



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER: PS 01-2015**

**Date: April 23, 2015**

**Subject: Local Area Plan Instructions for Program Year 2015  
under the Federal Workforce Innovation and  
Opportunity Act (Public Law 113-128)**

**From:**

**William H. Collins, Jr.**  
Assistant Secretary for Workforce Development

**Purpose:** To transmit the Division's Program Year 2015 Local Area Workforce Innovation and Opportunity Act (WIOA) Plan Instructions.

**Background:** The federal Workforce Innovation and Opportunity Act became law on July 22, 2014. Program Year (PY) 2015 (July 2015 – June 2016) is the initial year of WIOA implementation.

The PY 2015 Local Area Plan serves to:

- Provide a strategic framework for workforce development,
- Align with state vision and goals,
- Outline regional and local workforce analyses and strategies,
- Foster regional collaboration to meet the needs of regional economies,
- Define connections with workforce development partners,
- Enhance access to high quality services through the NCWorks Career Center system,
- Meet federal WIOA requirements,
- Outline operational details of administering federal funds,
- Provide a basis of accountability through monitoring and audit reviews,
- Transition to full WIOA implementation effective July 1, 2016 and the required four year plans covering July 2016 – June 2020.

The Plan requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration and ensuring that the workforce system is industry relevant. Plans will include evidence of response to economic needs of the local areas and matching employers with skilled workers. Workforce Development Boards are to engage partners to develop and implement regionally identified workforce development priorities and efficient, quality service delivery that maximizes financial and human resources.

**Action:** Workforce Development Areas are to follow the attached Instructions for development of Local Area Plans for July 1, 2015 through June 30, 2016.

Plans are due to the N. C. Division of Workforce Solutions by **Friday, May 29, 2015** and are to be submitted through the Workforce Information System Enterprise (WISE).

**Effective Date:** Immediately

**Expiration:** June 30, 2016

**Contact:** Division Planner

**Attachment:** PY 2015 Local Workforce Development Area Plan Instructions

**Expired**

**North Carolina Instructions  
for Regional and Local  
Workforce Development Area Plans**

**Workforce Innovation and Opportunity Act**

**Program Year 2015  
July 1, 2015 – June 30, 2016**

**EXPIRED**

*North Carolina Department of Commerce  
Division of Workforce Solutions  
4316 Mail Service Center  
313 Chapanoke Road, Suite 120  
Raleigh, NC 27699-4316*

# Instructions

## Introduction

Program Year 2015 marks the first year of the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each workforce development board to develop and submit, in partnership with the local chief elected official, to the state a comprehensive four-year plan. The WIOA four-year plan will be effective July 1, 2016 - June 30, 2020. To facilitate a seamless transition, the N.C. Division of Workforce Solutions is issuing these instructions for a one-year local and regional plan to be reviewed and approved for the Program Year 2015 (July 1, 2015 – June 30, 2016).

The local and regional plan shall support the alignment strategy described in the state plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the state plan. Workforce Development Boards shall comply with WIOA Sections 106(c) and 108 in the preparation and submission of the plan.

## Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: [www.doleta.gov](http://www.doleta.gov)

Reference the NCWorks Commission 2014-2016 Strategic Plan “Preparing North Carolina’s Workforce for Today and Tomorrow”. North Carolina policy information is available at [www.nccommerce.com/workforce/workforceprofessionals](http://www.nccommerce.com/workforce/workforceprofessionals)

## Public Comment

In accordance with the Workforce Innovation and Opportunity Act, Section 108(d), the workforce development board shall make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the local plan any comments that represent disagreement with the plan.

## Plan Submission and Due Date

The local plan must be submitted in the Workforce Information System Enterprise (WISE) through the Administrative Adjustment process. *The due date is May 29, 2015.* Each section (A-F) and all attachments are to be uploaded as individual documents. Forms requiring original signatures may be mailed to the assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, N.C. 27699-4316.

## A. Local Area Overview

- A.1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.
- A.2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.
- A.3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.
- A.4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than A.3.
- A.5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].
- A.6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.
- A.7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: Administrative Entity Name Organizational Chart.
- A.8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<https://www.sam.gov/ccr/>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].
- A.9. Provide the Workforce Development Board Chairperson's name, business title, business name and address, telephone number and e-mail address.
- A.10. Attach the Workforce Development Board's Membership List (form provided). The first block is reserved to identify the Board chairperson. Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List.
- A.11. Attach the Workforce Development Board By-laws including date adopted/amended. Name document: Local Area Name WDB By-laws.

- A.12. Attach a copy of the Local Area's organizational chart with an 'effective as of date.' Include position titles. Name document: Local Area Name Organizational Chart.
- A.13. List the county/counties that comprise the Local Area. List the July 1, 2015 population estimates by county (ies) in the Local Area. (Reference: North Carolina State Demographics "County/State projections," found at [www.demog.state.nc.us](http://www.demog.state.nc.us) or, if another source is used, identify source.)
- A.14. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' (form provided). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Document must bear the original signature of the Administrative Entity signatory official. Mail original to Division Planner. Name document: Local Area Name Debarment Form.
- A.15. Plan must include the Workforce Development Board and Chief Elected Official (CEO) Signatory Submission Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman. Mail the signed original Signatory form to Division Planner. Include a signed copy with the submission of the Local Plan. Name document: Local Area Name Signatory Page.

Expired

## **B. Regional Strategic Planning**

- B.1. Identify the Workforce Development Boards comprising the configuration for regional strategic planning and counties each Board serves. Provide a reference name for the regional group, if applicable.
- B.2. Provide a brief synopsis of the region's significant accomplishments during the past year.
- B.3. Describe how the regional vision aligns with the NCWorks Commission's 2014-2016 Strategic Plan "Preparing North Carolina's Workforce for Today and Tomorrow".
- B.4. Provide an analysis of the regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. Include sources used and business involvement in determining needs. [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].
- B.5. Provide an analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Section 108 (b)(1)(C)].
- B.6. Describe strategies, to include the "N.C. 1,000 in 100 initiative" teams, used to facilitate engagement of businesses and other employers, including small employers and in-demand industry sector occupations. Describe methods and services to support the workforce system in meeting employer needs. [WIOA Section 108 (b)(4)(A)(i)(ii)].
- B.7. Describe strategies and services used to coordinate workforce development programs and economic development. [WIOA Section 108 (b)(4)(A)(iii)].
- B.8. Outline regional transportation issues related to workforce development and ways the region is/will address needs identified. Include a description and/or map of the regional commuting patterns. [WIOA Section 108(b)(11)].
- B.9. Describe how the region coordinates with area secondary education, community colleges and universities to align strategies, enhance services and avoid duplication of services. [WIOA Section 108(b)(10)].
- B.10. Provide details on how the region addresses workforce issues specifically related to its:  
a) cities and/or towns; b) suburban areas; and, c) rural areas.
- B.11. Provide details on how the region connects military skills to occupational demands to serve military veterans and families.

## C. Local Area Planning

- C.1. Provide a description of the Workforce Development Board's strategic vision and goals for preparing an educated and skilled workforce including youth and individuals with barriers to employment. Include goals relating to the performance accountability measures based on primary indicators of performance in order to support regional economic growth and economic self-sufficiency. [WIOA Section 108 (b)(1)(E)].
- C.2. Taking into account the analyses described in the Regional Strategic Planning section, describe strategies to work with the entities that carry out the core programs that align resources available to the Local Area to achieve the strategic vision and goals described in C.1. [WIOA Section 108 (b)(1)(F)].
- C.3. Describe Local Area's workforce development system, including identifying the programs included in the system, and how the Workforce Development Board will work with the entities administering core programs and other workforce development programs to support alignment and provision of services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.). [WIOA Section 108 (b)(2)].
- C.4. Provide a description of how the Workforce Development Board, working with the entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the Workforce Development Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential including a credential that is an industry-recognized certificate or certification, portable, and stackable. [WIOA Section 108 (b)(3)].
- C.5. Describe the Workforce Development Board's use of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the regional strategy to meet the needs of businesses. [WIOA Section 108 (b)(4)(B)].
- C.6. Describe how the Workforce Development Board coordinates and promotes entrepreneurial skills training and microenterprise services. [WIOA Section 108 (b)(5)].
- C.7. Describe how the Workforce Development Board enhances the use of apprenticeships to support the regional economy and individuals' career advancement.
- C.8. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with statewide rapid response activities as described in WIOA Section 134(a)(2)(A). [WIOA Section 108 (b)(8)].



- C.9. Provide a description of plans, strategies and assurances concerning maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the Local Area through the NCWorks Career Center system. Include how improved service delivery and avoidance of duplication of services will be achieved. [WIOA Section 108 (b)(12)].
- C.10. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with the provision of Adult Education and Literacy activities. [WIOA Section 108 (b)(13)].
- C.11. Provide a description of cooperative agreements, as defined in WIOA Section 107(d)(11), between the Workforce Development Board or other local entities described in Section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Section 108 (b)(14)].
- C.12. Provide a description of the competitive process used to award subgrants and contracts in the Local Area for activities carried out under WIOA Title I. [WIOA Section 108 (b)(16)].
- C.13. Describe methods used to track Adult, Dislocated Worker and Youth performance measures throughout Program Year 2015 and plans for continuous improvement of performance.
- C.14. Provide a brief description of the actions the Workforce Development Board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the NCWorks Commission. [WIOA Section 108 (b)(18)].
- C.15. Describe the role of the Workforce Development Board in establishing Work-Ready Communities. Include a list of the designated Work-Ready Communities in the Local Area.

## D. NCWorks Career Centers (One-Stop Delivery System)

- D.1. Provide a brief description of the NCWorks Career Center system in the Local Area. [WIOA Section 108 (b)(6)].
- D.2. Attach the Memorandum of Understanding (MOU) among the local Workforce Development Board and partners concerning operation of the NCWorks Career Center system. [WIOA Section 121(b)(A (iii)]. Name document: *Local Area NCWorks Career Center MOU*.
- D.3. Describe how NCWorks Career Centers are using the integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by NCWorks Career Center partners. [WIOA Section 108 (b)(21)].
- D.4. Describe how new NCWorks Career Center staff are trained in the integrated services delivery system and have full access to NCWorks.gov. Include methods and content of new staff training and timeline for accomplishing the training.
- D.5. Describe the Workforce Development Board's method for planning oversight of the NCWorks Career Center system in the Local Area, including processes for ensuring quality customer service. Include the review/oversight process and frequency of review. [WIOA Section 121(a)(3)].
- D.6. Identify NCWorks Career Center location(s), including Tier 1 and Tier 2 sites; on-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use form provided. [WIOA Section 121 (b)(1)(A) and (b)(1)(E)]. Name document: *Local Area Name Career Centers*.
- D.7. Describe how career services are provided through the NCWorks Career Centers. [WIOA Section 134(c)(2)].
- D.8. Describe how the Workforce Development Board facilitates access to services provided through the NCWorks Career Center delivery system, including remote areas, through the use of technology and through other means. [WIOA Section 108 (b)(6)(B)].
- D.9. Describe Local Area strategies and services that will be used to strengthen linkages between the NCWorks Career Center system and unemployment insurance programs. [WIOA Section 108 (b)(4)(A)(iv)].
- D.10. Describe how the Workforce Development Board uses a portion of funds available to the Local Area to maintain the NCWorks Career Center system, including payment of the infrastructure costs of Career Centers. [WIOA Section 121 (b)(1)(A)(ii) and (h)].
- D. 11. Describe the roles and resource contributions of the NCWorks Career Center partners. [WIOA Section 108 (b)(6)(D)].

- D.12. Describe how the Local Area connects NCWorks integrated services to:
- a) persons with disabilities;
  - b) returning veterans and skilled military retirees;
  - c) Temporary Assistance to Needy Families (TANF) recipients;
  - d) Trade Adjustment Act (TAA) and Rapid Response Activities;
  - e) individuals with other barriers to employment; and
  - f) additional specific populations, if applicable
- D.13. Describe how entities within the NCWorks Career Center system, including Career Center operators and partners, will comply with Section 188, if applicable, and 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. [WIOA Section 108 (b)(6)(C)].
- D.14. Describe the integrated customer service process for participants. Attach a flow chart for services to include initial one-on-one interviews with customers, including NCWorks.gov registration, skills assessments, and determination of further services. Name document: Local Area Name Service Flow Chart 2015.

Expired

## E. Programs

### Adult and Dislocated Worker Services

- E.1. Provide an analysis of the strengths and weaknesses of existing Adult and Dislocated Worker education and training services. Include how services are provided and the capacity to address the identified education and skill needs of the workforce and the employment needs of employers. Describe plans to address any weaknesses identified. [WIOA Section 108 (b)(1)(D)].
- E.2. Attach the Local Area's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2015. Name document: Local Area Name Adult and DW Providers 2015.
- E.3. Provide the Workforce Development Board's goals for Program Year 2015 including target numbers and rationale for setting the targets:
- a) New Adult Enrollments in Training
  - b) Estimated Adult Expenditures
  - c) New Dislocated Worker Enrollments in Training
  - d) Estimated Dislocated Worker Expenditure.

### Youth Services

- E.4. Will the Workforce Development Board have a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)].
- a. If yes, please provide the committee's purpose/vision, planning meeting schedule, and list of members to include members' agency/organization, one of which must be a community based organization with a demonstrated record of success in serving eligible youth. [WIOA Section 107(b)(4)(A)(ii)].
  - b. If no, will the Workforce Development Board have a formal Youth Council or Youth Advisory group?
- E.5. Provide a description and assessment of the type and availability of youth workforce activities in the Local Area, including activities for youth who are individuals with disabilities. Include identification of successful models of such youth workforce investment activities being used and/or planned. [WIOA Section 108 (b)(9)].

- E.6. Provide the Workforce Development Board's approach to meeting the required:  
a) 75% minimum youth expenditures on out of school youth and include planned program design; and b) required 20% minimum for work experience. [WIOA Section 129 (a)(4)(A) and (c)(4)].
- E.7. Describe how each of the required fourteen program elements will be made available to youth. Complete the Youth Program Elements chart on form provided. Name document: Local Area Name Youth Program Elements.
- E.8. Attach the Local Area youth service providers chart, effective July 1, 2015 using the provided format. Name the document: Local Area Name Youth Providers.
- E.9. Provide the Workforce Development Board's goals for Program Year 2015 including target numbers and rationale for setting the targets:
- a) New In-School Youth Enrollments in Training
  - b) Estimated In-School Youth Expenditures
  - c) New Out-of-School Youth Enrollments in Training
  - d) Estimated Out-of-School Expenditures.

Expired

## F. Policies

### Oversight and Monitoring

- F.1. Provide a description of the Local Area's oversight and monitoring procedures including processes for program and fiscal monitoring. [WIOA Section 107(d)(8)]. Attach a copy of monitoring document(s). Name document: Local Area Name Oversight and Monitoring PY 2015.
- F.2. Provide a brief description of how the Workforce Development Board will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment needs of local employers, workers and jobseekers. [WIOA Section 108 (b)(6)(A)].

### Equal Opportunity

- F.3. Describe processes to ensure individuals are not discriminated against on the basis of age, disability, sex, race, color or national origin. [WIOA Section 188].
- F.4. Attach the Local Area's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements [29CFR Part 37.71]. Name document: Local Area Name EO Complaint Grievance Procedure 2015.
- F.5. Describe methods to ensure local Equal Opportunity procedures are updated.

### Other Policies

- F.6. Provide the Workforce Development Board policy(ies) on supportive services for Adults, Dislocated Workers and Youth (i.e., amount, duration, qualifying criteria). [WIOA Section 134(d)(2)]. Name document: Local Area Name Supportive Services Policy.
- F.7. Provide the Workforce Development Board policy(ies) on Needs-Related Payments for Adults, Dislocated Workers and Youth. (i.e., amount, duration, qualifying criteria). [WIOA Section 134(d)(3)]. Name document: Local Area Name Needs-Related Payments Policy.
- F.8. Provide the Workforce Development Board policy for local Incumbent Worker Training. The policy should include eligibility and the non-Federal share for employers. The Workforce Development Board may use not more than 20 percent of WIOA Adult and Dislocated Worker funds to pay for the federal share of the cost of training through a training program for incumbent workers. [WIOA Section 134 (d)(4)]. Name document: Local Area Name Incumbent Worker Policy.

- F.9. Provide the Workforce Development Board policy for local Transitional Jobs. The Workforce Development Board may use not more than 10 percent of Adult and Dislocated Worker funds to provide transitional jobs. [WIOA Section 134(d)(5)]. Name document: Local Area Name Transitional Jobs Plan.
- F.10. Describe the Local Area’s planned use of On-the-Job Training (OJT). Provide the Local Area’s On-the-Job Training policy(ies). [WIOA Section 134 (c)(3)(H)]. Name document: Local Area Name OJT Policy.
- F.11. Describe the Local Area’s process to meet priority of service requirements.
- F.12. Provide the Local Area’s Individual Training Account (ITA) Policy and include the following elements in summary. [WIOA Section 108(b)(19)]. Name document: Local Area Name ITA Policy.

<b>Individual Training Accounts (ITA) Summary</b>	
<b>Dollar Amounts</b>	
<b>Time Limits</b>	
<b>Degree or Certificates allowed (Associate’s, Bachelor’s, other)</b>	
<b>Procedures for determining case-by-case exceptions for training that may be allowed</b>	
<b>Period of time for which ITAs are issued (semester, school year, short term, etc.)</b>	

Expired

- F.13. Specify if the Local Area plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) the Local Area has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

## PY 2015 Local Area Plan Instructions Attachment Checklist

- Consortium Agreement\*
- Administrative Entity Organizational Chart
- Workforce Development Board List (*provided*)
- Workforce Development Board By-laws
- Local Area Organizational Chart
- Local Area Certification Regarding Debarment \* (*provided*)
- Local Area Signatory Form\* (*provided*)
- Local Area Oversight Monitoring Policies and Tools
- Local Area Equal Opportunity Procedures
- One-Stop Memorandum of Understanding
- Local Area NCWorks Career Center System (*provided*)
- Local Area Services Flow Chart
- Local Area Adult and Dislocated Worker Services Providers (*provided*)
- Local Area Youth Program Elements (*provided*)
- Local Area Youth Services Providers (*provided*)
- Local Area Supportive Services Policies
- Local Area Needs-Related Policies
- Local Area Incumbent Worker Training Policy
- Local Area Transitional Jobs Policy
- Local Area On-the-Job Training Policy
- Local Area Individualized Training Account Policy
- Local Area Youth Incentive Policy

\*Mail signed and unfolded originals to assigned Division Planner at N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, N.C. 27699-4316.



**[Local Area Name] WIOA Board List**  
(Effective July 1, 2015)

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
Business, Chair					
Business					
Business					
Business					
Business					
Business					
Business					
Business					
Business					
Business					
Labor/Apprenticeship/Community Based Organization <sup>+</sup>					
Labor/Apprenticeship/CBO <sup>+</sup>					
Labor/Apprenticeship/CBO <sup>+</sup>					
Labor/Apprenticeship/CBO <sup>+</sup>					

**Expired**

**Notes:**

- + Identify category represented: Labor, Apprenticeship, or Community Based or Youth Organization.
- \*If Local Workforce Development Board Area has more than 19 total members, please change chart accordingly.

**[Local Area Name] WIOA Board List**  
(Effective July 1, 2015)

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
Adult Education and Literacy					
Higher Education					
Vocational Rehabilitation Agency					
Economic Development					
Wagner-Peyser					

**Expired**

- Notes:**
- + Identify category represented: Labor, Apprenticeship, or Community Based or Youth Organization.
  - \*if Local Workforce Development Board Area has more than 19 total members, please change chart accordingly.

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

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

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Printed Name and Title of Authorized Administrative Entity Signatory Official

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Signature

Date

**Expired**

# Workforce Innovation and Opportunity Act of 2014

Local Area Plan Program Year 2015

for

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**Local Workforce Development Area Name**

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

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Submission Date

Workforce Development Board  
Chair

Chief Elected Official

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Typed or Printed Name

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Typed or Printed Name

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Typed or Printed Title

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Typed or Printed Title

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Signature

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Signature

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Date

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Date

**[Local Area Name] NCWorks Career Center System**

(Reflects Local Area Structure as of July 1, 2015)

A. One-Stop Location(s) (Address and Hours)	B. Tier 1 or Tier 2	C. On-site Partners	D. Career Center Operator and Method of Selection	E. Provider(s) of WIOA Career Services and Method of Selection	F. Provider(s) and Type of On-site Youth Services	G. Additional Partners

**Expired**

**Program Year 2015 WIOA Adult/Dislocated Worker Services Providers**

<b>WIOA Adult/Dislocated Worker Activity Provider</b> (Organization Name, Address and Telephone Number)	<b>Contact Person</b> (Name, Title and E-mail Address)	<b>County/Countries Served</b>	<b>Type of Organization</b> (State Agency, For-profit, Non-profit, other-specify)	<b>Type of Contract</b> (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)

**Expired**

**Program Year 2015 WIOA Youth Services Providers**

<b>WIOA Youth Activity Provider</b> (Name, Address and Telephone Number)	<b>Contact Person</b> (Name, Title and E-mail Address)	<b>County/Countries Served</b>	<b>Type of Organization</b> (State Agency, For-profit, Non-profit, other-specify)	<b>Type of Contract</b> (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)

**Expired**



## WIOA Youth Program Elements

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the WIOA Youth shall provide elements consisting of the following.

Please denote whether the required WIOA Program Element will be WIOA funded by the Local Area, provided by referral, or both.

	<b>Program Elements</b>	<b>WIOA Funded</b> (Specify Provider)	<b>Referral by Agreement</b> (Specify Provider)
1.	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential		
2.	Alternative secondary school services, or dropout recovery services, as appropriate		
3.	Paid and unpaid work experiences that have as a component academic and occupational education, which may include (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities		
4.	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved		
5.	Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster		
6.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate		
7.	Supportive services		
8.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months		
9.	Follow-up services for not less than 12 months after the completion of participation, as appropriate		
10.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate		
11.	Financial literacy education		
12.	Entrepreneurial skills training		
13.	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services		
14.	Activities that help youth prepare for and transition to postsecondary education and training		