



CALCASIEU PARISH POLICE JURY
GOVERNING AUTHORITY OF CALCASIEU PARISH, LOUISIANA

WORKFORCE DEVELOPMENT BOARD

AmericanJobCenter®



We put people to

work!

P.O. Box 1592 ~ 70602
2424 3rd Street ~ 70601
Lake Charles, Louisiana
Website: www.calcasieuparish.org/wdb

Local Workforce Development Area (LWDA) 51/Region 5
Serving Allen ~ Beauregard ~ Calcasieu ~ Cameron ~ Jeff Davis ~ Vernon Parishes
Calcasieu Consortium Workforce Development Board (WDB)
Ms. Stephanie Seemion, WDB Director

Phone: 337-721-4015
Fax: 337-721-4187
TDD 1-800-947-5277 or 711
Email: sseemion@lwia51.com

Andrea V. Morrison, J.D, LL.M
Assistant Secretary
State Equal Opportunity Officer
Office of Workforce Development
1001 North 23rd St
Baton Rouge, LA 70802

Dear Ms. Morrison,

On behalf of The American Job Center (AJC)/ WIOA Area Region 5 and Workforce Development Board #51, I would like to thank you for this opportunity.

We welcome the challenge to use the allotted funds to expand services to individuals that would otherwise not qualify under WIOA. With funds requested we project increased ratios of completed training certification alongside increased permanent job placement.

Each element of this proposal is targeted to achieve rapid implementation and a positive impact in our community workforce.

Sincerely,

Stephanie Seemion, WDB Director



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WORKFORCE DEVELOPMENT BOARD



Competitive Grants Proposal

January-June 2023

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Introduction

We at the American Job Center (AJC)/ WIOA Area Region 5 and Workforce Development Board #51 are excited for the opportunity to offer additional services and support to those in need in our area. Our pilot programs (Short-Term Training, Coursework Completion Stipend, and Assistance to complete Certification) will allow us to train unemployed workers, assist those ready to enter the workforce, and serve businesses and job seekers in ways that are limited by WIOA. In 2022 we saw several successful programs evolve. Our Truck Drivers Initiative, Clinical Medical Assistant Training, and Culinary Fundamentals are just a few of the areas we continue to excel in. SOWELA, CDL Mentors, and Academy of Acadiana are examples of the great program providers that have afforded us great success. Our training providers have and continue to help us meet our goal of " Putting Southwest Louisiana back to work".

Purpose

Due to the 2 hurricanes and other natural disasters in the last 2 years we have found many businesses are in need of qualified employees. This is due to the migration (those who decided to leave after the storms). Many have moved away and did not return to the area. Many who have returned or migrated to our area are in need of training to acquire new positions and/ or excel in their current positions.

We find often times a few of our participants are not able to complete programs due to financial stress, time constraints, or access to the training needed, transportation , or childcare. We plan to use the funds to close this gap.

We also see a high number of individuals who do not meet WIOA criteria struggling to complete self- pay programs. In most cases they are able to complete high wage/high demand program curriculums but lack the financial support to complete certification testing and purchase other required supplies to ensure success.

Additional funding will also give us an opportunity to support our small business community by partnering in the initiative to certify new employees and give them a pool of trained and certified potential employees possibly in Culinary Fundamentals and Customer Service.

Projected Outcome

With awarded funds we plan to increase completion ratios of those currently in our programs as well as an increase in participants. We will have an available trained and certified pool of potential employees ready to work. With a target obligation date of June 30, 2023 in mind, we hope to have more than 50% of participants training completed and in the permanent job/ hiring process.

Program Elements

We plan to utilize a blanket approach to encompass new and current participants who seek training to achieve a better way of life for themselves and their families.

We intend to use awarded funds to continue and enhance our current programs by offering additional course work and support for those who are in need that have been restricted by imposed eligibility requirements as well as those who are unemployed.

Working with our current program providers we will look at compiled listings of those participants and applicants who are in need of immediate assistance. Specific areas we plan to tackle first are:

- A. Clearing a compiled list of students who are in need of additional funds to complete program of study and provide assistance as needed. Specific application and documentation, such as but not limited to proof of citizenship and state issued ID, along with a letter of request will be required. There will be an evaluating committee that will make final decisions on those recipients. We will obtain applicant interest utilizing all technology resources using, but not limited to HiRE, Google Applications, IT assistance etc.
- B. Reach out to those applicants who in the recent months have applied but did not meet all requirements, as previously stipulated, and offer program access.
- C. A new initiative we plan to capitalize on will include specialized training programs being offered by SOWELA in the first quarter 2023* (*Attachment A*). This will include a restructured Culinary Fundamentals Certifications course alongside Customer Service Training. We are awaiting more information on restructured Gaming certification as well.
- D. Coursework Completion Stipend and Assistance to Complete Certification initiative will allow us to offer specified financial assistance to those who have completed post-secondary program requirements. This would allow us to help ensure a successful transition to employment by removing financial barriers at the critical steps between education and employment. General requirements are to be set to identify those most in need. We will use the general parameters below along with the attached documentation (*Attachments B and C*):
 1. Eligible training providers will be able to identify a group or pool of students who may meet our set guidelines for assistance.
 2. We will then request application and documentation to identify qualified recipients.
 3. Once this is determined we will award set amounts to assist with purchase of items such as but not limited to required clothing (scrubs, interview attire, uniforms, etc.), supplies (medical gear, safety shoes, culinary tools, etc.), and job-related required items.

**As noted, Eligible Training Providers are aware of the quick turnaround as we will need to have all funds obligated by 6-30-2023. Participants will, in conjunction, be asked to complete all job obtaining related program tasks offered at the AJC as well.*

Evaluation Methods

We will measure the level to which the program is achieving the expected outcomes by using established documentation alongside specific case work initiatives. Example documentation is being provided (Attachment D).

As always, all changes and adjustments will be documented. This will include participant status, class structure changes, addition or change in providers.

Partners and Support

We understand the program funds must be fully obligated by June 30, 2022. As a buy in we have letters of intent and support from CDL Mentors (Attachment E) and SOWELA (Attachment F). We may move any participants to other phases of WIOA programs as permitted. We also plan to solicit other partners to ensure all have an additional avenue of assistance as they complete training hopefully resulting in permanent employment.

Financial Summary

Our proposed budget is attached (Attachment G). This is a general forecast on current participant needs and future participant requirements. This does not include any administrative or general operating cost.

ATTACHMENT A

SOWELA Technical Community College – Workforce Solutions

Culinary Fundamentals/Chef Bootcamp and Customer Service Training Proposal

Culinary Fundamentals/Chef Bootcamp

The 120-hour program helps you build the skills and knowledgebase needed to earn two nationally recognized certifications:

- The American Hotel and Lodging Educational Institute’s (AHLEI) Certified Kitchen Cook
- The National Restaurant Association’s ServSafe Manager Certification

Training includes sanitation and safety; tools and equipment; menu planning and cost management; basic principles of cooking and food science; meat, poultry, and fish cooking methods; understanding and cooking meats and game; cooking for vegetarian diets; food presentation and much more. You will also be exposed to the foundations of modern restaurant cooking, enabling you to refine your skills and build your culinary repertoire.

Upon successful completion of the program, you can apply for 9 hours of credit toward SOWELA’s Associate of Applied Science degree in Culinary Arts.

3 Cohorts (total of 50 students)

\$1250 per student tuition

\$100 per student supplies/assessment cost

\$67,500 total cost for program

Customer Service

This program is for those who are working in a customer facing role. This can be in retail or any other industry. Participants will understand the customer life cycle, effective strategies to engage customers, and ways to assess customer needs. They will also gain crucial workplace skills like problem-solving, working in teams, reading customer body language, and increasing customer satisfaction and retention. This training also goes over setting your goals and expectations, preparing a resume, and how to shine in an interview. Student will earn a credential based on nationally approved skill standards:

- National Retail Federation’s Customer Service and Sales Certified Specialist

Training topics include:

- What is Retail?
- Understanding the Customer
- The Value of Customer Service
- Knowing Products and Service
- Knowing the Customer
- Meeting the Customer’s Needs
- Making the Sale

- Furthering Your Customer Service Skills
- Your Brand is You
- Professionalism in the Workplace
- Finding the Job
- Getting the Job
- Growing Your Skills

Total of 50 students

\$600 per student tuition

\$50 per student supplies/assessment cost

total cost for program

\$32,500

Total Cost for Programs

\$100,000 total cost

WORKFORCE APPLICANTS 2022-CDL MENTORS

COST

CDL A LICENSE COST	\$6,000.00
CDL B LICENSE COST	\$3,500.00
CDL UPGRADE B TO AN A COST	\$3,000.00
40 HOUR REFRESHER COURSE	\$2,500.00
HAZMAT ENDORSEMENT	\$99.00
PASSENGER ENDORSEMENT	\$99.00
BUS ENDORSEMENT	\$99.00

ATTACHMENT B

FIVE REFERENCES

STREET OR PO BOX ADDRESSES ACCEPTED

1

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
RELATIONSHIP _____

2

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
RELATIONSHIP _____

3

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
RELATIONSHIP _____

4

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
RELATIONSHIP _____

5

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
RELATIONSHIP _____

LIST OF SEVEN LAST EMPLOYERS

STREET OR PO BOX ADDRESSES ACCEPTED

1

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

2

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

3

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

4

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

5

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

6

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

7

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER _____
EMPLOYMENT DATES: BEGIN: _____ END: _____
JOB TITLE: _____

ATTACHMENT C



AMERICAN JOB CENTER OF REGION V
Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, and Vernon Parishes



AmericanJobCenter

Physical: 2424 Third Street • Lake Charles, LA 70601
 Mailing: P. O. Box 1299 • Lake Charles, LA 70602
 Phone: 337/721-4010 • Fax: 337/721-4186 • TDD/TTY: 1-800-947-5277 or 711, 1-800-846-5277
www.louisianaworks.net

Client Release of Information

To: _____

Date: _____

I have applied for, or am receiving, assistance through the American Job Center of Region V under the federally funded Workforce Innovation and Opportunity Act (WIOA). I authorize the release of all information regarding my wages, hours of work, employment status, etc. to the American Job Center of Region V. This agency is required to report this information to the U.S. Department of Labor in connection with the grant. Please provide the information requested below.

_____ Name (Print) _____ Signature _____ Social Security # _____

Address: _____

Primary Phone #: _____

Name of Contact Person (If a Minor) : _____ **Title:** _____

Please report any significant increases/changes in employment status or need for intervention to our office. This could include promotions, upgrade of fringe benefits, wage increases, terminations, etc.

 Signature of Person Completing Form

Best time to call you for information: _____

Area Code/Phone #: _____

 Title

 Date

Feel free to contact me if you have any questions or need clarification regarding this release form or our services.

Sincerely, _____ Phone #: _____, Ext. _____

Allen Parish Office
 602 Court Street
 Oberlin, LA 70655
 O: 337.639.2175
 F: 337.639.2560

Beauregard Parish Office
 1102 West First Street
 DeRidder, LA 70634
 O: 337.462.5838
 F: 337.462.6115

Calcasieu Parish Office
 2424 3rd Street
 Lake Charles, LA 70601
 O: 337.721.4010
 F: 337.721.4186

Vernon Parish Office
 408 West Fertitta Blvd.
 Leesville, LA 71446
 O: 337.238.3321
 F: 337.238.3817



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www.louisianaworks.net

Last Day Class/Training Attended

Workforce Development Board – LWDA #51

Please Circle Funding Source for Short Term Grant Program:

CDL Culinary/ Customer Service Medical Assistant

**** Attach a copy of completed Certification/ Diploma**

I was enrolled in a training program funded through the Workforce Innovation and Opportunity Act (WIOA) enacted through the U.S. Department of Labor. The funds were administered by the Louisiana Workforce Commission through the American Job Center of Region V, a Calcasieu Parish Police Jury agency.

Keeping in compliance with my scholarship agreement, please be advised that

_____ was my last day of class/training attended.

Date

School Name/Training Provider – Please Print

Curriculum

Signature of Participant

Date

Authorized Staff Signature

Date

Allen Parish Office

602 Court Street
Oberlin, LA 70655
O: 337.639.2175
F: 337.639.2560

Beauregard Parish Office

1102 West First Street
DeRidder, LA 70634
O: 337.462.5838
F: 337.462.6115

Calcasieu Parish Office

2424 3rd Street
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F: 337.721.4186

Vernon Parish Office

408 West Fertitta Blvd.
Leesville, LA 71446
O: 337.238.3321
F: 337.238.3817

An Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

ATTACHMENT D

Monitoring

Monitoring will be conducted on a project level and programmatic level to measure and document progress, achievements, and results.

At the project level monitoring will be done based on a project timeline:

PROJECT TIMELINE

	FEBUARY	MARCH	APRIL	MAY	JUNE
MARKETING/CAMPAIGN LAUNCH					
Educational Providers Identified					
Participants Identified					
Participant Applications Submitted					
Monies Disbursed					
Participants Program Enrollments Starts					

At the programmatic level monitoring will be done as a summary of program results with the main goal of monitoring, being to collect data:

1. To learn from past experiences to improve present or future action
2. To provide accountability for resources used
3. To decide what works and what doesn't
4. To promote functioning approaches (adaptive and adjustive responses) further.

ATTACHMENT E



" We Mentor You For Greatness"

CDL Mentors

4310 Ryan Street, Ste113

Lake Charles, LA. 70605

CDL Mentors Truck Driving School in Lake Charles, Louisiana mission is to produce well-trained entry-level truck drivers who can transition into gainful employment upon completion of their vocational training by offering CDL A, CDL B and Upgrade from a B to an A commercial driving training.

CDL Mentors also offers online Federal Motor Carrier Safety Administration (FMCSA), Approved ELDT Hazmat Endorsement Theory , ELDT Passenger Endorsement Theory, and ELDT School Bus Endorsement Theory, which will allow drivers to operate different kinds of vehicles and haul specific types of freight.

CDL A is 4-week training, CDL B is 3 weeks training and to Upgrade from a B to an A is 2 weeks training. During training there are logistic recruiters that are from major companies such as Schneider Logistics, Total Transportation, Coca Cola United of Lake Charles recruiting for over the road, regional, dedicated and local driving routes. Due to the shortage of over 80,000 drivers reported by the American Trucking Association, drivers are hired in as little as days up to a 2 week timeframe.

CDL Mentors also partners with Southwest Louisiana Credit Union to provide financial wellness seminars regarding Business Line of Credit, Savings Accounts, Checking Accounts, Mortgage Loans etc; which is vital in preparing students who may one day become an Owner/Operator, home owner, or anyone who is interested in becoming a member of our local community credit union.

The vast majority of our students have had background challenges, and most are head of single parents household. We also have students who are in training whom are unemployed or working part-time earning minimum wage salary; however; by earning a CDL will help increase their salary and allow for a better livelihood for themselves as well as their family. The average salary for a CDL driver in Louisiana is \$43,500 per year, which is a lot more than most of the students have ever earned and this is why it is crucial to invest in our future CDL holders so that they too can one day experience the American Dream of equal opportunity for all.

ATTACHMENT F



December 20, 2022

To whom it may concern,

I am writing this letter of support for the grant application that is being submitted by the American Job Center/WDB 51. If these funds are awarded, SOWELA has agreed to help identify students in their final semester who need financial assistance for items to enter the job market. This may include licensing exams, industrial clothing, medical scrubs, business appropriate attire, or transportation costs to get to job interviews.

If you have any questions, I can be reached at (337) 421-6955 or allison.dering@sowela.edu .

Sincerely,

Allison
Dering

Digitally signed by
Allison Dering
Date: 2022.12.20
12:06:44 -06'00'

Allison Dering
Interim Executive Director of Enrollment Management & Student Affairs

ATTACHMENT G

BUDGET WORKSHEET January 2023- June 2023

<i>LINE ITEM</i>	<i>PROPOSED AMOUNT</i>	<i>TOTAL ALLOCATION</i>	<i>DETAIL</i>
Short term Training such as but not limited to Culinary Fundamentals, Chef Bootcamp, Customer Service, Gaming Certification, etc.	20 Students \$1,400 to \$3,000 per Student	\$60,000	Course work, supportive Services and/or Certification
Coursework Completion Stipend	40 Students \$250 per Student	\$10,000	Requires application. Payment after completion of current program and proof of completion of coursework (HiSET, CDL, etc.)
Assistance to complete Certification	60 Students \$200- \$500 per Student	\$30,000	Reimburse testing fees once completed(NCLEX, CDL endorsements, certifications, etc.)
Marketing	\$20,000	\$20,000	Additional Funding Request for marketing, raise awareness of the program via radio, television, billboards, printed material, and social media.