



AmericanJobCenter



Workforce Innovation and Opportunity Act

A word cloud featuring various terms related to internships and career development. The most prominent word is "internships" in large blue letters. Other significant words include "career plan" in purple, "personal development" in red, "networking" in orange, "stepping stone" in red, "training" in red, "confidence" in blue, "cv boost" in blue, "initiative" in green, "project management" in green, "team working" in green, "interview ideas" in orange, "inspiring experience" in blue, "responsibility" in red, "employability skills" in orange, "great opportunity" in red, "decision making" in blue, "interpersonal skills" in red, "communicating" in blue, "engagement" in blue, "exceptionally useful" in blue, "independence" in green, "liaising" in green, and "communication" in blue.

REGIONAL/LOCAL COMBINED WORKFORCE PLAN

July 1, 2020 – June 30, 2024
(2022 Modification)

The American Job Center serving Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes are sponsored by the Calcasieu Parish Police Jury in conjunction with the Workforce Development Board and the Louisiana Workforce Commission. An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

Overview

Under the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Area 51 is submitting a Regional/Local Combined Plan to the Louisiana Workforce Commission outlining strategic and operational aspects of the workforce development area in a Four-Year Plan.

The Local Area will collaborate with organizations that provide a range of employment, education, training, and related services and supports to help all job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy. The Local area understands that having an approved Combined Plan in place is essential to receive funding for core programs. WIOA reforms planning requirements, previously governed by the Workforce Investment Act of 1998 (WIA), to foster better alignment of Federal investments in job training, to integrate service delivery across programs and improve efficiency in service delivery, and to ensure that the workforce system is job-driven and matches employers with skilled individuals. One of WIOA's principal areas of reform is the need for planning across core programs and include this planning process in the combined plan. This reform promotes a shared understanding of the workforce needs within each Local area and fosters development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of businesses and workers. Successful implementation of many of these approaches called for within WIOA requires robust relationships across programs. WIOA requires local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery.

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CHAPTER 1: ECONOMIC AND WORKFORCE ANALYSIS – REGIONAL COMPONENT

Local Workforce Development Area (LWDA) 51 which includes Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes is submitting a Regional/Local Combined Plan. This area also happens to encompass the parishes that comprise Region V. The partners encompass the six (6) core programs (WIOA Adults, Dislocated Workers and Youth, Adult Education & Literacy, Wagner-Peyser and Vocational Rehabilitation) as well as the six (6) State-required programs including Temporary Assistance to Needy Families (TANF), Supplemental Nutritional Assistance Program, Work programs authorized under the Food and Nutrition Act, Jobs for Veterans State Grants, Trade Adjustment Assistance(TAA) and Community Services Block Grant (CSBG). In addition, some other mandated partners included are Motivational, Educational & Training, a program under the National Farmworker Jobs Program, SOWELA Technical Community College, a career and technical education program and Senior Community Service Employment Program (SCSEP), a program under the Title V Older Americans Act. All these programs are represented on the Workforce Development Board(WDB) except the SCSEP. LWDA 51 has additional non-mandated partners to help advance clients further into employment and training. Those partners are Catholic Charities, Goodwill, Community Foundation and Louisiana Department of Public Safety & Corrections (LA DPS&C) – Division of Probation & Parole: Lake Charles Region.

A Memorandum of Understanding and a Cost Allocation Plan have been developed between all these partners outlining the presence of each partner in the American Job Center(AJC) as well as determine what part each will play in the cost allocation plan.

The State of Louisiana provides the HiRE (Helping Individuals Reach Employment) program. Employment Opportunities are listed by industry or by occupation. The existing demand for the jobs listed (either statewide or by region) is showed by a number of stars (where 1 star is lowest, and 5 stars is highest). The Local Workforce Development Area uses the list as “in demand” occupations. Board members are selected from the top demand industries. Priority training is provided to the high demand industries. These are some of the top demand occupations all averaging an hourly wage of at least \$10.00 per hour or more. Those industries in Region 5 include the following industry sectors: Construction, Education, Healthcare, Hospitality (Accommodation & Food), and Petrochemical (Manufacturing).

Table 1: Louisiana Unemployment Insurance – Weekly Claims Data (Week Ending 01/21/2023)

	Current Selection	Prior Week	Prior Year
Week Ending Dates	1/21/2023	1/14/2023	1/22/2022
UI Program			
Initial Claims	1,778	2,313	1,922
Continued Claims	12,707	12,625	16,331
Insured Unemployment Rate	0.6	0.6	1.1
UCFE Program			
Initial Claims	1	2	2
Continued Claims	45	52	55
UCX Program			
Initial Claims	1	3	1
Continued Claims	12	13	18
Total Claims, All Programs			
Initial Claims	1,780	2,318	1,925
Continued Claims	12,764	12,690	16,404

Unemployment Insurance Claims Data (http://www.laworks.net/LaborMarketInfo/LMI_ReportOutput.asp)
Downloaded: 01/31/2022

Definitions
1. UI - Regular Unemployment Insurance applicable to unemployed workers in employment covered under the Louisiana employment security law.
2. UCFE - Unemployment Compensation for Federal Civilian Employees.
3. UCX - Unemployment Compensation for ex-service members.
4. Initial Claim - A new claim filed to open a claim for unemployment compensation.
5. Continued Claim - Each week claimed subsequent to the filing of the initial claim for a week of Unemployment Compensation.

Table 2: Long Term Projections for All Occupations to 2030

	Star Rating	Occ. Code	Occupational Title	Growth	Exits	Total Opening	Lowest Wage	Highest Wage
1	*****	11-1021	General and Operations Managers	196	36	168	\$28.00	--
2	*****	11-3031	Financial Managers	69	7	30	\$30.53	\$81.00
3	*****	11-9041	Architectural and Engineering Managers	2	2	7	\$56.04	--
4	*****	11-9111	Medical and Health Services Managers	76	9	34	\$23.78	\$93.48
5	*****	13-1041	Compliance Officers	-18	8	24	\$18.38	\$51.62
6	*****	13-1081	Logisticians	16	2	11	\$22.13	\$63.00
7	*****	13-1111	Management Analysts	4	6	17	\$29.67	\$72.19
8	*****	13-2011	Accountants and Auditors	38	15	51	\$20.52	\$52.03
9	*****	15-1211	Computer Systems Analysts	22	3	12	\$19.95	\$58.19
10	*****	17-1011	Architects, Except Landscape and Naval	16	4	12	\$26.26	\$63.22
11	*****	17-2041	Chemical Engineers	-2	7	20	\$31.32	\$82.48
12	*****	17-2051	Civil Engineers	41	5	22	\$28.46	\$65.79
13	*****	17-2071	Electrical Engineers	11	2	6	\$30.78	\$69.15
14	*****	17-2081	Environmental Engineers	-4	2	6	\$28.98	\$77.14
15	*****	17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	4	1	3	\$37.97	\$76.50
16	*****	17-2112	Industrial Engineers	-1	4	12	\$31.32	\$78.56
17	*****	17-2141	Mechanical Engineers	2	2	7	\$25.70	\$56.20
18	*****	17-3023	Electrical and Electronics Engineering Technicians	-4	2	5	\$22.32	\$49.10
19	*****	23-1011	Lawyers	78	11	32	\$40.08	\$86.44
20	*****	29-1122	Occupational Therapists	28	3	11	\$42.46	\$83.92
21	*****	29-1123	Physical Therapists	44	6	16	\$28.84	\$49.72
22	*****	29-1127	Speech-Language Pathologists	43	3	12	\$15.83	\$55.21
23	*****	29-1171	Nurse Practitioners	108	7	28	\$18.56	\$40.21
24	*****	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	83	31	109	\$32.66	\$60.98
25	*****	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	30	20	63	\$20.47	\$53.08
26	*****	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	44	6	24	\$22.38	\$65.16
27	*****	49-9041	Industrial Machinery Mechanics	71	17	54	\$18.82	\$51.77
28	*****	49-9044	Millwrights	22	8	26	\$27.80	\$62.16
29	*****	51-1011	First-Line Supervisors of Production and Operating Workers	-39	30	93	\$23.48	\$64.79
30	*****	51-4121	Welders, Cutters, Solderers, and Brazers	113	18	84	\$15.12	\$39.42
31	*****	51-8091	Chemical Plant and System Operators	-226	26	88	\$20.51	\$45.36
32	*****	51-8092	Gas Plant Operators	7	1	7	\$27.16	\$51.20
33	*****	51-8093	Petroleum Pump System Operators, Refinery Operators, and Graders	-3	33	141	\$26.40	\$59.12
34	*****	53-1047	First Line Supervisors of Transportation & Material Moving Workers, Exec Aircraft Cargo Handling Supervisor	-1	15	43	\$16.71	\$41.08
35	*****	53-5021	Captains, Mates, and Pilots of Water Vessels	7	2	7	\$14.00	\$46.42
36	*****	11-1011	Chief Executives	-5	2	4	\$16.80	\$43.18
37	*****	11-2011	Advertising and Promotions Managers	12	0	2	\$26.05	\$60.69
38	*****	11-3010	Administrative Services and Facilities Managers	19	5	15	\$19.94	\$43.57
39	*****	13-1020	Buyers and Purchasing Agents	-21	6	14	\$20.34	\$25.14
40	*****	13-1031	Claims Adjusters, Examiners, and Investigators	-9	1	3	\$26.84	\$63.75
41	*****	17-2011	Aerospace Engineers	2	0	0	\$22.35	\$57.66

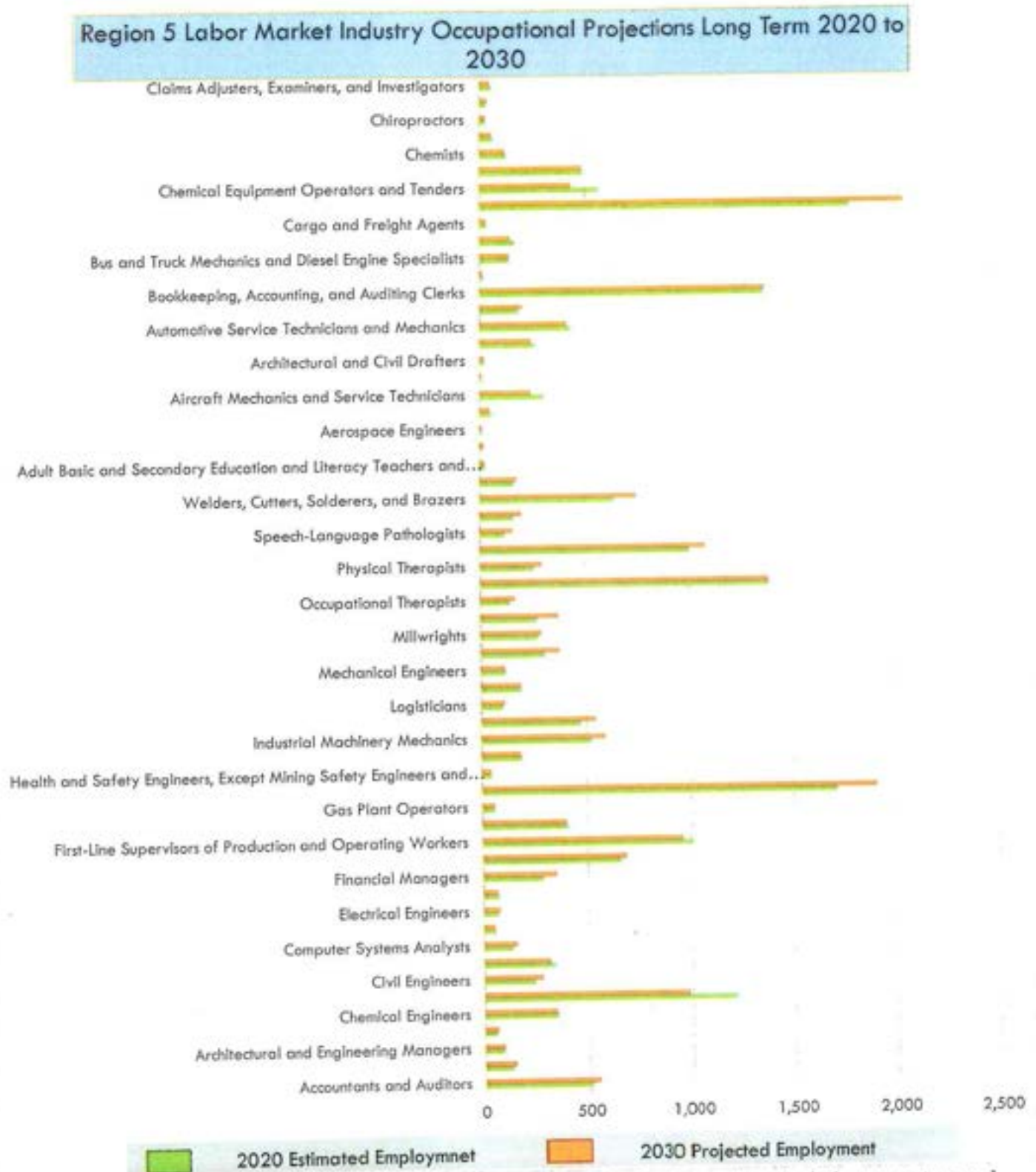
	Star Rating	Occ. Code	Occupational Title	Growth	Exits	Total Opening	Lowest Wage	Highest Wage
42	★★★★★	17-3011	Architectural and Civil Drafters	4	1	3	\$25.44	\$60.15
43	★★★★	17-3022	Civil Engineering Technicians	3	1	3	\$50.80	--
44	★★★★	19-2031	Chemists	-5	2	11	\$19.58	\$46.72
45	★★★★	19-3031	Clinical, Counseling, and School Psychologists	0	0	0	\$15.69	\$38.56
46	★★★★	19-4031	Chemical Technicians	-4	9	53	\$16.43	\$34.57
47	★★★★	25-3011	Adult Basic and Secondary Education and Literacy Teachers and Instructors	-1	2	4	\$19.49	\$68.70
48	★★★★	27-1021	Commercial and Industrial Designers	7	2	6	\$28.82	\$47.95
49	★★★★	29-1011	Chiropractors	1	0	0	\$25.75	\$58.79
50	★★★★	43-3031	Bookkeeping, Accounting, and Auditing Clerks	10	80	151	\$9.44	\$35.08

Source: Long-term Occupational Projections for All Occupations to 2030. (2023, 01 31). Retrieved from [www.iaworks.net](http://www.iaworks.net/LaborMarketInfo/LMI_OccAllProj.asp?years=202020230):
http://www.iaworks.net/LaborMarketInfo/LMI_OccAllProj.asp?years=202020230

- (i) **Emerging Demand Industry Sectors and Occupations.** Provide an analysis of the industries and occupations for which demand is emerging.

The five industry sectors shown in the chart below are appearing because of all the economic expansion in Southwest Louisiana. They are Construction, Educational Services, Healthcare, Manufacturing and Hospitality (Accommodation & Food Services). Construction is directly linked to the demand for the construction crafts to build the expansion facilities, Manufacturing is on the rise because of the increased output from the expanding industries. Education, Health Care and Accommodation & Food services are appearing due to the previous influx of individuals moving into the area with their families to fill the positions offered by the many expansion projects. Recovery continues in the aftermath of Covid19. Our Lake Charles and Deridder offices are fully functional. February 22, 2023, the Vernon Parish (Leesville) American Job Center will offer limited hours Monday through Thursday – 9:00 a.m. to 3:30 p.m. We have seen foot traffic steadily increase. We continue to offer virtual services to those who cannot physically come into the offices.

Figure 1: Industry Projections (Long-term) for Multiple Industries in 5th Regional Labor Market Area, Lake Charles in 2020-2030



(ii) **Employers' Employment Needs.** Regarding the industry sectors and occupations identified in (A)(i) and (ii), provide an assessment of the employment needs of employers, including a description of the knowledge, skills, and abilities required, including credentials and licenses.

Louisiana Labor Market Information shows the skills needed in the top 5 growth industry sectors in Region 5 are: Construction, Educational Services, Healthcare, Manufacturing and Hospitality (Accommodation & Food Services) within each section on pages 10-26 below.

Workforce Analysis. The Combined Plan must include an analysis of the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA. This population must include individuals with disabilities among other groups in the Regional/Local areas named by the State. This includes:

Individuals with Barriers to Employment are identified as follows:

(All individuals receive the basic core/career services of the American Job Center regardless of the indicators below)

- *Displaced homemakers.*
- *Low-income individuals.*
- *Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.*
- *Individuals with disabilities, including youth who are individuals with disabilities.*
- *Older individuals.*
- *Ex-offenders.*
- *Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))).*
- *Youth who are in or have aged out of the foster care system.*
- *Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.*
- *Eligible migrant and seasonal farm workers, as defined in section 167(i).*
- *Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).*
- *Single parents (including single pregnant women).*
- *Long-term unemployed individuals.*

In general, **displaced homemakers** exhibit the following needs: Some may be separated or divorced, widowed, battered, ousted from their regular domicile. Often, they need counseling, encouragement, and hope. Some lack basic skills or a High School Diploma (or state-approved equivalency). The only occupational skills for some of them are those of a housewife. Displaced homemakers are referred to the computer classes that the Literacy Council provides at the AJC.

Many of the individuals served are **low-income**. Some of the common needs of this group may include lack of occupational skills, lack of high school diplomas (or state-approved equivalency), and those needing to be retrained.

A higher population of **older individuals** are being served through career services. Many of them have retired and find that their retirement benefits are lacking, and they need to find employment to supplement their benefits.

A high population of **ex-offenders** are served. They are provided the Judicial Core Opportunity Referral for Employment (J-CORE) classes which include resume preparation, how to complete applications, mock interviews and they are provided with a list of employers who hire ex-offenders).

Homeless individuals need immediate assistance such as shelter, clothing, and food. Many referrals are made for housing, food stamps and clothing to enable them to

seek employment. Staff use the United Way 211 who aid with these needs. A Partner referral sheet is also used which lists agencies that can assist them.

Youth who are in or aged out of foster care need occupational skill training because they have limited work ethics. These youths also need much counseling, and shelter is provided through organizations such as Harbor House.

The **English Language Learners** are referred to the Literacy Council for English as a Second Language (ESL) instruction.

Migrant Seasonal Farm Workers (MSFW) often come in to apply for unemployment until the seasonal work starts again.

Following the Louisiana Combined State Plan, the LWDA51 Board staff will prepare its own local process to mimic the Agricultural Outreach Plan as outlined in the LWC's State Plan. (AOP). (As of 2/2/2023 the Agricultural Outreach Plan is under revision). The Plan will address the following actions using the State's Plan as a pattern.

1. **Assessment of need** of the farmworkers in the area based on past and projected agricultural and farmworker activity in the Region to include, but not limited to employment, training, and housing. The agricultural activity in the Region will be assessed to show the top labor-intensive crops, the months of heavy activity, and the geographic area of prime activity. A summary of the employers needs in the region will be assessed. In addition, the area will consider whether the farmers are hiring predominantly local or foreign workers. Economic, natural, or other factors affecting agriculture in the Region will be identified. Finally, the unique needs of farmworkers will be assessed such as if they are from certain countries, what languages they speak, etc. in keeping with Section 167 of WIOA.
2. **Outreach Activities** will provide activities designed to meet the needs of MSFWs in the Region and to locate and contact MSFWs who are not being reached through normal intake activities. Such activities may include: employment service offices contacting farmworkers who are not being reached by the normal intake activities, providing technical assistance to outreach workers to include training, conferences, additional resources and increased collaboration with other organizations on topics such as one-stop center services, employment service complaint system, information on other organizations serving MSFWs in the area and a basic summary of farmworker rights, including their rights with respect to the terms and conditions of employment, increasing outreach worker training and awareness across core programs including Unemployment Insurance (UI) program and the training on identification of UI eligibility issues. Staff may use the four modules available at the State to provide training (Agricultural Outreach Training, Business Service Representatives, State Monitor Advocates (Roles & Responsibilities) and Front-Line Staff Training on the Job Service Complaint System). Providing staff outreach workers professional development activities to ensure they can provide high quality services to both jobseekers and employers, Coordinating outreach efforts with National Farmworker Jobs Program (NFJP) grantees as well as with public and private community service agencies and MSFW groups.
3. **Services provided to farmworkers and agricultural employers through the one-stop delivery system by:** Providing the full range of employment and training services to the agricultural community, both farmworkers and agricultural employers, through the one-stop delivery system to include how

career and training services required under WIOA Title I will be provided to MSFWs through the one-stop centers and how the WDB serves agricultural employers and how it intends to improve such services. Marketing the employment service complaint system to farmworkers and other farmworker advocacy groups and Marketing the Agricultural Recruitment System to agricultural employers and how it intends to improve such publicity.

4. **Other Requirements including** collaboration, Review and Public Comment, Data Assessment, Assessment of progress, and Local Monitor Advocate to provide a statement that the local Agricultural Outreach Plan (AOP) has been reviewed and approved. The monitor will play an active role in developing the AOP, review the services provided to employers and MSFWs through the One-Stop System, and a review of the services provided to Agricultural Employers and MSFWs through the One-Stop Center.

Individuals who are nearing the conclusion of their **Temporary Assistance to Needy Families** often experience fear due to the loss of the funds. They are encouraged to enroll in training in a demand occupation prior to the end of their state assistance.

Single parents are encouraged to gain occupational skills in a high demand occupation leading to self-sufficiency, thus giving the needed income to sustain themselves.

Long-Term Unemployed are encouraged to seek occupational skills through classroom or on-the-job training(OJT). OJT provides income as well as occupational skills for the classic "earn while you learn" philosophy.

Service to this group of individuals begins with an identification of the various agencies who are currently serving them in the 6-parish area and development of a relationship with the Agency contacts. Some actions that are currently being taken to better serve this group include: targeted recruitment, development of informational flyers and brochures, placing posters in local offices & agencies regarding WIOA services, providing orientation to the target agencies, developing, and administering needs analysis surveys.

Agencies collaborated with to provide services and referrals to Individuals with Barriers to Employment include the Department of Family & Children Services (DCFS). Currently we are in the process of implementing a partnership between LWC and DCFS to serve able bodied applicants. Calcasieu Parish Police Jury's Human Services Department, local school boards in our six-parish region, as well as the Dowden Memorial Shelter and the June Jenkins Women's Shelter. The Beauregard Christian Women's Job Corp conducts informational meetings where the WIOA staff is invited to present center service information. In addition, the Louisiana Rehabilitation Services (LRS) representative visits the Beauregard center at least monthly and the Allen center on an as needed basis. The WIOA Staff takes part in career & resource fairs at the prisons in Allen parish, in addition to, working with Probation & Parole for any referrals they make.

- (iii) **Employment and Unemployment.** Provide an analysis of current employment and unemployment data, including labor force participation rates, and trends in the Regional/Local area.

The Laworks.net website provides information on the Civilian Labor Force for December 2019 (the most recent data) as follows:

Table 3: Labor Force, Employment and Unemployment Trends

PARISH	December 2022		November 2022		December 2021	
	Employed	Unemployed	Employed	Unemployed	Employed	Unemployed
Allen	7,652 V	314 A	7,844	275	7,787	290
Beauregard	13,929 V	468 A	14,447	368	14,201	398
Calcasieu	95,549 A	3,002 V	96,829	2,672	94,000	3,444
Cameron	3,571 A	92 A	3,615	77	3,513	80
Jefferson Davis	12,143 V	395 A	12,254	342	12,354	374
Vernon	14,867 V	736 A	15,344	487	15,229	528

(Labor Force, Employment and Unemployment, 2022)

**The V and A arrows indicate the direction of the change from 2021.*

The interesting thing about the table above is that in Allen, Beauregard, Calcasieu, Cameron and Vernon parishes, the number of unemployed went down, and the number of employed in Allen, Beauregard, Jefferson Davis, and Vernon also went down, but Calcasieu and Cameron increased employment. This occurred most likely because of the large amount of economic expansion occurring in the area. It is also possible to surmise that perhaps these individuals came to work in Calcasieu and Cameron Parishes.

- (iv) **Labor Market Trends.** Provide an analysis of key labor market trends, including across existing industries and occupations.

LWDA51 has identified five industry sectors showing growth and expansion: Construction, Healthcare, Hospitality (Accommodation & Food), Petrochemical Manufacturing and Education. Each will be addressed separately.

I. Labor Market Trends in the Construction Industry:

The construction sector comprises establishments primarily engaged in the construction of buildings or engineering projects (e.g., highways and utility systems). Establishments primarily engaged in the preparation of sites for new construction and establishments primarily engaged in subdividing land for sale as building sites also are included in this sector. We estimate construction of buildings and heavy and civil engineering will account for over 800 new positions in our area. Construction work done may include new work, additions, alterations, or maintenance and repairs. Activities of these establishments generally are managed at a fixed place of business, but they usually perform construction activities at multiple project sites. Production responsibilities for establishments in this sector are usually specified in (1) contracts with the owners of construction projects (prime contracts) or (2) contracts with other construction establishments (subcontracts). Establishments primarily engaged in contracts that include responsibility for all aspects of individual construction projects are commonly known as general contractors, but also may be known as design-builders, construction managers, turnkey contractors, or (in cases where two or more establishments jointly secure a general contract) joint-venture contractors. Construction managers that provide oversight and scheduling only (i.e., agency) as well as construction managers that are responsible for the entire project (i.e. at risk) are included as general contractor type establishments. Establishments of the "general contractor type" frequently arrange construction of separate parts of their projects through subcontracts with other construction establishments. Establishments primarily engaged in activities to produce a specific component (e.g., masonry, painting, and electrical work) are commonly known as specialty trade contractors. Activities of specialty trade contractors

are usually subcontracted from other construction establishments but, especially in remodeling and repair construction

Source: North American Industry Classification System (NAICS)

The Labor Market information (LMI) division of the LWC's Research and Statistics helps provide information on various sectors in the regional economy. Reports and tables presented here can be accessed through our website at www.laworks.net/lmi. Data has been provided at the parish level where possible.

Average Establishments

The table below illustrates the number of firms that are in the Construction Sector in each of the five parishes. Share of the number of establishments in the Construction sector to all establishments in the parish provides information on the size of the sector.

Table 4: Average Establishments in Region 5 in the Construction Industry

Parish	Avg. Establishments Construction Industry	Percent Construction Related Establishments	Total Avg. Establishments All Industries
Region 5	956	11.49%	8,321
Allen	26	7.07%	368
Beauregard	83	11.51%	721
Calcasieu	651	11.79%	5,523
Cameron	37	25.52%	145
Jefferson Davis	75	10.73%	699
Vernon	84	9.71%	865

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023

Table 5: Number Employed by Parish in the Construction Industry

Parish	Avg. Employment Construction Industry	Percent Construction Related Employment	Avg. Employment All Industries
Region 5	17,030	16.21%	105,071
Allen		1.59%	
Beauregard	370	5.36%	6,907
Calcasieu	9,677	13.29%	72,841
Cameron	6,050	81.66%	7,409
Jefferson Davis	390	6.54%	5,964
Vernon	486	5.81%	8,358

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023

Table 6: Total Wages by Parish in the Construction Industry

Parish	Total Wages Construction Industry	Total Wages All Industry	Percent Construction Related Wages	Avg. Weekly Wage
Region 5	\$1,383,338,314	\$5,716,554,897	24.20%	\$1,053
Allen	\$1,801,040	\$156,519,066	1.15%	\$838
Beauregard	\$18,042,755	\$319,956,303	5.64%	\$891
Calcasieu	\$758,019,117	\$4,276,044,800	17.73%	\$1,129
Cameron	\$587,751,765	\$725,871,405	80.97%	\$1,884
Jefferson Davis	\$17,723,637	\$238,163,323	7.44%	\$768
Vernon	\$20,911,401	\$350,123,585	5.97%	\$806

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Occupational Employment Distribution for Construction Workers

Here are the top ten occupations for the Sector Construction Industry in the Regional Labor Market Area, Lake Charles based on a 2022 estimate.

Table 7: Occupational Employment Distribution Table for Construction

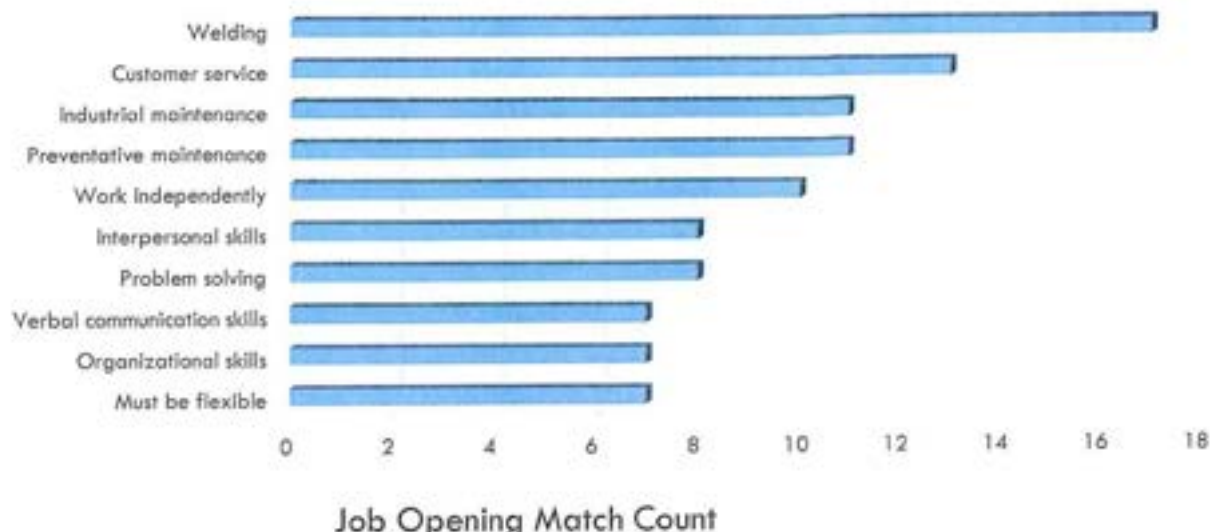
Rank	Occupation Title	Estimated Employment
1	Construction Laborers	1,880
2	First-Line Supervisors of Construction Trades and Extraction Workers	1,350
3	Operating Engineers and Other Construction Equipment Operators	980
4	Carpenters	940
5	Electricians	910
6	Plumbers, Pipefitters, and Steamfitters	760
7	Painters, Construction and Maintenance	550
8	Miscellaneous Construction and Related Workers	310
9	Helpers, Construction Trades, All Other	260
10	Helpers--Electricians	250

*Source: Louisiana Workforce Commission, Occupational Projections Program
Downloaded: 02/06/2023*

Figure 2: Advertised Job Skills for the Construction Industry

Advertised Job Skills

The graph below shows the top advertised detailed job skills found in job openings advertised online for Construction in 5th Regional Labor Market Area, Lake Charles, LA in February 2023 (Jobs Deduplication Level 1).



*Source Online advertised jobs data download 02/06/2023

2. Labor Market Trends in the Healthcare Industry:

The SWLA Alliance has created a healthcare industry task force. The purpose for this task force was to create a unified message concerning jobs in the healthcare industry among all area hospitals because they are drawing from the same worker pool. [Healthy Image](#), a local media magazine, has been engaged to help build the message on all facilities, regardless of size and funding contributions. Medical billing, medical records and coding was a major issue that was brought up in Jefferson Davis Parish and will be brought back to the Healthcare Task Force.

The Health Care and Social Assistance sector comprises establishments providing health care and social assistance for individuals. The sector includes both health care and social assistance because it is sometimes difficult to distinguish between the boundaries of these two activities. The industries in this sector are arranged on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance, and finally finishing with those providing only social assistance. The services provided by establishments in this sector are delivered by trained professionals. All industries in the sector share this commonality of process, namely, labor inputs of health practitioners or social workers with the requisite expertise. Many of the industries in the sector are defined based on the educational degree held by the practitioners included in the industry. Excluded from this sector are aerobic classes in Subsector 713, Amusement, Gambling and Recreation Industries and nonmedical diet and weight reducing centers in Subsector 812, and Personal and Laundry Services. Although these can be viewed as health services, health practitioners do not typically deliver these services.

Source: North American Industry Classification System (NAICS)

Table 8: Average Establishments in Region 5 in the Healthcare Industry

Parish	Avg. Establishments Healthcare Industry	Percent Healthcare Related Establishments	Total Avg. Establishments All Industries
Region 5	1,033	12.41%	8,321
Allen	56	15.22%	368
Beauregard	77	10.68%	721
Calcasieu	706	12.78%	5,523
Cameron	7	4.83%	145
Jefferson Davis	86	12.30%	699
Vernon	101	11.68%	865

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Table 9: Number Employed by Parish in the Healthcare Industry

Parish	Avg. Employment Healthcare Industry	Percent Healthcare Related Employment	Avg. Employment All Industries
Region 5	16610	15.81%	105,071
Allen	885	24.64%	3,592
Beauregard	1,393	20.17%	6,907
Calcasieu	11,382	15.63%	72,841
Cameron	68	0.92%	7,409
Jefferson Davis	1,448	24.28%	5,964
Vernon	1,434	17.16%	8,358

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Table 10: Total Wages by Parish in the Healthcare Industry

Parish	Total Wages Healthcare Industry	Total Wages All Industry	Percent Healthcare Related	Avg. Weekly Wage
Region 5	\$716,285,126	\$5,716,554,897	12.53%	\$906
Allen	\$32,524,814	\$156,519,066	20.78%	\$714
Beauregard	\$55,127,823	\$319,956,303	17.23%	\$761
Calcasieu	\$560,044,207	\$4,276,044,800	13.10%	\$946
Cameron	\$4,312,346	\$725,871,405	0.59%	\$1,229
Jefferson Davis	\$64,275,936	\$238,163,323	26.99%	\$854
Vernon	\$69,593,313	\$350,123,585	19.88%	\$933

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Occupational Employment Distribution for Healthcare Workers

Here are the top ten occupations for the Sector (2 digit) Healthcare and Social Assistance industry in 5th Regional Labor Market Area, Lake Charles based on a 2016 estimate.

Table 11: Occupational Employment Distribution Table for Healthcare

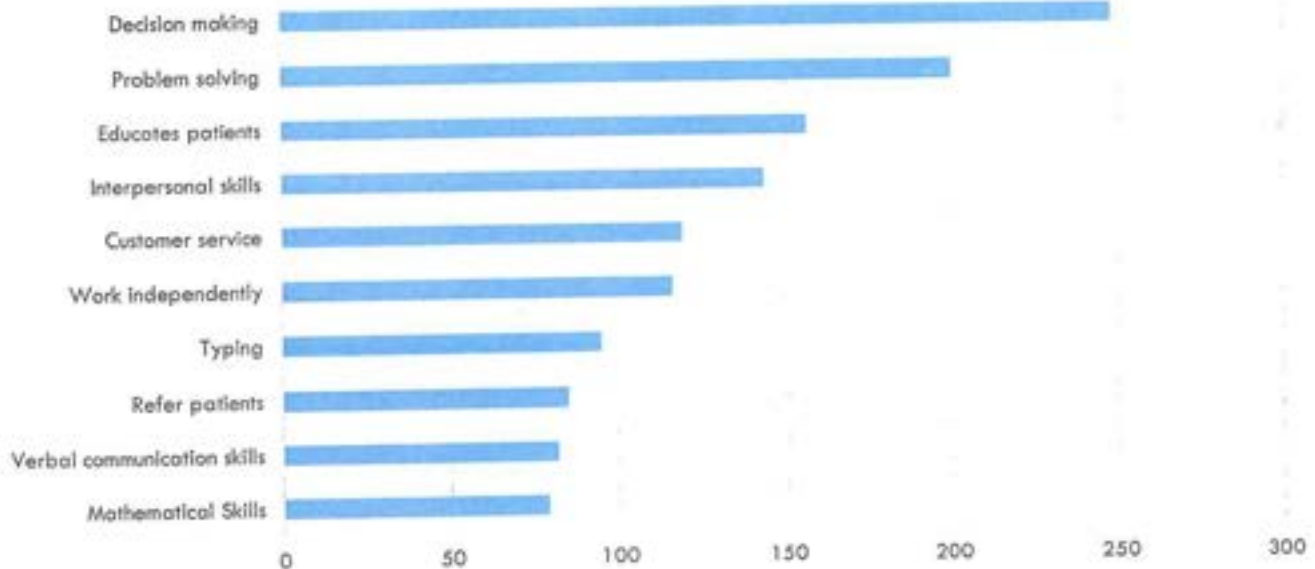
Rank	Occupation	Estimated Employment
1	Registered Nurses	2,270
2	Home Health and Personal Care Aides	1,790
3	Licensed Practical and Licensed Vocational Nurses	1,160
4	Nursing Assistants	1,010
5	Medical Assistants	810
6	Pharmacy Technicians	370
7	Health Technologists and Technicians, All Other	330
8	Dental Assistants	330
9	Clinical Laboratory Technologists and Technicians	300
10	Radiologic Technologists and Technicians	270

*Source: Louisiana Workforce Commission, Occupational Projections Program
Downloaded: 02/06/2023*

Figure 3: Advertised Job Skills for the Healthcare and Social Assistance Industry

Advertised Job Skills

The graph below shows the top advertised detailed job skills found in job openings advertised online for Health Care and Social Assistance in 5th Regional Labor Market Area, Lake Charles, LA in June 2020 (Jobs Deduplication Level 1).



*Source Online advertised jobs data download 02/06/2023

3. Labor Market Trends in the Hospitality Industry:

The Accommodation and Food Services sector comprises establishments providing customers with lodging and/or preparing meals, snacks, and beverages for immediate consumption. The sector includes both accommodation and food services establishments because the two activities are often combined at the same establishment. Excluded from this sector are civic and social organizations; amusement and recreation parks; theaters; and other recreation or entertainment facilities providing food and beverage services.

Source: North American Industry Classification System (NAICS)

Table 12: Average Establishments in the Hospitality Industry

Parish	Avg. Establishments Accommodation & Food Services Industry	Percent Accommodation & Food Services Related Establishments	Total Avg. Establishments All Industries
Region 5	864	10.38%	8,321
Allen	41	11.14%	368
Beauregard	54	7.49%	721
Calcasieu	620	11.23%	5523
Cameron	10	6.90%	145
Jefferson Davis	59	8.44%	699
Vernon	80	9.25%	865

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023

Table 13: Average Employment by Parish in the Hospitality Industry

Parish	Avg. Employment Accommodation & Food Services Industry	Percent Accommodation & Food Services Related Employment	Avg. Employment All Industries
Region 5	14648	13.94%	105,071
Allen	390	10.86%	3,592
Beauregard	842	12.19%	6,907
Calcasieu	11,545	15.85%	72,841
Cameron	58	0.78%	7,409
Jefferson Davis	738	12.37%	5,964
Vernon	1,075	12.86%	8,358

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023

Table 14: Total Wages by Parish in the Hospitality Industry

Parish	Total Wages Accommodation & Food Services Industry	Total Wages All Industry	Percent Accommodation & Food Services Related Wages	Avg. Weekly Wage
Region 5	\$326,853,748	\$5,716,554,897	5.72%	\$359
Allen	\$6,150,498	\$156,519,066	3.93%	\$303
Beauregard	\$10,668,990	\$319,956,303	3.33%	\$244
Calcasieu	\$297,210,005	\$4,276,044,800	6.95%	\$495
Cameron	\$1,447,568	\$725,871,405	0.20%	\$482
Jefferson Davis	\$11,376,687	\$238,163,323	4.78%	\$296
Vernon	\$18,557,827	\$350,123,585	5.30%	\$332

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023

Table 15: Advertised Job Skills for Accommodations (Hospitality)

The table below shows the top advertised detailed job skills found in job openings advertised online for Accommodation and Food Services in 5th Regional Labor Market Area, Lake Charles, LA in February 2023.

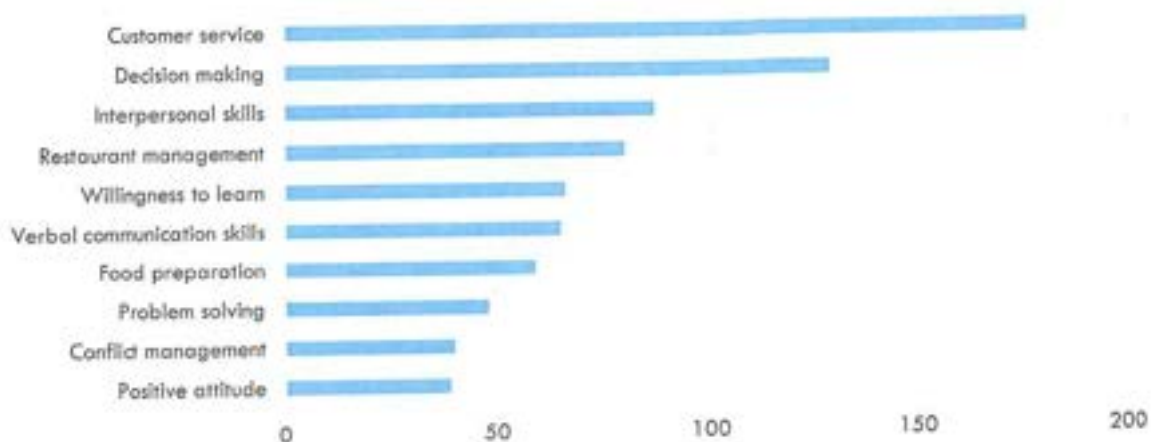
Rank	Advertised Detailed Job Skill	Advertised Skill Group	Job Opening Match Count
1	Customer service	Customer Service Skills	1,676
2	Problem solving	Basic Skills	619
3	Decision making	Basic Skills	605
4	Interpersonal skills	Interpersonal Skills	583
5	Work independently	Basic Skills	353
6	Must be flexible	Basic Skills	350
7	Verbal communication skills	Interpersonal Skills	344
8	Positive attitude	Interpersonal Skills	325
9	Organizational skills	Basic Skills	309
10	Attention to detail	Basic Skills	250

Source: Online advertised jobs data
Downloaded: 02/06/2023

Figure 4: Advertised Job Skills for the Hospitality Industry

Advertised Job Skills

The graph below shows the top advertised detailed job skills found in job openings advertised online for Accommodations and Food Services in 5th Regional Labor Market Area, Lake Charles, LA in February 2023 (Jobs Deduplication Level 1).



Job Opening Match Count

*Source Online advertised jobs data download 02/06/2023

Table 16: Occupational Employment Distribution for Accommodation Industry (Hospitality)

The table below shows the top occupations with the highest estimated employment for the Leisure and Hospitality industry in 5th Regional Labor Market Area, Lake Charles, LA based on a 2023 estimate.

Rank	Occupation	Estimated Employment
1	Cashiers	1676
2	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	619
3	Food Preparation Workers	605
4	Waiters and Waitresses	583
5	Office Clerks, General	353
6	Customer Service Representatives	350
7	First-Line Supervisors of Office and Administrative Support Workers	344
8	First-Line Supervisors of Food Preparation and Serving Workers	325
9	Cooks, Restaurant	309
10	Gambling Dealers	250

*Source: Louisiana Workforce Commission, Occupational Projection Program
Downloaded: 02/06/2023*

4. Labor Market Trends in the Chemical Manufacturing Industry

The Chemical Manufacturing subsector is based on the transformation of organic and inorganic raw materials by a chemical process and the formulation of products. This subsector distinguishes the production of basic chemicals that comprise the first industry group from the production of intermediate and end products produced by further processing of basic chemicals that make up the remaining industry groups. This subsector does not include all industries transforming raw materials by a chemical process. It is common for some chemical processing to occur during mining operations. These beneficiating operations, such as copper concentrating, are classified in Sector 21, Mining. Furthermore, the refining of crude petroleum is included in Subsector 324, Petroleum and Coal Products Manufacturing. In addition, the manufacturing of aluminum oxide is included in Subsector 331, Primary Metal Manufacturing; and beverage distilleries are classified in Subsector 312, Beverage, and Tobacco Product Manufacturing. As in the case of these two activities, the grouping of industries into subsectors may take into account the association of the activities performed with other activities in the subsector.

Source: North American Industry Classification System (NAICS)

Table 17: Average Establishments in the Manufacturing Industry

Parish	Total Avg. Establishments Manufacturing Industry	Percent Manufacturing Related Establishments	Total Avg. Establishments All Industries
Region 5	275	3.30%	8,321
Allen	8	2.17%	368
Beauregard	22	3.05%	721
Calcasieu	194	3.51%	5,523
Cameron	8	5.52%	145
Jefferson Davis	28	4.01%	699
Vernon	15	1.73%	865

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Table 18: Average Employment in the Manufacturing Industry

Parish	Total Avg. Employment Manufacturing Industry	Percent Manufacturing Related Employment	Total Avg. Employment All Industries
Region 5	12818	12.20%	105,071
Allen	765	21.30%	3,592
Beauregard	910	13.18%	6,907
Calcasieu	9,893	13.58%	72,841
Cameron	537	7.25%	7,409
Jefferson Davis	316	5.30%	5,964
Vernon	397	4.75%	8,358

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Table 19: Total Wages in the Manufacturing Industry Region 5

Parish	Total Wages Manufacturing Industry	Total Wages All Industry	Percent Manufacturing Related Wages	Avg. Weekly Wage
Region 5	\$1,346,545,311	\$5,716,554,897	23.56%	\$1,645
Allen	\$51,244,343	\$156,519,066	32.74%	\$1,289
Beauregard	\$89,783,914	\$319,956,303	28.06%	\$1,897
Calcasieu	\$1,114,120,408	\$4,276,044,800	26.05%	\$2,166
Cameron	\$74,957,677	\$725,871,405	10.33%	\$2,686
Jefferson Davis	\$16,438,969	\$238,163,323	6.90%	\$1,002
Vernon	\$17,062,072	\$350,123,585	4.87%	\$827

*Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program
Downloaded: 02/06/2023*

Table 20: Advertised Job Skills for Chemical Manufacturing

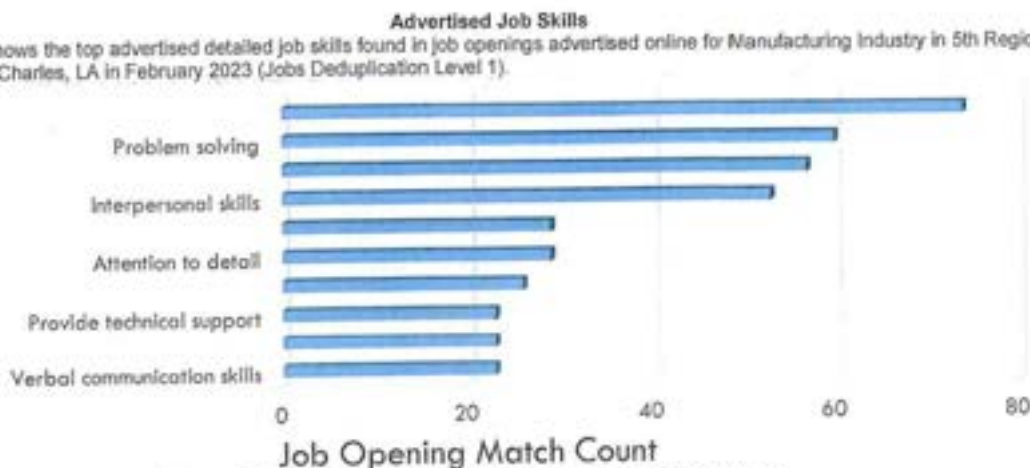
The table below shows the top advertised detailed job skills found in job openings advertised online for Manufacturing in 5th Regional Labor Market Area, Lake Charles, LA in February 2023.

Rank	Advertised Detailed Job Skill	Advertised Skill Group	Job Opening Match Count
1	Preventative maintenance	Maintenance Technician Skills	9
2	Welding	Welding Skills	6
3	Interpersonal skills	Interpersonal Skills	4
4	Routine maintenance work	Maintenance Technician Skills	4
5	Problem solving	Basic Skills	3
6	Work independently	Basic Skills	3
7	Dismantle machines	Millwright Skills	2
8	Employee development	Interpersonal Skills	2
9	Increase profitability	Financial Analyst Skills	2
10	Industrial machinery installation	Millwright Skills	2

*Source: Online advertised jobs data
Downloaded: 02/06/2023*

Figure 5: Advertised Job Skills for the Manufacturing Industry

The graph below shows the top advertised detailed job skills found in job openings advertised online for Manufacturing Industry in 5th Regional Labor Market Area, Lake Charles, LA in February 2023 (Jobs Deduplication Level 1).



*Source: Online advertised jobs data download 02/06/2023

Table 21: Occupational Employment Distribution for Chemical Manufacturing

The table below shows the top occupations with the highest estimated employment for the Chemical Manufacturing industry in 5th Regional Labor Market Area, Lake Charles, LA based on a 2022 estimate.

Rank	Occupation	Estimated Employment
1	Chemical Technicians	210
2	Engineering Technologists and Technicians, Except Drafters, All Other	190
3	Chemical Engineers	160
4	Petroleum Engineers	160
5	Electrical and Electronic Engineering Technologists and Technicians	130
6	Mechanical Engineers	110
7	Occupational Health and Safety Technicians	100
8	Chemists	80
9	Civil Engineering Technologists and Technicians	60
10	Electronics Engineers, Except Computer	40

*Source: Louisiana Workforce Commission, Occupational Projections Program
Downloaded: 02/06/2023*

5. Labor Market Trends in the Education Industry:

The Educational Services sector comprises establishments that provide instruction and training in a wide variety of subjects. This instruction and training is provided by specialized establishments, such as schools, colleges, universities, and training centers. These establishments may be privately owned and operated for profit or not for profit, or they may be publicly owned and operated. They may also offer food and accommodation services to their students. Educational services are usually delivered by teachers or instructors that explain, tell, demonstrate, supervise, and direct learning. Instruction is imparted in diverse settings, such as educational institutions, the workplace, or the home through correspondence, television, or other means. It can be adapted to the particular needs of the students, for example sign language can replace verbal language for teaching students with hearing impairments. All industries in the sector share this commonality of process, namely, labor inputs of instructors with the requisite subject matter expertise and teaching ability.

Source: North American Industry Classification System (NAICS)

At this time, the area school superintendents have stated that there is a shortage of teachers for the upcoming school year. A new practice has been implemented that enables an individual with a bachelor's degree to obtain minimal training in order to become certified to teach. This has helped address the teacher shortage in the short term. However, a long-term solution will be a concentrated focus on education as a career in the local schools and career fairs.

Table 22: Average Establishments in the Education Services Industry

Parish	Avg. Establishments Education Services Industry	Percent Education Services Related Establishments	Total Avg. Establishments All Industries
Region 5	75	0.90%	8,321
Allen	4	1.09%	368
Beauregard	N/A	N/A	721
Calcasieu	51	0.92%	5,523
Cameron	N/A	N/A	145
Jefferson Davis	N/A	N/A	699
Vernon	20	2.31%	865
<i>Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program Downloaded: 02/06/2023</i>			

Table 23: Average Employment in the Education Services Industry

Parish	Avg. Employment Education Services Industry	Percent Education Services Related Employment	Total Avg. Employment All Industries
Region 5	612	0.58%	105,071
Allen	40	1.11%	3,592
Beauregard	N/A	N/A	6,907
Calcasieu	417	0.57%	72,841
Cameron	N/A	N/A	7,409
Jefferson Davis	N/A	N/A	5,964
Vernon	155	1.85%	8,358
<i>Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program Downloaded: 02/06/2023</i>			

Table 24: Average Wages for Education Services Industry in Region 5

Parish	Total Wages Education Services Industry	Total Wages All Industry	Percent Education Services Related Wages	Avg. Weekly Wage
Region 5	\$15,852,769	\$5,716,554,897	2.52%	\$774
Allen	\$1,767,532	\$156,519,066	1.13%	\$844
Beauregard	N/A	\$319,956,303	N/A	N/A
Calcasieu	\$14,085,237	\$4,276,044,800	0.33%	\$649
Cameron	N/A	\$725,871,405	N/A	N/A
Jefferson Davis	N/A	\$238,163,323	N/A	N/A
Vernon	\$6,689,322	\$350,123,585	1.91%	\$829
<i>Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program Downloaded: 02/06/2023</i>				

Table 25: Advertised Job Skills for the Education Industry

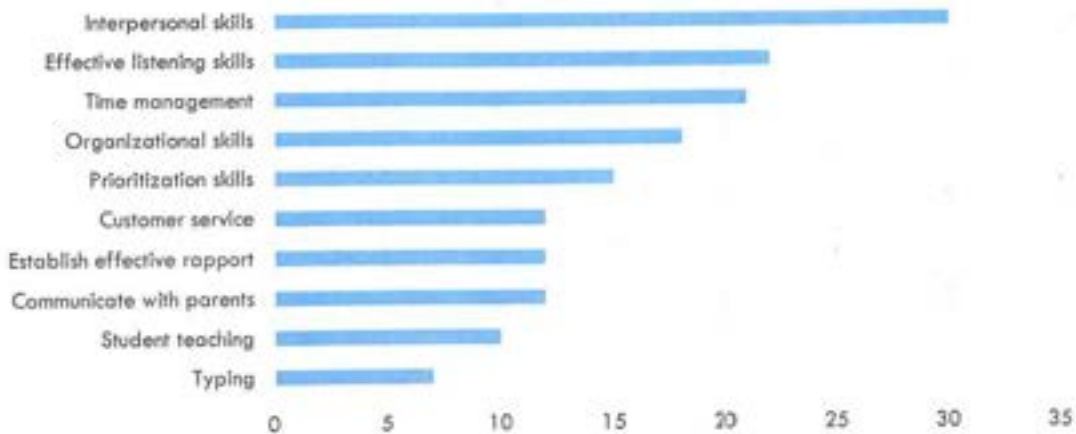
The table below shows the top advertised detailed job skills found in job openings advertised online for Educational Services in 5th Regional Labor Market Area, Lake Charles, LA in June, 2020.

Rank	Advertised Detailed Job Skill	Advertised Skill Group	Job Opening Match Count
1	Interpersonal skills	Interpersonal Skills	30
2	Effective listening skills	Interpersonal Skills	22
3	Time management	Basic Skills	21
4	Organizational skills	Basic Skills	18
5	Prioritization skills	Basic Skills	15
6	Communicate with parents	Instructor or Teacher Skills	12
7	Establish effective rapport	Interpersonal Skills	12
8	Customer service	Customer Service Skills	12
9	Student teaching	Instructor or Teacher Skills	10
10	Typing	Office Clerk Skills	7

*Source: Online advertised jobs data
Downloaded: 02/06/2023*

Advertised Job Skills

The graph below shows the top advertised detailed job skills found in job openings advertised online for Educational Services in 5th Regional Labor Market Area, Lake Charles, LA in February 2023 (Jobs Deduplication Level 1).



Job Opening Match Count

*Source Online advertised jobs data download 02/06/2023

Table 26: Occupational Employment Distribution for the Education Industry

The table below shows the top occupations with the highest estimated employment for the Educational Services industry in 5th Regional Labor Market Area, Lake Charles, LA based on a 2022 estimate.

Rank	Occupation	Estimated Employment
1	Elementary School Teachers, Except Special Education	1,690
2	Educational Instruction and Library Workers, All Other	1,600
3	Secondary School Teachers, Except Special and Career/Technical Education	1,500
4	Teaching Assistants, Except Postsecondary	1,170
5	Middle School Teachers, Except Special and Career/Technical Education	590
6	Special Education Teachers, Kindergarten and Elementary School	470
7	Postsecondary Teachers, All Other	390
8	Career/Technical Education Teachers, Secondary School	280
9	Special Education Teachers, Secondary School	270
10	Instructional Coordinators	210

Source: Louisiana Workforce Commission, Occupational Projections Program
Downloaded: 02/06/2023

V. Education and Skill Levels of the Workforce. Provide an analysis of the educational and skill levels of the workforce.

The Labor Market data provided by the Research and Statistics also provides information on certification needed for the 5 top growth industry sectors as follows:

The tables below show the top advertised certification groups found in job openings advertised online in 5th Regional Labor Market.

Table 27: Advertised Job Certifications in Health Care & Social Assistance

The table below shows the top advertised certification groups found in job openings advertised online in 5th Regional Labor Market Area, Lake Charles for Sector (2 digit) Health Care and Social Assistance in February 2023

Rank	Advertised Certification Group	Job Opening Match Count
1	American Heart Association (AHA) CPR & First Aid Certifications	1,722
2	Nursing Credentials and Certifications	1,241
3	National Board for Respiratory Care (NBRC)	66
4	Competency & Credentialing Institute (CCI)	50
5	American Association of Medical Assistants (AAMA) Certifications	46
6	National Board of Surgical Technology and Surgical Assisting (NBSTSA)	36
7	American Health Information Management Association (AHIMA) Certifications	23
8	National Association of Healthcare Access Management (NAHAM)	20
9	American Association of Nurse Anesthetists (AANA) Certifications	18
10	Doctor of Dental Surgery (DDS)	18

Table 28: Advertised Job Certifications in the Education Industry

The table below shows the top advertised certification groups found in job openings advertised online in 5th Regional Labor Market Area, Lake Charles for Sector (2 digit) Education Services in February 2023.

Rank	Advertised Certification Group	Job Opening Match Count
1	State Licensed Counselors	18
2	Behavior Analyst Certification Board	9

Table 29: Advertised Job Certifications in the Construction Industry

The table below shows the top advertised certification groups found in job openings advertised online in 5th Regional Labor Market Area, Lake Charles for Construction in February 2023.

Rank	Advertised Certification Group	Job Opening Match Count
1	Commercial Driver's License (CDL)	271
2	American Concrete Institute (ACI) Certifications	6
3	American Welding Society (AWS) Certifications	3

Table 30: Advertised Job Certifications in Accommodations & Food (Hospitality)

The table below shows the top advertised certification groups found in job openings advertised online for Accommodation and Food Services in 5th Regional Labor Market Area, Lake Charles, LA in February 2023.

Rank	Advertised Certification Group	Job Opening Match Count
1	National Restaurant Association (ServSafe) Certifications	11
2	ServSuccess Certifications	5
<i>Source: Online advertised jobs data Downloaded: 02/06/2023</i>		

Table 31: Advertised Job Certifications in Chemical Manufacturing

The table below shows the top advertised certification groups found in job openings advertised online in 5th Regional Labor Market Area, Lake Charles for Subsector (3 digit) Chemical Manufacturing in February 2023.

Rank	Advertised Certification Group	Job Opening Match Count
1	American Concrete Institute (ACI) Certifications	6
2	Board of Certified Safety Professionals (BCSP)	4
3	National Society of Professional Engineers (NSPE) Credentials	3
4	American Welding Society (AWS) Certifications	3
<i>Source: Online advertised jobs data Downloaded: 01/22/2020</i>		

(v) **Skill Gaps. Describe apparent 'skill gaps'**

Understanding the Skills gap

The skills gap is a complex issue, with lots of disagreement about causes and solutions. Here are some factors experts have identified:

Not enough of the right graduates. For in-demand jobs in health care, engineering, computer science, and advanced manufacturing, there aren't enough people being trained.

Poor yields from automated job match programs. Some employers fill job ads with a list of ideal requirements most applicants won't meet, resulting in low match rates and few potential candidates.

Reluctance to provide training. Many employers would prefer that job seekers and employees provide all their own training, but this is increasingly unrealistic.

Inadequate compensation. Some organizations cannot find candidates because the pay they offer, especially for in-demand jobs, is not competitive with other employers in their area.

The growing need for soft skills. Many new graduates, while tech-savvy, lack basic communication skills and other critical soft skills.

(Career One Stop Business Center "The Skills Gap")

www.careeronestop.org/businesscenter Copyright 2016. Date of access 6/15/16)

An issue regarding skills gaps involves basic education. The adult workforce in Louisiana catalogs around 600,000 adults who have no high school diploma or state-approved program equivalency. There needs to be a focus on literacy skills. The most basic skill needed to work in the 21st century workforce is a high school diploma for the individual who seeks a high skill, high demand career.

- (2) **Workforce Development, Education and Training Activities Analysis.** The Combined Plan includes an analysis of the workforce development activities, including education and training in the Region, to address the education and skill needs of the workforce, as identified in (a)(1)(B)(iii) above, and the employment needs of employers, as identified in (a)(1)(A)(iii) above. This must include an analysis of-

- (A) **The Regional Workforce Development Activities.** Provide an analysis of the regional workforce development activities, including education and training activities of the core programs, Combined Plan partner programs included in this plan, and required and optional one-stop delivery system partners.

Education and training activities of the core programs.

Training provided at local schools include Apprenticeship Programs for the Electricians and Plumbers/Pipefitters/Welders, In Classroom training at SOWELA-Main Campus in Lake Charles, Morgan Smith in Jennings, Oakdale Campus, SOWELA Campus Leesville and McNeese University. Other training options include On-the-Job Training (OJT), Work Experiences for youth. Historically, Region V has the lowest number of training facilities in the state. Participants are permitted to attend the school of their choice as long as it is listed on the State's Eligible Training Provider List and the occupations associated with the curricula are marked as "bright outlook." A training agreement is maintained with each school where LWDA51 has participants attending.

For those who need Literacy Training, the Literacy Council of Southwest Louisiana is a partner in the system and access to their services is convenient. SOWELA Campus Leesville also conducts HiSET classes for those needing to attain their high school equivalency diploma.

Combined Plan partner programs included in this plan

WIOA Core partners include the 6 programs:

WIOA Adults and Dislocated Workers services are provided through the American Job Center with locations throughout the Region. Youth services are provided

through an agreement with the Grant Recipient to run the program in-house at the American Job Center. The Calcasieu Parish Police Jury is the current Youth provider. Adult Education & Literacy is provided through the Literacy Council of Southwest Louisiana and at the CLTCC Lamar-Salter campus. The vocational rehabilitation program is provided through the Louisiana Workforce Commission, Louisiana Rehabilitation Services through the local office in Lake Charles. The Wagner-Peyser Act Program is provided through the Louisiana Workforce Commission with staff positioned in the Lake Charles American Job Center in Lake Charles and other offices in the Region.

LWC Required Partners include the following 3 programs and providers: The Community Services Block Grant (CSBG) program is provided through the Calcasieu Parish Police Jury, Department of Human Services, Both the Jobs for Veterans and the Trade Adjustment Assistance for Workers programs is provided through the Louisiana Workforce Commission by locating staff in the American Job Center in Lake Charles and other offices in the State.

DCFS Required Partners include the following 3 programs and providers: The Department of Children and Family Services provides services for the Temporary Assistance to Needy Families (TANF) Program, the Supplemental Nutrition Assistance Program (SNAP), and the Work programs authorized under the Food & Nutrition Act of 2008.

Optional one-stop delivery system partners

The Senior Community Service Employment program is provided through the National Association of Hispanic Elderly Program (ANNPM). The career and technical education programs authorized under the Carl D. Perkins Act are provided through SOWELA Technical Community College Campuses, and McNeese State University. SOWELA serves as the convener of the other Technical Colleges and Universities in the Region.

- (B) ***The Strengths and Weaknesses of Workforce Development Activities.***
Provide an analysis of the strengths and weaknesses of the workforce development activities identified in (A), directly above.

Workforce development activities, education & training of Partners:

WIOA Core Programs

Adult, Dislocated Worker & Youth Partner:

Strengths: Multitude of services available to assist with employment and educational needs.

Weaknesses: Not enough staff

Wagner-Peyser:

Strengths: Access to an array of employment related services to job seekers and employers, at no cost.

Weaknesses: Limited funding for staff in affiliate/satellite offices. Limited resources available for clients who do not have access to the internet.

Louisiana Rehabilitation Services:

Strengths: LRS staff is always available to assist when questions arise regarding LRS equipment. Assist consumers to maintain and secure employment. Services are to meet the consumer's needs to achieve independence in their community by working cooperatively with business and other community services. Under order of Selection which gives priority to those individuals with the most significant disabilities.

Weaknesses: Staff need to make themselves available to help in center when at the center.

Adult Education/Literacy:

Strengths: Basic computer classes offered at the American Job Center (AJC) for clients
Weaknesses: Not enough tutors

LWC Required Programs

Jobs for Veterans

Strengths: Priority of service provided to vets
Weaknesses: Lack of Vet staff in the center on a daily basis

Trade Adjustment Act

Strengths: Benefits workers who were laid off due to trade-affected closure. Workers can train for a new career.
Weaknesses: Excessive paperwork involved.

Community Services Block Grant (CSBG)

Strengths: Additional funds available when clients exhaust WIOA. Coordination of additional funding to pay for Safety Card and Transportation. Ability to support the cost of activities not allowed through WIOA. Transportation Worker Identification Card (TWIC).
Weaknesses: Funds only available for Calcasieu residents and not all 6 parishes. Limit funding

Workforce Development Board Optional Partners

Post-Secondary School (Sowela Main, Morgan Smith & Oakdale)

Strengths: Great instructors who care about the progress of the students, great communication between school staff and WIOA, Community partnership, Business and industry partnership, the flexibility and increased capacity to develop compressed training programs with Industry Based Credentials (IBC) to meet the needs of business and Industry, State of the art facilities, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Council on Occupational Education (COE) Accreditation, Easy access from I-210, Compassion for the Students, Offerings are high skill, high wage, high demand, Strong partnership with the One-Stop American Job Center.
Weaknesses: Tuition cost keeps rising, limited TOPS available for students

Older Worker Program:

Strengths: Adds to the pool of applicant's individuals who have excellent work ethics who are still wishing to be employed. Companies can seek them out for hiring.
Weaknesses: Limited hours for participants. Limited funding and high demand for these services.

In addition to these Strengths and Weaknesses, this Plan will undergo a SWOT Analysis throughout its timeframe targeting other strengths, weaknesses, opportunities, and threats.

- (C) **Regional Workforce Development Capacity.** Provide an analysis of the capacity of regional entities to provide the workforce development activities identified in (A), above.

Regarding ability to provide workforce development activities, there is enough capacity with new and expanding facilities to meet the need.

The focus on high demand occupations is a noble goal for both job seekers and employers. There is concern over the requirement of placing individuals who may not have the high skill levels into training for 3-to-5-star occupations. This seems to overlook the feeder occupations which may not be in that star range. Development of Career Ladders may change this.

(D) **Regional Strategic Vision and Goals.** The Combined Plan must include

The Regional strategic vision and goals for developing its workforce and meeting employer needs in order to support economic growth and economic self-sufficiency. This must include-

- (3) **Vision.** Describe the Regional strategic vision for its workforce development system. The Vision for WIOA is "To achieve and maintain an integrated, job-driven workforce system that links our diverse, talented workforce to our nation's businesses and improves the quality of life for our citizens."

The Mission/Vision for the LWDA51 is "We are a partnership of local community organizations and employers providing a comprehensive range of useful career and employment services, job training, and up-to-date information which will empower our job seeker customer to become self-sufficient and improve their overall quality of life AND to provide our employer customer with the opportunity for workplace proficiency and to provide a pipeline to connect them to the applicant pool in a demand driven market AND to serve both customers in a quality manner through continuous improvement"

Because of the Vision for LWDA51, the following impact will be experienced:

Impact: As a result of our efforts:

1. Employees increase goals for future (increase self-esteem, pride & involvement)
2. More Partners will be involved
3. Greater awareness of Board/Activities
4. Train employees for entry-level employment with upward mobility
5. Create a desire for work, employ greater numbers & reduce dependence upon public assistance
6. Train for higher paying jobs & increase access to those jobs
7. Give individuals more responsibility for their life instead of providing programs to "just Exist"
8. Employers will have access to a larger pool of qualified workers

The Image that the One Stop center is hoping to present is:

Image:

1. We are a community coalition serving as a motivating factor.
2. We are more than a government agency; we are an organization that cares: a top-notch agency that gets results.
3. We are a pro-active, easy to work with, client-oriented, employer/provider focused resource who can help clients solve problems especially for the unemployed and the
4. under-employed

- (4) **Goals.** Describe the goals for achieving this vision based on the analysis in (a) above of the Regional/Local's economic conditions, workforce, and workforce development activities. This must include-

(A) **Goals for preparing an educated and skilled workforce,** including preparing youth and individuals with barriers to employment and other populations.

The goal of LWDA51 is to prepare an educated and skilled workforce; including adults, dislocated workers, and youth with barriers to employment as we offer a layered approach of individual services, group support and resource sharing via agency partnerships to connect diverse, qualified candidates to quality career and postsecondary opportunities. Assess and identify candidates interests and preferences is the beginning point of preparation followed by working with partners to obtain specific needs of candidate to assist in overcoming barriers. The development of soft skills including job-seeking skills and workplace basic skills is a must in every candidate's program of services. Then candidate will be trained and educated in

his/her area of interest and skill.

(B) Goals for meeting the skilled workforce needs of employers.

Employers should have input into the training curriculum offered at the various schools to assure that the participants are learning what the companies need. This should include the development of career ladders. This is accomplished at SOWELA Technical Community College through the utilization of active program advisory committees which are comprised of industry representatives.

The Southwest Louisiana Craft Users has conducted a needs list for the various crafts for all the Economic Expansion projects in Region 5

2022 MANPOWER SURVEY

(TOTALS)

FUTURE HIRING PROJECTIONS

<u>MAINTENANCE</u>	2020 manpower level	2021	2022	2023
		total	total	total
MILLWRIGHT	97	3	0	0
MACHINIST	191	10	3	3
PIPEFITTER	112	0	1	1
WELDER	136	2	0	0
ELECTRICIAN	187	4	2	1
INSTRUMENT	336	7	5	5
<i>TOTALS</i>	<i>1,059</i>	<i>26</i>	<i>11</i>	<i>10</i>

<u>OPERATIONS</u>	2020 manpower level	2021	2022	2023
		total	total	total
PROCESS OPERATOR	2,778	67	52	52
LAB TECH	319	5	5	4
<i>TOTALS</i>	<i>3,097</i>	<i>72</i>	<i>57</i>	<i>56</i>

<u>PROFESSIONAL</u>	2020 manpower level	2021	2022	2023
		total	total	total
ENGINEERS	523	15	11	12
ACCOUNTING	84	3	3	1
SAFETY	153	7	3	5
ENVIRONMENTAL	64	2	3	1
<i>TOTALS</i>	<i>824</i>	<i>27</i>	<i>20</i>	<i>19</i>
Grand Totals	4,980	125	88	85

Lake Area Industry Alliance (LAlA) 2023 WORKFORCE PROJECTIONS

- (5) Performance Goals.** Using the table provided in Appendix 1, include the Local Workforce Development Area's expected levels of performance relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) of WIOA. (This Strategic Planning element only applies to Title 1-B programs.) The table in Appendix 1 has been completed using the numbers from Louisiana's State Plan. These measures will be negotiated locally and are subject to change each year.

Appendix 1: Local Workforce Development Area Performance Goals 2023 & 2024

Include the local area's expected levels of performance relating to the performance accountability indicators of performance described in section of WIOA.

The following performance goals have been developed at the State level. These goals have been negotiated with our local workforce area :

Final PY 23 and PY 24	<u>Area 51</u>
ADULT	
Employment Rate 2nd Quarter After Exit	65.9%
Employment Rate 4th Quarter After Exit	58.8%
Median Earnings 2nd Quarter After Exit	\$5,800
Credential Attainment	78.0%
Measurable Skill Gains	60.9%
DISLOCATED WORKER	
Employment Rate 2nd Quarter After Exit	80.0%
Employment Rate 4th Quarter After Exit	72.0%
Median Earnings 2nd Quarter After Exit	\$8,500
Credential Attainment	85.5%
Measurable Skill Gains	64.9%
YOUTH	
Employment Rate 2nd Quarter After Exit	75.3%
Employment Rate 4th Quarter After Exit	78.0%
Median Earnings 2nd Quarter After Exit	\$6,500
Credential Attainment	77.4%
Measurable Skill Gains	50.0%

- (b) **Regional Strategy.** The Combined Plan must include the regional strategies to achieve its strategic vision and goals. These strategies must consider the Regional economic, workforce, and workforce development, education and training activities and analysis provided in Section (a) above. Include discussion of specific strategies to address the needs of populations provided in Section (a). One issue impacting regional strategy is that all the partners do not serve all 6 parishes in the region. WIOA is responsible for serving all 6 parishes.

- (1) **taking into account analyses described in subparagraphs (a)(1),** a strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals described in subparagraph (b)(1)(2);

To work with the entities that carry out the core programs, partners have developed a Memorandum of Understanding that outlines services to be provided in the One Stop Center as well as the method of covering the infrastructure and direct costs of operating the Center. Partners will meet at least annually to review the MOU and be sure that all programs are aligned properly. The One Stop Operator will be responsible for assuring that the services specified are being carried out in the Center.

- (2) **a description of the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C.2301et seq.),that support the strategy identified in the State plan under section 102(b)(1)(E);**

The local Workforce Development Board will work with entities carrying out the Core programs by monitoring & negotiating performance measures for both employers and WIOA participants, receiving regular reports on workforce activities carried out in the American Job Center, monitoring the progress of participants attending training on the Eligible Training Provider List including completion rate, placement rate and average wage at placement.

- (3) **a description of how the local 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, including how the local 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);**

The Local Board will work with entities to expand access to employment, training, education, and supportive services, especially individuals with barriers to employment by developing policies to improve the relationships with the partners.

Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.

The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders.

The Local Board will improve access to activities leading to a recognized postsecondary credential by working with employers and educators to establish the skills associated with recognized credentials and determining which board or industry can approve the credential such as the apprenticeship programs for the National Center for Construction Education & Research (NCCER). Such meetings will be convened to begin discussions on such matters.

The Local Board will increase apprenticeship opportunities by working more closely with LWC State Apprenticeship division, local High School with pre-apprenticeship programs, local registered apprenticeship programs (such as, JATC Electrical, Local 106 Plumbers and Pipefitters, etc.). Attachment 3 shows a snapshot of the United Way 211 site that LWDA51 will collaborate with to increase those opportunities.

Please see Attachment 3: United Way 211 site summary and Attachment 4: Supportive Services Policy.

4) **A description of the strategies and services that will be used in the local area in order to-**

(i) **facilitate engagement of employers, including small employers and Employers in in-demand industry sectors and occupations, in workforce development programs;**

In order to facilitate the engagement of employers of in-demand occupations, the WDB has reestablish the Partnership with the Education & Workforce Development Committee of the Chamber. Board members may serve as emissaries to other employers to obtain their input. Contacts with pre-established boards and committees will be utilized to engage employers. Board members themselves represent in-demand occupations and they will be called upon to report on the status of work in their occupations.

The Construction and Petrochemical Industries have been engaged. Remarkable success has been experienced in the Petrochemical industry through working with top-quality employers in the Region. The Healthcare industry has been engaged through the Southwest Louisiana Economic Development Alliance. Through the Education and Workforce Development Committee, there are task forces that have been developed to work with the high growth industries including the Healthcare and Construction industries. WDB Staff also participate in the Industrial Relations Committee made up of the Human Resource professionals from the industries. Also, staff participate in, and have made presentations to the Imperial Calcasieu Human Resource Management Association (ICHRMA), a group of HR professionals that meet monthly and conduct an annual Seminar.

Please see Attachment 1: Employment Forecast Survey from the Director of H.C. Drew Center for Business and Economic Analysis to address the industries and occupations that have favorable location quotients.

(ii) **support a local workforce development system that meets the needs of businesses in the local area;**

ASSESSMENT OF WORKFORCE NEEDS BY EMPLOYERS:

The Southwest Louisiana Economic Development Alliance administered a survey to employers, and the following needs were indicated by Chamber members. Members of the Education & Workforce Development Board with the Alliance SWLA said that these needs do not usually change, so the survey need not be repeated too often.

Responses to needs are as follows:

- (1) To the question "considering your current workers, how well do their skills meet your current needs." 54% of the respondents said, "fairly well" and 43% said "very well." Considering anticipated needs in 2 years, 58% of the respondents said, "fairly well" and 36% said "very well."
- (2) To the question "What Basic Skills do your employees need?" 80% said "reading and writing" and 70.5% said "math and computations."
- (3) To the question "What computer skills do your employees need?" 85.8% said "Basic Computer skills," 31.7% said "Computer Operations" and 29.4% said "Applications Software."
- (4) To the question "What need for Professional skills do you experience

- in your workplace." 84.5% of the respondents said "Teamwork," 80.9% said "Customer Service," and 78.5% said "Communications."
- (5) To the question "What need for soft skills/life skills do you experience in your workplace?" 87.7% of respondents said "Self-Motivation/Work with little or no supervision," 81.7% said "Positive Attitude/Motivation/Energy/Passion," 74.3% said "Getting Along with Others/Interpersonal," and 74.3% said "Dependability/Reliability/Responsibility," 73.1% said "Flexibility/Adaptability/Multitasking," 71.9% said "Task Completion," 70.7% said "Attendance," and 70.7% said "Caring Attitude," 69.6% said "Honesty/Integrity/Morality"
 - (6) To the question "What need for Labor Market Information do you have?" 48.5% of respondents said, "Information on Local Economy," 47.1% said "Creating Customer Loyalty," and 44.2% said "Workforce Development."
 - (7) To the question "have you ever administered a questionnaire to your employees to find out training needs?" 65.8% said "NO."
 - (8) To the question "Do you utilize an Employee Personnel Manual when you orient new employees, so they can have a record of your company policies?" 77.6% said "Yes" and 21.1% said "No."
 - (9) To the question "Does your company experience employee turnover?" 45.8% of the respondents said "Yes."
 - (10) When asked "Are you willing to commit worktime at your facility for your employees to obtain the training you have identified?" 87.0% said "Yes."

In conjunction with the SWLA Economic Development Alliance the following responses to the to the Employer Questionnaire are being addressed in the following manner:

- (1) To the question "What Basic Skills do your employees need?" 80% said "reading and writing" and 70.5% said "math and computations."
- (2) To the question "What computer skills do your employees need?" 85.8% said "Basic Computer skills," 31.7% said "Computer Operations" and 29.4% said "Applications Software."
- (3) To the question "What need for Professional skills do you experience in your workplace." 84.5% of the respondents said "Teamwork," 80.9% said "Customer Service," and 78.5% said "Communications."
- (4) To the question "What need for soft skills/life skills do you experience in your workplace?" 87.7% of respondents said "Self-Motivation/Work with little or no supervision," 81.7% said "Positive Attitude/Motivation/-Energy/Passion," 74.3% said "Getting Along with Others/Interpersonal," and 74.3% said "Dependability/Reliability/Responsibility," 73.1% said "Flexibility/Adaptability/Multitasking," 71.9% said "Task Completion," 70.7% said "Attendance," and 70.7% said "Caring Attitude," 69.6% said Honesty/Integrity/Morality

Other needs identified by employers are being addressed by conducting seminars at the Chamber. These seminars may also be conducted at other locations or even on the job as employers express the need.

(iii) better coordinate workforce development Programs and economic development; and

In order to better coordinate workforce development programs and economic development, the Board keeps abreast of the many expansion projects underway in southwest Louisiana, with communication as it relates to SWLA Economic Development.

SWLA Projects Report 2022 Updated 03.15.2022

Compiled by the Southwest Louisiana Economic Development Alliance, this report reflects projects that are still active or not completed as of July 2021. Some projects may have been announced or started in prior years. All information in this report is either provided by the company themselves or from press releases provided through media. This is not an exhaustive list of all projects in SWLA as some companies are in phases where they are not ready to publicly share information about their projects.

PARISH	PROJECT		
Projects Under Construction			
Beauregard	Canfor		
Calcasieu	Belle Savanne		
	* Big Lake Fuels (G2X)		
	BioLab		
	Chennault Air Cargo Facility		
	Chennault Air Cargo Facility		
	* Juniper Specialty Products		
	Lake Charles Memorial Health System		
	Lake Charles Regional Airport		
	Lakes at Morganfield		
	McNeese State University - Contraband Bayou		
	PLC - Calcasieu Ship Channel		
	Port of Vinton		
	Port Wonder		
	West Calcasieu Port		
Cameron	Venture Global LNG- Calcasieu Pass		
Subtotal	\$7,099,627,881		
Announced Projects Pending Final Approval			
Allen	Allen Parish Community Healthcare Hospital		
Beauregard	Ingevity Upgrades		
Calcasieu	Driftwood LNG		
	Lake Charles LNG (Energy Transfer)		
	Lake Charles Methanol LLC		
	Lake Charles Regional Airport		
	Magnolia LNG (Global Energy Megatrend, Ltd.)		
	McNeese State University - LNG Center of Excellence		
Cameron	Commonwealth LNG (formerly Waller Point)		
	Delphin LNG		
	G2 Net-Zero LNG		
	Monkey Island LNG (formerly SCT&E LNG)		
	Port Louisiana LLC		
	Venture Global LNG - CP2		
Jeff Davis	Greenberry Industrial		
Subtotal	\$73,939,481,111		
Total	\$81,039,108,992		
JOB	Projects Under Construction	Announced Projects Pending Final Approval	Completed Projects
Temporary Construction Jobs	4,125	25,600	21,564
Permanent Direct Jobs	1,061	5,565	4,388
Permanent Indirect Jobs	929	3,838	5,914
Permanent Induced Jobs	675	3,396	4,946
TOTAL ESTIMATED JOBS	6,790	38,399	36,812

Permanent Indirect Jobs

The indirect impact is the value of inputs purchased in subsequent rounds of spending by the supporting industries. So the indirect jobs result from the supporting industries related to each project.

Permanent Induced Jobs

The induced impact (this impact is often called the household-spending effect) is the value of goods and services purchased by all workers whose earnings are affected by the final-demand change. The induced jobs come from the increased spending of the workers that are in the directly impacted project and the supporting industries to that project.

The indirect jobs and the induced jobs are shown separately because there must be an assumption that the additional household spending is occurring in the area of the project.

* Project Delayed

Below is a report of projects completed as of March 15, 2022

PARISH	PROJECT
Completed Projects 2012-2021	
Allen	Air Liquide
	Allen Parish Jail
	Seven Clans Hotel at Coushatta
Beauregard	Beauregard Courthouse
	Intefor
	Packaging Corporation of America (Boise)
Calcasieu	ART
	Chennault Hangar
	Citadel Completions LLC
	Crying Eagle Brewery
	Delta Downs Casino Hotel
	Dongsung
	Entergy Generation Project for Lake Charles Power Station
	Entergy Louisiana Transmission Project
	Erdace
	Farmers Rice Milling
	Golden Nugget
	Golden Nugget Rush Tower
	Gulf South Pipeline Company
	Heritage Square
	IFG Port Holdings
	Indorama Ventures
	Lake Charles City Court
	Lake Charles Memorial Health
	Lake Charles Memorial Health System
	Lake Charles Regional Airport
	L' Auberge
	Lotte Westlake Chemical Complex
	Matheson TriGas
	McNeese State University
	Northrop Grumman
	P66 Isomerization Unit
	PLC - Rail Improvements
	Sasol - Ethane Cracker
	SEED Center
	Southside Machine Works
	Sowela Technical Community College
	SW Beverage
	VA Hospital
	West Calcasieu Event Center
	West Cal Port - Dredging
	Westlake Chemical
Cameron	Cameron Access
	Cameron Courthouse
	Cameron Fisheries Facility
	Cameron LNG
	Cheniere LNG Phase 1 & 2
	Cheniere LNG Phase 3
Jeff Davis	Entergy Jennings Reliability Project
	Jeff Davis Jail
	LA Spirits
	Metalplate Galvanizing
	Porocel
	Sowela Jennings Campus Facility
	Zagis Expansion
Total	\$48,128,949,959

Source: LED RIMS # Projection Models

Compiled by the Business Development & Data Analyst of the Southwest Louisiana Economic Development Alliance

Updated 03/15/2022

Permanent Indirect Jobs

The indirect impact is the value of inputs purchased in subsequent rounds of spending by the supporting industries. So, the indirect jobs result from the supporting industries related to each project.

Permanent Induced Jobs

The induced impact (this impact is often called the household-spending effect) is the value of goods and services purchased by all workers whose earnings are affected by the final-demand change. The induced jobs come from the increased spending of the workers that are in the directly impacted project and the supporting industries to that project.

The indirect jobs and the induced jobs are shown separately because there must be an assumption that the additional household spending is occurring in the area of the project.

(iv) strengthen linkages between the one-stop delivery system and unemployment insurance programs; and

In order to strengthen linkages between the One Stop delivery system and the unemployment insurance programs, the State LWC might provide a list of common problems for the call center. The most frequent complaint is that the callers cannot get anyone to talk to. Local Staff will be consistent with the new Re-Employment Services & Eligibility Assessment (RESEA) that the State has implemented to assist the unemployed to return to gainful employment. Local staff will provide case management to RESEA clients which should increase their chances of finding employment.

(B) that may include the implementation 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 strategy described in paragraph (I)(F);

Strategies that will be used in the local area to implement the initiatives include:

- Incumbent worker training programs providing information on the incumbent worker training programs to employers On-the-Job-Training (OJT) programs in LWDA51. LWDA51 will provide for the training costs for the participants. Due to COVID-19, LWDA51 has been award a National Dislocated Worker grant to assist with disaster relief employment and training.
- LWDA51 has partnered with Martco, LLC, doing business as, RoyOMartin. These two (2) businesses have collaborated with the OJT Program to help employ residence of Allen, Beauregard & Vernon parishes. RoyOMartin is a timber plant that produces OBS and Plywood.
- Industry and Sector Strategies include a study by Market Street's evaluation of southwest Louisiana several years ago. One of the first steps in the campaign is the increase Southwest Louisiana's competitiveness through the development of "SWLA on the Move! —Creating Prosperity Together" which outlined goals and programs designed to strengthen the region's business base and increase Southwest Louisiana's attractiveness to new and existing companies and potential residents and workers. Targeting certain clusters of economic activity has been implemented as is obvious in this Plan which targets the 5 high-demand, high-growth occupations. Identification of these sectors with the greatest potential to create new jobs, retain existing jobs, and create wealth in the region is the overall goal in southwest Louisiana. The strategy is to "stabilize, grow, maintain, and diversify the southwest Louisiana economy.
- Career pathways currently exist in the Healthcare industry beginning with

the Certified Nursing Assistant (CNA), the Licensed Practical Nurse (LPN), the Associate Degree Nurse (ADN) and the Bachelor of Science Nurse (BSN) and in Construction. The National Center for Construction Education and Research (NCCER) follows levels simply 1-5 OR the Apprenticeship programs which follow the Apprentice, Journeyman to Master with numerous certifications at the experienced tradesperson level.

- Utilizing effective business intermediaries may begin with the identification of such individuals who put buyers and sellers together without taking ownership of the product, service, or property. Serving as go-betweens, they possess the skill, knowledge, experience, and a network that the buyer or seller may not have.
- Vernon Parish is now a certified Work Ready Community. Allen & Beauregard parishes have begun the process to become Work Ready Communities. After recognizing the ACT National Career Readiness Certificate, employers can find the right employee with the right skill set. This initiative will help employers gain access to a qualified pool of workers.
- Transitional Jobs:

Transitional Jobs, a type of work-experience may be provided under WIOA as an individualized career service. Transitional jobs will be time-limited and wage-paid work experiences that are subsidized up to 100 percent. These wages must be at least the minimum wage or may be equal to the entry level wage of the position of the training being provided.

These jobs, in the public, private, or nonprofit sectors are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, (to be determined by the Local WDB). Transitional jobs provide an individual with work experience that takes place within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills. The WIOA Final Rule governs the requirements for transitional jobs at 20 CFR 680.190 and .195.

These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. 20 CFR 680.190

The local area may use up to 10 percent of their combined total of adult and dislocated worker allocations for transitional jobs as described in §680.190. Transitional jobs must be combined with comprehensive career services (*see* §680.150) and supportive services (*see* §680.900). 20 CFR 690.195

Supportive services for adults and dislocated workers are defined at WIOA sec. 3(59) and secs. 134(d)(2) and (3). Local WDBs, in consultation with the one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the career services that must be available to adults and dislocated workers through the one-stop delivery system. (WIOA sec. 134(c)(2)(A)(ix) and §678.430 of this chapter). Local WDBs must ensure that needs-related payments are made in a manner consistent with §§680.930, 680.940, 680.950, 680.960, and 680.970. Supportive services are services that are necessary to enable an individual to

participate in activities authorized under WIOA sec. 134(c)(2) and (3). These services may include, but are not limited to, the following:

- (a) Linkages to community services;
- (b) Assistance with transportation;
- (c) Assistance with childcare and dependent care;
- (d) Assistance with housing;
- (e) Needs-related payments, as described at §§680.930, 680.940, 680.950, 680.960, and 680.970; **(this WDB does not provide needs related payments)**
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for individuals with disabilities;
- (h) Legal aid services;
- (i) Referrals to health care;
- (j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- (k) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- (l) Payments and fees for employment and training-related applications, tests, and certifications. 20 CFR 680.900

This service will be combined with career and supportive services. These jobs will be designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. Unlike on-the-job training (OJT), there is no requirement that the employer retains the individual upon completion of the transitional job; however, retention, where appropriate, is preferred for the benefit of the worker and employer. Under section 134(d)(5) of WIOA and 20 CFR 680.195 of the Final Rule, Local WDB plan to use up to 10 percent of their combined total of adult and dislocated worker funds to provide transitional jobs to individuals.

The use of transitional jobs is appropriate for an individual, If the Local WDB adopts policies and identifies appropriate employers (public, private, or nonprofit). Additionally, these policies will include plans on the amount of reimbursements for the jobs (up to 100 percent of the wage), what supportive services must be included, and the limits on the duration of the transitional job. The Local WDB has developed policies for defining and identifying individuals who are "chronically unemployed" or "have an inconsistent work history." Consistent with the TEG, the local WDB will target individuals who are long-term unemployed, ex-offenders, and individuals who are currently receiving or have exhausted TANF benefits. Additionally, the WDB will utilize job readiness training in combination with transitional jobs if determined appropriate by the Local WDB.

Please see Attachment 2: List of Neutral Conveners whom the local WDB staff works closely with regarding employment and training services.

- (5) **a description of how the local board will coordinate workforce investment activities carried out in the local area with economic development.** The activities promote entrepreneurial skills training and microenterprise services;

The Local Board will promote entrepreneurial skills training and microenterprise services by utilizing the services of the Seed Center where both the Small Business Administration and the Business Incubator are located. Training is provided in Entrepreneurship at the Seed Center. The Local Board will keep interested candidates abreast regarding the services that are available regarding entrepreneurial skills training and microenterprise services. This information is posted on the website for the SWLA Alliance.

II. OPERATIONAL PLANNING ELEMENTS

The Combined Regional/Local Plan includes an Operational Planning Elements section that supports the Regional strategy and the system-wide vision described in Section II(c)- Regional Strategy cited above. Unless otherwise noted, all Operational Planning Elements apply to Combined Regional/Local Plan partner programs included in the plan as well as to core programs. This section must include-

(a) Regional/Local Strategy Implementation. The Combined Regional/Local Plan must include-

(1) a description of the one-stop delivery system in the local area, including-

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers;
The Local Board will ensure continuous improvement of eligible providers by administering surveys to users of the center – both job seekers and employers, developing a plan for reviewing and taking action on surveys, and conducting focus groups to gather information.

(B) a description of how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means;
The Local Board will ensure access to One-Stop services including remote areas through the use of technology such as online registration, access of job openings, list of eligible training providers along with their curricula, and through Alison, one of the world's largest free online learning resources. There is also a section in HiRE where an individual can conduct a self-interest assessment to determine which career path should be taken.

The One Stop Operator will facilitate the development of relationships with public buildings or employer sites to establish areas where services are not easily accessible such as libraries, community action agencies, or other public buildings.

An office has been established in Vernon parish for one-stop services to the residents of that parish. This opportunity provides services locally and will keep clients from having to travel to another parish for services.

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

Section 188 of the ADA provides a checklist of actions that must be taken to be in compliance with the Act and include: designation of Equal Opportunity Officer, Notice and Communication (posters are on display in the Center(s), Assurances, Universal Access (equipment has been provided to assure universal access),

Obligation not to discriminate on the basis of disability (equal opportunity and disability tag-line appear on all printed documents originating from the LWDA51), data and information collection and maintenance (information in the participants folders is maintained in a private office overseen by the MIS Specialist), monitor for compliance (the EO Officer monitors the programs at least once per year and submits reports to the WDB Director for any corrective action), Complaint Processing Procedures (which are in place in the form of a WDB Policy) and Corrective Actions/Sanctions.

The One Stop Centers will be required to meet the requirements of ADA.

(D) a description of the roles and resource contributions of the one-stop partners; A Memorandum of Understanding has been developed between the Calcasieu Parish Police Jury, the Workforce Development Board and each of the core, required and optional partners. A Cost Allocation Plan has been developed outlining both out-of-pocket and in-kind funding contributions to the operations of the Center based on the maximum funding the Governor could stipulate in the event consensus is not reached. It is the goal of the Partnership that no checks ever have to be written, but all costs can be leveraged with in-kind contributions from each of the partners. However, in the event no in-kind contributions are provided, the agencies will write a check which will not exceed the amount provided in WIOA.

(2) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

All public and private schools are invited to submit their information to the Louisiana Workforce Commission to determine if they qualify to be an eligible training provider. Once the State approves the school, each curriculum must meet specified performance standards (such as Completion rate, placement rate and average wage rate) in order to be considered a subsequent eligible training provider. Initial training providers (schools with no established performance criteria) may be approved. However, when the first-class graduates, students must be tracked to determine the performance. Currently, the following schools that are physically located in Region V, are on the eligible training provider list: SOWELA Technical Community College (Campuses in Lake Charles, Jennings, Oakdale, and Leesville), McNeese State University, Lake Charles Electrical JATC, Lake Charles Plumbers and Steamfitters Local #106 JAC, CDL Mentors, and Academy of Acadiana. The WDB does have Training agreements with these and other schools in the state to provide training.

(3) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as described in section 134(a)(2)(A); **From Sec 134(a)(2)(A) in the Law:** "Statewide rapid response activities, carried out in local areas by the State or by an entity designated by the State, working in conjunction with the local boards and the chief elected officials for the local areas; and provision of additional assistance to local areas that experience disasters, mass layoffs, or plant closing, or other events that precipitate substantial increases in the number of unemployed individuals, carried out in local areas by the State, working in conjunction with the local boards and the chief elected officials for the local areas."

Rapid Response activities to dislocated workers will be supported and coordinated with State Rapid Response as follows:

The State's Rapid Response team begins intervention efforts within forty-eight (48) hours of a layoff notification. To better meet local need, the State Rapid Response staff lead and manage activities and notify locals of the need for rapid response activities, and to provide customized responses to businesses and workers within their regions. The LWC makes initial contact with the employer and gathers information regarding the cause of the layoff, demographics of the affected workers, immediate needs of the workers, etc. If the layoff is suspected to be trade

affected, the LWC files the petition for investigation. Intervention services and aversion strategies are designed based on the immediate needs of the employer. To accommodate worker schedules and enable more employees to access services every effort is made to negotiate on-site services and paid time-off. When possible, Workers Transition Centers are established on-site. Statistics have proven that when services are on-site and during company time, it increases participation and morale, while maintaining productivity.

The State's Rapid Response team works with the Louisiana Human Resource Development Institution (LHRDI), to provide reemployment workshops through the Worker Transitional Centers. These workshops address the most immediate needs of dislocated workers. LHRDI has developed a standard set of reemployment and crisis intervention workshops. The worker group selects the workshop topics to ensure they meet the needs and that the process ensures customer-choice. Services include workshops tailored to the specific dislocation event, providing information regarding the use of the call centers and/or Internet to file UI claims, job search, career counseling, career assessment, career testing, job and training fairs, referrals to community and faith-based resources, and labor management information. Exit interviews/surveys are also completed to determine customer satisfaction.

To ensure seamless service delivery, the affected workers are transitioned to their local One-stop center as appropriate where they receive the full array of services.

- (4) a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which description and assessment shall include an identification of successful models of such youth workforce investment activities;

Youth programs follow the initiatives of the LWC regarding the service to youth by providing the right intervention at the right time to help youth. The LWDA51 follows the eight (8) guiding principles by requiring that each proposer address how they will provide each of the eight (8) guiding principles. During the procurement process, the proposer actually earns points for stipulating how they will deliver the eight (8) guiding principles.

1. A System Dedicated to the Success of Young People.
2. A System Designed by Young People.
3. A System that Includes an Emphasis on Out-of-School Young People.
4. A System that is Locally Driven.
5. A System of Committed Partners.
6. A System Responsive to Business Needs.
7. A System Built on Promising Practices.
8. A System Committed to Continuous Improvement.

The WIOA Regulations at 20 CFR Subpart C, Part 681.400 states: "The grant recipient/fiscal agent has the option to provide directly some or all of the youth workforce investment Activities." Title I Youth Program services and Title I Adult and Dislocated Worker Program services are operated by the American Job Center, with the workforce investment activities provided in accordance with provisions of 20 CFR 681.400, the Workforce Innovation and Opportunity Act (Public Law 113-128), and applicable public bid laws.

In keeping with the Regulations at §679.430 "How do entities performing multiple functions in a local area demonstrate Internal controls and prevent conflict of interest?" states as follows: Local organizations often function simultaneously in a variety of roles, including local fiscal agent, Local WDB staff, one-stop operator, and direct provider of services. Any organization that has been selected or otherwise designated to perform more than one of these functions must develop a written agreement with the Local WDB and CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and

corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy. This Partnership Agreement has been drafted and was approved by the Calcasieu Parish Police Jury. The WDB approved the Partnership Agreement as well. Information in the Agreement is from the Regulations as follows:
§679.370 "What are the functions of the Local Workforce Development Board?" WIOA Regulations 20 CFR 679.420 "What are the functions of the local fiscal agent?" Because the Partnership Agreement serves for both the One Stop Operator as well as the Youth Program, there are sections that specify responsibilities for both of those entities in the Agreement.

To further stipulate the Youth Program workforce investment activities, a draft Policy "Provision and Procurement of Youth Workforce Investment Activities Policy has been approved by the WDB outlining the provision and procurement of the Youth Workforce Investment Activities." A resolution was adopted to Amend the Combined Plan to add the following statement:

"The Workforce Development Board has adopted a resolution to follow the Calcasieu Parish Police Jury's Procurement Policy, as amended, which follows federal and state grant procurement guidelines."

Should the Workforce Development Board or the CEO determine that it would be better for the program to procure a Youth Provider through a competitive process, the Procurement Policy of the Calcasieu Parish Police Jury will be followed as stipulated in the WDB Policy. The WDB has also developed a Policy regarding additional Procurement Guidelines which will be followed as well as the Procurement Policy.

Procurement Process

1. Develop a list of potential providers. Send them a personal letter advising of the Request for Proposal.
2. Because the American Press has circulation in all 6 parishes, it serves as the Official Journal of the Region. A legal notice is placed in that publication at least one month before the proposal is due. Proposals not submitted by the date and time deadline will be returned to the proposer.
3. Conduct two bidder's conferences to go over the information requested in the proposal. Give the date due.
4. The WDB appoints a proposal review team from the WDB Members and the Youth Committee Members.
5. Evaluate the proposals: There are several phases of evaluation. The Review Committee conducts the technical evaluation worth 165 points each. They apply a numerical score to each of the points designated in the RFP. The points awarded by each evaluator are averaged for the technical evaluation score.
6. The planner conducts a cost analysis score. Using a mathematical tool called Sum of Lease Squares, the past actual costs and actual numbers served is calculated to determine the cost-per-participant. A standard deviation is applied to the average cost to ascertain the range of costs. This range is then divided into 5 equal segments (if the low end of the range is a negative number, the range starts at zero). When the RFP is submitted, the total funds requested are divided by the number of participants expected to serve. This yields a "cost per participant." This number is then located on the table in order to derive the number of points scored for that provider. A total of 20 points is possible and the provider can earn 100%, 80%, 60%, 40% 20% of the points which are calculated in the overall rating.
7. The Administrative Director and the Fiscal Director each have up to 15 points that they can award. Based on the operation of the programs and the submission of timely, accurate fiscal information, these two individuals can award the total points. However, if there have been issues with the provider, the issue must be stipulated, and the individual can deduct points. The final points are also calculated into the final rating score.

8. Traditional cut-off score. Over the years of procuring services, the traditional cut-off score is 70%. Thus, after the three evaluations are conducted, the final rating must reach 70% for the program to be considered for funding. Non-funded programs have the opportunity to appeal.
9. Programs are awarded by the WDB at the June meeting. Awards are contingent upon meeting performance and upon successful negotiations with WDB staff. New programs are negotiated prior to July 1, the start of the new program year. Renewed programs enter into an interim agreement between WDB Staff and the program staff which enables them to continue services uninterrupted until the new contract is in place. A cap is placed on their spending and the document must be signed and notarized and returned to the WDB office by June 30, the close of the program year. Program awards in June include only the WDB Allocations and it is not uncommon that the funds requested are not covered by the allocation. Therefore, when the amount of unobligated funds is known, the WDB takes action to allow the providers to request additional funds to complete the services outlined and negotiated in their contracts.

Individual Training Account/Scholarship for Youth

In accord with the requirements of the Plan at WIOA sec. 134(c)(3)(F)(iii), a description of the local ITA system and procedures for ensuring exceptions to the use of ITAs. The ITA for youth is capped at \$6,000 for tuition for a period of one semester. The duration of training is limited to four (4) years. Availability of funds will determine the funds available to pay for tuition and other related costs. A waiver review committee has been established to consider assistance in excess of the \$6,000 per semester (which includes tuition, books & supplies, & supportive services) or that may extend beyond the four (4) year period.

When WIOA pays for training through the ITA, the participant is required to attend a school that is on the eligible training provider list. The WDB has taken action to stipulate that if the training provider is on the State's list, and it has met the performance (unless there has been a waiver granted), then it is approved. Training agreements are entered into with the individual schools when participants desire to enter training at the school. The agreements are not for a specified sum of money, but for the training as stipulated on the Eligible Training Provider list. There is language in the agreement that makes this connection.

When WIOA does not pay for the tuition, and another entity such as Pell or a scholarship, WIOA does not require that the school be on the Eligible Training Provider list, however, the occupation must be classified as in-demand to be eligible for supportive service funding to be provided.

Coordination with Job Corps and other youth programs will occur.

1. Agencies make referral to Job Corps.
2. Job Corps provides services in the One Stop on a regular basis on the 2nd Tuesday of every month.

The LWDA will provide comprehensive services to youth in accordance with Title I of WIOA and with the vision, goals, and emphasis areas in line with Louisiana's Vision for Youth as well as ETA's vision for youth. The youth system in the Workforce area is closely aligned to the labor market and provides participants with a comprehensive set of service strategies. It is based on several key elements: integrated academic and vocational education; integrated work-based and classroom-based instruction; effective connections to intermediaries with strong links to the job market and employers; and intensive private-sector involvement. By working together, our local systems provide youth with skills that include a knowledge of the work world, academic skills linked to occupational learning, and both employability and attitudinal capabilities that will enable them to enter and advance in the job setting.

Region V is committed to a fully integrated system of education, training, skill development and employment opportunities for all youth. This commitment is based on its vision of creating a regional system that provides that right intervention at the right time, ensuring youth acquire the necessary skills for success in education and employment, and businesses gain a skilled workforce. Local boards utilize current labor market and occupational forecasting data on demand occupations.

Youth program design

In keeping with the Act, Section 129 (c) (from WIOA) programs will be delivered to eligible youth (See last bullet point for information on “needs additional assistance” as a WDB-defined barrier) as follows:

Funds allocated to the local area for eligible youth shall be used to carry out programs that:

- provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability interests, aptitudes, (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
- develop service strategies for each participant that are directly linked to one (1) or more of the indicators of performance described, and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted except that a new service strategy for the participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program
- provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; preparation for postsecondary educational and training opportunities; strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials; preparation for unsubsidized employment opportunities; and effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.
- Louisiana Combined State Plan says, “As outlined in OWD policy 2-21.3 “Youth Program Operations” Local Boards are responsible for establishing local definitions and eligibility documentation requirements for “requires additional assistance” as it relates to both OS and IS youth. The local policy should be reasonable, quantifiable, and based on evidence that the specific characteristics of the youth identified in the policy objectively requires additional assistance.” The Workforce Development Board follows this policy and has established the following conditions for the “requires additional assistance” eligibility criteria and reviews the Policy annually.

The Louisiana Workforce Commission has determined that these “Require Additional Assistance” are “last resort” barriers. LWDA51 Workforce Development Board defines In School Youth who “require additional assistance to complete an educational program, or to secure and hold employment” and Out

of School Youth who “requires additional assistance to enter or complete an educational program or secure or hold employment” as youth who fall within at least one of the following categories:

- Failed any part of the LEAP Test
- Emancipated youth
- Youth who is underemployed
- Is or was a Ward of the State
- Has been referred to or treated by an agency for substance abuse/ psychological problems
- A victim of domestic abuse or violence
- Has a currently incarcerated parent(s)
- Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided
- Has been fired from a job within the 6 months (or longer if last job) prior to application

Youth are to be provided the elements that youth are determined to need. The elements may be provided in-house or by referral to another agency. LWDA51 has partnered with many partners and other community stakeholders (Sororities and Fraternities) to provide the fourteen (14) elements to youth participants in this region.

The following information is obtained during the procurement process for the each of the 14 elements:

- a. **Determination of Need:**
 - (1) How will you determine if an individual needs the element? (Such as testing, interviewing, proof of grade report, etc.)
- b. **Infrastructure:** For each Element you determine that the participant needs, provide the following Information: specify
 - (1) HOW the element will be provided (methodology-such as one-on-one, computer aided, teacher instructed, etc.)
 - (2) WHEN is the element provided.(dates, days of the week and hours during the day)
 - (3) WHERE will the element be provided (physical location of the activity), and
 - (4) WHO will provide the element (staff or referral agency staff).
 - (5) What do you want youth to know or be able to do at the end of the provision of this element?
- c. **Manner of Provision:**
 - (1) Will this element be provided “in house” directly by your agency or through a “referral” to another agency?
 - (2) If by referral, list the agency(ies) that you will coordinate with for this element.
 - (3) What documentation will you maintain to outline this coordination agreement (contract, MOU, letter, email, etc.)? *A copy of this documentation may be required in at the time it commences or is monitored.*
- d. **Budgeted Costs:** What staff costs or other costs will be needed and budgeted to provide this element?
- e. **Satisfactory Progress:** How will you determine the participant is progressing toward the Successful Completion of this program element (Testing, grades, observation)?
Case Notes are required to be submitted in HiRE at least every 90 days. The Case Notes should focus on the Satisfactory Progress of the Participant in addition to other pertinent information.
- f. **Successful Completion:**
 - (1) How will you determine that the participant has successfully completed

the program element?

Requirements to Pass: Specify the minimum score(s) or the minimum requirement(s) to successfully complete the program element. (e.g. overall GPA, minimum of 70% on comprehensive final exam, demonstration of a minimum score of 3 on a rating scale of 1-5)

- g. Credential: What credential (diploma, degree, certificate of completion/attainment etc.) will be provided to the participant for successful completion in this program element? If no credential is provided, answer this part with "N/A."

- (5) a description of how the local board will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services;

The local board will coordinate education & workforce investment activities with secondary and postsecondary education programs by encouraging employers to coordinate and collaborate with education programs to assure that skills needed on the jobs are the skills being taught in the classroom, encouraging educators to keep abreast of newly developing careers and seek to provide the training locally. In addition, the educators will work with the employers to develop career ladders for the highest growing occupations in the Region, then the highest demand occupations in the Region. It is to these occupations that participants will be encouraged to consider enrollment into training. However, based on customer choice, other occupations in demand may be utilized as long as there is a bright outlook for that particular occupation.

As far as avoiding duplication of services, the training provided must be on the LWC's Eligible Training Provider List (ETPL). The participant has the choice of schools and selection may be determined by the ability to reside with a family member to attend classes out of area. The Region does not limit the number of schools on the ETPL. However, even though an education facility is approved on the ETPL, the Board can limit enrollment at a particular school based on cause. For the workforce area to expend funds to a training provider, they are required to be listed on the ETPL, a Training Agreement must be signed by both WIOA Staff and the school's legal signatory, and arrangements for payments is established between the school and WIOA accounting staff.

- (6) a description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area;

The Workforce Development Board has adopted a Policy on the provision of Support services which include Child Care, Transportation, Housing, Books & Supplies, Tuition, Tools, Uniforms, Work-appropriate clothing, license & testing, drug testing, relocation assistance, dental, & glasses. In addition, the Board has entered into an agreement with the public transit system through the Human Services Department of the Calcasieu Parish Police Jury. The policy stipulates maximum amounts and times the various items can be requested. For a person to be allowed to receive any supportive service, they must document, in writing the need for the service as well as attempts to locate the service through some other agency. A letter from the participant stating the need and the search is to be retained in the participant's file. The accounting clerk receives notice from the case manager regarding the approval of the receipt of the requested services and the service is paid accordingly. Some payments may be outright to the provider and others may be on a reimbursed basis to the participant (i.e. NCLEX license exam).

Please see Attachment 4: Supportive Services Policy.

- (7) a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services;

Maximizing coordination of services provided by the Employment Service under Wagner-Peyser through the one-stop delivery system to improve service delivery and avoid duplication of services is achieved through co-housing of programs in the One Stop Center. Information on each of the various programs including Wagner-Peyser, UI, RESEA, and Jobs for Vets is available at the Center. Co-enrollment, Common Intake, Assessments, Job Search Assistance, Resume preparation, Outreach & Recruitment, Job Fairs, hiring events and occupational skills training can all be accessed at the One-Stop Center.

- (8) a description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II;

The Board will coordinate workforce investment activities with the provision of adult education and literacy services provided by the Literacy Council in the One-Stop Center. The Literacy Council conducts Basic Computer classes at the American Job Center. In addition, referrals are made for HiSET preparation. Work Ready U classes are conducted through the Literacy Council including adult basic education, English as a second language, co-enrollment and college and career readiness in Beauregard, Calcasieu, and Jefferson Davis. On-line services are offered in Cameron. Vernon, Beauregard and Allen provide adult education & Literacy.

Adult Education services are provided by the SOWELA campus in Vernon parish and the Sowela Oakdale campus in Allen parish. The SWLA Literacy Council housed at the First Street School provides adult education services for Beauregard parish. HiSET referrals are made and received through these agencies.

- (9) Describe the privacy safeguards incorporated in the one-stop delivery system, across partners, related to sharing and protecting personally identifiable information. This includes safeguards required by section 444 of the General Education Provisions Act (20 U.S.C. 1232g) and other applicable Federal laws.

Privacy safeguards incorporated in the one stop system related to protecting personally identifiable information include the requirement that any information or photo being published regarding a participant must be preceded by a signed release of information/photo from the participant. Staff is regularly advised that any document that bears any personal information be shredded rather than just thrown away. In addition, participants who enroll in the HiRE system utilize their own unique username and password that the participant him- or herself establishes.

The Board has developed a policy regarding the protection of personally identifiable information. Staff has signed a statement regarding the commitment to never release any personal information such as name, phone, address, email, photograph, disability unless the participant has signed a waiver for such information and a signed copy is on file.

- (10) Describe how the Local Area will implement and monitor the priority of service provision for veterans in accordance with the requirements of the Jobs for Veterans Act, codified at section 4215 of 38 U.S.C., which applies to all employment and training programs funded in whole

or in part by the Department of Labor. Local Areas should also describe the referral process for veterans determined to have a significant barrier to employment to receive services from the Jobs for Veterans State Grants (JVSG) program's Disabled Veterans' Outreach Program (DVOP) specialist.

The local area will implement and monitor the priority of service for veterans to ensure that services prescribed in the U.S.C. will be carried out. A veteran's search is conducted when individuals apply for jobs in order to quickly identify veterans. When Job Fairs are held, the veterans receive a pass to allow them to enter the job fair before all others for a period of at least 30 minutes. If there is only sufficient funding for one person for a service and an eligible WIOA veteran and an eligible WIOA non-veteran are both applying for paid WIOA services, then it goes to the eligible WIOA veteran. If there is a waiting line in the career services department, the veteran is called to the front and is served first. The Board has adopted a policy on Priority of Service to Veterans which identifies the individuals who are considered eligible for such services.

All staff have been trained to provide Priority of Service to Veterans. Training is conducted to ensure policy is followed. As customers enter the center, they will sign in and identify if they are a veteran by checking the appropriate box on the sign in sheet. All new customers will complete the triage form which asks veterans status questions and other questions to determine if they have a significant barrier to employment (SBE). If the customer is a Veteran, staff ensures that the individual will be served first, and the Veteran Priority of Service placard posted in the center is pointed out to them for their information. Staff refers the veteran should they have an SBE to the local Veterans Representative for more in-depth assistance. The Veterans Representative can provide more intensive services and case management assistance.

In the Beauregard American Job Center, staff references the Veterans Board in the center, so they can be apprised of current area information and events that are Veteran related. Various job listings are also posted and those listings where veterans are given preference are identified. Various training information is also posted.

- (11) Describe how the one-stop delivery system (including one-stop center operators and the one-stop delivery system partners) will ensure that each one-stop center is able to meet the needs of English language learners, such as through established procedures, staff training, resources, and other materials.

The One-Stop staff and partners will assure the needs are met of those individuals who need special services to access opportunities provided through the One Stop Center through identification of needs & identification of providers through the WDB Disability Committee or other staff. Currently, the One Stop Center has a contract with the Southwest Louisiana Independence Center (SLIC) to provide sign-language interpreters for the hearing impaired. For individuals needing language interpretation services, the One Stop Center will utilize Language Line. The center is equipped with assistive technology equipment (such as the ability to enlarge words), there are TDDY phones for the hearing impaired. Staff is trained on all of these services with the exception of the sign language provided by SLIC. Another provider that may be drawn into the system is LaFamilia, and organization that works with those who speak Spanish to translate brochures on services at the Center into Spanish.

For other disabilities, staff may refer participants to various partners. Signage may be provided. The individual may stipulate their needs and will be matched with cross-trained staff to address those needs. Signs will encourage participants to ask staff for help.

- (12) a description of the replicated cooperative agreements (as defined in section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the

1. Legal notice placed in the American Press to advertise the procurement. The American Press has circulation in all 6 parishes of the LWDA 51 Consortium, therefore it is not necessary to place the notice in the official journal in each parish.
2. Send personal letter to potential bidders inviting them to consider applying.
3. Conduct a Bidder's Conference to review the information requested with interested Bidders.
4. Offer one-on-one workshops with any interested bidder.
5. Receive and date-stamp Proposals received in appropriate date & time frame.
6. Return proposals not received in timely manner. Submit to Evaluation Committee.
7. Prepare Evaluation Forms which include Technical Evaluation (worth 165 points) conducted by the Evaluation Committee, Cost-per-participant (worth 20 points) conducted by WDB staff, and Contractor Responsibility for renewal programs (worth 30 points) conducted by the WDB Director and the WDB Fiscal Director OR Contractor responsibility for new programs to include a pre-award survey.
8. Calculate overall rating of the possible 215 points (traditional cutoff point is 70%)
9. Submit final ratings to Evaluation Committee who reports to the Workforce Development Board and recommends award at its regular meeting.
10. Workforce Development Board takes action to award program and to allocate funds.
11. Notify all respondents of final outcome
12. Programs refunded enter into an interim agreement allowing continued program operations with limitation on spending based on the Board's award until a final contract can be negotiated, signed, and returned.
13. Enter into negotiations with new providers prior to July 1 to establish Statement of Work, Enrollment, and Spending which cannot begin until new programs Contracts are negotiated, signed, and returned. No Interim agreement is provided for new agencies.
14. July 1 (or other designated date) begin program operations.

- (15) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the one-stop delivery system, in the local area;

The performance measures for the outcomes of participants and businesses have been entered from the State's Performance Chart. These will be negotiated at the local level and are subject to change every year. Performance for the Eligible Training Providers will be established by the Workforce Investment Council for the Louisiana Workforce Commission and will be levied upon each workforce area. Currently, those measures are, Completion Rate: 30%; Placement Rate: 50%; and Average Wage at Placement: \$8.00 per hour.

- (16) a description of the actions the local board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State board pursuant to section 101(d)(6);

Consistent with section 101(d)(6), the board will take the following steps toward becoming and remaining a high-performing board. Review and comply with policies developed at the State affecting the coordinated provision of services through the One-Stop Center including the development of

- objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers
- guidance for the allocation of one-stop center infrastructure funds under section 121(h) which stipulates the maximum percentage of administrative federal funds allocated to each partner agency and

- policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system

- (17) a description of how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided;

Training agreements will be utilized for the training providers. In order for an individual to attend training paid for by WIOA funds, the school/provider must be on the State Eligible Training Provider List. When an applicant identifies a school where they have been assessed to have the aptitude and interest to undertake a curriculum, the Workforce Board enters into a Training Agreement with the school. The Training Agreement contains a clause that ties the Agreement to the information provided through the HiRE system through the State's MIS Department. The applicant is provided with an Individual Training Account (ITA) Scholarship outlining the tuition or fees associated with the curricula. WIOA Staff maintain contact with appropriate staff regarding the submission of invoices for payment of tuition. Training must be in a demand occupation for any costs to be paid on behalf of the applicant regardless of the costs are for tuition or for supportive services. The school/provider may submit invoices at any time during training. Schools are required to follow their refund policy regarding any students who may drop out prior to completion of training.

- (18) a description of the process used by the local board, consistent with subsection (d), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

In order to provide the opportunity for public comment, the draft plan is submitted to the Board for approval. Following the approval, a notice is placed in the official journal of Calcasieu Parish which is the American Press. The WDB Staff place a notice on the Calcasieu Parish Police Jury's website regarding the development of the plan with a request for comment and input. The legal notice inviting public comment is placed in the American Press at least 30 days prior to the final date the plan is due. Letters are sent to appropriate individuals such as Small Business Administration (located in the SEED Center), Minority business representatives, unions, all partners, all school boards, etc. to give notice of the availability of the plan and a request for comment. Previously, a copy of the plan with a sign inviting comments has been placed in various Offices with request for comments. Any comments received whether by written notice, email, voice mail, etc. are collected and are submitted to the Louisiana Workforce Commission with the Plan.

- (19) a description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

One-Stop Centers are transitioning to an integrated, technology-enabled intake & case management information system by utilizing the common intake form available in the LWC Website laworks.net at HiRE. HiRE is the centralized system that houses information. It provides easy access for entering and developing reports.

In addition, staff use social media to promote Job Fairs, etc. The Calcasieu Parish Police Jury has a website and information on both the Workforce Development Board and American Job Center is contained in the website. Access to the Board is at www.calcasieuparish.gov/wdb. Entry of this information in the menu-bar will bring an inquirer directly to the WDB

information where the agendas, minutes, Board Roster of members, the Plan etc. are available in pdf format for public view or downloads.

The Beauregard American Job Center has a Facebook page which is used to promote job fairs and other hiring events and provides a daily update of job openings for Allen, Beauregard, and Vernon parishes.

III. COORDINATION WITH REGIONAL/LOCAL PLAN PROGRAMS

Describe the methods used for joint planning and coordination among the core programs, and with the required one-stop partner programs and other programs and activities included in the Combined Plan.

A Planning Committee including the Workforce Development Board staff, the WDB Executive Committee, Youth Committee and Disability Committee as well as any other partner program have been designated to develop the Regional/Local Combined Plan. The LWDA 51 plan will provide access to high-risk populations in locations that are represented by individuals who serve on the Workforce Development Board. American Job Centers exist at this time in Allen, Beauregard, Calcasieu, and Vernon Parishes. Cameron and Jefferson Davis have been added and scheduled as needed in order to provide services to those applicants who may not be able to travel to Lake Charles.

Planning & Partnering with the agencies who serve individuals with barriers to employment is underway. Actions that have been undertaken for joint planning include the following:

- Created a plan to reach high risk populations and locations.
- Refined the list of eligible training providers.
- Defined the flow of jobseekers from entry points in any of these agencies through:
 - A series of assessments (CASAS, HiRE and WorkKeys, including employment needs and eligibility for services in any agency
 - The provision of essential services to enroll them with training and/or employment
 - Placement in 3, 4, or 5-star jobs with good wages, existing openings, and solid career prospects
- Determined which agencies or programs should/must co-locate. How will the infrastructure and technology costs be spread among the collaborating agencies?

The Region/Local area will abide by the State's directive on these issues.

Local Leadership and Governance (Strategic)

- Develop strategies to continuously improve and strengthen the workforce development system through innovation in, and alignment, and improvement of, employment, training, and education programs to promote economic growth.
- Develop effective regional industry and sector partnerships that support employer utilization of the local workforce development system.
- Align workforce investment, education, and economic development systems (addressing career pathways, sector partnerships, and coordination between partners and local areas).
- Identify and promote best practices for meeting the needs and serving employers, workers, and jobseekers/priority populations.

Local Leadership and Governance (Operational)

- Increase access and opportunities (particularly for those identified as priority populations).
- Provide workers with skills and credentials to secure and advance in employment with family sustaining wages and to provide America's employers with skilled workers
- Improve the structure and delivery of services to better address the employment and skill needs and improve the prosperity of workers and employers
- Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system

Local Leadership and Governance (Compliance)

- Align Local Board membership with members that possess optimum policy making authority in the

organizations they represent and have the skills and practical knowledge to contribute fully to the strategic vision of the local area's workforce system.

- Establish by-laws, consistent with State policy, that help improve operations of the Local Board.

Performance and Data Management

- Develop effective on-going training and dissemination of information practices, across core programs, that promote quality and accuracy of data.
- Develop methods of reporting performance of the workforce system that promote transparency and accountability to all stakeholders

Service Delivery and Infrastructure

- Enhance and streamline operations through the integration of customer intake, case management, reporting, and fiscal and management accountability systems of one-stop partners.
- Increase access and opportunities to the workforce system, particularly for those with barriers to employment, both physical and virtual.
- Develop innovative workforce services and strategies for area employers, that include career pathways, skills upgrading, apprenticeship, and other effective initiatives for meeting the needs of area employers and workers.
- Ensure equitable funding of services and infrastructure costs of the one-stop delivery system.
- Strengthen professional development of providers and workforce professionals.

Other Collaborative Activities

The WDB may reinstitute the Lunch and Learn sessions to introduce the system and services to partners and to other interested entities. The C-Gov channel is available to provide WIOA information on Job Fairs, Hiring Events, Youth Events, and the Lunch & Learn Sessions (In-Person and Virtual Sessions). In addition to outside digital board events happening at the center, special documentaries can be provided targeting success stories on participants and businesses who have received services through the One-Stop Center.

IV. COMMON ASSURANCES (FOR ALL CORE PROGRAMS)

Combined Plan must include assurances that: Required Policies for each local development area within a planning region must be included as part of the Combined Plan.

The Workforce Development Board has established policies for each of the following Assurances below:

1. The Local Area has established a policy identifying circumstances that may present a **conflict of interest** for a Local Board or the entity or class of officials that the member represents, and procedures to resolve such conflicts; (*LWDB #51 Policy - CAP 1*)
2. The Local Area has established a policy to provide to the public (including individuals with disabilities) **access to meetings of Local Boards and local boards**, and information regarding activities of Local Boards, such as data on board membership and minutes; (*LWDB #51 Policy - CAP 2*)
3. The Local Area has established a policy **on fiscal control and fund accounting** procedures that are necessary to ensure proper accounting for, funds allotted to the local area (this applies to Title I and other discretionary funds allotted to the local area); (*LWDB #51 Policy - CAP 3*)
4. The Local Area has established a policy which describes action to secure **compliance with uniform administrative requirements** of this Act, including that the Local Area will annually monitor; (*LWDB #51 Policy - CAP 4*)
5. The Local Area has a policy taking the appropriate action to be in compliance with WIOA section 188, **Nondiscrimination**, as applicable; (*LWDB #51 Policy - CAP 5*)
6. The Local Area has implemented a policy to **ensure adult-program funds provide a priority in the delivery of career and training services and individualized career services to individuals who are low income**, public assistance recipients or basic skills deficient; (*LWDB #51 Policy - CAP 6*)
7. The Federal funds received to carry out a core programs **will not be expended for any purpose other than for activities authorized** with respect to such funds under that core program. (*LWDB #51 Policy - CAP 7*)
8. The Local Area will not use funds received under WIOA Title I to assist, **promote or deter union organizing** in accordance with WIOA section 181(b)(7); (*LWDB #51 Policy - CAP 8*)
9. The Local Area has a one-stop certification policy that ensures the physical and programmatic accessibility of all one-stop centers with the Americans with Disabilities Act of 1990 (ADA); (*LWDB #51 Policy - OSO 014*)
10. Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate; and
11. Priority of service for veterans and eligible spouses is provided in accordance with 38 USC 4215 in all workforce preparation, development or delivery of programs or services funded directly, in whole or in part, by the Department of Labor. (*LWDB #51 Policy - ADLW 3*)



ATTACHMENT 1

Chapter 1: Economic and Workforce Analysis (Regional)

Provide an analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations

1. What are the targeted industries, high-impact industry clusters, and in-demand occupations in the region?
Regulation: (§ 679.560(a)(1)(i))-Page 3

“These are some of the top demand occupations all averaging an hourly wage of at least \$10.00 per hour or more. Those industries in Region 5 include the following industry sectors: Construction, Education, Healthcare, Hospitality (Accommodation & Food), and Petrochemical (Manufacturing).”

2. What industries and occupations have favorable location quotients? Regulation: (§ 679.560(a)(1)(i))-Page 5

“The five industry sectors shown in the chart below are appearing because of all the economic expansion in Southwest Louisiana. They are Construction, Educational Services, Healthcare, Manufacturing and Hospitality (Accommodation & Food Services). Construction is directly linked to the demand for the construction crafts to build the expansion facilities, Manufacturing is on the rise because of the increased output from the expanding industries. Education, Health Care and Accommodation & Food services are appearing due to the previous influx of individuals moving into the area with their families to fill the positions offered by the many expansion projects. Recovery continues in the aftermath of Covid19. Our Lake Charles and Deridder offices are fully functional. February 22, 2023, the Vernon Parish (Leesville) American Job Center will offer limited hours Monday through Thursday – 9:00 a.m. to 3:30 p.m. We have seen foot traffic steadily increase. We continue to offer virtual services to those who cannot physically come into the offices.”

3. What industries and occupations have favorable demand projections based on growth? Regulation: (§ 679.560(a)(1)(i)) -Page 6- See Chart

“Louisiana Labor Market Information shows the skills needed in the top 5 growth industry sectors in Region 5 are: Construction, Educational Services, Healthcare, Manufacturing and Hospitality (Accommodation & Food Services) within each section on pages 10-26 below.”

4. What industries and occupations have favorable demand projections based on replacements? Regulation: (§ 679.560(a)(1)(i)) -Page 10

“LWDA51 has identified five industry sectors showing growth and expansion: Construction, Healthcare, Hospitality (Accommodation & Food), Petrochemical Manufacturing and Education. Each will be addressed separately.”

5. What industries and occupations are considered mature but still important to the economy? Regulation: (§ 679.560(a)(1)(i)) -Page 7

“Construction, Educational Services, Healthcare, Manufacturing and Hospitality (Accommodation & Food Services)”

6. What industries and occupations are considered emerging in the regional economy?

Regulation: (§ 679.560(a)(1)(i)) - Page 5 “Manufacturing is on the rise because of the increased output from the expanding industries.”

7. What sources of supply and demand data were used to determine the targeted industries occupations and skills?
Regulation: (§ 679.560(a)(1)(i)) -Page 5

Source: Long-term Occupational Projections for All Occupations to 2030. (2023, 01 31). Retrieved from [www.laworks.net: http://www.laworks.net/LaborMarketInfo/LMI_OccAllProj.asp?years=202020230](http://www.laworks.net/LaborMarketInfo/LMI_OccAllProj.asp?years=202020230)

Figure 1: Industry Projections (Long-term) for Multiple Industries in 5th Regional Labor Market Area, Lake Charles in 2020-2030

Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations

8. What are the targeted career pathway clusters in the region? Regulation: (§ 679.560(a)(2)) -Page 10

“LWDA51 has identified five industry sectors showing growth and expansion: Construction, Healthcare, Hospitality (Accommodation & Food), Petrochemical Manufacturing and Education”

9. What are the skills that are in demand in the region? Regulation: (§ 679.560(a)(2)) -Page 17- 26

“The table below shows the top advertised detailed job skills found in job openings advertised online for Accommodation and Food Services in 5th Regional Labor Market Area, Lake Charles, LA in February 2023.”

10. How well do the existing skills of job seekers match the demands of local businesses? Regulation: (§ 679.560(a)(2)) - Page 25

“Skill Gaps. Describe apparent ‘skill gaps’”

Regional workforce considering current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment

11. How is the region changing in terms of demographics, labor supply and occupational demand?

Regulation: (§ 679.510(a)(1)(iv) and § 679.560(a)(3)). -Page 7

“Many of the individuals served are **low-income**. Some of the common needs of this group may include lack of occupational skills, lack of high school diplomas (or state-approved equivalency), and those needing to be retrained.”

12. What special populations exist in the region, what is their magnitude, and what are the policy and service implications to meet the needs of these individuals?

Regulation: (§ 679.510(a)(1)(iv) and § 679.560(a)(3)). -Page 7

“Individuals with Barriers to Employment are identified as follows:”

All individuals receive the basic core/career services of the American Job Center regardless of the indicators below)

- *Displaced homemakers.*
- *Low-income individuals.*
- *Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.*
- *Individuals with disabilities, including youth who are individuals with disabilities.*
- *Older individuals.*
- *Ex-offenders.*
- *Homeless individuals (as defined in section 41403(6) of the Violence Against*

Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))).

- *Youth who are in or have aged out of the foster care system.*
- *Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.*
- *Eligible migrant and seasonal farm workers, as defined in section 167(i).*
- *Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).*
- *Single parents (including single pregnant women).*
- *Long-term unemployed individuals.*

Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region. Plans must answer the following questions:

13. How will the workforce partners convene employers, foundations, and regional institutions to help lead sector partnerships and make coordinated investments? Regulation: (§ 679.510(a)(1)(ii)) - Page 8

“Following the Louisiana Combined State Plan, the LWDA51 Board staff will prepare its own local process to mimic the Agricultural Outreach Plan as outlined in the LWC’s State Plan. (AOP). (As of 2/2/2023 the Agricultural Outreach Plan is under revision). The Plan will address the following actions using the State’s Plan as a pattern.”

14. Identify the established and active industry sector partnerships in the region.

Regulation: (§ 679.510(a)(1)(iii)) -Page 9

“Agencies collaborated with to provide services and referrals to Individuals with Barriers to Employment include the Department of Family & Children Services (DCFS). Currently we are in the process of implementing a partnership between LWC and DCFS to serve able bodied applicants..”

15. What other sector-based partnerships exist in the region? If any exist, are they business-led and what is their role in planning?

Regulation: (§ 679.510(a)(1)(iii)) -Page 9

“Currently we are in the process of implementing a partnership between LWC and DCFS to serve able bodied applicants. Calcasieu Parish Police Jury’s Human Services Department, local school boards in our six-parish region, as well as the Dowden Memorial Shelter and the June Jenkins Women’s Shelter”

16. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning?

Regulation: (§ 679.510(a)(1)(iii)) -Page 8-10

“Calcasieu Parish Police Jury’s Human Services Department, local school boards in our six-parish region, as well as the Dowden Memorial Shelter and the June Jenkins Women’s Shelter. The Beauregard Christian Women’s Job Corp conducts informational meetings where the WIOA staff is invited to present center service information. In addition, the Louisiana Rehabilitation Services (LRS) representative visits the Beauregard center at least monthly and the Allen center on an as needed basis.”

17. What neutral conveners with the capacity to help establish sector partnerships exist in the region and what is their role in planning? Regulation: (§ 679.510(a)(1)(iii))

The following conveners/ agencies provide economic forecast, industry and occupational development and employers in the region:

SWLA Economic Development Alliance

SOWELA LCTCS Workforce Development Dept.

Economic Development -Region V



Strengths: Additional funds available when clients exhaust WIOA, Coordination of additional funding to pay for Safety Card and Transportation. Ability to support the cost of activities not allowed through WIOA. Transportation Worker Identification Card (TWIC).

Weaknesses: Funds only available for Calcasieu residents and not all 6 parishes. Limit funding

Workforce Development Board Optional Partners

Post-Secondary School (Sowela Main, Morgan Smith & Oakdale)

Strengths: Great instructors who care about the progress of the students, great communication between school staff and WIOA, Community partnership, Business and industry partnership, the flexibility and increased capacity to develop compressed training programs with Industry Based Credentials (IBC) to meet the needs of business and Industry, State of the art facilities, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Council on Occupational Education (COE) Accreditation, Easy access from I-210, Compassion for the Students, Offerings are high skill, high wage, high demand, Strong partnership with the One-Stop American Job Center.

Weaknesses: Tuition cost keeps rising, limited TOPS available for students

Older Worker Program:

Strengths: Adds to the pool of applicant's individuals who have excellent work ethics who are still wishing to be employed. Companies can seek them out for hiring.

Weaknesses: Limited hours for participants. Limited funding and high demand for these services.

In addition to these Strengths and Weaknesses, this Plan will undergo a SWOT Analysis throughout its timeframe targeting other strengths, weaknesses, opportunities, and threats.

19. Analyze the capacity of the regional partners to provide workforce development activities to address the education and skill needs of the workforce including individuals with barriers to employment.

Regulation: (§ 679.560(a)(4)) -Page 28

Regarding ability to provide workforce development activities, there is enough capacity with new and expanding facilities to meet the need. The focus on high demand occupations is a noble goal for both job seekers and employers. There is concern over the requirement of placing individuals who may not have the high skill levels into training for 3-to-5-star occupations. This seems to overlook the feeder occupations which may not be in that star range. Development of Career Ladders may change this.

20. Analyze the capacity of the regional partners to provide activities to address the needs of employers. Regulation: (§ 679.560(a)(4)) -Page 28

"The focus on high demand occupations is a noble goal for both job seekers and employers. There is concern over the requirement of placing individuals who may not have the high skill levels into training for 3-to-5-star occupations. This seems to overlook the feeder occupations which may not be in that star range. Development of Career Ladders may change this."

21. How well do existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses?

Regulation: (§ 679.560(a)(4)) -Page 29

The goals of LWDA51 is to prepare an educated and skilled workforce; including adults, dislocated workers, and youth with barriers to employment as we offer a layered approach of individual services, group support and resource sharing via agency partnerships to connect diverse, qualified candidates to quality career and postsecondary opportunities. Assess and identify candidates interests and preferences is the beginning point of preparation followed by working with partners to obtain specific needs of candidate to assist in overcoming barriers. The development of soft skills including job-seeking skills and workplace basic skills is a must in every candidate's program of services. Then candidate will be trained and educated in his/her area of interest and skill.

22. Summarize the commitments of each program partner to implement the selected strategies described in the "Action Plan for Improving Service Integration in the Region." Regulation: (§ 679.560(a)(4)) -Page 32

The Local Board will work with entities to expand access to employment, training, education, and supportive services, especially individuals with barriers to employment by developing policies to improve the relationships with the partners.

Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.

Describe how transportation and other supportive services are coordinated within the region. Plans must respond to the following questions:

23. What regional organizations currently provide or could provide supportive services?

Regulation: (§ 679.510(a)(1)(vi)) -Page 33 See Attachment 3

Examples: Catholic Charities, Families Helping Families, etc.

Please see Attachment 3: United Way 211 site summary and Attachment 4: Supportive Services Policy.

24. What policies and procedures will be established to promote coordination of supportive services delivery?

Regulation: (§ 679.510(a)(1)(vi)) -Page 48

The Workforce Development Board has adopted a Policy on the provision of Support services which include Child Care, Transportation, Housing, Books & Supplies, Tuition, Tools, Uniforms, Work-appropriate clothing, license & testing, drug testing, relocation assistance, dental, & glasses. In addition, the Board has entered into an agreement with the public transit system through the Human Services Department of the Calcasieu Parish Police Jury. The policy stipulates maximum amounts and times the various items can be requested. For a person to be allowed to receive any supportive service, they must document, in writing the need for the service as well as attempts to locate the service through some other agency. A letter from the participant stating the need and the search is to be retained in the participant's file. The accounting clerk receives notice from the case manager regarding the approval of the receipt of the requested services and the service is paid accordingly. Some payments may be outright to the provider and others may be on a reimbursed basis to the participant (i.e. NCLEX license exam).

Describe the coordination of services with regional economic development services and WIOA service providers. Plans must answer the following questions:

25. What economic development organizations, WIOA service providers or businesses are actively engaged in regional planning? Regulation: (§ 679.510(a)(1)(vii)) -Page 54

A Planning Committee including the Workforce Development Board staff, the WDB Executive Committee, Youth Committee and Disability Committee as well as any other partner program have been designated to develop the Regional/Local Combined Plan. The LWDA 51 plan will provide access to high-risk populations in locations that are represented by individuals who serve on the Workforce Development Board. American Job Centers exist at this time in Allen, Beauregard, Calcasieu, and Vernon Parishes. Cameron and Jefferson Davis have been added and scheduled as needed in order to provide services to those applicants who may not be able to travel to Lake Charles.

Planning & Partnering with the agencies who serve individuals with barriers to employment is underway. Actions that have been undertaken for joint planning include the following:

- Created a plan to reach high risk populations and locations.
- Refined the list of eligible training providers.
- Defined the flow of jobseekers from entry points in any of these agencies through:
 - A series of assessments (CASAS, HiRE and WorkKeys, including employment needs and eligibility for services in any agency
 - The provision of essential services to enroll them with training and/or employment
 - Placement in 3, 4, or 5-star jobs with good wages, existing openings, and solid career prospects
- Determined which agencies or programs should/must co-locate. How will the infrastructure and technology costs be spread among the collaborating agencies?

The Region/Local area will abide by the State's directive on these issues.

26. What economic development organizations, WIOA service providers or businesses were invited to participate but declined? Regulation: (§ 679.510(a)(1)(vii)) *N/A*



Chapter 3: Operating Systems and Strategies (Regional)

27. Describe the local strategic vision to support state and regional economic growth Regulation: (§ 679.560(a)(5)) - Page 1

"The Local Area will collaborate with organizations that provide a range of employment, education, training, and related services and supports to help all job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy."

28. Describe the local goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) and goals relating to the performance accountability measures based on performance indicators. Regulation: (§ 677.155(a)(1)) - Page 41-43

"The Local Board will ensure continuous improvement of eligible providers by administering surveys to users of the center – both job seekers and employers, developing a plan for reviewing and taking action on surveys, and conducting focus groups to gather information."

Provide a description of the regional and local strategies that will achieve the vision and principles. This must include a description of the strategies and services that will be used in the local areas:

29. To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations Regulation: (§ 679.560(b)(3)(i)) -Page 41

"The Local Board will ensure access to One-Stop services including remote areas through the use of technology such as online registration, access of job openings, list of eligible training providers along with their curricula, and through Alison, one of the world's largest free online learning resources."

30. To support a local workforce development system that meets the needs of businesses in the local area Regulation: (§ 679.560(b)(3)(ii)) -Page 41

"The Local Board will ensure continuous improvement of eligible providers by administering surveys to users of the center – both job seekers and employers, developing a plan for reviewing and taking action on surveys, and conducting focus groups to gather information."

31. To better coordinate workforce development programs and economic development

Regulation: (§ 679.560(b)(3)(iii)) - Page 41

"An office has been established in Vernon parish for one-stop services to the residents of that parish. This opportunity provides services locally and will keep clients from having to travel to another parish for services."

32. To strengthen linkages between the one-stop delivery system and unemployment insurance programs Regulation: (§ 679.560(b)(3)(iv)) - Page 41

"access to One-Stop services including remote areas through the use of technology such as online registration,"

33. To promote entrepreneurial skills training and microenterprise services Regulation: (§ 679.560(b)(4)) - Page 41

"The Local Board will promote entrepreneurial skills training and microenterprise services by utilizing the services of the Seed Center where both the Small Business Administration and the Business Incubator are located."

34. To implement 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 regional employers Regulation: (§ 679.560(b)(3)(v)) - Page 26 and Page 38

"Education and training activities of the core programs."

"Strategies that will be used in the local area to implement the initiatives include:

Incumbent worker training programs providing information on the incumbent worker training programs to employers On-the-Job-Training (OJT) programs in LWDA51. LWDA51 will provide for the training costs for the participants. Due to COVID-19, LWDA51 has been award a National Dislocated Worker grant to assist with disaster relief employment and training"

35. Describe regional strategies that will increase apprenticeship and other work-based learning opportunities. - Page 32

"The Local Board will increase apprenticeship opportunities by working more closely with LWC State Apprenticeship division, local High School with pre-apprenticeship programs, local registered apprenticeship programs (such as, JATC Electrical, Local 106 Plumbers and Pipefitters, etc.). Attachment 3 shows a snapshot of the United Way 211 site that LWDA51 will collaborate with to increase those opportunities."

36. Describe initiatives to shorten the time from credential to employment and address how the area will work with the education system to begin putting training opportunities in place to meet this strategy. -Page 39 and Page 42

"Transitional Jobs: Transitional Jobs, a type of work-experience may be provided under WIOA as an individualized career service. Transitional jobs will be time-limited and wage-paid work experiences that are subsidized up to 100 percent. These wages must be at least the minimum wage or may be equal to the entry level wage of the position of the training being provided."

Rapid Response activities to dislocated workers will be supported and coordinated with State Rapid Response as follows:

The State's Rapid Response team begins intervention efforts within forty-eight (48) hours of a layoff notification. To better meet local need, the State Rapid Response staff lead and manage activities and notify locals of the need for rapid response activities, and to provide customized responses to businesses and workers within their regions. The LWC makes initial contact with the employer and gathers information regarding the cause of the layoff, demographics of the affected workers, immediate needs of the workers, etc. If the layoff is suspected to be trade affected, the LWC files the petition for investigation. Intervention services and aversion strategies are designed based on the immediate needs of the employer. To accommodate worker schedules and enable more employees to access services every effort is made to negotiate on-site services and paid time-off. When possible, Workers Transition Centers are established on-site. Statistics have proven that when services are on-site and during company time, it increases participation and morale, while maintaining productivity.

Describe the steps that will be taken to support the state's efforts to align and integrate education, workforce and economic development including:

37. Fostering the improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its regions. -

Page 33

In order to facilitate the engagement of employers of in-demand occupations, the WDB has reestablish the Partnership with the Education & Workforce Development Committee of the Chamber. Board members may serve as emissaries to other employers to obtain their input. Contacts with pre-established boards and committees will be utilized to engage employers. Board members themselves represent in-demand occupations and they will be called upon to report on the status of work in their occupations.

The Construction and Petrochemical Industries have been engaged. Remarkable success has been experienced in the Petrochemical industry through working with top- quality employers in the Region. The Healthcare industry has been engaged through the Southwest Louisiana Economic Development Alliance. Through the Education and Workforce Development Committee, there are task forces that have been developed to work with the high growth industries including the Healthcare and Construction industries. WDB Staff also participate in the Industrial Relations Committee made up of the Human Resource professionals from the industries. Also, staff participate in, and have made presentations to the Imperial Calcasieu Human Resource Management Association (ICHRMA), a group of HR professionals that meet monthly and conduct an annual Seminar.

38. Expanding career pathway opportunities through more accelerated and work-based training and align and integrate programs of study leading to industry-recognized credentials and improved employment and earnings. -Page 32

The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders.

39. Expanding career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and expansion of bridge programs. -Page 32

"The Local Board will work with entities to expand access to employment, training, education, and supportive services, especially individuals with barriers to employment by developing policies to improve the relationships with the partners."

Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.

40. Expanding information for employers and jobseekers to access services to support the alignment and integration of economic development, workforce development and education initiatives for supporting sector partnerships and career pathways. -Page 32

"The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders."

ATTACHMENT 2

Chapter 4: Operating Systems and Strategies (Local)

Coordination of Planning Requirements: The plan will incorporate the Memorandum of Understanding and Service Integration Action Plan and include the following statements in this chapter:

41. Your LWDA's MOU plan provides a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners. Regulation: (§679.560(5)(iv)) -Page 32

To work with the entities that carry out the core programs, partners have developed a Memorandum of Understanding that outlines services to be provided in the One Stop Center as well as the method of covering the infrastructure and direct costs of operating the Center. Partners will meet at least annually to review the MOU and be sure that all programs are aligned properly. The One Stop Operator will be responsible for assuring that the services specified are being carried out in the Center.

42. Your LWDA Service Integration Plan provides a description of how Local Workforce partners will align and coordinate services as required by the State of Louisiana's Integrated Service Delivery Policy (OWD 2-23.1) The Service Integration Action Plan and any subsequent modification is incorporated by reference into this plan.

Regulation: (§679.560(18)) -Page 35 -38 See Tables

"In order to better coordinate workforce development programs and economic development, the Board keeps abreast of the many expansion projects underway in southwest Louisiana, with communication as it relates to SWLA Economic Development."

"In order to strengthen linkages between the One Stop delivery system and the unemployment insurance programs, the State LWC might provide a list of common problems for the call center. The most frequent complaint is that the callers cannot get anyone to talk to. Local Staff will be consistent with the new Re-Employment Services & Eligibility Assessment (RESEA) that the State has implemented to assist the unemployed to return to gainful employment. Local staff will provide case management to RESEA clients which should increase their chances of finding employment."

Provide information (provide a description of) regarding the use of technology in the one-stop delivery system

43. How the workforce centers are implementing and transitioning to an integrated, technology enabled intake and case management information system for programs. Regulation: (§ 679.560(b)(20)). -Page 53

As a result of limitations to face to face interactions brought on by Covid19, WDB51 implemented an electronic pre-screening application to allow clients to continue receiving services. Cameras and headphones were also purchased to enable staff to communicate with clients.

One-Stop Centers are transitioning to an integrated, technology-enabled intake & case management information system by utilizing the common intake form available in the LWC Website laworks.net at HiRE. HiRE is the centralized system that houses information. It provides easy access for entering and developing reports.

In addition, staff use social media to promote Job Fairs, Community Events, etc. The Calcasieu Parish Police Jury website contains information on both the Workforce Development Board and American Job Center. Access to Board info www.calcasieu.gov/wdb. Entry of this information in the menu-bar will bring an inquirer directly to the WDB information such as agendas, minutes, Board Roster of members, the Plan etc. are available in pdf format for public view or downloads.

44. How the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means Regulation: (§ 679.560(b)(5)(ii)) -Page 54

"The Beauregard American Job Center has a Facebook page which is used to promote job fairs and other hiring events and provides a daily update of job openings for Allen, Beauregard, and Vernon parishes."

Describe (provide a description of) how the Local Board will support the strategies identified in the Combined State Plan and work with entities carrying out core programs Regulation: (§ 679.560(b)(1)(ii)):

45. Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment Regulation: (§ 679.560(b)(2)(i)) -Page 48

The local board will coordinate education & workforce investment activities with secondary and postsecondary education programs by encouraging employers to coordinate and collaborate with education programs to assure that skills needed on the jobs are the skills being taught in the classroom, encouraging educators to keep abreast of newly developing careers and seek to provide the training locally. In addition, the educators will work with the employers to develop career ladders for the highest growing occupations in the Region, then the highest demand occupations in the Region. It is to these occupations that participants will be encouraged to consider enrollment into training. However, based on customer choice, other occupations in demand may be utilized as long as there is a bright outlook for that particular occupation.

46. Scaling up the use of Integrated Education and Training models to help adults get their GED and work on other basic skills and English language acquisition while earning credential and industry-recognized credentials that lead to in-demand occupations. -Page 49

The Board will coordinate workforce investment activities with the provision of adult education and literacy services provided by the Literacy Council in the One-Stop Center. The Literacy Council conducts Basic Computer classes at the American Job Center. In addition, referrals are made for HiSET preparation. Work Ready U classes are conducted through the Literacy Council including adult basic education, English as a second language, co-enrollment and college and career readiness in Beauregard, Calcasieu, and Jefferson Davis. On-line services are offered in Cameron. Vernon, Beauregard and Allen provide adult education & Literacy.

Adult Education services are provided by the SOWELA campus in Vernon parish and the Sowela Oakdale campus in Allen parish. The SWLA Literacy Council housed at the First Street School provides adult education services for Beauregard parish. HiSET referrals are made and received through these agencies.

47. Using the insights and lessons learned from successful dual credit programs to scale up similar efforts in other sectors and regions. - Page 32

The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders.

48. Determining the most effective marketing methods and messages for informing college and university students about Prior Learning Assessments.

The most effective marketing method used to inform college and university students is through social media, word of mouth, flyers, billboards, television, and the use of our parish communications and media.

49. Investigating how targeted marketing can identify segments of the labor force, such as mature workers and the underemployed, who may not require extensive education or training to qualify for jobs in high demand occupations. -

Page 32

“Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.”

50. Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs Regulation: § 679.560(b)(2)(ii) -Page 32

“The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders.”

51. Improving access to activities leading to a recognized postsecondary credential (including a credential that is an industry recognized certificate or certification, portable, and stackable) Regulation: § 679.560(b)(2)(iii) - Page 48

The local board will coordinate education & workforce investment activities with secondary and postsecondary education programs by encouraging employers to coordinate and collaborate with education programs to assure that skills needed on the jobs are the skills being taught in the classroom, encouraging educators to keep abreast of newly developing careers and seek to provide the training locally. In addition, the educators will work with the employers to develop career ladders for the highest growing occupations in the Region, then the highest demand occupations in the Region. It is to these occupations that participants will be encouraged to consider enrollment into training. However, based on customer choice, other occupations in demand may be utilized as long as there is a bright outlook for that particular occupation.

As far as avoiding duplication of services, the training provided must be on the LWC's Eligible Training Provider List (ETPL). The participant has the choice of schools and selection may be determined by the ability to reside with a family member to attend classes out of area. The Region does not limit the number of schools on the ETPL. However, even though an education facility is approved on the ETPL, the Board can limit enrollment at a particular school based on cause. For the workforce area to expend funds to a training provider, they are required to be listed on the ETPL, a Training Agreement must be signed by both WIOA Staff and the school's legal signatory, and arrangements for payments is established between the school and WIOA accounting staff.

Provide (provide a description of) information regarding the local coordination strategies with state (including the Combined State Plan), regional and local partners to enhance services and avoid duplication of activities.

52. Adult, Dislocated Worker and Youth employment and training activities Regulation: § 679.560(b)(6)) -Page 26

Education and training activities of the core programs.

“Training provided at local schools include Apprenticeship Programs for the Electricians and Plumbers/Pipefitters/Welders, In Classroom training at SOWELA-Main Campus in Lake Charles, Morgan Smith in Jennings, Oakdale Campus, SOWELA Campus Leesville and McNeese University. Other training options include On-the-Job Training (OJT), Work Experiences for youth. Historically, Region V has the lowest number of training facilities in the state. Participants are permitted to attend the school of their choice as long as it is listed on the State’s Eligible Training Provider List and the occupations associated with the curricula are marked as “bright outlook.” A training agreement is maintained with each school where LWDA51 has participants attending.”

For those who need Literacy Training, the Literacy Council of Southwest Louisiana is a partner in the system and access to their services is convenient. SOWELA Campus Leesville also conducts HiSET classes for those needing to attain their high school equivalency diploma.

Combined Plan partner programs included in this plan

WIOA Core partners include the 6 programs:

WIOA Adults and Dislocated Workers services are provided through the American Job Center with locations throughout the Region. Youth services are provided through an agreement with the Grant Recipient to run the program in-house at the American Job Center. The Calcasieu Parish Police Jury is the current Youth provider. Adult Education & Literacy is provided through the Literacy Council of Southwest Louisiana and at the CLTCC Lamar-Salter campus. The vocational rehabilitation program is provided through the Louisiana Workforce Commission, Louisiana Rehabilitation Services through the local office in Lake Charles. The Wagner-Peyser Act Program is provided through the Louisiana Workforce Commission with staff positioned in the Lake Charles American Job Center in Lake Charles and other offices in the Region.

53. Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted. Regulation: WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232 (§ 679.560(b)(12)). -Page 51

The LWDA will comply with Section 107(d)(11) of WIOA which outlines the coordination with education providers. This coordination will include reviewing applications to provide adult education & literacy activities under title II for the local area; making recommendations to the eligible agency to promote alignment with plans and replicating cooperative agreements in accordance with section 101 (a)(11) of the Rehabilitation Act of 1973 and implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act with respect to efforts that will enhance the provision of services to individuals with disabilities and 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.

For other disabilities, staff may refer participants to various partners. Signage may be provided. The individual may stipulate their needs and will be matched with cross-trained staff to address those needs. Signs will encourage participants to ask staff for help.

54. Wagner-Peyser Act (29 U.S.C. 49 et seq.) services Regulation: § 679.560(b)(11)) -Page 49

“Maximizing coordination of services provided by the Employment Service under Wagner- Peyser through the one-stop delivery system to improve service delivery and avoid duplication of services is achieved through co-housing of programs in the One Stop Center. Information on each of the various programs including Wagner-Peyser, UI, RESEA, and Jobs for Vets is available at the Center. Co-enrollment, Common Intake, Assessments, Job Search Assistance,

Resume preparation, Outreach & Recruitment, Job Fairs, hiring events and occupational skills training can all be accessed at the One-Stop Center.”

55. Vocational rehabilitation service activities Regulation: WIOA Title IV § 679.560(b)(13)) -Page 27

The vocational rehabilitation program is provided through the Louisiana Workforce Commission, Louisiana Rehabilitation Services through the local office in Lake Charles. The Wagner-Peyser Act Program is provided through the Louisiana Workforce Commission with staff positioned in the Lake Charles American Job Center in Lake Charles and other offices in the Region.

LRS staff is always available to assist when questions arise regarding LRS equipment. Assist consumers to maintain and secure employment. Services are to meet the consumer’s needs to achieve independence in their community by working cooperatively with business and other community services. Under order of Selection which gives priority to those individuals with the most significant disabilities.

56. Relevant secondary and post-secondary education programs and activities with education and workforce investment activities Regulation: § 679.560(b)(9) – Page 46

“provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; preparation for postsecondary educational and training opportunities; strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials; preparation for unsubsidized employment opportunities; and effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.”

57. How the Local Board will support the state strategies identified under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study and career pathway programs under the Strengthening Career and Technical Education for the 21st Century Act authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment and needs identified in regional or local level assessments including the Perkins. *Comprehensive Local Needs Assessment Regulation: (§ 679.560(b)(1)(ii)) -Page 27*

Regional Workforce activities include education and training activities of core programs and require optional one-stop delivery partners.

“The career and technical education programs authorized under the Carl D. Perkins Act are provided through SOWELA Technical Community College Campuses, and McNeese State University. SOWELA serves as the convener of the other Technical Colleges and Universities in the Region.”

58. Provide a copy of the local supportive service policies and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area and include information on the supportive services by each local program as appropriate Regulation: (§ 679.560(b)(10)) -Page 48 See Attachment 4

The Workforce Development Board has adopted a Policy on the provision of Support services which include Child Care, Transportation, Housing, Books & Supplies, Tuition, Tools, Uniforms, Work-appropriate clothing, license & testing, drug testing, relocation assistance, dental, & glasses. In addition, the Board has entered into an agreement with the public transit system through the Human Services Department of the Calcasieu Parish Police Jury. The policy stipulates maximum amounts and times the various items can be requested. For a person to be allowed to receive any supportive service, they must document, in writing the need for the service as well as attempts to locate the service through some other agency. A letter from the participant stating the need and the search is to be retained in the participant’s file. The accounting clerk receives notice from the case manager regarding the approval of the receipt of the requested services and

the service is paid accordingly. Some payments may be outright to the provider and others may be on a reimbursed basis to the participant (i.e. NCLEX license exam).

Provide a description of how the local area will provide adult and dislocated worker employment and training activities

59. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area Regulation: (§ 679.560(b)(6)) - Page 38

Strategies that will be used in the local area to implement the initiatives include:

- Incumbent worker training programs providing information on the incumbent worker training programs to employers On-the-Job-Training (OJT) programs in LWDA51. LWDA51 will provide for the training costs for the participants. Due to COVID-19, LWDA51 has been awarded a National Dislocated Worker grant to assist with disaster relief employment and training.
- LWDA51 has partnered with Boise. Boise has collaborated with the OJT Program to help employ residents of Allen, Beauregard & Vernon parishes. RoyOMartin is a timber plant that produces OBS and Plywood.
- Industry and Sector Strategies include a study by Market Street's evaluation of southwest Louisiana several years ago. One of the first steps in the campaign is the increase Southwest Louisiana's competitiveness through the development of "SWLA on the Move! —Creating Prosperity Together" which outlined goals and programs designed to strengthen the region's business base and increase Southwest Louisiana's attractiveness to new and existing companies and potential residents and workers. Targeting certain clusters of economic activity has been implemented as is obvious in this Plan which targets the 5 high-demand, high-growth occupations. Identification of these sectors with the greatest potential to create new jobs, retain existing jobs, and create wealth in the region is the overall goal in southwest Louisiana. The strategy is to "stabilize, grow, maintain, and diversify the southwest Louisiana economy.
- Career pathways currently exist in the Healthcare industry beginning with the Certified Nursing Assistant (CNA), the Licensed Practical Nurse (LPN), the Associate Degree Nurse (ADN) and the Bachelor of Science Nurse (BSN) and in Construction. The National Center for Construction Education and Research (NCCER) follows levels simply 1-5 OR the Apprenticeship programs which follow the Apprentice, Journeyman to Master with numerous certifications at the experienced tradesperson level.
- Utilizing effective business intermediaries may begin with the identification of such individuals who put buyers and sellers together without taking ownership of the product, service, or property. Serving as go-betweens, they possess the skill, knowledge, experience, and a network that the buyer or seller may not have.
- Vernon Parish is now a certified Work Ready Community. Allen & Beauregard parishes have begun the process to become Work Ready Communities. After recognizing the ACT National Career Readiness Certificate, employers can find the right employee with the right skill set. This initiative will help employers gain access to a qualified pool of workers.
- Transitional Jobs:

Transitional Jobs, a type of work-experience may be provided under WIOA as an individualized career service. Transitional jobs will be time-limited and wage-paid work experiences that are subsidized up to 100 percent. These wages must be at least the minimum wage or may be equal to the entry level wage of the position of the training being provided.

These jobs, in the public, private, or nonprofit sectors are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, (to be determined by the Local WDB). Transitional jobs provide an individual with work experience that takes place within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills. The WIOA Final Rule governs the requirements for transitional jobs at 20 CFR 680.190 and .195.

60. A description of how the Local Board will coordinate workforce development activities carried out in the local area with statewide rapid response activities Regulation: (§ 679.560(b)(7)) -Page 42

Statewide rapid response activities, carried out in local areas by the State or by an entity designated by the State, working in conjunction with the local boards and the chief elected officials for the local areas; and provision of additional assistance to local areas that experience disasters, mass layoffs, or plant closing, or other events that precipitate substantial increases in the number of unemployed individuals, carried out in local areas by the State, working in conjunction with the local boards and the chief elected officials for the local areas.”

Rapid Response activities to dislocated workers will be supported and coordinated with State Rapid Response as follows:

The State’s Rapid Response team begins intervention efforts within forty-eight (48) hours of a layoff notification. To better meet local need, the State Rapid Response staff lead and manage activities and notify locals of the need for rapid response activities, and to provide customized responses to businesses and workers within their regions. The LWC makes initial contact with the employer and gathers information regarding the cause of the layoff, demographics of the affected workers, immediate needs of the workers, etc. If the layoff is suspected to be trade affected, the LWC files the petition for investigation. Intervention services and aversion strategies are designed based on the immediate needs of the employer. To accommodate worker schedules and enable more employees to access services every effort is made to negotiate on-site services and paid time-off. When possible, Workers Transition Centers are established on-site. Statistics have proven that when services are on-site and during company time, it increases participation and morale, while maintaining productivity.

The State’s Rapid Response team works with the Louisiana Human Resource Development Institution (LHRDI), to provide reemployment workshops through the Worker Transitional Centers. These workshops address the most immediate needs of dislocated workers. LHRDI has developed a standard set of reemployment and crisis intervention workshops. The worker group selects the workshop topics to ensure they meet the needs and that the process ensures customer-choice. Services include workshops tailored to the specific dislocation event, providing information regarding the use of the call centers and/or Internet to file UI claims, job search, career counseling, career assessment, career testing, job and training fairs, referrals to community and faith-based resources, and labor management information. Exit interviews/surveys are also completed to determine customer satisfaction.

To ensure seamless service delivery, the affected workers are transitioned to their local One-stop center as appropriate where they receive the full array of services.

Provide a description of how the local area will provide youth activities

61. A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities Regulation: (§ 679.560(b)(8)) - Page 43

Youth programs follow the initiatives of the LWC regarding the service to youth by providing the right intervention at the right time to help youth. The LWDA51 follows the eight (8) guiding principles by requiring that each proposer address how they will provide each of the eight (8) guiding principles. During the procurement process, the proposer actually earns points for stipulating how they will deliver the eight (8) guiding principles.

1. A System Dedicated to the Success of Young People.
2. A System Designed by Young People.
3. A System that Includes an Emphasis on Out-of-School Young People.
4. A System that is Locally Driven.

5. A System of Committed Partners.
6. A System Responsive to Business Needs.
7. A System Built on Promising Practices.
8. A System Committed to Continuous Improvement.

Should the Workforce Development Board or the CEO determine that it would be better for the program to procure a Youth Provider through a competitive process, the Procurement Policy of the Calcasieu Parish Police Jury will be followed as stipulated in the WDB Policy.

The WDB has also developed a Policy regarding additional Procurement Guidelines which will be followed as well as the Procurement Policy.

62. A description of how local areas will meet the minimum expenditure rate for out-of-school youth -Page 46 and 47

Youth program design:

In keeping with the Act, Section 129 (c) (from WIOA) programs will be delivered to eligible youth (See last bullet point for information on "needs additional assistance" as a WDB-defined barrier) as follows:

Funds allocated to the local area for eligible youth shall be used to carry out programs that:

- provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability interests, aptitudes, (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
- develop service strategies for each participant that are directly linked to one (1) or more of the indicators of performance described, and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted except that a new service strategy for the participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program
- provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; preparation for postsecondary educational and training opportunities; strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials; preparation for unsubsidized employment opportunities; and effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

- Louisiana Combined State Plan says, "As outlined in OWD policy 2-21.3 "Youth Program Operations" Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both OS and IS youth. The local policy should be reasonable, quantifiable, and based on evidence that the specific characteristics of the youth identified in the policy objectively requires additional assistance." The Workforce Development Board follows this policy and has established the following conditions for the "requires additional assistance" eligibility criteria and reviews the Policy annually.

The Louisiana Workforce Commission has determined that these "Require Additional Assistance" are "last resort" barriers. LWDA51 Workforce Development Board defines In School Youth who "require additional assistance to complete an educational program, or to secure and hold employment" and Out of School Youth who "requires additional assistance to enter or complete an educational program or secure or hold employment" as youth who fall within at least one of the following categories:

- Failed any part of the LEAP Test
- Emancipated youth
- Youth who is underemployed
- Is or was a Ward of the State
- Has been referred to or treated by an agency for substance abuse/ psychological problems
- A victim of domestic abuse or violence
- Has a currently incarcerated parent(s)
- Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided
- Has been fired from a job within the 6 months (or longer if last job) prior to application

Youth are to be provided the elements that youth are determined to need. The elements may be provided in-house or by referral to another agency. LWDA51 has partnered with many partners and other community stakeholders (Sororities and Fraternities) to provide the fourteen (14) elements to youth participants in this region.

Provide a description of how the local area will provide services to individuals with barriers to employment as outlined in the Combined State Plan

63. Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient Regulation: WIOA Sec. 134(c)(3)(E) (§ 679.560(b)(21)) - [Page 56 See Attachment 14](#)

"The Local Area has implemented a policy to ensure adult-program funds provide a priority in the delivery of career and training services and individualized career services to individuals who are low income, public assistance recipients or basic skills deficient;"

64. Describe how the local workforce area will ensure equitable access to workforce and educational services through the following actions: - [Page 41-43](#)

- Disaggregating data by race, gender, and target population to reveal where disparities and inequities exist in policies and programs, -

- Developing equity goals in conjunction with the education system and prepare action plans to achieve them,
- Exposing more high school students, particularly young women, and minorities, to careers in science, technology, engineering, and math fields,
- Exploring how effective mentor programs can be expanded to adults, particularly those who are displaced and moving to a new career,
- Providing training to workforce program staff on data driven approaches to address equity gaps, and
- Enduring workforce services are strategically located in relation to the populations in most need.

“Section 188 of the ADA provides a checklist of actions that must be taken to be in compliance with the Act and Include: designation of Equal Opportunity Officer, Notice and Communication (posters are on display in the Center(s), Assurances, Universal Access (equipment has been provided to assure universal access), Obligation not to discriminate on the basis of disability (equal opportunity and disability tag-line appear on all printed documents originating from the LWDA51), data and information collection and maintenance (information in the participants folders in maintained in a private office overseen by the MIS Specialist), monitor for compliance (the EO Officer monitors the programs at least once per year and submits reports to the WDB Director for any corrective action), Complaint Processing Procedures (which are in place in the form of a WDB Policy) and Corrective Actions/Sanctions. The One Stop Centers will be required to meet the requirements of ADA.”

Provide a description of training policies and activities in the local area

65. How local areas will meet the annual Training Expenditure Requirement Regulation: (OWD-4-14) -Page 26 and 29

Education and training activities of the core programs.

Training provided at local schools include Apprenticeship Programs for the Electricians and Plumbers/Pipefitters/Welders, In Classroom training at SOWELA-Main Campus in Lake Charles, Morgan Smith in Jennings, Oakdale Campus, SOWELA Campus Leesville and McNeese University. Other training options include On-the-Job Training (OJT), Work Experiences for youth. Historically, Region V has the lowest number of training facilities in the state. Participants are permitted to attend the school of their choice as long as it is listed on the State's Eligible Training Provider List and the occupations associated with the curricula are marked as “bright outlook.” A training agreement is maintained with each school where LWDA51 has participants attending.

The goals of LWDA51 is to prepare an educated and skilled workforce; including adults, dislocated workers, and youth with barriers to employment as we offer a layered approach of individual services, group support and resource sharing via agency partnerships to connect diverse, qualified candidates to quality career and postsecondary opportunities. Assess and identify candidates interests and preferences is the beginning point of preparation followed by working with partners to obtain specific needs of candidate to assist in overcoming barriers. The development of soft skills including job-seeking skills and workplace basic skills is a must in every candidate's program of services. Then candidate will be trained and educated in his/her area of interest and skill.

66. How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities -Page 38 -39

WDB Area 51 will provide Incumbent Worker Training in compliance with WIOA sec 134(d)(4). An incumbent is required to have established employment and documented history for six months or more and meet the Fair Labor Standards Act requirements for an employer-employee relationships. In the event that training is being provided to a

cohort of employees, not all employees in the cohort must have an established employment history with the employer for six months or more as long as the majority of the employees being trained meet the employment history requirement.

Incumbent worker training will increase the competitiveness of the employees or the employer. The training is designed to meet the requirements of the employer to retain or avert the layoff of the incumbent worker being trained. The local area will reserve no more than 20% of the combined WIOA Adult and Dislocated Worker allocation for incumbent worker training.

Strategies that will be used in the local area to implement the initiatives include:

- Incumbent worker training programs providing information on the incumbent worker training programs to employers On-the-Job-Training (OJT) programs in LWDA51. LWDA51 will provide for the training costs for the participants. Due to COVID-19, LWDA51 has been awarded a National Dislocated Worker grant to assist with disaster relief employment and training.
- LWDA51 has partnered with Martco, LLC, doing business as, RoyOMartin. These two (2) businesses have collaborated with the OJT Program to help employ residence of Allen, Beauregard & Vernon parishes. RoyOMartin is a timber plant that produces OBS and Plywood.
- Industry and Sector Strategies include a study by Market Street's evaluation of southwest Louisiana several years ago. One of the first steps in the campaign is the increase Southwest Louisiana's competitiveness through the development of "SWLA on the Move! —Creating Prosperity Together" which outlined goals and programs designed to strengthen the region's business base and increase Southwest Louisiana's attractiveness to new and existing companies and potential residents and workers. Targeting certain clusters of economic activity has been implemented as is obvious in this Plan which targets the 5 high-demand, high-growth occupations. Identification of these sectors with the greatest potential to create new jobs, retain existing jobs, and create wealth in the region is the overall goal in southwest Louisiana. The strategy is to "stabilize, grow, maintain, and diversify the southwest Louisiana economy.
- Career pathways currently exist in the Healthcare industry beginning with the Certified Nursing Assistant (CNA), the Licensed Practical Nurse (LPN), the Associate Degree Nurse (ADN) and the Bachelor of Science Nurse (BSN) and in Construction. The National Center for Construction Education and Research (NCCER) follows levels simply 1-5 OR the Apprenticeship programs which follow the Apprentice, Journeyman to Master with numerous certifications at the experienced tradesperson level.
- Utilizing effective business intermediaries may begin with the identification of such individuals who put buyers and sellers together without taking ownership of the product, service, or property. Serving as go-betweens, they possess the skill, knowledge, experience, and a network that the buyer or seller may not have.
- Vernon Parish is now a certified Work Ready Community. Allen & Beauregard parishes have begun the process to become Work Ready Communities. After recognizing the ACT National Career Readiness Certificate, employers can find the right employee with the right skill set. This initiative will help employers gain access to a qualified pool of workers.

67. Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are provided Regulation: (§ 679.560(b)(18)) -See Attachment 5

68. Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers, and jobseekers.- See Attachment 6

Describe if the local workforce board will authorize the transfer of WIOA Title IB workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis

69. To transfer funds between the adult and dislocated worker funding streams. -Page 56 See Attachment 10

The Local Area has established a policy on fiscal control and fund accounting procedures that are necessary to ensure proper accounting for, funds allotted to the local area (this applies to Title I and other discretionary funds allotted to the local area); Approval us required by CPPJ, WDB, and LWC.

70. To use funds for incumbent worker training Regulation: WIOA Sec. 134(d)(4)(A)(i) -Page 38

Incumbent worker training programs providing information on the incumbent worker training programs to employers On-the-Job-Training (OJT) programs in LWDA51. LWDA51 will provide for the training costs for the participants. Due to COVID-19, LWDA51 has been award a National Dislocated Worker grant to assist with disaster relief employment and training.

71. To use funds for transitional jobs Regulation: WIOA Sec. 134(d)(5) -Page 39

Transitional Jobs:

Transitional Jobs, a type of work-experience may be provided under WIOA as an individualized career service. Transitional jobs will be time-limited and wage-paid work experiences that are subsidized up to 100 percent. These wages must be at least the minimum wage or may be equal to the entry level wage of the position of the training being provided.

These jobs, in the public, private, or nonprofit sectors are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, (to be determined by the Local WDB). Transitional jobs provide an individual with work experience that takes place within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills. The WIOA Final Rule governs the requirements for transitional jobs at 20 CFR 680.190 and .195.

72. To use funds for pay for performance contracts Regulation: WIOA Sec. 133(b)(2-3) -Page 8

LWDA 51 currently only has one performance-based contract whereby the services provided in this contract is evaluated on a yearly basis to determine if the next year will be funded.



Chapter 5: Performance Goals & Evaluation (Local)

Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system (core and required partners as applicable) in the local area (§ 679.560(b)(16)).

73. WIOA Performance Measures -Page 30 -See Chart

“The following performance goals have been developed at the State level. These goals have been negotiated with our local workforce area , LWC, and MIS Department.

74. Additional State Performance Measures -Page 31

One issue impacting regional strategy is that all the partners do not serve all 6 parishes in the region. WIOA is responsible for serving all 6 parishes.

To work with the entities that carry out the core programs, partners have developed a Memorandum of Understanding that outlines services to be provided in the One Stop Center as well as the method of covering the infrastructure and direct costs of operating the Center. Partners will meet at least annually to review the MOU and be sure that all programs are aligned properly. The One Stop Operator will be responsible for assuring that the services specified are being carried out in the Center.

Provide a description of the current and planned evaluation activities and how this information will be provided to the local board and program administrators

75. What existing service delivery strategies will be expanded based on promising return on investment? -Page 32

The local Workforce Development Board will work with entities carrying out the Core programs by monitoring & negotiating performance measures for both employers and WIOA participants, receiving regular reports on workforce activities carried out in the American Job Center, monitoring the progress of participants attending training on the Eligible Training Provider List including completion rate, placement rate and average wage at placement.

The Local Board will work with entities to expand access to employment, training, education, and supportive services, especially individuals with barriers to employment by developing policies to improve the relationships with the partners.

Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.

The Local Board will aid in the development of career pathways and co-enrollment in core programs by providing the opportunity for employers to work with educators to develop career paths such as exist in the health care industry. Beginning with the board members themselves and working first, with these demand occupations as a result of these expansion projects appears to be a logical starting point for developing career ladders.

“The Local Board will improve access to activities leading to a recognized postsecondary credential by working with employers and educators to establish the skills associated with recognized credentials and determining which board or

industry can approve the credential such as the apprenticeship programs for the National Center for Construction Education & Research (NCCER). Such meetings will be convened to begin discussions on such matters.”

76. What existing service delivery strategies will be curtailed or eliminated based on minimal return on investment?

Our goal is to increase services and it is not our intention to decrease or curtail services unless we experience negative performance with partners, education facilities, subcontractors,(etc.) that do not show a return on investment.

77. What new service strategies will be used to address regional educational and training needs based on promising return on investment? -Page 32

“The Local Board will work with entities to expand access to employment, training, education, and supportive services, especially individuals with barriers to employment by developing policies to improve the relationships with the partners. Meetings will be held with employers to discuss barriers to employment and make them aware of services through the American Job Center. Services are free of charge and the Workforce Development Board can assist in these presentations. In addition, the Board will assist with Job Fairs and Career Fairs. The Board will also assist in the identification of career pathway opportunities.”

Lunch an Learn services as well will be held to educate employers as it relates to services provided by the American Job Center. Information regarding educational services will be provided to applicants via social media and in-person.

78. What return on investment and qualitative outcome data for various education and training programs will be collected to identify barriers to enrollment? -Page 52 See chart on Page 31

The performance measures for the outcomes of participants and businesses have been entered from the State’s Performance Chart. These will be negotiated at the local level and are subject to change every year. Performance for the Eligible Training Providers will be established by the Workforce Investment Council for the Louisiana Workforce Commission and will be levied upon each workforce area. Currently, those measures are, Completion Rate: 30%; Placement Rate: 50%; and Average Wage at Placement: \$8.00 per hour.

79. What are the most cost-effective approaches to taking down those barriers or helping residents overcome them? -Page 29

The goals of LWDA51 is to prepare an educated and skilled workforce; including adults, dislocated workers, and youth with barriers to employment as we offer a layered approach of individual services, group support and resource sharing via agency partnerships to connect diverse, qualified candidates to quality career and postsecondary opportunities. Assess and identify candidates interests and preferences is the beginning point of preparation followed by working with partners to obtain specific needs of candidate to assist in overcoming barriers. The development of soft skills including job-seeking skills and workplace basic skills is a must in every candidate’s program of services. Then candidate will be trained and educated in his/her area of interest and skill.



Chapter 6: Technical Requirements and Assurances (Local)

This section includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act (WIOA Sec. 121 (c)(2)(iv)).

80. Fiscal Management - Identify the entity responsible for the disbursement of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III) as determined by the chief elected official or the Governor Regulation: WIOA Sec. 107(d)(12)(B)(i) (§ 679.560(b)(14)) -Page 51- See Attachment 11

"The Region is comprised of 6 parishes. The CEOs from those parishes have entered into a Multi-Jurisdictional Agreement naming the Calcasieu Parish Police Jury as the Grant Recipient and Fiscal Agent. The grant recipient will disburse funds for workforce investment activities at the direction of the local board."

81. Fiscal Management - Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the sub grants and contracts for WIOA Title I activities Regulation: (§ 679.560(b)(15)) -Pages 44 and 45 See Attachment 8

"Procurement Process"

1. Develop a list of potential providers. Send them a personal letter advising of the Request for Proposal.
2. Because the American Press has circulation in all 6 parishes, it serves as the Official Journal of the Region. A legal notice is placed in that publication at least one month before the proposal is due. Proposals not submitted by the date and time deadline will be returned to the proposer.
3. Conduct two bidder's conferences to go over the information requested in the proposal. Give the date due.
4. The WDB appoints a proposal review team from the WDB Members and the Youth Committee Members.
5. Evaluate the proposals: There are several phases of evaluation. The Review Committee conducts the technical evaluation worth 165 points each. They apply a numerical score to each of the points designated in the RFP. The points awarded by each evaluator are averaged for the technical evaluation score.
6. The planner conducts a cost analysis score. Using a mathematical tool called Sum of Lease Squares, the past actual costs and actual numbers served is calculated to determine the cost-per-participant. A standard deviation is applied to the average cost to ascertain the range of costs. This range is then divided into 5 equal segments (if the low end of the range is a negative number, the range starts at zero). When the RFP is submitted, the total funds requested are divided by the number of participants expected to serve. This yields a "cost per participant." This number is then located on the table in order to derive the number of points scored for that provider. A total of 20 points is possible and the provider can earn 100%, 80%, 60%, 40% 20% of the points which are calculated in the overall rating.
7. The Administrative Director and the Fiscal Director each have up to 15 points that they can award. Based on the operation of the programs and the submission of timely, accurate fiscal information, these two individuals can award the total points. However, if there have been issues with the provider, the issue must be stipulated, and the individual can deduct points. The final points are also calculated into the final rating score.
8. Traditional cut-off score. Over the years of procuring services, the traditional cut-off score is 70%. Thus, after the three evaluations are conducted, the final rating must reach 70% for the program to be considered for funding. Non-funded programs have the opportunity to appeal.

9. Programs are awarded by the WDB at the June meeting. Awards are contingent upon meeting performance and upon successful negotiations with WDB staff. New programs are negotiated prior to July 1, the start of the new program year. Renewed programs enter into an interim agreement between WDB Staff and the program staff which enables them to continue services uninterrupted until the new contract is in place. A cap is placed on their spending and the document must be signed and notarized and returned to the WDB office by June 30, the close of the program year. Program awards in June include only the WDB Allocations and it is not uncommon that the funds requested are not covered by the allocation. Therefore, when the amount of unobligated funds is known, the WDB takes action to allow the providers to request additional funds to complete the services outlined and negotiated in their contracts.

82. Physical and Programmatic Accessibility - Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities Regulation: (§ 679.560(b)(5)(iii)) - Page 41-42

Section 188 of the ADA provides a checklist of actions that must be taken to be in compliance with the Act and Include: designation of Equal Opportunity Officer, Notice and Communication (posters are on display in the Center(s), Assurances, Universal Access (equipment has been provided to assure universal access), Obligation not to discriminate on the basis of disability (equal opportunity and disability tag-line appear on all printed documents originating from the LWDA51), data and information collection and maintenance (information in the participants folders in maintained in a private office overseen by the MIS Specialist), monitor for compliance (the EO Officer monitors the programs at least once per year and submits reports to the WDB Director for any corrective action), Complaint Processing Procedures (which are in place in the form of a WDB Policy) and Corrective Actions/Sanctions.
The One Stop Centers will be required to meet the requirements of ADA.

83. Physical and Programmatic Accessibility - Provide copies of executed cooperative agreements (as applicable) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities (§679.560(b)(13)). This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration, and coordination. -Page 41-42 See attachment 12

Section 188 of the ADA provides a checklist of actions that must be taken to be in compliance with the Act and Include: designation of Equal Opportunity Officer, Notice and Communication (posters are on display in the Center(s), Assurances, Universal Access (equipment has been provided to assure universal access), Obligation not to discriminate on the basis of disability (equal opportunity and disability tag-line appear on all printed documents originating from the LWDA51), data and information collection and maintenance (information in the participants folders in maintained in a private office overseen by the MIS Specialist), monitor for compliance (the EO Officer monitors the programs at least once per year and submits reports to the WDB Director for any corrective action), Complaint Processing Procedures (which are in place in the form of a WDB Policy) and Corrective Actions/Sanctions.

The One Stop Centers will be required to meet the requirements of ADA.

84. Plan Development and Public Comment - Describe the process used by the Local Board, consistent with WIOA Sec. 108(d), to provide a 30- day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations Regulation: (§ 679.560(b)(19)). -Page 53 See Attachment 13

In order to provide the opportunity for public comment, the draft plan is submitted to the Board for approval. Following the approval, a notice is placed in the official journal of Calcasieu Parish which is the American Press. The WDB Staff place a notice on the Calcasieu Parish Police Jury's website regarding the development of the plan with a request for

comment and input. The legal notice inviting public comment is placed in the American Press at least 30 days prior to the final date the plan is due. Letters are sent to appropriate individuals such as Small Business Administration (located in the SEED Center), Minority business representatives, unions, all partners, all school boards, etc. to give notice of the availability of the plan and a request for comment. Previously, a copy of the plan with a sign inviting comments has been placed in various Offices with request for comments. Any comments received whether by written notice, email, voice mail, etc. are collected and are submitted to the Louisiana Workforce Commission with the Plan.

85. Provide a summary of the public comments received and how this information was addressed by the CEO, partners, and the Local Board in the final plan. -Attachment 7

We received 1 comment from a partner related to a service they provide. The change was made and discussed with our CEO, Partners, and our Local Workforce Development Board in the final plan.

86. Provide information regarding the regional and local plan modification procedures – Page 53

In order to provide the opportunity for public comment, the draft plan is submitted to the Board for approval. Following the approval, a notice is placed in the official journal of Calcasieu Parish which is the American Press. The WDB Staff place a notice on the Calcasieu Parish Police Jury's website regarding the development of the plan with a request for comment and input. The legal notice inviting public comment is placed in the American Press at least 30 days prior to the final date the plan is due. Letters are sent to appropriate individuals such as Small Business Administration (located in the SEED Center), Minority business representatives, unions, all partners, all school boards, etc. to give notice of the availability of the plan and a request for comment. Previously, a copy of the plan with a sign inviting comments has been placed in various Offices with request for comments. Any comments received whether by written notice, email, voice mail, etc. are collected and are submitted to the Louisiana Workforce Commission with the Plan.

A close-up illustration of a computer keyboard. The central focus is a large, rectangular key with rounded corners, colored in a vibrant blue. The word "Documentation" is printed on this key in a clean, white, sans-serif font, oriented diagonally from the bottom-left to the top-right. Above this key is a white key with a black triangle pointing downwards. To the left and below the blue key, the outlines of other keys are visible, including a key with a small, dark, illegible symbol. The entire scene is rendered with simple black outlines and flat colors, giving it a clean, graphic appearance.

Documentation

ATTACHMENT 3



(/)

GET HELP ([HTTPS://UNITEDWAYSOLA.ORG/211](https://UNITEDWAYSOLA.ORG/211))

VOLUNTEER ([HTTPS://UNITEDWAYSOLA.ORG/VOLUNTEER](https://UNITEDWAYSOLA.ORG/VOLUNTEER))

DONATE ([HTTPS://FUNDRAISE.GIVESMART.COM/FORM/TCLTNA?VID=THFVM](https://FUNDRAISE.GIVESMART.COM/FORM/TCLTNA?VID=THFVM))



GET CONNECTED. GET HELP.

Every day people in our community are facing issues that, if left unsolved, can lead to a downward spiral. Connecting people in need to resources as quickly and as efficiently as possible.



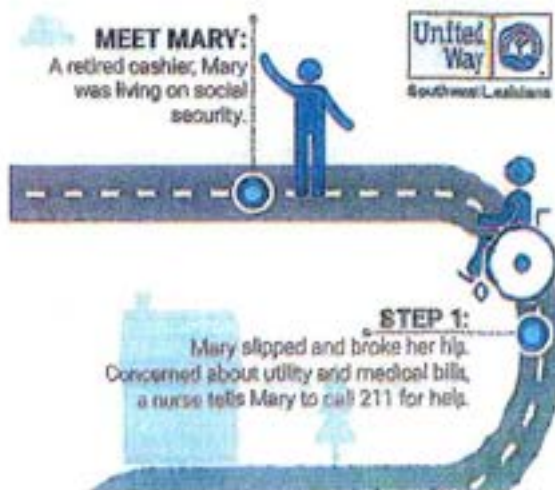
United Way of
Southwest Louisiana

211 is an easy-to-remember phone number that links people to information. When you call 211 you will speak with a trained specialist who will help you navigate the complex maze of maintaining an accurate database of public and community resources to connect you to basic services - 24 hours a day, seven days a week, even in a disaster.

Additionally, you can use the online service directory for

SEARCH THE 211 ONLINE DIRECTORY FOR RESOURCES
([HTTPS://NAOPRD.ICAROL.COM/LANDING.HTML?TOKEN=2F987626-390B-4BD7-8595-6CB0D268C9F9&CSSMODE=PUBLISH&ORGNUM=2306&DB=2306](https://NAOPRD.ICAROL.COM/LANDING.HTML?TOKEN=2F987626-390B-4BD7-8595-6CB0D268C9F9&CSSMODE=PUBLISH&ORGNUM=2306&DB=2306))

How does 211 work?





How does 211 work?

Benefits of 211

211 is a single access point for every day needs and in times of crisis.

- Food, shelter & clothing
- Opioid Abuse
- Abuse/Neglect prevention & protection
- Rent/Utility/Financial assistance
- Crisis Intervention services
- Job training
- Transportation assistance
- Educational programs
- Home health care
- Congregate meals for the elderly
- Homemaker services

- Quality childcare
- Family resource centers
- Volunteer opportunities
- And much more...

WHEN YOU CALL 211, WHERE ARE CALLS DIRECTED?

211 calls are answered by trained information and referral specialists that find resources in your specific geographic area.

- 24/7/365
- Callers have access to multilingual services as well as information for the hearing impaired
- 211 maintains a computerized [Service Directory](#) of resources and services statewide
- Contains non-profit agencies, faith-based organizations and government services

ATTACHMENT 4

WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis & Vernon Parishes		Workforce Innovation & Opportunity Act Supportive Services Policy  American Job Center <i>We put people to work!</i> 	
TR 12		Training Related Policy	
Revisions:		Expiration Date: Continuous, until further notice	
WDB Chairperson's Signature Sarita Scheufens		WDB Director's Signature Stephanie Seemion	

Purpose: To establish administrative guidelines and standards for the provision of supportive services for Workforce Innovation & Opportunity Act of 2014 and other related programs.

Availability of Funds: All supportive services are based upon the availability of funding. Should funds become severely limited, the provision of supportive services may have to be prioritized and/or reduced or eliminated.

NOTE: THIS IS NOT AN ENTITLEMENT.

Not an Entitlement: Even if a curriculum is listed on the Eligible Training Provider List, WIOA or the WDB or Program staff has the right to refuse to enroll a participant in that course of study and may present the issue to the Waiver Review Committee for a final determination.

Supportive Services and Needs-Related Payments. A key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions, and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to WIOA's limitations. Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services and are governed by the DOL-only Final Rule at 20 CFR 680.900 through .970. (TEGL 16-19)

Local WDBs must develop policies and procedures governed by 20 CFR 680.900 through .970 of the Final Rule. Local WDBs, in consultation with the American Job Center partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. These policies may establish limits on the provision of supportive services or provide the one-stop center with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to a participant. These policies may also allow American Job Centers to grant exceptions to these limits. Local WDBs must develop policies and procedures that ensure that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in title I activities. These policies include establishing limits on the provision of supportive services and any exceptions to those limits, as described in 20 C F R 680.920.

Supportive services may be made available to any adult or dislocated worker participating in title I career services or training activities that is unable to obtain supportive services through other programs providing such services. Additionally, the supportive services must be necessary to enable the individual to participate in career services or training activities. Note that follow-up career services are not a qualifying service for the receipt of supportive services; therefore, an individual who is only

An Equal Opportunity Employer Program Auxiliary aids and services are available upon request to individuals with disabilities who possess weak English proficiency

Supportive Services Policy

receiving "follow-up" services may not receive supportive services. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up), training activities, or both to continue to receive supportive services. Supportive services also may not be used to extend the date of exit for performance accountability purposes. Supportive services, like follow-up services, do not make an individual a participant or extend participation. (Ref. TEGL 16-19)

Limitation: SUPPORTIVE SERVICES – funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133 (b), and funds allocated to the local area for dislocated workers under section 133 (b)(2)(B), may be used to provide supportive services to adults and dislocated workers, respectively –

(Ref. WIOA Sec. 134 (d) (1)(B)(2))

- (A) who are participating in programs with activities authorized in paragraph (2) or (3) of subsection (c); and (paragraph 2 is entitled "Career Services" and paragraph 3 is entitled "Training Services.")
- (B) who are unable to obtain such supportive services through other programs providing such services.
 1. Participants are responsible for contacting at least 3 agencies who ordinarily provide the service they are requesting to determine if the service is available through that agency. If so, the participant must request the service from that agency.
 2. The participant must provide a letter of self-attestation to their case manager stating services are not available through the agency(ies) contacted.
 3. With this documentation placed in the participant's folder and an entry made in the Case Notes, WIOA may provide the funds for that service based on the availability of WIOA funds.
 4. Continuation of payment of Supportive Services is contingent upon achieving a passing score on the curricula or successful accomplishment of OJT /WBT (Work Based Training) training outline.
 5. Each semester, a participant must re-survey the appropriate agencies to determine if the supportive service being requested is still/now/no longer available.

Support Service payments may be paid during **follow-up** (upon employment) when the participant requires the support. Appropriate services will be determined by the staff. Payment of support services during follow-up is limited to 45 calendar days. Payment may include such things as uniforms, tools, clothing etc. that are necessary for the participant to maintain employment.

Participants must be enrolled in training for 30 calendar days before certain services can be paid (such as house rent or utilities).

Duplication of Payments is never allowed. Any service that is provided for or paid for by another person or program may not be paid by WIOA.

SUPPORTIVE SERVICES for Adults, Dislocated Workers and/or Youth outlined in this policy may be provided to individuals in Occupational Skills Training based on availability of funds and ONLY when the occupation(s) associated with the training curriculum are in demand according to the Louisiana Workforce Commission's definition of demand. The Board does not permit the use of WIOA funds to train individuals in occupations for which there is no demand. Documentation of such demand is available at the laworks.net website at HIRE either in the specific curricula listed as "bright outlook" OR in the information provided under Labor Market Information through LOIS. The information on demand can be found on the Curricula

Supportive Services Policy

Summary Sheet for each school curriculum that is on the local Eligible Training Provider list or other means of determining demand when a school is not on the local Eligible Training Provider List. A copy of this curricula sheet or LOIS demand list showing the demand occupation in "bright outlook" must be placed in the participant's folder to document demand. *Support service payments do not cover costs or expenses that occur prior to enrollment into the WIOA program.*

Demand Occupation: The Workforce Innovation & Opportunity Act at Section 134 (c)(3)(A)(i)(II) and the Regulations at 680.210(b) in the section "Who may receive training services" state that an individual must "select programs of training services that are directly linked to employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate."

Maximum Training Funds: Eligible WIOA Adult, Dislocated Worker AND Youth participants may receive up to \$6,000 per semester beginning when the participant enrolls into training. This \$6,000 is to be utilized for either/or training and supportive services.

Waiver: If the costs exceed \$6,000 per semester, the participant may make a written request to the Case Manager. That request is presented to the Waiver Review Committee, which is comprised of a WDB Member, a Program Staff member and the WDB Staff Fiscal Director. This committee will review the waiver request and make a determination to approve or reject the request. The outcome will be written on the face of the letter of request and filed in the participant's folder. The participant has the right to appeal a non-successful request by written notice to the WDB Director within 5 business days of the notification of the determination not to allow the request. The final determination will be presented to the Workforce Investment Board Executive Committee for review. The participant may be asked to appear before the Executive Committee to answer questions.

Waiver: A Waiver Review Committee (may be made up of one WDB member, One Program staff member and one WDB fiscal staff member) has been established to review Individual Training Account requests that exceed the normal range of payments established. This same committee will be utilized to receive, evaluate, and determine any written request from a participant that exceeds any of the limits determined in this policy or because of other extenuating circumstances. All determination will be on a case-by-case basis.

Appeal: Participants denied supportive services may present an appeal in writing to the WDB Executive Committee by sending a letter to the WDB Director. Within 5 business days of notice of denial from the Waiver Review Committee.

Policy: Supportive Services to Adults & Dislocated Workers or other related programs WIOA Regs Part §680.900: What are supportive services for adults and dislocated workers? Supportive services for adults and dislocated workers are defined at WIOA sec. 3 (59) and sec. 134 (d)(2) and (3). Local WDBs, in consultation with the one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the career services that must be available to adults and dislocated workers through the one-stop delivery system. (WIOA sec 134(c)(2)(A)(ix) and §678.430 of this chapter). Local WDBs must ensure that needs-related payments are made in a manner consistent with §§680.930, 680.940, 680.950, 680.960 and

Supportive Services Policy

680.970. Supportive services are services that are necessary to enable an individual to Participate in activities authorized under WIOA sec 134(c)(2) and (3).

These services may include, but are not limited to, the following:

- (a) Linkages to community services
- (b) Assistance with transportation
- (c) Assistance with childcare and dependent care;
- (d) Assistance with housing
- (e) Needs-related payments, as described at §§680.930, 680.940, 680.950, 680.960, and 680.980;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for individuals with disabilities;
- (h) Legal aid services
- (i) Referrals to Health Care
- (j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- (k) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- (l) Payments and fees for employment and training-related applications, tests, and certifications.

WIOA Part §690.910: When may supportive services be provided to participants?

- (a) Supportive services may only be provided to individuals who are:
 - (1) Participating in career or training services as defined in WIOA sec. 134 (c) (2) and (3) and
 - (2) Unable to obtain supportive services through other programs providing such services. (WIOA sec. 134 (d)(2)(B))
- (b) Supportive services may only be provided when they are necessary to enable individuals to participate in career service or training activities. (Sec WIOA sec. 134 (d)(2)(A) and WIOA sec. 3 (59))

WIOA Part §680.920: Are there time limits on the amount or duration of fund for supportive services:

- (a) Local Boards may establish limits on the provision of supportive services or provide the one-stop center with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to participants.
- (b) Procedures may also be established to allow one-stop centers to grant exceptions to the limits established under paragraph (a) of this section.

The need for such services must be documented in the participants Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and in the Case Notes by the case manager along with the letter of request from the participant indicating the service needed and the attempts made to secure services elsewhere.

Supportive Service needs that arise after the initial assessment is conducted and documented in the ISS must be requested by the Participant in writing. The participant's request must be maintained in his or her folder. The need for and receipt of support services by adults or dislocated workers will be documented in the case notes since the HiRE IEP only allows for Goals and Objectives to be created.

Supportive Services Policy

Books and supplies are only provided by WIOA if they are required for training. The participant will be responsible for obtaining any suggested and/or recommended items.

Supportive Services to Youth: WIOA Part 681.570 defines supportive services for youth.

"Supportive services for youth, as defined in WIOA sec. 3(39) and in the WIOA Regs. At §681.570, are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- a. Linkages to community services;
- b. Assistance with transportation;
- c. Assistance with childcare and dependent care;
- d. Assistance with housing;
- e. Needs-Related Payments for youth living on their own who participate in a youth program
- f. Assistance with educational testing (including high school equivalency tests as well as other exams for occupational certifications and credentials).
- g. Reasonable accommodations for youth with disabilities;
- h. Legal aid services
- i. Referrals to health care; and
- J. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear."
- k. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- l. Payments and fees for employment and training-related applications, tests, and certifications.

Supportive services to youth are one of the former required elements. A youth assessed to be in need of supportive services must have them provided (based on availability of funding). The Youth Services Policy will stipulate the manner of provision.

Supportive services will be considered on a case-by-case basis and arranged either through referral to appropriate community-based/faith-based organizations or provided from WIOA funds. The United Way Helpline Directory and 310Info/2-1-1 lists numerous community-based organizations that provide an abundance of assistance to individuals. Referrals will be arranged for adults and dislocated workers by the One Stop Center staff. Referrals will be arranged for youth by appropriate Youth Service Provider staff.

(From addendum) Justification for need will be recorded in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and Case Notes. **Based on current funding availability, WIOA may provide supportive service assistance to WIOA participants during program participation.** At any time during the year, if supportive service funds become limited or expended, participants will be notified in writing of the reduction or discontinuance of such payments. Every effort to acquire supportive service assistance from other resources must be made prior to using WIOA funds.

SUPPORTIVE SERVICE for youth outlined in this policy may be provided to individuals in Occupational Skills Training based on availability of funds and ONLY when the occupation(s) associated with the training curriculum are in demand according to the Louisiana Workforce Commission's Occupational Forecasting Conference definition of demand. The Board does not permit the use of WIOA funds to train individuals in occupations for which there is no demand.

Supportive Services Policy

Documentation of the demand for occupations associated with the training curriculum must be placed in the participant's folder. The information on demand can be found on the Curricula Summary Sheet in LWC's HiRE program located at laworks.net for each school curriculum that is on the local Eligible Training Provider list or other means of determining demand when the school is not on the local Eligible Training Provider list. If the occupation is NOT in demand, no supportive services can be paid with WIOA Funds during occupational skills training. This applies to training paid for by WIOA Funds AND training paid for by other grant funds.

The Workforce Innovation & Opportunity Act at Section 134(c)(3)(A)(i)(II) and (3)(G)(iii) and the Regulations at 680.210(b) in the section "Who may receive training services?" state that an individual must "select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate."

Documentation: Timeliness of Documentation:

Appropriate documentation for payment of supportive services must be submitted in a timely manner. Supportive services payments are tied to attendance. Time sheets, attendance roster, timecards, daily sign-in, sign-out sheets, etc. may be used to document attendance.

Attendance Record must be signed by the instructor and the participant in order for WIOA to pay for support services that are tied to attendance. Failure to provide the signatures will impede the participant from receiving the support service and continued failure to provide signature may result in loss of funding through the Workforce Innovation & Opportunity Act (WIOA).

Time sheets, etc. are due to the WIOA staff on the last day of the two-week pay period. Delinquent submission of time sheets, etc. may result in late payment of supportive services. Time sheets, etc. that are delinquent more than one two-week pay period may not be paid.

Payment for untimely submission of time sheets, etc. due to extenuating circumstances may be considered on a case-by-case basis.

For Youth Service Providers, submission of documents will be in accord with the payment schedule determined by the individual provider.

Fraud: Any falsification of information on documents may result in termination from WIOA, and prosecution.

Procedures

1. CHILD CARE ASSISTANCE

Based on current funding availability, childcare assistance may be available to any eligible participant enrolled in Adult, Dislocated Worker, and Youth Programs including WIOA or other related programs

Childcare assistance may be available through the end of the fiscal year, (July 1 - June 30), based on funding availability in each respective program. Participants must be made aware that childcare assistance may be provided only as long as funds are sufficient to do so, as supportive services are very limited in the budget.

Childcare assistance may be provided for children through the age of 12 with a facility or through the age of 14 with an individual. Birth certificate(s) must be provided to verify the age of the child.

Childcare assistance may be allowable to more than one childcare provider, if the participant

Supportive Services Policy

is attending multiple WIOA training programs that require such. An example of this might be a HSET class at night coupled with full-time or part-time work experience during the day.

Childcare assistance may be provided only to those participants that are not otherwise receiving such assistance from any other program. According to the Department of Children and Family Services (DCFS) recipients are provided with childcare assistance through their office and therefore, will not be eligible for such payments through WIOA. If the participant is currently receiving childcare from another source and is subsequently dropped, WIOA may consider childcare payments on a case-by-case basis. *If an individual is not eligible for childcare through DCFS, a copy of the denial letter must be provided to WIOA staff.*

Based on availability of funds, payment will be made based on the following rates:

- A. Up to \$ 75 per week - for participant who have their children cared for by friends or relatives; one or more children
- B. Up to \$100 per week - for participants who have one child cared for at an established childcare facility or nursery
- C. Up to \$150 per week - for participants who have two or more children cared for at an established childcare facility or nursery.

Childcare assistance will be calculated on a daily rate, based on participant's class schedule. The actual payments will be based on the participant's actual days attending training, as verified on the WIOA Participant Timesheet. For each day that the participant is absent from WIOA training, the childcare assistance will be decreased accordingly. The participant must attend 100% of the scheduled days in order to receive 100% of the childcare payment, as indicated above.

For Work-Based training, such as Work Experience (WE), On-The-Job Training (OJT), the participant must attend 50% of their scheduled workday to receive 100% of the Child Care Assistant payment, which is paid directly to the Provider. If not, the participant, the participant will be responsible for any payments due to the child-care provider.

Childcare assistance checks will be made payable directly to the Agency/Individual identified on the Child Care Provider Verification Form, and payments will be mailed to the Agency or individual identified. The WIOA participant will make his/her own arrangements with the childcare provider/individual and will be directly responsible for proper payment on any balance remaining on his or her account. WIOA will not be responsible or financially liable for any non-payment or late payment to childcare providers/individuals on behalf of the WIOA participant.

Failure to Pay Child Care Provider: When a participant continually fails to pay any balance to the childcare provider, and the provider notifies the American Job Center staff, termination of WIOA Childcare Support Service may result.

To ensure that all parties are fully aware of this policy, a copy of the Child Care Statement will be provided to **Both** the WIOA participant and the Agency/Individual providing childcare services. The participant will be responsible for providing the copy of the policy to their childcare provider.

Childcare payments will be made only upon receipt of the satisfactorily completed WIOA documents such as a Child Care Provider Verification Form, WIOA Child Care Subsidy Slip, and Certification of Authorized Signatures for Child Care Agencies. Any discrepancies in these

documents may result in non-payment or delayed payment.

It will be the responsibility of the WIOA participant to keep American Job Center staff or respective contracted Youth Service Providers informed of all current information regarding the childcare provider. The participant may only receive the childcare benefit based upon verification (time sheet) of actual attendance in class. Retroactive Payments of 2 weeks ONLY will be paid.

Limitation: Childcare payments will NOT be made to a spouse or to an older child who lives in the same household. However, payment to a grandparent or other relative or resident(s) living in the household may be considered as a valid childcare provider on a case-by-case basis and documented in the Individual Service Strategy (ISS) or the Individual Employment Plan (IEP) w/10 lives in the same household is allowable because the person has to take their personal time to care for the child.

Childcare payments may be paid during both subsidized and unsubsidized employment based upon availability of funds. Payments during unsubsidized employment will be considered on a case-by-case basis for a period up to 45 Calendar days.

II. SUPPORTIVE SERVICES POLICY: TRANSPORTATION ASSISTANCE

Based on availability of funds, transportation assistance may be provided to WIOA participants during training. Individuals who live one (1) mile or less from the training site will not receive transportation assistance. Individuals who live over one (1) mile from the classroom training provider or work-based training provider may receive transportation assistance based on need. At any time during the year, if WIOA funds become limited, participants will be notified in writing of the impact. Transportation assistance will be provided only to those participants that are not receiving the same assistance from any other program or agency.

1. **Mileage:** In order for the participant to receive mileage reimbursement, he or she must either be the owner or primary driver of the vehicle. The participant's valid driver's license and current insurance coverage must be provided. The insurance coverage must include the participant as the primary driver or an insured driver on the policy. These documents will be requested periodically to ensure that they are current.

Transportation assistance will be provided only to those participants that are not otherwise receiving such assistance from any other program or agency. When the participant is either the owner or primary driver of the vehicle, mileage can be paid. Documented by a copy of participants valid driver's license and insurance papers listing the participant as the primary driver or an insured driver on the policy.

If the participant moves, they must provide proof of their new address and the mileage assistance must be recalculated by the WIOA Staff and new Support Service Forms completed and provided to the Accounts Support Technician.

The WIOA will follow the current federal mileage rate. MapQuest will be used to determine mileage. Under no circumstances will mileage payments be made, if the participant is receiving share-a-ride payments or transportation assistance from other sources. Transportation will be provided on a case-by-case basis and based on need. There will be a cap on mileage of \$150.00 per two-week period.

Payment of mileage will be based on documented days of attendance at school and/or

clinical. Appropriate documentation indicating proof of attendance and mileage must be provided before any payments are made. Documentation will include daily time sheet provided to the participants from WIOA staff. All documents must be completed properly and submitted for payment to the appropriate WIOA agency/provider of services. A copy of all documentation must be placed in the participant's file. Submission of appropriate documentation and the payment of mileage will be determined by the WIOA agency/provider of services.

Transportation assistance checks will be made payable to the provider or the individual identified on the Transportation Provider Verification Form.

2. **Share-a-ride:** When a participant does not have transportation and he or she may obtain a ride from an individual such as a co-worker, friend, or family member. Payments will be made to the transportation provider at \$5.00 per unit. A unit is considered a one way trip. An example of this is from home to the school or training site. The return trip is considered another unit.

The transportation provider must have and maintain a valid driver's license and current paid up insurance coverage to transport the WIOA participant. Documentation of this coverage must be provided to the WIOA staff prior to commencing the service. The participant will be responsible for obtaining this documentation and delivering it to their Case Manager.

NOTE: The share-a-ride provider cannot reside in the same household as the participant.

3. **Direct Hire of Driver for Reimbursement to Participant or Transportation Agency**

A. Reimbursement to Participant:

Individuals using Uber, Lyft, or a similar Ride-Sharing agency may receive reimbursement if prior approval is granted.

A copy of your Ride History or a Receipt from the Ride-Share website or app.

This documentation must include the following information:

1. Date of Ride/Trip
2. Pickup Location
3. Dropoff Location
4. Total Cost of the Ride/Trip

NOTE: Direct Hire reimbursements will only be processed with prior approval by a WIOA Staff. These reimbursements will only be available for the client's residential address and the classroom training or work-based training.

4. **Clinicals:** When training includes clinicals, transportation assistance may utilize the current federal mileage rate from residence to school/clinical site(s) and return home. An additional \$5.00 may be added if clinical require additional driving in the location. The mileage cap of \$150 per 2-week period will apply.

Participants must provide signed documentation on the daily Attendance Record that he or she is in clinical.

5. **CAP:** A maximum transportation payment for one participant is \$150.00 per pay period (two weeks).

III. HOUSING ASSISTANCE

(This supportive service is available only to participants enrolled in classroom training and is based on the availability of funds.)

Supportive Services Policy

Housing assistance/costs may include, but is not limited to the following:

1. Rent (one time only). Rent may be paid in the event of an eviction notice on a one-time basis for the participant's principal dwelling.
The lease or rental agreement must be in the name of the participant or his or her spouse, parent or legal guardian.
2. Utilities (water, gas, or electrical) paid *one time only*. A Utility may be paid if the participant/spouse/parent/legal guardian has received a disconnect notice for the participant's principal dwelling. The utility must be in the name of the participant or his or her spouse, parent or legal guardian.
3. "Dormitory" costs for out-of-area training when these costs are not included in tuition.
These costs must be pre-approved by the WIOA Case Manager prior to incurring the expense.
4. Deposits: Gas, Water, Electricity may be made on a *one-time basis* with appropriate documentation.

Documentation: Appropriate Documentation for Housing Assistance must be provided by the Participant. *The requests for assistance must be in writing* and should give what assistance is desired and the explanation as to why they need the assistance. Examples of appropriate documentation may include, but is not limited to the following:

1. Rent: Rent of the participant's principal dwelling may be documented by a statement from the Landlord indicating the amount of rent that is due or a copy of the lease agreement.
2. Utilities: A copy of the bill that is *delinquent*. If the utility has already been turned off, a statement from the utility company providing information on costs to reinstate the service.
3. "Dormitory": Dormitory costs that are not already included in the regular tuition rate. Copy of the dormitory bill is required.
4. Deposits: A copy of the payment receipt for the deposit or a bona fide letter from the utility company stating the valid amount of the deposit that is required.

Limits:

1. Rent will be *limited to one payment only*. This payment will be limited up to \$500.00.
2. Utilities will be limited to *one payment* for water, *one payment* for gas, and/or *one payment* for electricity or a combination of the three. This payment will be limited to an aggregate of \$500.00 total.
3. Deposits for Gas, Water, Electricity may be made. **Based on availability of funds.**

IV. OTHER SUPPORTIVE SERVICES FOR EMPLOYMENT:

1. Uniforms/Clothing/Work Attire: Uniforms required for employment (*verified by the employer and documented by the WIOA Staff with a case note in HiRE*), may be obtained for employment. The participant receives a voucher for *up to* \$300. The vendor invoices WIOA directly for payment. As Work Experience and/or Work Based Job sites provide several diverse positions, the nature for some jobs may warrant certain clothing attire, such as uniforms. A uniform is defined to include appropriate tops and pants/skirts, medical scrubs, Nomex, etc.

Dress codes must be defined and identified in writing by the worksite (such as new hire handbooks, etc.) if a handbook is not available, a letter of proper attire must be provided in writing by the worksite supervisor. Should the worksite provide the uniform, this must be identified as well.

Supportive Services Policy

Examples of appropriate attire that may be purchased by WIOA include the following and must follow the worksite specifications:

- Dress pants/ slacks
- Skirts/Dresses
- Blouses, tops, shells, sweaters, cardigans
- Polo tops, button down shirts
- Shoes or Work Boots
- Socks, hosiery
- Scrub sets and scrubjacket if required
- Nomex, Welding shirt, Welding shield

LEGGINGS, JEGGINGS AND UNDER GARMENTS WILL NOT BE ALLOWED FOR PURCHASE WITH WIOA FUNDS.

2. **Tools:** Payments for tools needed for employment may be provided in an amount up to 80% of the cost of tools. If the need is greater, the Waiver Review Committee can consider and act on and request in excess of the 80%. These payments may not be paid when either the school or the employer pays for the service. The maximum allowance for tools is \$400.00.

Other Supportive Services:

1. **Eye glasses or Contacts:** eyeglasses or contacts may be paid. The maximum is up to \$600.
2. **License testing and certification fees:** may be paid on a reimbursement basis only after the participant has taken and successfully passed the test and provided WIOA staff with a copy of License and/or certification document. Participants must provide a copy of either the money order and/or credit card payment, to be reimbursed (the money order "stub" will NOT be accepted).
3. **Drug testing and background checks** may be provided through reimbursement while in training, if needed and required.

V. Relocation Assistance (Dislocated Workers Only)

Moving Expenses may be paid up to \$1,500 on a cost reimbursement basis.

1. Participant must provide a signed, bona fide job offer on Company Letterhead from a company in "non-commutable" distance.
2. Participant must provide an estimate cost of a moving van and must submit the invoice for payment to the WDB Office.
3. Mileage can be paid for the participant's transportation at a rate of 58.5 cents per mile. MapQuest will be used to determine mileage.

Signature Certificate

Reference number: V7H6U-87GII-XK34J-FR9RV

Signer	Timestamp	Signature
Sarita Scheufens Email: sarita.scheufens@scswla.org		
Sent: 02 Aug 2022 17:33:26 UTC Viewed: 06 Aug 2022 14:21:44 UTC Signed: 06 Aug 2022 14:27:31 UTC		
Recipient Verification: ✓ Email verified	06 Aug 2022 14:21:44 UTC	IP address: 12.221.34.55 Location: Ragley, United States
Stephanie Seemion Email: sseemion@wla51.com		
Sent: 02 Aug 2022 17:30:26 UTC Viewed: 06 Aug 2022 17:12:31 UTC Signed: 06 Aug 2022 20:45:39 UTC		
Recipient Verification: ✓ Email verified	06 Aug 2022 17:12:31 UTC	IP address: 32.141.150.50 Location: Lake Charles, United States

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ATTACHMENT 5

WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes	Workforce Innovation & Opportunity Act Individual Training Accounts & Eligible Training Providers  American Job Center 
TR 04	Training Related Policy <small>Approved: 01/28/2016 Rev. 09/28/2017, 01/25/2018, 05/16/2019, 05/21/2020</small>

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26	XIII	Regional ITA Policies
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I. Definitions:

A. Individual Training Account (ITA) is a mechanism by which payment for training services is made. An individual who seeks training services and is eligible for training under the provisions of the Workforce Innovation & Opportunity Act (WIOA) may, in consultation with a case manager, select a training program from a statewide list of approved programs. The Act and Final Regulations describe several requirements for ITA eligibility, discuss the conditions under which ITAs may be awarded to pay for training in selected occupations, and present limited conditions under which exceptions to the use of ITAs are appropriate.

B. Eligible Training Provider is an institution that has submitted an Application through the Louisiana Workforce Commission HIRE (Helping Individuals Reach Employment). The local Board has stipulated that all curricula that meet the State's requirements on performance be approved (including both initial and subsequent eligibility). A new curriculum is not required to demonstrate any performance until the first graduating class has occurred. Subsequent eligibility includes the achievement of a completion rate of at least 30%, a placement rate of at least 50% and an average wage rate of \$8.00 per hour. In areas where wages may be lower, the WDB can approve a curriculum where wage rates are lower than \$8.00 per hour provided specific conditions are met. **Exception:** When staff or others submit information regarding the operation of the school or issues with curricula or outcomes, the WDB can take action to suspend training at a school or suspend curricula at a particular school. The process for denials will be followed as stipulated in the State's Eligible Training Provider Manual.

Performance: Schools must collect performance data for each graduating class in each curriculum including completion rate, placement rate and average wages. Any school curricula not achieving all three is removed from the list of programs eligible for WIOA funding until the performance improves to the mandated level. There may be circumstances such as low numbers of graduates, etc. that can cause low performance rates. In this case, the LWDA staff may contact the School and require a justification regarding low performance with expectation on improving performance for future classes. The WDB can suspend enrollments in curricula that have low performance in any of the three measures defined above.

Schools are requested to update their data in December for classes to begin in January. New schools or new curricula may be entered at any time. The school must collect the performance data and report it. Following the submission of data, a list is sent to the WDB Director indicating the performance for each curricula. The WDB director or designated staff enter "approved" or "not approved" in a column next to the performance columns. This information is then forwarded to LWC for the addition of the curricula as "WIOA Eligible." New Participants may then commence enrolling.

No WIOA funds may be used to pay tuition for new participants when the curriculum has not met all three subsequent eligibility criteria standards. However, participants already enrolled in the curricula may continue.

A Training Agreement shall be entered into with each school when the first WIOA-eligible individual desires to attend a course of study provided by the institution. No individual may be sent to a school unless a signed training agreement is in place. When the individual is attending a school where tuition is not paid by WIOA, no training agreement is required by WIOA.

C. **Self-sufficiency**

Self-sufficiency Definition (Louisiana Workforce Commission Office of Workforce Development Instruction Number 5)

The ability to transition into the workforce, keep a job, and move up the career ladder depends on growing both skills and wages. This translates into both income self-sufficiency and non-income personal growth self-sufficiency. Failure to achieve both types of self-sufficiency will inhibit this growth.

For the purpose of determining eligibility for WIOA career services, Louisiana has defined Self-Sufficiency to mean that at a minimum:

- an adult individual's wages, annualized, equal 100% of the current federally established DHHS Lower Living Standard Income Level or

Individual Training Accounts & Eligible Training Providers Policy

- in the case of a **dislocated worker** equal 125% of the Lower Living Standard Income Level or 85% of the prior wage of dislocation; and
- an individual demonstrates a sufficient attachment to the workforce as demonstrated by **overcoming the barriers** identified in items b. through i. (listed below). These items demonstrate barriers/lack of progress toward a significant/full-time attachment to the labor market.

Individuals who are employed do not meet the definition of Self-Sufficiency if:

- a. An individual's wages, annualized, do not equal at least 100% of the current federally established OMB Lower Living Standard Income Level or in the case of a dislocated worker to not equal 125% of the LLSIL or at least 85% of prior wages of dislocation, OR the individual.
- b. lacks basic skill/language barriers,
- c. has a work history in an industry or occupation declining or projected to decline,
- d. has a poor work history with no significant job attachment as documented by
 - no job within the last 90 days
 - three or more jobs within the past 12 months
 - only part-time jobs
 - multiple quits or fires,
- e. has no health care benefits,
- f. lack of transportation,
- g. lack of childcare,
- h. victim of spousal abuse, or
- i. Lack of opportunity to advance in job or wage gain.

II. Issues and Options:

A. Eligibility for an ITA

Under WIOA, training is not an entitlement. Customers must meet several criteria in order to be eligible for training:

- ◆ They must be an adult or dislocated worker, as defined by WIOA, and be at least 18 years of age or older, **AND**
- ◆ The WIOA Regs at §881.550 allows youth to use the ITA.

Referrals: Two-way referrals will be utilized by LWDA51. A participant may be referred to a school or the school may refer a participant to WIOA. These referrals are verbal as no formal referral process is utilized. The participant must follow these steps:

1. Make application at the School of choice for acceptance. Participants may only attend the school where they have made application and been assessed to enroll into specific curriculum.
2. Take all of the entrance exams required by the school with successful completion.
3. Apply for financial aid (Pell, Scholarships, etc.) Even though participants may apply for student loans on their own, WIOA Case Managers may NOT recommend loans and must counsel the individual that loans must be repaid.
4. Obtain a letter of Acceptance from the School. (A copy to be submitted to WIOA)
5. Obtain a letter regarding eligibility for Pell.
6. Attend WIOA Orientation regarding enrollment at the School.
7. Enroll into the Curricula; Submit all documents for eligibility; Complete and sign the Individual Training Account: Bring in Fee schedule from school.
8. Begin Classes
9. Payment for participant is arranged between WIOA and the School. Because WIOA is a program of last resort and other grant funding must be utilized first the ITA specifies the total costs and deducts the amount of Pell or Scholarship received and the balance is eligible for payment by WIOA based on the maximum allowable payments. The Case Manager or Counselor will provide the amount that WIOA can pay. The Accounts Payable Clerk at the American Job Center will fax the information to the appropriate staff at the institution to establish payment process. The School will submit an invoice the WDB Fiscal Director for the tuition as agreed. The Fiscal Director will review the invoice and if found to be in good order, will submit the invoice to the Calcasieu Parish Police Jury for Payment. Payment will coincide with the Jury meetings on the 1st and 3rd Thursday of each month (holidays excepted).

B. Categories of adults & dislocated workers who may receive career services:

WIOA Regs at §680.220: Are there particular career services an individual must receive before receiving training services under the WIOA?

- (a) Yes, except as provided by paragraph (b) of this section, an individual must at a minimum receive either an interview, evaluation, or assessment, and career planning or any other method through which the one-stop center or partner can obtain enough information to make an eligibility determination to be determined eligible for training services under WIOA sec. 134(c)(3)(A)(i) and §680.210. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.
- (b) The case file must contain a determination of need for training services under §680.210 as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. There is no requirement that career services be provided as a condition to receipt of training services; however, if career services are not provided before training, the Local WDB must document the circumstances that justified its determination to provide training without first providing the services described in paragraph (a) of this section.
- (c) There is no federally required minimum time period for participation in career services before receiving training services.

C. Conditions that must be met before training services can be made available to employed and unemployed adults & dislocated workers.

WIOA Regs at §680.210: "Who may receive training services?"

Under WIOA sec. 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who:

- (a) A one-stop center or one-stop partner determines, after an interview, evaluation, or assessment, and career planning are:
 - (1) Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - (2) In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - (3) Have the skills and qualification to participate successfully in training services.
- (b) Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate;
- (c) Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Trade Adjustment Assistance (TAA) and Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (provisions relating to fund coordination are found at §680.230 and WIOA sec. 134(c)(3)(B); and
- (d) If training services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) and §680.600.

D. State and Local Policy Making Roles

WIOA sec 134(c)(3)E says "PRIORITY—With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority."

§680.600 What priority must be given to low-income adults and public assistance recipients and individuals who are basic skills deficient served with adult funds under title I of the Workforce Innovation and Opportunity Act?

- (a) WIOA sec 134(c)(3)E states that priority for individualized career services (see §678.430(b) of this chapter) and training services funded with title I adult funds must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (as defined in WIOA sec. 3(5)(B)) in the local area.
 - (b) States and local areas must establish criteria by which the one-stop center will apply this priority under WIOA sec 134(c)(3)(E). Such criteria may include the availability of other funds for providing employment and training-related services in the local area, the needs of the specific groups within the local area, and other appropriate factors.
 - (c) The priority established under paragraph (a) of this section does not necessarily mean that these services only may be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The Local WDB and the Governor may establish a process that also gives priority to other individuals eligible to receive such services, provided that it is consistent with priority of service for veterans (see §680.650) and the priority provisions of WIOA sec 134(c)(3)(E), discussed above in paragraphs (a) and (b) of this section.
1. *In Louisiana, at least 51% of the adults (does not include dislocated worker funding) served by the Intensive and training funds must be spent (as much as possible) on low income individuals (at or below the defined poverty rate for metropolitan and non metropolitan standards)*
 2. **Definition of Self Sufficiency:** State or Local Boards must set the criteria for determining whether employment leads to self-sufficiency. The Local Workforce Development Board has established a Policy on Self-sufficiency which adopts the information provided in the Lower Living Standard Income level (LLSIL)

Local Policy Option:

In order to have services available to the largest pool of potential participants, this definition is purposely broad. LWDBs will need to customize the definition of self-sufficiency to meet the needs of their local area and prioritize the delivery of services. Dependent on the labor market within each LWIOA, the LWDB may require a participant to meet multiple barriers, the income level and additional barrier(s) or some combination. As the LWDB's knowledge of their local workforce and business needs grows, customization of the definition of self-sufficiency will

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allow each area to maximize resources to meet the changing need of both businesses and our changing workforce.

Local Policy Option: In order to serve the greatest number of participants, the following definition will apply to determine if a person has been unemployed for a long-term and is eligible to be served as a dislocated worker or an adult.

Any of the following may be utilized to define a person who is long-term unemployed:

1. The individual has been looking for work and has been out of work for ten (10) weeks
 2. The individual has been looking for work and has exhausted U.I. Benefits OR was not eligible for them.
 3. The individual is looking for work and the time frame for being out of work may be depicted by the particular Grant program needs.
3. State Policy Draft page 7: Responsibilities:
- (1) WDB Director is responsible to review the policy and provide appropriate guidance and policy to the American Job Centers.
 - (2) Local Area Coordinator (LAC) or Site Coordinator: is responsible to implement and provide guidance to staff at the American Job Center.
 - (3) American Job Center Staff are responsible to review and understand the policy and any guidance provided by the LAC or Site coordinator to provide services in accordance with this policy as well as local policies governing the same.

E. Defining Demand Occupation. The State has developed a definition of "demand occupation" for the purpose of individual eligibility for receipt of an ITA. The WDB utilizes the Louisiana Workforce Commission's Policy Number OWD 2-19 (effective June 1, 2013) to define Demand occupations, guided by the Occupational Forecasting Conference as follows:

DEFINITIONS: In defining occupations in demand for the purposes of administering WIOA training dollar funds for each Local Workforce Development Boards (LWDBs) to assess which occupations have the highest impact on their local economies a new balanced approach has been approved by the State's Workforce Investment Council (WIC).

The new methodology relies on a weighted measure of rating each occupation based on long- and short-term annual demand, long- and short-term percent growth, total prior year recorded openings, and median wages for each occupation as defined under the Louisiana Star Occupations (Star Jobs) methodology and derived from the Regional Labor Market Areas (RLMA).

Individual Training Account: Local Boards, in partnership with the State, identify training providers and programs whose performances qualify them to receive WIOA funds to train adults, dislocated workers and youth.

Level 1: Top Demand: Occupations that are rated four and five star occupations in each of the RLMA shall automatically be considered a demand occupation for WIOA purposes. "Bright Outlook" means that the occupation has 3, 4 or 5 stars and in Demand.

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Level 2: Demand: Occupations that appear in the Louisiana Workforce Commission's (LWC) occupational projections and are assigned a three star rating based on total annual demand.

Level 3: Locally Determined: Locally determined are occupations in demand as determined by the Local Workforce Development Board (WDB). Supporting documentation from reputable sources must be included. These occupations should be reviewed on an annual basis to determine continued inclusion on the list.

- a) **Job Orders:** Bona fide job listings through the Louisiana Workforce Commission, local newspaper, or other reputable Internet sites (i.e. National Labor Exchange (NLX), Monster.com, Indeed.com, etc.). The number of non-duplicated regional listings should be no less than five openings over a 4-month period which translates to *15 in a 12-month period.
- b) **Employer Surveys:** Employer surveys that try to determine current and projected occupational shortages can be used. Local WDBs, chambers of commerce, economic development entities, business and trade organizations, LWC, and/or academic institutions can conduct surveys. Results should support an annual demand of *15 or more, and a median wage rate that is above 40 percent of the region.
- c) **Targeted Industries:** Identified occupations within "targeted industries" are to be locally determined by the local WDBs, through coordination with chambers of commerce, economic development entities, and business and trade organizations. Such targeted industries may be identified in economic development plans whose objectives are to attract or expand specific industry sectors within the region. It should be demonstrated that occupations within these industries would result in an annual demand of *15 or more, and a median wage rate above the 40th percentile for the region.
- d) **Other:** Identified occupations that are not justified in 3 a, b, & c. Inclusion of these occupations to the RLMA demand list must be substantiated with documentation which is subject to review by the Louisiana Workforce Commission.

Note: Level 1 and Level 2 demand occupations are only derived at the Regional Labor Market Area (RLMA). In order for an occupation to be added to the demand list under level 3, an annual demand of *15 will be determined at the RLMA, but may include area(s) outside the RLMA. For example, RLMA 3, which is comprised of three parishes, may be limited in the ability to derive a demand of 15 for an occupation. Therefore, it would be acceptable to include area(s) within typical commuting patterns to the RLMA in determining the demand for an occupation. Note that if the WIOA participant declares an intent to relocate, the listing from the region to which she/he plans to relocate should be considered. Additionally, prior year job openings and median wages calculated for such occupations should be determined to be considered under level 3 demand.

*The total annual demand figures were rounded in the occupational forecasting process; hence, any value 15 - 24 would round to 20. Using 20 as the threshold would be in accordance with the criteria established in the process of developing the top demand occupations, previously adopted by the OFC. (Occupational Forecasting Conference)

LWIOA 51 Note: Occupations associated with the curricula at a school are listed on the Curricula Summary Page of the School in the "Additional" section entitled "Target Occupations" as "bright outlook." It is the responsibility of the School to enter the occupations associated with the curricula. The demand level is automatically fed into Page from the State's Information on Demand Occupations. Occupations with Bright Outlook are considered in demand. A copy of

this page showing the "Bright Outlook" shall be placed in the participant's folder to document demand for the purpose of satisfying the demands of the Workforce Innovation and Opportunity Act.

Occupations that are not listed as "bright outlook" may be considered on a case-by-case basis for training based on documenting at least 15 annual openings in a Region and adjacent Regions deemed in commuting distance as well as anticipated wages, opportunities for advancement, addition of fringe benefits, or ability of the participant. The process for determining local demand must be followed. This information gathered must be forwarded to the LWC with the request to add the occupation as local demand. A copy of this information is to be placed in the participant's folder. The State must approve all requests for local level demand occupations.

F. Selecting payment method: The State or Local Board must select a method of payment, such as electronic fund transfers, vouchers, "smart" cards, etc.

The Local Board has identified that a Training Agreement between the WDB and the Eligible Training Provider must exist before funds can flow to the provider. Any school listed on the State ETP list will receive the opportunity to have this agreement in place. All schools will be required to provide information on curriculum, time frame, and costs of training, registration, and books & supplies. A statement in the Agreement ties the training curriculum and its costs as well as occupational demand information that is on-line at the laworks.net /HIRE website to an ETPL Curricula Summary Sheet outlining these costs. Once the Training Agreement is in place, Case Managers are advised of the Training Agreements, and they can immediately begin to develop Individual Training Accounts for participants who desire to attend training. The Case Managers will be able to utilize the information provided on the laworks.net/HIRE website ETPL Summary Sheet for necessary information to obligate WIOA funds for the necessary training period. The ITA will delineate other funds contributing to the training. Once the Training Agreement is in place, the WDB Fiscal Director will make payments directly to the schools as follows:

1. Once a participant has been enrolled, the training provider will invoice the WIOA for the balance due for the current training period after all other financial aid has been applied. (From the WDB Fiscal Director)
2. If the training provider supplies books and other training supplies directly, those charges are to be included on the invoice.
3. If the training provider does not supply books, etc., the participant will receive a voucher from the American Job Center to purchase said items from a local vendor.
4. That vendor will then invoice the American Job Center and then be paid.
5. All accounts payable payments are processed by the Calcasieu Parish Police Jury on a biweekly basis.
6. Payments will be mailed as promptly as possible based on when they are received within the payment cycle.

Need to Establish a Training Agreement: The WDB Staff only enters into Training Agreements with local schools or schools in Louisiana where LWDA51 participants are attending. If staff determines that a participant desires to attend a school that is on the eligible training provider list, but there is no signed Training Agreement, the WIOA staff should notify the WDB staff of the need for the Training Agreement by sending an email outlining the name of the School, address and the name of the Legal Signatory.

Payment Schedule: Tuition payments may be requested at the beginning of the Semester/Training Cycle. The Institution will submit an invoice to WDB (Fiscal Director) requesting the tuition for each participant enrolled into the School. The amount of the invoice shall be in accord with the amount determined on the Individual Training Account Scholarship and relayed to the school. The fiscal Director shall review the invoice and if all is found to be in order, will submit to the Calcasieu Parish Police Jury for payment. The Police Jury meets on the first and third Thursday of each month (holidays excepted) and payments are authorized at that time. Therefore, depending upon when the invoice is submitted, reviewed and approved will determine the time between the submission of the invoice and the receipt of payment. Once the Police Jury approves payments, staff begins to cut checks the following day. The Police Jury is on a Cash basis and pays with checks.

The Agency and the Institution will adhere to the Refund policy as stated in the Institution's Catalog (whether it is online or in hard-copy), etc. All providers of training are required to establish a written/published refund policy.

G. Setting caps and time limits. The Workforce Development Board (WDB) may impose a limit for an individual participant based on the needs identified in the individual's employment plan. The WDB may establish a range of amounts or a maximum amount applicable to all ITAs. Caps and limits apply to payments made through Workforce Innovation & Opportunity Act funds (and do not include tuition payments made by other entities such as Pell or Scholarships—even though they are considered in the ITA itself) and are established in accord with the availability of funds in each of the funding streams as follows for Adults, Dislocated Workers and Youth:

- Cap on time for occupational skills training is 4 years (8 academic semesters) unless a waiver is granted by the Waiver Review Committee. The CAP on Tuition, Books & Supplies & Support is \$6,000 per semester.

Cap on the Time Frame: The local Board has established a time frame of four years actual time in the classroom (**for Adults, Dislocated Workers & Youth**). This may include training that can be completed in four years (8 academic semesters). When this applies to a college degree, it shall be for the last two years. If the time frame extends beyond two years, the Board has instituted a Waiver Review Committee to address a request as follows:

1. A Waiver Review Committee has been established. The committee includes a WDB Staff member (recommended the Fiscal Director), a Program Staff Member (Recommended Supervisor of Case Managers/Career Counselors), and a WDB Member. Participants learn of the Waiver Review process during the Orientation meeting.
2. The participant must provide a written request to the Waiver Review Committee for training that extends beyond two years. The letter must (1) state the specific reason for requesting the waiver and (2) explain how the waiver will help meet the participant's needs. The participant needs to explain his or her situation regarding why the extension is needed. In addition, the participant must obtain the "Request for Waiver" Form and complete it and return the form to the Case Manager with the Letter for the process to begin. The Request for Waiver form requires the following information:
 - a. Date of Request
 - b. Client's Name, and SS number

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- c. Home Phone No.
Cell Phone No.
 - d. Name of School
Curriculum
 - e. Purpose of Waiver:
3. Within 5 days of receipt of the form, return the completed, signed, dated form to the Case Manager who provided the form.
 4. The Waiver Review Committee shall make a determination regarding approval or disapproval of the request. The outcome is noted at the bottom of the form and signed by the three Waiver Review Committee members. An original is placed in the participant's folder along with the letter of Request. All measures will be taken to assure a timely process to facilitate enrollment or continuance in the curriculum.

If the Waiver Review Committee determines that more information is necessary, the Participant as well as the Case Manager or other significant individual may be contacted to appear in person and present the information that is requested.
 5. Appeal. In the event that the Waiver Review Committee disapproves the waiver request, the participant may request a hearing of the Executive Committee of the Workforce Development Board by sending a written request to the WDB Director within 5 working days of the decision rendered by the Waiver Review Committee.

Funding Cap/Limitations on How ITA funds can be spent: The local Workforce Development Board has determined that the WIOA funds to be utilized for the occupational skills training of a customer (Adult, Dislocated Worker, or Youth) shall be the actual costs of the **tuition and training needs plus Supportive Services** up to a maximum of \$6,000 per semester. The participant may choose what services the actual costs up to \$6,000 may be spent on.

The Board has determined that if the training (tuition and training items) for a customer requires more than \$6,000 per semester, then a participant may submit a waiver to the ITA Waiver Review Committee to seek approval of training costs that are necessary to complete the training.

1. A **Waiver Review Committee** has been established. The committee includes a WDB Staff member (recommended the Fiscal Director), a Program Staff Member (Recommended Supervisor of Case Managers/Career Counselors), and a WDB Member.
2. The participant must **provide a written request** to the Waiver Review Committee for training costs that exceed the \$6,000 CAP per semester. The letter must (1) state the specific reason for requesting the waiver and (2) explain how the waiver will help meet the participant's needs. The participant needs to explain his or her situation regarding why the additional funding is needed. In addition, the participant must obtain the "Request for Waiver" Form and complete it and return the form to the Case Manager with the Letter for the process to begin. The Request for Waiver form requires the following information:
 - a. Date of Request
 - b. Client's Name, and SS number
 - c. Home Phone No.
Cell Phone No.
 - d. Name of School

Curriculum

e. Purpose of Waiver:

3. Within 5 days of receipt of the form, Return the completed, signed, dated form to the Case Manager who provided the form.
4. The Waiver Review Committee shall make a determination regarding approval or disapproval of the request. The outcome may be handwritten across the request. A copy shall be provided to the WDB Director, the participant as well as the case manager who will be responsible for enrolling the individual in the training. All measures will be taken to assure a timely process to facilitate enrollment. The Review Committee shall review the written request and may make a decision based on the written request. If the Waiver Review Committee determines that more information is necessary, the Participant as well as the Case Manager or other significant individual may be contacted to appear in person and present the appropriate side of the request.
- 5 **Appeal.** In the event that the Committee disapproves the request, the participant may request a hearing of the Executive Committee of the Workforce Development Board. Within 5 working days of the decision rendered by the Waiver Review Committee.

The participant/customer may request a waiver for either or both the time frame and the funding cap.

Special Projects: In the event that the Board has approved a special training project where the tuition & support costs exceed the annual cap, the Board can waive the training cap for the specific project on a case-by-case basis. In this case, the individuals desiring to attend the training will not be required to submit a request to attend the training to the Waiver Review Committee.

Maximum Funds to the Participant: The maximum funds a participant may receive for both training and support costs is \$6,000 per semester based on the date of enrollment. The participant may choose if the \$6,000 is to be applied to training or supportive services. If tuition and training costs are \$6,000 or more, there are no funds available through WIOA to pay for any supportive services.

State Policy (page 6)

- H. **Appeals Process.** When an individual has been denied enrollment into a training program, the WIOA Staff will make note of the reason in the participant's folder. That participant will be advised of his or her right to appeal to the WDB. The following process shall be followed. The participant shall be made aware of the appeals process during the assessment phase of enrollment or at the time of the denial.
1. A Waiver Review Committee has been established. The committee includes a WDB Staff member (recommended the Fiscal Director), a Program Staff Member (Recommended Supervisor of Case Managers/Career Counselors), and a WDB Member (recommended the WIOA Partner representative that sits on the Board).
 2. The participant must provide a written request to the Waiver Review Committee for training that extends beyond two years. The letter must (1) state the specific reason for requesting the waiver and (2) explain how the waiver will help meet the participant's needs. The participant needs to explain his or her situation regarding why the extension is needed. In addition, the participant must obtain the "Request

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for Waiver” Form and complete it and return the form to the Case Manager with the Letter for the process to begin. The Request for Waiver form requires the following information:

- a. Date of Request
 - b. Client’s Name, and SS number
 - c. Home Phone No.: Cell Phone No.
 - d. Name of School: Curriculum
 - e. Purpose of Waiver:
3. Return the completed, signed, dated form to the Case Manager who provided the form within 5 days or receipt of the form.
 4. The Waiver Review Committee shall make a determination regarding approval or disapproval of the request. The outcome may be handwritten across the request. A copy shall be provided to the WDB Director, the participant as well as the case manager who will be responsible for enrolling the individual in the training. All measures will be taken to assure a timely process to facilitate enrollment. The Review Committee shall review the written request and may make a decision based on the written request. If the Waiver Review Committee determines that more information is necessary, the Participant as well as the Case Manager or other significant individual may be contacted to appear in person and present the appropriate side of the request.
 5. Appeal. In the event that the Committee disapproves the request, the participant may request a hearing of the Executive Committee of the Workforce Development Board. Within 5 working days of the decision rendered by the Waiver Review Committee.

III. Exceptions to the Use of ITAs

Under very limited circumstances, contracts for services may be used instead of ITAs.

Options:

1. On-the-Job (OJT) Training. Contracts may be used when training services are provided as on-the-job training.
2. Insufficient numbers of providers. Contracts may be used if the Local Board determines that there is an insufficient number of eligible training providers in the local area.
3. Serving special populations. Contracts may be used when the local board determines that there is a program of demonstrated effectiveness offered by a community-based organization (CBO) or other private organization that serves special participant populations that face multiple barriers to employment (i.e., individuals with substantial language or cultural barriers, offenders, homeless individuals, and other hard-to-serve populations as defined by the Governor.

Training services, whether under ITAs or under contract, must be provided in a manner that maximized informed consumer choice in selecting an eligible training program. Unless funds have been exhausted, the American Job Center Staff must refer the individual to the selected provider and program and establish an ITA for the individual to pay for training.

IV. PRIORITIES:

ITA priorities may be given to participants who obtain training in occupations that provide wages that meet the definition of self-sufficiency.

Training leading to self-sufficiency may be the sole reason to justify a Waiver on either or both the funding cap or the time frame.

The higher the wage, the higher the priority.

V. Establishment of an ITA

- 1. Target Population:** An ITA may be established only for a youth, an adult or a dislocated worker who has obtained at least one career service such as an interview, evaluation or assessment, and career planning (as defined in §680.220(a)) provided by WIOA or any other partner agency. There is no federally required minimum time period for participation in career services before receiving training services (§680.220(c)).

The training to be entered must be through concurrence between the participant and the case manager. An assessment or interest survey must be conducted to indicate that the participant has the aptitude and interest to be successful in the curricula.

- 2. Eligible ITA Providers:** An ITA may be established only with a School or training provider that has been listed on the State Eligible Training Provider list. The Calcasieu Workforce Development Board Director must also have a signed Training Agreement with that school in order for a participant to attend and have training costs paid by WIOA.

3. ETP Application Process:

The Louisiana Workforce Commission has developed the Eligible Training Provider Manual. All schools must follow the information provided in that Manual Provider Application Process the Eligible Training Provider Manual for 2013. The requirements to apply are included. A copy of this document is available from the Louisiana Workforce Commission, by calling 225-219-7760.

- (1) On-Line Application Process:** The school must complete the Application On Line through the Louisiana Workforce Commission.

The School must contact LWC Staff at 225-219-7760 to obtain a Log On Number in order to access the appropriate location to enter information regarding the school and each curricula.

A. Information Required.

- (1) Agency Information:** Each school must enter information about the location of their school including Name, Address, Type of School, Ownership, Names, Phone, Fax & email of Contacts and a list of all programs, the tuition, and program length.
- (2) Curriculum Information:**
 - (i) Program Summary:** Description of the Program and the Credential Attained and a statement regarding if the program is eligible for financial assistance under WIOA.
 - (ii) Program / Service Locations:** Physical and mailing address of the institution.
 - (iii) Program Length:** Duration, Class Frequency, Class Time, Other time, including lab, total time and day or night classes.
 - (iv) Program cost:** Tuition, Other costs such as books or tools, Total costs
 - (v) Class / Faculty Size:** Minimum, Maximum, Number of Instructors

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funded training (and therefore, should not preclude them from receiving WIA funded services). Similarly, WIA program operators may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIA funded training.”

WIOA Regulations at 680.230, defines the requirements for coordination of WIOA training funds and other grant assistance.

- (a) WIOA Funding for training is limited to participants who:
 - (1) are **unable to obtain grant assistance** from other sources to pay the costs of their training OR
 - (2) Require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Programs and training providers must coordinate funds available to pay for training as described in paragraphs (b) and (c) of this section. In making the determination under this paragraph (a), one-stop centers may take into account the full cost of participating in training services, including the cost of support services and other appropriate funds.
- (c) A WIOA participant may enroll in WIOA-funded training while his/her application for a Pell Grant is pending as long as the one-stop Center has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the one-stop center the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charges to attend training. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses.

The Calcasieu Consortium American Job Center requires the applicant to have their student Award Letter or a statement from the school verifying that they are not eligible for Pell.

- B. Documentation** must be maintained in the customer's file by the WIOA Case Manager to document the application and eligibility for all grant assistance and the methodology to apply any assistance received to the costs of training.

VII. Requirements for Funding Programs Exceeding the ITA Amount

- A. Cost Disclosure:** No customer will be issued an ITA until the full costs of the training program are disclosed. This will include, but not be limited to, grant assistance and other sources of funds required to fully fund the cost of training. WIOA funds will be paid in proportionate, incremental amounts as specified in the ITA Scholarship Agreement with the training provider.
- B. Loans:** Neither the Calcasieu Consortium American Job Center nor the One-Stop Operator, will incur any responsibility for any loan incurred by a customer registered for WIOA.

- C. **Documentation:** Documentation must be maintained in the customer's file by the WIOA Case Manager specifying the source of the full amount required for all training costs.

VIII. Re-enrollment/Transfers

- A. **Re-enrollment:** Once a customer is enrolled in an ITA-approved activity and the individual is exited from the program for failure to comply with the policies and procedures as outlined in the ITA Policy, *they cannot be enrolled without approval of the ITA Waiver Review Committee.*
- B. **Transfers:** Once a customer is enrolled in an ITA approved activity they may not transfer to another training program or activity sponsored by the Calcasieu Consortium American Job Center. For example, if a customer is issued an ITA to attend one particular type of training and the person incurs costs against the ITA for that training, and if they leave the initial training they cannot receive an ITA to attend another type of training.
- C. **Exceptions to re-enrollment or transfers** would be extenuating circumstances including:
- (1) Medical conditions;
 - (2) Personal barriers that require non-medical treatment
 - (3) Other Circumstances that are determined to be beyond the customer's control. The Customer must provide a written request for re-enrollment or transfer to the WIOA Case Manager who will submit the request to the ITA Waiver Review Committee. The Waiver Request Form should be completed and submitted. The outcome of the Committee is returned to the Case Manager who will contact the customer regarding the decision and proceed accordingly.

Exceptions will be considered by the ITA Waiver Review Committee.

- D. **Crossing Workforce Area Boundaries:** In considering the enrollment of an applicant that has participated in another Local Workforce Investment Area program, their history in prior programs will be considered when making any determination regarding their enrollment into the Calcasieu Consortium program.

IX. Supportive Service for Customers

- A. **Supportive Service Needs Process:** All supportive service needs will be determined by the case manager on an individual basis, adhering to the following:
- (1) The customer's Supportive Service needs are assessed by the WIOA Case Manager and documented in the Case Notes.
 - (2) Identify all possible sources of actual services or funds to procure services that customer may be eligible for
 - (3) Document in the Individual Employment Plan (IEP) or the Individual Service Strategy (ISS) results of steps 1 and 2 above and identify any supportive service

needs which will require WIOA funding and ensure they are allowable under applicable WIOA Federal Regulations.

- (4) Obtain required WIOA document from the Case manager making necessary fiscal arrangements to procure and pay for supportive service.
- (5) Supportive Services identified during occupational Skills Training will only be paid if the occupation(s) associated with the curriculum are in demand. Documentation of demand occupation must be placed in the participant's folder at the time of determination of enrollment into the curriculum at the school listed on the Eligible Training Provider List through the laworks.net/HIRE.
- (6) Supportive Services can be paid for individuals who are attending occupational skills training in curricula/schools that are NOT on the Eligible Training Provider list as long as some entity other than WIOA pays for the tuition. The occupation(s) associated with the curriculum must be in demand in order for any supportive services to be paid by WIOA funds. Documentation of demand must be placed in the participant's folder at the time of the determination of enrollment into the curriculum at the school selected by the participant.
- (7) Supportive services are based on the availability of funding.
- (8) Attendance Record must be signed by the instructor and the participant in order for WIOA to pay for support services that are tied to attendance. Failure to provide the signatures will impede the participant from receiving the support service and continued failure to provide signature may result in loss of funding through the Workforce Innovation & Opportunity Act (WIOA). (Add 8/7/17 after Monitoring Report)

X. Customer Requirements to Receive an ITA

Required competency Level for participants requesting an ITA.

The participant must meet the entry-level requirements for the desired school or training entity in order to qualify to enroll into the curriculum with an outlook for successful completion. The prerequisites may stipulate a High School Diploma, HiSET, or equivalency. The requirement may even be a specific numerical score on the entrance exam.

Commitment to completion of training: The ITA Scholarship outlines all requirements regarding commitment to (as outlined below) training and the participant is required to sign the ITA stipulating that (s)he will comply with the requirements. The original ITA is placed in the participant's folder.

Knowledge of the targeted demand occupation in the local area or proposed area of employment: Participant must be made aware of the demand for the occupation and this information must be placed into his or her folder prior to enrollment. Participants are required to investigate the LWC website for the curricula which indicates that the occupation(s) associated with the curricula are in demand as indicated by the words "bright outlook:" that appears next to the occupation.

Knowledge of the chosen career's job requirements and working conditions: Information on all occupations is available on laworks.net/Hire on the Career Choices selection (Career Exploration) from the left hand menu on the web page. Participants must print out and review this information with the Case Manager and other

assessments must indicate that the individual has the aptitude and interest to be successful in this career choice.

Have met training provider's entrance requirements: Participant will receive a letter from the training provider indicating that all entrance requirements have been met. WIOA will receive a copy of the individual's AccuPlacer Scores (from Sowela) or other formal notices of acceptance. Copies of these methods of acceptance will be provided to WIOA by the Participant and the copy will be placed in the participant's folder.

Selected training program is consistent with the participant's IEP or ISS: (including completion of ITA Orientation, check list for submission of required documents, participant's statement.) The Compass Scores indicate the levels required for each curriculum. WIOA receives copies of these scores and documents them in the IEP or ISS for the participant. The copy is placed in the participant's folder.

- (1) Customer will first seek employment through career services. Each customer must have received at least an interview, evaluation, assessment, and career planning to be eligible to receive training.
- (2) If previous services have not resulted in employment, discuss training strategy with case manager.
- (3) Discuss with case manager employment interest and assessment test scores.
- (4) Establish, with staff assistance or independently, an employment goal.
- (5) Obtain information regarding the ITA process from the case manager.
- (6) With staff assistance or independently, conduct labor market review to determine that the occupation is in demand and that employment opportunities exist in the area or is in demand in an area where the customer is willing to commute or to relocate to and has documented such willingness in writing to the WIOA Case Manager for inclusion in the individual's folder.
- (7) Review the statewide list of eligible providers on the Internet at www.laworks.net/HiRE.

Customers will be able to directly access the list of eligible training providers by signing on to the Louisiana Workforce Commission's Web site which is directly linked to the list of providers. Computers are available in the **Skills Development Lab** at the American Job Center. Staff is on hand to assist. In addition, Case Managers may access the Web Site for the customer as necessary. A hard copy of the Curricula Summary Sheet is to be maintained in the participant's folder to document demand.

- (8) Select possible training providers and research their requirements for enrollment, performance outcomes and cost.
- (9) If determined appropriate and/or necessary by customer or staff, and providers are in the local area, visit training providers' campuses or locations to determine environment and transportation needs.
- (10) If determined appropriate and/or necessary by customer or staff, research the training requirements, and if helpful, visit with graduates or students in the training courses of interest (may be arranged by WIOA Title I Program Operator staff).

- (11) Provide the list the costs of required tests or certifications needed for employment, tuition, physical examinations, room and board if out of area, required fees, tools, books, supplies and other items required for training.
- (12) Apply for Pell Grant and submit award letter to WIOA Case Manager.
- (13) Sign an ITA Scholarship Agreement which specifies the policies and procedures the customer agrees to follow as described in the ITA Policy.
- (14) A copy of the ITA Scholarship Agreement will be provided to the customer and the Case Manager will review the form with the customer.
- (15) Refund Policy: All eligible training providers shall establish a written/published refund policy. The LWDA's Training agreement stipulates the provider will follow the refund policy listed in their school catalog or brochure. A copy of the School's Refund Policy will be placed in the participant's folder by the case manager
- (16) Any other requirements that may be necessary effectively implement the ITA Policy.
- (17) **Eligibility for ITA for participants already enrolled in schools.** WIOA does not pay "back pay." Once tuition has been paid, WIOA will not go back to pay it. The participant is eligible to apply again for the following semester. Once enrolled, the participant and the case manager can determine if any additional payments are allowable on a case-by-case basis.
- (18) **Time Lines for participants to access (utilize) their ITA** -There are no specified time-lines associated with the use of the ITA. The participant never has the opportunity to "redeem" the ITA. Once established, the payment of costs are negotiated between the training institution and the WIOA office. Funds are provided only from the WIOA office to the school. Other support services may be paid on behalf of the participant, but these too are paid to the provider, not to the participant. The timeline for spending the ITA cannot exceed the time line for spending the WIOA Funding allocation received from the State.
- (19) **Procedures to ensure that the ITA voucher may be redeemed** only for training programs agreed upon by the participant and the counselor or case manager. Once the participant has been assessed and then enrolled into a curriculum, they are not allowed to change curricula.

XI. Customer Requirements During and After Training

- (1) Provide required signed attendance sheets to the WIOA Case Manager on a mutually agreed upon class schedule
- (2) Meet with the case manager in person or via telephone on an as-needed basis to report progress and to identify any barriers that he/she may be encountering that would impede program success.

Individual Training Accounts & Eligible Training Providers Policy

The Case manager will write a case note where the participant self-reports his or her progress. The participant and the case manager will both sign the case note (or other document stipulating the participant's progress) and the document will be placed in the participant's folder. The Schools do not provide progress reports in general. Mid-term grades are a good indicator when they are provided. If so, the participant will submit a copy to the case manager who will review the information and place it into the participant's folder. In the event that the progress appears not too successful or the participant has identified specific barriers they are encountering, the case manager may recommend additional services the participant should utilize in order to assure successful completion of the class.

- (3) Provide copies of grade reports to the Case Manager in appropriate time frame.
- (4) Participate in all required training activities, including arriving on time for training on a daily basis, staying for the duration of the day's training, and limiting personal appointments that remove him/her from the training environment
- (5) Maintain full-time status and obtain at least a 2.0 Grade Point Average (GPA).
- (6) Complete all training provider assignments and required homework in a timely manner
- (7) Continue to apply for Pell Grants.
- (8) Seek and obtain training-related employment after the completion of the training program
- (9) Work with the WIOA Case Manager to identify alternatives and options to dropping out of training
- (10) Provide the WIOA Case Manager with employment related data (such as a check stub) that is used in job retention and wage progression measures under WIOA (including authorizing the employer to release data to the WIOA Case Manager.
- (11) Other requirements which may be deemed necessary and reasonable by the WIOA Case Manager
- (12) Provide the WIOA Case Manager with a copy of credential after completion of training.
- (12) Provide the WIOA Case Manager with a copy of the final time sheet or a completed copy of the Last Day Class/Training Attended Form.
- (14) Provide quarterly check stubs to WIOA Case Manager after closure for up to four quarters.

XII. Staff Requirements and Internal Procedure for the Issuance and Execution of an ITA

- (1) Verify documentation through the LWC Management Information System (MIS) by placing a copy of the overview sheet in the participant's folder indicating that the

Individual Training Accounts & Eligible Training Providers Policy

customer has received at least one core service and one intensive service. Justification to enroll a customer into training that will lead to self-sufficiency is documented in the case notes in the participant's folder.

- (2) Verify availability of WIOA funds, including requirement to attempt to enroll at least 51% of adult customers and 100% of youth customers who meet the definition of low income individual.
- (3) Discuss with the customer, and document on the customer IEP or ISS that all of the customer requirements to receive an ITA listed in the ITA Policy have been accomplished, either independently by the customer or with staff assistance.
- (4) Verify Pell eligibility.
- (5) Reach agreement with customer and document on IEP or ISS, suitability for intended training based on review of assessments, interest, labor market demand, and other information compiled during completion of customer requirements as defined in the ITA Policy.
- (6) **Method of disbursement of WIOA funds is cash.**
- (7) Complete ITA Scholarship Form, which must specify all costs (Except Supportive Services Costs) to be covered by the ITA and all sources of funds to be used to fund costs of the training program, ensuring compliance with the ITA Policy.
- (8) Review support service needs and document results on the IEP or ISS, adhering to the ITA Policy.
- (9) Notify customer of WIOA eligibility
- (10) Verify through the School that the customer has begun training.
- (11) Payments to schools for the ITAs are made through invoices received from schools for payment. The WIOA Accounts Payable Clerk processes all requests for payments.
- (12) Customer Account Status: The customer will be kept informed of his/her account status through the WIOA Case Manager.
- (13) Any other requirements that may be necessary to effectively implement the ITA Policy.
- (14) The LWDA will follow the individual training provider's written/published refund policy.

XIII. Regional ITA Policies

The Calcasieu Consortium Workforce Development Area is comprised of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon Parishes making the ITA policy Regional.

XIV. Policy Changes

Individual Training Accounts & Eligible Training Providers Policy

Any changes made to this policy after adoption by the WDB will be required to be approved by the WDB. If any portion of the policy is found to be in conflict with local, state, or federal regulations, laws, or policies, either currently or any time in the future, the ITA Policy will be changed to ensure compliance. Board approval is not necessary when the policy is revised to meet regulations, laws or policies.

XV. Violations: Failure to follow this policy may result in disallowed costs and other audit findings for the LWDA.

ATTACHMENT 6

<p style="text-align: center;">WIOA POLICY</p> <p style="text-align: center;">Calcasieu Parish Consortium</p> <p style="text-align: center;">Workforce Development Board LWDA #51</p> <p style="text-align: center;">Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, & Vernon Parishes</p>		<p style="text-align: center;">Workforce Innovation & Opportunity Act</p> <p style="text-align: center;">Eligible Training Providers</p> <p style="text-align: center;">Approval Policy and</p> <p style="text-align: center;">Procedures</p> <p style="text-align: center;">  American Job Center  </p>	
TR 13		Approved : 4/27/2015	
Rescissions:		Expiration Date: Continuous, until further notice	
WDB Chair Signature:		WDB Directors Signature:	

Purpose:

This policy establishes the requirements for attaining status as an Eligible Training Provider (ETP) and outlines the process that providers of education and training services must follow to request initial and subsequent eligibility. The Eligible Training Provider List is a list of providers and their training programs and/or services that qualify for WIOA (Workforce Innovation Opportunity Act) funding eligibility. Only providers' programs, courses, or classes that meet specific criteria and requirements are listed on Louisiana's ETPL (Eligible Training Provider List). The ETPL Policy and Procedures provides goals and Louisiana's Workforce Investment Strategies.

Requirements used to determine the eligibility of training/education providers and their programs are found in the Workforce Innovation and Opportunity Act of 2014, the USDOL's training and Employment Guidance Letters, Louisiana State Law, and Louisiana Workforce Commission's Office of Workforce Development. The Eligible Training Provider List is used by training-eligible WIOA participants to select appropriate programs for which to utilize their Workforce Innovation and Opportunity Act (WIOA) Title I-B funds. ITAs (Individual Training Accounts) are used to pay tuition and other education-related costs. WIOA ITA funds can only be spent on programs that are listed as WIOA-Approved on the Eligible Training Provider List (ETPL). **LWDA #51 will only provide financial assistance to applicants enrolled in approved ETP curriculums.**

Background:

WIOA is a bipartisan, bicameral legislation that will improve our nation's workforce development system and help put Americans back to work. Now more than ever, effective education and workforce development opportunities are critical to a stronger middle class. We need a system that prepares workers for the 21st century workforce, while helping businesses find the skilled employees they need to compete and create jobs in America.

WIOA participants use performance information supplied by providers to select a program that best meets their needs. WIOA participants receive guidance from career consultants on how to use the ETPL to compare training programs by cost, credential to be attained, rates of completion and employment and earnings outcomes.

Training Provider Eligibility Requirements:

Training Programs Required to Apply for the ETPL for WIOA

A program of training services consists of one or more courses or classes, or a structured regimen that leads to the following specified outcomes:

1. Recognized postsecondary credentials, secondary school diplomas or their equivalent,
2. Employment, or
3. Measurable skill gains toward such credentials or employment.

A program of service may be delivered in-person, online or in a blended approach. Selection of a program of training services must be directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate.

Training Providers that Qualify for the ETPL

The following types of training providers may apply to qualify for the statewide ETPL:

1. Post-Secondary educational programs that are:
 - a. Eligible to receive funds under Title IV of the Higher Education Act of 1965, and
 - b. Provide a program that leads to an Associate Degree, Baccalaureate degree or Certificate.
2. Public and Private providers of a program of training services, which may include joint labor- management organizations and eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with occupational skills training.
3. Entities that carry out programs under the National Apprenticeship Act of 1937. These include:
 - a. Universities, colleges, some community colleges, some vocational-technical colleges, some proprietary schools, and
 - b. Apprenticeship programs registered with the Office of Apprenticeship and the State's Apprenticeship office.
4. A Local WDB, if it meets the conditions of WIOA sec. 107(g)(1).
5. Community Based Organization, provided it meets the requirements to become eligible training providers under WIOA sec. 122 and the implementing regulations.

Under WIOA, Title I, Registered Apprenticeship program sponsors are automatically eligible for placement on the state approved ETP list and will remain on the list as long as the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. However, registered apprenticeship programs are given an opportunity to consent to inclusion on the ETPL before being placed on the list. Registered Apprenticeship programs are not subject to the same application and performance information requirements or to a period of initial or continued eligibility as other providers. In addition, LWDBs cannot establish additional criteria and information requirements or establish higher levels of performance for these entities to provide training services in the local areas.

"Proprietary schools" must be licensed or determined exempt from licensure through the Louisiana Board of Regents. A proprietary school, as defined by La. R.S. 17:3141.2, means any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within this state, or which sells or offers for sale any course of instruction in this state, either by correspondence using the mails or by any other means of communication, or by personal solicitation, and which offers or maintains a course

or courses of instruction or study, or at which place of business such a course or courses of instruction or study is available through classroom or internet instruction, or both, to a person or persons for the purpose of training or preparing such person for a field of endeavor in a business, trade, technical, or industrial occupation, except as otherwise provided by law.

A new proprietary school must provide a copy of its license to LWC. If a proprietary school has been determined exempt from licensure by the Board of Regents, a copy of the exempt letter must be provided to LWC. Receiving an exemption from a Board of Regents License does not give a provider full exemption from ETP requirements. Proprietary schools must provide an updated determination of exemption every year commencing from the date of the issuance of the original letter from the Board of Regents.

If a proprietary school adds a program(s) to its list of offerings and applies for WIOA ETPL program eligibility for the new program, the school is subject to redetermination of licensure status by the Board of Regents. Documentation must be provided to LWC that validates continued exemption, or if required by the Board of Regents to be licensed, a copy of the license.

Reciprocity

Any training provider located outside of the state and recognized on another states' ETPL may apply under the reciprocity provision. An application should be submitted electronically and include proof of inclusion on another state(s) ETPL. An application being made under reciprocity is not required to complete the full application since they have done so in other state(s). However, applicants should clearly identify which programs of study and corresponding occupations for which they are making an application. Submit via email to EHatfield@lwc.la.gov and copy ktaylor-white@lwc.la.gov.

Registered Apprenticeship

In addition, Registered Apprenticeship programs located inside or outside of the state that are registered with the USDOL Office of Apprenticeship and wish to be included on Louisiana's ETPL will be granted automatic inclusion if a request is made to the Registered Apprenticeship Division in Louisiana.

Initial Eligibility Requirements:

Initial Eligibility Requirements for ETPL Programs

- Offered to the general public
- Leads to a WIOA acceptable credential
- Total duration is 20 hours or more
- Leads to an in-demand occupation in accordance to State Labor Market Information
- Industry or job specific
- Licensed to provide training services

ETPL Established Provider with a New Program

- A school that had at least one eligible program on the State's ETPL during the enactment period of WIA or during the transition period of WIOA, which ended on

December 31, 2015, will be considered for eligibility without regard to performance if all other initial eligibility criteria have been met

New Provider with No History on the ETPL

- If the school can submit the required student data to calculate performance outcomes required under continued eligibility, it shall be reviewed by the state. Such outcomes will not be considered for initial eligibility if all other requirements have been met.
- Registered Apprenticeship programs shall automatically be included on the State's ETPL after completing the on-line application without regard to performance.

Continued Eligibility Policy:

Eligible Training Providers that want to remain on the ETPL for subsequent program years must meet the state of Louisiana's subsequent eligibility requirements, as authorized by Section 122 of the WIOA and defined by LWC's Office of Workforce Development. These policies have been implemented to determine if the Eligible Training Provider is:

- Still offering the program
- Wishes to continue the program's eligibility and receive WIOA Title I-B funds
 - Providing accurate program cost information
 - Meeting Louisiana's minimum performance standards
 - Maintaining accurate consumer information in the HIRE System; and
 - Providing the most recent program performance data.

Continued Eligibility Requirements

The following information is required for a continued eligibility determination:

- A completed online application
- Performance reports for the past two years, as applicable (See Chapter 7)
- Certification that the following have not changed from previous years: the provider's refund, equal employment opportunity and accessibility policies; and the class schedule. If changes have been made, new copies of the aforementioned shall be provided
- Any additional information requested by the State.

A continued eligibility determination will be made for each training provider on a program-by-program basis and be based on the following criteria:

- A training provider's prior eligibility status or status of existing programs.
- The performance of training providers on the performance accountability measures relating to the State Plan and the training provider's individual performance measures established by the State.
- The availability of training services throughout the State.
- Information reported to State Agencies with respect to Federal and State programs involving training services, including the adult education and vocational rehabilitation programs.

- The degree to which the program relates to in-demand industry sectors and occupations in the State.
- Compliance with State licensing requirements, where applicable.
- The ability of the training provider to offer quality programs that lead to postsecondary credentials.
- The ability of the training provider to provide training services to individuals who are unemployed, underemployed, incumbent workers and individuals with barriers to employment.
- Demonstrated ability of the training provider to submit timely and accurate performance reports.
- Continued compliance with State labor laws such as workers' compensation, unemployment insurance, wage and hour, and nondiscrimination.
- A training provider's ability to meet the State Plan's performance measures as required by the U.S. Department of Labor.

Continued eligibility approval is good for two calendar years. However, schools are strongly encouraged to maintain changes regarding programs throughout the eligibility period, specifically but not limited to the cost associated with the program.

State Minimum Performance Standards:

Program Minimum Performance Requirements

The Current State Minimum Performance Standards implemented by LWC's Office of Workforce Development in accordance with the requirements stipulated by Section 116 of the WIOA for eligible training provider programs inclusion to the state's ETPL for all are:

All Program Participants

1. Credential Attainment Rate (state minimum performance level: 25%)
The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.
2. Employment Rate 2nd Quarter after Exit (state minimum performance level: 40%) The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
3. Employment Rate 4th Quarter after Exit (state minimum performance level: 45%) The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
4. Median Earnings – 2nd Quarter After Exit (The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program).

WIOA Title I-B

5. **Credential Attainment Rate (state minimum performance level: 25%)**
The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.
6. **Employment Rate 2nd Quarter after Exit (state minimum performance level: 25%)**
The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
7. **Employment Rate 4th Quarter after Exit (state minimum performance level: 25%)**
The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
8. **Median Earnings – 2nd Quarter After Exit (state minimum performance level: \$2,000 per quarter)**
The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Program Denial Process:

When the State determines that a complete application does not meet the eligibility requirements, the State shall issue a determination denying (denial notice) the application within 30 days of its receipt. A separate denial notice is required for each training program being denied.

Denial notices shall be issued to the training provider via email, if provided on the application. If no email provided, denial notices shall be mailed to the primary address listed on the application. The denial notice shall also clearly state that the training provider's right to appeal within 15 days of the date the denial notice is received.

Reasons for Program Denial

A training provider's program may be denied inclusion on the state's ETPL for the following reasons:

- Program is not offered to the general public;
- Program does not lead to a WIOA acceptable credential
- Program did not have a total duration of 20 hours or more
- Program does lead to an in-demand occupation
- Program is not industry or job specific
- Program is designed to provide participants with short-term skill upgrade assistance to enable them to become job ready or advance up a career ladder
- Program did not meet performance measures (Continued Eligibility Only)

prior year's ETPL but have never been enrolled and attended the program in the previous session. The LWDA should assist these students in identifying alternative training provider programs on the ETPL.

Supplemental Data Provision:

If a training program fails to meet the required minimum level of performance for employment, the training provider shall have the opportunity to provide verifiable documentation regarding the employment status of students who exited the program. Employment documentation must be for the second calendar quarter immediately following the quarter in which the student exited the program and the fourth calendar quarter following the quarter in which the student exited the program. Providers may only provide supplemental data for the employment measure. No supplemental data is allowed for completion credential attainment rate or median earnings second quarter after exit.

Verifiable documentation includes the following:

Tax documents, payroll records and employer records such as:

- Copies of quarterly tax payment forms submitted to the Internal Revenue Service, such as Form 941 (Employer's Quarterly Tax Return)
- Copies of pay stubs (minimum of two pay stubs), or
- Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings

Supplemental Data Submission Process:

After LWC initially processes "student data" required for the calculation of the performance measures, the application with the required performance measures shall be reviewed by the State.

Upon determination that the program meets the minimum credential rate and median earnings rate but does not meet the employment rate for the second or fourth quarter after program exit, LWC will send to the training provider the Social Security numbers of those students who could not be found as employed through the Unemployment Insurance Wage record data.

The training provider will provide the employment status documentation (acceptable documentation is listed above) directly to the LWC. Upon verification of the documentation, LWC will include the data in the performance calculations. A copy of the employment documentation must be sent to LWC - Office of Workforce Development, Attn: MIS.

Appeals Process for Denied Provider Programs:

Following issuance by LWC of a denial of eligibility, determination of suspension, or termination of eligibility, the training provider shall have 15 days in which to submit an appeal to LWC. The appeal form can be located at <http://www2.laworks.net/Downloads/WFD/ETPLAppealsRequestForm.pdf>. The request for appeal must be sent by certified mail, return receipt requested, to the following address:

Louisiana Workforce
Commission Office of
Workforce Development
Attn: Director
P.O. Box 94094
Baton Rouge, LA
70804

The request must include the name of the contact person and the address where official notices are to be mailed. The appeal request must be legible, written/typed clearly and concisely and the following must be placed at the top of the first page in capital letters: REQUEST FOR APPEAL. The written/typed appeal must state why the training provider disagrees with the denial, suspension, or termination and include a detailed statement of justification for approval. The request shall be no longer than five pages. (Exhibits and attachments are not included in the five-page limit). Within five calendar days of the receipt of the appeal, the Director of Office of Workforce Development will contact the appellant to schedule a hearing date. The appeal hearing will be conducted and a written decision provided to the appellant no later than ten calendar days after the hearing.

The decision rendered by LWC is final and may not be appealed to the U.S. Department of Labor.

Regional ETPL Policies:

The Calcasieu Consortium Workforce Development Area is comprised of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, and Vernon Parishes making the ETPL policy Regional.

Policy Changes:

Any changes made to this policy after adoption by the WDB will be required to be approved by the WDB. If any portion of the policy is found to be in conflict with local, state, or federal regulations, laws, or policies, either currently or any time in the future, the ETPL Policy will be changed to ensure compliance. Board approval is not necessary when the policy is revised to meet regulations, laws, or policies.

Violations:

Failure to follow this policy may result in disallowed costs and other audit findings for the LWDA.

ATTACHMENT 7

From: [Lori Webb](#)
Sent: Monday, February 27, 2023 9:25 AM
To: [Donna F. Moss](#)
Cc: [Stephanie Seemion](#); [Crystal Scott](#)
Subject: REVIEWED & COMMENTS RE: Regional/ Local Combined Plan Revisions

Good Morning,

I have read the Regional Local Combined Workforce Plan for LWDA 51

I noticed on the bottom of page 9 starting with the highlighted paragraph is says "Agencies collaborated with to provide..."

It does not state who the Agencies collaborated with, should an entity be added?. Or should it say "Agencies collaborated with to provide..."

It was not clear so I pointed it out.

I also attached a summary overview of the DCFS Workforce Development Employment and Training (E&T) Programs. We have been expanding our E&T programs to help those with barriers to employment. We would like to utilize WIOA services for all of all programs in addition to the Abled Bodied SNAP clients.

I look forward to the training at our next meeting. Thank you for the work you do.

Thank you,

Lori Webb

Program Manager
Department of Children & Family Services
Workforce Development Section
CSE Employment & Training
Cell Phone: [225-432-7063](tel:225-432-7063)
Mitel Line: [318-319-6278](tel:318-319-6278)
Lori.Webb.DCFS@LA.GOV
Monday - Friday 8:00-4:30



From: Donna F. Moss <dmoss@lwia51.com>
Sent: Friday, February 24, 2023 3:57 PM
To: Sarita Scheufens <sarita.scheufens@scswla.org>; Brad Nelson <BNelson@quantixscs.com>;
Courtney B. Jacob <cjacob@calcasieu.gov>; Moncrief, Nicole (NJ) <nicole.moncrief@us.sasol.com>

From: Lori Webb
Sent: Monday, February 27, 2023 9:36 AM
To: Donna F. Moss
Subject: RE: REVIEWED & COMMENTS RE: Regional/ Local Combined Plan Revisions

You're very welcome. 😊

From: Donna F. Moss <dmos@lwia51.com>
Sent: Monday, February 27, 2023 9:30 AM
To: Lori Webb <Lori.Webb.DCFS@LA.GOV>
Cc: sseemion@lwia51.com; Crystal Scott <cscott@lwia51.com>
Subject: RE: REVIEWED & COMMENTS RE: Regional/ Local Combined Plan Revisions

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Greetings Lori,

Thank you for the quick reply. It is greatly appreciated.

I have noted the item to correct/ adjust.

Enjoy the day,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist
American Job Center
Calcasieu Parish Police Jury (pronounced KAL-ka-shoo)
Physical: 2424 3rd Street
Mailing: PO Box 1592 (70602)
Lake Charles, LA 70601

Office: 337-721-6010, Ext. 5004
Fax: 337-721-4187
TDD: 1-800-947-5277 or 711
TTY: 1-800-846-5277
E-mail: dmos@lwia51.com
Website: www.calcasieuparish.gov/wdb
HIRE: www.louisianaworks.net

AmericanJobCenter



Debra Jones <debra.jones@americanmovinginc.com>; JATC Lake Charles <lcjtc@hotmail.com>;
Tommeka Semien <tsemien@literacyswla.org>; Michelle McInnis <mmcinnis@allianceswla.org>;
Rebecca Coward <rebecca.coward@interfor.com>; Dale Logan <r.dalelogan@laja.com>; Donna Bailey
<donna.bailey@royomartin.com>; Christina Detiveaux <Christina.detiveaux@scswla.org>; Lonnie Harper
<lonnie@harper-group.com> <lonnie@harper-group.com>; Logan Morris <loganm@morrisla.com>;
rand@alfordmotors.com; Danny Campbell <danny_campbell@thenewtongroup.com>; Boyd Sockrider
<boydsockrider@gmail.com>; Ruth Carnes <ruth.carnes@ochsner.org>; Kelli Beavers
<k.beavers@beauregard.org>; Richard Paulk <richardpaulk106@gmail.com>
<richardpaulk106@gmail.com>; teri6047@aol.com; David LaFargue <david.lafargue@sowela.edu>;
Faith Hooks <faithhooks@agrowth.org>; Brian Teegardin <BTteegardin@lwc.la.gov>; Harold Beard
<HBeard@lwc.la.gov>; Lori Webb <Lori.Webb.DCFS@LA.GOV>; Binning, DeAnna
<deanna.binning@ingevity.com>; Breland, Janice L CIV USARMY ID-READINESS (USA)
<janice.l.breland.civ@army.mil>; Cassie Henry <chenry@cityofderidder.org>; Jacqueline Rae Costley-
Reviel <jreviel@allenhealth.net>; Jennie Stevens <jennie.stevens@oceanshealthcare.com>;
sseemion@lwia51.com; Dayna L. Hoffpauir <dhoffpauir@lwia51.com>; Administration
<administration@calcasieu.gov>; Tony Stelly <cstelly@calcasieu.gov>; bfranklin@sulphur.org; Mike
Smith <msmith@calcasieu.gov>; Jessica Booth <jbooth@calcasieu.gov>; Mary Carroll
<mcarroll@cameronpl.org>; rebecca@jdppj.net; renee@jdppj.net; rhonda@vppila.com
Cc: sseemion@lwia51.com; Crystal Scott <scott@lwia51.com>
Subject: Regional/ Local Combined Plan Revisions
Importance: High

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Greetings,

Hope this email finds you well.

We are in the final steps in submitting the updated Regional/ Local Combined Workforce Plan originally dated July 2020 to June 2024.

Changes have been highlighted for your convenience. All charts and graphs have been updated with the most recent data as well.

Please advise that you have seen the document and respond by end of day Monday February 27, 2023. The Document is slated to go to public comment on Tuesday February 28, 2023 as required by Louisiana State Statues.

As always if you have any questions, please don't hesitate to ask.

Enjoy the weekend,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist

American Job Center

Calcasieu Parish Police Jury (pronounced KAL-ka-shoo)

Physical: 2424 3rd Street

Mailing: PO Box 1592 (70602)

Lake Charles, LA 70601

Office: 337-721-4010, Ext. 5004

Fax: 337-721-4187

TDD: 1-800-947-5277 or 711

TTY: 1-800-846-5277

E-mail: dmoss@lwja51.com

Website: www.calcasieuparish.gov/wdb

HIRE: www.louisianaworks.net



From: Donna F. Moss

Sent: Friday, February 24, 2023 3:56 PM

To: Sarita Scheufens; Brad Nelson; Courtney B. Jacob; Moncrief, Nicole (NJ); Debra Jones; JATC Lake Charles; Tommeka Semien; Michelle McInnis; Rebecca Coward; Dale Logan; Donna Bailey; Christina Detiveaux; Lonnie Harper <lonnie@harper-group.com>; Logan Morris; rand@alfordmotors.com; Danny Campbell; Boyd Sockrider; Ruth Carnes; Kelli Beavers; Richard Paulk <richardpaulk106@gmail.com>; teri6047@aol.com; David LaFargue; Faith Hooks; Brian Teegardin; Harold Beard; Lori Webb; Binning, DeAnna; Breland, Janice L CIV USARMY ID-READINESS (USA); Cassie Henry; Jacqueline Rae Costley-Reviel; Jennie Stevens; Stephanie Seemion; Dayna L. Hoffpauir; Administration; Tony Stelly; bfranklin@sulphur.org; Mike Smith; Jessica Booth; Mary Carroll; rebecca@jdppj.net; renee@jdppj.net; rhonda@vppjla.com

Cc: Stephanie Seemion; Crystal Scott

Subject: Regional/ Local Combined Plan Revisions

Importance: High

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From: Donna F. Moss
Sent: Tuesday, April 11, 2023 10:55 AM
To: Stephanie Seemion
Subject: RE: Regional / Local Combined Plan for Local Workforce Development Area 51*Changes/
Comment

Thank you,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist
American Job Center
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E-mail: dmoss@lwia51.com
Website: www.calcasieuparish.gov/wdb
HIRE: www.louisianaworks.net



From: [Stephanie Seemion](mailto:Stephanie.Seemion)
Sent: Tuesday, April 11, 2023 10:54 AM
To: [Donna F. Moss](mailto:Donna.F.Moss)
Subject: RE: Regional / Local Combined Plan for Local Workforce Development Area 51*Changes/
Comment

Good morning,
I have not received any changes or comments to the Local Combined Strategic Plan for LWDA 51.

From: Donna F. Moss <dmoss@lwia51.com>
Sent: Tuesday, April 11, 2023 9:06 AM
To: Stephanie Seemion <sseemion@lwia51.com>
Subject: Regional / Local Combined Plan for Local Workforce Development Area 51*Changes/ Comment

Good Morning,

This email is being sent to verify no additional changes or comments have been received by me and yourself. One comment and adjustment was received from Lori Webb. It was acknowledged on 3-27-2023 and corrected on 4-22-2023 prior to final document being printed.

Please respond to confirm no other changes or comments have been received during the 30 day comment period.

Thank you,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist

American Job Center

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E-mail: dmoss@lwa51.com

Website: www.calcasieuparish.gov/wdb

HIRE: www.louisianaworks.net



ATTACHMENT 8

<p style="text-align: center;">WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes</p>		<p style="text-align: center;">Workforce Innovation & Opportunity Act One Stop Operator Procurement and Procedures Policy</p> <p style="text-align: center;"> American Job Center </p>	
OSO 001		OSO Policy	
APPROVED ON:		APPROVED ON:	
WDB Director Signature: Stephanie Seemion		WDB Chair Signature: Sarita Scheufens	

PURPOSE:

The Workforce Innovation and Opportunity Act (WIOA) requires that all one-stop operators are selected or designated through a competitive process. The basic role of a one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers.

POLICY GUIDANCE:

A competitive process for the procurement of a one-stop operator must occur at least once every four years. The one-stop operator may be an entity (public, private or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the local area.

- A. Such entities may include the following:
 - 1. An institution of higher education:
 - a) *Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.*
 - 2. An employment service State agency established under the Wagner-Peyer Act, on behalf of the local office of the agency;
 - 3. A community-based organization, nonprofit organization, or intermediary;
 - 4. A private for-profit entity;
 - a) *Negotiation with a for-profit entity entitled to earn a profit must separate amounts intended to pay for costs from amounts intended to pay for profit.*
 - 5. A government agency; and
 - 6. Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.
- B. Sufficient firewalls and conflict of interest policies and procedures must be established to ensure the transparency and integrity of the procurement process when the entity selected to serve as the one-stop operator is also serving in a different role within the one-stop delivery system.
- C. An entity selected as a one-stop operator may not be debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal assistance programs or activities.

One-Stop Operator Roles

The role of the one-stop operator must be clearly articulated in all phases of the procurement process, as well as in the legally binding agreement between the Chief Elected Official (CEO) and the one-stop operator.

- 1. One-stop operators shall:
 - a) Disclose any potential conflicts of interest arising from the relationship of the operators with particular training service providers or other service providers;
 - b) Not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
 - c) Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.
- 2. Additional roles for the one-stop operator may include the following:
 - a) Being the primary provider of services within the center;

The American Job Center serving Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon Parishes are sponsored by the Calcasieu Parish Police Jury in conjunction with the Workforce Development Board and the Louisiana Workforce Commission. An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

One Stop Operator Procurement and Procedures Policy

- b) Providing some of the services within the center;
 - c) Coordinating service providers within the center and across the one-stop system; and
 - d) Coordinating serving delivery in a multi-center area, which may include affiliated sites.
3. One-stop operators may not perform the following functions:
- a) Convene system stakeholders to assist in the development of the local plan;
 - b) Prepare and submit local plans;
 - c) Be responsible for oversight of itself;
 - d) Manage or significantly participate in the competitive selection process for one-stop operators;
 - e) Select or terminate one-stop operators, career service providers; and youth providers;
 - f) Negotiate local performance accountability measures; or
 - g) Develop and submit budgets for activities of the Workforce Development Board (WDB) in the local Area.

Competitive Process

The following methods of procurement are permissible to select a one-stop operator through a competitive process.

A. Sealed bids (formal advertisement)

When a purchase is greater than \$250,000 or more, bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest price.

B. Competitive proposals

- Competitive proposals are conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded.
- Request for Proposals (RFP's) are considered competitive proposals and must be publicized and identify all evaluation factors and their relative importance.
- A formal competitive process may include the following phases and steps, which may take place concurrently with others

(1) Planning Phase which may include:

- (a) Identify need which must specify all parameters to be negotiated with the one-stop operator and outlines in the subsequent contract, agreement, or Memorandum of Understanding (MOU);
- (b) Conduct market research;
- (c) Issue requests for information (RFI);
- (d) Identify procurement method;
- (e) Develop requirements for one-stop operator;
- (f) Develop procurement solicitation;
- (g) Develop factors for evaluation/scoring; and
- (h) Identify panel and signatory authority

(2) Release and Evaluation Phase which may include:

- (a) Publicize procurement solicitation;
- (b) Host bidders conference to ensure clarity of requirements;
- (c) Collect proposals/bids; and
- (d) Score or evaluate proposals/bids

(3) Negotiation and Selection Phase which may include:

- (a) Negotiate performance levels;
- (b) Negotiate fair and reasonable profit, if applicable;
- (c) Negotiate payment details and frequency;
- (d) Negotiate duration of contract, MOU or agreement;
- (e) Obtain approval, as applicable;
- (f) Make offer and obtain acceptance;
- (g) Certify or designate one-stop operator; and
- (h) Execute contract, MOU or agreement

(4) Implementation Phase which may include:

- (a) Conduct oversight and monitoring annually;
- (b) Issue timely invoices;
- (c) Make timely payments;

One Stop Operator Procurement and Procedures Policy

- (d) Monitor performances of the one-stop operator in accordance with performance and service deliverables; and
 - (e) Evaluate and approve contract or MOU modifications
- (5) **Closeout Phase**
- (a) Reconcile costs and payments;
 - (b) Reconcile performance goals with actual performance;
 - (c) Ensure participant and financial records are secured and retained; and
 - (d) Prepare closeout documents.

C. **Noncompetitive proposals**

Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from a non-federal entity, or
- After solicitation of a number of sources competition is determined inadequate.

Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated here-in, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Individuals with real or apparent conflicts of interest are required to disclose the conflict of interest and recuse themselves from the competitive process. If the number of members required to be recused deprives the WDB of quorum, an alternate process for selection of the one-stop operator must be used such as outsourcing the selection to an outside entity or State agency or State WDB. A quorum consists of more than 50% of the members on the board. An outside entity must be an independent organization that is capable of exercising professional and ethical judgment. The outside entity must also be required to submit a conflict of interest statement. Conflicts of interest and recusals must be publicly disclosed.

The costs of the one-stop operator must be allowable, meaning that they are reasonable, necessary, and allocable. Situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equ." product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Information contained in the proposals submitted by offerors/bidders is maintained in a manner that is confidential, to avoid the use of the information to another offeror/bidder's advantage and to prevent collusive bidding. Information about the selection and certification of the one-stop operators must be made available to the public on a regular basis through electronic means and open meetings and made available to local, state, and federal monitors, auditors and reviews. Such information may include minutes from Board meetings in which the decision on selection and certification is made. Making information available to the public includes regularly posting information to a website and responding promptly to written or electronically submitted requests for information. Information that is required to be made available to the public includes, but is not limited to,

- Conflict of Interest policies;
- Procurement policies;
- Procurement solicitation;
- A listing of the entities that have submitted bids or proposals;
- An abstract of those bids or proposals;

One Stop Operator Procurement and Procedures Policy

- The identity of the selected one-stop operator; and
- The total award amount and duration of the contract with the one-stop operator.

When selecting a one-stop operator, the award may only be given to responsible entities that possess the ability to successfully perform under the terms and conditions of the proposed procurement. Consideration must be given to the entity's integrity, compliance with public policy, record of past performance, and financial and technical resources.

All contracts, agreements, or MOUs between the one-stop operator and the WDB must include the essential elements of a legally executed and binding written agreement, and contain at a minimum the following:

- **Statement of work (SOW)**
The statement of work specifies the period of performance or the start and end date of the contract. It also specifies the services to be performed including measurable performance goals to be delivered under the contract, agreement or MOU.
- **Authorized Officials and Purpose**
Authorized officials are persons authorized to enter into and sign legally binding agreements and must be on record as the signatory official. Signatures of the offeror/bidder and offeree must be contained as part of the written agreement.
- **Additional contractual terms and conditions**
Contracts, agreements, and MOUs must include such standard terms and conditions that are either required by the State, Local Area, or the Federal agency as national, State or local policy requirements. The contract, agreement, or MOU must identify that one-stop operators are subrecipients of Federal funds.

Proposal Review and Evaluation Process

Proposals will be screened for compliance with the federal and state Workforce Innovation and Opportunity Act (WIOA) requirements and compliance with the specifications of this RFP through the following two-phase process:

Phase I

The Calcasieu Parish Police Jury Purchasing Division staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to the functional criteria. The following minimum criteria will be used to determine which proposals will continue on to Phase II:

- The proposer has addressed all required responsibilities and functions;
- The proposer has included all requested information and documentation in the application package; and
- The proposal is submitted in accordance with the RFP

Phase II

Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the One-Stop Operator Evaluating Committee (OSOEC). The OSOEC is three (3)-person committee that has been recommended and approved by the LWDB #51 Executive Committee.

Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. ***Note: LWDB #51 retains the right to request additional information or request oral presentations from bidders. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.*

Phase III

The recommendations of the One- Stop Operator Evaluation Committee will be presented to the LWDB #51 Executive Committee who will then present the recommend proposal to LWDB #51 for approval. The recommendation of the LWDB #51 will be sent to the Calcasieu Parish Police Jury (Fiscal Agent) for approval and the Parish President's signature. All contract awards will be considered provisional, pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

PROPOSAL EVALUATION CRITERIA

The Evaluation Committee will evaluate each submitted proposal based on the following criteria:

1. SECTION I: Statement of Work
2. SECTION II: Credibility of Agency

One Stop Operator Procurement and Procedures Policy

3. SECTION III: Budget Narrative, Budget & Worksheets
4. SECTION IV: Qualifications of the One Stop Operator
5. SECTION V: Representations & Certifications

GOVERNING LAW

All activities associated with this RFP process shall be interpreted under applicable Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S.38-2211-2296; section 1:701-710 of the Parish Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

Recordkeeping

Records sufficient to detail the history of procurement and the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator are to be maintained for a period of three years from the date of submission of the final expenditure report.

Records must include, but are not limited to the following:

- a) All proposals/bids received;
- b) Ratings of those proposals;
- c) Rationale for the method of procurement;
- d) Selection of agreement or contract type;
- e) Selection or rejection of proposals/bids;
- f) Appeals and disputes; and
- g) The basis for the contract price

Documentation for noncompetitive proposals must be maintained for the entire process of making a sole source selection. Documentation must be retained and must clearly identify the review process. The documentation should provide evidence that the review was performed by an impartial entity and detail the firewalls that were in place during the review of the proposals.

Monitoring and Auditing

- Oversight and monitoring are an integral function to ensure the one-stop operator's compliance with the requirements of WIOA, the activities per the SOW, performance reporting requirements, and the terms and conditions of the contract or agreement governing the one-stop operator. Monitoring includes an attestation by the monitoring entity that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and condition of the contract/agreement with the one-stop operator. Monitoring of the one-stop operator will be completed by a WDB member or designee on an annual basis. The monitor will measure, track and monitor performance, service deliverables and achievement of program or performance measures.
- When the Local WDB is the one-stop operator, there is an inherent conflict of interest in that the Local WDB cannot effectively monitor itself. In such circumstances, an outside entity or State agency, such as a State auditor or inspector general, must conduct the monitoring and report the monitoring results to the CEO. If the State agency is selected as the operator, in a State that is not a Single State Local Area, an independent State agency, like an auditor or inspector general, should conduct the monitoring. For Single State Local Areas where a State agency is the operator, there often is an inherent conflict of interest in that a State agency cannot effectively monitor itself. In such circumstances, an outside entity must conduct the monitoring. The outside entity could be a State auditor who does not have real or apparent conflicts of interest. In circumstances where sufficient independence exists between the State WDB and the State agency selected as the one-stop operator, (such as may occur when a State WDB is incorporated as a nonprofit) the State WDB could effectively monitor the State agency serving as one-stop operator.
- Independent Auditing Firm will be responsible for preparing an annual statement of financial position for WIOA Programs, as well as the preparation of the organization's annual federal (Form 990) and state (AG990-IL) information returns. Any audit findings or management recommendations will be dealt with and resolved in a timely manner.

One Stop Operator Procurement and Procedures Policy

Appeal Procedure

Respondents who are denied funding have the right to appeal. Appeals that are received within the required timeframe as stated in the RFP will be reviewed and responded to within ten (10) business days by the Chairperson of the WDB. In the event the WDB Chairperson's response is not satisfactory to the Respondent, an appeal to the CEO may be requested. Appeals to the CEO that are received within the required timeframe as stated in the RFP will be heard at a time selected by the CEO after consultation with legal counsel, as appropriate.

PROCEDURE:

1. The Procurement Policy of the Calcasieu Parish Police Jury (CPPJ) shall be followed. (See Attachment B)
2. The Police Jury staff will be notified of the competitive procurement and request that the matter be placed on the PJ Agenda for approval at a Public Meeting prior to the release of the notice.
3. A Bidder's List shall be developed identifying potential providers, such as Disadvantaged Business Enterprises (DBEs), Louisiana Workforce Commission's Helping Individuals Reach Employment system, and other Federal Agency's websites. It may be appropriate to send out a newspaper article to the Official Journal of the 6 parishes in the region requesting contact information for potential bidders. The agencies the Parish notifies for competitive procurement will be obtained from the Police Jury and placed on the Bidder's List. Letters are sent to the bidders advising of the Procurement, the time and place of the Bidder's conference, and will provide information on how to obtain the proposal documents if unable to attend the meetings. Private, one-on-one workshops are available to any potential bidder who needs assistance to complete the information. The RFP is emailed electronically to the individuals who request such to aid in the entering of the agency information regarding the responses that provide points toward the total score.
4. A legal notice shall be placed in the American Press advertising the Procurement. The American Press has circulation in all 6 of the LWDA parishes. Therefore, the Louisiana Workforce Commission has informed the WDB Director that this is adequate for public notice and the need to place a notice in each official journal will not be required.
5. The legal notice shall be placed in sufficient time for a proposal to be prepared. More than one legal notice can be placed in the paper. The first notice cannot appear on Sunday according to "bid law."
6. Notice of the procurement shall also be emailed to the Police Jury offices in the 6 parishes in Region 5, to the major cities in the Region, to the Chambers of Commerce in the Region and to the Technical Colleges in the Region.
7. A News Release shall be sent to all major cities in Louisiana as well as the Newspapers in Region 5 (small and large) advising of the procurement.
8. RFP will be sent via email and/or mail to all mandated WIOA partner agencies and agencies listed in the 211 Resource Guide.

REFERENCES/CITATIONS:

- Methods of Procurement to be followed: 20 CFR §200.320
- TEGL 15-16 Competitive Selection of One-Stop Operators
- OWD Policy 4-18 Competitive Selection of One-Stop Operators

ATTACHMENTS

- ATTACHMENT A: One Stop Operator Evaluation Form
- ATTACHMENT B: CPPJ Procurement Policy



WORKFORCE DEVELOPMENT BOARD (WDB)
Serving Allen - Beauregard - Calcasieu - Cameron - Jefferson Davis - Vernon Parishes

American Job Center
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)



Chairperson: Ms. Sarita Scheufens - Vice-Chairperson: Mr. Brad Nelson - Secretary: Ms. Barbara Disnuka
Economic Development: Mr. R. B. Smith - Labor/Apprenticeship: Mr. Steve Gaspard - Private Business: Ms. Nicole Moncrief
Disability Committee: Ms. Debra Jones - Youth Committee: Ms. Tommeka Semien

Local Workforce Development Area 51
Monday, December 14, 2020
Meeting: 1:00 PM

We Put People to Work!

Virtual Meeting
Hosted via Microsoft Team
(337) 721-4015

MINUTES FROM THE EXECUTIVE COMMITTEE MEETING ON DECEMBER 14, 2020

1. Call to Order by Chairperson or Appointee and Roll Call by WDB Planner

The meeting was called to order by Chairperson Sarita Scheufens at 1:10 PM. Mr. Kendrick Celestine called roll.

Executive Committee Members Present:

Ms. Sarita Scheufens, Mr. Brad Nelson, Mr. RB Smith, Ms. Nicole Moncrief, Ms. Debra Jones and Ms. Tommeka Semien

Executive Committee Members Not Present:

Ms. Barbara Disnuka and Mr. Steve Gaspard

WDB & WIOA Staff Present:

Ms. Stephanie Seemion, Ms. Crystal Scott and Mr. Kendrick Celestine

(1) Announcement regarding quorum (minimum of 3 of 8 members). There was a quorum of 6 Executive Committee members.

2. Consideration on the One Stop Operator Procurement & Procedures Policy

The purpose of the One Stop Operator Procurement & Procedures Policy is to outline the steps that are taken ensuring the most competent entity is selected to facilitate the One Stop Operator (OSO) system. This process is completed every four (4) years. The OSO is reviewed annually by an appointed committee to guarantee that they are meeting performance measures outlined in the Statement of Work.

RB Smith made a motion recommending that the LWDA51 full WDB approves and ratifies the One Stop Operator Procurement and Procedures Policy at its next scheduled meeting on January 6, 2021. This motion was seconded by Ms. Debra Jones. Motion carried.

3. Adjournment

All Business Conducted, Chairperson Sarita Scheufens declared the meeting adjourned at 1:24 PM.

Respectfully Submitted



Ms. Sarita Scheufens, LWDB51 Chairperson

**2020/2021 Workforce Development Board (WDB) Evaluation Committee
One Stop Operator Performance Evaluation ~ 150 Points**

DATE - American Job Center

Information presented here is subject to the Freedom of Information Act

AGENCY: _____

\$		Total Points
	<i>Funds Obligated</i>	

1. WIOA INTENT <i>Pg. 12-13 of contract</i>		Total Points: 3
1.1 Evaluate Agency's performance regarding innovation, alignment & improvement to strengthen employment to promote individual and national economic growth.	<i>1 point</i>	TOTAL POINTS
1.2 Evaluate Agency's performance regarding innovation, alignment & improvement to strengthen training to promote individual and national economic growth.	<i>1 point</i>	TOTAL POINTS
1.3 Evaluate Agency's performance regarding innovation, alignment & improvement to strengthen education to promote individual and national economic growth.	<i>1 point</i>	TOTAL POINTS

2. WIOA PURPOSE <i>Pg. 14 of contract</i>		Total Points: 3
2.1 Evaluate Agency's performance explaining how they will address each of the 6 items listed under the Purpose of WIOA.	<i>3 points</i>	TOTAL POINTS

3. GOVERNOR'S GOALS <i>Pg. 15-17 of contract</i>		Total Points: 3
3.1 Evaluate Agency's performance explaining how they will carry out the Governor's Goal 1: Establish Career Pathways as a model for skill, credential and degree attainment for Louisiana citizens to secure jobs that provide opportunities for economic independence and family stability.	<i>1 point</i>	TOTAL POINTS
3.2 Evaluate Agency's performance explaining how they will carry out the Governor's Goal 2: Expand career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and the expansion of bridge programs.	<i>1 point</i>	TOTAL POINTS
3.3 Evaluate Agency's performance explaining how they will carry out the Governor's Goal 3: Increase the participation and utilization of the workforce system by employers and job seekers.	<i>1 point</i>	TOTAL POINTS

4. JOB DESCRIPTION - OPERATOR <i>Pg. 17-20 of contract</i>		Total Points: 15
4.1 Evaluate performance in carrying out the Scope of Work for the One Stop Operator.	<i>5 points</i>	TOTAL POINTS
4.2 Evaluate performance in engaging the required partners to provide services in the comprehensive One Stop Center.	<i>5 points</i>	TOTAL POINTS
4.3 Evaluate Performance regarding carrying out the Responsibilities of the One Stop Operator as stipulated above.	<i>5 points</i>	TOTAL POINTS

**2020/2021 Workforce Development Board (WDB) Evaluation Committee
One Stop Operator Performance Evaluation ~ 150 Points**

DATE - American Job Center

Information presented here is subject to the Freedom of Information Act

5. COORDINATING PARTNERS <i>Pg. 21-22 of contract</i>		Total Points: 60
5.1 Evaluate Agency's performance regarding how they will monitor the provision of services by the one stop partners in accordance with the directives of the Regulations.	20 points	TOTAL POINTS
5.2 Evaluate Agency's performance regarding explanation on convening partner agencies regularly so that each can report on services they provide in and to the One Stop Center.	20 points	TOTAL POINTS
5.3 Evaluate Agency's performance in convening agencies to assess & record the contribution of a fair share of the costs to operate the One Stop Center.	20 points	TOTAL POINTS

6. OVERSEE PARTNERS SERVICES <i>Pg. 27-31 of contract</i>		Total Points: 30
6.1 Evaluate Agency's performance in monitoring of the delivery of Career Services provided to job seekers.	5 points	TOTAL POINTS
6.2 Evaluate Agency's performance regarding provision of corrective action when services are not being provided in an efficient & effective manner.	5 points	TOTAL POINTS
6.3 Evaluate Agency's performance regarding the monitoring of the provision of business services to Employers in the One Stop Center.	5 points	TOTAL POINTS
6.4 Evaluate Agency's performance regarding provision of corrective action when business services are not being provided in an efficient & effective manner.	5 points	TOTAL POINTS
6.5 Evaluate Agency's performance regarding the provision of training services provided in the One Stop Center.	5 points	TOTAL POINTS
6.6 Evaluate Agency's performance regarding corrective action when training activities are not being provided appropriately.	5 points	TOTAL POINTS

7. OVERSEE YOUTH SERVICES <i>Pg. 31-42 of contract</i>		Total Points: 20
7.1 Evaluate Agency's performance regarding monitoring services provided to youth in the One Stop Center.	10 points	TOTAL POINTS
7.2 Evaluate Agency's performance describing how corrective action will be provided when youth services are not being provided efficiently & effectively.	10 points	TOTAL POINTS

8. OVERSEE PARTNER STAFF <i>Pg. 42 of contract</i>		Total Points: 15
8.1 Evaluate Agency's performance describing Operator's overseeing staff.	15 points	TOTAL POINTS

9. PERFORMANCE <i>Pg. 43-45 of contract</i>		Total Points: 20
9.1 Evaluate Agency's performance describing how Operator will monitor the performance for the Region staff.	10 points	TOTAL POINTS
9.2 Evaluate Agency's performance describing steps that will be taken to improve scores that are NOT meeting or exceeding the negotiated performance measures.	10 points	TOTAL POINTS



CALCASIEU PARISH POLICE JURY
GOVERNING AUTHORITY OF CALCASIEU PARISH, LOUISIANA

BRYAN C. BEAM
ADMINISTRATOR

OFFICE OF THE ADMINISTRATOR
P.O. Box 1553
Lake Charles, Louisiana 70602
337/ 721-5510
Fax 337/ 437-5380
Web: www.cppj.net

MEMORANDUM

TO: All Division/Department Heads

FROM: Bryan C. Beam, Parish Administrator *bc*

DATE: July 24, 2019

SUBJECT: PROCUREMENT POLICY - REVISIONS

As of today's date, I have approved the administrative adoption of a few minor changes to the Calcasieu Parish Police Jury's Procurement Policy to become effective immediately. These changes were either required by grant regulations and/or recommended after internal reviews were performed.

If you have any questions, please contact the Division of Finance.

jdb

Procurement Policy



Vision • Collaboration • Dependability • Financial Stewardship

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**CALCASIEU PARISH POLICE JURY
PROCUREMENT POLICY
RECEIPT ACKNOWLEDGEMENT**

This shall acknowledge my receipt of the 2019 edition of the Calcasieu Parish Police Jury's Procurement Policy which is inclusive of all prior modifications. I have read this manual and I am familiar with its contents. I will contact the Finance Division, or my supervisor if applicable, if at any time in the future I do not understand any portion of the manual. I agree to be responsible for inserting any revisions and/or updates in the manual and deletion of any obsolete material therein. I also recognize that the Police Jury may alter, supplement, delete or amend any portion of this manual at any time at the Police Jury's sole discretion. My signature attests to the fact that I have read this manual, I am familiar with its contents, and I will perform my duties in compliance with this policy including, but not limited to the "Conflict of Interest / Code of Conduct" Section discussed on page 4 of this policy.

Procurement Employee's Signature

Procurement Employee's Printed Name

Date Signed

**THIS RECEIPT MUST BE RETURNED TO THE FINANCE DIVISION WITHIN 30 CALENDAR
DAYS FROM THE DATE YOU RECEIVE THE MANUAL**

CALCASIEU PARISH POLICE JURY PROCUREMENT POLICY

These policies and procedures are intended to serve as guidelines for the procurement of materials, supplies, equipment, construction activity and professional or other services for the Calcasieu Parish Police Jury, hereinafter referred to as the Parish. These guidelines are intended to address current local, state and federal procurement guidelines while obtaining the lowest possible cost consistent with the quality needed for each specific procurement activity. From time to time, it may be necessary to update the enclosed policy and may be done so either by formal amendment to this policy or interim policy operational changes to be formalized at a later date.

I. CONFLICT OF INTEREST / CODE OF CONDUCT

No employee, officer, or agent of the Calcasieu Parish Police Jury shall participate in the selection or in the award or administration of a contract of the Parish if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in or tangible personal benefit from a firm considered or selected for award.

No officer, employee or agent of the Calcasieu Parish Police Jury shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the gift is an unsolicited item of nominal intrinsic value (promotional items), the unsolicited item complies with the food and drink exception of Louisiana Revised Statute 42:1115 or the unsolicited item complies with any other exception provided by Louisiana law or the Louisiana Board of Ethics.

Any alleged violations of these standards of conduct shall be referred to the Parish staff and/or legal counsel for further review. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal. Where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

II. PROCUREMENT PROCEDURES

The director or supervisor of each department of the Parish is responsible for procurement of materials, supplies, equipment, construction activity and professional or other services and should review all proposed procurement actions for actual need in order to avoid the purchase of unnecessary or duplicative items. Such reviews should consider initial project cost estimates, budget funding availability and possible consolidation or breaking out to obtain a more economical purchase without violating other state "bid splitting" prohibitions. The department should also determine the source of funding for the procurement activity (i.e. local, state or federal funds). Coordination with department grant managers when procurement involves grant activity is required.

While some type of initial cost estimate, even if informal, should be obtained on all procurements, Section III (B) (2) requires a documented cost or price analysis on all procurement actions involving federal funds that exceed the federal Simplified Acquisition Threshold. This detailed cost or price analysis must be performed by the department when federal grant funds, in excess of the federal Simplified Acquisition Threshold, are utilized for the procurement purchase and should also be considered with procurements using other state grant funds, if required by the grantor agency. The Parish should ensure that all procurement activities should strive to not spend funds, regardless of source, on the acquisition of unnecessary or duplicative items. The Code of Federal Regulations specifically requires that federal funds should not be spent on the acquisition of unnecessary or duplicative items.

The Parish should take affirmative steps to assure that small and minority firms, women's business enterprises, veteran owned small business, and labor surplus firms are placed on solicitations lists and are solicited whenever they are potential qualified sources. In certain cases, the Parish will work to achieve affirmative action. The Parish should also consider the feasibility of dividing total requirements into smaller tasks or quantities, without violating other state bid laws, so as to permit maximum participation by small and minority firms, women's business enterprises, veteran owned small business, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses. The Parish will utilize the services and assistance where appropriate of such organizations as the Small Business Administration or similar organization. The following sources will provide a statewide dissemination of the solicitations of offers: (1) Louisiana Economic Development (www.opportunitylouisiana.com/smallbusiness), (2) Louisiana Municipal Association (www.lma.org), (3) Department of Transportation and Development (www8.dotd.louisiana.gov/ucp/), (4) Small Business Administration (www.sba.gov/offices/district/la/new-orleans), (5) Procurement Technical Assistance Center Louisiana (<https://ptac.louisiana.edu/services/economic-development-partners>), (6) Women's Business Enterprise Council South (www.wbecsouth.org), (7) Louisiana Legislative Black Caucus (www.llbc.louisiana.gov), and (8) Veterans Affairs (<https://www.vetaffairs.la.gov/>).

The correspondence with the above entities can be in an email advertisement of the solicitation of offers. The Parish should assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms as well as including the other affirmative steps mentioned above.

III. METHODS OF PROCUREMENT

Table 1 on page 7 contains a comparative analysis of the different procurement methods available under state law and federal law including a hybrid method that the Parish has created for primarily local uses which is identified as a "Request for Qualifications Quote." In addition to these methods, the use of state contracts or piggyback contracts may be utilized. See Section III (6). Each department, in coordination with the Finance Division when needed, should determine the applicable procurement method depending on the item being purchased, the estimated cost of the item and the source of funding for the expenditure. Direct procurement by the Parish should be made by using one of the following applicable methods.

(A) Non-Federal Purchases Including Purchases Funded with Local or State Sources

(1) Materials and Supplies (Commodities or Telecommunication Equipment and Software), Including Associated Installation Costs

(a) \$0 - \$5,000 ++

- No bid or quote requirement. Purchase orders, or purchase order numbers, are required for any: (1) item included in an annual, semi-annual or other time period standard bid, (2) state contract item, (3) fixed asset purchase, or (4) piggyback contract item
- Department is responsible for ensuring that a reasonable cost is obtained

TABLE 1 – COMPARATIVE ANALYSIS OF PROCUREMENT METHODS (Excluding State Contract or Piggyback Contract Options)

Type of Local or State Procurement	Request for Quote (i.e. "Quote Request")	Invitation to Bid (i.e. "Bid" or "Sealed Bid")	Request for Proposal (i.e. "RFP")	Request for Qualifications (i.e. "RFQ Formal")	Request for Qualifications Quote (i.e. "RFQQ Informal")
How is procurement defined?	An informal offer of goods or services received by the Parish from a vendor in response to a "Quote Request"	A formal offer of goods or services received by the Parish from a vendor in response to an Invitation to Bid (IBID)	A formal offer of goods or services received by the Parish from a vendor in response to a Request for Proposal (RFP) The request will establish grading criteria with price included as a scoring criteria	A formal vendor offer of services received by the Parish in response to a Request for Qualifications (RFQ) The request will establish grading criteria with price as either: (1) a factor (required for federal purposes or every non-A/E purchase) or (2) a part of a second sealed envelope to be evaluated only after the qualification and selection portion is completed	An informal offer for services received by the Parish from a vendor in response to a "Qualifications Quote Request" The request will establish grading criteria with price or without a price, where appropriate, included as a scoring criteria
Who receives award?	Low responsive and responsible bidder	Low responsive and responsible bidder	Bidder with highest score for pre-established criteria	Bidder with highest score for pre-established criteria	Bidder with highest score for pre-established criteria
When is method applicable?	Public Works and Services – \$5,001 or greater but less than \$100,000 Commodities – \$5,001 or greater but less than \$30,000	Public Works – \$100,000 or greater Commodities (including Installation) – \$30,000 or greater	Services – \$100,000 or greater Software, Telecommunications and Data Processing Equipment – \$30,000 or greater	Services – \$100,000 or greater (Could be used for federal procurement < \$100,000 in lieu of the Request for Qualifications Quote)	Services – \$5,001 or greater but less than \$100,000 (May be used over \$100,000) (See Note on Request for Qualifications for federal procurement)
What are the advertising requirements?	None	Public Works Activity – 1 time a week for 3 weeks beginning 25 days before opening Commodities – 2 times beginning 15 days before opening	Services – No legal requirement but may advertise 1 time 15 days before opening based on RFP complexity Software, Telecommunications and Data Processing Equipment – 1 time 30 days before opening	Services – No legal requirement but may advertise 1 time 15 days before opening based on RFQ complexity	None
What are the advantages?	Advantage of speed and efficiency – Target responsive bidders	Allows for the procurement of large quantities of uniform items purchased on a recurring basis (i.e. aggregate material, auto/equipment parts, fuel, etc.)	Allows for the procurement of large volumes or large value of items or services where non-price criteria can be utilized	Allows for the procurement of various types of services where scoring criteria, including qualifications, can be considered	Advantage of speed and efficiency and ability to award to bidder with best potential to provide quality service
What are the disadvantages?	Inability to discuss and negotiate with the bidder – Non-price factors cannot be considered	Inability to discuss and negotiate with the bidder – Non-price factors cannot be considered	Formal, time consuming process	Formal, time consuming process	None
What is the equivalent federal term?	Small Purchases Procedures >\$10,000 < \$250,000	Sealed Bid Method	Competitive Proposals Method	Competitive Proposals Method	Not addressed in Federal Procurement

(b) \$5,001 - \$29,999 ++

- Written quotes, with vendor signatures, using the Parish's "Request for Quote" documentation and delivery requirements or use state contract option – Oral or telephone quotes may be used after approval from the Finance Division – A minimum of three quotes must be requested per state law; however, documentation should be provided identifying any other circumstances justifying the use of less than three quotes
- Purchase order required which will serve as a written confirmation of accepted offer as required by state law

(c) \$30,000 or above

- Formal advertisement and electronic bidding with award to lowest responsive and responsible bidder or use state contract or piggyback contract options
- Executed contract and/or Purchase order (which will serve as contract with successful bidder) will be required unless an exception is granted by the Finance Division
- 5% bid bond may be required on fixed price commodity purchases even though state law only addresses bid bonds for public works activities
- For purchases of commodities of \$100,000 or more, consideration should be given to requiring payment and performance bonds if significant installation costs are applicable
- Consideration should be given to incorporating a requirement that all commodity solicitations for bid, as well as any resulting contract, state that the vendor represents that the prices charged on bid items do not exceed existing selling prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

++ If on a parish-wide basis, the annual purchase costs for a particular commodity exceeds the \$30,000 formal bidding threshold then the Parish must procure the items through formal bidding procedures. This formal bid process is referred to above as a standard bid and includes purchases such as bulk oil, road base, automobile and equipment parts, food pantry items, etc.

(2) Services, Inclusive of Repairs (not classified as Public Works Activities), Consulting, Professional or Other

When non-federal funds are being utilized to fund a specific procurement, it is the intent of this policy to attempt to obtain competitive prices on service related activity whenever it is feasible to do so. However, there are certain services that are of such a specialized field, sensitive in nature, emergency related, covered by other eligibility program requirements or for another viable reason makes the procurement not susceptible to further procedures. Exhibit B presents a list of services that the Parish currently considers exempt from competitive pricing. This list will be updated as needed in order to properly address future services that qualify for this designation. Validations in writing are required for exempted services not listed in Exhibit B. Procedures for other service related procurements that are not exempt will comply with the following guidelines.

(a) \$0 - \$5,000

- No bid or purchase order requirement
- Department is responsible for ensuring that a reasonable cost is obtained
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000

(b) \$5,001 - \$24,999***

- Unless exempt as stated above, written quotes (preferably three), with vendor signatures, using the Parish's "Request for Quote" (RFQ) or "Request for Qualifications Quote" (RFQQ), documentation and delivery requirements – Oral or telephone quotes may be used on limited occasions after approval from the Finance Division
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000

(c) \$25,000 - \$99,999***

- Unless exempt as stated above, written quotes (preferably three), with vendor signatures, using the Parish's "Request for Quote" (RFQ), or "Request for Qualifications Quote" (RFQQ), documentation and delivery requirements – If less than three quotes are received, consideration should be given to how many requests were distributed to the vendors and any other circumstances justifying the use of less than three quotes
- Approval required from Parish Administrator and/or Finance Division
- Purchase order and/or contract required
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000 (in accordance with referenced state statute above and other state contractor license requirements, quotes for hazardous material and mechanical or electrical activities or any other contractor service (cumulatively exceeding \$50,000) shall be sealed and identify the contractor's license number on the outside of the envelope)

(d) \$100,000 and above***

- Unless exempt as stated above, competitive procurement is required
- Approval required from Parish Administrator and/or Finance Division
- Purchase order and/or contract required
- Based on the circumstances of the procurement, consideration as to requiring bid bonds and payment and performance bonds should be given

- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000 (in accordance with referenced state statute above and other state contractor license requirements, quotes, proposals, or bids for hazardous material and mechanical or electrical activities or any other contractor service (cumulatively exceeding \$50,000) shall be sealed and identify the contractor's license number on the outside of the envelope)

*** Architect and Engineer Services - Please note that Louisiana Revised Statute 38:2318.1, upheld by Attorney General Opinion 07-0185, states that for professional design services performed by an architect, engineer or landscape architect "neither the state nor any of its political subdivisions or agencies may select providers of design services wherein price or price-related information is a factor in the selection." A pre-determined fee schedule, such as the "state fee curve" approved by the Office of Facility Planning and Control or some other industry standard can be utilized, but the original procurement may not contain a price element as a basis for selection. Coordination with federal agencies is required if architect or engineering services will be procured using the Federal Small Purchases Method for services greater than \$10,000 but under \$250,000 since that method may conflict with the above state law.

(3) Public Works Activities, Defined as the Erection, Construction, Alteration, Improvement or Repairs of any Public Facility or Immovable Property

(a) \$0 - \$5,000

- No bid or purchase order requirement
- Department is responsible for ensuring that a reasonable cost is obtained
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000

(b) \$5,001 – \$24,999

- Written quotes (preferably three), with vendor signatures, using the Parish's Request for Quote documentation and delivery requirements – Oral or telephone quotes may be used on limited occasions after approval from the Finance Division however, if contract awards are made pursuant to telephone or other oral offers, then a written confirmation of the accepted offer shall be obtained by the Department and maintained in the Department files. If less than three quotes are received, consideration should be given to how many requests were distributed to the vendors and any other circumstances justifying the use of less than three quotes
- Purchase order required which will serve as contractual agreement with vendor
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000

(c) \$25,000 – \$49,999

- Written quotes (preferably three), with vendor signatures, using the Parish's Request for Quote documentation and delivery requirements - Oral or telephone quotes may be used on limited occasions after approval from the Finance Division however, if contract awards are made pursuant to telephone or other oral offers, then a written confirmation of the accepted offer shall be obtained by the Department and maintained in the Department files - If less than three quotes are received, consideration should be given to how many requests were distributed to the vendors and any other circumstances justifying the use of less than three quotes
- Purchase order and/or separate contract required with contract to be filed at courthouse
- Payment and performance bonds are required for 100% of the contract total
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000

(d) \$50,000 – \$99,999

- Written quotes (preferably three), with vendor signatures, using the Parish's Request for Quote documentation and delivery requirements - Oral or telephone quotes may be used on limited occasions after approval from the Finance Division however, if contract awards are made pursuant to telephone or other oral offers, then a written confirmation of the accepted offer shall be obtained by the Department and maintained in the Department files - If less than three quotes are received, consideration should be given to how many requests were distributed to the vendors and any other circumstances justifying the use of less than three quotes – Note special handling requirements for quotes requiring a contractor's license (sealed envelope with license number on front)
- Purchase order and separate contract required with contract to be filed at courthouse
- Payment and performance bonds are required for 100% of the contract total
- State licensed contractor is required by LA R.S. 37:2150.1 and 2163 (quotes shall be sealed and identify the contractor's license number on the outside of the envelope)
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000 (in accordance with referenced state statute above and other state contractor license requirements, quotes, proposals, or bids for hazardous material and mechanical or electrical activities or any other contractor service (cumulatively exceeding \$50,000) shall be sealed and identify the contractor's license number on the outside of the envelope)
- Substantial completion documentation must be filed at courthouse within 30 days of substantial completion approval
- 45 day lien period must be satisfied before final payment is issued
- Advertising of substantial completion is not required

(e) **\$100,000 and above** (It is noted that this level is more restrictive than the state required indexed level of \$150,000** in order to prevent any possible change orders from causing a procurement problem. Approval from the Finance Division is required if the State indexed level of \$150,000 will be applied to an individual procurement activity in lieu of this \$100,000 level.)

- Formal advertisement and electronic bidding with award to lowest responsible bidder
- Purchase order and separate contract required with contract to be filed at courthouse
- Payment and performance bonds are required for 100% of the contract total
- State licensed contractor is required by LA R.S. 37:2150.1 and 2163 (bids and/or quotes shall be sealed and identify the contractor's license number on the outside of the envelope)
- Louisiana Revised Statute 37:2150.1 requires a state licensed contractor when handling any hazardous material (i.e. asbestos, mold remediation, fuel spills, etc.) in excess of \$1 or involving any mechanical or electrical activities (i.e. a/c, plumbing, wiring, etc.) in excess of \$10,000
- Substantial completion documentation must be filed at courthouse within 30 days of substantial completion approval
- 45 day lien period must be satisfied before final payment is issued
- Advertising of substantial completion is required
- 5% bid bond required

** The \$150,000 level is indexed as provided in Louisiana Revised Statute 38:2212(C)(1). As of the 2019 implementation of this policy, the indexed amount was \$157,700.

(4) Sole Source Purchases

Louisiana Revised Statute 39:1597 addresses sole source procurement and covers any purchase where there is "only one source for the required supply, service, or major repair item." Please note that this definition differs from the sole source definition for federal procurement which is discussed later. The following items should be addressed on all sole source procurements:

- Completion of a justification form which can be obtained from the Finance Division
- Submission of a manufacturer's published price list or notarized price list
- Obtain a signed letterhead quotation and declaration from vendor
- Consultation with the Finance Division for all sole source procurements

(5) Emergency Purchases

Louisiana Revised Statute 38:2211(5)(a) defines an emergency as "an unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

Louisiana Revised Statute 38:2211(5)(b) defines an extreme public emergency as a "catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property or continued function of the public entity."

Each of these certifications require that the Parish certify the emergency and publicize the notice of such emergency within ten days of the emergency, or as soon as practical in the cases of extreme emergencies. Please consult with the Finance Division on the specific procedures to be followed for emergency purchases.

(6) State Contract and Piggyback Purchases

The Parish may utilize any state contract awarded by the Louisiana Office of State Procurement without having to perform additional procurement procedures. In addition, the Parish may piggyback off of other awarded contracts from other governmental entities as long as the other governmental entity followed proper procurement procedures. The departments should contact the Finance Division for additional information and compliance requirements for use of state contracts and piggyback contracts.

(B) Purchases Procured under a Federal Grant or Other Federal Funding Sources

NOTE: WHEN LOCAL OR STATE PROCUREMENT GUIDELINES ARE MORE RESTRICTIVE THAN THE FEDERAL PROCUREMENT GUIDELINES LISTED BELOW, THE LOCAL OR STATE GUIDELINES SHOULD BE FOLLOWED. MOST FEDERAL GRANTS WILL INCLUDE A STATEMENT THAT SUB RECIPIENTS SHOULD FOLLOW THEIR OWN PROCUREMENT PROCEDURES WHICH REFLECT APPLICABLE STATE AND LOCAL LAWS AND REGULATIONS PROVIDED THAT THE PROCUREMENT CONFORMS TO APPLICABLE FEDERAL LAW AND STANDARDS. A PRIME EXAMPLE WOULD BE THE PURCHASE OF MATERIALS AND SUPPLIES (COMMODITIES). STATE LAW IS MORE RESTRICTIVE ONCE THE PURCHASE AMOUNT IS \$30,000.

(1) Federal Procurement Methods

Any procurement utilizing federal funds should comply with the Code of Federal Regulations (CFR) 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (formerly Office of Management and Budget (OMB) Circulars A-102 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and A-87 – Cost Principles for State, Local and Indian Tribal Governments).

The following are general guidelines to be followed when purchases are procured under a federal grant program or other federal funding sources. Each of the federal programs may have specific procedures that must be followed. Each Parish departmental grant manager should communicate directly with their respective grantor agency as well as review the specific Code of Federal Regulations referred to previously. Each federal grantor agency will have various program requirements identified in the Code of Federal Regulations that are applicable to that federal agency's program therefore the Parish departmental grant manager should ensure that the Parish is in compliance with all of that agency's program requirements. An initial project cost estimate is to be completed for each federal procurement activity and is to be prepared by the Department requesting the procurement.

(a) Micro Purchases Procedures (\$0 - \$10,000)

No specific procurement requirements are applicable to this level of procurement but the department should ensure cost reasonableness and, when practical, the department should distribute the purchases among qualified suppliers. Grant Managers should be aware that grants awarded prior to December 26, 2014 will apply the prior criteria of \$100,000 for the small purchase method with no micro purchase method. (Note: The \$10,000 federal limit may be adjusted periodically by the U.S. Government. The latest increase was \$10,000 on June 20, 2018 as set forth in the National Defense Authorization Acts (NDAA).)

(b) Small Purchase Procedures (\$10,001 - \$249,999)

Small purchase procedures are relatively simple, informal procurement procedures that can be used when purchasing services, materials, supplies, equipment, and/or other property that will cost in the aggregate an amount above \$10,000 but not more than \$250,000 except where further limited by state law or federal grant program requirements. Each responsible department must obtain an adequate number of quotes. Preferably, a minimum of three oral or written price or rate quotations from qualified sources should be received. However, if three or more quotations were requested yet only two responses were received then the procurement may proceed without further procedures. Department Grant Managers should communicate with the grantor agency since some grantors may take the position that three responses must be received in order to avoid a nonresponsive designation. Documentation on all quotations received (whether oral or written) should be made a part of the procurement file. The Parish requests that the "Request for Quote", or the "Request for Qualifications Quote" (RFQQ for services), documentation and delivery requirements be followed by the department. From a Parish standpoint, oral quotes may be used on limited occasions after approval from the Finance Division. Under federal procurement, if only one response is received then the procurement is considered to be a noncompetitive proposal or sole source procurement. Please refer to Section III(B)(1)(d). Grant Managers should be aware that grants awarded prior to any change in the micro or small purchase methods amounts might apply the prior purchasing limit criteria or another criteria if separately stated in federal law.

(b) Sealed Bids (\$250,000 or more)

Under this procedure, bids are publicly advertised or solicited in accordance with the Parish procurement policy and the State Public Bid Law. A firm fixed price contract (either lump sum or unit price) should be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids. 2 CFR 200.325 requires contracts for construction or improvements exceeding the Simplified Acquisition Threshold to include bid guarantees, performance bonds and payment bonds.

The sealed bid method is the preferred method for procuring construction contracts. However, competitive sealed bids can be used only when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions, (2) there are two or more responsible bidders who are willing and able to compete effectively, and (3) the procurement can be made utilizing a firm fixed price contract and selection of the successful bidder can appropriately be made on the basis of price (assuming that bidder is fully responsive).

When formal advertising is used the following conditions should be met:

- The advertisement for bids should be publicly advertised in accordance with state law.
- The advertisement for bids, including the specifications and pertinent attachments, should clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
- All bids should be opened publicly at the time and place specified in the advertisement for bids.
- A firm fixed-price contract award should be made by written notice to the lowest responsible and responsive bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs should be considered in determining which bid is lowest. Payment discounts should only be used to determine low bid when prior experience indicates that such discounts are generally taken.
- Notwithstanding the above, any or all bids may be rejected when there are sound, documented business reasons in the best interest of the Parish and/or federal grant program.

(c) Competitive Proposals (Requests for Proposals/Qualification Statements)

The technique of competitive proposals is normally conducted with more than one source submitting an offer. This method may be used when the sealed bid and small purchase methods are not appropriate. Adherence to individual grant program requirements is a necessity therefore the Parish departmental grant manager should review those requirements. Some programs (i.e. Community Development Block Grant - CDBG) require that architectural and engineering services be procured via requests for qualification statements while administrative consulting services must be procured via requests for proposals. CDBG program requirements also provide that other professional services may be procured by requests for proposals. However, other federal programs may allow administrative grant consulting services to be procured via requests for qualification statements where price is a factor.

The following procedures will be used for competitive proposals:

- Requests for proposals or qualification statements must be publicized or solicited in accordance with the rules of the Parish and/or federal grant program funding the purchase. All responsive submittals will be honored and entered into the competition.
- The request for proposals or qualification statements should identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements.
- The selecting official (or committee, if one is designated) should review all proposals and statements received and make a technical evaluation of each.
- Contract award will be made to the responsible offeror whose submission is deemed most appropriate to the Parish with consideration for price, qualifications, and other factors set by the local governing body.

Architectural and engineering services are procured via requests for qualification statements or requests for proposal responses from an adequate number (hopefully three) of qualified sources. (Please note that some grant program requirements – i.e. CDBG - may specifically state that three proposals should be solicited in lieu of an adequate number of qualified sources.) This qualifications-based procurement of architectural/engineering (A/E) professional services includes the evaluation of competitors' qualifications with the most qualified competitor being selected without reference to price. The Parish would then enter into contract negotiations with the most qualified competitor which will include negotiation of price to ensure cost reasonableness. At the conclusion of successful negotiation, the competitor should be invited to enter into a contract.

In addition to architectural and engineering services, administrative consulting services or other professional services may be procured via requests for proposals/qualifications, if allowed by federal program requirements. However, those requests must include an evaluation of price factors.

(d) Noncompetitive Proposals or Sole Source Procurement

Noncompetitive proposals (negotiations) should be used when: (1) the small purchase, competitive sealed bids, or competitive proposal (negotiations) procedures are not feasible, (2) the item or service being procured is available only from a single source, (3) the noncompetitive proposals (negotiations) will involve the solicitation of a proposal from only one source or (4) if after solicitations under one of the federal procurement methods above, the procurement resulted in only one response, proposal, or qualification statement. Coordination with the grantor of the federal program should be made when noncompetitive negotiation is used (CDBG requires written authorization).

As a recap, in order to qualify for this type of procurement, one of the following circumstances must apply:

- The item or service is available only from a single source.
- Procurement is determined to not be feasible under of the other three referenced methods of procurement or it is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
- After solicitation of a number of sources, competition is determined to be inadequate (i.e. received only one response).

(2) Cost or Price Analysis

Federal procurement guidelines require that grantees and sub recipients perform a cost or price analysis in conjunction with every procurement action including any contract modifications that exceeds the Simplified Acquisition Threshold currently set at \$250,000. The purpose of this analysis is to ensure that the resulting price paid is reasonable. Cost analysis is the review and evaluation of each element of cost, which aggregate to the overall price, in order to determine reasonableness. This is traditionally used in conjunction with sole source contracts or construction contracts that have labor, material and profit components all of which should be considered for reasonableness. Price analysis is the preferred Parish method of analysis due to its efficiency, fairness and compliance with government and commercial practices. Price Analysis includes the comparison of price quotations and is used in conjunction with purchases of materials, supplies or other fixed price purchases. For federal grant purposes, costs or prices based on estimated costs should be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals.

For other nonfederal purchases, each department is required to prepare a cost or price estimate prior to procurement whenever feasible. For construction contracts, a probable cost opinion is provided by the architect or engineer and can be used for any procurement purposes. For commodities, a price estimate from the internet, a catalog, a vendor, etc. may be utilized. In addition to the cost analysis for purchases in excess of the simplified acquisition threshold, a formal cost or price analysis is required for federal grant purposes after procurement in all sole source procurements, with all contract modifications (i.e. change orders) and in any case where competition was lacking after a formal procurement process was undertaken (i.e. only one bid was received). As with the pre-procurement cost or price estimate, each department is responsible for completing this analysis.

(3) Contractor Debarment and Suspension

Federal procurement guidelines prohibit contracting with any parties that are listed on the "System for Award Management" (SAM). This list identifies all parties that have previously been debarred, suspended or otherwise excluded from receiving any solicitations for procurement activities in addition to contracting on any projects involving federal funds. The department grant manager is responsible for ensuring that the Parish does not contract with any debarred or suspended individual or company.

(4) Bonding Requirements

The Parish will require the use of bid bonds and payment and performance bonds for purchases utilizing federal grant funding just as it would when using local or state funding. The bid bond and payment and performance bond requirements for the local or state funding are included in Sections III(A)(1), III(A)(2) and III(A)(3). These requirements comply with state law and also comply with the federal guidelines.

(5) Procurement of Recovered Materials

When federal grant funds are being utilized, 2 CFR Section 200.322 requires procurements in excess of \$10,000 to contain the highest percentage of recovered materials practicable while consistent with maintaining a satisfactory level of competition. The Department Grant Manager and Department Supervisor should review, and coordinate with other departments as needed, all applicable purchases to determine how the Parish can incorporate these provisions into the purchases using federal grant funding. The Division of Finance will assist in the communication and implementation of these requirements if the formal bid process is being utilized. The details regarding the recovered materials requirement will be included in the bid specifications.

The Environmental Protection Agency (EPA) and the United States Department of Agriculture (USDA) will designate items that are considered to have recovered material components. Some of the products that can be purchased using recovered materials include, but are not limited to:

- (a) Construction Products (building insulation, carpet, carpet cushions, cement and concrete, consolidated and reprocessed latex paint, floor tiles, flowable fill, laminated paperboard, modular threshold ramps, non-pressure pipe, patio blocks, railroad grade crossing surfaces, roofing materials, shower and restroom dividers and structural fiberboard),
- (b) Landscaping Products (garden hoses, hydraulic mulch, lawn and garden edging),
- (c) Non-paper Office Products (office furniture, plastic envelopes, and plastic trash bags),
- (d) Paper and Paper Products (newsprint, paperboard and packaging products),
- (e) Parks and Recreation Products (plastic fencing and running tracks),
- (f) Transportation Products (channelizers, traffic cones and delineators),
- (g) Vehicular Products (engine coolants, retread tires and rebuild vehicular parts), and
- (h) Miscellaneous Products (mats, pallets and signage).

Exemptions from this requirement are available if the purchases cannot be competitively provided within a reasonable time frame, will not meet reasonable performance standards, or will not be at a reasonable price. Procurement specifications should provide that the vendors/contractors provide certifications with respect to recovered materials utilized in the project.

IV. CONTRACT, BONDING AND INSURANCE REQUIREMENTS AND CONTRACT COSTS

The Parish should maintain contract administration systems that ensure contractors perform in accordance with the terms, conditions, and specifications of any contracts or purchase orders. Individual departments should assign a specific employee with the responsibility to oversee all procurement functions from the initial communication of a procurement need to the final vendor payment for that procurement. Records sufficient to detail the history of the procurement and contract compliance should be maintained. These records include, but are not limited to, the method of procurement, selection of contract type, contractor selection or rejections and the basis for the contract price. Problems with record keeping could affect the Parish's ability to receive subsequent grant awards, if applicable. The Parish may require payment and performance bonds on various procurement activities as further discussed in Sections III(A)(1), III(A)(2), and III(A) (3) as well as III(B)(4). It is the responsibility of each department to ensure that the payment and performance bonds are received, are in sufficient amounts, and remain current until completion of the project.

With respect to insurance requirements, it is the responsibility of each department to ensure that Certificates of Insurance, when required by procurement specifications, are received and in sufficient amounts. Not only should the amounts of insurance be sufficient but the Parish should be listed as an additional insured, when applicable. The department should also note the expiration dates on the Certificates of Insurance so that new Certificates are received for the new policy period if the project is still ongoing; otherwise, the contractor will be in default of the contract. Current insurance requirements related to procurement activities may be obtained from the Finance Division.

For the majority of purchases (some exceptions apply), the Parish will require either a purchase order or formal contract utilizing a fixed price type of arrangement which is discussed further in the next paragraph. A purchase order is the vendor's authorization to ship equipment, materials, supplies, or perform services specified. It constitutes a legal contract between the Parish and the vendor and should not be changed by anyone other than the Finance Division. For formal contracts, the Parish is also attempting to utilize standardized contract language for the majority of its written contracts. The purpose in developing standardized contracts is to ensure that the contracts cover all required statutory guidance, are professional in development and content, and present a common ground for contract work. The standardized contract language has been reviewed by the Finance Division, including Risk Management, as well as the Parish Legal Counsel. The department should coordinate with the Finance Division to ensure that the applicable standardized contract is utilized. If the department believes that additional language should be added to the standardized contract then further coordination should be made with the Finance Division and the Parish Legal Counsel.

A fixed price purchase order or contract is effective when a complete project description, or scope of work, is available along with well-defined requirements and/or specifications. A fixed price contract must establish a guaranteed price that may not increase unless there is a contract amendment that increases the scope of work. Fixed price purchases are the preferred type of Parish agreement due to its ability to limit risk to the Parish. The second type of procurement arrangement is a cost reimbursement procurement that should be utilized in a limited number of instances when a fixed price arrangement is not feasible. It is most appropriate when the scope and extent of the work to be performed are not clearly defined. Labor, materials and profit must be considered in order to determine reasonableness of this type of contract. It is strongly recommended that a maximum contractual amount be established when utilizing this type of procurement and that any profit factor not fluctuate unless the scope of work is increased for some reason. Any increase in the maximum amount or profit factor due to a scope of work increase should be documented by a contract amendment. A third type of procurement arrangement is a cost plus percentage of cost and percentage of construction cost methods and **should not** be used. Louisiana Revised Statute 38:2221 discusses cost plus contracts and, in fact, prohibits them except in certain specifically authorized situations. 2 CFR 200.323(d) prevents the use of cost plus a percentage of costs and percentage of construction cost contracts. A combination of the first two arrangements is possible when the circumstances warrant it.

Regardless of funding source (i.e. local, state or federal), the Parish utilizes standard purchase orders as written agreements in the majority of the smaller procurements. Contracts are utilized with the larger procurements. However, when federal funds are involved, the department grant manager should exercise additional caution and coordinate with the Finance Division regarding the proper procurement procedure to follow in addition to ensuring that the appropriate contractual provisions and conditions requirements of grants are addressed. The contractual and grant condition requirements referred to in the previous statement will be affected by the following three sources of laws and/or regulations: (1) Code of Federal Regulations (CFR), (2) specific grantor requirements, and (3) national policy requirements for grant programs. In accordance with 2 CFR, all federal procurement activity must be associated with "good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to, source evaluation, protests, disputes and claims."

(A) Code of Federal Regulations (CFR) – Specific Grantor Regulations

As previously stated, any procurement utilizing federal funds should comply with 2 CFR Part 200 which revised and consolidated into one location the following previously issued Circulars: Office of Management and Budget's (OMB) Circular A-87 – Cost Principles for State, Local and Indian Tribal Governments and OMB Circular A-102 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. However, the other sections of the Code of Federal Regulations (CFR) also provide another significant source of information related to individual grant programs.

Traditionally the Parish has received the majority of its recurring federal funding from the federal agencies listed below. The Code of Federal Regulations for each of the federal agencies below will provide additional information related to specific grantor regulations.

- Agriculture Department – 2 CFR 400 et seq. and 7 CFR
- Energy Department – 2 CFR 900 et seq. and 10 CFR
- Department of Housing and Urban Development – 2 CFR 2400 et seq. and 24 CFR
- Justice Department – 2 CFR 2800 et seq. and 28 CFR
- Department of Labor – 2 CFR 2900 et seq. and 29 CFR
- Interior Department – 2 CFR 1400 et seq. and 43 CFR
- FEMA, Homeland Security Department – 2 CFR 3000 et seq. and 44 CFR
- Department of Health and Human Services – 2 CFR 300 et seq. and 45 CFR
- Department of Transportation – 2 CFR 1200 et seq. and 49 CFR

As part of the Parish requirement to maintain sufficient records, all contracts should contain the following specific contractual provision requirements which are subject to applicability and change by the federal agency (2 CFR Part 200 Appendix II):

(1) Administrative, Contractual or Legal Remedies Provision

For federal procurements in excess of the simplified acquisition threshold which is currently at \$250,000, procurement contracts should contain a provision that allows for administrative, contractual, or legal remedies if contractors violate or breach contract terms and, when the circumstances are appropriate, the contract can address sanctions and penalties.

(2) Termination Provision

All federal procurement contracts in excess of \$10,000 should allow the Parish to terminate the contract for cause and for convenience including the manner in which it will be done and the basis for settlement.

(3) Equal Employment Provision

For all contracts that meet the definition of "federally assisted construction contract" as defined in 41 CFR Part 60, a provision should be included in the contract for compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60) which prohibits discrimination in employment under federal contracts.

(4) Construction Wage Rate Requirements (Previously Known as Davis-Bacon Act Provision)

When a grant program specifically requires compliance with Davis-Bacon Act then all construction contracts in excess of \$2,000 should contain a provision for compliance with this Act (40 USC 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5). This Act provides for the payment of prevailing wage rates among other compliance requirements. (Note that not all federal grant programs are required to comply with Construction Wage Rate Requirements (previously referred to as Davis-Bacon Act) even if the activity involves construction work. Communication with the grantor is required.)

(5) Contract Work Hours and Safety Standards Act Provision

For all contracts in excess of \$100,000 which involve the employment of mechanics or laborers, a provision for compliance with the Contract Work Hours and Safety Standards Act (40 USC 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5) should be included in the contract.

(6) Rights to Inventions Provision

All contracts should include a provision notifying the contractor about any awarding agency requirements and regulations pertaining to the substitution of parties, assignment or performance of experimental, developmental or research work under the funding agreement as defined in 37 CFR Part 401.2(a). The federal award must meet the definition of a funding agreement as referenced above and the recipient or subrecipient desires to enter into a contract with a small business firm or nonprofit organization.

(7) Clean Air Act and the Federal Water Pollution Control Act

All contracts, subcontracts and sub-grants in excess of \$150,000 must contain a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

(8) Debarment and Suspension

All contracts must comply with 2 CFR Part 180 which implements Executive Orders 12549 and 12689 and prohibits the contracting with any party listed on the "System for Award Management" (SAM). SAM exclusions identify the names of all parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutor or regulatory authority other than Executive Order 12549.

(9) Byrd Anti-Lobbying Prohibition

Federal funds must not be used to pay any person or organization for influencing or attempting to influence anyone with any federal contract, grant or other award covered by 31 U.S.C.1352. 31 U.S.C. 1352 also requires that contractors that apply or bid for an award exceeding \$100,000 where federal funds are used must file the required certification stating that the parties will not and have not used federal funds to pay any person or organization for influencing or attempting to influence anyone with any federal contract, grant, or other award covered by 31 U.S.C. 1352.

(10) Procurement of Recovered Materials

2 CFR Part 200.322 requires procurements in excess of \$10,000 to contain the highest percentage of recovered materials practicable while consistent with maintaining a satisfactory level of competition.

The Parish should maintain contract administration systems that ensure contractors (or vendors) perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Remedial action by the Parish through legal processes should be considered in instances of identified significant nonperformance. Changes to the contract provisions will be considered and, if necessary, approved by the federal grantor agency.

(B) Specific Grantor Requirements

When the Parish is allocated a federal grant, a written cooperative endeavor (or sub-grant) agreement is routinely issued with the federal or state grantor agency regarding the specific operational and compliance issues that are applicable to that particular program. In addition to this agreement, the federal agency will also identify each of its program requirements in the previously referenced CFR. The federal or state agency may have also created a program guidance manual which should be utilized by the Parish department grant manager to ensure that all compliance requirements of the program are in fact adhered to by both the Parish and its contractors.

Before any purchase order, or purchase order number, is issued or any contract negotiated, the department grant manager should ensure that all specific grantor requirements are known, implemented and incorporated into the contract, when required. Any contracts executed should specifically refer to this grant guidance and/or identify the specific requirements that must be followed.

An example of the above requirement is related to the Department of Housing and Urban Development (HUD). HUD's grant requirements include provisions for compliance with the following laws which are not all inclusive but primarily applicable to HUD programs: (1) Housing and Community Development Act of 1974 which provides that no person shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program funded in whole or in part with HUD funds, and (2) Housing and Urban Development Act of 1968 which ensures employment and other economic opportunities be directed to low and very low income persons when HUD funding is provided. Other federal agencies will refer to other laws that impact only certain grants. Reference to agency guidelines published in the Code of Federal Regulation (CFR) and grant agreements should be reviewed by the department grant managers prior to the commencement of any procurement activity.

(C) National Policy Requirements for Grant Programs

In addition to the above two sources of grant or program laws and regulations, there are certain national policy requirements that are applicable to grants that the Parish may receive. These national policy requirements are, in fact, laws and regulations that must be followed by the Parish and its contractors when applicable. Failure to adhere to the regulations may result in fines, denial of current or future grant funding, or other disallowance of costs incurred.

The following list, which may not be all-inclusive for all federal programs, identifies some of the national policy requirements that may be applicable to a Parish contract when funded by a federal grant and should, therefore, be referenced in any contract executed when applicable or specifically required by the grantor agency. (Those requirements marked with an ** must be included in all procurement contracts while those requirements marked with an ++ are included in all procurement contracts as federally required contractual provisions for 2 CFR Part 200 Appendix II even though they may not be specifically applicable given the scope of the contract).

(1) Civil Rights Requirements

(a) Civil Rights Act of 1964

- (i) (When specifically required by the grantor agency) Title III** prohibits state and municipal governments from denying access to public facilities on grounds of race, religion, gender or ethnicity.
 - (ii) **Title VI** prohibits a person from being (a) excluded from participation in, (b) denied the benefits of, or (c) subjected to discrimination based on race, color or national origin in federally funded programs.
 - (iii) (When specifically required by the grantor agency) Title VII** prohibits discrimination by employers on the basis of race, color, religion, sex or national origin including discrimination against an individual because of his or her association with another individual with the above protected rights.
- (b) (When applicable) Civil Rights Act of 1968 - Title VIII** - prohibits discrimination based on race, color, religion, sex, handicap, familial status or national origin in sale, rental or financing of housing.
- (c) (When applicable) Title IX of the Education Amendments of 1972** prohibits discrimination on the basis of sex in any federally funded education program or activity.
- (d) **Age Discrimination Act of 1975** prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- (e) (When applicable) Americans with Disabilities Act of 1990** is applicable for building construction or alteration and prohibits discrimination based on a disability defined as a physical or mental impairment that substantially limits a major life activity and includes the following provisions:
- (i) Title I** prohibits discrimination against the disabled in employment activities (i.e. application procedures, hiring, advancement, training and discharge) and is regulated by the Equal Employment Opportunity Commission (EEOC).
 - (ii) Title II** prohibits discrimination against the disabled by all public entities at the local and state level including access to all programs and services offered by the public entity as well as physical access to public buildings and is regulated by the Department of Justice (DOJ).
 - (iii) Title III** prohibits discrimination against the disabled with regards to full use and enjoyment of any place of public accommodation and is regulated by the Department of Justice for public accommodations and Department of Transportation for transit activity.
 - (iv) Title IV** requires the telecommunications industry to provide functionally equivalent services and is regulated by the Federal Communications Commission (FCC).

- (v) **Title V** addresses other miscellaneous provisions related to discrimination including but not limited to retaliation prohibitions.
- (f) **(When specifically required by the grantor agency) Section 504 of the Rehabilitation Act of 1973** prohibits the discrimination of an otherwise qualified individual solely because of a disability from programs receiving federal financial assistance including program accessibility, accessible new construction and alterations, reasonable accommodations, and effective communication by the hearing and visually disabled.
- (g) **(When specifically applicable) Intergovernmental Personnel Act of 1970** addresses the merit system for recruiting, selecting and advancing state and local government personnel which are funded by specific federal grant programs.
- (h) **(When specifically applicable) Drug Abuse Office Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970 and the Public Health Service Act of 1912** prohibit discrimination on the basis of drug abuse, alcohol abuse or alcoholism and provides for confidentiality of alcohol and drug abuse patient records.

(2) Labor and Construction Requirements

- (a) **CFR Requirements from Section IV(A)** above that are applicable to this section and are thus reproduced as a Labor and Construction Requirement as well:
 - (i) ****++ Executive Order 11246, Equal Employment Opportunity** (as previously discussed in Section IV(A)(3) above) which applies to all contracts that meet the definition of "federally assisted construction contract" and prohibits discrimination in employment under federal contracts with respect to race, color, religion, or national origin. **Executive Order 11375** added the sex/gender classification to the coverage list.
 - (ii) **++ (When applicable) Davis-Bacon Act** requires all construction contracts in excess of \$2,000 to provide for the payment of prevailing wage rates to laborers and mechanics among other compliance requirements. (Note that not all federal grant programs are required to comply with Davis-Bacon Act even if the activity involves construction work. Communication with the grantor is required.)
 - (iii) **++ (When applicable) Contract Work Hours and Safety Standards Act** applies to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers and requires that the wages of every mechanic and laborer be computed on the basis of a standard work week of forty hours with work in excess of forty hours per week being compensated at a rate of not less than one and one-half times the basic rate of pay. The Act also prohibits working conditions that are unsanitary, hazardous or dangerous to the employee's health or safety.
- (b) **(When applicable) Copeland "Anti-Kick-Back" Act (18 USC 874)** as supplemented by Department of Labor regulations (29 CFR Part 3) requires all contracts and sub-grants for construction or repair to contain a provision that prohibits a contractor or sub-recipient from inducing, by any means, any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he is otherwise entitled.

- (c) ***** (When applicable) 31 USC 1352 Byrd Anti-Lobbying Prohibition** requires that grant funds not be used to influence or attempt to influence any person with respect to the awarding, making or modification of any federal contract, grant, loan or cooperative agreement. Procurement contracts should always include the above provision but the reporting requirements of this law are only applicable to contracts over \$100,000.
- (d) **(When applicable) Hatch Act** which specifically prohibits state or local government employees (whose principal employment is in connection with any federal loan or grant activity) from using his official authority to influence for purpose of affecting an election or from advising directly or indirectly the payment, lending or contributing anything of value to a political purpose or becoming a candidate for elective office. (This traditionally applies to sub-recipients of grants and not contractors unless the contractor is a state or local government entity.)
- (e) **(When applicable) Lead Based Paint Poisoning Prevention Act** prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
- (f) **(When specifically required by the grantor agency) Architectural Barriers Act of 1968** requires the design, construction and alteration of buildings and facilities financed with federal funds to accommodate physically handicapped persons with access to and use of such buildings.

(3) Environmental Protection Requirements

- (a) **++ Clean Air Act (42 U.S.C. 4701-7671)** regulates air emissions from stationary and mobile sources in order to address the public health and welfare risks posed by air pollutants and is required for contracts in excess of \$150,000.
- (b) **++ Federal Water Pollution Control Act (33 U.S.C. 1251-1387)**, regulates the discharge of pollutants into waters as well as the quality standards of surface water and is required for contracts in excess of \$150,000.
- (c) **(When specifically required by the grantor agency) Safe Drinking Water Act of 1974** protects public health by regulating the nations' public drinking water supply and its sources including rivers, lakes, reservoirs, springs and ground water wells.
- (d) ****Energy Policy and Conservation Act** is a broad sweeping energy related requirement that all contracts should reference that states the contractor will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan. In addition to this generic requirement, each individual grant will identify the specific environmental actions or reviews that must be complied with in order to complete the scope of work for the grant.
- (e) **(When applicable) National Environmental Policy Act (NEPA)** establishes regulations protecting the environment and ensuring that all branches of government, including grant sub recipients, take no action that will have an adverse impact on the environment.
- (f) **(When specifically required by the grantor agency) Coastal Zone Management Act of 1972** requires that federally funded activities be conducted in a manner so as to preserve, protect, develop and restore the resources of the Nation's coastal zone in accordance with federal and state plans.
- (g) **Toxic Substance Control Act** places restrictions on chemicals that pose unreasonable risks, such as surfaces that could be covered with lead-based paint.

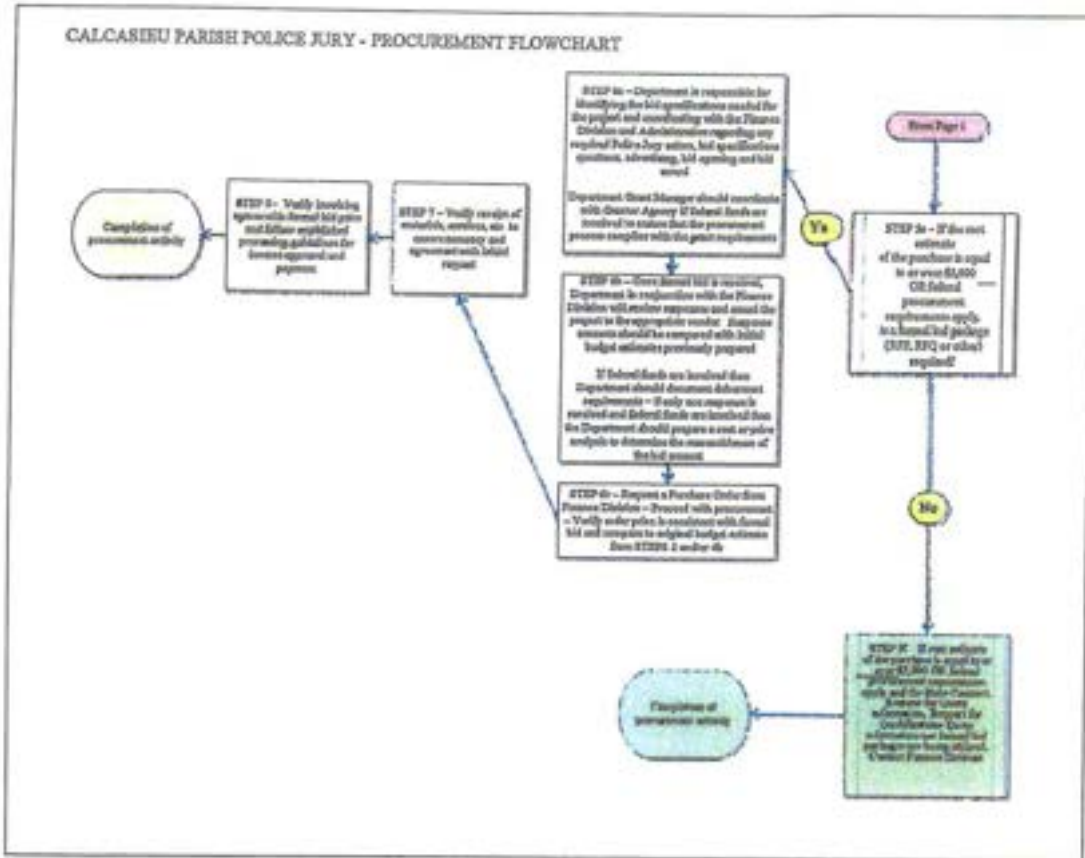
- (h) ++ **Resource Conservation and Recovery Act of 1976** (2 CFR 200.322) is applicable to non-federal entities and requires compliance with Section 6002 (of the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act) to include "procuring only items designated in guidelines of the Environmental Protection Agency at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price so the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$20,000; procuring solid waste management services in a procurement of recovered materials identified in the EPA guidelines."

(4) Other Requirements

- (a) **Reporting Provision** requires that all contracts should include a requirement that the contractor assist the Parish, when applicable, with any awarding agency requirements and regulations pertaining to reporting.
- (b) **Records Access Provision** requires that all negotiated contracts shall include a provision that makes it possible for the Parish, state or federal grantors, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm that are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions.
- (c) **Record Retention Provision** requires that any contract executed must include a provision that all required records will be maintained by the contractor/firm for a minimum period of three years after the Parish formally closes out each federal program. Parish grant managers should verify the three year record retention period with each respective grant agency to ensure that a longer period is not required.
- (d) *****Debarment and Suspension Prohibition** (as previously discussed in Section III(B)(3) above) requires that all contracts contain a provision that the Parish will not issue a contract with any party listed on the "Excluded Parties List System" or that the Parish will verify that the proposed vendor is not on this list or both. This list identifies all parties that have previously been debarred, suspended or otherwise excluded from contracting on any projects involving federal funds.
- (e) **(When specifically required by the grantor agency) Metric Conversion Act of 1975 and Executive Order 12770** states that the metric system is the preferred measurement system for U.S. trade and commerce.
- (f) **(When applicable) National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973** require the purchase of available flood insurance on property constructed, acquired or repaired with federal funding if the property is located in a special flood hazard area. These are applicable to all acquisitions, construction contracts in excess of \$10,000 or to any project specifically required by grantor agency.
- (g) **(When specifically required by the grantor agency) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** provides equitable and fair treatment of persons displaced or whose real property is acquired as a result of a federal or federally-assisted program.
- (h) **(When applicable) National Historic Preservation Act of 1966 as amended by Executive Order 11593 and Archaeological & Historic Preservation Act of 1974** requires an impact review of all federally funded or permitted projects on historical buildings, archaeological sites, or other historical resources.

- (i) **(When specifically required by the grantor agency) Wild and Scenic Rivers Act of 1968** protects free-flowing streams and any adjacent land areas that are included in the National Wild and Scenic Rivers System.
- (j) **(When specifically required by the grantor agency) Endangered Species Act of 1973** protects species that are listed as endangered and threatened.
- (k) **2013 National Defense Authorization Act (41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection)** subjects any subawards and contracts over the federal simplified acquisition threshold to the provisions of the above act regarding rights and remedies for employee whistleblower protections

APPENDIX A – PROCUREMENT FLOWCHART



APPENDIX B – EXEMPT SERVICES LIST

When non-federal funds are being utilized to fund a specific procurement, it is the intent of this policy to attempt to obtain competitive prices on service related activity whenever it is feasible to do so. However, there are certain services that are of such a specialized field, sensitive in nature, emergency related, covered by other eligibility program requirements or for another viable reason makes the procurement not susceptible to further procedures. The following is a list of services that the Parish currently considers exempt from competitive pricing. This list will be updated as needed in order to properly address future services that qualify for this designation. Validations in writing are required for exempted services not listed herein.

Attorneys – Parish and Litigation
Architectural, Engineering and associated services
Aviation related services
Contract Labor for certain “employee type” activities (Case by case basis)
Cooperative Endeavor Agreements with other entities for service related projects
Court related services
Deputy Coroner and related services
Disabled vehicles/equipment services (i.e. avoid further towing)
Emergency Response Equipment or Network Security related services (911, various critical systems)
Employment related services (Drug Screening, Medical and Background Screenings, Employee Counseling)
Federal or State Program Recipient related services (Housing, Day Care, etc.)
Financial or Specialized Service Software (Bloomberg, Credit Card, Engineering, etc.)
Instructors for certain program activities
Maintenance contracts (Building, Technical Hardware or Software)
Medical related services (Health and Worker’s Compensation, Prisoner Care)
Security related services from the Calcasieu Parish Sheriff’s office or the Marshall’s office
Social Services Contracts (Services for Shelter Care, Juvenile Consulting, etc.)
Specialized Consulting Services
Veterinary Services

ATTACHMENT 10

WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes	Workforce Innovation & Opportunity Act Transfer of Funds Between Adults & Dislocated Workers
ADLW 8 Adult & Dislocated Worker Policy	Approved by WDB 1/26/2017

Purpose: To provide clarification on the Board’s authority to transfer funds between adult and dislocated worker employment and training activities allocation.

Under the Workforce Innovation and Opportunities Act, TRANSFER AUTHORITY states “A local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under paragraph (2)(A) or (3), and up to and including 100 percent of the funds allocated to the local area under paragraph (2)(B), for the fiscal year between – (WIOA) sec. 133(B)(4)

- A. adult employment and training activities; and
- B. dislocated worker employment and training activities.”

These two paragraphs describe the funding allocations for Adult & Dislocated Workers.

Local Workforce Development Board’s authority to transfer funds between the adult employment and training activities allocation and the dislocated worker employment and training activities allocation

- (a) A Local WDB may transfer up to 100 percent of a program year allocation for adult employment and training activities, and up to 100 percent of a program year allocation for dislocated worker employment and training activities between the two programs.
- (b) Local WDBs may not transfer funds to or from the youth program.
- (c) Before making any transfer described in paragraph (a) of this section, a Local WDB must obtain the Governor’s written approval. The Governor’s written approval must be based on criteria or factors that the Governor must establish in a written policy, such as the State Unified or Combined Plan or other written policy. **Regs for the WIOA §683.130**

PROGRAM SPECIFIC REQUIREMENTS FOR CORE PROGRAMS

- (b) Adult & Dislocated Worker Program Requirements
 - (5) Describe the State’s criteria regarding local area transfer of funds between the adult and dislocated worker programs.

Combined State Plan Section VI (b) (5) Page 121 – 122

TRANSFER AUTHORITY.—A local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under paragraph (2)(A) or (3), and up to and including 100 percent of the funds allocated to the local area under paragraph (2)(B), for a fiscal year between—

- Adult employment and training activities; and
- Dislocated worker employment and training activities. Per section 133 (b)(4) (4)

However, State policy will limit the maximum allowable transfer to 75 percent. A local board may send written notice requesting a transfer of funds between adult and dislocated worker funds up to a maximum amount of 50 percent in the first year in which funds are made available. In the second year, local boards may send written notification requesting up to an additional 25 percent.

<p style="text-align: center;">WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes</p>	<p style="text-align: center;">Workforce Innovation & Opportunity Act Transfer of Funds Between Adults & Dislocated Workers</p>
<p>ADLW 8 Adult & Dislocated Worker Policy</p>	<p style="text-align: right;">Approved by WDB 1/26/2017</p>

Written request must include the following information:

1. Why is there a need to transfer funds? (Example: Economic conditions such as high/low unemployment, business closures, etc.)
2. How will the transfer of funds affect the participant levels in both the Adult and Dislocated Worker Programs? Provide an estimated number of Adult and Dislocated Workers expected to be served if the transfer is granted.
3. Explain the impact on jointly funded employment and training programs in the Local Service Delivery System.

Process for making Request:

All documents are processed through the Human Services Department through correspondence with the Director, Tarek Polite

1. WDB Agenda where Board takes action to approve the amount of the transfer request.
A copy of the excerpt of those minutes will be signed by the WDB Director and included in the letter to the Louisiana Workforce Commission.
2. Notice to the Police Jury to add the request as an Agenda Item for an upcoming meeting.
CPPJ Agenda where Police Jury takes action to approve the amount of the transfer.
A copy of the Resolution signed by Parish Official will be included in the letter to the Louisiana Workforce Commission authorizing the transfer.
3. A draft letter to the Louisiana Workforce Commission is provided to the Police Jury Administrative Assistant to put on Parish Letterhead to send along with the Excerpt and Resolution.
4. The appropriate Transfer Form and Assurances from Louisiana Workforce Commission are to be attached.



ATTACHMENT 11

PARTNERSHIP AGREEMENT

Partnership Agreement

Between the Chief Elected Official
(Calcasieu Parish Police Jury)

AND

The Calcasieu Consortium Workforce Development Board
Local Workforce Development Area 51

This agreement is between the Calcasieu Parish Police Jury (CPPJ) through its President, Chief Elected Official (CEO) of the Parish of Calcasieu, the Grant Recipient and Fiscal Agent for the Workforce Innovation and Opportunity Act funding AND the Calcasieu Consortium Workforce Development Board established under the Workforce Innovation & Opportunity Act (WIOA) of July 22, 2014 for the Calcasieu Consortium Workforce Development Area 51 which includes the six parishes of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon Parishes.

WHEREAS, the Parishes of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, and Vernon have been formally designated as the Local Workforce Development Area (LWDA) #51 by the Governor of the State of Louisiana; and

WHEREAS, the Calcasieu Parish Consortium Workforce Development Board hereafter referred to as the Board, as duly certified by the Governor of the State of Louisiana, is recognized as the entity in the Local Workforce Development Area #51, hereafter referred to as the LWDA51, with responsibility to provide policy planning, program planning, oversight, and evaluation of programs funded through the Louisiana Workforce Commission; and

WHEREAS, pursuant to §679.430 of the Regulations for the Workforce Innovation and Opportunity Act (Public Law 113-128) the CEO and the local WDB will enter into a written agreement to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget and Budget circulars, and the State's conflict of interest policy.

WHEREAS, Board will enter into this partnership agreement, setting forth the roles, responsibilities, relationships, and functions of each party hereto, and as well as the responsibilities of the One Stop Operator who was sought through a competitive procurement cycle and awarded to the Calcasieu Parish Police Jury by the Workforce Development Board at its regular public meeting on April 27, 2023 and approved by the Calcasieu Parish Police Jury at its regular public meeting on April 4, 2023 and

WHEREAS, the Regulations at 20 CFR 681.400 state that "the grant recipient/fiscal agent has the option to provide directly some or all of the youth workforce investment activities" the Calcasieu Parish Police Jury, grant recipient and fiscal agent have taken action at its Public Meeting on April 4, 2023, to adopt a Resolution to add the title I Youth Program services to the Title I Adult & Dislocated Worker program services being operated by the American Job Center and furthermore approved by the Workforce Development Board at its April 27, 2023 meeting to enter into a memorandum of Understanding with the Youth Staff at the American Job Center outlining the provision of these workforce investment activities for youth; and

WHEREAS, the CEO, is required to be a party to this agreement and has been authorized by the Calcasieu Parish Police Jury as its President to serve as the authorized representative to enter into this agreement on their behalf and perform the duties as signatory authority; and

WHEREAS, the Chairperson of the Board has been duly elected by a majority of the membership of the Workforce Development Board (WDB) to serve as Chairperson of the Board and the authorized representative to enter into this agreement on the Board's behalf, and

An Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency

NOW THEREFORE in consideration of the above premises, be it resolved that the parties hereto agree to set forth roles, responsibilities, relationships, and functions to establish a firewall between the two entities in the provision of Title I Youth Program Activities and in the operation of the comprehensive one stop center in Calcasieu parish and affiliated sites in Allen, Beauregard and Vernon parishes, LWDA51/region 5 as follows

I. PURPOSE OF AGREEMENT

The purpose of the Partnership Agreement is to define the authority, roles, responsibilities of the Board and the Chief Elected Official, and to determine the procedures for the provision of Title I Youth workforce investment activities and for the operations of the One Stop Center, a partner in the American Job Center Network. The CEO hereby charges the Board, to design and implement a locally delivered workforce development system which will enable government, business, education, and labor to provide the area with a well-trained, highly skilled, and competitive workforce. The Board, in concurrence with the CEO will continue the goals of integration of resources and programs, sustained and meaningful involvement of the private sector, and a training and education system that serves the needs of both the employers and the job seekers of the area.

II. AUTHORITY, ROLES, RESPONSIBILITIES

A. General Responsibilities of Board and CEO

The Board in partnership with the Chief Elected Official, is responsible for developing the regional/local plan, selection of One Stop operators, selecting eligible youth providers, and developing a budget for carrying out the duties of the Board and other governance functions relating to the workforce development system.

The Board in agreement with the CEO shall be responsible for effective outcomes consistent with statewide goals, objectives, and performance standards approved by the Governor.

The CEO will take an active role in promoting an effective workforce program, and in conjunction with the Board, work to assure the proper utilization of federal and state funds for program development, implementation, and oversight.

B. Funds Allocation

Resources allocated to the Area will be distributed according to the following:

- 1) Where funds are allocated to the local workforce development area using Federal or State allocations formulas, those formulas will be utilized in allocating funds at the parish level.
- 2) The CEO, as grant recipient shall disburse funds for workforce development activities at the direction of the local Board, pursuant to the requirements of WIOA, provided the direction does not violate a provision of the WIOA. The local grant recipient shall disburse the funds immediately on receiving such direction from the local Board.
- 3) Grants, Fees for Services (Income), other Endowments shall be allocated as determined by the Board.

The Calcasieu Parish Police Jury will be the recipient of funds and may provide appropriate staff to operate the program for which funds will be used or contract for services.

In all instances, resources will be distributed fairly for program implementation within the parishes, and with CEO input to the Board. In no event will distribution formulas violate either state or federal allocation formulas or established procurement policies.

C. Cost Recovery

Responsibilities for disallowed costs and other liabilities will be as follows:

- (1) **First:** attempt to recover funds from the service provider(s) incurring the liability
- (2) **Second:** attempt to recover funds from an insurance carrier or bond issuer
- (3) **Third:** attempt to recover liabilities from the grant recipient available workforce development program funds to the extent allowable by law; and, if necessary, other grant recipient funds not to exceed specified dollar amount of the identified disallowed cost.
- (4) **Fourth:** attempt to allocate liability to the offending parish on a pro-rata basis according to the funds distributed in the parishes, and they shall, to the extent allowed by law, be the last resort for outstanding Board liabilities.

D. Open Meetings

The Board and the CEO will meet according to the provisions of the Open Meetings Law.

E. Reimbursement of Expenses

Neither Board members nor CEO will serve for compensation, although appropriate and reasonable workforce expenses e.g., travel, training, conferences, may be reimbursed.

III. LOCAL WORKFORCE DEVELOPMENT BOARD RESPONSIBILITIES

The Board will carry out and comply with all applicable laws and regulations including the responsibilities as outlined in the current federal Workforce Innovation & Opportunity Act (WIOA) of 2014 (the federal regulations (20 CFR Part 603, 651 & 652 et al), and any subsequent legislation granting authority to a local private sector led board for workforce development. The Board is directly responsible and accountable to the Louisiana Workforce Commission for the strategic and operational planning and oversight of all workforce, training, and services for the evaluation of all workforce development programs, including the Workforce Innovation & Opportunities Act, funded through the Louisiana Workforce Commission.

A. Functions of the Local Workforce Development Board

§679.370 "What are the functions of the Local Workforce Development Board?"

As provided in WIOA sec. 107 (d), the Local WDB must:

- (a) Develop and submit a 4-Year local plan for the local area, in partnership with the chief elected official and consistent with WIOA sec. 108.
- (b) If the local area is part of a planning region that includes other local areas, develop, and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;
- (c) Conduct workforce research and regional labor market analysis to include:
 - (1) Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
 - (2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 - (3) Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;
- (d) Convene local workforce development system stakeholders to assist in the development of the local plan under §679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local WDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local WDB.
- (e) Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
 - (1) promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Local WDB;
 - (2) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
 - (3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 - (4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;
- (f) With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and

- supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- (g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
 - (h) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:
 - (1) Facilitating connections among the intake and case management information systems of the one-stop comprehensive workforce development system in the local area;
 - (2) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
 - (3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - (4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
 - (i) In partnership with the chief elected official for the local area:
 - (1) Conduct oversight of youth workforce investment activities authorized under WIOPA sec. 129(c) adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
 - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;
 - (j) Negotiate and reach agreement on local performance indicators with the chief elected official and the Governor;
 - (k) Negotiate with CBO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with §678.715 of this chapter and must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
 - (l) Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200;
 - (1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the Local WDB determines there is an insufficient number of eligible training providers in a local area, the Local WDB may award contracts on a sole-source basis per the provisions at WIOA sec. 123(b);
 - (2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec 122;
 - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
 - (4) One-stop operators in accordance with §§ 678.600 through 678.635 of this chapter;
 - (m) In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
 - (n) Coordinate activities with education and training providers in the local area, including:
 - (1) Reviewing applications to provide adult education and literacy activities under WIOA Title II for the local area to determine whether such applications are consistent with the local plan;
 - (2) Making recommendations to the eligible agency to promote alignment with such plan; and
 - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and 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;
 - (o) Develop a budget for the activities of the Local WDB, with approval of the chief elected official and consistent with the local plan and the duties of the Local WDB;

- (p) Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*); and
- (q) Certification of one-stop centers in accordance with §678.800 of this chapter.

B. Additional Responsibilities

The Board will be responsible, either directly or indirectly through staff, for the following:

- (1) Provide policy guidance on matters pertaining to the provisions of services under state and federal law.
- (2) Market workforce services to businesses in the local workforce development area. Solicit input and participation of the local business community, serve as a single point of contact for local business to communicate their skill needs, and influence the direction of all workforce development programs and services in the local workforce development area.
- (3) Consider solicitation of additional funds from other sources, both public and private, but may not solicit funds from an entity with which the Board contracts for delivery of services.
- (4) Develop and approve a regional/local workforce plan.
- (5) Develop and approve an annual budget and submit it to the CEO for review.
- (6) Monitor and evaluate the effectiveness of the one stop centers, state agencies and other service providers or contractors providing workforce training and services, and vocational and technical education programs operated by local education agencies and institutions of higher education to ensure that performance is consistent with state and local goals and objectives. This includes approving the termination of any contract, training agreements or program if not meeting programmatic or regulatory standards.
- (7) Forward to CEO written reports summarizing Board and one stop center activities, including planning, administration, monitoring, evaluation, and financial activities; board meeting minutes and/or summary of motions, copies of audit or monitoring reports; and any other information requested by the CEO, on a timely basis.
- (8) Represent the local workforce development area in any meetings, conferences, negotiations, or other activities deemed appropriate for the proper administration on the programs.
- (9) Inform CEO of any Board vacancies.

C. Release of Liability

A member or former member of a local workforce development board will not be held personally liable for any claim, damage, loss, or repayment obligation of federal or state funds that arise from the Act unless the act or omission that causes the claim, damage, loss, or repayment obligation constitutes official misconduct on the part of the board member, willful disregard of the requirements of the Act on the part of the board member, or gross negligence on the part of the board member.

D. One Stop Operator

(1) Evaluation:

The Board will be responsible for evaluating the performance of the One-Stop Operator at a time prior to the close of each fiscal funding year (July 1 – June 30) to determine if the contracted operator has performed successfully by achieving a score of at least 70% on a form which is designed to follow the information requested in the initial Request for Proposal. The individuals who initially evaluated the proposals for the One Stop Operator during the Competitive Procurement Cycle will be responsible to evaluate the One Stop Operator prior to the Contract being extended for an additional year in the 4-year Procurement Cycle. If the evaluation proves to be an acceptable score, the contract will be extended for the additional year. If not, there will be a new Procurement Cycle to locate a One Stop Operator who is more likely to achieve the desired performance. The Board will make this decision on an annual basis.

(2) Cooperation with Board Staff

The WDB Director and staff is expected to work together with the One Stop Operator in the American Job Center to assure that the Partners are delivering top quality services to the job seekers and employers. The One Stop Operator is expected to seek information from the partners regarding the provision of Career Services, Training Services, and Employer Services.

(3) Procurement of the One Stop Operator

The Board will release a Procurement Cycle no less than every 4 years in cooperation with the Calcasieu Parish Police

Jury Purchasing Department. Outside of the input from the purchasing department staff, the Calcasieu Parish Police Jury shall not have any input on the Statement of Work, Budget, or Qualifications of the One Stop Operator in the event the CPPJ intends to submit a proposal.

E. Youth Staff

(1) Evaluation:

The State's Management Information System provided reports that show the performance achieved by entities providing Youth Services and include the following:

The WIOA at Sec 116 (b)(2)(A)(ii) stipulates performance:

- (I) The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- (II) The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;
- (III) The primary indicators of performance described in subclasses (III) through (VI) of subparagraph (A)(i)(III) The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- (IV) The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (ii), during participation in or within 1 year after exit from the program (Page 96 WIOA (iii) Relating to Credential: Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.
- (V) The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment
- (VI) The indicators of effectiveness in serving employers established pursuant to clause (iv) (Page 96 WIOA) Prior to the commencement of the second full program year after the date of enactment of this Act, the Secretary of Labor and the Secretary of Education, after consultation with the representative described in paragraph (4)(B) shall jointly develop and establish, for purposes of this subparagraph, 1 or more primary indicators of performance that indicate the effectiveness of the core programs in serving employers.

(2) Cooperation with WDB Staff

The WDB Director and staff is expected to work together with the One Stop Operator in the American Job Center to assure that the WIOA Youth Staff are operating according to the MOU in the delivery of youth workforce investment activities and that they are delivering top quality services to the Youth.

(3) Procurement of Youth Elements

WDB Staff will follow the Calcasieu Parish Police Jury Procurement Policy in the procurement of the 14 Elements for youth services.

IV. CHIEF ELECTED OFFICIAL RESPONSIBILITIES

WIOA Regulations 20 CFR 679.420 "What are the functions of the local fiscal agent?"

- (a) In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local fiscal agent. Designation of a fiscal agent does not relieve the chief elected official or Governor of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities.
- (b) In general, the fiscal agent is responsible for the following functions:
 - (1) Receive funds.
 - (2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.

- (3) Respond to audit financial findings.
 - (4) Maintain proper accounting records and adequate documentation.
 - (5) Prepare financial reports.
 - (6) Provide technical assistance to sub-recipients regarding fiscal issues.
- (c) At the direction of the Local WDB or the State WDB in single-area States, the fiscal agent may have the following additional functions:
- (1) Procure contracts or obtain written agreements.
 - (2) Conduct financial monitoring of service providers
 - (3) Ensure independent audit of all employment and training programs.

A. Board Appointments

The CEO will designate the agencies responsible for the nominations of both the Private and Public Sector. The Chief Elected Official (CEO) will be responsible for Board member appointments. Appointment to the local workforce development board will be in accordance with applicable state and federal laws, including the Workforce Innovation & Opportunity Act.

The CEO will appoint thirty-two members, with a majority of the members being representatives of business in the local workforce development area and the balance of the members representing education, one stop partners, labor, community-based organizations, economic development agencies and other individuals or representatives of entities that the CEO deems to be appropriate. The appropriate forms will be forwarded to the Louisiana Workforce Commission for evaluation prior to the Board's final certification by the Governor of the State of Louisiana.

B. Board Terms and Re-appointments

CEO will appoint board members for three years, and each member shall continue to serve until they are replaced. Terms shall be staggered so that no more than one-third of the members are appointed each year. Members may be reappointed to a new term through the proper replacement procedures by the CEO.

C. Board Vacancies

Any vacancy in Board membership will be filled by CEO in the same manner as the original appointment. Vacancies are to be filled within 60-days of the Board receiving notice.

D. Board Member Removal

Any member of the Board may be removed for cause by the appointing CEO or by the Board as per procedures contained in the Board's By-Laws.

E. Board Staff

CEO or its designee shall approve the employment of staff deemed necessary to fulfill the administrative functions of the Board. The CEO shall approve the job descriptions, salary and compensation, and levels of authority for all staff positions. Board staff is under the Calcasieu Parish Police Jury Administrative Department.

F. Provider of WIOA Title I Adult, Dislocated Worker, Youth and Other LWC Grant Programs

CEO or their designee will be responsible for the administrative functions and programmatic activities of the Title I B Adult, Dislocated Worker, and Youth Programs. The CEO or their designee shall employ and retain appropriate staff deemed necessary to fulfill the purpose of WIOA Title I program activities which shall include Career Services, Training services, on-the-job training, customized training, and supportive services as well as Business Services provided to Employers. The CEO or their designee will receive reports on expenditures, program performance, program activities, etc. The WIOA Program staff is under the Calcasieu Parish Police Jury Human Services Department.

The CEO or its designee must ensure compliance with LWC standardized management information system reporting requirements and oversee in-house data.

The CEO or its designee may provide the design framework component of local youth programs such as intake, objective assessment, and the development of the individual service strategy.

Any disputes between the partners to the agreement will be resolved by mutually satisfactory negotiation. In the event of un-resolvable issues between the Board and the CEO, such issues prove contrary to the success of the program, the CEO will select another party to assist in resolving the issue(s).

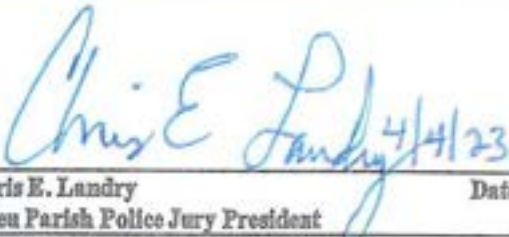

B. Amending Provisions

This agreement may be amended by the request of any party hereto, consistent with the Law, through written agreement by both parties hereto. Any alterations, additions, or deletions to the terms of this Agreement which are required by changes in federal or state Law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such Law or regulation.

C. Terms of Agreement

The terms of this agreement are effective from the date of signing until the agreement is cancelled or changed by either party. This agreement will terminate if either party provides ninety days written notification to the other of its intention to terminate. This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting and within the subject matter of this agreement. In addition, no other agreement, assertion, statement, understanding or other commitment occurring during the term of this agreement, or subsequent thereto, shall have any legal force or effect whatsoever unless properly executed in writing and if appropriate, recorded as an addendum to, or amendment of, this agreement.

WHEREFORE, WITNESS OUR HANDS BINDING THE RESPECTIVE PARTIES TO THIS AGREEMENT:

APPROVED FOR POLICE JURY		APPROVED FOR WDB	
			
Mr. Chris E. Landry Calcasieu Parish Police Jury President	Date	Ms. Sarita Scheufel, Chairperson Workforce Development Board	Date

PARISH OF  CALCASIEU
State of Louisiana
RESOLUTION

BE IT RESOLVED BY THE POLICE JURY OF CALCASIEU PARISH,
LOUISIANA, convened in Regular Session on the 4th day of April, 2023, that it does
hereby approve a Partnership Agreement between the Police Jury and the Workforce
Development Board (Board) defining the authority, roles, and responsibilities of the Board
and the Police Jury President, as well as the procedures for developing the local workforce
plan.

BE IT FURTHER AND FINALLY RESOLVED that the President of the Police
Jury, or his designee, when appropriate, is authorized to execute all documents related
thereto.

THUS PASSED AND ADOPTED on this, the 4th day of April, 2023.

STATE OF LOUISIANA
PARISH OF CALCASIEU

I HEREBY CERTIFY that the foregoing is a true and correct
copy of the original resolution as adopted by the Calcasieu
Parish Police Jury in Regular Session convened on the 4th
day of April, 2023.

IN TESTIMONY WHEREOF, I sign my official signature
and the seal of the Parish of Calcasieu, Louisiana, on
this the 5th day of April, 2023.


Kathy F. Smith, Parish Secretary

Section 4

**MULTI-JURISDICTIONAL AGREEMENT BETWEEN THE CALCASIEU
PARISH POLICE JURY, THE ALLEN PARISH POLICE JURY, THE
BEAUREGARD PARISH POLICE JURY, THE CAMERON PARISH POLICE
JURY, THE JEFFERSON DAVIS PARISH POLICE JURY,
AND THE VERNON PARISH POLICE JURY**

THIS MULTI-JURISDICTIONAL AGREEMENT is hereby effective for the period March 23, 2023 through December 31, 2024 and is by and between the CALCASIEU PARISH POLICE JURY, hereinafter referred to as "CALCASIEU," represented herein by its duly authorized Police Jury President, Mr. Chris E. Landry; the ALLEN PARISH POLICE JURY, hereinafter referred to as "ALLEN," represented herein by its duly authorized President, Mr. Tony Hebert, the BEAUREGARD PARISH POLICE JURY, hereinafter referred to as "BEAUREGARD," represented herein by its duly authorized President Mr. Kelly Bailey, the CAMERON PARISH POLICE JURY, hereinafter referred to as "CAMERON," represented herein by its duly authorized President Mr. Joe Dupont, the JEFFERSON DAVIS PARISH POLICE JURY, hereinafter referred to as "JEFFERSON DAVIS," represented herein by its duly authorized President, Mr. Joseph Steven, and the VERNON PARISH POLICE JURY, hereinafter referred to as "VERNON" represented herein by its duly authorized President, Mr. James B. "Jim" Tuck. When referring to all six parishes collectively, the reference "PARISHES" may be utilized.

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the State and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual," and

WHEREAS, the PARISHES have the authority under Louisiana Revised Statute 33:1236 to provide Workforce Innovation and Opportunity Act (WIOA) Services for the benefit of the citizens in each of the above jurisdictions, and

WHEREAS, the PARISHES consider the public benefit of services rendered to be proportionate to the costs associated with this activity.

NOW, THEREFORE, the PARISHES do mutually agree to the following terms and conditions of this Multi-Jurisdictional Agreement and hereby agree to select CALCASIEU as the Grant Recipient and Fiscal Agent of the Workforce Innovation and Opportunity Act funds for services to the residents of Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes in at least the manner permitted by the funds allocated to each jurisdiction. This Multi-Jurisdictional Agreement is to be renewed each time there is a change in the Chief Local Elected Official (CLEO).

Section 1: Purpose and Term of Multi-Jurisdictional Agreement

The purpose of this Multi-Jurisdictional Agreement is the establishment of a consortium of elected officials from multiple jurisdictions within a designated local workforce development area to share and or designate assigned roles and responsibilities in order to fulfill requirements assigned to local elected officials in both Federal and State laws. The term of this Multi-Jurisdictional Agreement is for period beginning March 23, 2021, through December 31, 2024

Section 2: Designation of a Chief Local Elected Official (CLEO)

WIOA requires the Chief Local Elected Officials (CLEOs) to approve or provide guidance on a number of Workforce Development Board (WDB) activities. Therefore, the six parish CLEOs must select a CLEO who will act on behalf of the other CLEOs. Information regarding the selection of a CLEO and the responsibilities of the CLEO are as follows:

- a) The selection/appointment process and term of the CLEO must include steps to ensure that their duties would not create, or be perceived to create, a conflict of interest between the consortium of CLEOs, WDB, Fiscal Agent, or administrative entity. Calcasieu Parish has the largest population of the six parishes and would provide both program and administrative services, which may be cost-prohibitive for the smaller parishes.

The six Police Jury Presidents will meet periodically. At each meeting, minutes shall be recorded to document the Grant Recipient and Fiscal Agent selection for the funds. The Multi-Jurisdictional Agreement will be placed on the Agenda for each of the respective Police Jury's public meetings to record the action taken to approve the Multi-Jurisdictional Agreement. Each President will have their signatures notarized and returned to the Workforce Development Office along with either a copy of the Resolution or a certified copy of the minutes of the meeting showing the action taken. These documents will be copied and sent to the LWC OWD and each Police Jury president.

- b) The designation of the CLEO to serve as the signatory for the CLEOs - The President of CALCASIEU will serve as the signatory for the consortium. A new president is elected each January.
- c) An outline of the decisions that may be made by the CLEO on behalf of the CLEOs include the following:
 - Provide guidance on the procurement of program activities. A copy of the CALCASIEU Procurement Procedures is included in the Local Workforce Plan.
 - Appoint members to serve on the Workforce Development Board (WDB). The Board may consist of at least thirty-two (32) members. Eighteen (18) of the members shall be appointed from the Private Sector Businesses that are considered in high demand by the Occupational Forecasting Conference (OFC) and listed in HiRE on the LAWorks website. The remaining fourteen (14) members shall represent the following public workforce areas: Labor Organizations/Apprenticeship two (2) members, Community

workforce areas: Labor Organizations/Apprenticeship two (2) members, Community Based Organization (CBO) four (4) members, Education such as Adult Ed/Literacy and the Community Technical College two (2) members, and Government and Community Development such as Wagner-Peyser one (1) member, Vocational Rehab one (1) member, the Department of Children and Family Services (DCFS) one (1) member and Economic Development one (1) member and Grant Recipient two (2) members. Appointees are notified in writing of their appointment and are instructed to take the oath of office and provide that document to the Grant Recipient and Fiscal Agent. The original Oath of Office for the new member is filed with the Secretary of State.

- Allocate WDB members based upon pro-rata share of the population. See Section 9 below for further information.
- Provide governance for the WDB Staff and the Program Staff of both One Stop and State staff in the American Job Center(s). The Program Staff is under the direct supervision of the Director of Human Services of the CALCASIEU. Board staff is considered employees of CALCASIEU and follow the Personnel Manual of the Human Resource Department of CALCASIEU.
- Negotiate and agree to a Memorandum of Understanding between the CLBO, the WDB, and the partner agencies for the delivery of services in the One-Stop System and the responsibility for sharing of resources and developing a process for developing the local workforce plan.
- Expend WIOA funds (or other funds allocated to the Workforce Development Area) allocated to each Parish in the Workforce Development Area to the maximum extent possible. The initial allocation received from the State will be allocated to each Parish. The ten percent (10%) administrative funds or other in-house costs shall be deducted from the total funds.

The fiscal resources are allocated to each Parish at the State level and are based on a formula stipulated in the Workforce Innovation and Opportunities Act. The pro-rata share of the allocation mirrors the population percentages. Each Parish is allocated its authorized share. The Administrative costs are restricted by the Workforce Innovation and Opportunities Act and are captured off the top. The administrative staff provides services to all six PARISHES. The Police Jury Parameters for WDBs require that the funds be spent (to the maximum extent possible) in the Parish where they are allocated.

- Enter into an agreement with WDB on the procurement of the One-Stop Operator for the American Job Center(s).
- Approve the administrative budget developed by WDB Staff for carrying out the duties of the WDB.
- In partnership with the WDB, conduct oversight with respect to the local youth and adult activities and the local delivery system (American Job Center(s)).

- Negotiate and reach an agreement with the WDB and the State of Louisiana Governor (Louisiana Workforce Commission) on local performance measures.
- Cooperate with the WDB on establishing a youth committee to operate as a subgroup within the WDB.
- Exercise, within limits outlined in the WIOA, such other powers may be agreed upon by the PARISHES in the consortium area.
- Ensure responsiveness to other workforce development duties as identified by the LWC.

d) Name, title, and contact information of the appointed CLEO.

Mr. Chris E. Landry is the President of CALCASIEU. Mr. Landry may be reached at 1015 Pithon Street, Lake Charles, LA 70601 or mail to P.O. Box 3287, Lake Charles LA 70602. Mr. Landry's email address is administration@calcasieuparish.gov.

To avoid a conflict of interest, the CLEO shall not serve on the WDB. Even though the President of the Calcasieu Parish Police Jury is the highest-ranking officer on the Police Jury, he is not permitted to take any action that has not been presented to the Calcasieu Parish Police Jury for action and approval. Therefore, no conflict of interest exists.

Section 3: Participating Chief Local Elected Officials (CLEO)

Inclusive in the various sections of this Multi-Jurisdictional Agreement are the name, representation, contact information and signature of each CLEO in the local area. The Multi-Jurisdictional Agreement shall require a governing board of CLEOs and bylaws. The CLEO consortium shall require a majority vote of the WDB to take the following actions:

- Selection of the CLEO. The Police Jury Presidents from each Parish shall have a meeting either face-to-face or by electronic connection such as a conference call to have discussion regarding the Multi-Jurisdictional Agreement and at that meeting shall make the selection of the Chief Local Elected Official (CLEO). The selection will be documented either by minutes of the meeting or a letter from the individual who is selected as the Chief Local Elected official providing the date, location, means of the meeting and a statement of his or her selection as the Grant Recipient/Fiscal Agent.
- Designation of the Fiscal Agent or Grant Recipient. See Section 5 below for further information.
- Consent from the Governor of Louisiana for the WDB to be a direct service provider (for example, one-stop operator); The Board is not seeking to be a direct service provider of WIOA funds.

- Approval of the WDB annual budget. The WDB staff will develop the budget and submit it to the CLBO as part of the CALCASIEU annual budget for approval.
- Selection of the One-Stop Operator. Procurement of the One-Stop operator will be conducted in the free and open competition within the consortium area. A bidder's list is developed, and invitations for submitting a proposal are emailed directly to each Agency identified. Notices are placed in the official journal of each Parish at least three (3) times announcing the procurement. A review committee will evaluate the proposals submitted and award points for the program, cost factors, administrative responsibility and new providers, a pre-award survey of the accounting system, staff, etc. A traditional cutoff point of 70% must be achieved in order to be considered for award. The evaluation committee may consist of members of the Police Juries from each of the PARISHES or the WDB members appointed from the six PARISHES.

Section 4: Dispute Resolution

In the event of any disagreements among the PARISHES with respect to the designation of the "Chief Elected Official," appointments to the WDB, development, and submittal of the local plan and modifications thereto, or any other disagreements within the scope of authority of the Chief Elected Officials, as set forth in the WIOA, a majority vote of the Presidents of the PARISHES shall be the final and determining factor in resolving the said disagreement.

Section 5: Fiscal Agent or Grant Recipient Designation

As referred to in Section 3 above, one of the actions to be taken by the CLBO governing board is to designate an entity to serve as the local Fiscal Agent or local Grant Recipient for WIOA funds. CALCASIEU will serve as the Fiscal Agent as well as the Grant Recipient.

CALCASIEU has served as Fiscal Agent for over thirty years. The accounting system utilized is consistent with tracking federal funds. CALCASIEU also has the capability for electronic funds transfers and has met fiscal responsibility through independent audits conducted each year.

Section 6: Grant Recipient/Liability of Funds

In accordance with WIOA 107(d)(12)(B)(I)(I), all parties to this Multi-Jurisdictional Agreement herein agree to allocate any financial liability and/or disallowed costs to the governing authority (i.e., PARISH) over which the citizen resides except for administrative oversights by the Fiscal Agent. With respect to the latter exception to the general rule that disallowed costs remain with the governing authority over which the citizen resides, there may be situations when processing eligibility paperwork whereby the Fiscal Agent inadvertently does not ask for the appropriate documentation that is routinely required or otherwise miscalculates the benefits available to that citizen. In that case, the Fiscal Agent will be financially responsible for repaying any disallowed costs since normal procedures were not followed. However, in those cases where the citizen provides false information or otherwise receives benefits to which he or she was not entitled to receive, and the Fiscal Agent followed its normal processes and deemed the citizen eligible, then the governing authority over which

the citizen resides will be financially responsible for the repayment of any disallowed costs. The Fiscal Agent itself is not responsible for verifying the accuracy of all of the information provided to the One-Stop staff by the citizen.

Section 7: Communication

In order to keep the CLEOs informed regarding WDB activities, the CLEO will utilize several procedures. The agenda packet will be emailed to each PARISH staff for distribution to the President of each of the Police Juries. The Police Jury Presidents (or their delegate) will be invited to every meeting of the WDB, especially meetings where the budget is approved as well as meetings where new WDB members have been appointed. Each Police Jury in all six PARISHES will have the option to designate a liaison from the Police Jury to work in conjunction with the WDB. The liaisons will not have voting rights nor count in the quorum of Board Members. The CLEOs will meet periodically, and they will meet at least once per year with the Workforce Development Board.

The six Police Juries may be asked to provide the same dedication to the WIOA as the WDB members themselves. This may include participation in any or all of the following:

- **Employment:** WDB members should be willing to provide gainful employment to those individuals with the qualifications to meet the job descriptions at their company. Salaries can range from minimum wage up to any amount equal to an entry-level position for which the applicant qualifies. Fringe benefits should be provided and may include such things as sick leave, paid vacation, jury duty, military leave, family medical leave, dental, vision, Employee Assistance Programs & Counseling, scholarships for employees or employees' families to attend post-secondary education, etc.
- **On-the-Job Training (OJT):** The Company that employs the WIOA applicant should be willing to participate in the On-the-Job Training through agreements with the local WDB.
- **Participation:** The WDB member, as a representative of his/her employer should be willing to:
 - Participate in Job Fairs and Hiring events offered through the American Job Center(s).
 - Post its job openings in the Louisiana Works HiRE System.
 - Encourage other industries and businesses to consider Chamber Membership, utilize the HiRE system, and enter into the Education and Workforce Development Partnership to provide such services to their Community.
 - Promote continuing education for employees for courses that will benefit the company as well as its Customers and Stakeholders.

- **Curriculum Input:** The WDB member's employer should be willing to work with the local education agencies such as: SOWELA, Lamar Salter, ABC School, McNeese State University, etc. to review and evaluate the training curricula that are pertinent to positions at the WDB member's company to assure that students are being taught the skills that are needed by each particular industry.
- **Quarterly Report:** The Workforce Development Board(WDB) member should be willing to report to the full WDB any important events occurring in the industry which they represent, especially expansions, detractions, layoffs, growth, products, workforce needs, etc.

Section 8: WDB Budget Approval

With respect to the process for reviewing and approving the WDB annual budget, the WDB local staff shall present a budget to the WDB once the allocations are received each year. The budget will be reviewed, and official action by the WDB will be initiated to either approve or disapprove the budget. Budgets will be developed for each funding stream received by the WDA. The draft budget will be forwarded to the Police Jury of each PARISH by the WDB staff.

Section 9: WDB Member Representation

All of the PARISHES herein agree to the membership representation and requirements outlined in this section of the Multi-Jurisdictional Agreement. Allocation of WDB members shall be based upon the pro-rata share of the population for the six parishes. There will be thirty-two (32) appointed members to the WDB and shall be representative of the six parishes based upon the population as a percentage of members as follows:

The total population of the 6-parish area is 367,706. Calcasieu Parish's population is 216,785, which is 59% of the total and shall warrant 18 Board members; Vernon Parish's population is 48,750, which is 13% of the total and shall warrant 5 Board members. Beauregard Parish's population is 37,253, which is 10% of the total and shall warrant 3 Board members; Jefferson Davis Parish's population is 32,345, which is 9% of the total and shall warrant 3 Board members; Allen Parish's population is 25,605, which is 7% of the total and shall warrant 2 Board members; and Cameron Parish's population is 6,968, which is 2% of the total and shall warrant 1 Board member.

Parish	Population	Percentage Of Total Population
Calcasieu	216,785	59%
Vernon	48,750	13%
Beauregard	37,253	10%
Jefferson Davis	32,345	9%
Allen	25,605	7%
Cameron	6,968	2%
Total Population	367,706	

With respect to the size of the WDB, as the number of members increases, it becomes more difficult to ensure that a quorum is present, especially when members must drive distances to attend the meetings. The LWC OWD has stipulated that the minimum number of WDB members possible is twenty-three (23). The PARISHES herein agree that, at this time, thirty-two (32) members is an optimum number of WDB members. In addition, the PARISHES also agree that the private sector and public sector shall be divided between all six parishes.

After the initial three years, all members are nominated and appointed for three years. Should any of the members resign or disqualify to serve, the replacement member will be appointed to serve the unexpired term, thus keeping true the 3-year terms. Terms are staggered so that no more than half of the Board members are changed at one time.

The member nomination process is as follows: CALCASIEU will designate the nominating agencies as stipulated in the Workforce Development Board Handbook by official action at a public meeting. The Chambers of Commerce in each Parish will be responsible for nominating the private sector members. The private sector members shall represent high-demand occupations in Region 5. The Labor Market Information in Louisiana Occupational Information System provided information on two hundred and eighteen (218) occupations that have average annual wages of at least \$10.00 per hour. WDB members will be selected in accord with the occupations in the table below as follows:

HIGH DEMAND OCCUPATIONS RLMA5 – 2021 TO 2023								
Stars	Code	Occupational Title	Growth	Exits	Transfers	Openings	Salary	Hourly
5	51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	110	70	110	290	\$58,173	\$27.97
5	11-1021	General and Operations Managers	40	40	120	200	\$115,848	\$55.70
5	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	50	90	70	200	\$61,353	\$29.50
5	51-1011	First-Line Supervisors of Production and Operating Workers	10	70	120	200	\$62,092	\$29.85
5	51-4121	Welders, Cutters, Solderers, and Brazers	60	40	80	180	\$68,338	\$32.85
5	49-9041	Industrial Machinery Mechanics	-20	50	150	180	\$65,568	\$31.52
5	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	20	60	90	170	\$47,070	\$22.63
5	49-9044	Millwrights	20	50	80	140	\$50,704	\$24.38
5	13-2011	Accountants and Auditors	40	30	70	140	\$56,211	\$27.02
5	51-8091	Chemical Plant and System Operators	10	40	80	110	\$59,283	\$28.50
5	53-1047	First Line Supervisors of Transportation & Material Moving Workers, Exec Aircraft Cargo Handling Supervisor	0	30	70	100	\$74,986	\$36.05
5	23-1011	Lawyers	10	30	80	90	\$67,649	\$32.52
5	13-1041	Compliance Officers	20	20	40	80	\$63,157	\$30.36
5	17-2051	Civil Engineers	10	30	40	80	\$64,594	\$31.05
5	11-9111	Medical and Health Services Managers	40	10	20	70	\$98,708	\$47.46
5	29-1171	Nurse Practitioners	20	20	30	70	\$58,101	\$27.93
5	11-3031	Financial Managers	20	10	20	50	\$95,767	\$46.04
5	51-8092	Gas Plant Operators	-20	20	30	50	\$56,965	\$27.39
5	17-2041	Chemical Engineers	10	20	20	50	\$58,999	\$28.36
5	13-1111	Management Analysts	10	10	20	40	\$92,035	\$44.25
5	17-1011	Architects, Except Landscape and Naval	10	10	20	40	\$59,797	\$28.75
5	49-2022	Telecommunications Equipment Installers and	10	10	10	30	\$101,354	\$48.73

HIGH DEMAND OCCUPATIONS RLMA5 – 2021 TO 2023

Stars	Code	Occupational Title	Growth	Exits	Transfers	Openings	Salary	Hourly
		Repairers, Except Line Installers						
5	15-1211	Computer Systems Analysts	0	10	10	20	\$87,901	\$42.26
5	29-1123	Physical Therapists	0	10	10	20	\$90,246	\$43.39
5	11-9041	Architectural and Engineering Managers	0	10	10	20	\$76,124	\$36.60
5	29-1122	Occupational Therapists	0	10	10	20	\$58,872	\$28.30
5	11-3051	Industrial Production Managers	10	0	10	20	\$63,920	\$30.73
5	17-2141	Mechanical Engineers	0	0	10	20	\$97,933	\$47.08
5	17-2112	Industrial Engineers	0	10	10	20	\$106,103	\$51.01
5	29-1127	Speech-Language Pathologists	0	0	10	20	\$80,184	\$38.55
5	53-5021	Captains, Mates, and Pilots of Water Vessels	0	10	10	20	\$119,607	\$57.50
5	13-1081	Logisticians	0	10	10	20	\$62,997	\$30.29
5	17-3023	Electrical and Electronics Engineering Technicians	0	0	10	10	\$106,392	\$51.15
5	17-2071	Electrical Engineers	0	0	10	10	\$114,709	\$55.15
5	17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	0	0	10	10	\$90,092	\$43.31
5	17-2881	Environmental Engineers	0	0	10	10	\$85,249	\$26.36
4	47-2061	Construction Laborers	0	0	0	10	\$84,707	\$40.72
4	47-2111	Electricians	10	0	10	10	\$90,850	\$43.68
4	53-3032	Heavy and Tractor-Trailer Truck Drivers	0	0	10	10	\$66,766	\$32.10
4	41-1011	First-Line Supervisors of Retail Sales Workers	0	0	0	10	\$108,907	\$52.36
4	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	0	0	10	10	\$54,891	\$26.39
4	43-3031	Bookkeeping, Accounting, and Auditing Clerks	0	0	10	10	\$53,575	\$25.76
4	49-9071	Maintenance and Repair Workers, General	0	0	0	0	\$77,595	\$37.31
4	43-1011	First-Line Supervisors of Office and Administrative Support Workers	90	80	150	320	\$41,468	\$19.94
4	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	20	80	150	260	\$37,982	\$18.26
4	47-3015	Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters	20	80	130	230	\$41,980	\$20.18
4	53-3033	Light Truck or Delivery Services Drivers	20	100	70	190	\$36,294	\$17.45
4	47-2152	Plumbers, Pipefitters, and Steamfitters	10	50	90	150	\$38,587	\$18.55
4	47-2031	Carpenters	10	40	80	130	\$61,435	\$29.54
4	47-2073	Operating Engineers and Other Construction Equipment Operators	20	50	80	120	\$48,611	\$23.37
4	47-2141	Painters, Construction and Maintenance	10	30	40	120	\$70,162	\$33.73
4	29-2061	Licensed Practical and Licensed Vocational Nurses	10	50	30	110	\$38,749	\$18.63
4	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	20	30	0	110	\$35,331	\$16.99
4	47-3013	Helpers--Electricians	-10	40	0	90	\$56,683	\$27.25
4	29-1141	Registered Nurses	0	30	30	80	\$37,395	\$17.98
4	51-9011	Chemical Equipment Operators and Tenders	0	30	40	70	\$38,775	\$18.64
4	53-7081	Refuse and Recyclable Material Collectors	10	20	30	60	\$49,852	\$23.97
4	45-4022	Logging Equipment Operators	10	20	30	60	\$39,653	\$19.06
4	49-3023	Automotive Service Technicians and Mechanics	0	20	30	60	\$39,915	\$19.19
4	47-2221	Structural Iron and Steel Workers	0	20	40	60	\$35,198	\$16.92
4	51-9198	Helpers--Production Workers	-10	30	30	50	\$41,132	\$19.78
4	53-7051	Industrial Truck and Tractor Operators	10	10	30	50	\$55,525	\$26.69
4	53-7121	Tank Car, Truck, and Ship Loaders	20	10	20	50	\$41,082	\$19.75
4	11-9021	Construction Managers	0	10	40	50	\$69,719	\$33.52
4	21-1018	Substance Abuse, Behavioral Disorder, and	20	10	10	40	\$64,433	\$30.98

HIGH DEMAND OCCUPATIONS RLMA5 – 2021 TO 2023

Stars	Code	Occupational Title	Growth	Exits	Transfers	Openings	Salary	Hourly
		Mental Health Counselors						
4	51-4041	Mechanists	0	10	20	40	\$62,785	\$30.19
4	49-9096	Riggers	10	10	20	40	\$40,478	\$19.46
4	19-4031	Chemical Technicians	10	10	20	40	\$40,287	\$19.37
4	53-5011	Sailors and Marine Officers	0	10	30	40	\$41,762	\$20.08
4	51-8031	Water and Wastewater Treatment Plant and System Operators	10	10	20	40	\$51,169	\$24.60
4	17-3031	Surveying and Mapping Technicians	10	10	20	40	\$40,841	\$19.64
4	13-1071	Human Resources Specialists	10	10	20	30	\$63,307	\$30.44
4	49-3021	Automotive Body and Related Repairers	10	10	20	30	\$54,533	\$26.22
4	43-5061	Production, Planning, and Expediting Clerks	10	10	10	30	\$44,795	\$21.54
4	43-5032	Dispatchers, Except Police, Fire, and Ambulance	0	10	20	30	\$47,808	\$22.98
4	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	0	10	10	30	\$51,642	\$24.83
4	13-1020	Buyers and Purchasing Agents	0	10	20	30	\$50,662	\$24.36
4	13-1151	Training and Development Specialists	0	10	20	30	\$43,360	\$20.85
4	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0	10	20	30	\$52,700	\$25.34
4	47-3012	Helpers—Carpenters	0	10	20	30	\$56,039	\$26.94
4	31-2021	Physical Therapist Assistants	0	10	20	30	\$60,484	\$29.08
4	53-7021	Crane and Tower Operators	0	10	10	20	\$57,156	\$27.48
4	47-2211	Sheet Metal Workers	0	10	10	20	\$39,285	\$18.89
4	11-9051	Food Service Managers	0	10	10	20	\$54,805	\$26.35
4	21-1022	Healthcare Social Workers	10	0	10	20	\$64,217	\$30.87
4	47-4011	Construction and Building Inspectors	0	10	10	20	\$45,997	\$22.09
4	13-1051	Cost Estimators	10	10	10	20	\$76,875	\$36.96
4	49-2011	Computer, Automated Teller, and Office Machine Repairers	0	10	10	20	\$41,397	\$19.90
4	11-2022	Sales Managers	0	10	10	20	\$37,813	\$18.18
4	19-4042	Environmental Science and Protection Technicians, Including Health	0	10	10	20	\$48,230	\$23.19
4	11-3010	Administrative Services and Facilities Managers	10	10	10	20	\$51,734	\$24.87
4	19-2041	Environmental Scientists and Specialists, Including Health	0	10	10	20	\$65,851	\$31.66
4	29-2034	Radiologic Technologists	0	10	10	20	\$52,012	\$25.01
4	41-1012	First-Line Supervisors of Non-Retail Sales Workers	0	10	10	20	\$38,394	\$18.46
4	19-2031	Chemists	0	10	10	20	\$61,290	\$29.47
4	47-2011	Bollemakers	10	0	10	20	\$49,622	\$23.86
4	17-2171	Petroleum Engineers	0	10	10	20	\$63,018	\$30.30
4	45-4021	Fallers	0	10	10	20	\$41,359	\$19.88
4	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	0	10	10	20	\$46,306	\$22.26
4	17-1022	Surveyors	0	10	10	20	\$62,429	\$30.01
4	17-3011	Architectural and Civil Drafters	0	10	10	20	\$52,549	\$25.26
4	49-3011	Aircraft Mechanics and Service Technicians	0	10	10	20	\$34,393	\$16.54
4	11-9151	Social and Community Service Managers	-10	10	20	20	\$66,249	\$31.85
4	31-2011	Occupational Therapy Assistants	0	10	10	20	\$52,921	\$25.44
4	17-3022	Civil Engineering Technicians	0	0	0	10	\$65,669	\$31.57
4	21-1023	Mental Health and Substance Abuse Social Workers	0	0	10	10	\$87,910	\$42.26
4	51-9023	Mixing and Blending Machine Setters,	0	0	10	10	\$88,413	\$42.51

HIGH DEMAND OCCUPATIONS RLMA5 – 2021 TO 2023

Stars	Code	Occupational Title	Growth	Exits	Transfers	Openings	Salary	Hourly
		Operators, and Tenders						
4	11-3021	Computer and Information Systems Managers	0	0	10	10	\$150,464	\$72.34
4	33-1012	First-Line Supervisors of Police and Detectives	0	0	10	10	\$68,922	\$33.14
4	49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	0	0	0	10	\$60,832	\$29.25
4	53-7072	Pump Operators, Except Wellhead Pumpers	0	0	10	10	\$55,093	\$26.49
4	53-6051	Transportation Inspectors	0	0	10	10	\$104,734	\$50.35
4	11-3071	Transportation, Storage, and Distribution Managers	0	0	0	10	\$57,863	\$27.82
4	19-4045	Geological and Hydrologic Technicians	0	0	10	10	\$46,566	\$22.39
4	29-1131	Veterinarians	0	0	10	10	\$44,960	\$21.62
4	45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	0	0	0	10	\$75,955	\$36.52
4	11-3121	Human Resources Managers	0	0	10	10	\$71,470	\$34.36
4	15-1256	Software Developers and Software Quality Assurance Analysts and Testers	0	0	0	10	\$68,037	\$32.71
4	17-2072	Electronics Engineers, Except Computer	0	0	10	10	\$82,686	\$39.75
4	47-2171	Reinforcing Iron and Rebar Workers	0	0	10	10	\$50,049	\$24.06
4	49-9092	Commercial Divers	0	0	10	10	\$56,425	\$27.13
4	53-2012	Commercial Pilots	0	0	0	10	\$34,401	\$16.54
4	53-2021	Air Traffic Controllers	0	0	0	10	\$51,875	\$24.94
4	11-2021	Marketing Managers	0	0	10	10	\$44,892	\$21.58
4	11-9033	Education Administrators, Postsecondary	0	10	10	10	\$46,691	\$22.45
4	15-1244	Network and Computer Systems Administrators	0	0	0	10	\$53,428	\$25.69
4	43-5011	Cargo and Freight Agents	0	0	0	10	\$48,366	\$23.25
4	27-3031	Public Relations Specialists	0	0	0	10	\$57,423	\$27.61
4	29-1051	Pharmacists	0	0	0	10	\$92,702	\$44.57
4	29-1126	Respiratory Therapists	0	0	0	10	\$56,969	\$27.39
4	29-2032	Diagnostic Medical Sonographers	0	10	10	10	\$50,504	\$24.28
4	33-1021	First-Line Supervisors of Fire Fighting and Prevention Workers	0	10	10	10	\$39,766	\$19.12
4	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	0	10	10	10	\$75,181	\$36.14
4	47-2021	Brickmasons and Blockmasons	0	0	10	10	\$88,645	\$42.62
4	47-5013	Service Unit Operators, Oil, Gas, and Mining	0	0	10	10	\$60,372	\$29.03
4	29-1021	Dentists, General	0	0	10	10	\$57,639	\$27.71
4	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	0	0	10	10	\$51,790	\$24.90
4	53-7071	Gas Compressor and Gas Pumping Station Operators	0	0	10	10	\$77,818	\$37.41
4	11-1011	Chief Executives	0	0	0	0	>\$187,199	>\$90.00
4	19-2032	Materials Scientists	0	0	0	0	\$86,276	\$41.48
4	27-3042	Technical Writers	0	0	0	0	\$95,046	\$45.70
4	29-1215	Family Medicine Physicians	0	0	0	0	\$57,591	\$27.69
4	49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	0	0	0	0	\$75,983	\$36.53
4	13-1031	Claims Adjusters, Examiners, and Investigators	0	0	0	0	\$115,834	\$55.69
4	15-1212	Information Security Analysts	0	0	0	0	\$103,320	\$49.67
4	17-3012	Electrical and Electronics Drafters	0	0	0	0	\$129,969	\$62.49
4	17-3013	Mechanical Drafters	0	0	0	0	\$119,108	\$57.26
4	27-1021	Commercial and Industrial Designers	0	0	0	0	\$68,078	\$32.73
4	53-2011	Airline Pilots, Copilots, and Flight Engineers	0	0	0	0	\$78,833	\$37.90

HIGH DEMAND OCCUPATIONS RLMA5 – 2021 TO 2023

Stars	Code	Occupational Title	Growth	Exits	Transfers	Openings	Salary	Hourly
4	11-3061	Purchasing Managers	0	0	0	0	\$74,935	\$36.03
4	11-3131	Training and Development Managers	0	0	0	0	\$56,443	\$27.14
4	11-9121	Natural Sciences Managers	0	0	0	0	\$72,938	\$35.07
4	15-1245	Database Administrators and Architects	40	130	170	340	\$34,944	\$16.80
4	17-3026	Industrial Engineering Technicians	20	60	130	210	\$30,376	\$14.60
4	19-3031	Clinical, Counseling, and School Psychologists	20	60	80	160	\$30,916	\$14.86
4	29-1011	Chiropractors	10	50	80	140	\$30,974	\$14.89
4	29-1041	Optometrists	10	20	20	50	\$33,710	\$16.21
4	15-1241	Computer Network Architects	0	10	30	50	\$39,682	\$19.08
4	29-1023	Orthodontists	0	20	30	50	\$31,094	\$14.95
4	53-5031	Ship Engineers	10	20	20	40	\$33,795	\$16.25
4	11-2011	Advertising and Promotions Managers	0	20	20	40	\$31,879	\$15.33
4	17-2011	Aerospace Engineers	10	20	20	40	\$30,372	\$14.60
4	19-2042	Geoscientists, Except Hydrologists and Geographers	0	10	10	30	\$49,560	\$23.83
4	19-4051	Nuclear Technicians	0	20	10	30	\$42,867	\$20.61
4	25-3011	Adult Basic and Secondary Education and Literacy Teachers and Instructors	0	10	10	30	\$27,042	\$13.00
4	27-2012	Producers and Directors	0	10	10	20	\$70,211	\$33.76
4	29-1216	General Internal Medicine Physicians	0	10	10	20	\$57,076	\$27.44
4	29-1221	Pediatricians, General	0	10	10	20	\$30,141	\$14.49
4	29-2033	Nuclear Medicine Technologists	0	10	10	20	\$28,546	\$13.72
4	11-9161	Emergency Management Directors	0	10	10	20	\$31,832	\$15.30
4	17-2061	Computer Hardware Engineers	0	10	10	20	\$35,095	\$16.87
4	17-2131	Materials Engineers	0	10	10	20	\$36,347	\$17.47
4	17-2151	Mining and Geological Engineers, Including Mining Safety Engineers	0	10	10	20	\$28,459	\$13.68
4	17-3025	Environmental Engineering Technicians	0	10	10	20	\$33,236	\$15.98
4	17-3027	Mechanical Engineering Technicians	0	10	10	20	\$38,203	\$18.37
4	19-1032	Foresters	0	10	20	20	\$42,539	\$20.45
4	19-1042	Medical Scientists, Except Epidemiologists	0	10	10	20	\$29,236	\$14.06
4	19-2043	Hydrologists	0	0	30	10	\$63,159	\$30.36
4	27-2021	Athletes and Sports Competitors	0	0	0	10	\$32,546	\$15.65
4	29-1081	Podiatrists	0	0	10	10	\$57,460	\$27.63
4	29-1124	Radiation Therapists	0	0	0	10	\$34,202	\$16.44
3	21-1023	Mental Health and Substance Abuse Social Workers	0	0	10	10	\$45,185	\$21.72
3	21-1092	Probation Officers and Correctional Treatment Specialists	0	0	0	10	\$47,460	\$22.82
3	21-1093	Social and Human Service Assistants	0	0	10	10	\$29,651	\$14.26
3	25-2051	Special Education Teachers, Preschool	0	0	0	10	\$51,471	\$24.75
3	25-2053	Special Education Teachers, Middle School	0	0	0	10	\$50,574	\$24.31
3	25-3021	Self-Enrichment Education Teachers	0	10	0	10	\$41,075	\$19.75
3	29-2031	Cardiovascular Technologists and Technicians	0	0	0	10	\$43,769	\$21.04
3	29-2041	Emergency Medical Technicians and Paramedics	0	0	10	10	\$29,586	\$14.22
3	29-2071	Medical Records and Health Information Technicians	0	10	10	10	\$35,836	\$17.23
3	29-2081	Opticians, Dispensing	0	0	0	10	\$29,680	\$14.27
3	33-1011	First-Line Supervisors of Correctional Officers	0	0	0	10	\$58,610	\$28.18
3	33-3011	Balliffs	0	0	0	10	\$49,503	\$23.80

Source: Short-term Occupational Projections for All Occupations to 2023. (2023, 01 25). Retrieved from www.laworks.net/
http://www.laworks.net/LaborMarketInfo/LMI_OccAllProj.asp?years=20212023

The Chamber of Commerce in Cameron Parish is currently inactive, and CAMERON has requested that the Southwest Louisiana Economic Development Alliance, a Regional Chamber in Lake Charles, nominate the Cameron Representative. The Grant Recipient shall designate public sector members. Public representatives will be nominated by the following State Agencies:

- The Representative for Economic Development will come from the Louisiana Economic Development Department, Director of Workforce Initiatives and LED FastStart.
- The Representative of Higher Education will be nominated by the Board of Regents, Commissioner of Higher Education.
- The Representative for Adult Education will be nominated by Adult Education, WorkReadyU.
- The Representative of Temporary Assistance for Needy Families (TANF) will be nominated by the Department of Children and Family Services, Division of Programs.
- The Representatives from Labor/Apprenticeship will be nominated by the President of the Louisiana AFL-CIO.
- The Representative of Vocational Rehabilitation will be nominated by the Louisiana Workforce Commission.
- The Representative of Wagner-Peyser will be nominated by the Louisiana Workforce Commission, Office of Workforce Development.
- CALCASIEU has the right and authority to appoint any other member that is deemed necessary for the WDB.

The afore-mentioned agencies will receive a Nomination Form, a Conflict-of-Interest Statement, a list of Key Questions (including Annual Financial Disclosure and Annual Ethics Training), a copy of Member Responsibilities, etc. to be presented to their nominee. The Agency selects a private sector nominee based upon the demand or occupation for the member to represent or for the required entities to serve on the Board. The Nomination Form is to be returned to the WDB Staff who will submit the information to CALCASIEU for inclusion on the Agenda. CALCASIEU will then take action to appoint the members nominated by the afore-mentioned agencies.

Once appointed, the proposed WDB member and the WDB Director receives a copy of the Resolution making the appointment, a letter from CALCASIEU confirming the appointment and the time frame of the term of membership. The proposed WDB member is instructed to be sworn in by an appropriate official. That WDB member is then invited to attend the next WDB Meeting. Following the appointment, the new WDB members are asked to attend an orientation meeting where they receive the WDB Information outlining the WIOA, the responsibilities of the PARISHES, the Responsibilities of the WDB, Information on Parliamentary Procedure, and a sample PowerPoint presentation on the operations at the One Stop Center.

WDB members may be removed for missing three meetings in a row pending extenuating circumstances. The nominating Agency and the individual receives a written notice from the WDB Chair regarding the attendance and request information on any extenuating circumstances that cause the absences. Based upon the response, the matter is presented to the

WDB for action based upon the written response from the WDB member. Action to dismiss a member is based upon action by the WDB. The Bylaws of the WDB outline this process.

The Bylaws of the WDB also designate the terms of Office of the Board officers. The Chairman of the WDB may serve up to three consecutive years. Following a skip of at least one year, the Chairman may be reelected and serve another three-year term. The Vice Chairman may serve a three-year consecutive term and after at least a one-year skip, may be reelected to serve another three-year term. The Chairman and the Vice-Chairman must be elected from the Private sector members who were appointed by the Business Organization or Trade Association.

Section 10: Selection/Election of a New Chief Local Elected Official

When a new CLEO is selected in accordance with the Multi-Jurisdictional Agreement, the newly selected CLEO must submit to the WDB and the OWD, a written statement acknowledging that he/she has read, understands, and will comply with the current Multi-Jurisdictional Agreement and will apprise OWD of the change in CLEO-designation with a new signed Multi-Jurisdictional Agreement by CLEOs in the area. The CLEO is elected each year.

CALCASIEU elects a new President each January. As soon as possible after the election, the WDB Staff will notify the new President of the requirement to provide a notice to LWC acknowledging that the Multi-Jurisdictional Agreement has been read, understood, and will be complied with by the new President. WDB Staff will give written notice to LWC, OWD of the name and contact information of the new CLEO. A new Multi-Jurisdictional Agreement will be drafted, sent to each of the PARISHES for further action to approve, followed by providing the finalized document to obtain original signatures to each of the PARISHES.

Section 11: Amendment or Change to the Multi-Jurisdictional Agreement

All amendments or changes must be submitted to the WDB and the OWD after approval. This Multi-Jurisdictional Agreement shall remain valid unless the contents of the document change substantially. The process is to edit the Multi-Jurisdiction Agreement identifying the language to be removed with a strikeout and the language to be added with highlight or a different color. The edited document shall be presented to the PARISHES for action to approve the changes. Approved, original signatures as well as a copy of the minutes of the meeting where the action was taken will be obtained and provided to the WDB staff. A copy of the signed Multi-Jurisdictional Agreement along with the minutes of the PARISHES' meetings shall be forwarded to the LWC, OWD as well as the six PARISHES. An additional copy of the amendment will be maintained in the WDB Certification Book and another copy shall be emailed in PDF format to LWC.

Section 12: Single Parish Local Areas

WIOA requirements state that if any single parish local area is designated, the CLEO shall execute a written agreement that specifies his or her liability in accordance with WIOA. Since this Multi-Jurisdictional agreement addresses a six-parish area, that previous referenced WIOA requirement is not applicable.

Section 13: Authorization for Multi-Jurisdictional Agreement

This Multi-Jurisdictional Agreement is made pursuant to the provisions of Louisiana R.S. 33:1324 which authorizes any parish, municipality or political subdivision of the State, or any combinations thereof, to make agreements between or among themselves to engage jointly in the construction, acquisition or improvement of any public project or improvement, provided that at least one of the participants to the agreement is authorized under a provision of general or special law to perform activity or exercise such power as may be necessary for completion of the undertaking. Such arrangements may provide for the joint use of funds, facilities, personnel or property or any combination thereof necessary to accomplish the purpose of the agreement.

This Multi-Jurisdictional Agreement is also made pursuant to the WIOA Section 107 (c) (1) (B) that states (i) in general -- In a case in which a local area includes more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials - (I) In the appointment of the members of the local Board from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b) membership; and (II) In carrying out any other responsibilities assigned to such officials under this title. (ii) Lack of Agreement - If after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (I), the Governor may appoint the member of the local Board from individuals so nominated or recommended.

Section 14: Legal Signatory

This is to certify that each party signatory to this Multi-Jurisdictional Agreement has the legal authorization under state law to enter into a Multi-Jurisdictional Agreement.

It is hereby agreed that Mr. Chris E. Landry, President of CALCASIEU shall serve as the "Chief Elected Official," Grant Recipient and Fiscal Agent for Workforce Innovation and Opportunity Act and other related funding, subject to input and agreement by all PARISHES, on which duties each signatory will perform on behalf of or in partnership with other signatories subject to input and agreement by all units of government in the consortium area.

- The process used to select the chief elected official who will act on behalf of the chief elected officials in the consortium area is Calcasieu Parish, the largest in both population and geography of the six parishes and best able to provide both program and administrative services which may be cost prohibitive for the smaller parishes.
- Communication: The process to keep all of the area's chief elected officials informed regarding local workforce development activities is: Information is accomplished through parish representation on the WDB. WDB members will serve as liaisons between the CLCO and the WDB and through any committees that the WDB member may serve on. The WDB meets quarterly. A copy of the agenda packet will be available 7 days prior to each quarterly meeting on the Calcasieu Parish Police Jury Website <http://www.calcasieuparish.gov/wdb>.

- The WDB activities as well as the combined local workforce plan will be posted through a link to the CALCASIEU'S Website at: www.calcasieuparish.gov/wdb as well as all other PARISHES.

The CLEO shall require a majority to take the following actions

- Selection of the CLEO
- Designation of the Fiscal Agent or Grant Recipient
- Consent from the Louisiana Governor for the WDB to be a direct service provider (for example One-Stop operator)
- Approval of the WDB annual budget
- Approval of the One-Stop operator

Section 15: Records and Audits

For audit purposes, all records will be made available by both parties to any authorized representative of all of the PARISHES and said records will be retained for three (3) years from the close out of the Multi-Jurisdictional Agreement's activities. It is also agreed that all records shall be made available to any party at no additional charge for such information. If any confidential information is obtained during the course of this Multi-Jurisdictional Agreement, all of the PARISHES agree not to release that information without the approval of the other PARISHES unless instructed otherwise by court order or as required by law.

Act 290 of the 2011 Legislative Session requires that a governmental entity that provides funding to a quasi-public agency or body shall notify each such quasi-public Agency or body of the requirement to provide the Legislative Auditor with the name of the individual responsible for filing annual financial reports with the Legislative Auditor. The quasi-public Agency or body shall notify the Legislative Auditor of the name and address of the person so designated.

Section 16: Liability and Indemnity

This Multi-Jurisdictional Agreement is intended for the benefit of the PARISHES and does not confer any rights upon any other third parties. All rights by and between the PARISHES are limited to the actions outlined in the applicable local, State, and federal laws, regulations, and policies.

Each of the PARISHES will indemnify, defend, and hold harmless the other five PARISHES, including the PARISHES' employees and agents, from and against any and all claims or liabilities arising from the fault of each individual Parish, its employees, or agents in carrying out the duties and obligations under the terms of this Multi-Jurisdictional Agreement. This section will survive the termination of this Multi-Jurisdictional Agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

Section 17: Severability, Entire Agreement and Captions

This Multi-Jurisdictional Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana. If any provision of this Multi-Jurisdictional Agreement is held invalid, void, or unenforceable under any law or regulation or by a court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provision of this Multi-Jurisdictional Agreement. This Multi-Jurisdictional Agreement, any attached documents, and any referenced documents represent the entire agreement between the PARISHES and supersede all prior negotiations, representations, or agreements, either written or oral. In the event of a conflict between this Multi-Jurisdictional Agreement and other documents, the terms of this Multi-Jurisdictional Agreement shall control.

Each paragraph of this Multi-Jurisdictional Agreement has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation.

Section 18: No Authorship Presumptions

Each of the PARISHES have had an opportunity to negotiate the language of this Multi-Jurisdictional Agreement in consultation with legal counsel prior to its execution. No presumption shall arise, or adverse inference be drawn by virtue of authorship. The PARISHES hereby waive the benefit of any rule of law that might otherwise be applicable in connection with the interpretation of this Multi-Jurisdictional Agreement, including but not limited to any rule of law to the effect that any provision of this Multi-Jurisdictional Agreement shall be interpreted or construed against the party who (or whose counsel) drafted that provision. The rule of no authorship presumption set forth in this paragraph is equally applicable to any person that becomes a party by reason of assignment and/or assumption of this Multi-Jurisdictional Agreement and any successor to a signatory party.

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PARISH OF  CALCASIEU
State of Louisiana
RESOLUTION

BE IT RESOLVED BY THE POLICE JURY OF CALCASIEU PARISH, LOUISIANA, convened in Regular Session on the 23rd day of March, 2023; that it does hereby approve the Multi-Jurisdictional Agreement between the Police Juries of Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes, stipulating the actions and responsibilities for services to be provided as a result of the funds allocated through the Workforce Innovation and Opportunity Act from March 23, 2023, through December 31, 2023.

BE IT FURTHER AND FINALLY RESOLVED that the President of the Police Jury, or his designee, when appropriate, is authorized to execute all documents related thereto.

THUS PASSED AND ADOPTED on this, the 23rd day of March, 2023.

STATE OF LOUISIANA
PARISH OF CALCASIEU

I HEREBY CERTIFY that the foregoing is a true and correct copy of the original resolution as adopted by the Calcasieu Parish Police Jury in Regular Session convened on the 23rd day of March, 2023.

IN TESTIMONY WHEREOF, I have hereunto set my official signature and the seal of the Parish of Calcasieu, Louisiana, on this the 23rd day of March, 2023.


Kathy H. Smith, Recording Secretary

MULTI-JURISDICTIONAL AGREEMENT
ALLEN, BEAUREGARD, CALCASEU,
CAMERON, JEFFERSON DAVIS, AND VERNON PARISHES

THIS IS TO CERTIFY THAT BY MY SIGNATURE BELOW I ATTEST THAT HAVE
REVIEWED THE MULTI-JURISDICTIONAL AGREEMENT CONTAINED HEREIN AND
AGREE TO THE TERMS AND CONDITIONS STATED IN THE DOCUMENT.

THUS, DONE AND SIGNED on the 29th day of March 2023, in the
presence of the undersigned witnesses and Notary Public, after a due reading of the whole.

WITNESSES:

Rebecca S. Gary
Witness Signature

Rebecca S. Gary
Printed Witness Name

Rhoda Richard
Witness Signature

Rhoda Richard
Printed Witness Name

JEFFERSON DAVIS PARISH POLICE JURY:

BY: [Signature]
Joseph Steven Eastman, President

[Signature]

NOTARY PUBLIC

Thomas J. Motard 059777
Notary Printed/Stamped Name
and Identification Number



RESOLUTION

BE IT RESOLVED BY THE POLICE JURY OF JEFFERSON DAVIS PARISH, LOUISIANA, convened in Special Session on the 29th day of March, 2023, that it does hereby approve a Multi-Jurisdictional Agreement between the six-parish CEO Consortium of Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes, stipulating the actions, responsibilities, etc., for the services provided as a result of the funds allocated through the Workforce Innovation and Opportunity Act (July 22, 2014), Public Law 113-128.

BE IT FURTHER AND FINALLY RESOLVED that the President of the Police Jury, or his designee, when appropriate, is authorized to execute all documents related thereto.

THUS DONE AND PASSED on the date above inscribed.

CERTIFICATE

I, REBECCA S. GARY, Secretary Treasurer, Jefferson Davis Parish Police Jury, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Police Jury of Jefferson Davis Parish, Louisiana, convened in Special Session on the 29th day of March, 2023, at which time a quorum was present and voting.


Rebecca S. Gary

JOE DUPONT
PRESIDENT
KIRK QUINN
VICE PRESIDENT
KATIE ARMENTOR
ADMINISTRATOR
MARY CARROLL
SECRETARY
KAYLA JOHNSON
TREASURER



P.O. Box 1280
CAMERON, LA 70631
(337) 775-8718
(337) 775-8867 FAX
WWW.CAMERONPJ.ORG

District 1
MAGNUS MCGEE
District 2
CURTIS POUNTAIN
District 3
KIRK QUINN
District 4
THOMAS MCDANIEL
District 5
SCOTT TRAHAN
District 6
JOE DUPONT
District 7
MCKINLEY GLEDNY
District 8
LAWRENCE FAULK, JR.

RESOLUTION

RESOLUTION NO. 1169

STATE OF LOUISIANA
PARISH OF CAMERON

A RESOLUTION AUTHORIZING, THE PRESIDENT TO SIGN A MULTI-JURISDICTIONAL AGREEMENT BETWEEN THE CALCASIEU PARISH POLICE JURY, THE ALLEN PARISH POLICE JURY, THE BEAUREGARD PARISH POLICE JURY, THE CAMERON PARISH POLICE JURY, THE JEFFERSON DAVIS PARISH POLICE JURY AND THE VERNON PARISH POLICE JURY HEREBY KNOWN AS "PARISHES"

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the State and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual"; and

WHEREAS, the "Parishes" have the authority under Louisiana Revised Statute 33:1236 to provide Workforce Innovation and Opportunity Act (WIOA) Services for the benefit of the citizens in each of the above jurisdictions; and

WHEREAS, the "Parishes" consider the public benefit of services rendered to be proportionate to the costs associated with this activity.

NOW, THEREFORE, BE IT RESOLVED, that the Cameron Parish Police Jury does hereby authorize the Parish President, Joe Dupont for and on behalf of the Cameron Parish Police Jury, to sign the Multi-Jurisdictional Agreement between the "Parishes" for workforce development.

THUS DONE AND ADOPTED by the Cameron Parish Police Jury, in regular session convened on this 12th day of April 2023.

APPROVED:


JOE DUPONT, PRESIDENT
CAMERON PARISH POLICE JURY

ATTEST:


MARY B. CARROLL, SECRETARY

MULTI-JURISDICTIONAL AGREEMENT
ALLEN, BEAUREGARD, CALCASIEU,
CAMERON, JEFFERSON DAVIS, AND VERNON PARISHES

THIS IS TO CERTIFY THAT BY MY SIGNATURE BELOW I ATTEST THAT HAVE
REVIEWED THE MULTI-JURISDICTIONAL AGREEMENT CONTAINED HEREIN AND
AGREE TO THE TERMS AND CONDITIONS STATED IN THE DOCUMENT.

THUS, DONE AND SIGNED on the 12th day of April, 2023, in the
presence of the undersigned witnesses and Notary Public, after a ~~reading~~ reading of the whole.

WITNESSES:

Monica Troclair
Witness Signature

Witness Signature

Veronica Troclair

Printed Witness Name

Bethany Hebert
Witness Signature

Witness Signature

Bethany Hebert

Printed Witness Name

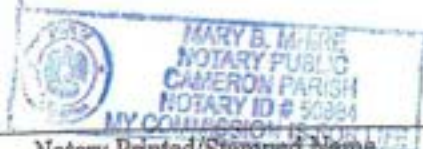
CAMERON PARISH POLICE JURY:

BY:

Joe Dupont
Joe Dupont, President

Joe Dupont, President

Mary B. Miere
NOTARY PUBLIC



Notary Printed/Stamped Name
and Identification Number

MULTI-JURISDICTIONAL AGREEMENT
ALLEN, BEAUREGARD, CALCASEU,
CAMERON, JEFFERSON DAVIS, AND VERNON PARISHES

THIS IS TO CERTIFY THAT BY MY SIGNATURE BELOW I ATTEST THAT HAVE
REVIEWED THE MULTI-JURISDICTIONAL AGREEMENT CONTAINED HEREIN AND
AGREE TO THE TERMS AND CONDITIONS STATED IN THE DOCUMENT.

THUS, DONE AND SIGNED on the 13th day of April 2023, in the
presence of the undersigned witnesses and Notary Public, after a due reading of the whole.

WITNESSES:

Dianna Nichols

Witness Signature

Dianna Nichols

Printed Witness Name

Margaret Hyans

Witness Signature

MARGARET Hyans

Printed Witness Name

BEAUREGARD PARISH POLICE JURY:

BY: _____

Kelly Bailey, President

C. Andrea Couch

NOTARY PUBLIC

C. Andrea Couch

Notary Printed/Stamped Name
and Identification Number #54537



The following resolution was offered by Jeffrey Meadows and seconded by John Stebbins

RESOLUTION NO 07-2023

WHEREAS Beauregard Parish has historically been in a three-parish consortium with Vernon and Allen Parishes for Workforce Development Area 51; and

WHEREAS the administrative costs of this have exceeded the administrative dollars received for Workforce Services; and

WHEREAS the three parishes do not have the money in their General Fund Budgets to supplement these services; and

WHEREAS Calcasieu Parish has a three-parish consortium with Jefferson Davis and Cameron parishes; and

WHEREAS the six parishes wish to enter into one consortium to offer these services to their constituents.

THEREFORE BE IT RESOLVED that Beauregard Parish Police Jury approves the Multi-Jurisdictional Agreement between the Calcasieu Parish Police Jury, Jefferson Davis Police Jury, Cameron Parish Police Jury, Vernon Parish Police Jury, Beauregard Parish Police Jury, and the Allen Parish Police Jury outlining responsibilities of the Chief Elected Official, the Calcasieu Parish Police Jury regarding the funding and services provided to the 6-parish area; and

BE IT FURTHER RESOLVED that the Beauregard Parish Police Jury approves the Application for Re-designation of the Workforce Areas to the Louisiana Workforce Commission, Office of Workforce Development, and the Workforce Investment Council; and

This resolution having been submitted to a vote; the vote was recorded as follows:

YEAS: Kelly Goins, Eddie Ware, Wayne Reeves, Jeffrey Meadows, Shanel Handy, Mike Harper, Rambo Jackson, John Stebbins, and Jerry Shirley

NAYS: None

ABSENT: Chuck Montgomery

And the resolution was adopted by the majority present on this 11th day of April 2023.


MARGARET LYONS
SECRETARY


KELLY BAILEY
PRESIDENT

STATE OF LOUISIANA

PARISH OF BEAUREGARD

I, MARGARET LYONS, Secretary of the Police Jury of the Parish of Beauregard, State of Louisiana, DO HEREBY CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the Police Jury in Regular Session on April 11, 2023, and recorded in Minute Book 31 at which meeting a quorum was present. GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 11th DAY OF APRIL 2023.

((SEAL))


MARGARET LYONS, SECRETARY
BEAUREGARD PARISH POLICE JURY

MULTI-JURISDICTIONAL AGREEMENT
ALLEN, BEAUREGARD, CALCASIEU,
CAMERON, JEFFERSON DAVIS, AND VERNON PARISHES

THIS IS TO CERTIFY THAT BY MY SIGNATURE BELOW I ATTEST THAT HAVE
REVIEWED THE MULTI-JURISDICTIONAL AGREEMENT CONTAINED HEREIN AND
AGREE TO THE TERMS AND CONDITIONS STATED IN THE DOCUMENT.

THUS, DONE AND SIGNED on the 7th day of April 2023, in the
presence of the undersigned witnesses and Notary Public, after a due reading of the whole.

WITNESSES:

Colleen Sonnier
Witness Signature

Colleen Sonnier
Printed Witness Name

Jacob Dillehay
Witness Signature

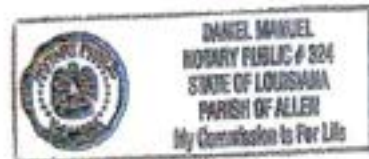
[Signature]
Printed Witness Name

ALLEN PARISH POLICE JURY:

BY: [Signature]
Tory Hebert, President

[Signature]
NOTARY PUBLIC

Daniel Manuel #324
Notary Printed/Stamped Name
and Identification Number



**EXTRACT FROM THE MINUTES OF A REGULAR MEETING
OF THE POLICE JURY, PARISH OF ALLEN, LOUISIANA, HELD
ON April 03, 2023.**

Motion by Mr. Creig Vizena, seconded by Mr. Heath Ardoin and carried to approve entering into a Multi-Jurisdictional Agreement between the Calcasieu Parish Police Jury and the Jeff Davis Parish Police Jury, the Cameron Parish Police Jury, the Vernon Parish Police Jury, the Beauregard Parish Police Jury, and the Allen Parish Police Jury to provide Workforce Innovation and Opportunity Act (WIOA) Services for the benefit of the citizens of the Parish.

I, Colleen Sonnier, Secretary of the Police Jury, Parish of Allen, Louisiana, hereby certify that the foregoing is a true and correct **EXTRACT** from the minutes of the Allen Parish Police Jury meeting held April 03, 2023, to which it purports to relate.



SECRETARY-TREASURER, POLICE JURY
PARISH OF ALLEN, LOUISIANA
April 03, 2023

MULTI-JURISDICTIONAL AGREEMENT
ALLEN, BEAUREGARD, CALCASIEU,
CAMERON, JEFFERSON DAVIS, AND VERNON PARISHES

THIS IS TO CERTIFY THAT BY MY SIGNATURE BELOW I ATTEST THAT HAVE
REVIEWED THE MULTI-JURISDICTIONAL AGREEMENT CONTAINED HEREIN AND
AGREE TO THE TERMS AND CONDITIONS STATED IN THE DOCUMENT.

THUS, DONE AND SIGNED on the 10th day of April 2023, in the
presence of the undersigned witnesses and Notary Public, after a ~~due~~ reading of the whole.

WITNESSES:

Beinda S. Diehl
Witness Signature

Beinda S Diehl
Printed Witness Name

Joe H Long
Witness Signature

Joe H Long
Printed Witness Name

VERNON PARISH POLICE JURY:

BY: James B. Tuck
James B. Tuck, President

Falitha Math
NOTARY PUBLIC



FALITHA MATH
NOTARY PUBLIC NO. 87887
STATE OF LOUISIANA
PARISH OF VERNON
My Commission is for Life

Notary Printed/Stamped Name
and Identification Number

State of Louisiana

Parish of Vernon



SPECIAL CALL MEETING APRIL 10, 2023

RESOLUTION

WHEREAS, the Vernon Parish Police Jury considered the Multi-Jurisdictional Agreement between the Calcasieu Parish Police Jury, the Jeff Davis Parish Police Jury, the Cameron Parish Police Jury, the Vernon Parish Police Jury, the Beauregard Parish Police Jury, and the Allen Parish Police Jury to provide Workforce Innovation and Opportunity Act services in said parishes; and

WHEREAS, the Vernon Parish Police Jury approves and accepts said agreement; now

THEREFORE, BE IT RESOLVED, that the Vernon Parish Police Jury authorizes the President and/or Parish Administrator/Treasurer to execute this agreement; and

BE IT FURTHER RESOLVED, that the President and/or Parish Administrator/Treasurer are further authorized to execute any other contracts or documents related to this project.

On motion by Mr. Kenny Haymon, seconded by Mr. Steven "Quintin" Thompson, the foregoing resolution was unanimously adopted on this the 10th day of April, 2023, at which meeting a quorum was present.

Rhonda M. Plummer

Rhonda M. Plummer
Parish Administrator/Treasurer

James B. Tuck

James B. Tuck
President

STATE OF LOUISIANA

PARISH OF VERNON

I, Belinda S. Diehl, Parish Secretary of the Police Jury of Vernon Parish, Louisiana do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Vernon Parish Police Jury in special session on Monday, April 10, 2023 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL signature and seal of office on this 11th day of April, 2023, in Leesville, Louisiana.



Belinda S. Diehl

Belinda S. Diehl
Parish Secretary

ATTACHMENT 12

@SLIC AGREEMENT FOR SIGN LANGUAGE INTERPRETING SERVICES

TERMS AND CONDITIONS

This agreement is entered into by and between Southwest Louisiana Independence Center (hereinafter "@SLIC") Calcasieu Parish Police Jury (hereafter "Client").

TERM

The term of this agreement shall be for the period commencing on 04/2022 ending on 04/2024. This term may be extended by amending the agreement according to Paragraph 3 of this agreement.

AMENDMENTS

This agreement may only be amended by formal written amendment to this agreement, signed by both parties and approved by @SLIC when applicable.

SERVICES

@SLIC provides sign language interpreting services to Deaf/Hard of Hearing individuals and the contracted services providers they interact with. Interpreting Services Supervisor is on staff to ensure all legal, mental health and other high sensitivity situations remain in compliance with all regulating laws. Legal, Mental Health, and other imminent/emergency situations permit interpreters holding certification by the National Registry of Interpreters for the Deaf (RID) and Louisiana State (LCD), as required by law.

FEE STRUCTURE

- *Hourly rate.* Client agrees to pay \$65 per hour, per Interpreter, for interpreting services.
- *Travel time.* For appointments further than 25 miles, Client agrees to pay for the interpreter's travel time to and from the requested location. This fee is calculated on the basis of the hourly rate and is to be paid per interpreter.
- *Flat fee.* Interpreters are guaranteed a two (2) hour (including travel time) minimum fee per assignment, including, but not limited to, situations when the deaf or hearing client does not show up for the assignment.

REQUEST FOR SERVICES

- *Deadline for requests.* Client should request services at least ten (10) business days in advance of anticipated appointment or event.
- *Additional advance notice.* Requests for services for conferences, workshops, training, require fifteen (15) business days advance notice. Additionally, Client shall provide program notes, speaker names, as well as

slides and other pertinent materials. These materials must be provided no later than five (5) business days prior to the event.

- *Ongoing education services.* Request for services classes or ongoing classes held in public facilities shall be made at least thirty (30) days in advance. Additionally, Client shall provide copies of the class materials, syllabus, slides and other pertinent materials. These materials must be provided no later than five (7) business days prior to class commencement.

- *Components of request.* Requests may be made online at our website: <http://www.slic-la.org/schedule-an-interpreter/>. As well as providing the best results, this is @SLIC's preferred method. Request for services may also be made via phone (337-477-7194), fax (337-477-7198) or by e-mail to zoe@slic-la.org. Each request must contain the following information:

- Name of requesting entity and individual making the request
- Address, phone number and e-mail of the requesting entity
- Name of the Deaf or Hard of Hearing person(s)
- Date of services needed
- Start and end times of requested services
- Length of time that services will be needed
- Purpose of interpreting services
- Address and telephone number of location where services will be needed
- Name, phone number, and e-mail address for assignment on-site contact person

- *Additional information.* @SLIC's Interpreting Services Dept may request additional information pertinent to the request for services.

CANCELLATION OF SERVICES

- *Cancellation.* Client must make cancellations of any requested services directly to the Interpreting Services Dept. Cancellation requests may be made during regular business hours, 8:30 a.m. – 4:30 p.m., Monday through Friday.

- *Method of cancellation.* Cancellation requests may be made by phone (337-477-7194) or fax (337-477-7198)

- *Cancellations (unbillable).* In order to avoid cancellation fees, cancellations must be made 24 hours in advance of the requested services.

- *Charges for untimely cancellation (billable).* If services are not cancelled within 24 business hours in advance of the requested services, Client shall be charged for the length of time that services were requested. If services are cancelled after the interpreter has arrived or is en route to the location, then Client shall be charged the length of time that services were requested, plus the interpreter's travel time to and from the location. A minimum of two hours will be charged for an untimely cancellation.

PROCESSING REQUESTS FOR SERVICE; NO GUARANTEE; CONFIRMATION OF SERVICE SCHEDULING; UNFORESEEN CIRCUMSTANCES

@SLIC shall process all requests in the order in which they are received. There is no guarantee that services will be provided for every request received. @SLIC will make reasonable efforts to confirm via phone or e-mail that the requested services will be provided. However, Clients requesting services, short notice or otherwise, are advised to follow up with Interpreting Services for status verification of their requests.

In the event of unforeseen circumstances or acts of God (unsafe travel conditions, inclement weather, assignment site conditions or interpreter illness) interpreter services may not be provided. Client shall not be charged for services that could not be provided due to unforeseen circumstances.

Requests made less than ten (10) business days from the requested service date(s) are considered to be "short notice" requests. Though Interpreting Services Department will make reasonable efforts to secure services, availability is not guaranteed.

NUMBER OF INTERPRETERS ASSIGNED

The Interpreting Services Supervisor shall determine the number of interpreters that are to be assigned to each request for services. When more than one interpreter is assigned, they are to work as a team.

EMERGENCY SERVICES

- *Emergency defined.* Emergency requests for services are assigned a high priority status for purposes of scheduling. An "emergency" is defined as "urgent and essential to health, safety, and welfare of the general public." The Interpreting Services Supervisor oversees emergency request, and will determine if the request constitutes an emergency.

- Requesting emergency services

Regular Business Hours

	M-F 8:30 a.m.–4:30p.m	Please direct all requests to the Interpreting Services Dept 337-477-7194
After Hours		
	Weekends, and Holidays	To request emergency services after hours (5:00 p.m. to 8:30 a.m.), on weekends, and on holidays, An on-call service is available to receive all emergency request. This service is not to be called for any other purpose

- Rate. Emergency services shall be provided at an increased rate of \$75.00.

PAYMENT

- At the end of every month, @SLIC shall prepare an invoice detailing services rendered over the span of thirty (30) days. This invoice shall be sent to the vendor that it pertains to.
- Client shall contact Interpreting Services Department for questions pertinent to invoices or the billing process.
- Non-payment will result in denial of future interpreting services.

LIABILITY.

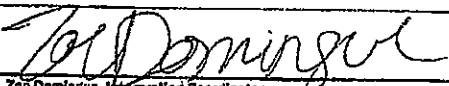
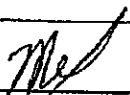
Each party shall be solely liable for any claims, actions, demands or damages arising out of their acts or omissions or their employees in the performance of this Agreement.

CHOICE OF LAW.

This Agreement shall be construed in accordance with and governed by Federal Law.

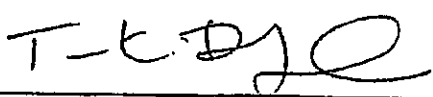
TERMINATION FOR CONVENIENCE

- This Agreement may be terminated at the discretion of either party.
- This Agreement shall remain in full force and effect for the entire term of the Agreement as stated above unless a written termination notice states such intention. Fifteen (15) days notice is required.

APPROVALS AND ACCEPTANCES:		Is this agreement a Business Associate under HIPPA?	YES	NO
Client Name (please print)		Client Title (please print)		
Client Signature		Date		
		5/19/22		
Zoe Domingue, Interpreting Coordinator		Date		
		5/19/22		
Mitch Granger, Executive Director, @SLIC		Date		

BILLING AUTHORIZATION

- Client Account Information (please print):

Name of Business/Company/Agency	Calcasieu Parish Police Jury Human Services Department		
Authorized Representative:	Tarek Polite, Director		
Direct phone number	337.721.4030		
E-mail Address	tpolite@calcasieuparish.gov		
Authorized Representative: Signature		May 18, 2022	
		Date	

- Billing Information (please print):

Name	Calcasieu Parish Police Jury
------	------------------------------

Department/Division	Human Services Department
Address	2001 Moeling Street
City/State.Zip	Lake Charles, LA 70601
Attn: (include title)	Jazelle Jones
Active Phone Number	337.721.4030
Fax number	337.721.4180
Email Address	jbjones@calcasieuparish.gov

PAYMENTS SHOULD BE SUBMITTED TO:

*Southwest Louisiana Independence Center
ATTN: Fiscal
4320 Lake Street
Lake Charles, LA 70605*

ATTACHMENT 13

Affidavit of Publication

STATE OF LOUISIANA PARISH OF CALCASIEU

Before me, the undersigned authority, personally came and appeared

who being duly sworn, deposes and says:

He/She is a duly authorized agent of
LAKE CHARLES AMERICAN PRESS,
a newspaper published daily at 715 Ryan Street,
Suite 102, Lake Charles, Louisiana, 70601.
(Mail address: P.O. Box 2893, Lake Charles, LA
70602)

Advertising was published in said newspaper in
its issue(s) dated:

1602268 \$100.00

03/01/23, 03/02/23, 03/03/23

Duly Authorized Agent

Subscribed and sworn to before me this
3rd Day of March, 2023 at Lake Charles, LA



Christine Browning
Notary Public
Notary ID No. 139433
State of Louisiana
Commissioned in
St. John the Baptist Parish
Qualified in Calcasieu Parish



Account # 232178
WORKFORCE DEV BOARD
P.O. BOX 1592
LAKE CHARLES, LA 70602

Regional/ Combined Local Plan to LWC

The Louisiana Workforce Commission (LWC) has asked that the local areas provide updated information on their local workforce plans. You are invited to review the document: Local Workforce Development Area #01 (LWDA#1) Regional/Local Combined Plan 2020-2024 Updated (DRAFT). The plan defines the operation of the Workforce Innovation and Opportunity Act (WIOA) of 2014, providing career services (i.e. Case, intensive, and training services) to adults, dislocated workers, and youth. In addition to the WIOA, Wagner-Peyser, Rapid Response Jobs, and Jobs for Veterans programs services are provided. This notice initiates the 30-day comment period (February 26, 2023 to March 26, 2023). The nature of the WIOA program is to provide assistance to individuals who are seeking employment or necessary training for employment so that businesses can obtain a well-trained workforce. Youth aged 16-24 may be served under one of the fourteen (14) elements. The services provided assist in the completion of a high school diploma and/or the obtaining of needed skills and training to enter the workforce in Southwest Louisiana. Funds are allocated to each parish in our 6-parish area. It is our goal to spend the funds in the parishes they are allocated to. Beginning February 26, 2023 copies of the Plan will be available on the Calcasieu Parish Police Jury's website at <https://www.calcasieuparish.gov/udb>. You may also request a hard copy by contacting Denelise Moss via email at dmoss@lwa01.com. A copy in PDF format will be forwarded to you. The document is in DRAFT status at this time. Please use one of the following methods below to submit your comments.

1. Email your comments to dmoss@lwa01.com.
2. Mail your comments to PO Box 1592, Lake Charles, LA 70602.
3. Deliver your comments to 2424 2nd Street, Lake Charles, LA 70601.
4. Fax your comments to 337-721-4196.

Comments will be sent to the LWC, Office of Workforce Development in Baton Rouge, LA. Comments that need any substantive change in the draft plan will be incorporated. Non-substantive corrections such as punctuation errors, grammatical errors, information that is forthcoming, etc. is non-debatable and will be cor-

rected accordingly. The Workforce Development Board is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency. The Calcasieu Parish Police Jury, in collaboration with the Police Juries of Allen, Beauregard, Cameron, Jeff Davis, Vernon Parishes, and the LWC sponsors the program.

Mar 1, 23 3
1602268

RECEIVED
MAR 13 2023
BY: Bttw

Regional/ Combined Local Plan to LWC

The Louisiana Workforce Commission (LWC) has asked that the local areas provide updated information on their local workforce plans. You are invited to review the document: Local Workforce Development Area #51 (LWDA51) Regional/Local Combined Plan 2020-2024 Updated (DRAFT). The plan defines the operation of the Workforce Innovation and Opportunity Act (WIOA) of 2014, providing career services (i.e. Core, intensive, and training services) to adults, dislocated workers, and youth. In addition to the WIOA, Wagner-Peyser, Rapid Response Jobs, and Jobs for Veterans programs services are provided. This notice initiates the 30-day comment period (February 28, 2023 to March 29, 2023). The nature of the WIOA program is to provide assistance to individuals who are seeking employment or necessary training for employment so that businesses can obtain a well-trained workforce. Youth aged 16-24 may be served under one of the fourteen (14) elements. The services provided assist in the completion of a high school diploma and/ or the obtaining of needed skills and training to enter the workforce in Southwest Louisiana. Funds are allocated to each parish in our 6-parish area. It is our goal to spend the funds in the parishes they are allocated to. Beginning February 28, 2023 copies of the Plan will be available on the Calcasieu Parish Police Jury's website at <https://www.calcasieuparish.gov/wdb>. You may also request a hard copy by contacting Donnafaye Moss via email at dmoss@lwia51.com. A copy in PDF format will be forwarded to you. The document is in DRAFT status at this time.

Please use one of the following methods below to submit your comments.

2. Email your comments to dmoss@lwia51.com.
3. Mail your comments to PO Box 1592, Lake Charles, LA 70602
4. Deliver your comments to 2424 3rd Street, Lake Charles, LA 70601
5. Fax your comments to 337-721-4186

Comments will be sent to the LWC, Office of Workforce Development in Baton Rouge, LA. Comments that need any substantive change in the draft plan will be incorporated. Non-substantive corrections such as punctuation errors, grammatically errors, information that is forthcoming, etc. is nondebtable and will be corrected accordingly. The Workforce Development Board is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency. The Calcasieu Parish Police Jury, in collaboration with the Police Juries of Allen, Beauregard, Cameron Jeff Davis, Vernon Parishes, and the LWC sponsors this program.

From: Donna F. Moss
Sent: Thursday, February 23, 2023 10:29 AM
To: Laura Heller
Cc: Stephanie Seemion; Crystal Scott
Subject: Documents for Public Comment 30-day period

Greetings Laura,

Hope this email finds you well.

We are in the process of finalizing changes to our Regional/ Local Combined Workforce Plan 2022-2024 for our region Area 51.

This is a state mandated document that requires a draft copy be posted for public comment. It has to be on site and accessible for 30 days.

I have attached 2 copies: A copy with tracked changes (labeled (DRAFT) TT. The other is a more easily readable copy.

We are also required to post/ send out links to the documents as well. Currently we use www.calcasieuparish.gov/wdb . Please let me know if we need to deviate or change the link.

I am also including the letter we plan to send out as an FYI.

Please let me know if you have any questions.

Enjoy the day,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist

American Job Center

Calcasieu Parish Police Jury (pronounced KAL-ka-shoo)

Physical: 2424 3rd Street

Mailing: PO Box 1592 (70602)

Lake Charles, LA 70601

Office: 337-721-4010, Ext. 5004

Fax: 337-721-4187

TDD: 1-800-947-5277 or 711

TTY: 1-800-846-5277

E-mail: dmoss@lwa51.com

Website: www.calcasieuparish.gov/wdb

HIRE: www.louisianaworks.net

AmericanJobCenter



To: [Laura Heller](#)
Cc: [Stephanie Seemion](#); [Crystal Scott](#)
Subject: Documents for Public Comment 30-day period

Greetings Laura,

Hope this email finds you well.

We are in the process of finalizing changes to our Regional/ Local Combined Workforce Plan 2022-2024 for our region Area 51.

This is a state mandated document that requires a draft copy be posted for public comment. It has to be on site and accessible for 30 days.

I have attached 2 copies: A copy with tracked changes (labeled (DRAFT) TT. The other is a more easily readable copy.

We are also required to post/ send out links to the documents as well. Currently we use www.calcasieuparish.gov/wdb . Please let me now if we need to deviate or change the link.

I am also including the letter we plan to send out as an FYI.

Please let me know if you have any questions.

Enjoy the day,

Donnafaye

Donnafaye Moss

WDB Planner/Grants Specialist

American Job Center

Calcasieu Parish Police Jury (pronounced KAL-ka-shoo)

Physical: 2424 3rd Street

Mailing: PO Box 1592 (70602)

Lake Charles, LA 70601

Office: 337-721-4010, Ext. 5004

Fax: 337-721-4187

TDD: 1-800-947-5277 or 711

TTY: 1-800-846-5277

E-mail: dmoss@wia51.com

Website: www.calcasieuparish.gov/wdb

HIRE: www.louisianaworks.net



Affidavit of Publication

STATE OF LOUISIANA PARISH OF CALCASIEU

Before me, the undersigned authority, personally came and appeared

who being duly sworn, deposes and says:

He/She is a duly authorized agent of
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a newspaper published daily at 715 Ryan Street,
Suite 102, Lake Charles, Louisiana, 70601.
(Mail address: P.O. Box 2893, Lake Charles, LA
70602)

Advertising was published in said newspaper in
its issue(s) dated:

1602268 \$100.00

03/01/23, 03/02/23, 03/03/23

Duly Authorized Agent

Subscribed and sworn to before me this
3rd Day of March, 2023 at Lake Charles, LA



Christine Browning
Notary Public
Notary ID No. 139433
State of Louisiana
Commissioned in
St. John the Baptist Parish
Qualified in Calcasieu Parish



Account # 232178
WORKFORCE DEV BOARD
P.O. BOX 1592
LAKE CHARLES, LA 70602

Regional/ Combined
Local Plan to LWC

The Louisiana Workforce Commission (LWC) has asked that the local areas provide updated information on their local workforce plans. You are invited to review the document: Local Workforce Development Area #51 (LWDA51) Regional/Local Combined Plan 2020-2024 Updated (DRAFT). The plan defines the operation of the Workforce Innovation and Opportunity Act (WIOA) of 2014, providing career services (i.e. Core, intensive, and training services) to adults, dislocated workers, and youth. In addition to the WIOA, Wagner-Peyser, Rapid Response Jobs, and Jobs for Veterans programs services are provided. This notice initiates the 30-day comment period (February 28, 2023 to March 29, 2023). The nature of the WIOA program is to provide assistance to individuals who are seeking employment or necessary training for employment so that businesses can obtain a well-trained workforce. Youth aged 16-24 may be served under one of the fourteen (14) elements. The services provided assist in the completion of a high school diploma and/ or the obtaining of needed skills and training to enter the workforce in Southwest Louisiana. Funds are allocated to each parish in our 8-parish area. It is our goal to spend the funds in the parishes they are allocated to. Beginning February 28, 2023 copies of the Plan will be available on the Calcasieu Parish Police Jury's website at <https://www.calcasieuparish.gov/wdb>. You may also request a hard copy by contacting Donohye Moss via email at dmoss@lwa51.com. A copy in PDF format will be forwarded to you. The document is in DRAFT status at this time. Please use one of the following methods below to submit your comments. 1. Email your comments to dmoss@lwa51.com. 2. Mail your comments to PO Box 1592, Lake Charles, LA 70602. 3. Deliver your comments to 2424 3rd Street, Lake Charles, LA 70601. 4. Fax your comments to 337-721-4185. Comments will be sent to the LWC, Office of Workforce Development in Baton Rouge, LA. Comments that need any substantive change in the draft plan will be incorporated. Non-substantive corrections such as punctuation errors, grammatical errors, information that is forthcoming, etc. is non-debatable and will be cor-

rected accordingly. The Workforce Development Board's Equal Opportunity Employer Program, auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency. The Calcasieu Parish Police Jury, in collaboration with the Police Juries of Allen, Assumption, Cameron, Jeff Davis, Vernon Parishes, and the LWC sponsors this program.

Mar 1, 2023 31
1602268



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Comments on the Regional/Local Combined Plan for Local Workforce Development Area (LWDA) 51

Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis and Vernon Parishes

The Workforce Innovation and Opportunity Acts (WIOA) of 2014 requires that the public be provided a 30-day period when comments can be made on the Plan. Any comments received leading to a substantive change in the plan will be incorporated and submitted to the Louisiana Workforce Commission with the finalized Plan. The comment period begins on Monday February 27, 2023 and ends on Monday, March 27, 2023.

Providing your contact information is **OPTIONAL**.

Signature

Your Printed Name: _____

Address: _____

Email: _____

Phone: _____

ATTACHMENT 14

<p style="text-align: center;">WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes</p>	<p style="text-align: center;">Workforce Innovation & Opportunity Act Policy on Priority of Service and Special Populations & Definition of Limited Funding</p>
<p>ADLW 4 Adult & Dislocated Worker Policy</p>	<p style="text-align: right;">Approved by WDB 5/16/19</p>

- A. Purpose:** To establish through WDB Action that local funding is limited and the serving of adult priority groups begins to apply and to outline the process for individuals to apply for services who are not low income.
- B. Background:** Priority that must be given to low-income adults and public assistance recipients and individuals who are basic skills deficient served with adult funds under title I of the Workforce Innovation and Opportunity Act?
- C. Reference:**
- (a) Priority for individualized career services and training services funded with title I adult funds must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (as defined in the local area).
 - (b) States and local areas must establish criteria by which the American Job Center will apply the priority under WIOA sec. 134(c)(3)(E). Such criteria may include the availability of other funds for providing employment and training-related services in the local area, the needs of the specific groups within the local area, and other appropriate factors.
 - (c) The priority established under paragraph (a) of this section does not necessarily mean that these services only may be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The Local WDB and the Governor may establish a process that also gives priority to other individual eligible to receive such services, provided that it is consistent with priority of service for veterans and the priority provisions of WIOA discussed above in paragraphs (a) and (b) of this section.

(Ref. WIOA Sec. 3(5)(B)), Sec 134(c)(3)(E), 20 CFR Section 678.430(b), §680.600, (§680.650))

The statutory priority for use of adult funds does not apply to dislocated worker funds

(Ref. 20 CFR Section §680.610)

The statutory priority only applies to adult funds and only applies to providing individualized career services and training services. Funds allocated for dislocated workers are not subject to this requirement.

- (b) **Individualized career services** (Ref 20 CFR 680.150(b))
must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:
 - (1) Comprehensive and specialized assessments of the skill levels and service needs Of adults and dislocated workers, which may include—
 - (i) Diagnostic testing and use of other assessment tools; and
 - (ii) In-depth interviewing and evaluation to identify employment barriers And appropriate employment goals;
 - (2) Development of an individual employment plan, to identify the employment



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goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (Ref. §680.180)

- (3) Group counseling;
- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- (7) Internships and work experiences that are linked to careers (as described in §680.170 of this chapter);
- (8) Workforce preparation activities;
- (9) Financial Literacy services as described in sec. 129(b)(2)(D) of WIOA and §681.500 of this chapter;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.

Temporary Assistance for Needy Families (TANF) program as it relates to the one-stop delivery system (Ref. 20 CFR Section §680.620)

The local TANF program is a required partner in the one-stop delivery system. The Regulations describe the roles of such partners in the one-stop delivery system and it applies to the TANF program. TANF serves individual who also may be served by the WIOA programs and, through appropriate linkages and referrals, these customers will have access to a broader range of services through the cooperation of the TANF program in the one-stop delivery system. TANF participants, who are determined to be WIOA eligible, and who need occupational skills training may be referred through the one-stop delivery system to receive WIOA training, when TANF grant and other grant funds are not available to the individual. WIOA participants who are determined TANF eligible may be referred to the TANF program for assistance. (Ref. 20 CFR Part 678 & §680.230(a))

Displaced homemakers qualify for services under title I of the Workforce Innovation & Opportunity Act (Ref. 20 CFR §680.630)

- (a) Individuals who meet the definitions of a “displaced homemaker” qualify for career and training services with dislocated worker title I funds. (Ref. WIOA sec. 3(16))
- (b) Displaced homemakers also may qualify for career and training services with adult funds under title I if the requirements of this part are met (Ref 20 CFR §§680.120 and 680.600).
- (c) Displaced homemakers also may be served in statewide employment and training projects conducted with reserve funds for innovative programs for displaced homemakers, (Ref. 20 CFR §§682.210(c) & 680.600)



WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes	Workforce Innovation & Opportunity Act Policy on Priority of Service and Special Populations & Definition of Limited Funding
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(B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

Veterans receive priority of service under the Workforce Innovation and Opportunity Act

(Ref. 20 CFR §680.650)

Veterans, as defined in the Policy on Priority of Service for Veterans, receive priority of service in all Departments of Labor-funded training programs under 38 U.S.C. 4215 and described in 20 CFR part 110. A veteran still must meet each program’s eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with 38 U.S.C. 4213 and §683.230 of this chapter.

(Ref. WIOA sec. 3(63)(A) & 38 U.S.C. 101)

Separating military service members are eligible for dislocated worker activities under the Workforce Innovation & Opportunity Act.

(Ref. 20 CFR §680.660)

If the separating service member is separating from the Armed Forces with a discharge that is anything other than dishonorable, the separating service member qualifies for dislocated worker activities

- (a) The separating service member has received a notice of separation a DD—214 from the Department of Defense

D. Priority of Service and Impact of limited funds:

1. Participants are served on a first-come, first-serve basis within each of the funding streams. All adults are assessed regarding their income level to determine if they are self-sufficient and not eligible for receiving adult funds. If they are not “self-sufficient” they may be served.
2. Therefore all persons served with adult funds are considered low income because they are not self-sufficient (which has been defined by Health and Human Services as meeting or exceeding 100% of the metro/non-metro income level for a specified family size. This information is found at Table 5 of the Federal Lower Living Standard Income Level as follows:

The Metropolitan level for a family of 4 is \$38,485. The non-Metropolitan level for a family of 4 is \$35,533. Locating these amounts on the Table 5, gives the income level as follows for the stated family size.

	Family of 1	Family of 2	Family of 3	Family of 4	Family of 5	Family of 6
METRO	13,861	22,711	31,172	38,485	45,422	53,122
NON METRO	12,972	20,972	28,784	35,533	41,932	49,038



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3. The American Job Center will serve a minimum of 51% of Adults who are considered low-income individuals. If an individual applies for services, and they are not determined to be low-income, they may be served up to 49% of the total adult participants provided they meet all other eligibility criteria as well as the availability of funding.

E. Self-sufficiency Definition

The ability to transition into the workforce, keep a job, and move up the career ladder depends on growing both skills and wages. This translates into both income self-sufficiency and non-income personal growth self-sufficiency. Failure to achieve both types of self-sufficiency will inhibit this growth.

For the purpose of determining eligibility for WDA Career Services, Louisiana has defined Self-Sufficiency to mean that at a minimum:

- an individual's wages, annualized, equal the amounts in the preceding table for his or her family size.
- an individual demonstrates a sufficient attachment to the workforce as demonstrated by overcoming the barriers identified in items b through i listed below. These items demonstrate barriers/lack of progress toward a significant/full-time attachment to the labor market.

Individuals who are employed do not meet the definition of Self-Sufficiency if:

- a) an individual's wages, annualized, do not equal at least the amounts in the previous table
- b) lacks basic skill/language barriers,
- c) has a work history in an industry of occupation declining or projected to decline,
- d) has a poor work history with no significant job attachment as documented by
 - no job within the last 90 days
 - three or more jobs within the past 12 months
 - only part-time jobs
 - multiple quits or fires
- e) has no health care benefits
- f) lack of transportation
- g) lack of Childcare
- h) victim of spousal abuse
- i) lack of opportunity to advance in job or wage gain.

Note: Although the eligibility for the program includes these barriers as part of self-sufficiency, they do not count toward the definition of low income.

F. Local Policy Option

In order to have services available to the largest pool of potential participants, this self-sufficiency

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definition is purposely broad. WDB's will need to customize the definition of self-sufficiency to meet the needs of their local area and prioritize the delivery of services. Dependent on the labor market within each LWDA, the LWDB may require a participant to meet multiple barriers, the income level and additional barrier(s) or some combination. As the LWDB's knowledge of their local workforce and business needs grows, customization of the definition of self-sufficiency will allow each area to maximize resources to meet the changing need of both business and our changing workforce.

G. Policy of CPPJ on Funding:

The Multi Jurisdictional Agreement between the CEOs of the six-parish area and the Calcasieu Parish Policy in its Procurement Guidelines #7, **Parish Allocation**: Because WIOA Funds are allocated by parish; the WDB should strive to approve appropriate programs based on funding availability for that parish. However all guidelines here must be adhered to.

Interested WDB members should attend the planning meeting, provide comments, or input about the proposals in their respective parishes to the Youth Committee Proposal Review at or prior to the appropriate meeting when that proposal is being considered.

Funds are provided to applicants on a first-come, first-served basis. As part of this policy, the WDB stipulates that funds do not sit idle in anticipation of serving a target group of individuals, while others who approach the LWDA for services are denied access to services. Therefore, on a first-come, first-served basis, the WDB will serve whomever approaches the LWDA first. The only stipulation is that if funds are so limited that both individuals cannot be served with available funds, the individual identified as low-income will have priority of service over an individual who is not considered self-sufficient through the existence of barriers as defined above. Veterans have priority of service.

H. Definition of "Limited Funds"

The Regulations themselves, stipulate that funds are "generally limited" (see section 663.300 (b) above.

Funding is considered to be Limited when the WDB determines the impact of services due to any or all of the following items.

1. When either the Federal Government or the State Government declare that the WIOA is not fully funded or that funds have been cut.
2. When the LWDA does not receive a minimum of 90% of the funds received in the previous year.
3. When the number of individuals accessing the system places such a drain on the resources and staff that services have to be cut back because of the inability to purchase needed supplies or pay for essential staff.
4. When funding cuts necessitate the laying off or termination of staff
5. When there is little or no access to other funding sources, or lack of staff to apply for other



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grants or funding streams.

6. When Board members are unable to recommend supplemental funding sources.
7. Failure of partners in the Memorandum of Understanding to pay their fair share of costs.
8. When the State refuses to award discretionary funds to the local level to prop up any funding cuts.

I. WDB Action of Designating the Funds as "Limited."

The WDB shall make a determination that the funds are limited and from the point of designation forward, only low-income individuals will be enrolled based on the reserved slots. The WDB will also determine when funds have been considered to not be limited. Action will be taken at the WDB meeting.

The WDB may consider that funds are limited at any time during the program year.

<p>WIOA COMMON ASSURANCES POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes</p>	<p>Workforce Innovation & Opportunity Act</p> <p>Non Discrimination</p>
<p>CAP 5 Common Assurance Policies</p>	<p>Approved by WDB 9/28/2017</p>

The WDB and the American Job Center / Business & Career Solutions Center will be in COMPLIANCE WITH WIOA SECTION 188 NONDISCRIMINATION



(a) IN GENERAL-

- (1) **FEDERAL FINANCIAL ASSISTANCE.** - For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) **PROHIBITION OF DISCRIMINATION REGARDING PARTICIPATION, BENEFITS, AND EMPLOYMENT.** - No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX (of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) **PROHIBITION ON ASSISTANCE FOR FACILITIES FOR SECTARIAN INSTRUCTION OR RELIGIOUS WORSHIP.** - Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) **PROHIBITION ON DISCRIMINATION ON BASIS OF PARTICIPANT STATUS.** - No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) **PROHIBITION ON DISCRIMINATION AGAINST CERTAIN NON-CITIZENS.** - Participation in programs and activities or receiving funds under this Title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

(b) **ACTION OF SECRETARY.** - Whenever the Secretary finds that a State or other recipient of funds under this title has failed to comply with a provision of law referred to in subsection (a)(1), or with paragraph (2), (3), (4), or (5) of subsection (a), including an applicable regulation prescribed to carry out such provision or paragraph, the Secretary shall notify such State or recipient and shall request that the State or recipient comply. If within a reasonable period of time, not to exceed 60 days, the State or recipient fails or refuses to comply, the Secretary may -

- (1) refer the matter to the Attorney General with a recommendation that an appropriate civil action be instituted; or
- (2) Take such other action as may be provided by law.

<p>WIOA COMMON ASSURANCES POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes</p>	<p>Workforce Innovation & Opportunity Act</p> <p>Non Discrimination</p>
<p>CAP 5 Common Assurance Policies</p>	<p>Approved by WDB 9/28/2017</p>

- (c) **ACTION OF ATTORNEY GENERAL** -- When a matter is referred to the Attorney General pursuant to subsection (b)(1), or whenever the Attorney General has reason to believe that a State or other recipient of funds under this title is engaged in a pattern or practice of discrimination in violation of a provision of law referred to in subsection (a)(1) or in violation of paragraph (2), (3), (4), or (5) of subsection (a), the Attorney General may bring a civil action in any appropriate district court of the United States for such relief as may be appropriate, including injunctive relief.
- (d) **JOB CORPS**.-For the purposes of this section, Job Corps members shall be considered to be the ultimate beneficiaries of Federal financial assistance.
- (e) **REGULATIONS**. -- The Secretary shall issue regulations necessary to implement this section not later than 1 year after the date of enactment of the Workforce Innovation and Opportunity Act. Such regulations shall adopt standards for determining discrimination and procedures for enforcement that are consistent with the Acts referred to in subsection (a)(1), as well as procedures to ensure that complaints filed under this section and such Acts are processed in a manner that avoids duplication of effort.



ATTACHMENT 15

PARISH OF  CALCASIEU
State of Louisiana
RESOLUTION

BE IT RESOLVED BY THE POLICE JURY OF CALCASIEU PARISH,
LOUISIANA, convened in Regular Session on the 20th day of April, 2023, that it
does hereby approve the submittal of the Local/Regional Combined Workforce
Plan, which outlines operational and strategic activities of the Local Workforce
Development Area #51, to the Louisiana Workforce Commission.

BE IT FURTHER AND FINALLY RESOLVED that the President of the
Police Jury, or his designee, when appropriate, is authorized to execute all
documents related thereto.

THUS PASSED AND ADOPTED on this, the 20th day of April, 2023.

STATE OF LOUISIANA
PARISH OF CALCASIEU

I HEREBY CERTIFY that the foregoing is a true and correct
copy of the original resolution as adopted by the Calcasieu
Parish Police Jury in Regular Session convened on the 20th
day of April, 2023.

IN TESTIMONY WHEREOF, I have signed my official signature
and the seal of the Parish of Calcasieu, Louisiana, on this
the 21st day of April, 2023.


Kathy P. Smith, Parish Secretary

Workforce Development Board
Region 5, LWDA #51
4 Year Revised Workforce Plan
Signature Attestation

Submitted for Review to
Louisiana Workforce Commission/ Office of Workforce Development

CHIEF ELECTED OFFICIAL

Chris E Landry
Signature

4/20/2023
Date

Mr. Chris E. Landry, President Calcasieu Parish Police Jury

LWDB CHAIR

Sarita Scheufens
Signature

04/19/2023
Date

Ms. Sarita Scheufens, WDB Chairperson LWDA 51/Region 5

Signature Certificate

Reference number: KAUQ2-GDDGN-3JNX4-QFMA

Signer	Timestamp	Signature
Sarita Scheufens Email: sarita.scheufens@scswfa.org		
Sent:	19 Apr 2023 17:20:17 UTC	
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Signed:	19 Apr 2023 19:41:39 UTC	
Recipient Verification: ✓Email verified	19 Apr 2023 19:41:17 UTC	IP address: 107.77.198.80 Location: Dallas, United States

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LWDA Area 51

LWDB Meeting Minutes

Excerpt April 27, 2023

Signature Certificate

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