

**Cape Fear Workforce Development  
Consortium Area Plan**

**Workforce Innovation and Opportunity Act**

**Annual Update**

**Program Year 2018  
July 1, 2018 – June 30, 2019**

**Revised April 2018**

*Cape Fear Workforce Development Board  
Cape Fear Council of Governments  
1480 Harbour Drive  
Wilmington, North Carolina 28401*

## A. Cape Fear Local Area Overview

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.

Cape Fear Workforce Development Consortium

The Consortium Agreements for Brunswick, Columbus, New Hanover and Pender Counties are attached.

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

<b>Prefix</b> Ms.	<b>First Name</b> Ginger	<b>Last Name</b> Brick	<b>Suffix</b>
<b>Title</b> Workforce Development Director			
<b>Organization Name</b> Cape Fear Council of Governments			
<b>Address</b> 1480 Harbour Drive			
<b>City</b> Wilmington 28401	<b>State</b> NC	<b>Zip Code</b>	
<b>Phone</b> (910) 274-0347	<b>Fax</b> (910) 395-2684	<b>E-mail</b> brick@capefearcog.org	

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

<b>Prefix</b> Mr.	<b>First Name</b> Trent	<b>Last Name</b> Burroughs	<b>Suffix</b>
<b>Title</b> Chairman			
<b>Local Government</b> Columbus County Board of Commissioners			
<b>Address</b> [REDACTED]			
<b>City</b> Whiteville	<b>State</b> NC	<b>Zip Code</b> 28472	
<b>Phone</b> (910) 653-2928	<b>Fax</b> (910) 640-2208	<b>E-mail</b> tburroughs@columbusco.org	

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 question 3.

Not Applicable

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 disbursal of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

<b>Organization</b>	Cape Fear Council of Governments		
<b>Address</b>	1480 Harbour Drive		
<b>City</b>	Wilmington	<b>State</b>	NC
		<b>Zip Code</b>	28401
<b>Phone</b>	(910) 395-4553	<b>Fax</b>	(910) 395-2684

6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.

<b>Prefix</b>	Mr.	<b>First Name</b>	Chris	<b>Last Name</b>	May	<b>Suffix</b>	
<b>Title</b>	Executive Director						
<b>Organization Name</b>	Cape Fear Council of Governments						
<b>Address</b>	1480 Harbour Drive						
<b>City</b>	Wilmington	<b>State</b>	NC	<b>Zip Code</b>	28401		
<b>Phone</b>	(910) 395-4553	<b>Fax</b>	(910) 395-2684	<b>E-mail</b>	cmay@capefearcog.org		

7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'.

A copy of the Cape Fear Council of Governments Organizational Chart with the effective date of April, 2018 is attached. Cape Fear Workforce Development Consortium is integrated into the Cape Fear Council of Government's management structure.

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current.

Cape Fear Council of Governments DUNS number: XXXXXXXXXX  
 System for Award Management' (SAM) registration status is current and has an expiration date of May 26, 2019.

**9. Provide the Workforce Development Board member’s name, business title, business name and address, telephone number and e-mail address.**

A copy of the Workforce Development Board list is attached.

**10. Attach the Workforce Development Board By-laws including date adopted/amended.**

A copy of the Cape Fear Workforce Development By-laws adopted on August 9, 2017 is attached.

**11. Describe how the Workforce Development Board meets the Sunshine Provision.**

The Cape Fear Workforce Development Board holds open board meetings. Meetings and corresponding agendas emailed to local stakeholders across our four-county region and are posted on the website. Minutes from CFWDB meetings are posted to our website after they have been approved via board vote. Minutes are made available upon request. Information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, is posted to the website and shared with stakeholders. Designation and certification of one-stop operators, and the award of grants for Adult, Dislocated Worker, and Youth workforce investment activities are emailed to stakeholders, advertised in are publications, and posted to our website.

**12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public.**

The Local Plan is posted on the Cape Fear Council of Government’s website and is accessible to the public for viewing upon request.

**13. Attach a copy of the Local Workforce Development Board’s organizational chart with an “effective as of date”. Include position titles.**

A copy of the Local Workforce Development Board’s organizational chart is attached.

**14. Complete the following chart for the PY18 Local Workforce Development Board’s planned meeting schedule to include time, dates and location.**

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
August 8, 2018	3:00 – 4:30 p.m.	Southeastern Community College T-Building, Room 120/122 4564 Chadbourn Hwy Whiteville, NC
October 10, 2018	3:00 – 4:30 p.m.	New Hanover County Career Center 1994 South 17 <sup>th</sup> St Wilmington, NC
December 12, 2018	3:00 – 4:30 p.m.	Pender County Government Complex 805 S Walker Street Burgaw, NC
February 13, 2019	3:00 – 4:30 p.m.	Brunswick County Government Complex 30 Government Center Drive NE 1 <sup>st</sup> Floor Commissioners’ Chambers Bolivia, NC
April 10, 2019	3:00 – 4:30 p.m.	Southeastern Community College T-Building, Room 120/122 4564 Chadbourn Hwy Whiteville, NC
June 12, 2019	3:00 – 4:30 p.m.	New Hanover County Career Center 1994 South 17 <sup>th</sup> St Wilmington, NC

**15. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions’ (form provided).**

The original executed “Certification Regarding Debarment, Suspension, and other Responsibility Matters” is being mailed to the Division Planner per the instructions.

**16. Plan must include the Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman.**

A copy of the signed Signatory Form is being mailed to the Division Planner per the instructions.

## **B. NCWorks Career Centers**

- 1. Identify NCWorks Career Center locations(s) including Tier 1, Tier 2 affiliate, and specialized 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.**

A copy of the NCWorks Career Center locations is attached.

- 2. Provide the date and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract (one-four years).**

The procurement of One-Stop Operators is currently in process. An RFP for One-Stop Operators was issued on April 4, 2018. A Bidders' Conference was held on April 18, 2018. Intent to Bid forms were submitted on Wednesday, April 18, 2018. Proposals are due on May 4, 2018 with Board review through May and approval scheduled for June 13, 2018. A copy of the procurement timeline and published notice are attached. Contracts are for two years with an extension option on one additional year.

- 3. How do you coordinate services with WorkFirst (Temporary Assistance for Needy Families)?**

Career Center staff are trained to provide direct linkages to TANF representatives. A cross-referral process has been established between Title I program operators and TANF case workers to provide better support to job-seekers most in need. Each of our career centers is located in close proximity to a DSS office that houses TANF, which aids in the cross-referral process. There is DSS TANF representation at the quarterly partnership meetings for each county, and some TANF representatives hold office hours within the Cape Fear Workforce Development Board centers.

- 4. How is the Career Center used outside of regular business hours?**

All Cape Fear Workforce Development Board Career Centers provide extended/non-traditional hours as needed and frequently host hiring events for local employers who need second-shift and/or third-shift workers. NCWorks rapid-response teams are deployed to meet with businesses and affected employees during non-traditional hours.

## **C. WIOA Title I Programs**

### **Adult and Dislocated Worker Services**

- 1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.**

The competitive procurement of Adult and Dislocated Worker Program providers is currently in process. An RFP for Adult and Dislocated Worker Programs was issued on April 6, 2018. A Bidders' Conference was held on Wednesday, April 18. Intent to Bid forms were submitted on Wednesday, April 18. Proposals are due May 4. Staff will review the proposals for compliance and viability. Cape Fear Workforce Development Board members who do not have a conflict of interest will review the proposals, interview the proposers, and recommended the awarding of contracts on June 13, 2018. Evaluation of the proposals will be documented and maintained on file with the CFWDB compliance officer. The contracts are approved for a two-year period with an option to extend for an additional year.

All contracts are competitively procured via a process that meets the requirements of the Sunshine Provision. Services are delivered under contracts that define the relationship of the Cape Fear Workforce Development Board and service delivery.

- 2. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2017.**

PY2018 contracts will be awarded on June 13, 2018.

- 3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers.**

Eligible training providers are reviewed by the local board whenever a provider makes application. The local board requires a three-year history of performance that requires at least 70% placement. In addition, the training providers must provide paid work-based learning opportunities to enrollees. All career center staff are trained to inform customers that they have a choice of providers. The local area uses the approved state list of eligible

training providers that can be found in NCWorks online. In order to serve four large counties, the board uses all community colleges that serve the Cape Fear area. North Carolina's community colleges have maintained a placement rate well above 70%. The local board feels the community colleges in the area are a sufficient number of competent providers; however, applications may be accepted from other providers who meet CFWDB criteria. The local Board did not add any additional performance measures.

#### **4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Adult and Dislocated Worker Performance Measures?**

The Cape Fear WDB will meet all federal and state Adult and Dislocated Worker performance measures through an established process that begins with the Request for Proposal document that specifies the terms and conditions for delivering WIOA services. While it is the goal of the Cape Fear WDB to meet all federal and state WIOA performance outcomes and training expenditures requirements, the board fully understands that personal behavior, federal and state policies, and economic conditions are often beyond the board's ability to control. With that said, the Cape Fear WDB establishes policy to predict the best possible outcomes for achieving its goals.

The Cape Fear WDB staff monitors the performance data of all Title I service providers at a minimum of a monthly basis [often more] through the review of client records and reports available through NCWorks Online. The staff also uses the records in NCWorks to ensure the participant is enrolled into training prior to approving expenditure of funds through the monthly invoice review. The review of this data ensures that the Local Area is on track with their overall performance and training expenditure rates. The staff prepares WIOA activity reports for the Cape Fear WDB's oversight committee on a bi-monthly basis. Additionally, staff prepares NCWorks Career Center activity reports that are analyzed and shared with the service providers and oversight committee. The reports are compared with data from the prior year and prior month to gauge improvements or determine any areas of concern. Additionally, CFWDB staff uses Future Works to track performance for the Local Area and each contractor. Performance data collected by the CFWDB staff is shared with contractors through technical assistance contact and at mandatory quarterly training sessions.

Local Area has a tracking system that requires the WIOA service providers to report their performance outcomes on a monthly basis. The WIOA service providers are required to collect data pertaining to the performance measures. The WIOA staff understand that they are expected to meet or exceed the Program Year (PY) 2018 goals established for the Adult and Dislocated worker programs. Performance goals are increased annually.

Utilizing a regional approach to business services, center staff is aware of direct-hire, work-based learning, and OJT opportunities that may align with the employment goals of Adult and Dislocated Worker program participants. Title I providers have collaborative relationships with the community colleges that serve the Cape Fear area. Those partnerships bring staff to provide Human Resource Development training in the centers



to increase the employability skills of Adult and Dislocated Worker participants. Title I providers track the services and enlist the support of community college staff to streamline training and employment services to clients.

**5. Describe how the Board uses local funds for Incumbent Worker Training (IWT). If the Board does not use local funds for IWT, please state why and what would be needed to incorporate IWT as a locally offered service.**

The Cape Fear Workforce Development Board is developing an Incumbent Worker Training Program in PY18. The IWT program will provide grants under competitive bid for contracts up to \$10,000. Grants will provide training to Incumbent Workers in order to prevent layoffs and/or promote Incumbent Workers in order to create new job opportunities within the company. The IWT program will focus on high-growth industries and small businesses with fewer than 100 employees. The IWT program will operate year-round, and grants will be awarded at the will of the Cape Fear Workforce Development Board.

**6. Complete the following chart (by placing an X in each applicable box) to demonstrate what work-based learning opportunities are available in the local Workforce Board area.**

On-the-Job Training	Local Incumbent Worker Training	Internships	Job Shadowing	Paid/Unpaid Work Experience	Specify Others:
X	X	X	X	X	site tours of companies, summer jobs training for youth

**7. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis.**

Cape Fear WDB staff meets with Eastern Carolina WDB staff on a quarterly basis, and with a broader team that includes Region Q WDB, Turning Point WDB, and Northeastern WDB twice per program year at minimum. Collaboration with other WDBs has enabled Cape Fear to explore ways to make our business services more relevant, valuable, and accessible to the business community and job-seekers. Regional topics have included

Incumbent Worker Training, Work-based Learning, Certified Career Pathways, Apprenticeship, and Work-ready Community efforts. Business Services staff communicate regularly with other BSR from across North Carolina to share documents and meet quarterly to discuss innovative practices.

Cape Fear WDB staff, Title I, and Title III staff attended Business U training in PY2017. The Business U model focuses on the benefits of our services and requires an improved approach to communicating with industry. Eastern Carolina WDB and Cape Fear WDB co-authored a grant to support additional Business U training across both board areas.

CFWDB career center staff and partners participate in regional business services meetings across two Prosperity Zones. The meetings provide a forum for identifying solutions to shared problems and to exchange relevant information from each agency.

Additionally, the CFWDB's Business Services Representative coordinates and oversees the deployment of Industry Teams that include leadership staff from community colleges, Economic Development, and One-Stop Career Centers from each county. These Industry Teams meet with companies from high-growth sectors to identify needs and provide strategies for talent pipeline management. The CFWDB BSR shares trends and works closely with leadership from other agencies to develop systems that better serve regional industry.

## **8. Describe follow-up services provided to Adults and Dislocated Workers.**

Follow-up services are provided for at least one year to all participants who have been provided any training, work-experience, and on-the-job training activities. Career Advisors inform participants of the follow-up procedures upon enrollment and again the time of exit. Each service provider contacts the participants on a monthly basis for a telephone interview or, in some cases, a person-to-person interview. Career Advisors are required to record information that confirms employment, earning, or the attainment of a credential. Career Advisors also inform participants of any training opportunities or job vacancies, if needed.

### **ii. Youth Services**

#### **1. 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?**

**If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.**

**If yes, please provide a response to the following questions.**

Yes, the Board has a standing committee for youth services that meets and provides reports and recommendations to the Board at every meeting.

**a) Provide the committee’s purpose/vision.**

Their purpose is to develop opportunities for young people across the Cape Fear region and improve access to resources that support the employment goals of the NextGen youth program. The committee serves to make sure that all youth in the program, whether in or out of school, have an opportunity to prepare for full-time employment and/or complete secondary or post-secondary education, and gain educational credits and certifications. For those who have dropped out of school, the first goal is to get them re-attached to the school system. If that is unsuccessful, the customer is provided training and employment opportunities.

**b) Attach the 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.**

<b>WDB Member</b>	<b>Organization</b>	<b>Email Address</b>
Melissa Singler, Chair	Cape Fear Community College	masingler24@mail.cfcc.edu
Yasmin Tomkinson	Cape Fear Literacy Council	ytomkinson@cfliteracy.org
Jon Hicks	Duke Energy	jonathan.hicks@duke-energy.com
Jai Robinson	Vocational Rehabilitation	jai.robinson@dhhs.nc.gov
Karen Pleva	New Hanover Regional Medical	karen.pleva@nhrmc.org
Angie Ball	Industrial Pump Service	ball@industrialpumpservice.com

**c) Complete the following chart for the PY18 Youth Committee’s planned meeting schedule to include dates, time, and location.**

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
July 11, 2018	10:00 – 11:30 a.m.	Brunswick Community College Leland Center 2045 Enterprise Dr NE, Leland, NC 28451
October 10, 2018	10:00 – 11:30 a.m.	Southeastern Community College T-Building, Room 120/122 4564 Chadbourn Hwy Whiteville, NC
January 9, 2019	10:00 – 11:30 a.m.	New Hanover County Career Center 1994 South 17 <sup>th</sup> St Wilmington, NC

April 10, 2019	10:00 – 11:30 a.m.	Pender County Career Center 904 S Walker Street Burgaw, NC
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**2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.**

The competitive procurement for the Youth program is currently in process. An RFP for Youth program providers was issued on April 6, 2018. A Bidders’ Conference was held on Wednesday, April 18. Intent to Bid forms were submitted on Wednesday, April 18. Proposals are due May 4. Staff will review the proposals for compliance and viability. Cape Fear Workforce Development Board members who do not have a conflict of interest will review the proposals, interview the proposers, and recommended the awarding of contracts on June 13, 2018. Evaluation of the proposals will be documented and maintained on file with the CFWDB compliance officer. The contracts are approved for a two-year period with an option to extend for an additional year.

All contracts are competitively procured via a process that meets the requirements of the Sunshine Provision. Services are delivered under contracts that define the relationship of the Cape Fear Workforce Development Board and service delivery.

**3. Attach the Local Workforce Development Board Youth service provider’s chart, effective July 1, 2018.**

PY2018 contracts will be awarded on June 13, 2018.

**4. What strategies are in place to ensure Local Workforce Boards meet or exceed PY2018 Youth Performance Measures?**

The Cape Fear WDB will meet all federal and state Youth performance measures through an established process that begins with the Request for Proposal document that specifies the terms and conditions for delivering WIOA services. While it is the goal of the Cape Fear WDB to meet all federal and state WIOA performance outcomes and training expenditures requirements, the board fully understands that personal behavior, federal and state policies, and economic conditions are often beyond the board’s ability to control. With that said, the Cape Fear WDB establishes policy to predict the best possible outcomes for achieving its goals.

The Cape Fear WDB staff monitors the performance data of all Title I service providers at a minimum of a monthly basis [often more] through the review of client records and reports available through NCWorks Online. The staff also uses the records in NCWorks to ensure

the participant is enrolled into training prior to approving expenditure of funds through the monthly invoice review. The review of this data ensures that the Local Area is on track with their overall performance and training expenditure rates. The staff prepares WIOA activity reports for the Cape Fear WDB's oversight committee on a bi-monthly basis. Additionally, staff prepares NCWorks Career Center activity reports that are analyzed and shared with the service providers and oversight committee. The reports are compared with data from the prior year and prior month to gauge improvements or determine any areas of concern. Additionally, CFWDB staff uses Future Works to track performance for the Local Area and each contractor. Performance data collected by the CFWDB staff is shared with contractors through technical assistance contact and at mandatory quarterly training sessions.

The Local Area has a tracking system that requires the WIOA service providers to report their performance outcomes on a monthly basis. The WIOA service providers are required to collect data pertaining to the performance measures. The WIOA staff understand that they are expected to meet or exceed the Program Year (PY) 2018 goals established for the Youth program. Performance goals are increased annually.

The CFWDB submitted a grant to establish Youth Councils comprised of youth service providers and youth from each county. The County Youth Councils will support the youth workforce development system through the exchange of information with the CFWDB Youth Standing Committee,

- 5. Specify if the Local Workforce Development Board 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 Workforce Development Board has internal controls to safeguard cash/gift cards.**

The Cape Fear WDB currently does not have an Incentive Policy for Youth.

## D. Local Innovations

1. List any additional funding received by the local Workforce Development Board to include special grants, National Dislocated Worker Grants, YouthBuild, outside funding, and others to include a brief description and the amount.

Funding	Amount	Purpose
NC Commerce (DWS)	\$25,000	Youth Services (research and improvement)
NC Commerce (DWS)	\$25,000	Business Services (regional practices)

2. Describe one local WDB best Adult/Dislocated Worker program practice.

Title I Adult and Dislocated Worker staff work closely with local community colleges to engage participants who are chronically unemployed and/or may benefit from a career change. NCWorks Career Center staff was consulted to provide labor market information and general job-seeker data to support the development of Career Discovery classes at Cape Fear Community College. The Career Discovery Program was created for to provide exposure to careers through classroom training. The classes culminate in the completion of a Career Readiness Certificate and an interview with a local employer. Through partner collaboration, fees for Career Discovery Classes are waived for individuals who participate in Title I programs. Career Discovery classes cover a significant amount of information in a short-term program, so Title I program operators refer participants with low literacy skills to the Cape Fear Literacy Council or Brunswick County Literacy Council for more focused academic support and assistance with CRC preparation. This practice of cross-referrals and shared clients provides better support to clients and strengthens communication between partner agencies.

3. Describe one local WDB best Youth program practice.

The CFWDB Title I Youth Program piloted a Summer Jobs Program in PY17. Several youth contractors collaborated to design a Career Readiness Boot Camp. Seventy program youth participated in a two-week Career Readiness Boot Camp prior to being placed at an eight-week work experience (WEX) opportunity. The Career Readiness Boot Camp series covered resume development, professionalism, self-marketing, conflict resolution, professional communication, mock interviews, self-reflection, and other soft skills. Workshops were designed and conducted by community college representatives, Community-Based Organizations, and Title I contract staff. The Career Readiness Boot Camp culminated in a networking event and interview session with twenty-five Summer Jobs Program employers. Youth Career Advisers worked closely with the employers

throughout the Summer Jobs program to monitor progress and amend career plans. The participants worked Monday through Thursday and were required to attend weekly workshops on Fridays. Friday workshops featured presentations from agencies, banks, colleges, and local business. At the completion of the program, twenty participants were offered unsubsidized employment through their host-sites or elsewhere. Ten participants enrolled in post-secondary education (Community College or University). Two participants were placed in an On-the-Job training opportunity. The Boot Camp is scheduled to be renewed in PY18 in partnership with Cape Fear Community College. Targeted work-based learning through a structured, youth-friendly program, was effective in improving youth participation and youth program performance.

**4. Describe a local WDB regional strategy that has yielded positive results.**

Recognizing the need to unify the messaging to employers, the Regional Business Services Team was created. The Regional Business Services Team consists of Business Service Reps from Title 1, Center Operators, VET reps, front line staff from Title 1 and Title III, CFWDB Staff, and Community College representatives. The Regional Business Services Team meets on a bi-monthly basis and shares information with Business Services across other WDB areas and Prosperity Zones. Since its formation in PY17, the team was able to develop two large Career Fairs in the Cape Fear WDB area. The Career Fairs were hosted by two of the local Community Colleges with career center staff on site to complete NCWorks registrations and pre-screen applicants for employers.

The Regional Business Services Team presented information about Career Center services, Community College training classes, NC Apprenticeships, and Certified Career Pathways at the Brunswick County Home Builders Association's yearly dinner event. After the Home Builders Association's event, ten employers registered with NCWorks and have been working with the Career Centers for employment services. The Regional Business Services Team is currently working on a unified marketing plan that includes consistent messaging on brochures and processes that improve customer flow so that businesses in the region receive the same level of service from public agencies.

The Regional Business Services Team played an integral role in the development of the CFWDB's Certified Career Pathway in Construction Technology.

1. The following policies must be attached as separate documents in the PY 2018 Plan. Name documents: Local Area Name, Policy Name.

Please make a notation below if the Policy has been revised for Program Year 2018.

*Example: Competitive Procurement – Revised*

1. Adult/ Dislocated Worker Work Experience Policy (PS 10-2017) **Revised**
  2. Competitive Procurement Policy (PS 19-2017) **Revised**
  3. Conflict of Interest Policy (PS 18-2017) **Revised**
  4. Equal Opportunity Procedures (PS 05-2015) **Revised**
  5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017) **Revised**
  6. Individualized Training Account Policy **Revised**
  7. On-the-Job Training Policy (PS 04-2015) **Revised**
  8. Oversight Monitoring Policies and Tools **Revised**
  9. Priority of Service Policy (PS 03-2017) **Revised**
  10. Supportive Services Policies **Revised**
  11. Youth Work Experience Policy (PS 10-2017) **Revised**
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2. Designate whether or not you have the following Optional Policies. If yes, attach the policy as a separate document. Name documents: Local Area Name, Policy Name. [Example: IWT Policy – Yes. Attached as *Workforce Development Board, IWT Policy*.]
    1. Local Area Incumbent Worker Training Policy - **Pending**
    2. Local Area Needs-Related Policies **n/a**
    3. Local Area Transitional Jobs Policy **n/a**
    4. Local Area Youth Incentive Policy **n/a**



3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

<b>Individual Training Accounts (ITA) Summary</b>	
<b>Dollar Amounts</b>	\$8,000 lifetime maximum
<b>Time Limits</b>	three years
<b>Degree or Certificates allowed (Associate's, Bachelor's, other)</b>	certificates, diplomas, associates, bachelors (completion only, with approval)
<b>Procedures for determining case-by-case exceptions for training that may be allowed</b>	request to board staff for review
<b>Period of time for which ITAs are issued (semester, school year, short term, etc.)</b>	ITAs are issued and expire on a semester or quarterly basis
<b>Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)</b>	books, required supplies/tools and uniforms, required physical exams and immunizations
<b>Other</b>	fees associated with ETP (parking fees, student fees, etc.)

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

<b>Transportation</b>	<b>Childcare</b>	<b>Supplies</b> <i>(include examples)</i>	<b>Emergency</b> <i>(include examples)</i>	<b>Other</b> <i>(include examples)</i>
mileage reimbursement – participant or carpool	qualified childcare provider per NC regulations	job-search supplies: flash drives, resume paper, networking cards, etc.	temporary shelter, food, medication, clothing, nominal cash upon approval	physical exams, treatments, eyeglasses, dentures upon approval
agency transportation (shared costs)				travel and other expenses for DW in conducting job-search upon approval
public transit (bus passes or community van)				

**Required Attachment Checklist from Plan Instructions:**

Signed copy of Consortium Agreement (if applicable) **will update and sign 5/16**

- ✓ Administrative Entity Organizational Chart
- ✓ Workforce Development Board List (*form provided*)
- ✓ Workforce Development Board By-laws
- ✓ Local Area Organizational Chart
- ✓ Local Area Certification Regarding Debarment \* (*form provided*)

Local Area Signatory Form\* (*form provided*) **Document will be signed 5/16.**

- ✓ Local Area NCWorks Career Center System (*form provided*)

Local Area Adult and Dislocated Worker Services Providers (*provided*) **will update 6/13**

- ✓ Local Area Eligible Training Providers (*optional*)
- ✓ Local Area Youth Committee Meeting Schedule (*optional*) **imbedded in plan**
- ✓ Local Area Youth Committee Members (*optional*) **imbedded in plan**

Local Area Youth Services Providers (*form provided*) **will update 6/13**

Local Area Youth Incentive Policy (*optional*) **n/a**