

**American Recovery and
Reinvestment Act
LOCAL WORKFORCE
INVESTMENT AREA PLAN**

Bluegrass

Local Workforce Investment Area Name

Bluegrass Area Development District

Name of Fiscal Agent for Local Workforce Investment Area

Address of Fiscal Agent

699 Perimeter Drive

Lexington, KY 40517

SIGNATURE PAGE

**Local Workforce Investment Area Plan For:
Bluegrass**

LWIA Name

This Local Workforce Investment Area Plan has been approved and is being jointly submitted by the appropriate chief elected official(s) (CEO) and the Local Workforce Investment Board (LWIB). (In addition to their signatures, please type or print the names and titles of these individuals.)

CEO(s)

Signature (Chief Elected Official)

Date

Dodd Dixon

Bluegrass ADD Chairman

Printed/Typed Name

Title

CEO(s)

Signature (Chief Elected Official)

Date

Honorable James Newberry

Printed/Typed Name

Title

LWIB

Signature (Chair, Workforce Investment Board)

Date

Kevin Wilkins

Chairman Workforce Investment Board

Printed/Typed Name

Title

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Local Plan Contents

I. Context, Vision, and Strategy

Economic and Local Labor Market Context

Provide a detailed analysis of the local economy, the local labor pool, and the local labor market context:

The Bluegrass Workforce Investment Area consists of the following counties: Anderson, Boyle, Bourbon, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford.

The Bluegrass Area Development District/Workforce Investment Area consists of 4,273 square miles (2,734,720 acres) of land area, extending approximately 80 miles from east to west and 95 miles from north to south. The smallest county, Jessamine, contains 173 square miles of land area and the largest county, Madison, contains 440 square miles.

According to the U.S. Census Bureau, 686,003 persons lived in the BGADD in 2000, but the most recent available estimates, from 2008, place the population at 753,025. Thus, in five years, the BGADD population increased by 67,022 residents or 9.77%.

The unemployment rate for the area was 5.6% in 2008 while the unemployment rate for the state during 2008 was 6.4%.

The Bluegrass ADD/Workforce Investment Area is located within 500 miles of over 70 percent of the US population. This strategic location allows the Bluegrass ADD to be marketable for goods, services, and manufacturing facilities. The Bluegrass ADD is in close proximity to many major U.S. urban areas, including Louisville, KY (72 miles west); Cincinnati, OH (81 miles north); Detroit, MI (269 miles north); Chicago, IL (373 miles northwest); Indianapolis, IN (192 miles northwest); Knoxville, TN (172 miles south); St. Louis, MO (344 miles west); Nashville, TN (209 miles southwest); Columbus, OH (190 miles northeast); Memphis, TN (410 miles southwest); Charleston, WV (182 miles east); and Atlanta, GA (366 miles south). These distances are based from downtown Lexington in Fayette County

The 2006 edition of the CEDS, under the guidance of the BGADD's Development Advisory Committee (DAC), identified the need for a cluster study of the seventeen county BGADD. The purpose of this study is to give economic development decision-makers in the Bluegrass Area Development District (BGADD) an understanding of the industrial personality of the region. This study identifies the major clusters in the BGADD and analyzes their comparative advantages and disadvantages relative to the nation.

Armed with this information, economic development decision-makers will be better situated to make decisions as to how to best preserve and develop the industrial base.

Clusters are considered important to regional economies as they create regional growth and competitive advantages. Due to the improved efficiency of interconnectedness and geographic concentration, clusters offer businesses the following advantages:

- economies of scale,
- increased productivity,
- lower transaction costs,
- increased information exchanges,
- encourage innovation,
- stimulate the creation of new companies, and
- better access to employees, buyers and suppliers.

In addition, clusters attract specialized forms of labor, create complimentary industries and allow smaller businesses to compete in economies of scale by reducing the costs of business.

This study (Released March 2009) uses both quantitative and qualitative analytical tools to identify the major clusters in the BGADD. This study identified the following seven clusters for the region:

- Automobile Manufacturing Cluster
- Software and Computer Services Cluster
- Healthcare Cluster
- Equine Cluster
- Tourism Cluster
- Post-Secondary Education Cluster
- Metal and Machinery Manufacturing Cluster

Results of the analysis show that the Automotive Manufacturing Cluster, the Equine Cluster, the Software and Computer Services Cluster, the Post-Secondary Education Cluster, and the Metal and Machinery Manufacturing Cluster have an advantage in the BGADD. The results of the analysis also show that the Healthcare Cluster and Tourism Cluster have a disadvantage in the BGADD relative to the nation.

Local Vision and Priorities

What is the local vision for ensuring a continuum of education and training opportunities that support a skilled workforce?

The Bluegrass Region is fortunate to have a myriad of education and training opportunities. As with all local workforce areas the challenge lies in coordinating those opportunities to ensure that needs are met. The vision of the Bluegrass Region is to develop partnerships with typical and atypical training providers to ensure that the needs of the region's employers are being met. This can include continued efforts to develop career pathway models in the manufacturing sector. This can also include development of training consortia in the healthcare sector which would allow all participating hospitals, for example, to develop curricula for Patient Care Technicians that would embed soft skills training along with the technical skills training. As needed and as expected, the Bluegrass LWIA will continue to assist job seekers meet the demands of the employer community by providing core, intensive and training services. However, the Bluegrass LWIA realizes that the best investment of tax dollars to create new tax payers. As such, the Bluegrass LWIA will continue to ask the hard questions to determine the needs of employers and make critical investments to meet those needs.

What is the local vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training, including youth most-in-need of assistance, such as out-of-school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farmworker youth, youth with disabilities, and youth at risk?

The Bluegrass Workforce Investment Area's vision for serving the youth population focuses on assisting the neediest youth to identify their educational and employment opportunities in high demand occupations. Staff works with youth one on one to address any barriers they have to obtaining their educational and employment goals. In today's times it is important that youth are made aware of what is available and in high demand attainable for their success.

The Bluegrass WIB will offer two Summer Youth Programs in the Bluegrass region this year. Each program will give youth age 16 - 24 an opportunity to learn while earning a paycheck. Youth will participate in a 6 to 7-week program earning \$7.25 per hour.

The BLUE (By Learning U Earn) Summer Youth Program will focus on providing youth with work readiness (via Alchemy SISTEM) and work experience (via businesses, government offices, non-profits organizations or community agencies). Approximately 390 youth will be served in the BLUE program with

the goal of obtaining work readiness skills and work experience that will increase their abilities to obtain and maintain employment.

The Bluegrass Goes Green Summer Youth Program will serve seventeen teams (each team consisting of five disadvantaged youth) in each of the seventeen counties within the Bluegrass Area Development District.

Each team will research and assess the greenness of their community and create a plan on ways their community can 'go green'. Team Member may choose from the following topics for their research

- Energy Efficiency
- Recycling/Solid Waste
- Environmental Improvement
- Litter Abatement
- O Zone Improvements
- Wild Life Preservation

Teams will present their plan to a panel of elected leaders to be judged on ability to implement, creativity, cost efficiency, and overall presentation of plan.

Approximately 80 youth will be served in the BLUE program

Identify key workforce investment system priorities for the local workforce system and how each will lead to actualizing the local vision for workforce and economic development?

Priorities for the workforce investment system include-

- Ongoing development of training academies which follow a "boot camp" model. These academies will be sector based and provide relevant training to meet the needs of the employers in the Bluegrass Region;
- Development of entrepreneurship opportunities for individuals with an interest in business ownership.
- Prepare for future jobs. This requires an understanding of where the local economy is taking us and what training is required to get there.
- Identification of priority clusters

The above strategies, first and foremost, must be driven by the business community. As such, with direction set by the business community, actualization of the local vision will be accomplished.

Overarching Local Strategies

What strategies are in place to address the national strategic direction and the workforce development issues identified through analysis of the local economy and labor market?

The national strategic has been identified as serving the needs of businesses. Additionally, the national approach implies that by meeting the needs of businesses that the needs of job seekers will naturally be met. The Bluegrass Region is prepared to advance this strategy as evidenced by our ongoing investment in incumbent worker training and on the job training. The Bluegrass LWIA has recently re-evaluated LWIA policies to ensure that all polices and practices are business friendly and encourage utilization. As a result of the review, some minor changes were made. Additionally, the Bluegrass LWIA is actively engaged with businesses within the region to ensure that the investments made with federal workforce dollars are relevant and meaningful.

Service Delivery Strategies, Support for Training

Describe innovative service delivery strategies (present or future) to maximize resources, increase service levels, improve service quality, achieve better integration or meet other key local goals?

The Bluegrass LWIA hopes to engage existing and new training providers by emphasizing short term training with ARRA funds. The purpose of the funds is to help Americans return to work as quickly as possible. Therefore, short term training seems the most realistic training option. The Bluegrass LWIA plans to re-evaluate standards by which a person is determined to need training. It is expected that, as a result, more people will be determined in need for training. Thereby, service levels will increase. It is not apparent how better integration will occur as a result of ARRA investments.

II. Service Delivery

Local Governance and Collaboration

Describe how the agencies involved in the workforce system interrelate on workforce, economic development, and education issues and the respective lines of authority?

The Bluegrass Workforce Investment Board has strong ties to the local elected officials, economic development professionals, educational and other providers in the region. The administrative entity for the board is the Bluegrass Area Development District (BGADD) - a regional economic development and planning agency for a seventeen county, thirty-three city region. The BGADD Board of Directors is comprised of county judges, mayors and citizen members representative of the region and literally impacts every citizen of the region from cradle to grave – workforce, infrastructure, transportation, MPO, community development, aging services, etc. It is the catalyst for all regional planning and development.

The Workforce Investment Board has the statutory responsibility for developing a one stop system and plan of action for the local area's workforce related issues. It should be the conduit for all things workforce related. It should be the vision and the visionary for workforce. It should be the collaborator, convener, and catalyst.

Describe the steps the local area will take to improve operational collaboration of the workforce investment activities and other related activities and programs outlined in section 112(b)(8)(A) of WIA, at the local level (e.g., joint activities, memoranda of understanding, planned mergers, coordinated policies, etc.). How will the local board and agencies eliminate any existing local-level barriers to coordination?

The success of the local workforce system, including the One-Stop Career Centers is dependent upon the collaboration and cooperation of the multitude of partners, which maximize resources and available services to the public. BGADD has a consortium for the One-Stop Career Center operations in place. The partners in this consortium meet regularly to discuss needs and to implement strategies to continually enhance service delivery. The WIB sets policy and provides oversight of workforce investment activities. The local elected officials continue to have an interlocal agreement with the Bluegrass WIB. The agreement identifies the Chief Local Elected Officials and provides for the provisions of training programs and disbursement of funds.

Bluegrass currently has in place several strategies, which implements this systems approach for service delivery.

➤ Memorandums of Understanding (MOU)

Bluegrass has signed MOU's with all mandated One-Stop partners. The MOU's outline service delivery and a cost allocation plan for each center and partner. Only those partners who have a full time presence in the One-Stops are included in the cost allocation plans. MOU's are updated to represent changing services or costs.

➤ Service Provision

1. Rapid Response Teams: Bluegrass, with the assistance of the Career Centers, has developed and implemented a Rapid Response Plan. Through the implementation of this plan, each One-Stop has designated individuals who participate on the team, which provides a timely and unified response to layoffs. A Rapid Response Coordinator is the liaison between Rapid Response team members, businesses, dislocated workers, the One-Stop Centers/partners. The Coordinator provides an avenue of clear communication among partners.

2. **Business Services Teams:** Each Career Center has a business services team. A Business Services Coordinator is the single point of entry for the business community. The Business Services Coordinator can provide information to the business services team who is poised to evaluate the need and offer solutions, maximizing the resources of the partners. A unified action plan is presented to the company.
3. **Assessments:** Bluegrass and partners are developing a common assessment and referral tool to streamline service delivery between the partners. The implementation of this tool will provide an avenue for a seamless service delivery to the One-Stop customers.
4. **One-Stop partners meetings:** Each One-Stop has regular partner meetings. These meeting provide a mechanism to share information regarding services, employment or training information and to discuss and resolve common issues.
5. **One-Stop Career Staff and Partners Training:** A trained and professional staff is vital to the success of the One-Stop system. On-going training will continue to occur with all staff being knowledgeable of services and providers in the collective workforce system. Best practices will be implemented for consistent service delivery. This training provides a mechanism for consistent information and local collaboration between partners which results in shared visions and overarching goals.

Collaboration efforts have resulted in increased services to the workforce community. The provision of outreach and information activities through partnerships includes job/education fairs, business services teams, cultural awareness activities such as international day and minority opportunities day, career preparation for youth and human resource workshops for companies serve as examples. The development of best practices, assessments and referral systems are on-going collaboration processes.

Reemployment Services and Wagner-Peyser Act Services

Describe the One-Stop reemployment services the local area provides to Unemployment Insurance claimants and the worker-profiling services provided to claimants identified as most likely to exhaust their Unemployment Insurance benefits in accordance with section 3(c)(3) of the Wagner-Peyser Act.

The Office of Employment and Training is responsible for both unemployment insurance and Wagner-Peyser activities. All One-Stops are seeing a high volume of traffic. The Bluegrass WIB has increase staffing in the One-Stops and even

created new positions to address the growing needs of individuals seeking reemployment services. Those staffing include Customer Service Specialist that's main focus is to assist the customers in navigating the system and assessing the services available. Every effort will be made on moving people through the system and eliminating barriers to other services provided by other partners. The quicker people can receive services, the quicker they can go to work. A job search room was also created that allows individuals to be able to access staff assistance with job searching and referrals. Workshops have also been created and offered through the One-Stops and Mobile One Stop on work readiness skills and computer skills.

Employer services have also suffered while the focus has been on serving the increase need for unemployment insurance. The Bluegrass WIB has created a Business Service Specialist Team to represent the One-Stop to the employer community. Business Service Specialist calls on and addresses the needs of our employer community with the goal of placing our One-Stop customers in employment.

Describe how the local area will ensure the three-tiered service delivery strategy for labor exchange services for job seekers and employers authorized by the Wagner-Peyser Act includes: (1) self-service, (2) facilitated self-help service, and (3) staff-assisted service, and is accessible and available to all customers at the local level.

Self Service is utilized through the EKOS system. This system is available to all customers at the local level. The facilitated self-help services and staff-assisted services have been enhanced by the creation of the Customer Service Specialist positions and the Business Service Specialist team. These services provide the necessary portal for other services available in the one-stop system – job orders, job referrals, education, supportive services, training, workshops, labor market information, etc. The E3 system is also available but needs to be marketed as the primary place to list any and all job openings for not only the Recovery Act positions but also any and all future employment opportunities in the Commonwealth.

Adult and Dislocated Worker Services

Describe local strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services, as described in section 134(d)(2).

There are four Career Centers located in the Bluegrass Workforce Investment Area. At a minimum, these centers house staff on a permanent, full-time basis from the following programs: Title I of the Workforce Investment Act, Unemployment Insurance, Trade, Veterans, Wagner-Peyser programs, and

Vocational Rehabilitation program. The Adult Education program is available at two of the Centers. Partners that are not physically located at the Centers are available electronically, on an as-needed basis or by referral. All adults and dislocated workers have access to the minimum required core services at the four Career Centers. Core services include, but are not limited to, outreach and intake, information about partner programs, access to labor market information, job search and placement assistance, information on filing UI benefits, workshops and information on training providers.

Describe how the local area will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs, to deliver core services.

WIA Title I staff work together with the Wagner-Peyser staff to provide core services and conduct job referral services to customers.

Currently, the Bluegrass WIB pays for all of the outreach and recruitment via printed materials and website on services available under the One-Stop name at its four comprehensive centers. The Board will request each partner to contribute to the continued outreach and recruitment efforts to increase the numbers seeking services at the four centers.

Describe the local area's vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources.

The employment and training activities funded through the Bluegrass Workforce Investment Board are an integral component of the Area's education and training system. The Board has established a network of career centers and affiliate sites throughout the 17-county Workforce Investment Area which provide points of access to many education and training services in the region. Services are provided by a variety of workforce partners and are offered in levels of service with each consecutive level providing customers with more staff intensive services and require a large investment of training dollars. The primary decision criteria or gateway for moving customers to higher tiers of service is whether or not the customer is employed, and if so, does that job provide them with a "livable wage". A good description of the services available in the Bluegrass workforce system can be found in the One Stop Delivery System component of this plan.

With careful case management, Central Kentucky Career Center customers are matched with the services they need to find and keep jobs. The greatest resource investment occurs as customers move into the third tier of services or training services. Adult, non-dislocated worker customers receiving training services

have specific, identifiable barriers that keep them from finding jobs, keeping jobs and earning an income above the poverty line. The barriers include the lack of a solid work history, no high school diploma, poor academic skills, not English literate, ex-offender, welfare recipient and homeless. Dislocated worker customers typically need a different set of services aimed at moving them quickly back into jobs. These customers may need some skills upgrading such as computers skills training and job search assistance. Dislocated worker services must be determined by staff on an individual basis. Many times the customer needs assistance in identifying skills they have acquired during their work experience that can be transferred to another occupation. Whether an adult or dislocated worker, Career Centers staff routinely discuss with customers opportunities in non-traditional occupations that may exist in the region.

What models/templates/approaches does the local area recommend and/or require for service delivery in the One-Stop Career Centers in the area? For example, do all Centers in the area have a uniform method of organizing their service delivery to business customers? Is there a common individual assessment process utilized in every area Center? Are all area Centers required to have a resource center that is open to anyone?

Do all One-Stop Career Centers have a uniform method of organizing their service delivery to business customers? The Business Service Team is working with other One-Stop partners in an effort to provide a more uniform approach to business customers. Staff have partner in such ways as job order taking, job fairs, marketing partner services and joint business meetings. Efforts are being made to increase the effectiveness of this partnership.

Is there a common individual assessment process utilized in every One-Stop Career Center? Work Keys by ACT is offered in each of our four comprehensive centers via the internet.

What approaches will be used to ensure funds are targeted to those most in need, including low-income, public assistance recipients, persons with disabilities? A strong system of referrals and outreach among partner agencies is paramount to ensuring funds are targeted appropriately. Emphasis must be placed on making certain partners are aware of other programs services, objectives and eligibility. Continued outreach is also critical.

How will the sequence of services be streamlined to facilitate individual access to needed services and training? Individual customers may access any of the services in the resource rooms or the job search room. Services available in the resource rooms are either self-service or staff assisted while services available in the job search room is always staff assisted. By creating the Customer Service Specialist positions we are able to increase our staff assisted services. Dedicated staff are being posted in resource room with high volume of customers to assist any customer seeking information.

Are all area Centers required to have a resource center that is open to everyone? Yes all of our centers have at least one resource room available to everyone seeking workforce information.

Youth Services

Describe the local area's strategy for providing comprehensive, integrated services to eligible youth, including those most-in-need.

The Bluegrass WIB's plan is to serve youth ages 16 through 24, both in-school and out-of-school, with a summer youth employment opportunity (BLUE) and a green initiative program (Bluegrass Goes Green). Our goal will be to work with those that are most in need and offer summer employment in an area that matches their interest inventory or field of study if they are in school or an insight to the 'greenness' of their community, depending on the program the youth is enrolled into.

Funds allocated for summer youth employment through the ARRA will be expended during the first summer. It is our goal to expend 100% of these funds by September 30, 2009.

Deliverance of the summer youth employment program will be awarded to our current interested youth providers by way of amendment to their current contracts.

The goal is to have funds supplied through ARRA evenly divided between in-school and out-of-school participants.

Follow-up services for those in summer employment only will consist of determination that a youth has returned to either secondary or post secondary education or for those not returning to education insure that they have the proper access and connections with employment opportunities through local one-stops.

Anticipated number of youth to be served by the Bluegrass WIB during the summer of 2009 is 470.

Veterans' Priority of Service

What policies and strategies does the local area have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L. 107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?

Pursuant to the requirements of the Jobs for Veterans Act (PL 107-288) (38 USE 4215) and the requirements established 20 CFR 1010.230, published at 73 Fed Reg. 78132, all veterans and certain spouses who otherwise meet the eligibility requirements for all USDOL funded employment and training programs will receive priority for service. This priority for service will be identified at the point of system entry and the covered individual(s) will be given an opportunity to take full advantage of the priority for service.

Service Delivery to Targeted Populations

Describe the local area's strategies to ensure that the full range of employment and training programs and services delivered through the state's One-Stop delivery system are accessible to and will meet the needs of dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farmworkers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, limited English proficiency individuals, and people with disabilities).

The Central Kentucky Career Centers offer the full range of employment and training programs and services. Title I of the Workforce Investment Act, Unemployment Insurance, Trade, Reemployment services and Wagner- Peyser are represented on a permanent, full-time basis at all of the centers. The Vocational Rehabilitation program is also represented. The Adult Education program is available on an itinerant basis. Partners that are not physically located at the Centers are available electronically, on an as-needed basis or by referral. In essence, every customer who comes into the Central Kentucky Career Centers will have access to all programs and services delivered through the system. In order to effectively implement the Recovery Act priority of service for low-income individuals, recipients of public assistance, Veterans and Spouses of Veterans under the WIA Adult program the Workforce Investment Act staff will utilize a priority point system to ensure that these populations receive priority of service.

III. Operations

Transparency and Public Comment

Include a description of the process the local area used to make the Plan available to the public and the outcome of the local area's review of the resulting public comments.

The Bluegrass Workforce Investment Area will post the plan on two websites for the required thirty (30) day comment period. The websites are www.ckyjobs.com and www.bgadd.org. This comment period will begin on the

date of submission and will conclude thirty days thereafter. Any comments will be forwarded to the Office of Employment and Training for inclusion in the plan.

Increasing Services for Universal Access

What local policies are in place to promote universal access and consistency of service throughout the area?

Universal access is a key component to the effectiveness of the publicly funded one stop system. Individuals should be able to access services through various entry points. Although it was originally established a new commitment to the “no wrong door” philosophy must be established. Bluegrass LWIA policies and procedures are consistent throughout the area. This is accomplished by on-going training of staff and open communication among staff and supervisors. However, WIA is not the only entry point into the system. For the most part, the Office of Employment and Training staff and services provide the initial contact a person has with the public workforce system. The Office of Employment and Training has lost a critical number of staff during the past few years due to retirement. Currently, the Office of Employment and Training is not adequately staffed in the Bluegrass Region. Critical use of ARRA Wagner Peyser funds is needed to increase the number of staff available to serve the growing needs of the customer base. However, such an investment can not disappear when ARRA funds are exhausted. Strategic planning is necessary to ensure that sustainability of additional staff is a cornerstone of the agency.

Procurement

Describe the competitive and non-competitive processes that will be used at the local level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts.

Pursuant to the Workforce Investment Act, full and open competition of goods, services and activities will occur. In addition, procurement transactions under Title I of the Act between the local WIB and units of state and local governments shall be conducted on a cost reimbursement basis. The local WIB will follow the Bluegrass Area Development District’s procurement policies regarding the purchases for all goods, services and activities that are applicable to the WIB and providers. The Bluegrass Area Development District will comply with 29 CFR 9736.

The local WIB will select service providers outside the ITA process pursuant to section 134(d)(4)(G) in the following manner: A request for proposal (RFP) will be released for potential services providers to submit proposals pursuant to

Section 134(d)(4)(G)(ii) of the Act and Sections 664.400 and 664.410 of the regulations. Upon receipt of the proposals, staff will review the proposals for compliance with the Act, regulations and the local plan for the Workforce Investment Area. Staff comments will be presented to the local WIB and/ or its appointed committee to be considered during the review process. The local WIB will approve proposals determined to have the most effective design for the participants to be served pursuant to the Acct and those determined to be the most cost effective. The local WIB can receive an unsolicited proposal at any time and determine if they (the board) want to review it for possible funding.

In development of an RFP, the local WIB will establish timeframes and deadlines for submission. Such timelines are tracked and all proposals are date stamped upon receipt. The RFP will include beginning and ending dates of the contract and address assurances and requirements that will be adhered to during the contract period. The RFP will address financial responsibilities regarding reimbursements, participant and financial reporting and audit requirements.

Detailed documentation of the procurement process will be maintained on file including newspaper advertisement, request letters, original papers and the review of such paper by staff and WIB members. Minutes from the local WIB meeting where proposals were approved or denied will also be maintained.

Procurement of ITA providers will adhere to the Act and the KWIB's policies regarding the statewide provider list.

Monitoring and Oversight

Describe the monitoring and oversight criteria and procedures utilized by the local area.

The Bluegrass Workforce Investment Area has a Quality Control Specialist that performs on going monitoring and data validation. Monitoring and validation is performed daily on each and every client that is enrolled into the WIA program and includes review of eligibility and required documentation. A quarterly review is also conducted through desktop monitoring in conjunction with an on-site visit.

All contracts will be monitored both programmatically and financially at least once during the program year. A monitoring schedule will be developed and a formal monitoring tool will be used to conduct and document the monitoring process. The monitoring schedule may be modified or adjusted to meet the needs of the Board/Contractors/etc.

The on-site visit will include the examination of documents, interviewing of participants and sub-contractor staff, and a review of accounting practices and financial records. Summer employment worksites will be monitored for

compliance with the terms of the contract as well as for safety issues.

A written report will be issued within thirty (30) days of the desk-top and /or on-site visit and will document any findings, technical assistance needs, and recommendations for corrective action. The report will also document that no deficiencies were found, if this is the case. The sub-contractor will have ten (10) days to respond to the report. Bluegrass WIB staff will determine if the response is acceptable and forward a written corrective action review to the provider within ten (10) days. All corrective action documentation will be maintained in the monitoring file. If the plan is unsatisfactory, the Bluegrass WIB will determine further action to be taken. Follow-up monitoring visits may be conducted, as needed, to document actual implementation of the corrective action plan.