

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

**Workforce Innovation and Opportunity Act**

**Title I**

**PY 2017 Plan Update  
July 1, 2017 – June 30, 2018**

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

## **Instructions**

### **Introduction**

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official, to the state a comprehensive four-year plan, which was submitted in May 2016. Annually, each WDB will provide updates to the four-year plan. The WIOA Program Year (PY) 2017 Plan will provide current information and be effective July 1, 2017 - June 30, 2018. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

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

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

North Carolina policy information is available at <http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>. Local Workforce Development Boards may reference the North Carolina WIOA Unified State Plan. Helpful Appendices have been provided as references for use in this document.

### **Plan Submission and Due Date**

The Local Plan must be submitted through Workforce Information System Enterprise. ***The due date is April 28, 2017.*** Each attachment should be submitted separately. Forms requiring original signatures may be mailed to the assigned Planner at: N.C. Division of Workforce Solutions, 313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

## A. Local Area Overview

### **Centralina Workforce Development Board – Area Description**

*The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current. Updates should be submitted to the Division Planner when changes occur, especially to contact names and addresses in questions Section A 1-10.*

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.

#### **Centralina Workforce Development Consortium**

#### **See Attachment – Centralina Workforce Development Consortium Agreement**

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

**Mr. David L. Hollars, Executive Director**  
**Centralina Workforce Development Board**  
**9815 David Taylor Drive, Suite 100**  
**Charlotte, North Carolina 28262**  
**Phone: (704) 348-2717**  
**FAX: (704) 347-4710**  
**E-mail: [dhollars@centralina.org](mailto:dhollars@centralina.org)**

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

**Mr. Jarvis Woodburn**  
**Anson County Commission Member**  
**Centralina Workforce Development Consortium Chair**  
**PO Box 779**  
**Wadesboro, NC 28170**  
**Phone: (704) 994-6210**  
**FAX: (704) 694-7015**  
**E-Mail: [jarvis.woodburn@cmworks.com](mailto:j Jarvis.woodburn@cmworks.com)**

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

**Same as A.3.**

5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

**Centralina Council of Governments**  
**9815 David Taylor Drive, Suite 100**  
**Charlotte, North Carolina 28262**  
**Phone: (704) 348-2717 / FAX: (704) 347-4710**  
**E-mail: [dhollars@centralina.org](mailto:dhollars@centralina.org)**

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

**Mr. Jim Prosser, Executive Director**  
**Centralina Council of Governments**  
**9815 David Taylor Drive, Suite 100**  
**Charlotte, North Carolina 28262**  
**Phone: (704) 372-2416 / FAX: (704) 347-4710**  
**E-mail: [jprosser@centralina.org](mailto:jprosser@centralina.org)**

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

**See Attachment – Centralina COG –Administrative Entity Organizational Chart**

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<https://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

**The DUNS number for the Centralina Council of Governments (Administrative Entity) is 121688311**

*Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix A](#).*

9. Provide the Workforce Development Board member's name, business title, business name and address, telephone number and e-mail address. The first block is reserved to identify the Board chairperson. Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List. See [Appendix A](#) for Local Area Workforce Development Boards membership requirements.

### **See Attachment – Centralina WDB List**

**Note:** Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

\* Use and identify categories as indicated on the form. Do not change required category names.

10. Attach the Workforce Development Board By-laws including date adopted/amended. Name document: Local Area Name WDB By-laws.

### **See Attachment – Centralina WDB By-Laws**

*Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]*

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

**The Centralina Workforce Development Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Centralina WDB, including information regarding the WIOA plan, or a modification to the WIOA plan, prior to submission of the plan or modification of the plan, respectively, information regarding membership, and minutes of formal meetings of the Centralina WDB.**

*Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]*

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

**The Centralina Workforce Development Board Program Year 2017 WIOA Plan was developed in conjunction and consultation with Centralina WDB members, specifically the WDB Executive Committee. Comments and feedback from WDB members were captured by WDB staff and changes (as needed or requested) were made to the plan. The Plan will be available on the Centralina WDB website ([www.centralinaworks.com](http://www.centralinaworks.com)) for review and comments by the public.**

13. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: *Local WDB Name Organizational Chart*.

**See Attachment – Centralina WDB Organizational Chart**

14. Attach a copy of the Local Workforce Development Board's planned meeting schedule to include time, dates and location. Name document: *Local Area Name Board Meeting schedule*.

**See Attachment – Centralina WDB 2017 Meeting Schedule**

15. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' (form provided). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: *Local Area Name Debarment Form*.

**See Attachment – Centralina WDB Debarment Form**

**Note:** Document must bear the original signature of the Administrative Entity signatory official. Mail the signed [Certification form](#) original to Division Planner.

16. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: *Local Area Name Signatory Page*.

**Note:** Mail the signed original [Signatory Form](#) to Division Planner.

**See Attachment – Centralina WDB Signatory Form**

## B. NCWorks Career Centers

1. Attach the Memorandum of Understanding (MOU) among the local Workforce Development Board and partners concerning operation of the local NCWorks Career Center system. (A MOU guide is attached for your reference as [Appendix B](#). [WIOA Section 121(b)(A (iii)]. Name document: Local Area Name NCWorks Career Center MOU.

### **See Attachment – Centralina WDB NCWorks Career Center MOU**

2. Identify NCWorks Career Center location(s) including Tier 1, Tier 2 affiliate, and specialized sites; on-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks [Career Center Chart](#). [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: Local Area Name Career Centers.

### **See Attachment – Centralina WDB – NCWorks Career Centers**

3. Provide the date and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract (**one-four years**). **Note:** By June 30, 2017, every Local Board must select One-Stop Operator(s) through competitive process. [WIOA Regulations 678.605, TEGL 15-16].

**For PY 2017, the Centralina WDB released the Request for Proposal (RFP) on Monday, March 20, 2017 to provider NCWorks Career Center Operations/Management, Services to Adults, Dislocated Workers, and Employer Services through the Centralina Workforce Development Board Integrated One-Stop Delivery System utilizing Workforce Innovation and Opportunity Act (WIOA) funding.**

**The Centralina WDB provided public notice via advertisement in two (2) local newspapers – Charlotte Observer and Charlotte Post. Solicitation was also posted on the Centralina Council of Governments ([www.centralina.org](http://www.centralina.org)) and the Centralina WDB ([www.centralinaworks.com](http://www.centralinaworks.com)) websites.**

**Centralina WDB maintains a Bidder's List and all bidders on the list received notice of the RFP release. The RFP provided dates of release, submittal date, approval date, award notification date, and anticipated contract start date. RFP submittal date was Friday, April 14, 2017.**

**During the release and submittal time the Centralina WDB received questions from bidders. The Centralina WDB uploaded all questions and answers to the Centralina WDB website ([www.centralinaworks.com](http://www.centralinaworks.com)) for public viewing. Bidders were required to submit one (1) completed copy of their RFP electronically via email to the Centralina WDB with the option of submitting a mailed or delivered hard copy. Centralina WDB maintained a “RFP Received” document featuring the bidder’s name, address, phone number, email, time and date received, and method of delivery.**

**A sub-committee of Centralina WDB members and staff is currently reviewing all received RFPs and completing a PY 2017 Request for Proposals – Evaluation Review Criteria for each RFP. The Evaluation Review Criteria documented the proposer’s general information, required documents submitted, experience and capacity, assessments, program outcomes, customer satisfaction and business services, WIOA performance measures, follow-up activities, program services/management and budget narrative.**

**The criteria is used to evaluate the proposals with point values and a total of 100 points were possible. The bidder must achieve a minimum of 75 points to be considered for recommendation. The bidders could also use the criteria to ensure all items in the RFP were addressed. Proposal review consisted of bidder’s experience, quality of services proposed, startup time, reasonableness of cost, profit/fees and cost analysis.**

**Once the committee finalizes the RFP evaluation review criteria process, selection recommendations will be made and presented to the full Centralina Workforce Development Board on Tuesday, June 13, 2017 for approval. Centralina WDB Procurement Policy allows the Board to extend or renew a contract for up to three (3) additional years if they meet certain performance criteria. This would apply to the PY 2017 WIOA contracts that may be extended into PY 2018.**

**For PY 2018, the Centralina WDB Executive Committee will review the performance and other factors related to the PY 2017 WIOA contractors to determine if the WIOA contracts will be renewed for PY 2018. This final determination/decision will be made at the June 12, 2018 Centralina WDB meeting. The Board will release an RFP for services for PY 2019 in the spring of 2019.**

## C. WIOA Title I Programs

### i. Adult and Dislocated Worker Services

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

**Note:** While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

**For PY 2017, the Centralina WDB released the Request for Proposal (RFP) on Monday, March 20, 2017 to provider NCWorks Career Center Operations/Management, Services to Adults, Dislocated Workers, and Employer Services through the Centralina Workforce Development Board Integrated One-Stop Delivery System utilizing Workforce Innovation and Opportunity Act (WIOA) funding.**

**The Centralina WDB provided public notice via advertisement in two (2) local newspapers – Charlotte Observer and Charlotte Post. Solicitation was also posted on the Centralina Council of Governments ([www.centralina.org](http://www.centralina.org)) and the Centralina WDB ([www.centralinaworks.com](http://www.centralinaworks.com)) websites.**

**Centralina WDB maintains a Bidder's List and all bidders on the list received notice of the RFP release. The RFP provided dates of release, submittal date, approval date, award notification date, and anticipated contract start date. RFP submittal date was Friday, April 14, 2017.**

**During the release and submittal time the Centralina WDB received questions from bidders. The Centralina WDB uploaded all questions and answers to the Centralina WDB website ([www.centralinaworks.com](http://www.centralinaworks.com)) for public viewing. Bidders were required to submit one (1) completed copy of their RFP electronically via email to the Centralina WDB with the option of submitting a mailed or delivered hard copy. Centralina WDB maintained a "RFP Received" document featuring the bidder's name, address, phone number, email, time and date received, and method of delivery.**

**A sub-committee of Centralina WDB members and staff is currently reviewing all received RFPs and completing a PY 2017 Request for Proposals – Evaluation Review Criteria for each RFP. The Evaluation Review Criteria documented the proposer’s general information, required documents submitted, experience and capacity, assessments, program outcomes, customer satisfaction and business services, WIOA performance measures, follow-up activities, program services/management and budget narrative.**

**The criteria is used to evaluate the proposals with point values and a total of 100 points were possible. The bidder must achieve a minimum of 75 points to be considered for recommendation. The bidders could also use the criteria to ensure all items in the RFP were addressed. Proposal review consisted of bidder’s experience, quality of services proposed, startup time, reasonableness of cost, profit/fees and cost analysis.**

**Once the committee finalizes the RFP evaluation review criteria process, selection recommendations will be made and presented to the full Centralina Workforce Development Board on Tuesday, June 13, 2017 for approval. Centralina WDB Procurement Policy allows the Board to extend or renew a contract for up to three (3) additional years if they meet certain performance criteria. This would apply to the PY 2017 WIOA contracts that may be extended into PY 2018.**

**For PY 2018, the Centralina WDB Executive Committee will review the performance and other factors related to the PY 2017 WIOA contractors to determine if the WIOA contracts will be renewed for PY 2018. This final determination/decision will be made at the June 12, 2018 Centralina WDB meeting. The Board will release an RFP for services for PY 2019 in the spring of 2019.**

2. Attach the Local Workforce Development Board’s Adult and Dislocated Worker (DW) service providers chart effective July 1, 2017 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: Local Area Name Adult and DW Providers 2017.

**See Attachment – Centralina WDB Adult and Dislocated Worker Providers 2017**

3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what

“significant number of competent providers” means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: Local Area Name Eligible Training Providers. [Division Policy Statement 21-2015]

### **See Attachment – Centralina WDB Eligible Training Providers**

**A significant number of competent training providers means Centralina WDB staff thoroughly review and approve providers from the Centralina WDB local area but also providers located in neighboring counties who offer various training and occupational choices that lead to credentials recognized by in-demand industries for the labor market region.**

**Centralina WDB’s Eligible Training Providers process is implemented through the NCWorks Online system. Active and interested training providers are instructed to enter identifying background information about their training institution/organization. Centralina WDB staff receives the NCWorks automated alert via email and internal message prompting staff to review/verify the submitted background information and allow the provider access to submit training programs for review and approval. The training provider must fully complete the NCWorks Online program profile for each individual program they want to submit for review and approval. The program profile includes program/service details, related occupations, costs, locations, and skills.**

**The active or interested training provider must electronically sign the confirmation statement confirming that all information is current and accurate before their programs can be officially submitted for Workforce Innovation and Opportunity Act (WIOA) Title I eligibility. Once the training provider confirmation is signed and the program is submitted electronically, Centralina WDB staff receives an email and internal message via NCWorks Online alerting to review the submitted programs. The proposed training programs are reviewed and training providers are notified within thirty (30) days of receipt of the program submission notice.**

**Customers have access to NCWorks Online and can view the Centralina WDB Eligible Training Provider List at any time using the search tool. The search tool offers various filters allowing the customer to drill down on training programs and compare options from different training**

**providers. NCWorks Career Center staff also have access to view training programs currently approved by the Centralina WDB as well as access to Training Provider Reports which allow Center staff to also stay updated on what is approved in the region. Customers review of the NCWorks Online Approve Training Providers allows customers to make informed choices relative to training opportunities available through the eligible WIOA provider list.**

4. Establish and attach the local area written policy AND procedures for implementation to ensure priority of service for populations described in the WIOA Adult programs for both veterans and low income individuals. Attach the document and name document: Local Area Name Priority of Service Policy.

**Note:** The policy and procedures must include specific details as outlined in USDOL TEGL 19-16, pages 6-8. Local Workforce Development Boards should also reference USDOL TEGL 10-09, TEN 15-10 and Policy Statement 03-2017 when developing the policy and procedures.

*Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:*

- i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.*
- ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.*
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.*
- iv. Last, to non-covered persons outside the groups given priority under WIOA.*

*Priority for services does not preclude service to individuals who are not low-income or not receiving public assistance or not a veteran, but rather establishes the order of precedence for service as provided at WIOA and section 134(b)(3)(E).*

**See Attachment – Centralina WDB Priority of Service Policy**

5. What strategies are in place to ensure Local Workforce Boards meet or exceed PY2018 Adult and Dislocated Worker Performance Measures?

**The Centralina WDB tracks Adult and Dislocated Worker performance measures through FutureWorks System (*NCPerforms*) and NCWorks Online Predictive Reports on a quarterly basis to ensure we are on track with meeting and exceeding annual performance goals set locally and statewide.**

**Centralina WDB has also transitioned to electronic case/file management which allows Centralina WDB staff to review files for accuracy remotely, at any time. Remote desktop monitoring will be conducted on a monthly basis, reviewing any newly enrolled customers for that month to ensure the case is being handled properly from the start. A more in-depth monitoring session will happen quarterly which will include a random sample of no less than fifty (50) participant files total.**

**Centralina WDB staff distributes performance status information to all WIOA Contractor staff indicating where we are in performance and guidance on what the contractor staff can do to ensure that we are achieving performance measures. The WIOA Contractor staff are directed to look at all exited cases to ensure accurate data has been entered to achieve the performance expected. Guidance is provided to review all exited customers entering employment by confirming NCWorks Online Service/Activity Code 650 Got a Job has been entered and to ensure that NCWorks Online case outcomes have been entered indicating customer entered employment, completing entered employment information in quarterly follow-up activities and use of NCWorks Online Service/Activity Code FO3 Tracking Progress on the Job to ensure employment retention and wage increase and average earnings.**

**Centralina WDB also require the Adult and Dislocated Worker Services Provider to submit a monthly accountability report which tracks various metrics that are directly related to the daily success of the Centralina NCWorks Career Centers.**

6. Provide the Workforce Development Board's approach to providing work experience to Adult and Dislocated Workers. If work experience is provided, attach the local work

experience policy. Name document: Local Area Name Adult/Dislocated Worker Work Experience Policy.

**See Attachment – Centralina WDB Adult/Dislocated Worker Work Experience Policy**

7. Describe follow-up services provided to Adults and Dislocated Worker.

*Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described in paragraph (1) shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.*

**Follow-up is done by phone calls and/or emails to customers and on-site customer center visits. Follow-up services may include career advancement activities, training, access to workshops, and ongoing access to online resources offered for further learning and skill advancement. Focus is placed on job retention techniques and the need for assistance with obtaining re-employment, if necessary. Referrals to partner organizations for supportive services food, housing, transportation, etc. are made available as applicable.**

**Follow-up services are provided primarily to customers who have entered employment but are also made available to customers who obtain employment but who are also still enrolled in WIOA activities. Follow-up is performed by enrolling employed customers in the NCWorks Online Service/activity Code F03 which is related to tracking progress on the job and entering follow-up data in the quarterly NCWorks Online case closures outcomes.**

**Centralina WDB follow-up procedures ensures the performance measures of entered employment, retention, and average earnings are thoroughly tracked.**

## ii. Youth Services

1. Will the Workforce Development Board have a standing committee to provide information and to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

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

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

- a) Provide the committee's purpose/vision.

**Purpose: To link NEXGEN (Next Generation) youth and young adults with the best resources to support their pathway to a solid career.**

**Vision: Our NEXGEN talent will be educated, trained, and employed**

- b) Attach the planned Program Year meeting schedule. Name document: *Local Area Name Youth Committee Meeting Schedule*.

**See Attachment – Centralina WDB NEXGEN Council Meeting Schedule**

- c) Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: *Local Area Name Youth Committee Members*.  
[WIOA Section 107(b)(4)(A)(ii)]

**See Attachment – Centralina WDB NEXGEN Council Members**

2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

**The Centralina WDB Program Year 2017 Request for Proposals were released on March 20, 2017 and were posted as legal ads for one day in the two Charlotte area newspapers (Charlotte Observer and Charlotte Post) as well as on [www.centralinaworks.com](http://www.centralinaworks.com) and [www.centralina.org](http://www.centralina.org). The ads indicate a release date (March 20) and completed proposal submittal date (April 14). WDB staff received and thoroughly**

**documented receipt of the proposals. An RFP Review Committee selected from the NEXGEN Council members mostly private sector that have no ties, interest, or conflict with organizations submitting RFPs. A date is being scheduled for the review committee to meet and evaluate the proposals based on the WDB staff's technical review of the proposals. An RFP evaluation criteria form was completed and approved for each proposal by the committee. RFP review committee reviews and discusses the evaluation criteria for each proposal and a recommendation was decided by the committee to present to the Centralina WDB for approval at their June 13, 2017 meeting. All proposers must meet the established RFP proposal requirements which were prepared with all known information and guidance for the WIOA.**

3. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2017, using the provided [Youth Service Provider List](#). Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers 2017.

**See Attachment – Centralina WDB Youth Providers 2017**

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

**Centralina WDB staff will utilize NCWorks Online Reports and Predictive Reports and Future Works to stay on top of performance measures and outcomes.**

**WIOA Youth staff is directed to continue to look at activities and record attainment of a degree and case outcomes and follow-up to ensure the customer attainment of a degree is accurately entered. The WIOA Youth contractor staff also reviews Literacy and Numeracy NCWorks Online reports and emails other contractor staff to schedule post-test week (post testing customers whose post-test date is approaching) thus making sure youth and young adults are provided with post testing.**

**The WIOA Youth contractor staff will continue partnering and collaborating with the NCWorks Career Center Talent Employment Solutions staff to assist with recruiting employers to place young adults in employment such as work experience or OJT. The WIOA Youth contractor staff is also collaborating with Center Talent Development Solutions staff concerning career exploration and placement in**

**educational training. WIOA Youth contractor staff are reviewing all youth participant exited cases for accuracy and ensuring that correct data is being entered to capture performance measures.**

**The WIOA Youth contractor staff will also focus on building sustainable career pathways for customers.**

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

**Note:** Federal funds may not be spent on entertainment costs.

**See Attachment – Centralina WDB Youth Incentive Policy**

6. Provide the Workforce Development Board's approach to providing work experience to Youth. If work experience is provided, attach the local work experience policy. Name document: Local Area Name Youth Work Experience Policy.

**See Attachment – Centralina WDB Youth Work Experience Policy**