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MEMORANDUM

TO: Prospective Training Providers

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

SUBJECT: Initial 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 especially 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 Attachment 4, including general guidance offered on page 4.

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

This Application is issued in order to establish **Initial Eligibility** for inclusion on the current Approved Training Providers/Programs Lists, in accordance with Virginia Board of Workforce Development Policies (<http://www.elevatevirginia.org/practitioners-corner/resources>) and as listed below:

#16-06, Change 1: Eligible Training Provider and Programs List

<http://www.elevatevirginia.org/wp-content/uploads/2017/07/VWL-16-06-Change-1-ETPL-7-13-2017Final.pdf>

#404-01: Identification of Eligible Providers of Occupational Skills Training

<http://www.elevatevirginia.org/wp-content/uploads/2016/12/Policy-404-01-Identification-of-Eligible-Training-Providers-FINALSigned.pdf>

#404-02: Registered Apprenticeship Programs

<http://www.elevatevirginia.org/wp-content/uploads/2017/04/VBWD-Policy-404-02-Registered-Apprenticeship-Programs.pdf>

Pursuant to VWL #16-06, Change 1, 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 #16-06, Change 1 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.

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.

The following paragraphs (as italicized) are excerpts from the Virginia Community College System Virginia Workforce Letter (VWL) 16-06, Change 1 describing the performance reporting expectations and requirements all initial year Providers will have to satisfy for subsequent year(s) continued eligibility:

In accordance with WIOA Labor Final Rules and Regulations Subpart D – Eligible Training Providers and VBWD Policy Number 404-01, initial training provider program applications must also provide information addressing factors related to the indicators of performance, as described in WIOA section 116 (b)(2)(A)(i)(I-IV) and Attachment B WIOA Periods for Reporting Outcomes:

- 1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;*
- 2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;*
- 3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and*

4. *The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.*

If the training provider is not able to provide program performance information related to the factors listed above, the training provider must submit a plan describing how they will work with their LWDB to collect and report on this information for continued eligibility. Upon initial eligibility approval, the training provider must work with their LWDB to develop a plan to begin tracking and reporting these factors.

*Starting July 1, 2017, following completion of a full year of eligibility, each training provider program will be reviewed by the LWDB to determine continued program eligibility. As part of the continued eligibility process, approved **Eligible Training Providers will be required to annually certify program performance information for participants whose activities were funded through an Individual Training Account (ITA)** (see Section B.a. State ETPL Performance Requirements below). In the absence of any performance data, the provider must develop methods for collecting the required program performance information to remain on the ETPL and to be considered for continued eligibility.*

a. State ETPL Performance Requirements

WIOA permits Governors, in consultation with the state Board, to establish performance criteria for training providers. Beginning with Program Year 2017, in order to remain on the ETPL, all eligible training providers and programs who receive funding through an ITA must annually validate performance information (starting with PY16 information) on the following four outcomes for WIOA Title I participants:

1. Training Completion Rate must meet or exceed 50% – *the number of participants during a Program Year (July 1 through June 30) who were enrolled in a Title I funded training service who successfully met all of the requirements of the training activity.*

For calculation purposes:

All participants who received an ITA (Service Code 300-Occupational Skills Training-Approved Training Provider activity):

*The number who successfully completed the ITA service during the program year **divided by** the total number of participants who were actively engaged in an ITA during the program year **minus** the number of participants who are still active in the ITA training program.*

The deduction of those still active in the ITA training program is being done to avoid penalizing the providers if they had any participants who had not completed because they were still active in the training.

The measure will be calculated for Title I Adult and Dislocated Worker program participants separately.

Successful completion means – the participant has met all requirements of the training paid for by an ITA. This will be measured using the Completion Status in the service closure process within the Virginia Workforce Connection (VaWC).

2. Credential Attainment Rate must meet or exceed 65% - of those who completed Service Code 300 during the Program Year or within one year after exit from the program, the number who attained Credentials during that same period.

For calculation purposes:

*Number of participants who successfully completed an activity and attained an occupational certificate during the program or within one year after program exit. **Divided by** the number of participants who complete an activity and exited during the program reporting period.*

This measure will be calculated for Title I Adult and Dislocated Worker program participants separately. The denominator is the numerator from the Training Completion Rate.

3. Entered Employment Rates – Will be reported as 1) the number of participants who received an ITA and who are employed in the second quarter after the exit quarter and 2) the number of participants who received an ITA and who are employed in the fourth quarter after the exit quarter.

This measure will be calculated for Title I Adult and Dislocated Worker program participants separately.

4. Post Training Earnings – Will be reported as the median earnings for those participants who received an ITA and who have earnings during the second quarter after exit.

This measure will be calculated for Title I Adult and Dislocated Worker program participants separately.

Per the Final Rule WIOA Labor Section 680.460 (f)(11)(g) (1-7), additional information required beyond numbers 1-4 of the above such as: (5) Information on recognized postsecondary credentials received by program participants (type of recognized credential); (6) Information on cost of attendance, including costs of tuition and fees, for program participants; and (7) Completion rate; all information (1-7) is available to the public through the public access portion of the state system of record (VaWC).

Per VBWD Policy No. 404-01, outcomes 1 and 2 will be used as baseline performance metrics to evaluate continued inclusion on the ETPL.

If you have any questions about this process, please feel free to contact Mr. Gary Butler at 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 - GPWDB ITA Approved Occupational In-Demand Listing
- Attachment 5 - Local Proposal Reconsideration (if not approved) Process