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## MEMORANDUM

TO: Prospective Training Providers

FROM: William H. Mann, Jr., Executive Vice President and COO 

SUBJECT: Application for Inclusion on the Statewide List of Eligible Training Providers for Workforce Innovation and Opportunity Act (WIOA) Funded and Approved Training

The purpose of this memo is to provide local public or private training institutions with the instructions necessary to apply for inclusion on the Greater Peninsula area's approved Individual Training Account (ITA) Training Providers/Programs List per statewide guidance issued by the Virginia Workforce Development Board.

This solicitation for training providers is being jointly issued by the Greater Peninsula Workforce Development Board (the Board) and LWDA #14's local elected officials who constitute the membership of the Greater Peninsula Workforce Development Consortium (the Consortium). Pursuant to the authority granted these bodies under the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Board and Consortium are responsible for the identification and selection of providers of training services for adult and dislocated workers being assisted by the local One-Stop Career Centers.

The Greater Peninsula's service region which has been formally designated by the state of Virginia as Local Workforce Development Area #14 (LWDA #14) includes the cities of Newport News, Hampton, Poquoson, Williamsburg, and the counties of York, James City, and Gloucester.

Training institutions operating in these seven jurisdictions who are interested in becoming a WIOA authorized training provider are encouraged to review the attached information and submit an application for consideration. Applications can be made any time during the year for immediate consideration of a vendor's eligibility for inclusion on the Approved Training Providers/Programs Lists.

LWDA #14 is primarily interested in occupational skills training programs related to occupations in the Healthcare, Advanced Manufacturing, Information Technology, Transportation, Warehouse and Distribution, Construction, Hospitality/Tourism, and Maritime Industry Sectors. Other programs may be proposed and considered in accordance with Section IV (B).

Programs approved by the Board under this Application will also be included on the Virginia Eligible Training Providers/Programs List for Program Year 2016.

This Application is issued in order to establish Initial Eligibility for inclusion on the aforementioned Program Year 2016 Approved Training Providers/Programs Lists, in accordance with Virginia Board of Workforce Development Policy #15-02 ([www.elevatevirginia.org](http://www.elevatevirginia.org)).

For Program Year 2016 (July 1, 2016 thru June 30, 2017) and pursuant to the Virginia Board of Workforce Development (VBWD) Policy #15-02 (see attachment 5), the process for submitting an application for vendor consideration is following a standardized state-wide format and process. **To facilitate the turn-around of this application the required forms for submission have been itemized under Attachment 1.** *NOTE: While our area is utilizing the Policy #15-02 forms, we have taken liberty to reformat and reorganize the forms for our local application package.*

Once approved, Providers will receive an Agreement package to fully execute the relationship between our two agencies. As part of this Agreement providers will have to complete a form that will allow LWDA #14 to post all relevant training program information into the VaWorkConnect.com database for statewide electronic dissemination.

**Please complete each of the forms included under Attachment 1 and include any necessary attachments for submission to the Peninsula Council for Workforce Development, 11820 Fountain Way, Suite 301, Newport News, VA 23606.**

If you have any questions about this process, please feel free to contact Mr. Gary Butler at [gbutler@pcfwd.org](mailto:gbutler@pcfwd.org) or 757-826-3327

WHM/GLB /cje

**ATTACHMENTS:**

- Attachment 1 - Application Forms and Attachments
- Attachment 2 - Individual Training Account Local Program Criteria
- Attachment 3 - GPWDB List of Possible Reasons for a Vendor's Application to Not Be Approved
- Attachment 4 - Local Proposal Reconsideration (if not approved) Process
- Attachment 5 - VBWD Policy Number 15-02, Identification of Eligible Providers of Occupational Skills Training (for reference only)