great opportunity for our staff members to get together, get to know one another on a more personal basis, and foster personal and professional relationships. Timing of the first meeting will be determined at an appropriate time, but as soon as possible. Partner agencies that are not directly connected to the one-stops, but are an integral part of the local workforce system across the 8 counties will be encouraged to attend these meetings.

Title I will be housed at the American Job Center- Comprehensive One-Stop so the 13 Career Services will be offered onsite for individuals who are eligible for Title I. The matrices attached to this agreement further identify how the other programs will provide access to the 13 required career services respective to their program's purpose at the one-stop center.

As previously stated, LWA 13 covers over 1,846, square miles. It is rural in nature with limited public transportation to provide access to the workforce system's programs and services. In order to accommodate the citizens who live in the rural areas, strategically located its program offices (including those that are co-located with the comprehensive one-stop center and the affiliate one-stop center) for convenient access for those individuals, especially for those individuals with barriers to employment. In addition, there are two youth provider who offer limited services, a Division of Rehabilitation Services Office and numerous other required program offices scattered throughout the entire area. This string of offices will be made available to all partner staff who need to meet with their customers face-to-face, or even through technology such as Skype. When technology is the method by which "direct linkage" is provided (also identified on the matrices), cell phones and/or e-mails, as well as by Skype where available, will be the means of contact. Cell phone numbers, e-mail addresses, agency website addresses and respective contact persons will be identified in the partner referral directory.

In terms of the comprehensive one-stop center resource contributions, the one-stop partners have agreed to pay their fair share of the negotiated system costs. Black Hawk Community College will be responsible for the system costs for Adult Ed and Perkins. At this time, only the partners who reside in the one-stop will contribute to both the System Costs as well as the Infrastructure Costs. All Partners understand that this agreement will be for PY16 only and depending on final regulations may have to pay both System and Infrastructure Cost for future years.

At this time, there are no plans for any Specialized Workforce Centers in LWA # 13. Procurement of the One-Stop Operator for PY 2017 will be completed in January of 2017.

B. **Provide information regarding the local coordination strategies with state, regional and local partners to enhance services and avoid duplication of activities including a description of:**

- **Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.**

  Partners in Job Training and Placement, the provider of the Adult, Dislocated Worker and Youth employment and training activities under WIOA, will be housed at both the Comprehensive One-Stop Center and the Affiliate One-Stop Centers. The 13 Career Services will be offered onsite for individuals who are eligible for their services. (More detailed information is addressed in the MOU Local Service Matrix for Comprehensive One-Stop Centers and the Local Service Matrix for Comprehensive One-Stop Centers Service Delivery Method Templates, which identifies which partner(s) will deliver each of the services, as well as how the services will be delivered.) As one of the Core Partners, Partners in Job Training and Placement will be responsible for monitoring all of these activities through its committees. The Workforce Development Board is reviews the local plan to assure the alignment of Core Partner programs and services. The Joint Services Committee is responsible for overseeing all Core Partners' performance reports as well as establishing continuous improvement goals for local workforce system and to provide guidance and oversight for the one-stop system and partners.

- **Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232.** [Additional Guidance will be released by ICCB]

  Adult Ed and workforce agency staff will hold partner orientations to avoid duplicating services, and will maintain communication on co-enrolled students. PJTP will carry out its coordination duties under WIOA Title II in much the same way as under other WIOA Titles. As previously The Workforce Development Board is reviews the local plan to assure the alignment of Core Partner programs and services. The Joint Services Committee is responsible for overseeing all Core Partners' performance reports as well as establishing continuous improvement goals for local workforce system and to provide guidance and oversight for the one-stop system and partners.

  Providers of workforce investment activities under title I of WIOA, adult education and literacy activities under title II of WIOA, and career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) are members of the Workforce Development Board will be asked to report to the WDB describing how their activities serve as a complement to one another and avoid duplication of services. If there appears that there are gaps and/or overlaps in services, the providers will be asked to revise their current plans and report the outcomes at the next meeting.

  The Workforce Board will review applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are aligned and consistent with the local plan, and that all programs and services are available and accessible to all individuals, including those with disabilities.

Wagner-Peyser Act (29 U.S.C. 49 et seq.) services.

LWA 13 has a history of coordinating business services across agencies. The team meets weekly to discuss developments across the three counties served. The focus of this effort is to provide a single point of contact for area employers to eliminate multiple parties knocking on their door. Title 1 staff members have been trained in the use of Illinois Job Link and utilize it to enter job orders. Information about On-the-Job Training, Internships and Work Experience has been shared with Wagner Peyser representatives so that they can share the information with area businesses with whom they speak to and subsequently refer interested businesses to these programs. Collaboration on job fairs/hiring events has also been a team effort under WIA and now under WIOA. The team has now sponsored job fairs/hiring events across the three counties served (Rock Island, Henry and Mercer Counties).

Currently members from PJTP, the community colleges, adult education, IDORS, and IDES are planning, to inform businesses of the new coordinated efforts outlined in WIOA in the area of business engagement. The planning process has also included the Youth Committee and area educators in an effort to enhance the communications between our business community and secondary education. The intent is to focus on health care, apprenticeship and manufacturing.

Upcoming Illinois Workforce Partnership training in the area of business services and engagement will be offered to all core partners in an effort to continue and grow the collaborative efforts already in place. This training will build on what LWIA 13 has established and bring all one-stop system partners attending to a common understand of how to move forward with a coordinated business engagement effort under WIOA.

While the initiatives listed above are real examples of how coordination has already occurred in LWA #13, partners recognize that additional steps can be taken to further ensure coordination, improving service delivery and avoiding duplication. Therefore, the following activities will be developed and implemented going forward:

- i Maximizing knowledge and cross training front line staff to be able to assist individuals with basic career services.
- ii Working with Core Partners to create a One-Stop System orientation for customers
- iii Coordinating with Wagner-Peyser staff job search workshops to not duplicate services.

As established in its by-laws, the Workforce Development Board will be responsible for monitoring these activities: reviewing the local plan to assure the alignment of Core Partner programs and services, overseeing all Core Partners' performance reports as well as establishing continuous improvement goals for local workforce system and to provide guidance and oversight for the one-stop system and partners.

- **Vocational rehabilitation service activities under WIOA Title IV.**

Many of the customers served by Department of Vocational Rehabilitation services (DVR) are interested in jobs that will supplement their government benefits (SSI/SSDI, SNAP, Medicaid, subsidized housing, etc.) so it is important for all staff to be aware of the entire menu of training opportunities that is available to ensure customers are receiving training in fields which will likely result in competitive employment. This sharing of knowledge can be accomplished through cross-training and allowing front line staff to share best practices in working with individuals with disabilities and working with employers who hire individuals with disabilities. Collaboration will ensure that we are not duplicating services but rather addressing the specific needs of individuals being served through WIOA Title I and Title IV

Communication between partners will assist with the location of supportive services that will help meet the personal/life needs of our customers and to assist Title IV staff in locating support services in close proximity to their job- seeking customers.
Finally, providers of workforce investment activities and local agencies administering plans under Title I of the Rehabilitation Act of 1973 will be asked to report to the Workforce Development Board describing how their activities serve as a complement to one another and avoid duplication of services. If the Board determines there are gaps and/or overlaps in services, the providers will be asked to revise their current plans and re-submit them to the board at its next meeting.

- **Relevant secondary and post-secondary education programs and activities with education and workforce investment activities.**

  How the Local Board will support the strategy identified in the State Plan under 20 CFR 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment:

  The local community college has agreed to the following activities in order to coordinate strategies, enhance services and avoid duplication:

  - More visible presence at the American Job Center and affiliate one -stop centers by Perkins/CTE related programs.
  - Investigate dedicated BHC computers with:
    - BHC webpage access at start-up, Access to Career Cruising/Inspire
    - Online Application, Cooperative agreements, Skype a Counselor
    - CTE Program information, Financial Aid Information

  Coordination will occur through means such as quarterly meetings and e-mail lists, and possibly through some skype (conference calls) vs face to face meetings

  The role of the Workforce Development Board to support the coordination of secondary and post-secondary educations programs and services with education and workforce activities will include things such as:

i Acting as a information source for educators and employers in our local area and region in an effort to bring them together to strategize local need.

ii Ensuring that educators sit on the local board and board committees which will enhance the services to the customers at the One-Stop System. Each partner has a specialty and by working together on projects and events all customers can receive the same level of expertise and the chance of duplicated services will be lessened.

iii Ensuring that local workforce staff sit on Advisory Committees for community college departments. This will serve as the linkage back to the Workforce Development Board and communicate the relevant activities of the community colleges back to the workforce board.

iv Participating in career exploration events that are held for secondary education students with partnership from workforce and post-secondary entities.

The Workforce Development Board will review agencies and institutions and how the services and activities listed above are delivered as part of an overall coordinated strategy, or set of strategies designed to prepare a work-ready, skilled workforce that meets the needs of the local business community.

- **Other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.**

  All of the core and required partners will have entered into a Memorandum of Understanding which defines each partner's contribution, specifically identifying the services and method of delivery that will contribute to supporting our vision. It will also document how each partner will contribute its proportionate share of infrastructure costs for the comprehensive one-stop center.

- **Provide a copy of the local supportive service policy and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area**

  Since these policies will be part of the local plan, the Board will have the opportunity to review them when the plan is presented to them at a regular meeting so they will be able to make sure they are consistent, complementary and will help enable customers to achieve their education, training, and/or career goals.

  By virtue of the fact that sometimes supportive service needs are rather immediate, or can even exceed normal amounts or policy, the Board will give authority to the One-Stop Operator to approve waivers. This has been previous policy and though it was only needed sparingly, it was advantageous to the customer who was in need.

- **Describe the local referral process (see MOU Part IX).**
  - **Identify the entities between who the referrals occur**

  Referrals may occur between any partner agency listed in the MOU, area schools, area hospitals and needed community service organizations.
  - **Explain the method(s) that will be used to refer participants between programs**

  Currently paper, e-mail and telephones are used to make referrals. Customers are asked to sign a release of information so that relevant data may be shared and tracked.
  - **Define the roles related to referrals**

  Any staff member from any entity may make a referral to another entity. Confidentiality is stressed and no information is released without expressed written permission.
  - **Identify the method of tracking referrals**

  Currently the individual who makes the referral is responsible for the tracking and usually done via the method that the referral was made.

- **Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services**

At the April 21st Joint Services Meeting, partners discussed the services that each agency would be able to offer at the American Job Center, its affiliate site and throughout the entire workforce system for the three county area. They also discussed contact information and preferred method of referral (e.g., on-line, phone, etc.) that would allow the making and tracking of referrals, including a mechanism for following up. Currently the One Stop Operator enters its customers in the IWDS system for determination of usage.

Until an official online version of a referral form is in place, PJTP will use a paper referral form for all partners that staff are referring to Title I – The role of the referral will be for services that are not offered by Title I or for services that are better served under a Partner Service. Areas of expertise as well as accessibility will be taken into consideration when making the referral. Also, looking at funding levels and availability of services will be considered when making the referral. The goal is to make sure services are not duplicated.

Future projects that will simplify and expedite the referral process include, to the extent possible, the development of a common Release of Information form and a common intake form. Partners present at this meeting acknowledge that both forms will probably require the support and involvement of state-level directors. Because the completion of this goal is really beyond the partners' control, no expected date of completion has been set.

In terms of the roles related to referrals, it should be recognized that every agency has its own area of expertise and wishes to eliminate areas of duplication of services. Therefore, partners see a well-defined referral process as the means to accomplish this. The same thought process applies to certain eligibility items. Cross training staff on general information with the ability to refer will result in an effective transition of customers between partners. In addition to quarterly Joint Service Committee meetings, agency managers and designated staff in both the comprehensive and affiliate one-stop centers will meet on a monthly basis for the purpose of sharing general information; discussing issues or challenges that might arise, especially during the first year of WIOA coordination; jointly developing policies and procedures related to career planning for individuals or businesses; serving as the vehicle for cross-training staff, with each agency sharing information at the meeting; and providing the opportunity to our business service team members to share information on the local business environment. Other interested agencies that are an integral part of the local workforce system across the three counties will be encouraged to attend these meetings.
As in the past, partners will follow federal guidelines in terms of assuring that individuals with barriers to employment, including individuals with disabilities, have access to all available services.

C. **Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:**

- **A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.**

As noted previously, Local Area # 13 covers three counties with two offices providing adult and dislocated worker services. In addition, with the ability to work in a public location that has access to technology, staff can meet potential clients off site. In order to provide employers and workers with optimum opportunity for selection of services, all employment and training activities allowable under WIOA as well as those provided by all partner agencies will be made available in the local area. The Workforce Development Board fully intends offer the many options available to either employers or workers in order to meet their employment needs. Emerging and transitional workers need training in essential skills, career exploration, basic academic skills, and life skills. Incumbent workers and perhaps transitional workers benefit from skills-upgrade training and retention services. Depending upon individual need, workers in any of the three categories could benefit from supportive service assistance, personal and employment counseling, learning how to balance work and life issues, and retention services.

Basic Career Services include internet access to job search and labor market information provided by IL workNet and Illinois Job Link, Orientation to information and services that are available from all Partnering Agencies, Program coordination and referrals, Labor exchange services, Training provider performance and cost information, Performance information for the local area as a whole, Information on the availability of supportive services and referrals, information and assistance with UI claims, Assistance establishing eligibility for financial aid, among others.

Individualized Career Services include skills and supportive service needs assessment, Eligibility for Title IB, Employment Retention services, follow-up services for Title IB customers, work experience/transitional jobs and internships.

Training services may include occupational skills training, including training for non-traditional employment; on-the-job-training; programs that combine workplace training with related instruction; skill upgrading and retraining; entrepreneurial training; customized training; occupational bridge programs; incumbent worker training, academic remediation/prevocational services.

Assessment testing and interviewing is conducted by Career Planners. Illinois workNet, ONet and individual interest tests are administered, in addition to an Individual Employment Plan and Individual Career Plan interview. Career exploration is conducted with phone calls and/or internet based searches.

The definition of “self-sufficiency” is determined by the local WIB. In LWA 13“self-sufficiency” has been defined as 200% of the Lower Living Standard Income Level for family household income for the purpose of eligibility for program services.

- **A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.**

  The current plan to carry out Statewide Rapid Response activities works well and doesn’t overwhelm the businesses with too many people from our agencies and too much information all at once.

  Currently, the initial on-site visits usually consists of Partners in Job Training personnel, the area-appropriate IDES rep; and, the Department of Commerce representative for our LWA. Workshops usually consist of PJTP career planner; the area-appropriate IDES local office manager; and, the Department of Commerce representative for our LWA. Information on the various types of programs and services that will assist the dislocated employees is distributed at workshops. An interest survey is completed by the laid off workers and used by staff to determine needs and appropriate course of action for the individuals.

D. **Provide a description of how the local area will provide youth activities including:**

- **A description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.**
- **A description of how local areas will meet the requirement that a minimum of 75% of the youth expenditures be for out-of-school youth.**

Local workforce investment activities for youth are as follows:

- The 14 elements required to be offered to WIOA-eligible youth per TEGL 23-14 will be provided either through PJTP staff or the providers who contract for youth services. In some cases, these elements will be delivered directly by the provider or PJTP or as a referral to an appropriate agency. Depending upon the nature of the activity, some of them may be work-based activities.
- RFP for service providers are let out each year for either a new proposal or a one-year renewal if the provider is meeting performance and other criteria established for renewal option. LWA #13 has successfully awarded contacts to projects that provide either GED/HSE instruction and/or credit recovery. Some of these projects may also include WBL activities.
- A model to use for individuals with disabilities would be DRS model of the IEP appointments with in-school youth. All services provider that could possibly benefit a youth in the future would be part of the IEP process, from present to employment and follow up.
- Using technology to stay connected. Facebook, Twitter and now a cellular phone for texting.
- Currently have a youth career planner whose main focus is on developing youth activities and monitoring those contracts. This individual is also a representative on the youth committee
- Partnering with Adult Education to possibly co-enroll for work based learning and working with Vocational Rehab for transition services for older youth
- Mainstreaming youth in community college programs

E. **Provide a description of how the local area will provide services to priority populations as outlined in the Unified Plan:**

- **Provide information on how priority will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E).**

WIOA requires that the Title IB Workforce program gives priority to individuals receiving public assistance or other low income (meeting 70 % of the lower living standard) individuals who are basic skills deficient. As the provider of these activities, PJTP ensures compliance with this priority. However, in the event that none of those priority group are remaining and funds are available, income eligibility will be based on 200% of the lower living standard. PJTP will also comply with the State of Illinois' Veterans priority.

- **Describe how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.**

  The Workforce Development Board in combination with PJTP has a history of addressing the needs of individuals with multiple barriers to employment, specifically individuals with disabilities, returning citizens and veterans. Even though these three population groups have been identified for targeted services, a coordinated response will be developed for other groups that often face multiple barriers to employment such as drop-outs and migrant and seasonal farm workers to assure their personal and professional goals are met as well.

F. **Provide a description of training policies and activities in the local area including:**

- **How local areas will meet the requirement that a minimum of 40% of expenditures be for direct training costs;**
  LWA 13 has consistently met the 40% requirement. The Fiscal Officer tracks the expenditures and reports to the Oversight Committee and Workforce Development Board quarterly.

- **How local areas will encourage the use of work-based learning strategies including the local area goals for specific work-based learning activities and proposed outcomes related to these activities;**

  With the emphasis on Work-Based Learning activities under WIOA, PJTP has emphasized to staff the need for increasing numbers of OJTs, Adult and Dislocated Worker Work Experience and Internships Staff have also discussed Customized Training and Incumbent Worker Training over the course of the next four years. As marketing these activities continues the solicitation of testimonials from businesses that have utilized them will be used to increase the numbers during this period of time with the initial local plan. Work-based learning (WBL) activities offer a wonderful opportunity, both pre-classroom training and post classroom training, to learn about an occupation of interest prior to investing time and money only to find out that particular career will not meet a customer's professional and/or personal goals. It also allows them put into practice those skills obtained through classroom training.

  Work Experience prior to classroom training offers a customer the opportunity to gain valuable information about the skills needed as well as about the workplace culture of the specific occupation. The outcome would be either validation of a course of classroom training selected or an adjustment to one's career/occupational goals. As a post-classroom training internship, a customer gains valuable work experience in a new career/occupation that should shorten the time needed in gaining unsubsidized employment.

  Transitional Jobs should be offered to Adults and Dislocated Workers with little or no work history or prolonged unemployment. In LWA #4, this WBL is designed to serve as the first step in transitioning into or back into the workforce. For Adult customers, and in particular those customers with whom we would do joint case management with our TANF, Transitional Jobs could be the first step in a career path that would be followed by a longer work experience position, or it could serve as an avenue of career exploration. For the dislocated worker who has exhausted his/her unemployment, it would be an avenue of career exploration into perhaps a whole new career path, but it would also serve the dual purpose of re-acclimating him/her back into the world of work after a prolonged absence. Similar to the adult customer, the dislocated worker could also transition into a full work experience. For either the adult or dislocated worker populations, a series of short term transitional jobs would be a good opportunity to “try-out” various occupations before committing to a course of study.

OJT, as stated earlier, should see a steady rise over the 4 year period of the initial local plan. In fact, we hope that by the end of year 4, with stable or improving economic conditions and the business climate as we know it today, we will see significant gains in our OJT activity, representing perhaps as much as half of our 40% direct training activities. Aggressive marketing, including the use of testimonials from employers who have hired workers through an OJT contract, will be needed. This marketing campaign will include educating our partners on assessing potential OJT opportunities for our common customers, as well as educating our customers on how to sell the program as an opportunity for a win-win situation for them and for the business.

Incumbent Worker Training is, and will continue to be, promoted and encouraged to all area businesses by PJTP and those cooperating partners of the interagency business services team. Focus on continued training of the areas incumbent workers not only benefits the employee by giving them employable/marketable skills, but it also benefits the business by making their current workforce more effective and efficient during changes in technology and business practices.

- **Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided; and**

Under WIOA, training is not entitlement. An Individual Training Account is the mechanism by which payment for training service is made. Local policy defines an ITA to include the cost of tuition, books and fees. Tools, uniforms, supplies, and supportive services are not included in the ITA. A dollar amount for an ITA is outlined in the local plan (currently $6,000 per year).

• They must meet provisions of WIOA eligibility regulations

• They must have been interviewed, evaluated, and assumed by a career advisor and be determined to be in need of training services. They must also have the skills and qualifications needed to successfully complete the selected training program.

• They must select a program of training that is directly linked to employment opportunities in the local area as demonstrated by labor market information. If the training area is not high growth, a letter must be obtained from an employer stating that the costumer will be hired upon successful completion of training or the client must agree to re-locate to a high growth area for the type of training which is being funded in order to obtain employment after training is completed.

• The training provider must be included on the state-approved list. I

• The customer must be unable to obtain grant assistance from other sources or need assistance beyond what is available to pay for the cost of training. A customer must apply for federal financial aid before being granted an ITA since WIOA funds are to be utilized as “last source”. Short-term training areas like truck driving and certified nurses aid are exempted from this application process due to ineligibility for federal funds because of a brief training period. If denial of funds is due to grades, this should be documented and the individual should resubmit the application when grades are sufficient. If a student is denied aid due to a previous default on a student loan or debt to a training institution, proof must be shown that a repayment plan is in place and is being fulfilled. If a Pell grant is awarded, a determination is made by the career advisor based on living expenses related to educational support to determine if the Pell monies or portion of it should be contributed toward books, tuition or fees.

The Workforce Development Board approves the PJTP policies yearly. ITAs may be used for any training that is also approved by the WDB. Career Planners have received the appropriate training in the use of ITAs and the importance of customer choice.

Current ITA Policy

Clients are eligible for Individual Training Accounts (ITA) if they have completed Career Services, training funds are available, and they have been determined by staff to need training in order to find employment leading to self-sufficiency. ITAs will be established for a maximum per Program Year (PY) as approved annually by the Workforce Development Board. An ITA can be used for costs associated with training either classroom, work based or customized training. Supportive services may also be provided through the ITA. An ITA may be renewed each Program Year if the customer is in compliance with the ITA Customer Responsibility Agreement but funds remaining in an account do not carry over to the next PY. New client accounts established though out the program year will be on a prorated basis. The full amount will be available for the1st Quarter of PY9 (July –Sept.);The three fourths of the amount will be available for the 2nd Quarter (Oct.- Dec); one half will be available for the 3rd Quarter and one quarter will be available for the 4th Quarter (Apr.- June). The date that the training is scheduled to begin, is the date that determines the quarter of eligibility for funds. Should the training costs be more than the pro-rated amount, management approval is required.

- **Provide a copy of the local training provider approval policy and procedures and describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.**

Classroom training can only be received at approved training facilities and programs.
Staff must first check the Demand Occupation/Approved training list to verify that the training is approved. Staff must also verify the provider has been approved and is entered in the state MIS system prior to issuing a voucher for classroom training.

If the customer wants to attend training at a facility or in a program that is not approved, staff will inform the customer and contact the Lead Career Planner in an effort to begin the approval process.

Any questions from a facility regarding gaining approval for their facility or program should be directed to the Lead Career Planner.
Any changes to State Policy on the local training provider list will be updated when we receive the State Policy providing guidance.

The Workforce Development Board approves the training list on a yearly basis.

G. **Provide information regarding the local strategies that will be financed by the transfer of Title IB workforce funds including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:**

- **To transfer funds between the adult and dislocated worker funding streams.**

LWA 13 does not typically transfer monies between funds. Local situations differ from year to year depending upon a number of factors, e.g., employer and job seeker needs, amount of our allocation, locally and regionally-designed initiatives, etc. Therefore, the decision to transfer money will be determined on a as needed, timely basis and done in accordance with any and all policies that govern this option at the time of the transfer.

- **To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).**

PJTP has used IWT strategies in the past and expect continue to utilize them in the future wherever and whenever deemed appropriate. We were pleased to see that WIOA allows for a more flexible use of funds for IWT opportunities that will be used to enhance the skills of current workers and as a result will enable businesses to be more competitive.

- **To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).**

Again the strategy to determine the use of funds for transitional jobs will depend upon customer demand/need. Furthermore, depending upon total allocation, it may be necessary to weigh the need for this activity vs other work-based learning activities.

- **To use funds for pay for performance contracts as outlined in WIOA Sec. 133(b)(2-3).**

LWA# 13 does not intend to use funds for pay for performance contracts at this time.

CHAPTER 5: PERFORMANCE GOALS AND EVALUATION – LOCAL COMPONENT

The plan must include information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board (WIOA Sec. 101(d)(6)).

A. **Provide information regarding the projected local service levels.** [Note the details regarding this requirement will be developed in the Spring of 2016]
Currently the Performance goals are reviewed by career planners, management staff, the Oversight Committee, the Youth Committee and the entire Workforce Development Board on a quarterly basis. Career planners have had intensive coaching to maintain successful outcomes.

B. **Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 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 (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system in the local area**. [NOTE: The details regarding this requirement will be developed as the WIOA rules are finalized.]

- WIOA Common Measures
- Additional State Measures

This section of the local plan will be further developed at a later date and in accordance with state-issued guidelines and policies.

CHAPTER 6: TECHNICAL REQUIREMENTS AND ASSURANCES – LOCAL COMPONENT
WIOA Sec. 121 (c)(2)(iv), MOU Part X
TIMELINE: FEBRUARY - APRIL

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act.

A. **Fiscal Management**

- **Identify the entity responsible for the disbursal of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under WIOA Sec. 107(d)(12)(B)(i).**
- **Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities.**

  Rock Island Tri-County Consortium dba Partners in Job Training and Placement has been identified as the entity responsible for the disbursal of grant funds described in WIOA sec. 107(d)(12)(B)(i)(III), as determined by the chief elected officials for local workforce area #4 serving Rock Island, Henry and Mercer Counties under WIOA sec. 107(d)(12)(B)(i).
- A copy of the local procurement policies and procedures is attached. This includes the description of the competitive procurement process that is used to award the subgrant and contracts for WIOA title I activities.

Current Procurement Policy

RITCC requires the practice of ethical, responsible and reasonable procedures related to purchasing, agreements, and contracts and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities. The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statues and grant requirements.

Responsibility for Purchasing-

All department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department heads shall inform the Accounting Department of all individuals that may initiate purchases or prepare purchase orders.

The Fiscal Department shall be responsible for processing purchase orders. The Executive Director has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

<u>Code of Conduct in Purchasing (2CFR Part200.318(c)(1))</u>-

Ethical conduct in managing RITCC's purchasing activities is absolutely essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff members and the general membership.

- Staff shall discourage the offer of, and decline individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee or agent shall participate in the selection of a contractor (vendor) if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the contractor (vendor) selected.
- Officers, board members, employees and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors (vendors) or parties to sub-agreements.
- Unsolicited gifts with a value of $25 or less may be accepted with the approval of the Executive Director.

<u>Competition</u> (2CFR Part 200.319)-

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors (vendors) that may restrict, eliminate or restrain trade.
- Not permit contractors (vendors) who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the organization's best interest.

- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. (200.319(b))

Procurement Procedures

- RITCC shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. (2 CFR Part 200.318(d))

- Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement. (2 CFR Part 200.318(d)). This analysis should only be made when both lease and purchase alternatives are available to the program.

- Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement of use of common shared goods and services. (2 CFR Part 200.318(e))

- Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold ($150,000) shall be retained in the procurement files pertaining to each federal award (2 CFR Part 200.323)

- RITCC will maintain records sufficient to detail the history of the procurement including: (2 CFR Part 200.318(i)

  a) Rationale for the method of procurement

  b) Selection of contract type

  c) Contractor (vendor) selection or rejection; and

  d) The basis for the contract price.

- RITCC shall make all procurement files available for inspection upon request by a federal awarding agency.

Nondiscrimination Policy-

All contractors (vendors) who are recipients of funds, or who proposes to perform any work or furnish any goods under agreements with RITCC, shall agree to these important principals:

- Contractors (vendors) will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor (vendor).

- Contractors (vendors) agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

<u>Authorizations and Purchasing Limits</u> -

< $3,000	Dept Head	Evidence of solicitation not required but purchases should be distributed among	Receipt approved by Dept Head
$3000 ≤ $150,000	Dept Head Executive Director	Minimum of 3 written bids (catalogue, Internet, written, Request fo	*Documentation of bids received *How decision was made
> $150,000	Dept Head Executive Director Board of Directors	3 written bids (Request for Bids or Request for Proposal)	* Copy of RFB or RFP * Proposal scoring grids inclding who participated in the scoring * Proposal and contract of winning bidder

Note- this table incorporates the micro-purchase limit of $3000 in aggregate. Micro purchases may be made without soliciting competitive quotation if the organization considered the price to be reasonable. Organizations must distribute micro-purchases equitably among qualified suppliers. (2 CFR Part 200.320(a))

The Executive Director is authorized to enter into any contract on behalf of RITCC. Contracts of $3,000 or less must be reviewed and approved by the Department Head and Fiscal Officer, but do not require approval from the Executive Director. These policies shall also apply to renewals of existing contracts. As an exceptional item of note contracts involving real estate leasing shall be reviewed by outside legal counsel.

Use of Purchase Orders -

RITCC utilizes a purchase order system. A properly completed purchase order shall be required for each purchase decision unrelated to participant training, or item requiring a formal contract in excess of $1000 (total amount of goods and services purchased, not unit cost) with the exception of travel expenses and expense reimbursements which require the preparation of a separate form described elsewhere in this manual. A properly completed purchase order shall contain the following information, at a minimum:

1. Specifications or statement of services required
2. Contractor Name, address, point of contact and phone number
3. Source of funding (if applicable)
4. Special conditions (if applicable)
5. Net price per unit, less discount, if any
6. Total amount of order
7. Authorized signature
8. Date order was prepared
9. Organizational department purchase is for

All purchase orders shall be recorded in a purchase order log.

Required Solicitation of Quotations from Contractors (Vendors) –

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. Descriptions shall not contain features which unduly restrict competition (2 CFR Part 200.319(c)(1))

2. Requirements which the bidder/offerer must fulfill and all other factors to be used in evaluating bids or proposals. (2 CFR Part 300.319(c)(2))

3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. (2 CFR Part 200.319(c)(1))

4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. (2 CFR Part 200.319(c)(1))

5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.

6. The date the proposals are due.

7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

<u>Evaluation of Alternative Contractors (Vendors</u>) –

Contractors (Vendors) shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals.
5. Compliance with administrative requirements of the request for proposal (format, due date, etc).
6. Contractor's (Vendor's) financial stability
7. Contractor's (Vendor's) demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by vendor
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority – or women-owned business status of contractor (vendor)
12. Other criteria (to be specified by the department requesting proposal)

Not all preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a contractor (vendor) has been selected and approved by the Executive Director, the final selection shall be approved by others according to RITCC's purchasing approval policies.

Affirmative Consideration of Minority, Small Business, Women-owned Businesses and Labor Surplus Area Firms (2 CFR Part 200.321)-

Positive efforts will be made by RITCC to utilize small businesses, minority owned firms, women's businesses and labor surplus area firms whenever possible. Therefore the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. (2 CFR Part 200.321)
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor surplus area firms. (2 CFR 200.321 (b)(4))
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, and women's business enterprises. (2 CFR Part 200.321(b)(6))
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises and labor surplus area firms when a contract is too large for one of these firms to handle individually. (2 CFR Part200.321(b)(3))
5. Use services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commmerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. (2 CFR Part 200.321(b)(5))

<u>Availability of Procurement Records</u> (2 CFR Part 200.324(b))-

RITCC shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR 200.324(b)(1).
- The procurement is expected to exceed the federally-defined simplified acquisition threshold ($150,000) and is to be awarded without competition or only one bid is received. (2 CFR 200.324(b)(2))
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. (2 CFR Part300.324(b)(3))
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 324(b)(4))
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2

CFR Part 324(b)(5))

<u>Provisions Included in All Contracts (2 CFR Part 200 Appendix II</u>) –

RITCC includes all the following provisions, as applicable, in all contracts charged to federal awards with contractors (vendors), and subgrants to grantees:

1. Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of $25,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

<u>Special Purchasing Conditions</u> –

Emergencies: Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of the Organization property is involved. There reasons for such purchases will be documented in the procurement file.

Single Distributor/Source: Soul source purchases may be made when one or more of the following conditions applies:

- The item or service is only available from one source;
- The situation is an emergency and will not permit a delay resulting from competitive solicitation;
- The awarding agency expressly authorizes noncompetitive proposals in response to a written request; or
- After solicitation, competition is deemed inadequate (insufficient bidders).

<u>Receipt and Acceptance of Goods</u>-

A designated individual shall inspect all goods received to verify against the packing slip/invoice all items ordered are received and in good condition. The packing slip/invoice shall initialed and forwarded to the fiscal office for payment processing.

<u>Contract Administration</u> –

RITCC shall be required to have policies and procedures on contract administration (2 CFR part 200.318(b). Therefore all contract managers will adhere to the following procedures:

1. Contract administration files shall be maintained.
    a. For each contract greater than $25,000 a separate file shall be maintained.

   b. For contracts less than $25,000 contract records may be combined in a single file.
2. Contract administration files shall contain:
   a. The required documentation specified in the authorizations and purchasing limits table for the original scope of work and for all the amendments.
   b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.
3. Authorization of work:
   a. No work shall be authorized until the contract for the work has been approved and fully executed.
   b. No change in the work shall be authorized until an amendment to the contract for the work has been approved and fully executed, except as permitted for Special Purchasing Conditions.
   c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorization and Purchasing limits table and where required by the terms of the grant award or budget, approved by the funding source.
4. Conformance of work:
   a. For each grant award, based on the applicable laws, regulations and grant provisions, the Executive Director shall establish and maintain a system to reasonably assure contractor:
      i. Conformance with the terms, conditions, and specifications of the contract, and
      ii. Timely follow-up of all purchases to assure such conformance and adequate documentation.
5. The Executive Director will authorize payment of invoices to contracts after final approval of work products.

***B.* Physical Accessibility**

- **Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.**

Local Workforce Area #13 is committed to making all services, facilities and program information accessible by complying with WIOA Section 188, applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12010 et seq.) and all other applicable statutory and regulatory requirements. This applies to all programs, activities and services provided by or made available to potential employees, volunteers, contractors/service providers, licensees, clients and potential clients with the One Stop Delivery System.

Compliance monitoring is conducted at the local and state level to programs, services, technology and materials are accessible and available at the One Stop Center and affiliates

All local workforce system staff will be trained, either as an entire staff or through their respective agencies, in the provisions of WIOA Section 188 and the ADA of 1990 so that when a customer with a disability visits the One Stop Center, all staff will have the understanding and knowledge of how to accommodate the individual(s) needs. Requests for assistance from one or more of the partners may be solicited depending upon the type of accommodation being requested.

- **Provide copies of executed cooperative agreements (as applicable) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system with respect to efforts that will enhance the provision of services to individuals with disabilities.** [This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.]

  There are no cooperative agreements at this time. The development of an MOU is in progress .

C. **Plan Development and Public Comment**

- **Describe the process used by the Local Board, consistent with WIOA Sec. 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education and labor organizations.**

  Developing the local plan has truly been a partnership effort. Through a series of meetings and conference calls, processes, procedures, service delivery and other critical components of the local plan were introduced, discussed and agreed to by all partners in the local workforce system in LWA #13. As parts of the plan were written, they were sent out to partners, the Local Workforce Development Board and CEOs for comment and input.

- **Provide a summary of the public comments received and how this information was addressed by the CEO, partners and the Local Board in the final plan.**
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  At the May 2, 2016 regular meeting, the CEOs will review and the draft local plan. The Workforce Development Board meeting will be held May 25, 2016. The local plan has been laid on display for comments at the Rock Island County Clerk's office and notice of the plan was then published in the local newspapers and it was posted on the Rock Island County websites on May 2, 2016. In addition, hard copies of the plan are available to the general public at the Partners in Job Training and Placement Administrative Office in Rock Island, IL

- **Provide information regarding the local plan modification procedures.**

  Public Comments will be addressed if/when received.

  Plan modifications will be done in accordance with state policy.