

CITY OF ST. LOUIS WORKFORCE INVESTMENT ACT LOCAL PLAN

Program Year 2012

Submitted by the

**City of St. Louis Workforce Investment Board
January 2013**

DRAFT

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I. Local WIB's Vision

State the local board's vision for the workforce investment region and how this vision meets, interprets and furthers the Governor's vision.

CITY OF ST. LOUIS WORKFORCE INVESTMENT BOARD – VISION AND MISSION

The vision for the City of St. Louis Workforce Investment Region is to have a vibrant regional economy in which job seeker has the skills needed to match available jobs and that every job has a qualified employee. The workforce system enables this vision through a series of high quality services that:

- Increase employment
- Increase retention
- Increase earnings
- Increase the skills of individuals
- Enhance the productivity and competitiveness of the region.

We will do this through our mission: to develop a quality workforce that meets the economic and labor market needs of the region by providing leadership and promoting collaboration between public, private and elected official partners. Our vision, planning and implementation support both State and Federal efforts.

This is accomplished through:

- collaborative local and regional meetings, developing a demand-driven workforce system;
- increased integration of service delivery through the Next Generation Career Center delivery systems and greater Partner collaboration;
- increased focus on youth investments for both in-school and out-of-school youth populations, restructuring of the youth council, increased accountability of Partners and sub-contractors, and greater collaboration among workforce, education and business partners;
- continued collaborations with faith-based and community-based organizations playing an enhanced role in workforce development, allowing greater access to workforce development services.

II. Local Workforce Investment Priorities

*Identify the workforce investment needs of businesses, jobseekers, and workers in the local region, and how those needs were determined.**

The City of St. Louis Workforce Investment Region, based on the aforementioned sources, has determined the following as its priorities for businesses and job seekers:

- Completing the Recovery Act services and programs
- Business Services to companies who hire in the area
- Job readiness training – Emphasis on adults and youth
- Professional job seeker services – satellite office(s) to accommodate special needs of experienced, skilled professional customers
- Skills/Vocational Training and Job Placement
- Connect dislocated workers with transferable skills to business hiring needs
- Youth education and employment – work experience
- Increase community collaboration and involvement

III. Local Structure

- A. *Describe the geographical workforce investment region, including the region's major communities, major employers, training and educational institutions in the region (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.*

WORKFORCE INVESTMENT REGIONAL ECONOMIC AND LABOR DATA

City of St. Louis

The City of St. Louis is located on 61 square miles just south of the "Meeting of the Rivers," where the Missouri and Illinois Rivers join the Mississippi River. The City is at the center of a 12 county, 7,000 square mile metropolitan area that includes approximately 2.8 million people.

The economy of the St. Louis Metro Region is generally trailing the economy of Missouri as a whole. However, there has been an extremely varied amount of economic growth in this region during the last ten years. The urban core has experienced the slowest growth in the state.

The economic downturn experienced in the St. Louis City region had generated the highest unemployment rate in this region during the past three (3) years, with double digit rates, peaking at 12.8% in 2010. Along with the significant increase in the unemployment rate, this economic downturn has generated a tremendous number of customers seeking employment and training assistance from the local Career Centers, placing a large drain on resources, both manpower and fiscal. The St. Louis City Workforce Region has seen substantial funding cuts each of the three

years of the expanding unemployment rate, making it difficult to keep up with the number of customers coming to the Career Centers seeking services.

The following information provides some basic demographic and economic data for the City of St. Louis and the St. Louis Metropolitan area.

Major Employers

| | |
|---|--------------------------------------|
| BJ C Healthcare | Schnuck Markets |
| SSM Healthcare | Wal-Mart Stores |
| Boeing Integrated Defense Systems | Scott Air Force Base |
| United States Postal Service | Washington University |
| National Geospace-Intelligence Agency | City of St. Louis |
| McDonald's | St. Louis Community College District |
| Wells Fargo Advisors | AT&T Communications |
| Mercy Health | St. Louis University |
| Special School District of St. Louis County | Tenet Healthsystem Medical, Inc. |

Source: St. Louis RCGA (<http://www.stlrcga.org/x421.xml>)

Training and Educational Institutions in the St. Louis Region

Four year schools located in Illinois (In St. Louis, MO-IL MSA)

Blackburn College
Greenville College
McKendree University
Principia College
Southern Illinois University at Edwardsville

Four year schools located in Missouri (In St. Louis, MO-IL MSA)

Aquinas Institute of Theology
Barnes-Jewish College-Goldfarb School of Nursing
Brown Mackie College
Chamberlain College of Nursing
Columbia College-St. Louis
Concordia Seminary
Covenant Theological Seminary
Eden Theological Seminary
Fontbonne Universtiy
Harris-Stowe State University
Hickey College
ITT Technical Institute (Arnold and Earth City)
Kenrick Glennon Seminary
Lindenwood College
Logan College of Chiropractic
Maryville University
Missouri Baptist University

Missouri College
 Missouri Tech
 Ranken Technical College
 Sanford-Brown College-Fenton and St. Peters
 St. Louis Christian College
 St. Louis College of Pharmacy
 Saint Louis University
 Stevens College of Business and Arts
 University of Missouri-St. Louis
 University of Phoenix-St. Louis
 Vatterott College—(North Park and Sunset Hills)
 Washington University
 Webster University

Community Colleges in the St. Louis, MO-IL MSA

Allied College-Maryland Heights and Fenton
 East Central College
 Jefferson College
 Kaskaskia College
 L'Ecole Culinaire
 Lewis and Clark Community College
 Lutheran School of Nursing
 Midwest Institute
 Sanford-Brown College (Collinsville and Hazelwood)
 Southwestern Illinois College
 St. Charles Community College
 St. Louis College of Health Careers
 St. Louis College of Health Careers-Fenton
 St. Louis Community College (Florissant Valley, Forest Park, Meramac, Wildwood)
 Vatterott College-O' Fallon

Source: St. Louis RCGA ("College Navigator" National Center for Education Statistics, 2011)

Population Data

| Population Data | 2011 Population | 2000 Population | 2010 Population | Change 2000-2011 | Change 2010-2011 |
|------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| St. Louis City Total | 318,069 | 348,189 | 319,008 | -8.7% | 0.002% |
| St. Louis MSA Total | 2,817,355 | | | | |

| Race--2011 | White | Black | Asian | Other | Hispanic |
|-------------------|-------|-------|-------|-------|----------|
| St. Louis City | 43.9% | 49.2% | 2.9% | 1.3% | 3.5% |
| MSA Total | 76.9% | 18.5% | 2.0% | 2.5% | 2.6% |

Source: US Census Bureau and RCGA
 (http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_DP_DPDP1)

B. Describe the region's economic condition, including the following information by county and the overall region:

- average personal income level;
- number and percent of working-age population living at or below poverty level;
- unemployment rates for the last five years; and
- major lay-off events over the past three years and any anticipated layoffs.

| Personal Income, Per Capita | 2010 |
|------------------------------------|-------------|
| St. Louis City | \$35,861 |
| St. Louis County | \$51,512 |

Source: MERIC (<http://www.missourieconomy.org/indicators/wages/pci10county.stm>)

Local Area Unemployment Statistics (LAUS) - St. Louis City

| Date | Labor Force | Employment | Unemployment | Rate |
|--------------|--------------------|-------------------|---------------------|-------------|
| Average 2011 | 145,576 | 128,480 | 17,096 | 11.7 |
| Average 2010 | 145,650 | 126,979 | 18,671 | 12.8 |
| Average 2009 | 158,060 | 139,570 | 18,490 | 11.7% |
| Average 2008 | 157,824 | 145,567 | 12,257 | 7.8% |
| Average 2005 | 156,721 | 144,109 | 12,612 | 8.0% |

Source: <http://missourieconomy.org/indicators/laus>

| Gender, Age, Poverty | Females | Males | Population In Poverty – 2011 |
|-----------------------------|----------------|--------------|-------------------------------------|
| St. Louis City Total | 29,807 | 23,497 | 27% |

Source: US Census Bureau—2011 American Community Survey 1-Year Estimates

Layoff Data

Beginning in July 2009, the St. Louis City and St. Louis County region has seen over 2,463 people lose their jobs due to layoffs. Since 2011 major layoffs have occurred at the following companies located within the City of St. Louis or within the St. Louis area:

- AT&T Services, Inc.
- Anheuser-Busch/InBev
- Boeing
- City of St. Louis
- Goodman Networks, Inc.
- Healthlink
- Hostess Brands, Inc.
- Interstate Brands Corporation
- Monsanto
- Pfizer
- Randstad Finance and Accounting
- Resources Global International
- Sears
- St. Anthony's
- St. Louis Post-Dispatch
- St. Louis Public Schools
- Ther-RX Corporation
- Wellpoint, Inc.

C. *Describe the process used by the local board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the local plan, prior to submission of the plan. **

Public Comment

Prior to and in conjunction with the submission of our local plan for the City of St. Louis Workforce Region:

- An announcement will be posted on the St. Louis Workforce Investment Board -SLATE website www.stlworks.com that the plan is available for review at the City of St. Louis' SLATE office.
- Members of the City of St. Louis Workforce Investment Board will be sent notification by e-mail, with a link to the local plan posted on the www.stlworks.com website asking them to review and make comments regarding the Local Plan. Members represent businesses, organized labor, local public officials, community-based organizations, WIA service providers and others. In addition other stakeholders will be sent notification of the local plan update, including SLATE contractors and the St. Louis Regional Chamber and Growth Association (RCGA).

- Any comments received within the 30-day comment period will be attached as an addendum to the plan submitted to the Governor.
- The WIB considers the local plan a living document and over the last twelve years has continually been involved in the evolution of this plan. Multiple meetings with local and regional workforce development partners, the business community, economic developers, labor market researchers, educational partners, and faith-based and community-based partners have contributed to its development.

D. (A comprehensive one-stop center is defined in 20 CFR 662.100(c) as a physical center “that must provide the core services specified in WIA Section 134(d)(2) and must provide access to other programs and activities carried out by the one-stop partners.”) *Identify the local comprehensive one-stop center(s), including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the local plan.*

The City of St. Louis SLATE Missouri Career Center has the following locations:

SLATE Missouri Career Center—Downtown
 1520 Market Street, 3rd Floor
 St. Louis, MO 63103
 (314) 589-8000
 (314) 622-3553 FAX
www.stlworks.com

SLATE Missouri Career Center—Central West End
 4811 Delmar Boulevard
 St. Louis, MO 63108
 (314) 877-0916

E. **(UPDATED)** *Identify the one-stop partners that are physically located at each of the comprehensive center(s) and the services provided by these partners and list them in **Attachment 1** to the local plan.*

SLATE Downtown—City of St. Louis/SLATE: administrative, management, clerical, case management and client services for WIA and Wagner-Peyser customers; Division of Workforce Development (DWD): management, case management and client services, for WIA, Wagner-Peyser and Veteran customers; St. Louis Community College: management, clerical, case management and client services for WIA and Wagner-Peyser customers; St. Louis Construction Orientation Intake Center: case management and client services to those seeking construction trades jobs; AARP and MERS/Goodwill Industries: Title V program workers—resource computers and client services; St. Louis Public Schools: GED teacher and assistants.

SLATE CWE— City of St. Louis/SLATE: administrative, management, clerical, case management and client services for WIA and Wagner-Peyser customers; Division of Workforce Development (DWD): management, case management and client services for WIA, Wagner-Peyser and Veteran customers; St. Louis Community College: case management and client

services for WIA and Wagner-Peyser customers; AARP and MERS/Goodwill: Title V program workers—computer assistance and client services.

- F. (According to 20 CFR 662.100(d)(1), affiliate one-stop sites “can provide one or more partners’ programs, services and activities at each site.”) *Identify the local affiliate one-stop sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the local plan.*

No affiliate sites

- G. **(UPDATED)** *Identify the one-stop partners that are physically located at each of the affiliated sites and the services provided by these partners and list them in **Attachment 1** to the local plan.*

Not applicable

IV. **Economic and Labor Market Analysis**

- A. *Identify the current and projected employment opportunities in the local region.**

Job Opportunities

While the St. Louis region has seen massive layoffs in the automotive industry, hospitality and food service industries, and a variety of other industries that tend to suffer during a recession, there are opportunities available for persons with specialized skills and to obtain new skills. A Community Based Job Training grant awarded to SLATE and a number of area community colleges will provide valuable training in Health Care, IT and emerging green jobs until 2013. The St. Louis WIB will provide this regional consortium with strategic input and oversight.

Current and Projected Employment Opportunities in St. Louis

| Top Job Outlook-St. Louis | | | | Top Job Openings-St. Louis | | | |
|---------------------------|--|----------------|---------------|----------------------------|---|----------------|---------------|
| Grade | Occupation Title | Total Openings | Average Wages | Grade | Occupation Title | Total Openings | Average Wages |
| B | Registered Nurses | 9,801 | \$60,710 | C+ | Cashiers | 11,263 | \$19,770 |
| B | Sales Reps., Wholesale & Manufacturing | 4,371 | \$62,485 | B- | Retail Salespersons | 11,183 | \$26,690 |
| B+ | Carpenters | 4,148 | \$52,516 | C+ | Waiters & Waitresses | 11,099 | \$19,787 |
| B- | Accountants and Auditors | 3,918 | \$66,571 | B | Registered Nurses | 9,801 | \$60,710 |
| B- | First-Line Supervisors of Admin. Wrkrs | 3,431 | \$51,211 | B- | Combined Food Prep. & Service Workers | 9,325 | \$17,790 |
| B | Truck Drivers, Heavy & Tractor-Trailer | 3,351 | \$41,774 | B- | Customer Service Representatives | 7,264 | \$32,763 |
| B+ | Electricians | 2,301 | \$64,296 | B- | Office Clerks, General | 6,219 | \$30,908 |
| B | Insurance Sales Agents | 2,249 | \$55,994 | B- | Laborers & Frght, Stock & Material Mvrs | 5,165 | \$27,675 |
| B- | Automotive Serv Tech & Mechanics | 2,235 | \$37,765 | B | Sales Reps., Wholesale & Manufacturing | 4,371 | \$62,485 |
| B- | Elementary School Teachers | 2,212 | \$49,798 | B+ | Carpenters | 4,148 | \$52,516 |

<http://www.missourieconomy.org/customer/stl.stm>

B. *Identify the job skills necessary to obtain current and projected employment opportunities.**

According to MERIC there are still shortages in nursing. This skills gap provides potential opportunities for clients who are interested in learning new skills that will provide jobs that have higher than average wages, as well as growth potential. Three of the top ten employers in the St. Louis area are BJC Healthcare, SSM Healthcare and Mercy Health Systems, all of which have high demands for nursing and other skilled healthcare workers.

The remainder of the top job openings list shows occupations that require little or no prior job skills training, which may be positive for those just entering the workforce, but not a good sign for experienced workers who could command higher wages in their former occupations.

V. **Major Local Policies and Requirements**

A. **(UPDATED)** *Identify the local region's policy for supportive services and/or needs-based payments to enable individuals to participate in Title I activities. This policy must address the requirements in DWD Issuance 12-2010, "Statewide Supportive Services Policy".*

According to State policy, the WIB will adhere to the following guidelines as outlined under DWD Issuance 12-2010 in regards to eligibility for Supportive Services:

This Policy applies to:

Adult and Dislocated Worker programs
Youth program
National Emergency Grant (NEG)
Rapid Response/Additional Assistance

Supportive Services are only to be provided to customers who:

Are participating in core, intensive, or training services;
Are unable to obtain Supportive Services themselves or via their support network;
Are unable to obtain Supportive Services through other programs including community agencies that provide these services; and
Demonstrate a need for assistance to enable him/her to participate in Title I activities.

The following are types of Supportive Services available to customers. These services can only be provided after it is proven necessary to enable him/her to participate in WIA funded activities.

Examples include, but are not limited to:

Work attire or uniforms;
Work-related tools;
Work-related equipment;
Instructional materials;
Testing fees;
Meals;
Haircut;

Drug testing;
Criminal background checks;
Transportation (bus tickets);
Linkages to community services;
Referrals to medical services.

The customer must provide, in writing from the employer or training provider, the need for the requested supportive service. The written request should be given to the approving manager.

No specific caps are put on individual services, but the cost must be reasonable for the area in terms of price and quality.

The maximum dollar amount per individual is \$500 for the training period. If a special project or initiative requires funding above this limit, the Executive Director can, and must, give approval for the increased amount. The special request should be put in writing to the Executive Director.

Staff will review Toolbox to obtain any information on a customer's Supportive Services from another region. All Supportive Service payments will be calculated prior to authorizing additional funding, regardless of the Region making the payments.

Supportive Services are based upon individual need and all of the individual's resources must be considered prior to making these payment(s). All Supportive Service payments must be noted in Toolbox.

For those eligible under Trade Act, that funding should be used prior to any WIA funds being used. If there are ineligible Trade Act expenses that are needed, then WIA can be used if the Supportive Services Policy is followed.

Due to limited funding, the WIB rarely provides needs-based payments to participants, and if it is used, the amount is no more than \$15 per day for a maximum amount of \$500, which is approximately 6 weeks.

Needs-related payments can be provided to Adults and Dislocated Workers to enable them to participate in training; and may also be provided to a customer who will begin a training program within thirty (30) calendar days. The law does not include needs-related payments in the list of Supportive Services that an eligible Youth can receive. An Older Youth (eighteen (18) years or older) who is enrolled in training and has been determined to be in need of a needs-related payment(s), should be enrolled in the WIA Adult program in order to receive the payments.

Eligibility requirements for Adults:

Must be unemployed;
Not qualify for, or ceased qualifying for Unemployment Insurance (UI) compensation; and
Be enrolled in an eligible WIA training service.

Eligibility requirements for Dislocated Workers:

Must be unemployed;

Not qualify for, or ceased qualifying for UI compensation or Trade Readjustment Allowance under Trade Adjustment Assistance; and

Be enrolled in an eligible WIA training service by:

- The end of the thirteenth (13th) week after the most recent layoff that resulted in unemployment; or
- After the thirteenth (13th) week, but by the end of the eighth (8th) week after being informed the short-term layoff will exceed six (6) months.

Needs-related payments cannot exceed the applicable weekly level of UI compensation. If the customer didn't qualify for UI compensation then the payment cannot exceed the poverty line which is adjusted to show changes in total family income.

The maximum allowed for these services is based on individual participant needs, the availability of funding, and the outlook for success. Support services and needs-based payments have been provided on an as-needed basis for active Career Center clients who have not exited from Toolbox. Non-monetary supportive services will be provided to those clients who have already exited, working or not. In addition, staff will refer all clients, who have need, to community resources, including faith-based organizations, prior to using WIA funding. Staff and clients use the United Way 411 service, which acts as an information hotline for people needing social services. Staff members also have direct contacts with medical clinics, food pantries and a variety of other social service agencies.

Through the **Youth Programs** subcontractors of the City of St. Louis WIB, supportive services are provided to assist youth in overcoming employment barriers. Such supportive services include transportation assistance (bus tickets), childcare/dependent care assistance or referrals, housing assistance referrals, TB testing and payment assistance for official documents (such as birth certificates, State IDs, etc.) and other services and referrals to agencies that can assist customers with support that the WIB is unable to offer, using the aforementioned United Way 411 service. Supportive services are offered based on individual need and are capped at \$500.00 annually, unless the Executive Director approves an increase amount based on a special project/initiative.

- B. *Describe the criteria to be used by the local board, under 20 CFR 663.600, to determine whether funds allocated to a local region for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited, and the process by which any priority will be applied by the one-stop operator.**

Adult Employment and Training Activities

Adults 18 and older are eligible to receive employment and training services. The majority (51%) of customers served should be unemployed or underemployed. Unemployed means the customer is not working at the time they enroll for services, or they are soon to be unemployed due to a layoff or closure notice of their current employer. Underemployed means the customer is working, but in a job that is not in their chosen/prior occupation and makes 80% or less of wages they made in their prior career field.

Skills/Vocational Training and Support Services

Training services include, but are not limited to occupational skills training, on-the-job training, programs that combine workplace training with related instruction, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, and adult education and literacy activities conducted with a commitment by an employer or group of employers. Individuals who receive services other than self-service will be registered and determined eligible for the appropriate program. All supportive services as noted in the Act and regulations remain as options for adults and dislocated workers. Training funds are limited to \$3,000, but can be increased with approval from the Director.

Priority for training is given to veterans, spouses of veterans, low-income clients, and basically follows the same priority of services as with our other programs. Clients must also use their PELL grant to pay for tuition costs.

The provision of skills/vocational training is one of the major priorities for the Workforce Investment Board. It is of prime importance to provide the region's businesses with a job ready, qualified workforce. The WIB will strive to provide training services for all clients who meet eligibility requirements, through both employment seeking skills training and/or job-specific skills training, as funding permits.

Job skills necessary to obtain current and projected employment opportunities in the City of St. Louis include:

- Sharpened interview skills
- Ability to successfully complete a job application
- Update/create a marketable resume
- Understand educational/vocational experience needed in matching career goals and objectives
- Good communication skills
- Appropriate attire for interview and on the job
- Ability to address barriers to employment (transportation, child care, etc.)

Dislocated workers, for the most part, have skills that are transferrable. Many are unsure which industries to explore, or they may require a skills upgrade or an updated certification to keep them marketable.

Individual training accounts (ITAs) are utilized for training referrals with the exception and with a Governor-approved waiver, as appropriate, for on-the-job training and training services programs of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to service special participant populations that face multiple barriers to employment or lay off. These are low-income individuals with substantial language or cultural barriers, or offenders, or homeless individuals, or other hard-to-serve populations as may be defined by the Governor. Except for OJT we will follow applicable WIA regulations for ITAs and some intensive and supportive services will be procured either through the competitive procurement process or the non-competitive inter-governmental purchase

process. All these exceptions to individual training accounts would be provided pursuant to a contract for services with the City of St. Louis through SLATE as reviewed and approved by the WIB.

Criteria for consideration for SLATE funding vocational skills training for clients include the following:

- Training institution must be DESE certified and WIA approved
- Candidate must have High School diploma or GED (if required)
- Candidate must meet all acceptance requirements of the training institution, copy of test scores and acceptance letter to be provided (if required)
- Candidate must complete training institution application for financial assistance, copy of Tuition Award Letter to be provided indicating amount for which student is responsible
- Candidate must meet SLATE eligibility requirements

C. *Define the sixth eligibility criteria for youth, described in WIA section 101(13)(C)(iv) as “an individual who requires additional assistance to complete an educational program, or to secure and hold employment”. Please explain how the region justifies using the sixth criteria as a barrier indicating the youth “needs additional assistance to complete an educational program, or to secure and hold employment.”*

In order for a youth to qualify for services using the sixth criterion of “is an individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment”, the following conditions must be present:

- 1) Lacks the employability skills to find or retain employment; or
- 2) Lacks access to training opportunities due to transportation challenges; or
- 3) Requires special accommodations for education or employment due to their disability; or
- 4) Has cultural dissonance; or
- 5) Is defined as a migrant youth; or
- 6) Is currently attending an educational program; and
 - (a) Has previously dropped out of an educational program; or
 - (b) Has poor attendance patterns in an educational program during the last 12 calendar months; or
- (c) Has below average grades;
- 7) Is not attending an educational program; and
 - (a) Has no vocational/employment goal; or
 - (b) Has a poor work history (including no work history), or has been fired from a job in the last six calendar months;
- 8) Has completed full high school attendance; and
 - (a) Failed comprehensive high school graduation tests; or
 - (b) Did not complete requirements for a Missouri High School Diploma; or
 - (c) Requests and requires intensive tutoring and/or remedial education to prepare for and retake the comprehensive examinations or the General Education Development (GED) Diploma examination.
- 9) In-School Youth finding it difficult if not impossible to locate summer employment; or
- 10) Has a need for Job/Work Readiness Training (JRT/WRT) to secure and maintain a job; or

- 11) Little or no successful work experience; or
- 12) A long and unsuccessful work search; or
- 13) Little if any exposure to successfully employed adults; or
- 14) Emancipated youth; or
- 15) Youth with a family history of chronic unemployment, including long-term public assistance; or
- 16) Parent or guardian is unemployed; or
- 17) Parent or guardian cannot afford to keep youth in school; or
- 18) Youth whose parent or guardian meets one of the first five barriers of the eligibility for youth services:
 - (a) Deficient in basic literacy skills
 - (b) School dropout and currently lacks high school diploma or equivalency
 - (c) Homeless
 - (d) Offender
- 19) Aged out of foster care at 18; or
- 20) Has an incarcerated parent; or
- 21) Has behavioral problems at school; or
- 22) Family has illiteracy problems; or
- 23) Suffers domestic violence; or
- 24) Has a substance abuse problem; or
- 25) Has limited English proficiency; or
- 26) Lacks occupational goals/skills; or
- 27) Has a disability; or
- 28) Has a chronic health condition.

D. *Describe how veteran's priority, as required by Public Law 107-288, will be incorporated into all programs.*

Veterans Employment Services

Priority of service is a requirement in all programs funded wholly or in part by DOL. For all programs with statutory requirements, covered persons must meet the statutory program eligibility requirements in order to obtain priority of service.

The Comprehensive Career Centers are assigned Local Veterans Employment Representatives (LVER) and Disabled Veterans Outreach Program (DVOP) Specialists. Individuals assigned to these positions are designated to serve Veteran customers and eligible spouses only. To ensure priority services are provided to covered persons as required by Public Law 107-288 and Title 38, Part III, Chapter 42, U. S. Code, and Federal Regulations 20 CFR part 1010, all staff are required to provide immediate and timely service to covered persons. The term "covered person", as defined by 38 USC Section 4215, means any of the following individuals:

- (1) A Veteran.
- (2) The spouse of any of the following individuals –
 - (a) Any Veteran who died of a service-connected disability.

- (b) Any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed, pursuant to section 556 of title 37 and regulations issued there-under, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety (90) days:
- Missing in action
 - Captured in line of duty by a hostile force
 - Forcibly detained or interned in line of duty by a foreign government or power.
- (c) Any veteran who has a total disability resulting from a service-connected disability.
- (d) Any veteran who died while a disability so evaluated was in existence.

Priority in the context of providing priority of service to veterans and other covered persons in qualified job training programs covered by regulation means the right to take precedence over non-covered persons in obtaining services. Depending on the type of service or resource being provided, Taking precedence may mean:

- (1) The covered person receives access to the service or resource earlier in time than the non-covered person; or
- (2) If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.

When considering the current economic situation within the region and, to ensure fairness, all staff is instructed to provide prompt service to covered persons and, if appropriate, immediately refer covered persons to WIA staff for intensive services and/or training.

Covered persons visiting the Career Centers (verified or self-disclosed) will be provided information regarding all Career Center services and programs.

Each covered person must be made aware of:

- (1) Their entitlement to priority of service;
- (2) The full array of employment, training, and placement services available under priority of service; and
- (3) Any applicable statutory eligibility requirements for those programs and/or services.

Sub-grants, contracts, sub-contracts, and (where feasible) memoranda of understanding or other service provision agreements must be administered in compliance with priority of service.

Provision of Information to Covered Individuals

Each of our service providers via contract language comply with the policy regarding the priority of service benefits and services for all covered persons including veterans and eligible spouses. This includes providing information about their employment related rights and benefits. All sub-grants, contracts, sub-contracts, and (where feasible) memoranda of understanding or other service provision agreements will be administered in compliance with priority of service.

Program Registration

Per requirements from the Missouri Division of Workforce Development veterans data is collected via the Toolbox system at intake and assessment. A covered person can also self-declare their status via the Jobs.mo.gov system.

Career Center Partners have been trained on the various aspects of employment services to veterans. Various items of literature highlighting services to veterans are available at the Career Center. The Missouri Division of Workforce Development has two veterans employment services representatives housed at the SLATE Missouri Career Centers—Downtown and Central West End. Receptionists and other case management staff utilize the services of the two veterans representatives (DVOP/LVER) housed at the SLATE Career Center, when eligible covered persons have been identified as in need of intensive employment and training assistance. Two additional Veteran's Representatives are assigned to the Central West End Center that are out-stationed to provide itinerant services as follows:

- Veteran's Administration Regional Office (VARO): DVOP to provide outreach services to disabled veterans.
- Employment Connection: LVER to assist veterans eligible for services under the Homeless Veterans Reintegration Program (HVRP).

E. *Identify the funding limit for individual training accounts (ITAs).*

SLATE's funding limit for Adult and Dislocated Worker training dollars is \$3,000 per client. If more is needed, the Executive Director must review the case and provide that approval. The ARRA funding has allowed us put no training limit per client. The amount of this funding, combined with the flexible decision making of the Executive Director, will allow most training participants to receive complete training while incurring no additional debt.

F. *Describe how the local region will ensure that the full array of one-stop services is available and fully accessible to all individuals with disabilities. In particular, identify those resources that are available in the region's Products & Services Box to assist in the provision of these services.*

Serving Persons with Disabilities

The Workforce Investment Board is committed to ensuring persons with disabilities have access to the full array of services at the Career Center. In order to accomplish this goal, the SLATE Career Center partners with Independence Center (part of the Product Box) and MERS/Goodwill, organizations that bring extensive expertise in working with disabled persons and help them access the Career Center. The Career Center also maintains a wide array of auxiliary aids to assist those disabled persons who access services at our site, including the

UbiDuo, a TTY machine, a computer with assistive technologies, screen reader and screen enlarger software and more. Select Career Center staff are fully trained in the use and instruction of these aids. Information regarding the availability of these aids is noted on all informational material and the following statement is posted on our website: **“St. Louis Agency on Training and Employment is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.”** The SLATE Comprehensive Career Centers also share a Disability Navigator with the St. Louis County WIB. This is also part of our Product Box. SLATE is also able to contract for services to assist individuals with a hearing disability through referrals of the City of St. Louis.

- G. *Describe how the local region will ensure that the full array of one-stop services is available to all individuals with limited English proficiency. In particular, identify those resources that are available in the region’s Products & Services Box to assist in the provision of these services.*

Serving Persons with Limited English Proficiency

The Workforce Investment Board is also committed to ensuring all persons have access to the full array of services at the Career Center. To ensure persons with limited English proficiency have access to all of our available services, we have taken the following steps:

- We have a number of Career Center staff who are fluent in Bosnian and Spanish;
- We have printed materials translated into Bosnian and Spanish;
- We have identified several “English as a Second Language” courses and make referrals when necessary; and
- We have established a strong relationship with the International Institute for translation services.
- We have access to “Language Select”, a professional interpreting company. Staff can call toll-free to access a professional interpreter to assist the customer.

- H. *Describe how the local region promotes integration of services through dual enrollment processes, beyond the automatic dual enrollment of the Next Generation Career Center (NGCC) initiative.*

Dual Enrollment Policy

The WIB has recommended the dual enrollment of WIA job seekers whenever possible. Dual enrollment includes the enrollment of eligible job seekers into Wagner-Peyser activities and Adult WIA activities, and, where applicable, other Programs.

In accordance with Issuance 21-2009, the WIB will enroll eligible job seekers into the Dislocated Worker program including those who have not yet been determined to be NEG or Trade Act eligible laid-off workers.

SLATE Missouri Career Center employees have been supplied with the policies of the above issuance regarding providing services to WIA, Trade Act, and/or National Emergency Grant

(NEG) eligible Dislocated Workers through training sessions held during NGCC training meetings, individual department meetings and other such training provided by managers.

Missouri Work Assistance clients, under the Temporary Assistance Program (TAP), may also be dually enrolled in the Core SLATE Missouri Career Center services, where applicable.

I. *List the local credentials that the board has approved, to include: issuing entity, requirements to earn credential, and the expiration date (if any) of the credential.*

Not applicable.

J. **(UPDATED)** *Provide your region's proposed training expenditure rates for both the Adult and Dislocated Worker regular formula fund allocations. In addition, describe the local process for determining who will receive training under the NGCC initiative.*

Priority of Services:

SLATE's intent is to expend all budgeted training dollars by June 30, 2013, with the hopes of acquiring additional training funding from the State "pool" funds. SLATE currently handles all billing and processing of invoices through its Fiscal Department for skills training leading to a diploma, certificate or credential. Budgeted training amounts are:

Adult WIA—\$80,000

Dislocated Worker WIA—\$100,000

The City of St. Louis through SLATE will assure that the provision of services will be in accordance with the U.S. Department of Labor "priority of services" policy for the WIA Adult and Dislocated Workers Program. That policy in part is:

- First priority for intensive and training services is to be given to public assistance recipients and low-income individuals who are covered (see Veterans section) persons.
- Public assistance recipients and low-income individuals when adult funds allocated to a local area are limited.
- Public assistance recipients and low-income non-covered persons.
- Among participants who are not public assistance recipients or low-income individuals, covered persons will receive priority over non-covered persons.
- Additionally, in those programs where targeting of groups are discretionary or optional priorities at the local level, priority of service takes precedence over those optional or discretionary priorities. Priority is applied in advance of the opportunities and services provided to the population group covered by the optional priority.

- K. *Describe the local board's policy on providing apprenticeships. (Additional information regarding apprenticeships can be found at www.doleta.gov/atels_bat).*

Apprenticeships

The Workforce Investment Board is working to develop a more involved partnership with the U. S. Department of Labor – Bureau of Apprenticeships and Training through apprenticeship programs with our Contractees, where appropriate. There is great interest within the business community, but partnerships will be contingent upon funding availability.

VI. Integration of One-Stop Service Delivery

- A. *Describe the one-stop delivery system in the local region, including:*

1. *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 participants;**

The comprehensive One-Stop Career Centers include partners from several agencies and each will work together as a team to provide the employment and training services as outlined in the attached NGCC plan. The Welcome, Skills, Jobs and Business Services Teams have staff from various organizations on them to ensure all agencies are participating in each of the functions to ensure each group understands the integrated model. The Business Services Team works with area employers to promote the job seekers we serve and to assist businesses with pertinent information that may assist them in their recruiting, training and hiring needs.

2. *Describe how all partner agencies will strengthen their integration of services so that it provides a more seamless system;*

Each week, all partner staff attend training and information sessions as a group to discuss and learn about updated NGCC information, work through any trouble spots that may occur and provide feedback to each other on how to improve their work flow and customer service. In addition, Team Leaders and Functional Managers talk about any issues on a daily basis to ensure the One-Stops are providing seamless services to its customers.

3. *A copy of each memorandum of understanding (MOU) between the local board and each of the one-stop partners concerning the operation of the one-stop delivery system in the local region.* Include as **Attachment 2** an updated copy of the MOU with current signatures and dates. Career Centers must ensure that equal access to employment and training services are provided to the farmworkers and agricultural employers in their regions. The Workforce Investment Act of 1998 provides the framework for agricultural services delivery through Parts 668 & 669 (applicable to the 167 Grantee, which is currently UMOS—United Migrant Opportunity Services) and the Wagner-Peyser Migrant Seasonal Farmworker program. Therefore, the MOU must include UMOS and should address how the region will avoid duplicating employment and training services to this population.*

Migrant Seasonal Farm Work (MSFW)

SLATE Missouri Career Centers—Downtown and Central West end will provide equal access to the full range of employment services, benefits and protections to include the full range of counseling, testing, job and training referral services to far-works in the region. In addition, Career Center staff will accomplish the following:

- Identify all qualified registered customers as MSFW.
- Establish and maintain the Job Service (JS) Complaint System.
- Establish and maintain partnerships with other Migrant Service Providers (MSP) and other community based organizations such as United Migrant Opportunity Services (UMOS) to refer qualified, interested job seekers.
- Ensure that no duplication of services occurs with qualified customers.

See Attachment 2.

4. *Include as Attachment 3 the negotiated cost-sharing worksheet agreement for each Career Center that includes the line items' dollar amounts and percentage rates for DWD and the WIB.*

See Attachment 3.

- B. The expectation is that the local region will involve business, organized labor, local public officials, community-based organizations, WIA service providers and other stakeholders in the development and review of this plan. *Describe the plan development process, including how input for the plan was obtained by all the partners involved in the Memorandum of Understanding (MOU).*

The local plan is developed by first ensuring that staff, WIB members and partners/subcontractors understand WIA and the One-Stop system. Staff is trained on the Act and how to implement the local policies procedures that are developed through the reading and interpretation of State Issuances and Department of Labor TEGLs. WIB members are oriented on the WIA and One-Stop process when first joining the Board, and by participating in bi-monthly Board meetings where pertinent information is discussed, including performance outcomes, additional funding for programs (such as NEG, OJT, Summer Youth Jobs, and more) and a variety of other topics regarding the operation of the Career Centers. Partners/subcontractors receive regular training from SLATE management and other staff on WIA policies and procedures. During all of the training sessions, meetings and request for feedback from management, interested parties are asked to give their feedback and to share ideas on how to improve any programs or processes. The written plan is a living document that changes as needed based on the new strategies, funding and processes of the City of St. Louis Workforce Investment Region.

VII. Administration & Oversight of the Local Workforce Investment System

- A. *Identify the one-stop operator(s) for the comprehensive and affiliate one-stop centers in the region and state which method described in CFR 662.410 was used for the designation and certification of this one-stop operator.*

The City of St. Louis/St. Louis Agency on Training and Employment (SLATE) is the one-stop operator for the St. Louis City region. It is the governmental entity in the City of St. Louis and was selected on that basis. Mayor Francis G. Slay is the Chief Local Elected Official and signs all pertinent documentation concerning the WIB and SLATE.

- B. *Identify the members of the local WIB, the organization or business they represent, and the category (i.e. business, education) in **Attachment 4** to the local plan.*

See Attachment 4.

- C. *The local WIB must review their by-laws annually and complete the “Local Workforce Investment Board’s ATTESTATION FOR REVIEW OF BY-LAWS” form which is included near the end of this document. Include the completed attestation form along with a copy of the local WIB’s current by-laws and the completed attestation (copy is included in this guidance) as **Attachment 5** to the local plan.*

See Attachment 5.

- D. *If the region includes more than one unit of local government, include a copy of the Chief Local Elected Officials’ (CLEO) agreement that specifies the respective roles of the individual chief elected officials as **Attachment 6**. Also, include any CLEO by-laws that are in effect. (The CLEO membership should be reviewed after each county and/or municipal election, as applicable, for any changes. If there are changes in the CLEO membership, a new CLEO agreement will need to be signed and submitted to DWD by the following June 1st after the election.)*

Not applicable.

- E. *If applicable, include a copy of the region’s Performance Improvement Plan (PIP) for any sanctions they have been given, as well as an update on the effectiveness of the PIP’s strategies. The PIP should be included as **Attachment 16** to this plan.*

See Attachment 16.

- F. *Include as Attachment 7 to the plan, the conflict of interest policy for WIB members, staff and contracted staff to follow (reference DWD Issuance 15-2011, Transparency and Integrity of Local Workforce Investment Board Decisions).*

See Attachment 7.

- G. *Include the sub-state monitoring plan, as defined in DWD Issuance 15-2010, as Attachment 8 to the local plan.*

See Attachment 8.

VIII. Service Delivery

A. One-Stop Service Delivery Strategies

Describe how the local region is assisting customers in making informed choices based on quality workforce information and accessing quality training providers. In particular, identify those resources that are available in the region's Products & Services Box to assist in the provision of these services.

Customers attending either of the two SLATE Career Centers for the first time meet with a representative from the Welcome Team and complete jobs.mo.gov and Toolbox information, watch an Orientation video, and complete a quick assessment. In the Orientation DVD, and in follow up conversations with Welcome Team staff, they are told of the following workshops offered at SLATE, along with the other Products and Services (title in parentheses is Toolbox's corresponding offering):

(Basic Computer) Real Basic Computer Skills Workshops: Learn how to use the mouse and understand the keyboard in order to navigate in the Windows Operating System. Prerequisite: None. Material covered:

- Computer parts: Mouse, keyboard, monitor
- Define and demonstrate powering on, logging on (user names, passwords)
- Command Keys: Escape, caps lock, num lock, space/scroll bars, shift, navigation keys and cursor, enter, delete, backspace, etc.
- Control Buttons: Minimize/maximize/restore/close, etc.
- Task bar functions/commands: Undo, redo, drop down box, etc.

(Intermediate Computer) Beyond Real Basic Computer Skills Workshop: Learn how to use removable media (floppy disk, CD, flash drive). Prerequisite: Real Basic Computer Skills Workshop or equivalent proficiency. Material covered:

- Locate and open documents
- Edit and save changes
- Print

(Introduction to the Internet) Email/Internet Job Search Workshop: Learn how to open/send/reply to email messages and access websites. Prerequisites: Real Basic and Beyond Real Basic Computer Skills Workshops or equivalent proficiency. Material covered:

- Set up a business email account
- Attach a document
- Identify and review job titles

- Key word job search

(Job Seeking Skills) Online Job Application Workshop: Learn how to prepare information to submit and successfully complete an online application. Prerequisites: Real Basic and Beyond Real Basic Computer Skills Workshops, and Email/Internet Job Search Workshop or equivalent proficiency. Material covered:

- Timing out
- Creating/Registering a profile
- Complete a mock application

(Intro to Career Center Services) UI/MCS/jobs.mo.gov Workshops: How to do weekly reporting and how to use and/or update information in jobs.mo.gov. Material covered:

- Walk through the online process of filing a weekly claim for unemployment insurance
- Navigate through www.jobs.mo.gov
- Key word job search

(Career Networking) *Career Exploration/Career Networking Workshop: Discussion and tips on finding specific information about career interests, such as income potential, educational requirements, and job outlook, and the best ways to use social circles to find employment.

Material covered:

- Department of Labor Occupational Outlook Handbook
- MERIC (Missouri Economic Research and Information Center - www.missourieconomy.org)
- Salaries.com
- ONET (www.onlineonet.net)
- LinkedIn, Facebook, Craigslist
- Churches/social groups
- Resume Cards

(Career Advancement and Retention) *Workplace Readiness – “How to Keep Your Job” Workshop: Discussion and tips on planning and common sense strategies to become a long-term, valued employee. Material covered:

- Attendance/punctuality/appearance
- Communication (Emails, Internet, Social Networking, etc.)
- Office Etiquette

Once a customer has gone through the Welcome Team process, they meet with someone on the Skills Team who will discuss with them the results of their assessments to determine if other assessments may be helpful, so that a Skills Team member can give them appropriate direction for their employment and/or training needs. If a customer is interested in training, the Skills Team member discusses their field of interest, the job outlook for this type of career and a variety of other issues to determine whether or not skills-training is appropriate for the customer at that point in time. If it is, the Skills Team member may suggest resources to assist the customer in researching training institutions. If the customer is ready for a job and has completed the workshops (listed above) and/or other products and services available for which they are

interested, then they are referred to a Jobs Team member who will further assist them in their job search.

B. Adults and Dislocated Workers

1. *Provide a description and assessment of the type and availability of all adult and dislocated worker employment and training activities in the local region. * Please include how the region uses products and services, such as workshops, assessment products (KeyTrain, WorkKeys, etc.), Optimal Resume, Talify, etc. to engage customers and assist with their reemployment efforts.*

The WIB will utilize the State-provided eligible training provider listing that will list provider training and performance. SLATE keeps an up-to-date report of the status of participants enrolled with training providers and is reviewed by the SLATE Director and Career Center Managers. The review includes but is not limited to:

- Number of participants enrolled
- Graduation rate
- Job placement rate
- Job placement in areas in which participant was trained
- Effectiveness of assessment methodology for training and job placement based on the aforementioned items

The results of these reports are shared with the WIB to determine the continued use of these training provider(s) based on their performance. The WIB reserves the right to institute additional performance measurements for local providers of training.

While the WIB adheres to U.S. Department of Labor policy regarding customer choice in selecting a training provider, Career Center staff share with participants data and recommendations from reports and the WIB.

In addition, SLATE Career Centers provide workshops (as mentioned in Section VIII A), are given assessments to determine training/career readiness including KeyTrain and WorkKeys, and are given the opportunity use other in-depth assessment and assistance products including Optimal Resume and Talify. Customers are informed that the use of these products is likely to make them more marketable to future employers.

2. *Include a description of the local individual training account (ITA) system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified under WIA section 134(d)(4)(G)(ii) and 20 CFR 663.430.*

Individual training accounts for Title I adult and dislocated workers allow these participants to purchase training services from eligible providers that these participants select in consultation with the Skills Team. The City of St. Louis Workforce Investment Region will look to the State of Missouri and will work within their established system for training reimbursement. Staff at the Career Center will coordinate this process. The WIB in conjunction with the Director of

SLATE, a CLEO appointee, will examine limitations on the dollar amount and/or duration of an Individual Training Account, as well as, if a maximum amount should be established or if a range of amounts would be more appropriate. These procedures will be reviewed and approved by the WIB. The WIB will utilize the State-provided eligible training provider listing which will list provider training and performance.

The WIB, in conjunction with the Director of SLATE has also established basic criteria for training. (See previous inclusion.) This criterion provides direction to Career Center staff and community partners on the region's training policy. Some of the industries that SLATE has sent training participants to include healthcare, business management, information technology, accommodation and food service, construction and commercial truck driving. There are many current and potential job openings in the St. Louis area in these industries. Exceptions to the use of ITAs must first be approved by the Director, and then submitted for approval to the State, if applicable.

3. *Provide a description of how unemployment insurance (UI) claimants will be provided reemployment services, including how Worker Profiling and Re-employment Services (WPRS) will be delivered on a weekly basis between the Division of Workforce Development and partner staff.*

The City of St. Louis SLATE Career Center partners with the Missouri Division of Workforce Development (DWD) to use the Missouri statistical model to identify U.I. Claimants who need intensive re-employment services because they are otherwise likely to become long termed unemployed. The information gathered will determine the probability of an individual's chances of exhausting benefits. The focus of the Worker Profile System is to shorten the time a claimant spends unemployed and to expedite their return to productive and stable employment.

The SLATE Career Center will use the following for reemployment services for worker profiling:

- Request and Selection
 - The State DWD office sends a list weekly of individuals from Unemployment Insurance (U. I.). Requests are processed in Toolbox once a week.
 - The computer model picks individuals based on their likelihood of exhausting UI benefits for a profiled worker program. The maximum number is limited to 20 UI claimants each week. The request week will be extended to Tuesday, if Monday is an observed holiday.
 - The statistical model will select the number of individuals with the probability of exhausting benefits. The individual selected will receive a letter directing them to a Worker Profiling orientation / evaluation session scheduled at the Career Center.
- Worker Profiling Orientation and Evaluation
 - Welcome Team staff provides explanations of the re-employment service system program, provide information regarding employment and training services, and direct claimant to complete their 4 Weeks In-Person Reporting requirement.

- Welcome Team staff will ensure customer completes profile enrollment, profile orientation and a Jobs.mo.gov Registration.
- The customer will continue to follow the Next Generation Career Center Process by meeting with members of the Welcome, Skills and Jobs Teams, as applicable.

4. *Describe the region's strategies for promoting and increasing the number of participants in OJT and short term training.*

On-The-Job-Training

As high growth and high tech jobs increase in demand, the WIB will look to the existing skilled workforce in selecting and preparing individuals to meet these workforce needs, and build upon the State's incentive programs that will attract new and retain existing businesses. The initiative will also serve to keep a highly skilled and highly technical workforce in our region and avoid a 'brain drain' effect.

The training needs of businesses will be addressed to implement On-the-Job Training programs in a manner that seeks to coordinate with existing State programs, and not to duplicate them. Training funds for OJT will come from 15% or 25% State Discretionary Funds, where available, and will be administered by the WIB. Federally funded OJT, in combination with state-funded incentive packages, will be a powerful incentive to reach previously untapped targeted industries.

OJT opportunities will be sought in these areas:

- New businesses
- Industries with large pool of dislocated workers (i.e. Biotech/Biochemical, Advanced Manufacturing)
- Expanding businesses
- Retention programs
- Pre Apprenticeship and Apprenticeship training when funds are available

Project determinations will be in collaboration with our WIB, Business Representatives, St. Louis Development Corporation, business leaders, etc., and will work through a specialized OJT Coordinator at SLATE to handle marketing, proposals commitments, and follow up. The OJT Coordinator will also consult with Missouri Employer Committees, Chambers of Commerce and DWD in identifying competencies for the identified high growth positions, and in assessing the appropriate timeframe for training.

Performance information will be tracked through Toolbox 2.0, based on information entered into the system by the OJT Coordinator and NGCC Skills Team members. This information will include placement information; starting wages; length of training; retention at the six-month mark; earnings received after being employed for six months; and any increase in wages. Industry and occupational data gathered by Missouri Economic and Research Information Center (MERIC) will guide the OJT process to determine the length of training (up to 26 weeks). Initiatives will be conducted based upon fund availability.

5. *Please explain the region's strategies for increasing the credentials, degrees and certificate attainment by participants in your region and any accommodations you have made to make attainment easier (i.e.: co-location of AEL centers, extended hours, etc.) In addition, please describe your region's approach to ensuring every Missouri Career Center customer has the opportunity to take WorkKeys assessments and obtain a National Career Readiness Certificated. This should include how the region collaborates with the local community college(s) in the area to provide space and/or proctoring services for WorkKeys assessments on an as-needed basis. Please provide the MOU with the community college's for the collaboration as Attachment 9.*

Career Readiness Certificates

The Skills Team encourages every customer, especially those who are interested in training, to take the WorkKeys assessments and attain the National Career Readiness Certificate (NCRC). Also, for those who have experience but no tangible credential, the WorkKeys assessment and NCRC are tools the Skills Team can use to assist that person in getting job, because the NCRC shows an employer what the applicant is capable of. More employers are aware of the value this credential offers and have asked that we use the WorkKeys assessment for customers before referring them to their open positions. Also, certain training providers require clients to take WorkKeys before allowing them to start certain training programs. In addition to taking WorkKeys at one of the SLATE Career Centers, customers may also take WorkKeys for specific training programs associated with St. Louis Community College, a Career Center partner.

See Attachment 9.

St. Louis Public Schools is a co-located partner of SLATE Missouri Career Center—Downtown and provides GED and AEL services to customers on a daily basis. This location makes it easy for job seekers to not only achieve a better education, but also allows them to job search and work with staff in one, convenient location.

C. Rapid Response

Describe how the local board will coordinate workforce investment activities carried out in the local region with statewide rapid response activities, as appropriate. Specifically, identify the services (not programs) that may be provided to dislocated workers, including pre-layoff services, in the region under NGCC. In addition, please provide a description of the proactive measures that are taken to identify potential layoffs in the region.*

Rapid Response

The City of St. Louis through SLATE will assist the State with Rapid Response in the local area. Currently, the majority of one staff person's time is devoted to Rapid Response and we see this allocation of time continuing. The procedure currently in place with the State of Missouri taking the lead on layoffs of 50 employees or more will continue with SLATE taking the lead for layoffs of less than 50. Larger or mass layoffs are handled regionally usually involving the St. Louis City, St. Louis County, St. Charles County and Jefferson/Franklin County Workforce Investment Regions. Other state agencies including the Division of Workforce Development and the Division of Employment Security, as well as labor representatives, are also involved in these regional events. Regional Workforce Investment and State representatives have met to develop a

comprehensive rapid response process to ensure the efficient provision of information and services.

Rapid Response services may include, but are not limited to:

- On-site contact with the employer, representatives of the affected workers, and the local community (if warranted),
- The provision of information and access to unemployment compensation benefits, comprehensive one-stop system services, employment and training activities, including information on the Trade Adjustment Assistance program,
- On-site workshops,
- Participation in Transition Team meetings,
- On-site interviewing and WIA enrollment, and
- The provision of emergency assistance adapted to the particular closing, layoff or disaster.

In addition, the Workforce Investment Region works with the State of Missouri in their provision of assistance to the WIB and Chief Local Elected Official to develop a coordinated response to the dislocated event and, as needed, to obtain access to State or Federal economic development assistance.

SLATE Missouri Career Centers are also proactive about finding out local layoff information that may not require a WARN notice to the State. Our Business Services Team promotes our Rapid Response services to businesses they work with on a regular basis, should the need arise for our assistance. Our local Rapid Response Manager would then make an appointment to visit that business to determine their needs, whether it be for one or 49 persons.

D. Youth

*1. Describe the composition of your local Youth council and their participation in the design of youth services in the area, the development of the local plan relating to youth services, their role in the procurement of youth service providers and recommending eligible youth providers to the local board, ensuring the ten elements are a part of the services planned and conducting oversight with respect to eligible youth providers of youth activities and the procurement of youth service providers. Also, provide information regarding your youth council meetings, such as any core agenda items that would be included, and your planned meeting schedule (i.e. the first Tuesday of every quarter, etc.). Include the local Youth council membership (name, business/organization represented, position title, and contact information—telephone number, mailing address, and e-mail address for each Member), as **Attachment 10** to the local plan.*

Youth Services

The Youth Services Department, through contractors located throughout the City of St. Louis, provides pre-employment training, soft skills development, academic enhancement programs, leadership development, mentoring, group activities, summer work experiences, and guidance and counseling to youth most in need residing in the City of St. Louis Workforce Investment Area. In accordance with TEG 13-09, City of St. Louis Youth Services subcontractors are asked to do the following:

- Contract for one year with multi-year option (up to 3 years)
- Use real-time indicators or interim progress benchmarks to assess performance of the scope of work in the contract, including the achievement of WIA common measures
- Create positive incentives for attracting youth most in need and provide services that will help the youth achieve their goals under the contract
- Participate in interagency collaboration to create a seamless system in which funds from other sources can contribute to the basic needs of youth so they can successfully complete the WIA program
- Participate in SLATE-sponsored ongoing workshops and technical support

These contractors are:

- MERS/Missouri Goodwill Industries
- Covenant House of Missouri
- Employment Connection
- Family Workforce Centers of America
- Alternative Opportunities/JESS

The City of St. Louis WIB evaluates the effectiveness or ineffectiveness of youth service providers through monitoring of programs using the following indicators:

- How long do eligible youth stay in the programs, are youth engaged and do they continue to attend the program.
- Are youth experiencing success according to their individual plans, school and training success; i.e. receiving passing grades, attending school regularly, being assisted with academic performance, moving toward attainment of certifications, etc.
- Are youth staying out of the juvenile justice system, or are they being deterred from juvenile crime, is there a reduction in numbers of encounters with the juvenile justice system, are youth refraining from risky behavior (teenage pregnancy, drugs etc.)
- Is there a caring adult, mentor, counselor or case manager that gets to know and interact with youth over a period of time and is the follow-up documented.
- Department of Labor/State Division of Workforce Development negotiated performance measures are also utilized to determine the effectiveness of the programs.

See Attachment 10

2. *Provide a description and assessment of the type and availability of youth activities in the local region, including an identification of successful providers of such activities.* This description should include:*

- how the youth activities in the local area are developed to ensure the ten program elements are available within the region;*
- the actual services provided by your region for youth, the element they represent, and how they fit within DOL's themes (see TEGl 05-12) for the emphasis on serving youth within a comprehensive youth development approach;*

- c. *the process for identification of youth service providers;*
 - d. *the evaluation of service providers for performance and impact (please provide details on frequency and criteria);*
 - e. *the providers of the youth services in your region, including the areas and elements they provide;*
 - f. *how year round services are provided to youth 14-21 years of age that are still in high school or out of school;*
 - g. *an example of the flow of services for a youth in your region (please include all aspects, including intake, objective assessment process, assessment, coordination of services, follow-up, etc.);*
 - h. *the procedures for serving youth that are most in need (homeless, disabled, offenders, etc.); and*
 - i. *the identification of the partnerships and describe the coordination of services with other agencies within the region.*
- a. The WIB selects contractors who have the ability and the capacity to deliver the ten program elements Youth Services. The Youth Council, along with SLATE Youth Services Department and the WIB, is responsible for conducting oversight of the local youth programs operated under the Act, to ensure both fiscal and programmatic accountability.
 - b. The framework of local youth programs includes an objective assessment of each youth participant that meets the requirements of WIA. It includes a review of the academic and occupational skill levels as well as the service needs of each youth. A individual service strategy is developed for each youth participant that meets the requirements of WIA section 129(c)(1)(B), including identifying an age-appropriate career goal and consideration of the assessment results for each youth. Each youth receives preparation for postsecondary educational opportunities.

The contractor provides linkages between academic and occupational learning, provides preparation for employment, and provides effective connections to intermediary organizations that provide strong links to the job market and employers. Each youth is also provided linkages and connections to the local justice and law enforcement officials, public housing authorities, education agencies, Job Corps, and homeless shelters. Finally, all youth are given information regarding the full array of services through our One Stop Career Centers.

- c. The providers of youth services are selected by awarding a contract on a competitive basis through our procurement policy and process. Proposals sent in based on the Request for Proposal (RFP) are evaluated by members of the Youth Council.
- d. The youth programs are locally evaluated in five major components.
 - 1. Each youth is screened for WIA eligibility at the time of enrollment by the Youth Services Department.
 - 2. The Quality Assurance Department of SLATE conducts a review of the files. The objective is to ensure all youth meet the WIA requirements, the program is providing quality case management, the Objective Assessment and Individual Service Strategies meets the needs of the youth, the proper linkages to post secondary education and employment opportunities are being met, and the department ensures the contractual obligations are being met.

3. The Youth Services Department conducts a weekly review of all the case notes for every participant, a bi-weekly time sheet review for every youth on paid work experience or in summer jobs, a monthly performance review, and a quarterly fiscal review is conducted in conjunction with SLATE's fiscal department.
 4. The City of St. Louis Internal Audit Section (IAS) conducts a yearly review that includes contractual obligations and fiscal accountability.
 5. KPMG, SLATE's external auditors, conducts a yearly review that consists of programmatic and contractual obligations.
- e. Family Workforce Centers of America – general at-risk population and in school youth; Alternative Opportunities/JESS – youth with disabilities and in-school youth; MERS Goodwill – general at-risk youth population who are in-school and out-of-school youth; Employment Connection – out of school youth specializing in ex-offenders; Covenant House – out of school youth specializing the in the out of school population
 - f. The ten elements of WIA are offered to each youth participant year around. The program operators develop an individual schedule for each youth's activities and program elements. This individualized schedule increases program engagement, leadership development, positive social behaviors, post secondary enrollments, literacy and numeracy, and employment attainment. The program operators work with the youth's schedule which means working evening and weekends to deliver a quality program.
 - g. The contractors host many recruitment events that take place where the youth hang out. We have had recruitment events at concerts, skating rinks, and pep rallies. We also host them at schools, medical offices targeted to youth, and youth agencies. Each youth is assigned a case manager who completes the objective assessment, individual service strategy and is with the youth for the duration of the program. Case managers are assigned for follow-up services.
 - h. The region has specific vendors who specialized in working with the youth who are most in need, as noted in Item e. above.
 - i. The Youth Council has a special task force designed to help identify the services and coordinate the resources to provide the linkages and connections to program operators, which include Family Services Division, the Mental Health Board, and various other community and government agencies.

3. *Provide a description of any innovative service delivery projects for youth you are currently operating in the region or planning to implement. Describe the local board's involvement in the projects, and the board's efforts to continue involvement and funding for the continuation of these projects. For projects the region is currently operating, please state the performance outcomes that have been resulted; for those to be implemented, include the proposed metrics. Examples include In-School classroom opportunities such as Jobs for Missouri's Graduates, Work Experience or Internship opportunities (SPYC), Diploma Equivalency Classes (GED), Youth-focused Career Fairs, Youth Offender Collaborations, Youth Build, I Can Learn, Cisco, etc.*

SLATE's Out-of-School contractor has added an extra component to their job readiness program to assist with developing soft skills. The contractor will allow youth to experience on-the-job training, as it pertains to developing soft skills, utilizing community and faith-based organizations. This program helps the youth to develop the needed life skills and a good work ethic before being placed in unsubsidized employment.

Work experience is provided through local businesses, non-profit and government organizations. This allows the youth to gain experience of the work world, as well as understanding what it takes to get and keep a job. Soft skills such as showing up to work on time, following directions, getting along with co-workers and superiors and more, are learned and improved upon.

SLATE's Youth Services Department sends out regular "twitter" and "facebook" updates regarding work ethic, job opportunities, and other academic opportunities.

The Youth Services Department also hosts multiple career and resource events throughout the year. The events are tailored toward the target audience and locations are determined based on the interest of the youth.

The St. Louis Agency on Training and Employment (SLATE) Youth Services Department has long partnered with the St. Louis Public Schools (SLPS) to help prepare urban youth explore and plan for post-secondary careers. In recent years, Youth Services has expanded this partnership into the SLPS Initiative, a way to work on-site at City schools, interacting directly with entire classes of young men and women throughout the course of the academic year. In the first year of the program (2010-2011) over 135 youth were served.

In many cases, the youth's family or housing situation presents barriers to successfully attaining self-sustaining employment. At-risk students are now receiving personalized tutoring, leadership and volunteerism development, job readiness training, ACT test preparation, and follow-up services.

This year, the Workforce Investment Act has made available printed job readiness preparation materials specifically designed for youth preparing to enter the workforce for the first time. These publications provide workplace related skill enhancement tutorials while building reading, math, and judgment skills.

After graduation, many youth in these programs immediately and actively seek employment; many others continue on to post secondary institutions to further develop their skills. SLATE partnered with Ranken Technical College to immediately enroll a number of youth from Roosevelt High School into a short-term oil technician certification training program.

Youth from Beaumont High School are participating in training programs leading to CNA certification, cosmetology licenses, and culinary certification. SLPS plans to expand these types of programs at Sumner High School.

E. Business Services

1. *Describe how the region coordinates and provides comprehensive and integrated workforce system services to businesses, including strategies to connect employers to a skilled workforce. Explain the collaboration with Career Center Jobs Teams to facilitate recruitment and meet business demands and how the region coordinates with economic development.*

The Business Services Team assists businesses with navigating jobs.mo.gov and provides information on Labor Law and Labor Market updates, as well as other information. We offer services including, but not limited to: business consulting, staff training, employee manuals, HR assistant duties, and posting job orders on Jobs.mo.gov.

The Business Services and Jobs Teams work together on a regular basis. Once the Jobs Team has indicated an individual is ready for referral to employment, the Business Services Team reviews the candidate's resume and refers them to appropriate job openings. Job ready customers referred to Business Services from the Jobs Team are marketed to employers, where applicable, on a regular basis. To keep the Jobs Team up to date on the needs of businesses, the Business Team supplies feedback from employers on the candidates the Jobs Team referred.

The Business Services Team also works closely with the Skills Team, as well as the Jobs Team, on what employers are indicating they want in a qualified employee. This information helps the Teams work with job seekers who are pursuing training for other careers.

When a participant is placed in employment, all pertinent information will be put into Toolbox, noted in the job order and Team staff will be advised of the placement. If employers need referrals that we do not have in our pool of candidates then we will assist the employer with outreach, recruitment, and pre-screening for qualified candidates.

Other services we offer are pre-screening and recruiting, facilitating and staffing on-site and off-site recruiting events for employers, sponsoring recruiting events (when funding permits), employment skills assessments, job seeker referrals from our database, LMI research and information, providing information on other Career Centers across the United States, and OJT when funding permits. In addition, our Team will utilize resources available from the Office of Apprenticeship, and other various networking/business associations to promote Missouri Career Center services and customers.

The Business Services Team has a dedicated Business Services Representative who works with the City of St. Louis economic development agency, St. Louis Development Corporation (SLDC), to work with business who received tax incentives from the City.

Under a First Source Agreement, businesses are required to use the workforce development services of the SLATE Missouri Career Center for pre-screening and referrals, with the potential for hiring qualified candidates. The Representative attends regular SLDC meetings and has developed a collaborative relationship with the group.

2. Regions should maintain a business services plan, outlining marketing and outreach roles and expectations of Team members. The business services plan should also outline the Team's purpose, goals, and policies and procedures to ensure seamless delivery of services, avoid duplication and ensure feedback to the region's career centers. *Include the Business Services Plan as **Attachment 11**.*

See Attachment 11.

F. Innovative Service Delivery Strategies

1. *Describe how the region will support the Missouri Re-entry Process (MRP) ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.*

The Workforce Investment Region has been involved in a number of innovative strategies aimed at addressing unique workforce development issues.

- Ongoing partnership with the U.S. Probation and Parole Office and the Missouri Department of Corrections that provides information and referral services to the ex-offender population.
- Career Center Career Specialists trained to work specifically with the employment and training needs of the ex-offender population.
- Partnership between the St. Louis Public Schools and the SLATE Career Center to address youth educational and career options. Main focus of this partnership is youth work experience.
- Emerging partnerships with “green” companies and organizations to partner in employment and training activities in the St. Louis metropolitan region.
- The WIB has an ongoing relationship with the U.S. Conference of Mayors Workforce Development Council and the Mayor's Committee on Education and Workforce to focus on high school reform, career options and career pathways for youth and youth advocacy.

Serving Ex-Offenders

According to MERIC's economic and labor data, the economy of the St. Louis metropolitan region is generally trailing the economy of the State as a whole and the “urban core” has experienced the slowest growth in the State. When considering this fact, figure in the increased introduction of released persons with convictions, the growth of persons on probation, and the consequent drain on economic growth.

SLATE provides services to ex-offenders through our normal NGCC process. Ex-offender customers will receive Core, Intensive, Training and Supportive services, just as we do with all Career Center customers.

The job development and placement process of persons with convictions is a continuous process which is being continually reviewed, updated and changed. We work with employers who have been identified as offender friendly, which means they are receptive to interviewing this population on a case-by-case basis. These employers have stated which offenses they will consider. An employer contact file has been developed, maintained and updated through an employer's committee working with this population through cold calling, networking/outreach, job fairs, internet and newspapers.

- 2. Describe the region's strategies for promoting and increasing enrollments in the WorkReadyMissouri program, including processes to target and encourage employer participation.*

Work Ready Missouri

Daily on-line marketing is currently being done for this program through the State system. The SLATE Business Service Representatives are promoting the program along with other products and services available to businesses. All new UI applicants receive a flyer on this program by mail and interested applicants are encouraged to provide information on Work Ready Missouri to potential employers when conducting their job searches. Due to the economy, businesses are reluctant to use the program because they do not have enough staff to train persons who will only work for a short period of time.

- 3. Describe the region's strategies for promoting Show-me Heroes (SMH) and the new on-the-job training component for participating employers.*

The Show-me Heroes program is promoted through our staff to customers who visit the Career Centers, by staff who give presentations to special groups in the community, and by our Business Services staff who promote the program with their business customers. We also promote the program through social networking sites including facebook and Twitter.

- 4. Describe the region's plan for utilizing the "It's All About You" materials and philosophy to serve UI claimants/Career Center customers.*

The region provides "It's All About You" information to all Career Center customers. The Skills and Jobs Team staff discuss the literature and provide copies to interested customers. The materials are useful in navigating a job search. The region believes all customers can benefit from the materials, not just UI claimants. Posters are placed throughout the Center in addition to the pamphlets being provided in the racks and via staff.

- 5. Describe the region's strategies for participating in the Certified Work Ready Communities initiative. Please include, if applicable, any counties in your region that plan to apply for certification and what role the LWIB will play in the development and implementation of the plan.*

Not applicable to this region.

6. *Describe how the region will coordinate the MoHealthWINS (MHW) initiative with participating Community Colleges. MHW targets Trade Act-eligible workers and includes a no-wrong-door approach. Please describe in-depth the referral process of participants between the Community Colleges and Career Centers, including participation in the NGCC eligibility process, and for Trade Act-eligible participants, timely referral to the Skills Team for program requirements. Please include the Memorandums of Understanding (MOU) between the region and Community Colleges as **Attachment 12** to the local plan.*

SLATE is participating in the MoHealthWINS initiative with St. Louis Community College. No matter which location a participant goes to in order to access MoHealthWINS, they will be assisted and, as long as they meet the criteria, enrolled in the MoHealthWINS initiative and NGCC through jobs.mo.gov. Participants are required to register with jobs.mo.gov, complete the Career Ready 101 assessment and further complete other necessary requirements of the Career Center and St. Louis Community College. A flow chart of the in-depth process and the SLATE and St. Louis Community College MOU are attached under Attachment 12.

G. Strategies for Faith-based and Community-based Organizations

*Describe those activities to be undertaken to: (1) increase the opportunities for participation of faith-based and community organizations as committed and active partners in the one-stop delivery system; and (2) expand the access of faith-based and community-based organizations' customers to the services offered by the one-stops in the region. Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce investment system. Indicate how these resources can be strategically and effectively leveraged in the local workforce investment region to help meet the objectives of WIA. (For more information, reference DOL's tool, *Making It Real: Strategies for State Agencies and Local Workforce Boards to Increase Partnerships with Faith-Based and Community Organizations*.)*

SLATE works with the United Way who coordinates the Clergy Coalition meetings. SLATE representatives attend these meetings and talk about our services. We also have staff that are a part of other faith-based groups and they go and talk about SLATE services on a regular basis. Catholic Charities is another SLATE community partner and will work together to promote Career Center services to all 14 of their community based organizations this year. Metropolitan Congregations United (MCU) is a faith-based partner that continues to work with SLATE on workforce issues in and around the St. Louis region.

SLATE also publishes its Request for Proposals in local newspapers, the City of St. Louis website and the SLATE website, as well as sends the RFP notice to interested, most of which are community based and faith based organizations. These organizations have the opportunity to bid on all proposals.

Literature is given to various community and faith based organizations in the region, so they may refer their clients to the Career Centers.

IX. Local Administration

- A. *Identify the local levels of performance negotiated with the Governor and chief elected official to be used to measure the performance of the local region and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system in the local region.*

Performance Measures=Common Measures

The Memorandum of Understanding between the Workforce Investment Board and the Chief Elected Official and the Governor states that they will negotiate and reach agreement on performance measures for City of St. Louis Workforce Investment Region.

One of the internal measures we strive to achieve is meeting customer needs. Through surveys, both written and oral, we ask if the customer's needs are met via the Career Center System, if the services meet expectations, and what was the overall quality of the experience. We believe that continuous improvement is a commitment to a systematic approach to high performance. Continuous improvement is driven by finding opportunities to do better, as well as, by solving problems that need immediate correction. Particular attention is paid to providing excellent customer service.

The WIB also applies the concept of continuous improvement to our contracted service providers. A Career Center staff person is assigned to routinely monitor U.S. Department of Labor program compliance issues. Each provider is monitored monthly to determine the quality and provision of services. The WIB also contracts with the City of St. Louis Office of the Comptroller to conduct annual fiscal audits. Corrective action plans are issued when discrepancies are noted. The information obtained from these reviews is the basis for determining the continued use of these providers. Staff is also assigned to conduct surveys of employers and job seekers to determine their satisfaction with these providers.

The City of St. Louis was given the following goals for Program Year 2012 Common Measures, based on the negotiated rates between the State of Missouri and the Department of Labor. The Common Measures include:

- Adult
 - Entered Employment—50%
 - Employment Retention—82%
 - Average Earnings--\$10,298

- Dislocated Worker
 - Entered Employment—67%
 - Employment Retention—86%
 - Average Earning--\$12,000

- Wagner-Peyser
 - Entered Employment—54%

- Employment Retention—78%
- Average Earnings--\$10,000
- Youth
 - Placement in Employment or Education—77%
 - Attainment of a Degree or Certificate—65%
 - Literacy and Numeracy Gains—50%

The City of St. Louis has a long history (since 1973) of operating employment and training programs. The City of St. Louis, through SLATE and the Workforce Investment Board, stresses the importance of excellent performance with our Career Center Partners and all Contractees.

B. *Identify the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i).**

Disbursement of Grant Funds and Administrative Provisions

The Chief Local Elected Official (CLEO) of the City of St. Louis serves as the local grant recipient of funds for Workforce Investment Region with liability for said funds and designates a Department of City of St. Louis Government, the St. Louis Agency on Training and Employment (SLATE) per City of St. Louis Ordinance 57035 and as amended by Ordinances 57270 and 62209, under the leadership of the Director of SLATE, a CLEO appointee, to act on behalf of the CLEO in all matters both programmatic and fiscal for funds received under the Workforce Investment Act.

Assistance, as required, to maintain adequate fiscal and programmatic controls, from other City of St. Louis Departments such as Personnel, Comptroller, Register, and Legal is available to SLATE.

Administrative Provisions:

The City's SLATE office will follow general and administrative rules that apply to the use of WIA Title I funds. The "Uniform Administrative Requirements for Grants and Cooperative Agreement to State and Local Governments" which is codified at 29 CFR part 97 will be followed. Any procurement contract between units of State or local government will be conducted on a cost reimbursement basis. No provision for profit will be allowed.

Codes of conduct and conflict of interest issues will be followed. A WIB member or Youth Council member must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter that would provide any direct financial benefit to that member or a member of his immediate family. Neither membership on the WIB or the Youth Council nor the receipt of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions.

Program income requirements as discussed in the Act and regulations will be followed as will the rules governing employer's use of local area services, facilities or equipment funded under Title I of WIA to provide employment and training activities to incumbent workers.

We will follow OMB circular A-133 concerning audit requirements.

Federal Allowable Cost Principles under OMB Circular A-87 will be followed. In addition, computer technology will adhere to required compliances.

We will comply with government-wide debarment and suspension and government-wide drug-free workplace requirements.

We and all contractees shall comply with the restriction on lobbying which are codified in the DOL regulations at 29 CFR part 93.

No individuals will be placed in a WIA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

We will comply with the rules regarding administrative costs.

We will comply with the requirements of the Military Selective Service Act.

No funds will be spent on construction or purchase of facilities or buildings unless the exceptions under the regulations at 667.260 are met.

Funds will not be spent on employment generating activities, economic development and other similar activities, unless they are directly related to training for eligible individuals. Employer outreach and job development activities are defined as directly related to training for eligible individuals.

Funds will not be used for public service employment.

Funds will not be used for foreign travel.

Funds will not be spent on the employment or training of participants in sectarian activities and participants will not be employed under Title I of WIA 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. WIA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIA participants.

We will comply with the provisions regarding prohibitions that apply to the use of WIA Title I funds concerning business relocation as written in 667.268 of the regulations.

We will comply with the provision regarding safeguards to ensure that participants in WIA employment and training activities do not displace other employees as written in 667.270 of the regulations.

We will comply with the wage and labor standards as they apply to participants in activities under Title I of WIA as written in 667.272 of the regulations.

We will comply with the health and safety standards as they apply to the working conditions of participants in activities under Title I of WIA as written in 667.274 of the regulations.

We will comply with the nondiscrimination and equal opportunity provision of WIA section 188 and its implementing regulations including those administered and enforced by the DOL Civil Rights Center. We will comply with the physical and programmatic accessibility and reasonable accommodations as required by section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990, as amended.

We will monitor on an annual basis all recipients of funds in compliance with applicable State and Federal standards. This includes both fiscal and programmatic monitoring.

C. *Describe the competitive (procurement) process used to award the grants and contracts in the local region for activities carried out under subtitle I of WIA, including the process to procure training services for youth (reference DWD Issuance 03-02) and any that are made as exceptions to the ITA process.* Include as **Attachment 16** the information on the following processes – advertisement/notification to prospective bidders, time period bidders have to respond to the solicitation, evaluation, and award/non-award notification. This may include those pages from the region's procurement guidelines that describe the competitive procurement process and the process to procure Youth training providers.*

Procurement Process

The procurement process includes, but is not limited to, the following: a needs assessment; notice in two newspapers; identification of a contact person; precise statement regarding the evaluation process; standards regarding receipt, logging, and opening of bids; procedure to recognize demonstrated effectiveness, clear statement of requirements; general assurances; renewal clause; complaint procedure; award notice procedure, etc. Always included will be a clause reserving the right to reject all bids if in the best interest of the WIA program.

The Workforce Investment Board utilizes both a competitive bid process and a non-competitive selection process (for governmental agencies only) for selection of providers of youth activities and reserves the right to operate some programs in-house. The bid process will follow guidelines in the Request for Proposal Package. A public notice with information about the bid process will be published in local newspapers of general circulation within the Workforce Investment Region and surrounding region, in addition to notices being mailed to providers who have expressed a desire to be placed on a bid notification listing. A Pre-Bid

conference may be held with interested parties at the SLATE Missouri Career Center--Downtown. Member(s) of the Youth Council may review proposals and recommend successful program operators to the WIB. **See Attachment 16.**

D. *Describe how the local region is working towards eliminating duplicative administrative costs to enable increased training investments.*

All partners of the One-Stop Career Centers provide the same, unduplicated services as members of the Welcome, Skills, Jobs, and Business Services Teams. There is one fiscal department that handles all expenses related to each of the comprehensive Career Centers. This enables us to use funds to provide unduplicated services to customers, including skills training.

E. *Identify how the local region ensures that services are not duplicated. In particular, explain how the NGCC initiative has impacted this issue.*

As stated in item D, above, all One-Stop Career Center partners provide unduplicated services by acting as members of each of the four NGCC teams: Welcome, Skills, Jobs and Business Services. Each team serves different functions and provides different levels of products and services, so there is no duplication to customers.

F. *Establish and define the local policy and procedure for Complaint and Grievance in accordance with the WIA Act 20 CFR 667.600 and 29 CFR Part 37.70, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998. Both policies should be incorporated into the MOU and disseminated throughout the region for all workforce development professionals to understand and implement. This should adhere to federal, as well as state complaint and grievance guidance – a current copy of the state's policy is attached to this guidance. Include a copy of this policy as **Attachment 13** to the local plan.*

Grievance Procedure

We will establish and maintain a procedure for grievance and complaints according to the requirements of 667.600 of the regulations including, but not limited to, providing the following: a process for dealing with grievances and complaints from participants and other interested parties affected by the local Workforce Investment System, including Career Center partners and service providers; an opportunity for an informal resolution and a hearing to be completed within 60 days of the filing of the grievance or complaint; a process which allows an individual alleging a labor standards violation to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides; and an opportunity for a local level appeal to a State entity when no decision is reached within 60 days or either party is dissatisfied with the local hearing decision. Questions about or complaints alleging a violation of the nondiscrimination provision of WIA section 188 may be directed or mailed to the Director, Civil Rights Center in Washington, D.C. Information and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately

through the Department of Labor's Reporting System to the DOL Office of Inspector General in Washington, D.C. A grievant or complainant is not precluded from pursuing a remedy authorized under another Federal, State or local law.

Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIA

We will also establish provisions for complaints addressing nondiscrimination and equal opportunities, according to 29 CFR 37.70 which states: any person who believes that either he or she, or any specific class of individuals, has been or is being subjected to discrimination prohibited by WIA or this part, may file a written complaint, either by him/herself or through a representative.

See Attachment 13.

- G. *Include the Planning Budget Summaries for Program Year 2012 and Fiscal Year 2013 in **Attachment 14** to the local plan.*

See Attachment 14.

- H. Complete and sign the "Statement of Assurances Certification" form located in this guidance and include this as Attachment 15 to the Local Plan.

See Attachment 15.

Attachments to the Local Plan

List of Attachments to the Local Plan

1. List of Comprehensive One-Stop Centers and Affiliate Sites
2. Memorandum of Understanding (signed by all the parties)
3. Cost-Sharing Agreement between local WIB and DWD
4. Local Workforce Investment Board Membership List
5. Local Workforce Investment Board By-Laws and Attestation Form
6. Chief Local Elected Officials' Agreement, CLEO membership, and By-Laws
7. Conflict of Interest Policy for WIB Staff and Contracted Staff
8. Sub-State Monitoring Plan
9. NCRC MOU between the WIB and the Community College(s)
10. Local Youth Council Membership
11. Business Services Plan
12. MoHealthWINs MOU between the WIB and the Community Colleges
13. Complaint and Grievance Policy
14. Planning Budget Summaries for Program Year 2012 and Fiscal Year 2013
15. Statement of Assurances Certification
16. Local Competitive Procurement Process
17. Performance Improvement Plan and Update (if applicable)

Attachment 1

List of Comprehensive One-Stop Centers and Affiliate Sites

Comprehensive One-Stop Centers

SLATE Missouri Career Center—Downtown
1520 Market Street, Room 3050
St. Louis, MO 63103
(314) 589-8000
info@stlworks.com

SLATE Missouri Career Center—Central West End
4811 Delmar Boulevard
St. Louis, MO 63108
(314) 877-0916

Comprehensive One-Stop Centers: Partners and Functions

SLATE-Downtown

- City of St. Louis/SLATE: administrative, management, clerical, case management and client services for WIA and Wagner-Peyser customers;
- Division of Workforce Development (DWD): management, case management and client services, for WIA, Wagner-Peyser and Veteran customers;
- St. Louis Community College: management, clerical, case management and client services for WIA and Wagner-Peyser customers;
- MERS/Goodwill: case management and client services to individuals with disabilities, Title V program workers—resource lab assistance and light maintenance;
- St. Louis Construction Orientation Intake Center: case management and client services to those seeking construction trades jobs;
- AARP: Title V program workers—resource computers and client services;
- St. Louis Public Schools: GED teacher and assistants.
- Missouri Work Assistance (MWA): case management and client services
- Division of Vocational Rehabilitation—assistance to customers with disabilities

SLATE-Central West End

- City of St. Louis/SLATE: administrative, management, clerical, case management and client services for WIA and Wagner-Peyser customers;
- Division of Workforce Development (DWD): management, case management and client services for WIA, Wagner-Peyser and Veteran customers;

- St. Louis Community College: case management and client services for WIA and Wagner-Peysers customers;
- MERS/Goodwill: Title V program workers—resource computers assistance and client services;
- AARP: Title V program workers—resource computers assistance and client services;
- Better Family Life: MWA.
- Division of Vocational Rehabilitation—assistance to customers with disabilities

No affiliate sites

DRAFT

Attachment 2

ST. LOUIS CITY WORKFORCE INVESTMENT ACT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is effective beginning July 1, 2012 and shall remain in effect for an indefinite period subject to annual review. This agreement is entered into by and between the Mayor of the City of St. Louis, Missouri hereinafter referred to as the CLEO, the City of St. Louis, St. Louis Agency on Training and Employment hereinafter referred to as SLATE, the City of St. Louis Workforce Investment Board hereinafter referred to as the WIB, and the Career Center System Partner identified in accordance with the Workforce Investment Act (WIA) of 1998 (Public Law 105-220) hereinafter referred to as Partner.

WITNESSETH:

WHEREAS, the above identified Parties have agreed to enter into this Memorandum of Understanding for the purposes of implementing a Career Center Delivery System in the City of St. Louis Workforce Investment Area; and

WHEREAS the CLEO serves as the local grant recipient of funds for the local area with liability for said funds and designates a Department of City of St. Louis Government, the St. Louis Agency on Training and Employment (SLATE) per City of St. Louis Ordinance 57035 and as amended by Ordinances 57270 and 62209, and under the leadership of the Director of SLATE, a CLEO appointee, to act on behalf of the CLEO in all matters both programmatic and fiscal for funds received under the Act; and

WHEREAS, the City of St. Louis, SLATE has been the impetus for the development of the City of St. Louis Career Center Delivery System under Workforce Investment Act; and

WHEREAS, the Partner shall provide only in-kind services/activities at the SLATE Career Center or in a community-based setting; and

WHEREAS, the above Parties wish to define the terms of the Memorandum of Understanding,

St. Louis City Workforce Investment Act Memorandum of Understanding:

NOW THEREFORE, the Parties agree as follows:

DESIGNATION:

The above Parties have agreed that a Department of City of St. Louis Government, the St. Louis Agency on Training and Employment (SLATE) shall be designated as the One-Stop Operator in City of St. Louis Workforce Investment Region.

VISION:

A vibrant regional economy in which every jobseeker has the skills needed to match available jobs and that every job has a qualified employee. The workforce system enables this vision through a series of high quality services that:

- Increase employment
- Increase retention
- Increase earnings
- Increase the skills of individuals
- Enhance the productivity and competitiveness of the region

MISSION:

To develop a quality workforce that meets the economic and labor market needs of the region by providing leadership and promoting collaboration between public, private and elected official partners.

IDENTIFICATION OF THE PARTNERS:

The Career Center Delivery System of the City of St. Louis under the Workforce Investment Act presents the opportunity for Partners to provide employment and training services to the citizens of the City of St. Louis Workforce Investment Region.

MANAGEMENT:

The City of St. Louis, SLATE will be responsible for the management and operations of the SLATE Career Center. The Partners will be asked to participate in Career Center Inter-Agency Team meetings and will be asked to be part of the continuous improvement program to ensure superior performance and highly satisfied customers.

WORKFORCE INVESTMENT REGION SERVICE IDENTIFICATION:

In addition to core services, Partners will provide access to the other activities and programs carried out under the Partner's authorizing laws.

DURATION, MODIFICATION, WITHDRAWAL, AND TERMINATION OF MEMORANDUM OF UNDERSTANDING:

Each Partner may begin implementation of the Service Identification chart at any time after July 1, 2012 mutually agreed with the City of St. Louis, SLATE with the understanding that all services/activities are to be available effective July 1, 2012. While the Memorandum of Understanding is in effect for an indefinite period subject to annual review, any Party signing the Memorandum of Understanding may request withdrawal from the Memorandum of Understanding, or termination from the Memorandum of Understanding and any Partner may request modification of the Partner's Service Identification Chart with a thirty-day written notice to the CLEO, WIB and the City of St. Louis, SLATE.

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Attachment 3

Cost Sharing Agreement Between Local WIB and DWD

Follows on Next Pages

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Cost Share Agreement
FY12

Expenses for SLATE Office JULY thru DEC 20 DWD 31% WIB 69%

| Line Item | DWD Paid | WIB Paid | FY11 Projected | Budget | YTD Expenditures | Remaining Balance | Budget FY12 |
|---------------------------------|-------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Office Supplies | \$2,833.74 | 25,422.76 | 56,513.00 | 43,200.00 | 28,256.50 | 14,943.50 | 30,000.00 |
| Telephone | \$415.51 | 23,406.82 | 47,644.68 | 23,347.00 | 23,622.33 | (475.33) | 25,000.00 |
| Postage | \$72.75 | 1,105.13 | 2,355.76 | 0.00 | 1,177.88 | (1,177.88) | 1,000.00 |
| Postage machine rental | \$108.00 | | 216.00 | 6,885.00 | 108.00 | 6,777.00 | 432.00 |
| Copier | \$366.11 | 15,007.84 | 30,747.90 | 34,000.00 | 15,373.95 | 18,626.05 | 32,000.00 |
| Rent/Utilities | \$152.65 | 36,400.02 | 72,800.04 | 114,000.00 | 36,400.02 | 77,599.98 | 70,000.00 |
| Records Destruction | | | 305.30 | 337.00 | 152.65 | 184.35 | 300.00 |
| Membership | | | 0.00 | 539.00 | 0.00 | 539.00 | 600.00 |
| Marketing/Outreach | \$279.82 | 848.00 | 2,255.64 | 10,000.00 | 1,127.82 | 10,000.00 | 1,000.00 |
| Printing | \$35.33 | | 70.66 | 5,000.00 | 35.33 | 3,872.18 | 2,200.00 |
| Interpretation Services | | | | 0.00 | | (35.33) | 200.00 |
| Functional Leader Salary/Fringe | | 35,631.12 | 71,262.24 | 95,307.00 | 35,631.12 | 59,675.88 | 75,000.00 |
| Total Expenditures | \$4,263.91 | \$137,821.69 | \$284,171.20 | 332,615.00 | 142,085.60 | 190,529.40 | 237,632.00 |

Functional Leader Salary
\$ 95,307.00 Kellie Barnardie

DWD # of Staff 9
SUB # of Staff 20
Total Staff 29
31% 69%


Workforce Investment Specialist Director


Division of Workforce Development Director

Cost Share Agreement
FY12

Expenses for St Louis Central Office JULY thru DEC 1 DWD 65% WIB 35%

| Line Item | DWD Paid | WIB Paid | FY11 Projected | Budget | YTD Expenditur |
|---------------------------------|-------------|------------|----------------|------------|----------------|
| Office Supplies | \$3,315.32 | | 6,630.64 | 35,026.00 | 3,315. |
| Telephone | \$2,309.82 | | 4,619.64 | 8,553.00 | 2,309. |
| Postage | \$494.45 | | 988.90 | 3,809.00 | 494. |
| Postage machine rental | \$108.00 | | 216.00 | 525.00 | 108. |
| Memberships | | | 0.00 | 600.00 | 0. |
| Copier | \$3,070.13 | | 6,140.26 | 10,806.00 | 3,070. |
| Sub/Publications | | | 0.00 | 0.00 | 0. |
| Insurance & Surety Bond | \$1,351.50 | | 2,703.00 | 1,378.00 | 1,351. |
| Marketing/Outreach | | | 0.00 | 127.00 | 0. |
| Printing | | 890.00 | 1,780.00 | 272.00 | 890. |
| Purchase Records Dest. | \$280.20 | | 520.40 | 673.00 | 260. |
| Rent/Utilities/Parking | \$33,892.29 | | 67,784.58 | 79,648.00 | 33,892. |
| Interpretation Services | \$43.05 | | 86.10 | | 43. |
| SSI GLOBAL(SEcurity) | | 5,064.16 | 10,128.32 | | 5,064. |
| Functional Leader Salary/Fringe | \$31,050.55 | | 62,101.10 | 73,101.00 | 31,050. |
| Total Expenditures | \$44,844.76 | \$5,954.16 | \$101,597.84 | 141,317.00 | 50,798. |

Functional Leader Salary
\$ 73,101.00 Donny Carroll

DWD # of Staff 15
SUB # of Staff 65%


Workforce Investment Board Director


Division of Workforce Development

Attachment 4

WIB Membership List

| | | First Name | Last Name | Title | Business Name |
|-----------|-----|------------|-----------|---|---|
| BUSN | Ms. | Sherry | Lappe | VP of Human Resources | Lodging Hospitality Management (LHM) |
| Part | Ms. | Cheryl | Lovell | Director | St. Louis Housing Authority |
| Ed & Part | Dr. | Cindy | Hess | President | STLCC - Forest Park |
| BUSN | Mr. | John | Reed | Owner | JRJ Services LLC/Charles L. Crane Agency |
| Busn | Mr. | Darryl | Chatman | Associate Attorney | Armstrong Teasdale LLP |
| Part | Mr. | David | Wright | UI Representative | MO Division of Employment Security |
| part | Mr. | Donny | Carroll | Function Manager | Missouri Career Center @ St. Louis Central |
| Labor | Mr. | Ed | Hamilton | Executive Vice-Pres Unite H.E.R.E. | Brown & Kortkamp Real Estate |
| BUSN | Mr. | Eddie | Davis | Director | Cntr. for the Acceleration of African American Bus.-St. Louis Black Leadership Roundtable |
| Ed & Part | Mr. | Timothy | Murrell | Ex. Director, Div of Career and Tech Ed | St. Louis Public Schools |
| BUSN | Mr. | Gregory | Hill | Affiliate Owner | Westaff |
| Busn | Mr. | Herman | Noah | Consultant | Consultant Services |
| Ed | Ms. | Jane | Kerlagon | Career Strategist | Business Education Partnership Connection |
| Part | Ms. | Jeather | Smith | District Supervisor | Missouri Division of Vocational Rehabilitation |
| BUSN | Mr. | Jerry | Sagona | HR Business Partner | ABB, Inc. |
| BUSN | Mr. | John | Beatty | Vice Pres, Human Resources | Barnes-Jewish Hospital |
| BUSN | Ms. | Katherine | Joslin | Senior Vice-President of HR and Marketing | Bethesda Health Group, Inc. |

| | | | | | |
|-----------------|-----|----------|------------|--|--|
| Partn | Ms. | Kelley | Bernardi | Deputy Director | St. Louis Agency on Train. & Emp. |
| ECON | Mr. | Steve | Johnson | Ex. VP, Economic Dev | Regional Chamber & Growth Association |
| BUSN | Mr. | Kevin | Schaedler | Executive Vice- President of Sales | Habitata Building Products LLC |
| BUSN | Mr. | Leonard | Toenjes | President | Associated General Contractors of St. Louis |
| Title V Part | Mr. | Jeff | Cartnal | Vice President | MERS/Goodwill |
| BUSN | Ms. | Lydia | Padilla | President & Owner | TRC Staffing Services, Inc. |
| BUSN | Ms. | Lynn | Beauchaine | Owner/President | Lynn Beauchaine & Associate, Inc. |
| Labor | Mr. | Michael | Walter | Business Manager | International Brotherhood of Electrical Workers Local Union 1439 |
| Other | Ms. | Michelle | Darden | Director | St Louis Office for DD Resources |
| BUSN | Ms. | Rhonda | Garrett | Mgmt. Systems Spec., Corp Supply | Anheuser-Busch In Bev |
| BUSN | Ms. | Pat | Coleman | Vice President | Behavioral Health Response |
| ECON | Mr. | Patrick | Bannister | Director of Business Development | St. Louis Development Corporation |
| BUSN | Mr. | Frank | Lamm | Director IT | Unisys Corporation |
| BUSN | Dr. | Michael | Williams | Business Operations Manager | Sawdey Solution Services |
| BUSN | Mr. | David | Walker | Talent Strategy, Internal Communications | Brown Shoe Company |
| BUSN | Mr. | Russell | Illy | Human Resources Manager | Triad Manufacturing |
| BUSN | Mr. | Reginald | Young | Center Director | St. Louis Job Corps Center |
| BUSN | Mr. | Roger | Hill | General Manager | Ruth's Chris Steak House |

Attachment 5

Local Workforce Investment Board

ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Division of Workforce Development annually. The purpose of the form is to assure that all members of the Local Workforce Investment Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Investment Board: City of St. Louis Workforce Investment Board

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

Patrick Bannister 8/18/10
(Patrick Bannister) Date

John Beatty 8/18/10
(John Beatty) Date

Lynn Beauchaine 8-18-10
(Lynn Beauchaine) Date

Kelley Bernardi 8-18-10
(Kelley Bernardi) Date

Donny Carroll 8/18/2010
(Donny Carroll) Date

Lew Chartock 8/18/10
(Lew Chartock) Date

Darryl Chatman 8-18-10
(Darryl Chatman) Date

Pat Coleman 8/18/10
(Pat Coleman) Date

Ray Creely 8/18/10
(Ray Creely) Date

(Michelle Darden) Date

Eddie Davis 8/18/10
(Eddie Davis) Date

Betsy Finnegan 8/18/10
(Betsy Finnegan) Date

(Ed Hamilton) Date

Cindy Hess 8.18.10
(Cindy Hess) Date

Gregory Hill 8/18/10
(Gregory Hill) Date

Russell Ily 8-18-10
(Russell Ily) Date

Katherine Joslin 8/18/10
(Katherine Joslin) Date

Jane Kerlagan 8/18/10
(Jane Kerlagan) Date

Dale E Kreienkamp 8-18-10
(Dale Kreienkamp) Date

Frank J. Logan Sr 8/18/10
(Frank Logan) Date

Cheryl Lovell 8/18/10
(Cheryl Lovell) Date

Herman Noah 8/18/10
(Herman Noah) Date

Lydia Padilla 18 Aug 10
(Lydia Padilla) Date

Willard Reeves 8-18-10
(Willard Reeves) Date

Kevin Riggs Date

Jeff Serocke 8/18/10
(Jeff Serocke) Date

Kevin Schaedler 8/18/10
(Kevin Schaedler) Date

Leather Smith 8-18-10
(Leather Smith) Date

Len Toenjes Date

Michael D. Walter 8-18-10
(Michael Walter) Date

Ohala Ward 8-18-10
(Ohala Ward) Date

David Wright 8-18-10
(David Wright) Date

CITY OF ST. LOUIS
WORKFORCE INVESTMENT BOARD
BYLAWS

DRAFT

Preamble:

The Workforce Investment Act of 1998, Public Law 105-220 (WIA) states the following: “The purpose of this subtitle is to provide workforce investment activities through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.”

Vision:

A vibrant regional economy in which every jobseeker has the skills needed to match available jobs and every job has a qualified employee. The workforce system enables this vision through a series of high quality services that

- Increase employment
- Increase retention
- Increase earnings
- Increase the skills of individuals
- Enhance the productivity and competitiveness of the region

Mission:

To develop a quality workforce that meets the economic and labor market needs of the region by providing leadership and promoting collaboration among public, private and elected official partners.

BYLAWS

CITY OF ST. LOUIS

WORKFORCE INVESTMENT BOARD

ARTICLE I - Identity.

These are the Bylaws of the City of St. Louis Workforce Investment Board (“WIB”) under the Workforce Investment Act of 1998, P.L. 105-220 (“WIA”) with its principal place of business in St. Louis, Missouri.

ARTICLE II - Principal Office

The principal office of the WIB shall be located at 1520 Market Street, St. Louis, Missouri. The WIB may have offices at other places as the Executive Committee may from time to time determine or as the affairs of the WIB may require.

ARTICLE III - Purpose

To promote workforce investment activities through local workforce investment systems that increase the employment, retention, and earnings of participants, increase occupational skill attainment by participants, and promote private sector involvement through effective connecting, brokering and coaching through intermediaries to assist employers in meeting hiring needs. As a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the region.

ARTICLE IV - WIB Membership

The St. Louis City Workforce Investment Board consists of members from the private sector and representatives of economic development, community based organizations, labor, education and the one-stop partners all as required by the Workforce Investment Act.

Section 1 Terms. Members are appointed by the Chief Elected Official of the City of St. Louis in accordance with the Workforce Investment Act and terms are for two years with an initial effective date of July 1, 2010.

Section 2 Partial terms Members appointed due to vacancies created by death, resignation, or disqualification shall serve the remaining part of the term of the member replaced. A position shall be considered vacant upon notification by the WIB chairperson to the membership at the next available meeting of the full WIB. The vacancy shall be refilled within 120 days from this notification. Members whose terms have expired and who have not been replaced or reappointed may continue to serve on the WIB for 90 days. After this time, the position is considered vacant.

Section 3. Reappointment Nothing in these Bylaws is intended to preclude the nomination of a member for reappointment after expiration of his/her term.

Section 4. Resignation A member may resign by giving written notice thereof to the WIB Chairperson and/or the Chief Elected Official.

Section 5. Conflict of Interest By a majority vote of current members, any member may be suspended or expelled from membership by the WIB for conflict of interest as defined in Article IX of these Bylaws.

Section 6. De-facto Resignation Three consecutive unexcused absences from full WIB meetings shall constitute the de-facto and immediate resignation of a member in good standing from the WIB. An unexcused absence shall constitute failure by a member to notify the Chairperson or his/her designee of a planned absence. Upon said de-facto resignation of a member, the Chairperson shall notify the Chief Elected Official or his/her designee of the vacant membership and the need for the appointment of a member.

ARTICLE V - Officers and their Duties

Section 1. - Election. The officers shall be a Chairperson, a Vice-Chairperson, and Secretary. The officers shall be elected every two years by a majority vote of the WIB members present during the meeting held in the second quarter of the calendar year and shall take office on July 1st of that year. If for some reason the election is delayed, then the election shall take place at a special meeting held as soon as practicable after the regularly scheduled meeting held in the second calendar quarter. Vacancies may be filled at any meeting of the WIB.

Section 2. - Chairperson. The Chairperson shall be selected from among the private sector members on the WIB. The chairperson shall be the principal officer of the WIB

and shall in general supervise and control all of the business and affairs of the WIB membership. The chairperson shall appoint committee chairpersons as required. The Chairperson may sign, with any other proper officer of the WIB thereunto authorized by the membership, any instruments which the WIB has authorized to be executed; and in general shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the WIB from time to time.

Section 3. - Vice-Chairperson. The Vice-Chairperson shall be selected from among the private sector members of the WIB. In the absence of the Chairperson or the Secretary, or in the event of their inability to act, the Vice-Chairperson will perform the duties of the Chairperson or the Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson or the Secretary. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the WIB.

Section 4. - Secretary. The Secretary shall be responsible for the recording of WIB business and attesting to the Chairperson's signature as may be required. The Secretary shall be responsible for recording attendance at meetings; and, for determining and recording members present on an appropriate record. During a meeting when roll call voting is required, the Secretary shall "call-the-roll" record, and certify individual member votes on an appropriate record. The Secretary shall be responsible for validating the accuracy of minutes, in particular, the recording of motions and their outcomes.

Section 5. - Professional Staff Support. The WIB may employ at least one staff person who is not a staff person of the One-Stop Operator to support or perform such functions and duties normally associated with the position of secretary. Said staff shall perform the following functions: record and maintain the minutes of meetings of the WIB; see that all notices are duly given in accordance with these bylaws or as required by law; be custodian of the WIB's records; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chairperson or by the WIB.

Section 6. - Removal. Any elected officer may be removed from office by the WIB for cause whenever, in its judgment, the best interest of the WIB would be served by said removal. Removal shall be made at a full WIB meeting and a majority vote for removal by members attending a full WIB meeting shall be required.

ARTICLE VI - Meetings

Section 1. - Regular Meetings. Regular WIB meetings shall be held six times per fiscal year to discuss progress or other matters affecting the operation of the WIB and the

WIA program. Meetings shall be open to the public. Notice of all WIB meetings shall be given at least seven days previous thereto, by written electronic communication, mailed or delivered personally to each member at his/her business address. The agenda of any meeting shall be included with the notice.

Section 2. - Special Meetings. Special meetings may be called by the Chairperson or by a majority of the Executive Committee, or a majority of the members of the WIB for such purposes as identified within the notice of the meeting. Notice of all special WIB meetings shall be given at least seven days previous thereto, by written communication, mailed or delivered personally to each member at his/her business address. The agenda of any meeting shall be included with the notice.

Section 3. - Agenda. The business of all meetings of the WIB shall be those matters identified in the meeting agenda. The agenda deadline shall be two weeks before the scheduled WIB meeting. All requests on matters for WIB consideration are to be communicated to the Chairperson or his/her designee before the agenda deadline; and all written materials representing such matters are to be received by the Chairperson or his/her designee by the agenda deadline.

Section 4. - Quorum. The members present at any regular meeting shall constitute a quorum for the transaction of all organization business. WIB member meeting attendance may be facilitated through the use of conference calls or teleconferences when cost effective and necessary. WIB minutes shall reflect those members on conference calls or teleconferencing. Requirements of the Sunshine Law regarding open meetings shall be met when using this option.

Section 5. - Voting. The act of a majority of the members present and voting at a duly organized WIB meeting shall be the act of the WIB.

a. Voice Voting. Voice voting shall be used at all times to decide WIB questions with the exception of the roll call voting. Upon the Call-to-Question the Chairperson will have those WIB members who wish to vote for passage to say "Aye" and those who wish to vote for non-passage to say "Nay." The majority will decide the question.

b. Roll Call Voting. At the discretion of the Chairperson, roll call voting may be required. Upon the Call-to-Question, after a motion and second, the Secretary will Call-the-Roll, individually naming those WIB members present. Upon hearing their name, WIB members will cast their vote by saying "Aye" for passage, "Nay" for no passage, or "Abstain" for no vote. The secretary will record and certify the votes on an appropriate record and report the outcome of the vote to the chairperson.

c. Conference Calls. When using a conference call option discussed above, the vote cast by those members not in the meeting room shall be identified and included within the minutes as in Roll Call Voting.

d. Mail Ballots. On issues requiring an immediate decision, an electronic mail ballot may be prepared and provided to each member of the WIB. Each WIB member shall receive a full description of the issue and copies of supporting documents, if any. Ballots completed and executed by the members shall be retained with the minutes of the next WIB meeting, which shall contain a full description of the issue and the result of the balloting.

e. Voting by Proxy. Voting by proxy is not permitted at Full Board meetings or Committee meetings.

ARTICLE VII - Executive Committee

Executive Committee/Planning The membership of this Committee shall be at least 9 members and shall be chaired by the WIB Chairperson. The Vice-Chairperson and the Secretary shall also serve on this Committee.

Any action taken or initiated by this Committee on behalf of the WIB shall require full disclosure to the WIB at the regularly scheduled meeting following said action.

The duties of the Executive Committee/Planning include, but are not limited to: responsibility for actions on behalf of the WIB as may be required utilizing those powers and authorities as are delegated by the WIB; responsible for making policy recommendations to the WIB which meet the needs of both the area labor market and the targeted population; responsible for review and upgrading recommendations to the WIB for its Bylaws; responsible for review and approval of committee reports or recommendations and transmittal of same to the full WIB; responsible for setting employment and training priorities and goals and performance levels; responsible for reviewing and approving training vendors/investment levels; responsible for long-range training goals; responsible for development of plans and modifications thereto; responsible for program oversight and determination of program effectiveness.

ARTICLE VIII - Standing and Special Committees

The WIB, by resolution adopted by a majority of the members, may from time to time appoint such committees from among its members, or other persons for such particular purposes as may be deemed necessary or desirable to enhance or assist the WIB in carrying out its duties, and furthering the proposes of the Workforce Investment Act.

The WIB Chairperson with recommendation and advice from the Executive Committee shall appoint committee chairs. Any Committee so appointed shall have the powers and authority as is explicitly delegated by the WIB.

a. Ad Hoc Committees: Committees appointed by the Chairperson for specific tasks shall be considered dismissed as soon as final action is taken by the WIB. The Ad Hoc Committee shall report meeting results to the full board and make appropriate recommendations, as applicable to conduct business.

b. Youth Council: The membership of this committee includes the Youth Advisory Council, which is an advisory group to the WIB. The WIB member representing youth on the WIB shall chair this committee. This committee shall advise the WIB on youth issues. Members of the Youth Council shall be appointed for two years with an initial effective date of July 1, 2006. Appointments to the Youth Council shall be made by the WIB with recommendation of this Committee.

c. Finance Committee: There shall be a Finance Committee responsible to review the use of WIA, Career Assistance Program funding, and any other funding allocated to the WIB as well as to advise on financial matters such as transfers of allocations and other fiscal matters. The Finance Committee will review with the Executive Director and Fiscal Manager the yearly budget. The Finance Committee shall also review audit findings and monitor expenditure reports prior to each scheduled WIB meeting and provide a report. The Executive Committee shall be the Finance Committee.

d. Sub-Committees: Standing or Special Committees may create their own sub-committees as deemed necessary by the members of the committee.

ARTICLE IX - Conflict of Interest and Confidentiality

Section 1. - Voting Prohibited. A member may not vote on a matter under consideration by the WIB regarding the provision of services by such member or by an entity that such member represents or that would provide direct financial benefit to such member or the immediate family of such member or engage in any other activity determined by the Governor to constitute a conflict of interest if so specified in the State Plan. Business sector representatives are prohibited from being an employee of a public sector organization represented on the local WIB, including state and local governmental agencies. These provisions should not be construed to prohibit local WIB members from training or employing WIA participants.

Section 2. - Abstention. WIB members should individually abstain from voting on issues and matters that will result in a direct or indirect conflict of interest. Abstentions and the general reasons therefore, should be duly recorded in the minutes of the meeting.

Section 3. - WIB Policy. Members of the WIB are expected to avoid unethical behavior in the course of performing their official duties. Members are expected to not only avoid any impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid using their position for private gain, giving preferential treatment to any person or entity, losing their independence or impartiality in making decisions or acting in any way that might erode public confidence in the integrity of the WIB.

Section 4. - Confidentiality. All information, whether transmitted orally or in writing, that is of such a nature that it is not, at the time, a matter of public record or public knowledge is deemed confidential by the WIB. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the WIB to any person or entity not directly involved with the business of the WIB. Furthermore, no member shall use confidential information obtained in the course of or by reason of his or her membership on the WIB in any matter with the intent to obtain financial gain for the member, the member's immediate family, any other person or any business with which the member is associated.

ARTICLE X - Recordkeeping

The WIB shall maintain, at its principal office, permanent records of the minutes of all formal meetings of the WIB and its committees, a record of all actions taken by the WIB without a meeting, and a record of all actions taken by standing and special committees of the WIB.

ARTICLE XI - Non-Discrimination.

The WIB shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, religion, gender, age, national origin, disability or veteran status. It shall be the policy and practice of the WIB to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

ARTICLE XII - Amendments

These Bylaws may be amended at any regular meeting of the WIB with prior written notice having been given to all members of the WIB at least thirty (30) days in advance. Approval of any amendment to the Bylaws requires the affirmative vote of a majority of the members present and voting at a meeting at which a quorum is present.

ARTICLE XII - Severability

If any provisions of these bylaws shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the bylaws shall remain in full force and effect.

ARTICLE XIII Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any statutes applicable to this Board.

ADOPTION

WHEREAS, the members of the City of St. Louis Workforce Investment WIB, being a duly formed and constituted body have determined the need for Bylaws to enable this WIB to conduct its business in an orderly manner, to promote the effective operation of the WIB and to preserve the fruits of its deliberations; and

WHEREAS, a duly constituted motion and second to adopt these herein Bylaws as the official Bylaws of the City of St. Louis Workforce Investment WIB was made and said motion was affirmatively passed by majority vote at a duly constituted meeting of the WIB at which a quorum was present and voting on

NOW, THEREFORE, I, Jeff Serocke, Chairperson of the City of St. Louis Workforce Investment WIB, do hereby proclaim these herein Bylaws to be the Bylaws adopted by the City of St. Louis Workforce Investment WIB.

IN WITNESS WHEREOF, I have hereunto set my hand.



Jeff Serocke, Chairperson

Date: February 15, 2012

ATTESTED BY



Secretary

Date: February 15, 2012

Attachment 6

Chief Local Elected Officials' Agreement, CLEO membership, and By-Laws

This is not applicable to the City of St. Louis Workforce Investment Board

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Attachment 7
Conflict of Interest
SLATE Policy

The City of St. Louis/SLATE expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained as a result of their position for private or personal advantage.

Employees should continually be mindful that they are hired and paid to perform certain duties. Situations may arise, however, when there seem to be a conflict between their official responsibilities and their personal interests. These may be situations involving financial dealings, spending City funds, regulating businesses or individuals, purchasing supplies or materials or contracting for services. In order to avoid an impropriety—or giving the appearance of an impropriety—employees should alert their supervisors immediately of such conflicting situations. If the employee and the supervisor are unclear about the appropriate path to follow, the matter should be promptly referred to the City Counselor’s Office.

Civil Service Rules allow employees, with the approval of their appointing authority, to hold a second job with some non-governmental employers. However, the employee must report such employment yearly to his/her appointing authority on the appropriate report forms. If an employee wishes to change his/her secondary job, or the nature of his/her secondary job changes, the employee must first obtain the permission of the appoint authority. Please refer to the current Department of Personnel Administrative Regulation regarding Secondary Employment for further information.

Printed Name _____

Signature _____

Date _____

Name of
Organization _____

Attachment 8

Sub State Monitoring Policy

Adhering to the provisions contained in DWD Issuance 15-2010, the Office of Quality Assurance at SLATE is responsible for monitoring Federal and State funded programs, (Adult/Dislocated Worker, METP, On the Job Training, Youth Services.) The Office of Quality Assurance is responsible for submitting an annual report for each program to the Executive Director of SLATE, to be shared with the WIB. These reports ensure that all programs/service providers are in compliance with the terms and conditions of the contracted Scopes of Work, including all WIA statutory and regulatory guidelines and DWD policies.

Sub State monitoring and Quality Assurance monitoring reviews are performed to measure and ensure the adequacy of assessment, WIA program activities and services, coordination with the NGCC system partners to meet customer needs, and customer outcomes. If any issues are identified, prompt and appropriate corrective action will be taken to rectify the problem. All reports submitted to the Executive Director for the WIB and CLEO's will be made in accordance with the appropriate provisions of the WIB/CLEO agreement.

Continuous Improvement Reviews (CIR) are conducted by SLATE's Office of Quality Assurance, to examine the delivery of SLATE services. Past State CIR's are used to examine any prior issues, and to determine if corrective measures have been utilized to address those issues. These reviews enable SLATE to maintain compliance with all WIA regulations and DWD policies.

Each year, the Office of Quality Assurance, through Sub State Monitoring, examines and reviews files for each funding stream. Files are reviewed for participant eligibility, service delivery, and performance measures. Service providers are monitored based on their contracted Scope of Work, for proper eligibility and appropriate documentation, if required; orientation to services; rights of the participant under Complaint and Grievance procedures; justification for Intensive or Training services; appropriateness and accuracy of payments, including Supportive Service and needs-related payments; method of assessment; employment planning and Individual Training Accounts. Also, Toolbox data is reviewed to ensure proper registration procedures and accuracy of information. Appropriate posting of outcomes, including degree/certificate attainment and employment data will also be reviewed.

A random sampling technique is used in selecting participant files to test eligibility for every service provider/program operated at SLATE. The following sample sizes are required, at a minimum, depending on the universe to be reviewed. The guidelines are applicable to all samples for review.

| Universe | Sample Size |
|----------|-------------|
| 1-200 | 51 |
| 201-300 | 55 |
| 301-400 | 58 |

| | |
|------------|----|
| 401-500 | 60 |
| 591-1000 | 63 |
| 1001-2000 | 65 |
| 2001-10000 | 67 |

The monitoring process includes questionnaires/surveys for interviewing customers, employers, operational and administrative staff of all service providers. It includes on-site visits to subsidized employers worksites (i.e. summer youth work experience or OJT.)

The Quality Assurance process was developed to ensure that established policies to achieve program quality and outcomes meet the objectives of the Workforce Investment Act and all Missouri DWD regulations. The purpose of the Quality Assurance monitoring process is to examine certain WIA system elements, and to identify strengths and weaknesses. In doing so, Quality Assurance is able to provide feedback and best practices to SLATE and the contracted providers. If done appropriately and in a timely manner, any issues would be able to be addressed before the State of Missouri CIR was performed.

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Attachment 9
NCRC MOU between the WIB and St. Louis Community College

Memorandum of Understanding

**City of St. Louis – St. Louis Agency on Training and Employment
And
Division of Workforce & Community Development of
St. Louis Community College**

[This Memorandum of Understanding is not intended to constitute a legally enforceable contract or to create any rights or obligations which are legally enforceable. It is intended to be binding in honor only.]

St. Louis Community College agrees to:

- Ensure each assigned staff completes and passes the confidentiality test before accessing MCS membership screens and Toolbox 2.0.
- Provide IP address of each computer used to complete Core enrollment in MCS membership screens.
- Notify SLATE of specific staff assigned to the Core enrollment membership process.
- Provide staff for up to two days (16 hours) for training regarding the Core enrollment process using MCS membership screens.
- Allow monitoring and periodic review by SLATE of college processes and Core enrollment documentation to assure accuracy and quality of documentation.
- Provide Core enrollment services only at the College's Corporate Center with assistance from staff that are approved and trained by SLATE.
- Take reasonable corrective action required by SLATE as a result of findings of non-compliance from a review of Core enrollment documentation.
- Administer WorkKeys assessments only to participants who have been properly Core enrolled, not to exceed 300.
- Pay \$2.00 per staff per month for Toolbox access for those staff approved to do Core enrollments.
- Administer an appropriate quick assessment for each Core enrolled client, prior to taking WorkKeys to receive the NCRC.

SLATE agrees to:

- Provide membership process, Core enrollment and quick assessment training for community college staff assigned to this project.
- Monitor and periodically review MCS membership and Core enrollment processes and documentations.
- Work with Division of Workforce Development to provide required documentation and findings requiring corrective action.
- Provide technical assistance to assigned community college staff as needed.

- Evaluate, along with DWD, and DOL, this one year pilot project in the last quarter of the program year.

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Attachment 10

Youth Council Membership

The following are the current members of the Youth Council:

| Business/ Agency Name | Representative |
|---|-----------------------|
| North Area Community Development | Herman Noah, Chair |
| 100 Black Men | Darius Chapman |
| 22nd Judicial Court Detention Center | Allen Irving |
| Community Renewal and Development/ Chair of Housing Authority | Sal Martinez |
| Construction Career Center – CCC | Gwen Crimm |
| Demetrius Johnson Charitable Foundation | Demetrius Johnson |
| ECMO AHEC | Alfreda Brown |
| Herbert Hoover Boys and Girls Club | Flint Fowler |
| Matthew Dickey's Boys and Girls Club | Tom Sullivan |
| Parent Participant | Kim Fields |
| Ranken Technical Institute | Stan Shoun |
| SLATE | Kelley Bernardi |
| SLATE | Alice Prince |
| SLATE | Donny Carroll |
| St. Louis Job Corps | Jeffery Taylor |
| St. Nicholas Catholic Church | Rochelle Hall |
| St. Louis Public Schools | Dr. Kacy Seals |
| The SPOT | Lawrence Lewis |
| St. Louis Community College | Jim Duane |
| United Way | Regina Greer |
| Youth Participant | Rena Gillaum |
| Youth Participant | Jerome Burse |
| Youth Participant | Justin Graves |

Attachment 11

Business Services Plan NGCC Business Team Plan 2012

The strength of the Business Services Team complements the SLATE Missouri Career Center's new NGCC model by offering businesses personalized services and working closely with the Jobs Team to ensure the best possible candidate is referred to each business, based on the businesses criteria.

The Business Services Team consists of staff from the Division of Workforce Development (DWD), including Veterans staff, and St. Louis Community College, SLATE's staffing agency. The Business Services Department at SLATE--Downtown collaborates on all levels with all management and the Jobs Team staff at the Downtown and Central West End locations. The Teams have always worked as a cohesive unit with our main priority being customer service—not only to the businesses we work with and the candidates being referred, but with each other. There are no boundaries or limited duties- we all work as a team which fits well within the NGCC model.

We have developed, in cooperation with State DWD staff, a clear vision of how our services and our Business Team can assist with bringing and keeping local businesses active with Workforce Development. The SLATE Executive Director has been instrumental in bringing all aspects of Workforce Development, Education, Economic Development, and Community Services to the table to start discussions and eventually develop strong collaborations that will improve our economy, the quality of our candidates and our services to businesses. Recently, a new member was added to the team to solicit companies and job seekers for our On-the-Job Training (OJT) opportunity for employers. This new member coordinates outreach to businesses, dislocated job seekers, completes OJT orientations with employers and job seekers, completes OJT agreements (and other documentation) and assures companies/jobseekers are appropriate matches for these opportunities that reimburses an employer up to 50% of a new hire's wages for up to 1,040 hours while the individual is being trained.

The Business Services Team continues to extend our commitment of customer service by working closely with not only the Jobs Team, but also with the Skills Team, by referring job candidates to assessments that are employer driven. By working with both Teams, we will be able to offer businesses a more polished job-seeker, saving the business the additional time and cost associated with pre-screening for qualified candidates.

Below is the list of some of the personalized products and services we can offer businesses, followed with an in-depth look at the Jobs Team's mission and responsibilities. This is going to be a constantly changing list as we add more products and services requested by local businesses and job candidates.

- The Business Services Team assists businesses with navigating jobs.mo.gov and provides information on Labor Law and Labor Market updates and other information. The Business Services Team is comprised of one Team Lead/OJT Project Manager, two NGCC Business Reps, three Graduate St. Louis Business Industry Liaisons, one State, County and City Liaison, one OJT Coordinator, and three LVER's (includes two Veteran's Representatives stationed at the CWE location). If an employer only needs core services, such as a general job order, posters or LMI information, the Business Services Team will work with that employer until services are no longer needed.
- Our local Economic Development agency has moved into the same building making the collaboration with St. Louis Development Corporation and local city businesses even easier than in the past.

- State Economic Developers for our region will now extend invitations to us when new businesses come to our area and we are able to present our various services to these new employers as they get ready to start recruiting and hiring new staff.
- Staff at Central West End will send any information on employers that may contact them for services to the Business Services Manager who will assign to appropriate staff.
- The Business Services Team will refer employers that need additional intensive services to the Business Services Manager who will assign the employer to a member of the Employer Services Team based on staff's expertise in a specific industry or job classification. If a large recruitment piece is needed, more than one staff person may be assigned.
- Business Services will assist employers if more intensive services are needed such as pre-screening, assessments, and pre interviewing is requested by the employer. Central West End Functional Managers will be contacted if on site recruitment services are needed and all SLATE staff at all three locations will be notified of event and job order information.
- Business Services will market job ready customers from the Jobs Team to employers and provide feedback from employers on candidate pool to Jobs Team staff when necessary. Jobs Team will forward resumes' of job ready clients to the Business Services Manager who will assign a staff person based on individuals skill set and industry interest.
- Business Services will work closely with the Skills Team on what employers are indicating they want in a qualified employee; this information will be shared with the Jobs Team. Business Services will work closely with Skills Team on assessments that may be requested by employers.
- Once the Jobs Team has indicated an individual is ready for referral to employment the Business Services Team will work closely with the Jobs Team and that candidate to assist in placement.
- When a participant is placed, all placement information will be put into Toolbox and noted in the job order—staff will be advised of placement via email.
- When employers need candidates that do not have the necessary qualifications, we will use other outreach methods to recruit more qualified candidates—for example, we have a company that needs a Biomedical Engineer and none of our current job seekers have the skills needed. We would then enter that job opportunity in jobs.mo.gov identifying the skills needed so that the opportunity is not restricted to just the St. Louis region. Special relationships with local networking associations and outplacement agencies will increase market penetration to recruit qualified candidates.
- We will continue to offer services including, but not limited to: business consulting (i.e. staff training, employee manuals, HR assistant duties, etc.), and posting job orders on jobs.mo.gov.
- For special projects such as First Source referrals/hires, OJT placements, or employers that give a letter that specifically instructs new hires on where to report for registration (either CWE or Downtown), these individuals will not go through the typical Welcome Team orientation, but will go straight to the Skills Team for the quick skills assessment and to a Jobs Team member for registration into the Toolbox system.
- Our Business Services Team can offer the following:
 - Pre-screening and recruiting
 - Facilitation of on-site and off-site recruiting events for employers
 - Sponsor recruiting events
 - Provide employment assessments
 - Make referrals from our client base
 - Provide LMI research and information
 - Provide nationwide information on other Career Centers across the US
 - Offer OJT, as funding permits
 - Utilize resources available via the Office of Apprenticeship and other various networking/business associations to promote Missouri Career Center services.
 - Offer temporary, on-site space for companies waiting for their own space

- Posting positions on jobs.mo.gov
- Providing businesses with EEOC reports and Federal All-In-One posters when available and requested by employer(s)

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Attachment 12

MoHealthWINS MOU between the WIB and St. Louis Community College

On Following Pages

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Workforce Innovation Networks

CONSORTIUM PARTNER MEMORANDUM OF UNDERSTANDING

between

St. Louis Community College,

and

St. Louis Agency on Training and Employment,

St. Louis Community College, as a sub-grant recipient for the Missouri Healthcare Workforce Innovation Networks (MoHealthWINS) consortium among 13 colleges in the state of Missouri, has been awarded federal funds from the *Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program* (CFDA # 17.282) under the authority of the Health Care and Education Reconciliation Act of 2010 through:

Grant Agreement #TC-22499-11-60-A-29

The federal awarding agency is the Department of Labor, Employment and Training Administration.

The Period of Performance is October 1, 2011 through September 30, 2014.

This consortium partner memorandum of understanding is by and between the undersigned *Director* of the *St. Louis Agency on Training and Employment* and *St. Louis Community College* whereas both parties have developed this agreement in continued support of the MoHealthWINS grant initiative. Under this MOU, both parties agree to provide integrated workforce services for the MoHealthWINS grant target population to include Trade Act Assistance participants, unemployed participants, underemployed participants and low-skilled participants.

Purpose of the MOU

In support of this statewide grant initiative Missouri's fourteen Local Workforce Investment Boards, and the public 2 year institutions, a consortium of Missouri's public community colleges, entered into a consortium Memorandum of Understanding (MOU) to jointly enhance support for the career training and job placement of workers eligible under the TAACCCT MoHealthWINS grant program. This MOU will serve to describe each party's role of services provided to the grant target population within their respective service areas.

Goal and Priorities

MoHealthWINS supports the development of innovative approaches to address current and future workforce needs in the health services/sciences industry. As a consortium, Missouri's community colleges will serve the diverse workforce needs of the state and its citizens. Consortium colleges will work together to (1) collaborate on program design, including the development of new curriculum and course redesign; (2) improve efficiency by eliminating redundancies and sharing best practices; and (3) improve results by developing and implementing new and innovative approaches; and (4) connect target populations to educational opportunities which support employment opportunities in the State's growing health care industry. By focusing on the following four priorities, Missouri's community colleges will introduce significant changes in the way they support adult student success.

- Priority 1: Accelerate Progress for Low-Skilled and Other Workers. Strategies: MoHealthWINS will develop a healthcare portal that will assess and develop participants' skills, restructure courses into modular formats, and enhance relationships between colleges and the public workforce system.
- Priority 2: Improve Retention and Achievement Rates and/or Reduce Time to Completion. Strategies: MoHealthWINS will integrate basic academics into contextualized modules and provide supplemental instruction, develop intensive student services interventions, and support articulation of credit for coursework and work experience.
- Priority 3: Build Programs that Meet Industry Needs. Strategies: MoHealthWINS will focus efforts on industry needs through the development of learning communities, employer engagement, internships, and leveraging tuition assistance programs to implement "learn and earn" opportunities.
- Priority 4: Strengthen Online and Technology-Enabled Learning. Strategies: MoHealthWINS will develop hybrid, technology-enabled programs, including strategies to help become a successful online learner and digital literacy courses.

Services Supported by the MOU

At a minimum, the following services will be provided by each party as described below:

St. Louis Community College will deliver WIN and NCRC assessments, counseling, basic and technical skills training, and program retention services to the grant participants. *St. Louis Agency on Training and Employment's* WorkKeys assessment realm will be utilized for MoHealthWINS participants that come to a Career Center as the first point of entry. For the entire grant period, *St. Louis Community College* will serve 855 individuals in such areas as:

MoHealthWINS Portal (includes GED, Boot Camps, and Digital Literacy Prep for IC3 certification)

Credit Programs

- IT Help Desk/End-User Support Certificate of Specialization

- Healthcare IT Technician Certificate of Completion
- Electronic Health Records Certificates of Completion

Non-Credit Programs

- Medical Information Intake Specialist (MIIS) Certificate
- Patient Care Technician
- Home Health Caregiver
- Certified Nurse Assistant

St. Louis Community College will use *St. Louis Agency on Training and Employment* as the primary, but not the sole, source of referrals for MoHealthWINS grant-related training.

St. Louis Agency on Training and Employment and *St. Louis Community College* will jointly serve on a regional advisory committee, along with representatives from other state agencies and industry leaders, to support the timely execution of deliverables and curriculum design that uses identified best practices and improvements outlined in the MoHealthWINS grant initiative. In addition, there will be bimonthly meetings of the WIB executive level staff and *St. Louis Community College* executive level staff.

St. Louis Community College will provide education and outreach materials and efforts. Outreach materials will detail the specific guidelines and processes for participant enrollment in each program offered under the grant.

St. Louis Agency on Training and Employment will identify applicants and refer any qualified TAA recipients, as well as other unemployed, dislocated, or low-skilled workers as appropriate. *St. Louis Community College* will also identify participants and will enroll them in jobs.mo.gov. College staff will then refer customers to the *St. Louis Agency on Training and Employment* to determine WIA Core, Intensive and/or Training eligibility for MoHealthWINS. All referrals from *St. Louis Agency on Training and Employment* will have a completed MoHealthWINS application form that will be forwarded to *St. Louis Community College* who will have final acceptance authority into the MoHealthWINS program.

St. Louis Agency on Training and Employment and *St. Louis Community College* will provide, and share results of, current assessment services for participants and other targeted populations, including interest and aptitude assessments, skill assessments (e.g. WorkKeys®, TABE), sector specific assessments, and academic credit for prior learning, as appropriate for meeting grant deliverables.

St. Louis Agency on Training and Employment will make available, on a first come, first served basis based on fund availability, all core, intensive and non-grant training services (such as supportive services, skills assessments, non-grant supported educational programs, etc.) for which a program participant may be eligible both prior to and during training. All approval will only be done by staff of *St. Louis Agency on Training and Employment*.

St. Louis Community College will be responsible for reporting grant program data to the MoHealthWINS consortium and to *St. Louis Agency on Training and Employment*. For those individuals applying through *St. Louis Agency on Training and Employment*, SLATE agrees to enter appropriate data in the statewide Toolbox 2.0 system. *St. Louis Agency on Training and Employment* also agrees to complete the MoHealthWINS application (See Exhibit).

St. Louis Agency on Training and Employment will leverage the portfolio of business services, job placement, and training assistance, such as OJT, WOTC tax credits, Show Me Heroes funding, job orders, etc., through the Career Centers for the benefit of the training participants and targeted economic development industry sectors.

St. Louis Agency on Training and Employment and *St. Louis Community College* will cooperate to develop formal and informal workforce intelligence through Career Center business services units on employment and training needs in the respective industry sectors appropriate community college staff.

St. Louis Agency on Training and Employment and *St. Louis Community College* will work together to engage employers to assess hiring needs, and support participant placement.

St. Louis Agency on Training and Employment and *St. Louis Community College* will establish joint placement activities with the Business Services Department staff and MoHealthWINS staff. Both staff teams will collaborate to develop a referral process to ensure placement of appropriate participants and program completers. The Career and Employment Services offices on the *St. Louis Community College* campuses will serve as a resource for MoHealthWINS staff and students who are enrolled in or have completed credit programs.

St. Louis Agency on Training and Employment will identify the appropriate unit and/or staff to receive referrals from *St. Louis Community College* and report outcomes and program data.

Miscellaneous Provisions and Exhibits:

Mutual Respect of Organizational Practices

All partners agree to respect each other's organizational practices and management structures in the provisions of services under this memorandum of understanding.

Indemnification and Liability

By executing this MOU, each party agrees to work together to deliver workforce services for employer partners and the MoHealthWINS target population. However, the entities are not legally "partners" to the extent that term encompasses joint and several liabilities. Each legal entity under the MOU is responsible for its own employees, representatives, agents and subcontractors.

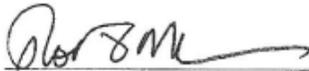
Exhibits

- A. *St. Louis Community College* MoHealthWINS application form.
- B. Referral flowchart between *St. Louis Community College* and *St. Louis Agency on Training and Employment*

Modification Process

This Memorandum of Understanding, together with the exhibits identified above, constitutes the entire agreement between MoHealthWINs Consortium *St. Louis Community College* and *St. Louis Agency on Training and Employment* and supersedes all prior written or oral understandings. This agreement and said exhibits may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Both parties to this agreement will comply with all applicable requirements of Federal, State, and Local laws, executive orders, regulations and policies governing this program.

This is an agreement made as of July 17, 2012, between *St. Louis Community College* and *St. Louis Agency on Training and Employment*



St. Louis Community College



St. Louis Agency on Training and Employment, Director

Attachment 13

DISCRIMINATION COMPLAINTS

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I - financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

RELIGIOUS ACTIVITIES

Participants who believe that they are being employed in violation of any WIA religious activity prohibition may file a complaint in the same manner and subject to the same procedures as in the section, "What To Do If You Believe You Have Experienced Discrimination."

NON-WIA REMEDIES

In any case where the alleged violation of the Act or regulations is also an alleged violation of another law, nothing in this process shall prohibit an individual or an organization from filing a complaint or grievance with the appropriate authority under that law.

APPEALS PROCESS

The state or local EO officers will provide detailed information about the process to submit appeals. All requests for appeals must be filed within 60 days of the receipt of the decision being appealed.

A complaint cannot be processed as both a program complaint and a discrimination complaint. A discrimination complaint includes as a basis for mistreatment, one of the prohibited factors: race, color, national origin, sex, religion, age, disability, political affiliation or belief or, for participants, participation in any WIA Title I program or activity or citizenship.

ALTERNATIVE DISPUTE RESOLUTION (ADR) MEDIATION PROCESS

During the initial 90 day processing period complainants may voluntarily elect Alternative Dispute Resolution (ADR), a more flexible, less adversarial means of resolving discrimination complaints. See local or state EO Office for details.

CRIMINAL COMPLAINTS

Complaints alleging fraud, abuse, waste or criminal activity must be reported immediately to the Department of Labor, Office of Inspector General-Investigations, Room 55514, 200 Constitution Avenue NW, Washington, DC 20510-55514, or the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration. The hotline number for information and reporting is 800.347.3756. The required incident report forms are available from either the program operator or the Division of Workforce Development (DWD). Program operators must simultaneously notify DWD of the filing of any incident report with the Office of Inspector General.

PROHIBITION AGAINST REPRISAL

The WIA and its divisions or any organization of agency within, is prohibited from retaliation against a complainant or individual associated with or participating in a complaint filed or caused to be instituted proceedings under or relating to the Act, has testified or is about to testify in proceedings or has provided information or assisted in an investigation. The sanctions and penalties contained in Section 188 of WIA or the regulations will be imposed against any recipient that engages in any such retaliation or intimidation, or fails to take appropriate steps to prevent such activity.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIA Title I - financially assisted program or activity.

CONFIDENTIALITY OF INFORMATION

The identity of any person who has furnished information relating to or assisting in the investigation of a possible violation of the Act shall be kept confidential to the extent possible, consistent with the need to conduct a fair review of the issues.

For further information or assistance, please telephone or write to the contact person listed below.

James Sahaida

Contact Name

City of St. Louis/SLATE

Workshop Location

1520 Market Street, Room 3050

Address

St. Louis

City

MO

63102

State

Zip

314-657-3567

Phone

jsahaida@stlworks.com

E-Mail

Auxiliary aids and services are available upon request to individuals with disabilities.

Alternate formats for non-English speaking individuals available upon request.

The Missouri Division of Workforce Development is an Equal Opportunity Employer/Program.

DWG-100 (3-07) 6/07

WORKFORCE INVESTMENT ACT

Complaint and Grievance Guide

for the
MISSOURI
ONE-STOP SYSTEM



MISSOURI
Career Center
where learning and opportunity meet

Acknowledgement of Receipt

I have received a copy of the Workforce Investment Act Complaint/Grievance Procedure pamphlet, have been given an opportunity to ask questions and by my signature below, I declare that I fully understand the procedure.

Name _____

Signature _____

Signature of Staff Hearing Facilitator _____

INTRODUCTION

This brochure describes the complaint processing procedures required of all Workforce Investment Act Title I - financially assisted grant recipients/service providers. Any person who believes that either he or she, or any specific class of individuals, has been, or is being subjected to discrimination prohibited by the Workforce Investment Act (WIA), may file a written complaint, either by himself or through a representative. It is important to recognize that under the One-Stop system introduced by WIA, various programs and activities that are authorized by Federal laws other than WIA may be part of a One-Stop delivery system that also provides WIA Title I - financially assisted programs and activities. In such cases, any individual who receives aid, benefits, services or training from the One-Stop system is a participant for the purposes of the nondiscrimination and equal opportunity provisions of WIA. The Workforce Investment Act (WIA) permits program operators, contractors, grantees, sub-grantees, sub-recipients, sub-contractors and any other interested party to file grievances about Title I - financially assisted programs or activities using the procedure described within.

PROGRAM COMPLAINTS

The Workforce Investment Act allows for a process for resolution of grievances and complaints from participants and other interested parties affected by the local Workforce Investment System, including One-Stop partners and service providers. If you believe you have been unjustly denied any benefit or service allowed under the Workforce Investment Act (WIA) or have reason to believe any of the following situations has occurred: a violation of the Act, federal regulations, as well as those arising from actions such as state-level audit findings or disallowance, or the imposition of sanctions taken by the Governor with respect to state audit findings, investigations, or monitoring reports, the Workforce Investment Act requires that statewide program operator procedures (Steps 1 and 2) must first be exhausted before a complaint may be received to the State, Division of Workforce Development (DWD). Likewise, State level procedures must be exhausted before escalating a complaint to the U.S. Department of Labor except in complaints alleging discrimination. For all non-employment related grievances or if a participant is unable to satisfactorily resolve any employment related grievance with his/her employer, the participant must utilize the procedure contained in this brochure to seek further resolution.

Auxiliary aids and services are available upon request to individuals with disabilities.
The Missouri Division of Workforce Development is an Equal Opportunity Employer/Program.



DWD-100-28-07

EQUAL OPPORTUNITY IS THE LAW
It is against the law for the recipient of Federal financial assistance to discriminate on the following bases:
 • Age
 • Disability
 • National origin
 • Race
 • Sex
 • Color
 • Religion
 • Ancestry
 • Marital status
 • Political affiliation or activities
 • Sexual orientation
 • Age
 • Disability
 • National origin
 • Race
 • Sex
 • Color
 • Religion
 • Ancestry
 • Marital status
 • Political affiliation or activities
 • Sexual orientation

During orientation, participants are informed whether they will file any employment-related complaint through their employer's grievance procedures or the program operator's procedures, as described in Step 1 and 2. If the employer's procedure is used, the time frames and steps contained therein will be adhered to.

STEP 1

The complainant will file the grievance in writing with the program operator. The program operator has seven (7) days from the date the written grievance is received to investigate and provide a written decision to the complainant, respondent and local EO Officer.

STEP 2

If the decision fails to satisfactorily resolve the grievance, the complainant has five (5) days from the receipt of the program operator's decision to present a written request for an impartial hearing and review of the decision. The program operator must ensure that a qualified hearing officer conducts an impartial hearing, within thirty (30) days of the original receipt of the written grievance. The complainant and respondent (if not the program operator) will be provided a written notice of the date, time and place of the hearing and all parties will have the opportunity to present evidence and to be represented by an attorney or other individual of his/her choice.

The qualified hearing officer is to present a written decision to the program operator, who in turn, issues a decision to the complainant/respondent. In any case, the program operator must issue a written decision within sixty (60) days of the original receipt of the written grievance. If the decision fails to satisfactorily resolve the grievance, a party to the grievance may request a State review under the procedures outlined in Step 3.

STEP 3

To request a State review, the disappointed party must submit its request, in writing, to:
 Division of Workforce Development (DWD)
 WA Equal Opportunity
 421 L. Danksin, P.O. Box 1087
 Jefferson City, MO 65102-1087
 This request must be received by DWD not more than ten (10) days after the disappointed party received the written decision from the program operator or, if no decision was rendered, within fifteen (15) days of the date the decision should have been received. The review process by DWD may be conducted by DWD staff, an impartial hearing or by any other means of independent review or investigation. DWD will provide a written final decision to the parties within sixty (60) days of the date of the request.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I - financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Juanita Davis Reynolds, State WA,
 Equal Opportunity Officer
 Missouri Department of Economic Development
 Division of Workforce Development
 421 L. Danksin, P.O. Box 1087
 Jefferson City, Missouri 65102-1087
 Phone: 573.751.2428 Fax: 573.751.4068
 Missouri TTY User: 800.735.2966 or 711
 www.ded.mo.gov/wfaeo.htm
 OR
 The Director, Civil Rights Center (CRC)
 U.S. Department of Labor
 200 Constitution Avenue NW, Room N4123
 Washington, DC 20210
 Voice: 202.683.8502 TTY: 202.683.8515

A complainant may file a complaint by completing and submitting the Discrimination Complaint Information and Privacy Act Consent Form, which may be obtained either from the State or local Equal Opportunity Officer or by contacting the U.S. Department of Labor's Civil Rights Center at the address listed above.

If you file your complaint with the Division of Workforce Development (DWD), you must wait either until DWD issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If DWD does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for DWD to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with DWD). Complaints must be filed within 180 days of the date of the alleged discrimination, unless the filing is extended by the Director of CRC for good cause shown.

If DWD does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Attachment 14

Planning budget summaries follow.

DRAFT

PLANNING BUDGET SUMMARY

12-Oct
 Local Workforce Investment Board (LWIB): _____ slate6

Program Year Source of Funds: PY 12

| WORKFORCE INVESTMENT ACT LOCAL ALLOCATIONS: | <u>Allocation</u> | |
|---|-------------------|----------------------|
| Title I-B Youth | 1,795,961.00 | |
| TITLE I-B YOUTH: | | <u>AMOUNT</u> |
| Use whole numbers - minimums must be rounded up and maximums rounded down | | |
| Local Administration | | |
| Salary and Fringe Benefits | 128,358.91 | |
| Other Administration | 51,237.09 | |
| Total Administration (Maximum 10%) | | <u>179,596.00</u> |
| Program Services | | |
| In-School - Salary and Fringe Benefits | 500,783.71 | |
| In-School - Other staffing/operational costs | 200,000.00 | |
| <u>Direct Participant Costs</u> | | |
| In-School - Work Experience | 0.00 | |
| In-School - Supportive Services | 0.00 | |
| In-School - Needs Related Payments | 13,158.55 | |
| In-School - Other direct participant costs | 101,428.28 | |
| Total In-School | 815,370.54 | |
| <hr/> | | |
| Out-School - Salary and Fringe Benefits | 342,341.00 | |
| Out-School - Other staffing/operational costs | 106,240.00 | |
| <u>Direct Participant Costs</u> | | |
| Out-School - Occupational Skills Trng | 0.00 | |
| Out-School - Work Experience | 0.00 | |
| Out-School - OJT | 0.00 | |
| Out-School - Supportive Services | 0.00 | |
| Out-School - Needs Related Payments | 30,359.54 | |
| Out-School - Other direct participant costs | 100,000.00 | |
| Total Out-School | 578,940.54 | |
| <hr/> | | |
| In-School Summer - Salary and Fringe Benefits | 19,249.00 | |
| In-School Summer - Other staffing/operational costs | 14,000.00 | |
| <u>Direct Participant Costs</u> | | |
| In School - Summer Work Experience | 174,824.00 | |
| In-School Summer - Supportive Services | 0.00 | |
| In-School Summer - Needs Related Payments | 0.00 | |
| Total In-School Summer | 208,073.00 | |
| <hr/> | | |
| Out-School Summer - Salary and Fringe Benefits | 6,827.60 | |
| Out-School Summer - Other staffing/operational costs | 7,153.32 | |
| <u>Direct Participant Costs</u> | | |
| Out-School - Summer Work Experience | 0.00 | |
| Out-School Summer - Supportive Services | 0.00 | |
| Out-School Summer - Needs Related Payments | 0.00 | |
| Total Out-School Summer | 13,980.92 | |
| Total Program Services (Minimum 90%) | | <u>1,616,365.00</u> |
| GRAND TOTAL TITLE I-B YOUTH | | <u>1,795,961.00</u> |

NOTE: 1) In accordance with 20 Code of Federal Regulations (CFR) Part 664.320 (a), the total of the Title I-B Youth line items "Program Services Out of School Youth" and "Summer Employment Opportunities Out of School Youth" MUST be a Minimum of 30% of the amount shown on the line item "Total Program Services".

PLANNING BUDGET SUMMARY

12-Oct

Local Workforce Investment Board (LWIB): SLATE6

Program Year Source of Funds: PY' 12 or FY'

Non-Administration Transfer From Title I-B Adult to Dislocated Worker: \$ _____
 (Requires Plan Modification)
 Non-Administration Transfer From Title I-B Dislocated Worker to Adult: \$ _____
 (Requires Plan Modification)

WORKFORCE INVESTMENT ACT LOCAL ALLOCATIONS:

| | Original Allocation | Revised Allocation with Transfer(s) |
|--|------------------------|---|
| Title I-B Adult | 123,210.00 | \$ |
| Title I-B Dislocated Worker | 195,358.00 | \$ |
| TOTAL ADULT AND DISLOCATED WORKER ALLOCATIONS | 318,568.00 | \$ |

(for transfers, fill in both Original and Revised Allocation columns above for all funding)

TITLE I-B ADULT:

AMOUNT

Use whole numbers - minimums must be rounded up and maximums rounded down

Local Administration

| | | |
|---|-----------|------------------|
| Adult - Salary and Fringe Benefits | 10,000.00 | |
| Adult - Other Administration | 2,321.00 | |
| Total Local Administration (Maximum 10%) | | 12,321.00 |

Program Services

| | | |
|---|-----------|-------------------|
| Adult - Salary and Fringe Benefits | 75,000.00 | |
| Adult - Other staffing costs | 0.00 | |
| Adult - ITA | 25,000.00 | |
| Adult - OJT | 5,000.00 | |
| Adult - Work Experience | 0.00 | |
| Adult - Supportive Services | 3,000.00 | |
| Adult - Needs Related Payments | 2,889.00 | |
| Total Program Services (Minimum 90%) | | 110,889.00 |

Transfer from Adult to Dislocated Worker

0.00

GRAND TOTAL TITLE I-B ADULT

123,210.00

TITLE I-B DISLOCATED WORKER:

AMOUNT

Use whole numbers - minimums must be rounded up and maximums rounded down

Local Administration

| | | |
|---|-----------|------------------|
| Dislocated Worker - Salary and Fringe Benefits | 15,000.00 | |
| Dislocated Worker - Other Administration | 4,535.00 | |
| Total Local Administration (Maximum 10%) | | 19,535.00 |

Program Services

| | | |
|--|------------|-------------------|
| Dislocated Worker - Salary and Fringe Benefits | 100,000.00 | |
| Dislocated Worker - Other Staffing Costs | 15,770.74 | |
| Dislocated Worker - ITA | 50,000.00 | |
| Dislocated Worker - OJT | 10,000.00 | |
| Dislocated Worker - Supportive Services | 0.00 | |
| Dislocated Worker - Needs Related Payments | 52.26 | |
| Total Program Services (Minimum 90%) | | 175,823.00 |

Transfer from Dislocated Worker to Adult

0.00

GRAND TOTAL TITLE I-B DISLOCATED WORKER

195,358.00

GRAND TOTAL (must equal Total Adult and Dislocated Worker Allocations above)

318,568.00

NOTE: 1) A separate Planning Budget Summary form must be prepared for each Program Year (PY) and Fiscal Year (FY) source of funds.

PLANNING BUDGET SUMMARY

Oct 12

Local Workforce Investment Board (LWIB): SLATE6

Program Year Source of Funds: PY' _____ or FY' 13 _____

Non-Administration Transfer From Title I-B Adult to Dislocated Worker: \$ _____
 (Requires Plan Modification)
 Non-Administration Transfer From Title I-B Dislocated Worker to Adult: \$ _____
 (Requires Plan Modification)

WORKFORCE INVESTMENT ACT LOCAL ALLOCATIONS:

| | Original Allocation | Revised Allocation with Transfer(s) |
|--|------------------------|---|
| Title I-B Adult | 1,491,659.00 | \$ _____ |
| Title I-B Dislocated Worker | 1,134,028.00 | \$ _____ |
| TOTAL ADULT AND DISLOCATED WORKER ALLOCATIONS | 2,625,687.00 | \$ _____ |

(for transfers, fill in both Original and Revised Allocation columns above for all funding)

TITLE I-B ADULT:

Use whole numbers - minimums must be rounded up and maximums rounded down

| | | <u>AMOUNT</u> |
|---|------------|---------------------|
| Local Administration | | |
| Adult - Salary and Fringe Benefits | 92,471.50 | |
| Adult - Other Administration | 56,693.50 | |
| Total Local Administration (Maximum 10%) | | <u>149,165.00</u> |
| Program Services | | |
| Adult - Salary and Fringe Benefits | 774,909.68 | |
| Adult - Other staffing costs | 361,950.53 | |
| Adult - ITA | 138,176.00 | |
| Adult - OJT | 45,000.00 | |
| Adult - Work Experience | 0.00 | |
| Adult - Supportive Services | 17,346.79 | |
| Adult - Needs Related Payments | 5,111.00 | |
| Total Program Services (Minimum 90%) | | <u>1,342,494.00</u> |
| Transfer from Adult to Dislocated Worker | | <u>0.00</u> |
| GRAND TOTAL TITLE I-B ADULT | | <u>1,491,659.00</u> |

TITLE I-B DISLOCATED WORKER:

Use whole numbers - minimums must be rounded up and maximums rounded down

| | | <u>AMOUNT</u> |
|---|------------|---------------------|
| Local Administration | | |
| Dislocated Worker - Salary and Fringe Benefits | 40,319.31 | |
| Dislocated Worker - Other Administration | 73,062.69 | |
| Total Local Administration (Maximum 10%) | | <u>113,402.00</u> |
| Program Services | | |
| Dislocated Worker - Salary and Fringe Benefits | 546,720.31 | |
| Dislocated Worker - Other Staffing Costs | 287,991.49 | |
| Dislocated Worker - ITA | 145,914.20 | |
| Dislocated Worker - OJT | 40,000.00 | |
| Dislocated Worker - Supportive Services | 0.00 | |
| Dislocated Worker - Needs Related Payments | 0.00 | |
| Total Program Services (Minimum 90%) | | <u>1,020,626.00</u> |
| Transfer from Dislocated Worker to Adult | | <u>0.00</u> |
| GRAND TOTAL TITLE I-B DISLOCATED WORKER | | <u>1,134,028.00</u> |
| GRAND TOTAL (must equal Total Adult and Dislocated Worker Allocations above) | | <u>2,625,687.00</u> |

NOTE: 1) A separate Planning Budget Summary form must be prepared for each Program Year (PY) and Fiscal Year (FY) source of funds.

Attachment 15

Assurances

1. The Contracting Agency assures that it and its subrecipients will establish in accordance with WIA Section 184, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of and accounting for funds made available by the Contract Agreement.
2. The Contracting Agency assures that it and its subrecipients will comply with the requirements of the common rule Uniform Administrative Requirements (or as amended) applicable to the type entity receiving WIA Title I funding under this agreement.
 - 29 CFR, Part 97 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; or
 - 29 CFR, Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
3. The Contracting Agency assures that it and its subrecipients will comply with the federal allowable costs/cost principles that apply to the type entity receiving WIA Title I funding under this Contract Agreement. The regulations at 29 CFR 95.27 and 29 CFR 97.22 (and 20 CFR 667.200(c)(1-5) identify the federal principles for determining allowable costs.
4. The Contracting Agency assures that it and its subrecipients will comply with restrictions regarding Lobbying codified at 29 CFR Part 93.
5. The Contracting Agency assures that it and its subrecipients will comply with requirements for a Drug Free Workplace codified at 29 CFR Part 98.
6. The Contracting Agency assures that it and its subrecipients will comply with requirements for Debarment and Suspension as codified at 29 CFR Part 98.
7. The Contracting Agency assures that it and its subrecipients will comply with requirements of the Americans with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri.
8. The Contracting Agency assures that it and its subrecipients will comply with Title VI of the Civil Rights Act of 1964, as amended, and implementing regulations at 29 CFR part 31, which prohibit discrimination and require provision of equal opportunity on the basis of race, color, or national origin.

9. The Contracting Agency assures that it and its subrecipients will comply with Section 504 of the Rehabilitation Act of 1973, as amended (including amendments made by the Americans with Disabilities Act Amendments Act of 2008), and U.S. Department of Labor's implementing regulations at 29 CFR part 32, which prohibit discrimination and require provision of equal opportunity on the basis of disability.
10. The Contracting Agency assures that it and its subrecipients will comply with Title IX of the Education Amendments of 1972, as amended, and implementing regulations at 29 CFR part 36, which prohibit discrimination and require provision of equal opportunity on the basis of sex in education and training programs.
11. The Contracting Agency assures that it and its subrecipients will comply with Age Discrimination Act of 1975, as amended, and implementing regulations at 29 CFR part 35, which prohibit discrimination and require provision of equal opportunity on the basis of age, but permit certain distinctions based on or related to age.
12. The Contracting Agency assures that it and its subrecipients will comply with the Privacy Act of 1975, as amended.
13. The Contracting Agency assures that it and its subrecipients will comply with Nondiscrimination and Equal Opportunity provisions codified at 29 CFR Part 37.
14. In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the Contracting Agency and its subrecipients shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
 - the percentage of the total costs of the program or project which will be financed with Federal money;
 - the dollar amount of Federal funds for the project or program; and
 - percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
15. The Contracting Agency assures that it and its subrecipients will comply with the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under

which application for Federal assistance is being made; and the requirements of any other non-discrimination statute(s) which may apply to the application.

16. The Contracting Agency assures that it and its subrecipients will comply with the Requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
17. The Contracting Agency assures that it and its subrecipients will comply with provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
18. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.
19. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
20. The Contracting Agency assures that it and its subrecipients will comply with Environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
21. The Contracting Agency assures that it and its subrecipients will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
22. The Contracting Agency assures that it and its subrecipients will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
23. The Contracting Agency assures that it and its subrecipients will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

24. The Contracting Agency assures that it and its subrecipients will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
25. The Contracting Agency assures that it and its subrecipients will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
26. The Contracting Agency assures that it and its subrecipients will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations.”
27. The Contracting Agency assures that it and its subrecipients will annually monitor and resolve monitoring findings of subrecipients receiving funds under WIA Title I. Such monitoring shall be done in accordance with WIA Section 184(a)(4), 20 CFR 667.400, 20 CFR 667.410, 20 CFR 667.500 and additional requirements as issued by the Contractor.
28. The Contracting Agency assures that it and its subrecipients will establish and maintain a procedure for grievances and complaints according to the requirements of 20 CFR 667.600 and additional requirements as issued by the Contractor.
29. The Contracting Agency assures that it and its subrecipients shall not use funds received under WIA to displace any currently employed employee or previously laid off employee from the same or substantially equivalent job in accordance with WIA Section 667.270.
30. The Contracting Agency assures that it and its subrecipients shall comply with the confidentiality requirements of WIA Section 136(f)(3).
31. The Contracting Agency assures that it and its subrecipients will not use funds received under WIA to assist, promote, or deter union organizing in accordance with WIA Section 181 (b)(7).
32. The Contracting Agency assures that it and its subrecipients shall comply with 20 CFR 667.200(g)(1)(2) regarding nepotism.
33. The Contracting Agency assures that it and its subrecipients will not expend funds provided under WIA Title I for those activities identified and prohibited in 20 CFR 667.260, 667.262, 667.264, 667.266, 667.268, and 667.270.
34. The Contracting Agency assures that it and its subrecipients receiving WIA Title I funds will provide services through the Local Workforce Investment Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).
35. The Contracting Agency assures that it and its subrecipients will comply with Public Law 111-117 (Division D, sec. 107), none of the funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of

Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

36. The Contracting Agency assures that it and its subrecipients will comply with Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) (“CAA”), requiring that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now (“ACORN”) or any of its subsidiaries through Federal grantees or contractors. USDOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by USDOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).
37. The Contracting Agency assures that it and its subrecipients will comply with the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) and TEGL 10-09 requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and eligible spouses) who otherwise meet the eligibility requirements for qualified employment and training programs funded in whole or in part by the USDOL. In addition, the states are required to provide assurances that they will comply with the Veterans’ Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09.
38. The Contracting Agency assures that it and its subrecipients will comply with 285.530 RSMo.
 - Pursuant to section 285.530.2, RSMo, the Contracting Agency shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein.
 - Pursuant to section 285.530.5, RSMo, neither the Contracting Agency nor any subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that:

- a. the direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo and
 - b. shall not henceforth be in such violation and
 - c. the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
39. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 04-09. No award of a contract shall be made to a vendor who contemplates performing work pursuant to the contract at a site outside the United States, unless one of the conditions of Executive 04-09 is met. Reference Department Procurement Authority Delegation and Procedures located at <http://oa.mo.gov/purch/governance.html>.
40. The Contracting Agency assures that it and its subrecipients will expend funds provided by the Contract Agreement in accordance with WIA, WIA regulations, USDOL, DWD guidance, and all other applicable federal, state, or local laws.
41. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Lobbying in accordance with 29 CFR Part 93 and certifies that to the best of his or her knowledge and belief:
- No federal appropriated funds have been paid or will be paid, by or on behalf of the signatory, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the signatory shall complete and submit Standard Form –LLL “Disclosure of Lobbying Activities”, in accordance with its instructions.
 - The signatory shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
 - This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

42. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding a Drug Free Workplace in accordance with 29 CFR Part 98 and certifies that it will or will continue to provide a drug free workplace by:

- (1.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2.) Establishing an ongoing drug-free awareness program to inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. The grantee's policy of maintaining a drug-free workplace;
 - C. Any available drug counseling, rehabilitation, and employee assistance programs;
 - D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4.) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - A. Abide by the terms of the statement;
 - B. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5.) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (B) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;
- (6.) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (B), with respect to any employee who is so convicted:
 - A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7.) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

43. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Debarment and Suspension in accordance with 29 CFR Part 98 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this Contract Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Contract Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Contractor.

44. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One Stop delivery system (See 29 CFR 37.2).

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency and its subrecipients also assure that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIA Title I B financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIA Title IB financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

45. The Contracting Agency assures that it will register in the Central Contractor Registration (CCR) database at www.ccr.gov, and maintain current registration at all times during the pendency of this Contract Agreement. In order to register in CCR, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See www.dnb.com.

Attachment 16

SLATE'S PROCUREMENT MANUAL FOR WIA PROGRAMS

Note: Manual is also applicable to WtW programs and any replacement program; i.e., CAP

DRAFT

4/2000

Amended: 6/2001

Amended: 12/2005 (Revised WIA and CAP/TANF Resolutions)

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Attachments

Resolution of Assurances (signed by offeror with RFP submission and included as part of contract document)

WIA Resolution-Attachment 1

WtW Resolution-Attachment 2 (Removed)

Amended (June, 2001) WtW Resolution-Attachment 3 (Removed)

CAP{/TANF Resolution - New Attachment 2

Purchasing Systems for Services and/or Equipment:

Per the approved WIR 6 plan, SLATE is the designated agency to act on behalf of the City of the City of St. Louis in all matters both programmatic and fiscal for funds received under the Workforce Investment Act. Assistance, as required, to maintain adequate fiscal and programmatic controls, from other City of St. Louis Departments is available to SLATE.

In selecting its service providers an assessment is first made to determine the need. The approved 5-year plan with its budget inclusions and, as amended, shall serve as the needs assessment for activities and services as described in said plan.

Cost estimates are also prepared by SLATE for presentation to the WIB prior to completion of the procurement process.

Budgets submitted in response to a Request for Proposal will be reviewed by the WIB and SLATE for reasonableness. No set costs have been established for WIA services given that WIA is a new program. WIA's first year will be considered a pilot year. WIA's second year will build on the successes of the first. No set costs by service activity will be established until data on performance is available and compared against successful and unsuccessful program models.

A cost analysis is performed by the SLATE Fiscal Department prior to award on non-governmental offerors who receive the minimum number of total points for consideration for funding from the reviewers and on all governmental offerors. The offerors' budget and back-up sheets are analyzed.

Per the approved plan, SLATE contracts for services and also provides some services for youth and adults.

Our procurement process for the selection of service providers includes the non-competitive procurement for inter-governmental purchases and the competitive, formal advertised bid through either a Request for Proposal (RFP) or Invitation for Bid (IFB) for non-governmental units. While proposals from governmental units are not ever subject to the competitive review process, they are reviewed based on criteria listed in a later section of this document. Units of government may submit requests for approval at any time, including if they wish to respond to an RFP or IFB released by SLATE. Units of government will have their request approved by the WIB and SLATE. A Unit of government is defined as any of the following agencies: agencies of the federal government; departments or divisions of: state government, counties, cities, towns, townships or villages, state universities or colleges; junior/community college districts, tax-based schools and school districts, and regional planning commissions.

Non-governmental units may respond to either an RFP or IFB. Anyone who is interested in being a service provider may request, in writing, to SLATE to be placed on SLATE's Inventory of Potential Service Deliverer's Mailing list. All RFP/IFB's must include notification to at least three potential providers. In addition, an ad is placed in two newspapers of general circulation.

SLATE as an agency of the City of St. Louis will also directly enter into non-financial agreements with host agencies for the provision of supervised work opportunities for youth and adults.

THE RFP AND IFB INCLUDE THE FOLLOWING ELEMENTS:

- ✓ A work statement (referred to as specifications in an IFB) which identifies: the desired quality of work, applicable performance standards, quality control measures, and all record and reporting requirements (technical, progress, and financial reports);
- ✓ Clear definitions of important terms relating to work to be performed and for which there could be more than one meaning;
- ✓ The objectives to be achieved or outcomes expected to result from the purchase of the particular services or goods;
- ✓ A work schedule for the contract period which identifies time frames, benchmarks, and review and approval points) including contract completion);
- ✓ Any limitations or requirements concerning equipment to be purchased or used by the contractor; or if equipment may be made available by SLATE;
- ✓ Any practical or legal limitations or sanctions which should be expected or may be imposed upon the performance of work under a contract, including the manner of payment and acceptance of performance;
- ✓ Instructions concerning use of formats, attachments or additional documents to be submitted (i.e., licenses, tax exemptions, articles of incorporation), specific elements to be addressed when responding; and, instructions on submitting cost/price information;
- ✓ Identification of all laws, licensing, certification or assurances with which a contractor is expected to comply;
- ✓ A precise statement of when, where and how bids/proposals are to be submitted- (time frames will be reasonable to allow for an informed bid):
- ✓ A contact person to whom questions may be directed for further information and identification of the special procedures to be used in requesting information. Responses to questions, which clarify, change, or interpret the IFB or RFP will be responded to, in writing, and distributed to anyone who received the original RFP or IFB. Questions requiring responses that clarify, change, or interpret must be submitted in writing within specified time frames.
- ✓ A precise statement of the evaluation criteria to be used to evaluate the bids.

- ✓ The right to reject all bids if it is in the best interest of the program.
- ✓ The right to extend or renew for the same services for a specified period of time – (i.e., SLATE’s maximum contract period will be one-year with two (2) one-year renewal options).
- ✓ Distribute the RFP-the RFP or IFB shall be available for pick-up, in person, or will be mailed if the prospective bidder prepays the postage or requests delivery through an authorized carrier with billing to the recipient. The RFP or IFB is also on the website.
- ✓ Form evaluation committee-an evaluation committee will be formed comprised of five members. The number of members and the makeup of the committee will be such that there is no appearance of impropriety.
- ✓ Pre-bid conference-a meeting with the prospective bidders to answer questions and clarify issues is an option that may be used, but the preferred method is the question & answer response format described above.
- ✓ Receive and log bids-bids shall be received, time stamped, logged and placed in a safe place until the bid opening. Bids received after the closing time will be returned unopened to the bidder.
- ✓ Open bids-the bids will be opened by at least two people from the SLATE Administration. If the bid is in accordance with the “Response to RFP or IFB” section of the SLATE RFP or IFB it is deemed responsive and sent to the members of the Evaluation Committee. This is usually performed by the SLATE Executive Director or designee. Bids not responsive to the “Response to RFP” section are not considered and are returned to the bidder stating reason why bid was not considered. Bids are not opened before the stated closing time and date.
- ✓ Evaluation-five committee members will read all bids independently and complete evaluation sheets based on the evaluation criteria listed in the RFP. The number of committee members can be changed depending on the nature of the bid. Committee members have the bid process, the contents of the RFP, and the evaluation criteria explained to them by SLATE staff. A certain number of points are assigned to each criteria with a minimum score considered as a passing score. Bids are reviewed independently because SLATE receives a very large number of bids. Committee members, many of whom are from the private sector, are more willing to serve as committee members if they can independently review the bids at their convenience based on a set evaluation instrument rather than have to set aside many hours to hold a scheduled meeting. Committee members also do not discuss the bids’ contents and keep the bids in a safe place while in their possession. Committee members are chosen by SLATE Administration because they have a knowledge of employment and training programs.

While our experience has shown that our committee members have been fair and impartial, should we have an evaluation submitted that significantly deviates from the

other evaluations (25 or more points between either the 2 highest or 2 lowest scores) then that score(s) is not calculated in the composite score.

The Total points of each committee member are tallied by SLATE on a summary document and divided by five (or divided by 4 or divided by 3 should 1 or 2 scores have been disallowed). This is the composite score. At this point the SLATE Administration can give 10 points to those CBOs of demonstrated effectiveness. A total score of 70 points is considered a passing score. Only bids receiving a passing score are referred to the Workforce Investment Board for consideration for funding.

- ✓ Award-SLATE shall issue an award notice to those successful bidders based upon the WIB's and SLATE's review of those bids that received a passing score and were recommended for funding. The WIB and SLATE may ask successful bidders to meet and discuss their bids. The WIB and SLATE may approve a bid for funding if it received a passing score, or the WIB and SLATE may decide that they are not going to approve a bid for funding. A letter detailing reasons for not approving funding on those bids receiving a passing score will be sent to the bidder. Letters are also sent to those bidders that did not receive a passing score from the review committee and, of course, to those bids recommended for funding by the WIB and SLATE. An instrument detailing all proposals by program activity allows for comparative analysis of each bid.
- ✓ **Additional Procurement Requirements Specific to Selection of Service Providers**
- ✓ SLATE seeks the most efficient and cost effective services available to operate the program or activity. Only costs directly related to the operation of the program, and properly supported with back-up documentation and records are allowable charges. Essential to the selection process is the proposer's ability to train and place WIA – eligible participants. Proposers are asked to provide a detailed overview of their proposed program or services including, but not limited to, any support services to be provided, methods used to select participants for position referral, methods used to ensure maximum fulfillment of hiring commitments, how the proposer will monitor participant performance, etc. A detailed budget is requested along with a listing of the organizations past job placement experience. This information assists the reviewer to evaluate the likelihood of each proposer to meet standards for quality of training (i.e., level of skill attainment, type of occupations, length of training) and their likelihood to meet service level and service need of participant groups. All proposals submitted will be reviewed against established criteria usually measuring experience, objectives, programmatic effectiveness, cost effectiveness, and innovation. The bidder must

specifically address his/her ability to meet applicable performance standards. Note that entered employment rates and wage ranges by occupational cluster, as well as, other performance standards are just some of these indicators. Bidders are also asked to provide placement performance documentation by providing a list of employers (the number of persons placed, the job title/category, starting hourly wages, and name of the contact persons for each firm listed) with whom their participants have been placed and a listing including all prior employment/training projects. Cost constraints are also a major consideration and bidders are asked to complete an application/budget fact sheet that lists program cost, cost per participant and asks for a breakout of all costs associated with the cost per participant. Bidders must also detail standards for the quality of training; i.e., identify the length of training, level of skill attainment, types of occupations, attach a detailed curriculum of all training activities, list the objectives WIA participants should achieve during the course of study, indicate the time period for achieving each of the objectives listed, describe participant assessment techniques for measuring participant progress and include documentation as to the validity of this approach, document that planned outcomes match labor market requirements and demand for placements, identify service levels and service needs of participant groups, list and describe all training materials, describe instructional process, describe other services and support services or linkages to these support services, describe the administrative structure that will be utilized for all operations, including contract administration and its relationship to the administrative structure of other bidder programs, etc. Also, the bidders have to describe the methods to be used to ensure that participants are placed in identified job openings and the methods to be used in contacting the employer and the former participants to determine whether the placement was successful. Additional items; namely, ability of respondent to provide comparable or related services including appropriate supportive services, fiscal accountability of respondent, definitions and measures of success to meet the needs of the selected participant groups, and ability to meet program design specifications are already questions that we ask prospective bidders to provide us with responses. Respondents are rated by the reviewer for these items and, if approved, and ultimately funded, contracts delineate specific performance criteria against which they are measured.

Ten points can be awarded by SLATE administration to proposers that are community-based organizations of demonstrated effectiveness, based on criteria used to measure demonstrated effectiveness listed in the RFP; i.e., some criteria to be considered in terms of determining demonstrated effectiveness, are as follows:

- ✓ Accomplishment of program goals and objectives (planned vs. actual);
- ✓ Effective use of funding allocations in the accomplishment of the programs' objective (planned vs. actual);

1. Percentages of positive terminations vs. total terminations, and percentages of participants entering employment vs. total terminations;
2. Compliance with WIA Regulations and RFP Regulations and Guidelines;
3. The proposer has demonstrated capability to provide the service being proposed based on previous experience and success achieved;
4. The proposer has demonstrated understanding and capability to serve the target population selected based on previous experience and success with that population and the appropriateness for the approach utilized and the planned outcomes;
5. The proposer has the administrative and organizational capabilities and physical facilities to implement the program being offered;
6. The reasonableness of participant costs;
7. The budget line items demonstrate an understanding of allowable and allocable costs;
8. Audit findings and their satisfactory resolution; and
9. Ability of the agency to consistently comply with the assurances and certifications of the subcontract.

Labor organizations are given proper consideration in that all WIB members, including the labor representative, are informed when bids are released. The WIB is apprised of the training options that were reviewed and approved at the subcommittee level. Decisions on training options are arrived at after a review of various labor market trends in conjunction with an analysis of the eligible population and the WIB is also apprised of the service provider selections reviewed and approved at the WIB subcommittee level. In addition the WIB members have been, in the past, given special assignments, in addition to their regular subcommittee functions, and using their field of expertise can assist in future program development.

All SLATE subcontractors must sign a resolution certifying that they are in compliance with all laws pertaining to the disabled. This includes, but is not limited to, certifying that their training and facilities are accessible to the disabled. This certification is part of our Request for Proposal process. In addition, the SLATE offices are fully accessible to the disabled.

Existing educational agencies will be sought to provide educational services, as needed. These educational agencies will have to meet the applicable performance measures described above and respond to a request for services from units of government. Should appropriate educational agencies not be available or able, other interested parties will be sought through this RFP process as herein described.

This RFP process may be initiated at any time during a program year.

The maximum length of a contract is one program year with two, one-year renewal options. Contracts can be renewed (with WIB and SLATE concurrence) based on

determination of needed services, activities, and delivery methods to be used by SLATE and based on their successful achievement of performance indicators.

Successful bidders will enter into a contract with SLATE.

Also, the various steps of the contract process for each contract processed are logged in and appropriate follow-up is done by the SLATE department charged with contract processing. Also, a signed copy of every contract, and every contract modification or amendment, shall be maintained. In addition, a copy of all correspondence related to the contract shall be maintained.

The WIB process for review and approval of investments with governmental units is detailed below. This process is recorded on a written instrument. The following is included, where and if, applicable:

- recognition that the WIR is a governmental unit and as such is considered a viable entity;
- review for reasonableness of costs in accordance with WIB policy;
- review re. a satisfactory record of past performance
- review of services to be provided to assure that said services can lead to achievement of competency standards for programs and, where applicable;
- review for a satisfactory record of integrity, business ethics and fiscal accountability;
- review for the necessary organization, experience, accounting and operational controls;
- review for the technical skills to perform the work; and
- review for other performance measures such as retention in training, training completion, job placement, etc.

This process is not applicable to intake, outreach, or those processes/assessments involved in the selection of participants.

ADDITIONAL INCLUSIONS RE. THE PROCUREMENT PROCESS ARE LISTED BELOW:

The procurement procedures apply to procurements by subrecipients and lower tier subrecipients, but not procurement made by vendors. Each agency and its subrecipients shall maintain records sufficient to detail the significant history of a procurement and shall include, but is not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and basis of contract type.

While the description for competitive procurements identifies all requirements which the offeror must fulfill and any other factors to be used in evaluating bids or proposals, the

description should not contain features which unduly restrict competition, such as, but not limited to:

- Placing unreasonable requirements on firms or organizations in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;
- Noncompetitive awards to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered, and describing the performance of other relevant requirements of the procurement;
- Overly restrictive specifications; and
- Any arbitrary action in the procurement process.

Also, written procedures shall contain the restriction that each agency and its subrecipients shall not use funds provided under WIA to duplicate facilities or services available in the area (with or without reimbursement) from federal, state or local sources, unless it is demonstrated that the WIA – funded alternative services or facilities would be more effective or more likely to achieve performance goals.

Conflict of Interest – Each agency and subrecipient shall maintain a written code of standards of conduct governing the performance of persons engaged in the award and administration of contracts and subgrants. To the extent permitted by State or local law or regulation, such standards of conduct will provide for penalties, sanctions or other disciplinary actions for violations of such standards by the awarding agency’s officers, employees or agents, or by contractors or their agents.

Each agency and its subrecipients shall ensure that no individual in a decision making capacity, including WIB member (whether compensated or not), shall engage in any activity, including participation in the selection, award or administration of a subgrant or contract supported by WIA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The individual,
- Any member of the individual’s immediate family,
- The individual’s partner, or
- An organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

The officers, employees or agents of the agency making the award will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements. States and subrecipients may set minimum rules where the financial interest is not substantial or the fit is an unsolicited item of nominal intrinsic value.

WIB conflict of interest:

A member may not vote on a matter under consideration by the local board regarding the provision of services by such member or by an entity that such member represents or that would provide direct financial benefit to such member or the immediate family of such member or engage in any other activity determined by the Governor to constitute a conflict of interest if so specified in the State Plan. Business sector representatives are prohibited from being an employee of a public sector organization represented on the local board, including state and local governmental agencies. These provisions should not be construed to prohibit local WIB members from training or employing WIA participants.

Needs assessments, cost estimates, selection of procurement options, and other steps in the procurement process, except for the RFP and rebidding, apply to contract extensions or modifications. Contract extensions are not required to be re-procured by procurement options if allowed by the original RFP and Contract Agreement.

Any agency, which is a unit of government, may contract with any other unit of government on a noncompetitive process, but must be on a cost reimbursable basis.

Regarding Program Income:

Procurement shall not permit excess program income (for nonprofit and governmental entities) or excess profit (for private for-profit entities). If profit or program income is included in the price, the awarding agency shall negotiate profit or program income as a separate element of the price for each contract in which there is no price competition, and in all cases where cost analysis is performed. To establish a fair and reasonable profit or program income, consideration shall be given to:

- The complexity of the work to be performed;
- The risk borne by the contractor;
- The contractor's investment;
- The amount of subcontracting;

- The quality of the contractor's record of past performance;
- Industry profit rates in the surrounding geographical area for similar work; and
- Market conditions in the surrounding geographical area.

The offeror shall certify that, to the best of its knowledge and belief, the cost data are accurate, complete and current as submitted in their response. Should there be an extended lapse of time between the offeror's RFP response and bid award, the offeror shall recertify price to award. The offeror shall be made aware that contracts or modifications negotiated in reliance on such data should provide the awarding agency a right to a price adjustment to exclude any significant sum by which the price was increased because the contractor had submitted data that were not accurate, complete or current as certified;

Instructions that each offeror conduct and document oversight to ensure compliance with procurement standards;

Instructions that each offeror shall maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders;

Instructions that offeror shall have written protest procedures to handle and resolve disputes relating to their procurements that comply with policies and procedures/systems developed by the state and agency issuing the RFP. Violations of law will be referred to the Department of Labor, Office of the Inspector General and other appropriate local and state authorities having proper jurisdiction;

In addition to the renewal statement in the RFP and contract document, the WIB SLATE may elect to include additional fund for the same services as, or if, funds are made available.

Additional items for inclusion in the contract may be added at WIB and SLATE discretion.

In addition to the statement re. Award, as previously addressed, the WIB and SLATE may also reevaluate the bids based on all applicable requirements included in these guidelines.

WIR 6 may either develop a contract separate from the procurement documents or incorporate the RFP or IFB with the proposal and the award to form a contract.

- a. RFP/Proposal/Award – The RFP or IFB is joined with the proposal and a written award to form the contract. If this method is used there will be clear statements about which supersedes in the event of conflicting language. Also, the method of award would be in the RFP or IFB.
- b. Separate Contract – If a separate contract is developed, this contract cannot waiver from the intent of the RFP or IFB, and would require all parties to sign of on it. This method

will be indicated in the RFP or IFB to minimize problems in developing the contract. The following are the minimum provisions for this type of contract:

- 1) Basic Minimum Provision – Basic minimum provisions are those terms and conditions which apply to all contracts entered into by the contracting agency, sometimes referred to as “boiler plate” language. All contracting agency and their subrecipient contract agreements shall contain:
 - a) Name – Names of all parties entering into contract agreement.
 - b) Assurances – Assurances and certifications that require compliance with applicable laws and regulations.
 - c) Issuances – Contractor issuances are a means of passing on interpretations of issuances of USDOL and DWD policy decisions,
 - d) Specified Time Period – the beginning and ending dates of the contract.
 - e) Option to Renew – Option to renew or extend contracts should: be for reasonably fiscal accountable periods of time, be stated in the original RFP or IFB and be based on written determination of satisfactory performance. The maximum contract period shall be one year with two (2) one-year renewals.
 - f) Statement of Work – Description of the services to be provided or work to be performed by the contracting agency. The description should contain a precise description of the work to be performed, any pertinent quantifiable measure and clearly specified deliverables.
 - g) Amount – Total dollar amount of the contract.
 - h) Budget – Shows the estimated allowable expenditures by line item and funding source.
 - i) Changes – Describes the method to modify any provision of the contract, which should be written and signed by all parties. Exceptions to the method must be noted (such as issuances).
 - j) Reporting – List of reports required by contractor stating applicable time frame (payment or invoicing, expenditure, income, etc.), with an option to add additional reporting as necessary.
 - k) Liability-Repayment- Contracting agency assumes full liability and agrees to repay all unallowable expenditures.
 - l) Termination – Termination or cancellation of contract for: non-compliance with applicable laws, nonperformance or failure to make a sufficient contract progress or contractor/contracting agency convenience. Cancellations should: be in writing, state reasons/ conditions and provide best protections to either contractor or contracting agency. A time frame should be established for each termination or cancellation provision.
 - m) Complaint – Explain the complaint/dispute procedures applicable to the contract agreement.
 - n) Access to Records and Audit Rights – Reserves the right of the U.S. Department of Labor, the General Accounting office, Comptroller General of the United States, the State Auditor’s Office, the Department of Economic Development, the Division of Workforce Development and local agency providing funds, as well as any local authorities or their duly authorized representatives to have access to records during business hours to audit, monitor, examine or otherwise evaluate all activities, documentation and records as often as the auditors, monitors or reviewers deem necessary.

Access includes any books, documents, papers or records (including computer records), of any contractor or subcontractor which are directly pertinent to charges to the program. Excerpts, transcripts and photocopies may be made. Rights shall also include timely and reasonable access to personnel for purposes of interviews and discussions related to such documents.

- o) Record Retention – Generally, three years retention from final charges to the contract or until any audits or dispute are fully settled. Retention may be expanded if local laws are more stringent.
- p) Payment and Delivery Terms – The conditions to be met before payment is made should be outlined. The conditions may supplement the termination provisions by specifying the conditions which would be considered lack of performance. Payment should be tied to the deliverables outlined in the Statement of Work.
- q) Conflict of Interest – Specify what conditions the contractor feels could result in a conflict of interest and therefore should be avoided or prohibited.
- r) Documentation of Evaluations and Progress in Training – In contracts involving training a method of documenting to the contractor that its subcontractor is making appropriate progress toward the completion of training.
- s) Compliance with WIA – A specific clause that requires compliance with the Workforce Investment Act and the Federal Regulation on WIA. If the contract is not using WIA funds, it shall be tailored to the applicable federal law and regulations and/or applicable state law and state regulations. Additional reference may be contained in the statement of work.
- t) Provision Against Assignment – A clause should prohibit the subcontractor from assigning any interest in the contract to another agency or individual without contractor approval.
- u) Trainer Qualifications or Project Personnel – If key personnel are extremely important for technical managerial skills or training ability, their name and/or qualifications should be listed and the Contractor should require approval for substitution or replacement.
- v) Sanctions and Penalties – A clause providing for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate.
- w) Patent Rights, Data Rights and Copyrights – A statement that the federal government and/or the state, as applicable, retains full rights, ownership and privileges of free use of any products (inventories, patents, copyrights, data reports, studies and other real or intangible property) of funds provided under the contract agreement.
- x) Audit Requirements – A clause stating audit requirements.
- y) Nondiscrimination and Equal Opportunity – A clause requiring the assurance of equal opportunity and nondiscrimination, as found in 29 Code of Federal Regulations (CFR) 34.20, Assurance Required; duration of obligation, covenants.

- z) Americans with Disabilities Act Compliance – A clause requiring compliance by the agency and its subrecipients with provisions for accessibility, conditions, hiring practices, etc., as contained in the Americans with Disabilities Act of 1990, or as amended.
 - aa) Nondiscrimination and Equal Opportunity Requirements – A clause as required by 29 CFR part 34.20(a)(1) as follows: As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with nondiscrimination and equal opportunity provisions of the Workforce Investment Act (WIA) of 1998 and as/if amended including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to, 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.
 - bb) Inaccurate Cost Data – Where contracts are negotiated or modified in reliance of cost data supplied through the procurement process, a clause providing the awarding agency the right to a price adjustment, to exclude any significant sum by which the price was increased because the contractor had submitted data that were not accurate, complete or current as certified.
 - cc) Definition of Key Terms – If technical language is used in the contract, it should be clearly defined. Technical language includes any language which is not easily interpreted, which has multiple meanings or has a specific meaning within a profession or industry. This may be a separate section.
 - dd) Table of Contents – A table of contents allows contracts to be well organized, clearly understood and easily accessible.
- 2) Additional Provision
- a) Acceptance – Acceptance of product or performance (should state terms, who and how).
 - b) Subcontracting – States if subcontracting is allowable and if the Contractor's permission is required.
 - c) Bonding – Requires bonding to meet financial standards of \$50,000 for contractors of less than \$500,000 (not to exceed the total contract), or \$100,000 for contractors of \$500,000 or more.
 - d) Property Management – Outlines property management and inventory control policies and procedures; must meet DWD minimum requirements.
 - e) Debarred and Suspended Parties – No agency or its subrecipients shall make any subgrants or permit any contract or subcontract at any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs.

Emergency Purchases – Emergency purchases for a situation that creates a serious and obvious threat to public health, safety or operation of the agency in executing its legal responsibilities to

the public, or property in its legal care or control, as may arise by reason of flood, epidemic, illness, riot, natural disaster, accident, equipment failure or similar causes will require strict documentation of the existing emergency condition to be filed with the purchase order and invoice.

An emergency purchase will only be allowed when immediate action is necessary to resolve an extraordinary situation and the resolution of the condition receives priority over routine operations and duties of the agency.

SLATE will adhere to City of St. Louis and DWD requirements regarding emergency purchases.

Sole Source – Review and approval from DWD will be instituted before this option is utilized. All applicable rules and regulations will be followed.

Co-Purchases – Co-purchasing of equipment, regardless of cost, shall be subject to prior review and approval from DWD.

Items Exempt from Competitive Procurement Sole Source Exemption

- a. Magazines
- b. Books
- c. Periodicals
- d. Newspapers
- e. Direct Advertising space and time unless there are multiple businesses in the area able to provide the same services to the same coverage area needed and same demographics.
- f. Conferences – the cost of attending or participating is exempted. The cost of putting together a conference is not exempted.
- g. Training Sessions and Seminars – related to the individual's profession or program.
- h. Copyrighted Materials such as films, filmstrips, books, pamphlets, videotapes or audiotapes. (Computer software is not included in this category.) Copyrighted materials are defined as those, which are available for, purchase from only the publisher owning an exclusive copyright or from a single distributor operating under an exclusive franchise from the publisher.

- i. Updates of computer software, which the agency already owns.
 - j. Repair services and operational supplies from original manufacturer, if such repairs/parts/services/supplies must be performed or obtained by the original manufacturer or by the manufacturer's authorized service center, because (1) the nature of the repair, service or supplies are available only from the original manufacturer as a result of a lawful patent. or (2) the technical nature of the repair or service can only be performed by the original manufacturing process. or (3) repairs of such equipment would violate the terms of, or part of, the equipment warranty or purchase agreement.
2. Agencies eligible to acquire equipment from either State or Federal surplus property may do so without any additional procurement practices.
 3. Agencies eligible to buy off of a state contract awarded by the Division of Purchasing may do so without any additional procurement practices.
 4. Agencies may contract with DWD to provide statewide coordinated services.
 5. Agencies may contract with the State of Missouri, Department of Elementary and Secondary Education (DESE) to provide services.
 6. On-the Job Training (OJT) contracts with employers, except OJT brokering contracts, which shall be competitively selected. Specific procedures for OJT contracting have been developed by SLATE.

Attachment 17

Performance Improvement Plan and Update

City of St. Louis WIB Performance Improvement Plan

The following is the Performance Improvement Plan developed by the City of St. Louis Workforce Investment Board and the St. Louis Agency on Training and Employment (SLATE) Career Center. This plan will address the Adult Entered Employment performance measure identified as deficient for PY10 and PY11 and was the basis for the sanction noted in Julie Gibson's letter of December 6, 2012.

Following is the Performance Measure in question, background information on the condition of the St. Louis City region, and what corrective action we plan to take to address this issue:

Adult Entered Employment--*This performance measure is based on WIA registered clients in our Adult program who get a job while registered and are using services of the program.*

The following plan also includes information for a Technical Assistance Plan regarding this performance measure.

Due to the weakened economy of the last four years and counting, SLATE has seen a decrease in employment opportunities, especially for adults. With the closures and major layoffs of key employers in the region such as Hostess, Ford, Chrysler, and numerous small to mid-sized companies, thousands of people have found themselves without a job, or even a job opportunity, much less one of a comparable salary.

Talent is one of our most essential economic assets—we have the people, but not the jobs. St. Louis is a slow growing economy with only 1.4% job growth in our city. IHS Global Insight did a study for the US Conference of Mayors which states St. Louis will still have an unemployment rate of 8.1% in 2015 (see attachment). St. Louis is coming out of a structural recession. Therefore, until the focus on jobs is re-established, and its impact on talent is realized, finding employment will be challenging.

To help increase the number of adults entering employment, SLATE has implemented the following:

- Promoting and providing On-the-Job Training funding for area employers.
- SLATE is also willing to be a pilot for any State initiative that would assist in business development with the goal of the businesses to use our employment and training products.
- SLATE negotiated a lower performance rate, from 65% to 50%, for Adult Entered Employment.

SLATE will work with Madison and St. Clair, IL Counties, St. Louis County and St. Louis Development Corporation (SLDC), as well as other organizations to address talent as a regional strategic imperative. Today's environment demands a balanced approach to economic development with interconnecting strategies for recruitment, retention, expansion and innovation.

SLATE's success in finding employment opportunities for our unemployed clients rests upon the St. Louis region's ability to achieve a purposeful alignment of the supply and demand of talent to fuel the growth of our regional economy.

In an effort to bolster our business outreach in the region, SLATE developed a Memorandum of Understanding (MOU) with the St. Louis County WIB to work together with our Business Services Teams and Rapid Response Teams to look at job creation and unemployment issues. The goal is to develop regional strategies for success, instead of doing it in a vacuum. We are also working together on business services with Madison County. These three regions are continuing to work together on these and other regional issues.

Other initiatives we are working with include:

- St. Louis Development Corporation through the First Source Agreement, where businesses requesting tax and other incentives from the City of St. Louis must use SLATE to recruit employees.
- Northside Redevelopment through Eagle Construction, where SLATE is the recruiting source for labor and construction jobs in northern St. Louis City.
- Wells Fargo is moving a branch of its offices to the St. Louis headquarters and SLATE is working with them to recruit and hire for 100 job openings.
- The Cordish Firm is spearheading the Ballpark Village development and is working with SLATE to recruit and hire for its service, retail and restaurant establishments that will be part of the Village. SLATE is to have a satellite office in the building.
- SLATE is working with various other companies, small to large, to assist with recruiting and other business services that may be needed.

Job recovery in the St. Louis job market will take time to improve. By the third quarter of 2013 we might see improvement in our supply chain of developing new talent.

Employers will continue to minimize the hiring risk by sourcing the talent they need: "the right people with the right skills at just the right time." Therefore, in addition to the ideas and actions listed above, St. Louis City is requesting Technical Assistance in the following areas:

- Continued sales training for Business Services and Jobs Team staff to assist in gaining tips and techniques for persuading more employers to utilize Career Center products.
- SLATE would like Roger Baugher to come to St. Louis to speak to the City of St. Louis Workforce Investment Board in February on performance and measurements so they have a clear understanding of how the measurements are obtained and what they can do as a Board to assist in meeting performance.

The Workforce Investment Board Strategic Planning Committee has also developed goals to assist the Business Services Department. These include:

- Increased outreach to area businesses by WIB members to assist in informing them about the identity and services SLATE provides.
- Focus on key growth industries/sectors to effectively connect with those businesses by using data from MERIC or the RCGA.
- Communicate success stories through a variety of media.
- Assist Business Services in creatively and innovatively branding them to clearly distinguish them from “placement services”.
- Work with SLDC to build a relationship with the Development community by working together with higher educational institutions and union apprenticeship programs, as well as Construction Prep Center and Construction Career Center, to ensure citizens are trained for current, upcoming and long-lasting construction projects in the St. Louis area. These projects include a 20-year construction project with Metropolitan Sewer District (MSD), a 20-year biotech construction project with Cortex, and more. The goal is to connect these partners to build capacity.

While we have maintained our current outreach efforts through our Business Services Department with less than stellar success due to the economy, we hope these additional efforts will bring more businesses to our doorstep and give our customers an advantage in the hiring process.

We would also like the State to consider implementing the following strategies, which we consider as Technical Assistance, to help us be more effective and efficient in meeting the Adult Performance for which we were deficient. The Technical Assistance requested that we ask the State to consider is:

- 1) The State should request that any company that receives tax credits should work with each Career Center in its region.
- 2) The State should require that all customized training applicants should have the endorsement of the local WIB.
- 3) The State should develop strategies for new policies regarding urban areas to assist them in working with our hard-to-serve customers. All of these populations affect urban area performance more than they would in rural areas.