

First Planning District  
4-year Strategic Plan

Attachment #1

Workforce Development Board  
Membership Matrix

# LWDB Board Composition Matrix

<b>Name of LWDA:</b>	<b>First Planning District - LWDA 10</b>	<b>As of Date:</b>	<b>March 1, 2023</b>				
<b>Number of board members:</b>	<b>23</b>						
<b>NUMBER OF BOARD MEMBERS IN EACH SECTOR</b>							
<b>Business:</b>	<b>12</b>	<b>Education/Training:</b>	<b>2</b>	<b>Government Economic &amp; Community Development:</b>		<b>4</b>	
<b>Number of board meetings required annually according to by-laws:</b>				<b>4</b>			
Board Member Name & Position Title (If applicable)	Type of Business or Industry Represented	Parish	Organization/Agency Name	Term	Term Start Date	Vacancy Date If Applicable	Term Expiration Date
<b>A. Business Representatives - Majority 11 + 1 (to maintain &gt;50%)</b>							
1	Alan Thriffiley, Marketing Manager	Professional Services	St. Tammany	Total Insurance Planning Serv	3rd	10/31/21	10/31/24
2	Chris Abadie, Vice President & Commercial Manager	Real Estate	St. Tammany	Stirling Properties	2nd	3/1/20	3/1/26
3	Mindy Nunez Airhart, Owner	Manufacturing	St. Bernard	Southern Services & Equipment	2nd	2/1/20	2/1/26
4	Adriana Kriesen, Regional HR Director	Healthcare	All Parishes	Ochsner Health Systems	2nd	5/31/21	5/1/24
5	Mark Pisani, Director of HR	Maritime Transportation	St. Bernard/Plaquemines	Associated Terminals	3rd	10/31/20	10/31/23
6	David Kaufmann, Jr., Vice President	Construction	St. Tammany	KB Kaufmann & Co., Inc.	1st	2/1/22	2/1/25
7	Stephen Price, Owner	Professional Services	All Parishes	PD Consulting	3rd	10/31/20	10/31/23
8	Ross Gares, Director of Operations	Manufacturing	St. Bernard	Rain CII Carbon, LLC	1st	10/20/22	10/20/25
9	Floyd Baker, Director of HR	Wholesale Distribution	St. Tammany	Associated Wholesale Grocers	3rd	9/30/21	9/30/24
10	Michelle Hebert, HR Director	Telecommunications/IT	St. Tammany	Globalstar	1st	2/28/21	2/28/24
11	J. Lacey Dugas, VP of HR	Food Manufacturing	Plaquemines	Daybrook Fisheries	1st	2/28/21	2/28/24
12	Bill Henley, Owner/CEO	Information Technology	St. Tammany	CDIT	1st	9/2/22	9/2/25
<b>B. Workforce Representatives - Minimum of 20%</b>							
Twenty Percent (20%) of the members must be Workforce Representatives. Two (2) or more must be from Labor organizations, One (1) or more members must be from Joint Labor Management, Union Affiliated, Registered Apprenticeship Programs within the area who serves as a training director or a member of a labor organization.							
13	Ellis Bourque, Training Director	Apprenticeship	Regional	Plumbers & Steamfitters #60	3rd	9/30/20	8/30/23
14	Timothy Bradbury, Business Manager	Union	St. Tammany	Boilermakers Local No. 37	1st	2/1/21	2/1/24
15	Jerry Repka, Training Manager	Apprenticeship	Regional	Carpenters Training Fund	2nd	2/28/20	2/28/26
16	Stephanie Dupepe, Director	Community Based Org	Regional	Catholic Charities	2nd	3/31/20	3/31/26
17	Chiquita Lattimore, Vice President	Community Based Org	Regional	United Way of Southeast La	1st	12/1/21	12/1/24



# LWDB Board Composition Matrix

**Name of LWDA:**

**First Planning District - LWDA 10**

**As of Date:**

**March 1, 2023**

**Number of board members:**

**23**

## NUMBER OF BOARD MEMBERS IN EACH SECTOR

**Business:**

**12**

**Education/Training:**

**2**

**Government Economic & Community Development:**

**4**

**Number of board meetings required annually according to by-laws:**

**4**

**Board Member Name & Position Title  
(If applicable)**

**Type of Business or Industry Represented**

**Parish**

**Organization/Agency Name**

**Term**

**Term Start Date**

**Vacancy Date If Applicable**

**Term Expiration Date**

### C. EDUCATION & TRAINING REPRESENTATIVES Minimum of 2

One (1) Representative from Institution of Higher Education (Community College) & One (1) Representative must be an Eligible Provider Administering Adult Education and Literacy Activities

18	Dr. Jim Carlson, Vice Chancellor	Adult Education	St. Tammany	NTCC	2nd	10/31/19		10/31/25
19	Leonard Unbehagen, Vice Chancellor	Post Secondary	St. Bernard	Nunez Community College	2nd	1/14/22		1/14/25

### D. GOVERNMENTAL AND ECONOMIC DEVELOPMENT AND COMMUNITY REPRESENTATIVES (Minimum 4)

One (1) Economic Development Representative; One (1) Wagner -Peyser Representative; One (1) Vocational Rehabilitation; One (1) Department of Children and Family Services

20	Keith Espadron, Manager	Economic Development	St. Tammany	St. Tammany Corporation	1st	9/1/20		9/1/23
21	Rachel Mackey, Regional Supervisor	Wagner Peyser	Regional	LWC	3rd	9/1/20		9/1/23
22	Charlene Bonck, Regional Supervisor	Voc Rehab	Regional	LRS	3rd	10/31/20		10/31/23
23	Runiaja Vicksbrown	TANF	Regional	DCFS	1st	9/2/22		9/2/25

First Planning District  
4-year Strategic Plan

Attachment #2

Workforce Development Board  
By-Laws

**By - Laws**

Revised and Approved July 17, 2019

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**ARTICLE I – ESTABLISHMENT**

The name of the organization shall be the First Planning District Workforce Development Board (WDB) of Plaquemines, St. Bernard and St. Tammany Parishes. Through a Multi-jurisdictional Agreement enacted between the three parishes, the St. Tammany Parish Government will serve as the Chief Elected Official (CEO) to the Board. The Agreement also identifies the St. Bernard Parish Government as the Administrative Entity/Grant Recipient of all WIOA related funds.

**ARTICLE II – PURPOSE AND RESPONSIBILITIES**

The Workforce Development Board is established in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). The Board will serve as a strategic convener to promote and broker effective relationships between the CEO, economic development, education and workforce partners. It is with this vision and in partnership with the CEO, that the Board is responsible for the following activities as stipulated in the law:

- A. Developing the four (4) year local Workforce Development Plan and conducting oversight of the One-Stop system and employment and training activities (including youth), under Title I of the WIOA of 2014;
- B. Procuring and selecting the One-Stop system operator with the agreement of the Chief Elected Official;
- C. Identifying eligible training providers and youth providers, including awarding competitive grants/contracts;
- D. Developing policies to ensure effective services through the Career Centers and to accomplish the objectives of WIOA;
- E. Preparing a budget for the purpose of carrying out the duties of the WDB, subject to the agreement of the Chief Elected Official;
- F. Negotiating and reaching agreement on local performance measures with the Chief Elected Official and the Governor;
- G. Conducting workforce research and regional labor market analysis, including leading career pathways development;

## **FIRST PLANNING DISTRICT**

### **WORKFORCE DEVELOPMENT BOARD**

- H. Coordinating workforce investment activities with economic development strategies and developing employer linkages to promote industry sector partnerships;
- I. Identifying and promoting promising practices to meet the needs of employers;
- J. Carrying out regional planning responsibilities required by the State and in accordance with WIOA; and
- K. Convening, brokering and leveraging local stakeholders to build system capacity, including developing Memorandum's of Understanding.

The WDB may establish other functions, in related areas, as determined by the Board or required by law.

The WDB will conduct business in an open manner as required by state and federal laws, by making available to the public, on a regular basis through open meetings, information concerning the activities of the Board. This includes information regarding the local plan prior to submission of the plan; information about membership; the development of significant policies, interpretations, guidelines and definitions; the designation and certification of the Career Centers, and the award of grants or contracts to eligible providers of youth activities; and, on request, minutes of formal meetings of the Board.

### **ARTICLE III – MEMBERSHIP**

#### Section 1. Composition

The WDB's membership shall be generally representative of the population of the service area and shall be based on the diversity of the economic and demographic composition of the tri-parish area to assure equitable representation. The membership of this WDB shall include members from the private and public sectors and conform to the requirements as issued by the State of Louisiana and the U.S. Department of Labor under the WIOA. A majority of the members shall be from the private sector. All members of the board must have optimum policy-making authority within the organizations, agencies, or entities they represent.

Pursuant to applicable law, the Board shall include members from the following categories:

- A. **Representatives of Business-** WIOA Section 107 (b)(2)(A): Are owners of businesses, chief executives or operating officers of businesses, or other business executives with optimum policymaking

or hiring authority; represent businesses that provide employment opportunities in demand industry sectors. Business members shall represent a combination of small, medium and large employers who reflect the local labor market. Employers serving on the Board should communicate the emerging workforce needs of employers in their high-growth, in-demand sectors to the Board.

- B. **Representatives of the Workforce-** WIOA Section 107 (b)(2)(B) A minimum of 20% of the members of the WDB: Shall include representatives of labor organizations and joint labor-management apprenticeship programs; representatives of community-based organizations with demonstrated experience and expertise of individuals with barriers to employment; and representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA eligible youth.
- C. **Representatives of Education and Training Activities-** WIOA Section 107 (b)(2)(C): Shall include one (1) representative from institutions of Higher Education providing workforce investment activities with priorities on community colleges; and one (1) representative of eligible providers administering adult education and literacy activities.
- D. **Representatives of Governmental and Economic and Community Development-** WIOA Section 107 (b)(2)(D): Shall include the following representatives:
  - One (1) Economic Development representative;
  - One (1) Wagner-Peyser representative;
  - One (1) Vocational Rehabilitation representative; and
  - One (1) Department of Children and Family Services representative.
- E. **Optional members-** WIOA Section 107 (b)(2)(E): May include individuals representing other programs/organizations such as: agencies administering programs relating to transportation, housing and public assistance; philanthropic organizations; other entities the CEO may determine to be appropriate.

Section 2

Nominations and Appointments to Board

The CEO will appoint all members of the board in accordance with the requirements as issued by the State of Louisiana and the Workforce Innovation and Opportunity Act.

- A. The CEO, or their representative, will contact appropriate entities in the state, region and local area to solicit nominations. Vacancies will be filled in the same manner as original appointments.



- B. Private sector appointments shall be made from among nominees solicited from state/regional/local business organizations and business trade associations (e.g. Chambers of Commerce, Economic Development Agencies, etc.)
- C. Business members shall represent a combination of small, medium and large employers who reflect the local labor market.
- D. Public sector appointments shall be made from among nominees solicited from state/regional/local organizations.
- E. The Local Elected Official of each parish shall be provided with a list of nominees from their respective parish for concurrence. Final approval and certification will be made by the CEO to the WDB.
- F. All nomination forms and appointment letters for members will be kept on file in the WDB office.

Section 3      Membership Terms

- A. Members shall be appointed by the CEO for fixed terms and shall serve until their successors are appointed.
- B. One half of the members shall be appointed for two (2) years and one half for three (3) years.
- C. Terms will be staggered to ensure only a portion of memberships expire in a given year.
- D. All members whose term expires must be reappointed in order to serve an additional term.
- E. Board members may be reappointed for a maximum of two (2) additional terms with service not to exceed a total of three (3) terms.

Section 4      Vacancies

- A. All appointments to fill vacancies must follow the same process as that used to initially fill the appointment.
- B. New members must be appointed to fill the same category of membership as that in which the vacancy occurred. However, the new members do not have to be from the same organization or company as the members being replaced.
- C. Vacancies resulting from resignations or removal of mandatory members must be filled within 60 days from the effective date of removal.

Section 5      Termination of Membership

- A. Although membership on the Board is strictly voluntary, members are expected to give due consideration to the impact of their presence or absence on the Board before voluntarily terminating their membership. Members are encouraged to give a minimum of thirty (30) days notice of their impending resignation.

- B. The CEO may remove any appointed members from the board for cause, including:
- Misuse of position
  - Failure to disclose conflict of interest
  - Felony conviction while a member of the Board
  - Refusal to perform or gross neglect in performance of Board duties
  - Other causes as may be determined by the CEO
- C. Resignations
- Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave Board membership and gives due notice of such intent.
  - Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee meetings in a twelve (12) month period. An involuntary resignation may be set-aside at the request of the member followed by concurrence from the Executive Committee.
  - Individuals serving on the WDB who subsequently retire, or no longer hold the position that made them an eligible board member, may not continue to serve on the Board.

Section 6

Advisory Board Members

The Executive Committee, at its discretion, may appoint additional Advisory Board members to the board for the purpose of including additional partner agencies and other important stakeholders in board activities, information sharing and utilization of knowledge and expertise from other key leaders in the tri-parish area.

- A. The role of Advisory Board members may include, but not be limited to the following: serve as an advocate for the organization to the community it serves, gather input from/serve as a liaison with relevant constituencies, provide feedback to the organization from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist the Board in determining important activities.
- B. Advisory Board members will be non-voting members and will not engage in decision-making related to Board functions. They will not be held to attendance requirements as that of official Board members.

C. Advisory Board members will receive all Board related correspondence and be invited to all regularly scheduled meetings throughout the year. Advisory Board members may be invited to sit on Board committees as well.

**ARTICLE IV – OFFICERS**

Section 1 Officers

The Board’s officers shall consist of a Chair and Vice-Chair to be elected by a majority vote of the membership.

Section 2 Eligibility for Office

- A. CHAIR – The Chair shall only be selected from among the private-sector members of the Board. The Chair must also have a minimum of one year’s experience on the Board.
- B. VICE CHAIR – The Vice Chair shall only be selected from among the private sector members of the Board.

Section 3 Terms of Office

- A. Terms of office for all officers shall be for two years, provided however that officers may serve until their successors are elected.
- B. Officers and Committee Chairs may serve no more than three (3) consecutive terms in any one capacity, although they may continue as Board members.

Section 4 Duties of Officers

A. CHAIR

- 1. In accordance with the authority normally vested in the Chair of any Board, the Chair shall have the authority and power to preside over all meetings of the Board; to appoint all standing committees and taskforces; to generally perform all duties relative to the Office of the Chair; and to sign all applicable reports, letters, or fiscal documents on behalf of the Board.
- 2. The Board’s Chair shall also serve as Chair of the Executive Committee and shall be an ex-officio member of all standing committees and taskforces.
- 3. The Board Chair shall appoint the Chairs and Co-Chairs for all standing committees and taskforces.

B. VICE CHAIR

- 1. The Vice Chair shall, at the request of or in the absence of the Chair, perform all duties of the Chair.

2. The Vice Chair shall assist the Chair in conducting activities of the Board and may serve as the Chair of any standing committee or taskforce.

**ARTICLE V – BOARD MEETINGS**

- Section 1            Frequency  
The WIB shall hold regular meetings at a date, time and place determined by the Chair and no less than four (4) times per year. Other meetings may be called as needed at the discretion of the Board Chair.
- Section 2            Notice of Meetings  
A written or electronic notice of each meeting shall be sent to each member of the Board at least five (5) calendar days prior to the scheduled meeting. The notice shall indicate date, time and place of the meeting. All meetings of the Board shall be publicly announced in advance and open to the public.
- Section 3            Rules  
When these Bylaws or State laws pertaining to public meetings do not cover parliamentary procedures, then Robert’s Rules of Order, as revised, shall prevail.
- Section 4            Quorum  
There shall be a quorum of any meeting of the Board if there is a simple majority of the current members present. In the absence of a quorum, no official action shall be taken on any item before the Board.
- Section 5            Agenda  
A. All items of business before the Board shall be placed on the agenda by the Executive Committee at least five (5) days prior to the scheduled Board meeting.  
B. After the Executive Committee finalizes the agenda for any regularly scheduled Board meeting, a copy of the agenda will be electronically transmitted or mailed to each member, along with the meeting notice, at least five (5) calendar days prior to the meeting.  
C. A two-thirds vote of the membership present at any meeting shall be required to waive the order of business as presented in the agenda approved by the Executive Committee or to include additional items for consideration and action by the Board. Items not requiring action by the Board may be added to the agenda with the Chair’s (or his or her designee’s) consent at any time during a regularly scheduled or called meeting.

- Section 6      Minutes
- A. Minutes shall be kept of all meetings, which shall be reviewed, amended, corrected as necessary and approved at the next regularly scheduled or called meeting.
  - B. Following approval of the Board, minutes shall serve as the official record of the business transacted at the meetings to which they pertain.
  - C. Copies of minutes shall be provided to each member of the Board prior to the next scheduled or called meeting of the Board.
  - D. Copies of minutes shall be provided to the general public upon request.

- Section 7      Participation in Meetings
- Participation in meetings shall be limited to members of the Board, the Board's staff and other invited guests and speakers unless or due to:
- A. Agenda items requiring participation from individuals or organizations, or other interested parties having an official or vested interest in an item before the Board.
  - B. Agenda items before the Board deemed by the Chair to be relevant, material or of a significant interest to the public to warrant comment or input from any member of the public.

Any unscheduled speakers or individuals other than a Board member or the Board's staff must submit a written request to address the Board to the Chair prior to the meeting being called to order.

- Section 8      Public Access to Board Activities
- The WDB will conduct its business in an open manner as required by WIOA Section 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Board. This includes:
- A. Information about the local plan, or modification to the local plan, before submission of the plan;
  - B. List and affiliation of local WDB members;
  - C. Selection of One-Stop operator;
  - D. Award of grants or contracts to eligible training providers including providers of youth activities;
  - E. Minutes of formal meetings of the Board; and
  - F. WDB By-laws.



**ARTICLE VI – VOTING RIGHTS AND CONFLICT OF INTEREST**

Section 1            Eligibility and Responsibility

Each official member of the Board shall be eligible to cast one vote, and must vote, on any business of the Board, standing or ad-hoc committees/taskforces to which he or she is assigned, unless a conflict of interest, or appearance thereof, exists as outlined in Article VI, Section 2.

Section 2            Conflict of Interest

Individual board members have the duty to avoid conflict of interest as it relates to Board issues. Any member who has a conflict of interest shall not solicit or influence any other board member, or have any communication related to same with any other board member or staff. A member of a local board may not-

- Cast a vote or participate in any decision-making capacity on any matter under consideration 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.
- Engage directly or indirectly in any business transactions or private arrangement for profit which accrues from or is based upon his or her official position or authority on the Board.
- Participate in the negotiation of or decision to award contracts or grants, the settlement of any claims or charges in any contracts or grants, the certification of any eligible providers or the establishment of any designation of local workforce investment areas or the establishment of any one stop delivery systems, with or for any entity in which he or she has a financial or personal interest.
- Represent or act as an agent for any private interest, whether for compensation or not, in any transaction in which the Board has a direct and substantial interest and which could be reasonably expected to result in a conflict between a private interest of the board member and his/her official board responsibility.
- Utilize any Board equipment, supplies or properties for his or her own private gain or for other than official designated purposes.

All WDB members must acknowledge receipt of the following documents provided by the State Ethics Board:  
Ethics Board Docket No. 2009-356  
Personal Financial Disclosure “Tier 2.1” (LSA-R.S. 42:1124.2.1)

# FIRST PLANNING DISTRICT

## WORKFORCE DEVELOPMENT BOARD

- Section 3      Abstentions
- A. Any member of the Board with a conflict of interest, or appearance thereof, shall abstain from voting on such matters.
- B. All abstentions due to conflict of interest, or the appearance thereof, shall be publicly acknowledged and recorded in the minutes.

- Section 4      Proxy or Alternates
- In keeping with the spirit of the Government in the Sunshine Law, Board members shall not be able to vote at any meetings by proxy, nor shall alternates be permitted to serve or sit as voting members at any meetings.

### ARTICLE VII – COMMITTEES/TASKFORCES

- Section 1      Committees
- The Board shall have three (3) standing committees: Executive, Business Engagement and Center Accountability. All committees shall have a chair appointed by the Board chair. Additional committees may be created at the discretion of the Chairman and for the purpose of carrying out board activities.
- A. The **Executive Committee** shall be composed of the Board Chair, Vice-Chair and the Past Chair of the Board and other board members at the request of the Chairman. The Executive Committee is charged with the following responsibilities:
- Recruit potential Board members, and ensure their orientation to the work of the Board.
  - Review and recommend committee projects and offer feedback on initiatives.
  - Organize and coordinate committees and taskforces.
  - Create, review and approve full Board agendas.
  - Communicate with the community and business leaders.
  - Review and recommend adoption of by-laws, budgets and contracts, and Board policies and procedures.
  - Act on behalf of the full board in emergency situations or between full board meetings with approval of board
  - Recommend policies for wisely investing and leveraging existing resources
  - Pursue additional financial, human and in-kind contributions
  - Identify priorities for allocating resources
  - Approve training providers for inclusion on statewide Eligible Training Provider List

- Review monthly financial reports as provided by local Administration
- Review and recommend budgets

B. The **Business Engagement Committee** is charged with the following responsibilities:

- Communicate Board purpose and direction to business and community stakeholders
  - Create a consistent flow of information to businesses and community
  - Collaborate with businesses to engage industry leaders in workforce development solutions
  - Broker new relationships with businesses, through various outreach activities
  - Create methodology to gather and disseminate information
  - Develop standardized messaging and documents for communication purposes
  - Gather and analyze existing data from multiple resources
  - Identify workforce trends and recommend workforce improvement priorities
  - Identify emerging workforce issues and community needs
  - Conduct focus groups, survey, studies to collect information
- 
- Align with other business organizations to reduce duplication and encourage resource sharing

C. The **Center Accountability Committee** is charged with the following responsibilities:

- Identify and select service provider(s)/program operator
- Set service delivery standards and performance benchmarks
- Establish reporting mechanism to provide feedback on quality and service benchmarks
- Evaluate customer feedback
- Develop and review policy standards and protocols for operations
- Identify deficiencies and corrective action for center activities
- Assist in development of the local plan, including youth services
- Recommend local youth employment and training policy and practices, as well as youth providers

## **FIRST PLANNING DISTRICT**

### **WORKFORCE DEVELOPMENT BOARD**

- Review and evaluate partnership development activities
- Assist with operational issues relating to services to individuals with disabilities

#### **Section 2**      Committee/Taskforce Membership

- A. All members shall be appointed to at least one committees/taskforces by the Board Chair.
- B. Each committee/taskforce shall have a Chair which shall be appointed by the Board Chair.
- C. Membership on committees/taskforces shall not necessarily be limited to Board members, but may include stakeholders with relevant experience.
- D. Non-board members participating on committees/taskforces shall have the same voting rights and responsibilities as Board members in the same capacity, but in respect to only the work of the committee.
- E. The Board Chair is an ex-officio member of all committees/taskforces, yet his/her attendance shall not be considered in establishing a quorum.

#### **Section 3**      Terms of Membership of Committees/Taskforces

- A. Each Board member shall constantly serve on a committee for the duration of their membership.
- B. The term of membership for any ad-hoc taskforce shall be until abolishment of the committee by the Chair.

#### **Section 4**      Committee/Taskforce Meetings

- A. To the extent possible, or as determined necessary by the Board or Committee chair, each standing committee/taskforce shall meet on a regularly scheduled basis in order to carry out the committee's responsibilities.
- B. Each committee/taskforce with current items of business requiring official action by the Board, shall meet sufficiently in advance of the scheduled Board meeting to allow the Executive Committee time to place on the agenda.

#### **Section 5**      Committee Agendas and Minutes

- A. All committee/taskforce meetings shall have a written agenda, which will be provided to members in advance of the meeting, if possible, and be made available to the public.
- B. Minutes will be recorded and kept of all committee/taskforce meetings, which shall be reviewed, amended or corrected and approved or disapproved at the next scheduled meeting of the committee/taskforce.

## **FIRST PLANNING DISTRICT**

### **WORKFORCE DEVELOPMENT BOARD**

- C. Upon approval by the committee/taskforce, the minutes shall serve as the official record of the business conducted at the meeting to which they pertain.
- D. Copies of the minutes shall be provided to each committee/taskforce member prior to their next scheduled meeting. Copies shall be provided to the public upon request.

#### **Section 6**

##### **Committee/Taskforce Recommendations and Decisions**

- A. Committees and/or taskforces exists as advisory/recommending units to the Board, and have no greater authority than the authority granted by the Board.
- B. Committee/Taskforce recommendations or decisions will be presented to the Executive Committee by the Committee/Taskforce Chair or his/her designee, for inclusion on the agenda for the next scheduled Board meeting.
- C. All committee recommendations must be voted on by the full Board membership at an official meeting. Committees have no authority to make any decisions on behalf of the full Board.

## **ARTICLE VIII – STAFF SUPPORT AND PROFESSIONAL ASSISTANCE**

#### **Section 1**

##### **Staff Support**

The Board and its committees/taskforces shall be provided administrative, clerical and technical support by the Board's staff. It shall be the Executive Directors responsibility to assure such support is available as necessary or as requested by any Committee/Taskforce Chair.

#### **Section 2**

##### **Professional Assistance**

If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.

## **ARTICLE IX – AMENDMENTS**

These bylaws shall only be amended or repealed by an affirmative vote of two-thirds of the membership voting thereon after written information specifying and summarizing the proposed changes has been given to the entire membership. Such written notice shall be made no less than eight (8) days prior to the meeting at which such amendment or repeal is placed on the agenda.



**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

**ARTICLE X – RESOLUTION OF DISAGREEMENT WITH THE ADMINISTRATIVE ENTITY/GRANT RECIPIENT**

In the event of a disagreement between the Board and the Administrative Entity/Grant Recipient (St. Bernard Parish Government), the Executive Committee shall be empowered to act on behalf of the Board to negotiate the matter to agreement.

**ARTICLE XI – ENACTMENT PROVISION**

These bylaws shall become effective upon approval of the Board. Approval for enactment shall require two-thirds vote of the membership voting thereon, after notice to the membership. Said notice shall be made no later than ten (10) days prior to the meeting at which they are placed on the agenda. These bylaws shall not be construed to take precedence over Federal, State or local laws or regulations.

  
\_\_\_\_\_  
WDB Chairman Signature  
Alan Thriffiley

  
\_\_\_\_\_  
Date

First Planning District  
4-year Strategic Plan

Attachment #3

WIOA

Multi-Jurisdictional Agreement

Between

Plaquemines, St. Bernard & St. Tammany

# **MULTI-JURISDICTIONAL CONSORTIUM AGREEMENT**

**For the**

**LOUISIANA LOCAL WORKFORCE DEVELOPMENT AREA # 10**

**Also known as**

**FIRST PLANNING DISTRICT CONSORTIUM  
FOR ST. TAMMANY, ST. BERNARD AND PLAQUEMINES PARISHES**

**I. Parties to this Agreement**

ST. TAMMANY Parish, herein represented by its President, Michael B. Cooper,

ST. BERNARD Parish, herein represented by its President, Guy S. McInnis, and

PLAQUEMINES Parish, herein represented by its President, Kirk M. Lepine.

**II. Purpose**

The purpose of this agreement is for carrying out programs and activities as authorized and required by Public Law 113-128, which is the Workforce Innovation & Opportunity Act as passed by the United States Congress and hereinafter referred to as WIOA.

**III. Establishment of the Consortium of the First Planning District Workforce Development Area**

- A. This Consortium was originally formed in the early 1970's for the purpose of bringing federal job training resources to the businesses and citizens of the tri-parish area and has remained a valuable and effective partnership for well over forty years.
- B. The Consortium of the three parishes has and will continue to be known as the First Planning District Consortium, hereinafter FPD.
- C. The FPD consists of the parishes of St. Tammany, St. Bernard and Plaquemines.
- D. The Governor has the authority to designate local workforce development areas within the state and such designation is based on geographic location, population, and the representation of a significant segment of a labor market area (WIOA Sec. 106 (1)B). In addition, the Governor provides approval of subsequent designation every two years, if the local area performs successfully and sustains fiscal integrity (WIOA Sec. 106 (3)).
- E. This Agreement is made pursuant to the provisions of La.R.S. 33:1324 which authorizes any parish, municipality or political subdivision of the state, or any combination thereof, to make agreements between or among themselves to engage jointly in the construction, acquisition or improvement of any public project or improvement, the promotion and maintenance of any undertaking or the exercise of any power, provided that at least one of the participants to the agreement is authorized under a provision of general or special law to perform activity or exercise such power as may be necessary for completion of the

undertaking. Such arrangements may provide for the joint use of funds, facilities, personnel or property or any combination thereof necessary to accomplish the purpose of the agreement.

- F. As presented by their signatures herein below, each party signatory to this Agreement has been duly authorized to execute same and possesses the legal authority under state law to enter into such a multi-jurisdictional agreement.

**IV. Powers and duties of the Consortium of the First Planning District**

The powers, duties and responsibilities of the Consortium shall be:

- A. The three Parish Presidents agree that the President of St. Tammany Parish Government, shall continue to serve as the authorized representative of all of the units of government signatory to this Agreement, with the title of Chief Local Elected Official (CLEO), as defined by WIOA law. The authorized representative shall have the power to perform the following:
1. Appoint members of the Workforce Development Board (WDB) from the individuals so nominated or recommended.
  2. Approve the annual budget developed by the WDB
  3. In partnership with the WDB, select an entity or entities to administer the workforce development activities in the tri-parish area, including the One-Stop Operator.
  4. In partnership with the WDB, approve and submit the Workforce Development Plan and any modifications to the Louisiana Workforce Commission (LWC).
  5. Ensure the WDB conducts the appropriate oversight of the WIOA funds and activities.
  6. In partnership with the WDB, negotiate with the Governor and LWC on local performance measures.
  7. Exercise, within the limits set forth in the WIOA, such other powers as may be agreed upon by the units of government in the consortium area.
- B. In the event of any disagreements among the units of government in the consortium area with respect to designation of the authorized representative, appointment of board members, development and submittal of the local plan and modifications thereto, or any other disagreements within the scope of authority of the chief elected officials, as set forth in the WIOA, a majority vote of the Presidents of the units of government in the consortium area shall be the final determining factor in resolving disagreements.

**V. Designation of Local Grant Recipient and Fiscal Agent**

- A. In accordance with WIOA and by the mutual agreement of the Chief Elected Officials of the three parishes, the St. Bernard Parish Government shall remain the designated grant recipient and fiscal agent for the purposes of administering WIOA funds and activities. It is agreed that the entity designated as the grant recipient will be liable for the funds of the consortium area, however, all parties to this agreement may be held liable for the funds, based on a relevant percentage of funding allocations.

- B. The First Planning District Workforce Development Board Executive Director is designated by the grant recipient/fiscal agent as their authorized representative in all WIOA contractual relationships, including disbursement of funds.

**VI. Powers and Duties of the Workforce Development Board**

In coordination between the CLEO of the consortium area and the WDB, the duties and responsibilities of the Board shall be:

- A. The WDB shall elect a Chairperson and shall have bylaws that are not inconsistent with this agreement. The bylaws shall include, but not be limited to, provisions for such other officers that may be necessary, for terms of office, and for the appointment of such committees or councils that may be required by regulations or directives governing the services to be delivered.
- B. The WDB shall hire (in concurrence with the CLEO of the consortium area) and provide for the general supervision of the Executive Director of the Workforce Development Board.
- C. The WDB may authorize the hiring of staff and set the compensation and other conditions of employment which it deems to be in the best interest of the Board, and as permitted by law.
- D. The WDB shall meet in established locations which is accessible to the public on a regular basis. The WDB shall comply with the Open Meetings Act, LA.R.S. 42:1 et.seq., as amended.
- E. The WDB shall approve, disapprove, modify or amend the service delivery plans developed by the Board staff and, submit approved plans to the appropriate authorities.
- F. The WDB shall approve, disapprove, modify or amend a budget for all operations in each fiscal year. Concurrence from the CLEO is also required.
- G. The WDB shall contract for implementation and operation of programs and services as necessary and as required by law.
- H. The WDB shall review all reports concerning the status, both financial and operational, of all required programs.
- I. The WDB shall perform all other actions deemed necessary and proper to carry out the requirements and responsibilities of the WIOA.

**VII. Conflicting Statutory Provisions**

If any provision of this Agreement conflicts with any statute of the State of Louisiana providing for the authorization or performance of joint undertakings between public agencies in this State, the provisions of such statutes shall control. The remainder of this Agreement shall continue in full force and effect to the fullest extent possible.



VIII. **Severability**

If any sections, subsections, sentence, clause, phrase or portion of this Agreement is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

IX. **Effective Date**

This Agreement shall take effect and any and all prior Consortium Agreements shall be repealed and replaced in its entirety by this Agreement, following approval of this Agreement by the duly-elected Chief Elected Officials of the Parishes.

X. **Amendments**

This Agreement may be amended only by written agreement of the duly-elected Chief Elected Officials of the Parishes.


XI. **Termination**


This Agreement shall remain in effect until such time of its termination or dissolution upon mutual agreement of the duly-elected Chief Elected Officials of the Parishes. However, notwithstanding the above, any governmental unit which is a party to this Agreement may withdraw from the Local Workforce Development Area upon prior written notice to the other parties. The written notice shall be made at least six months prior to the end of the fiscal year (June 30).


XII. **Authority**

Each of the signatories to this Agreement certifies that he/she possesses the power and authority to execute this Agreement.

We, the undersigned Chief Elected Officials of the respective parishes, affix our signatures in agreement on behalf of the units of government represented in this consortium.

FOR ST. TAMMANY PARISH	
MICHAEL B. COOPER, PRESIDENT	 8/18/2020 Signature/Date

FOR ST. BERNARD PARISH	
GUY S. MCINNIS, PRESIDENT	 9/16/20 Signature/Date

FOR PLAQUEMINES PARISH	
KIRK M. LEPINE, PRESIDENT	 9/18/2020 Signature/Date



Rennie S. Buras II  
Parish Attorney

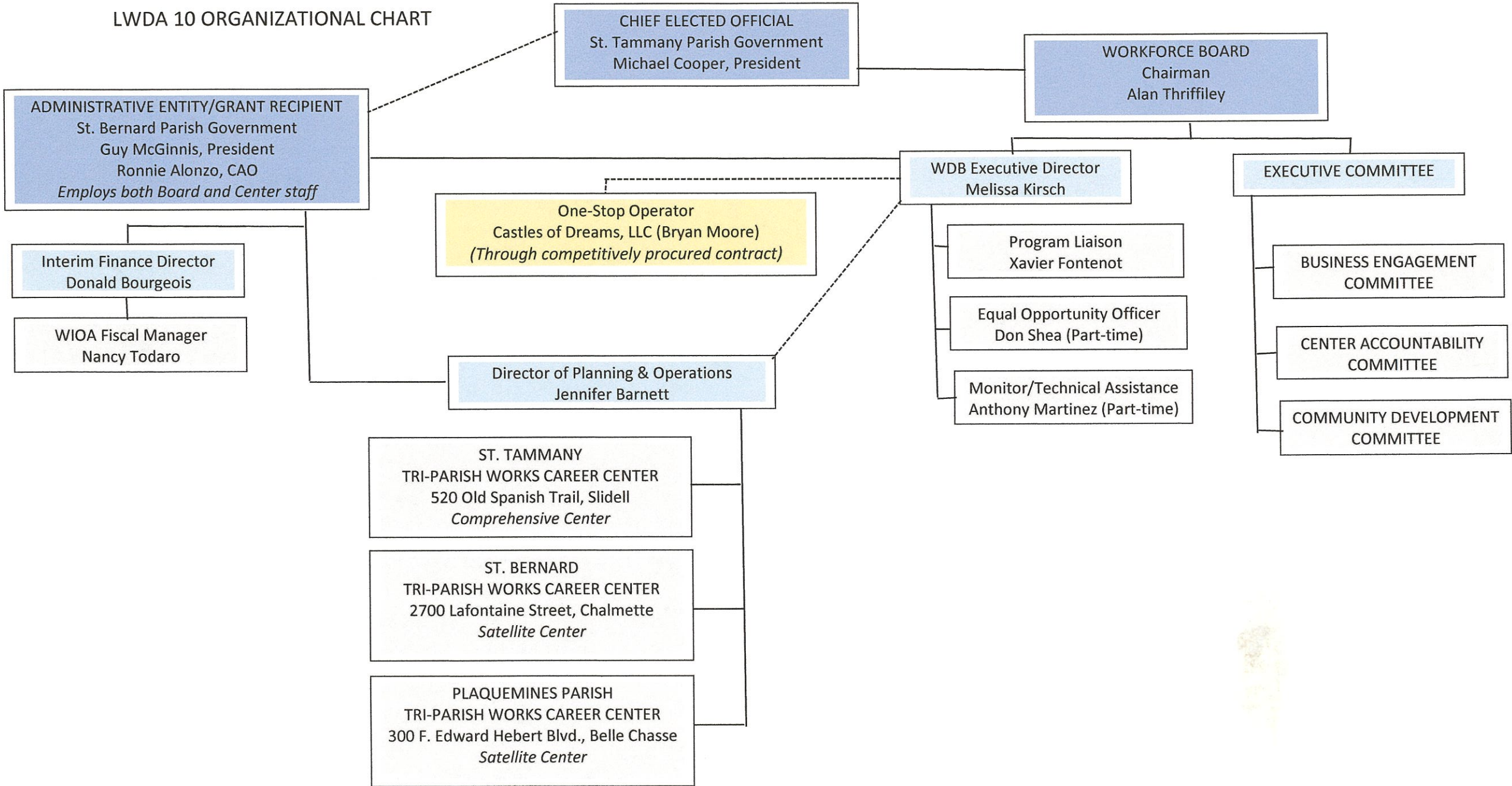
9/18/2020

First Planning District  
4-year Strategic Plan

Attachment #4

Local Area  
Organizational Chart

LWDA 10 ORGANIZATIONAL CHART



First Planning District  
4-year Strategic Plan

Attachment #5

WIOA

System Partners

Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING (MOU)**

**BETWEEN**

**THE FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD (FPD),**

**THE CHIEF ELECTED OFFICIAL OF FPD**

**AND**

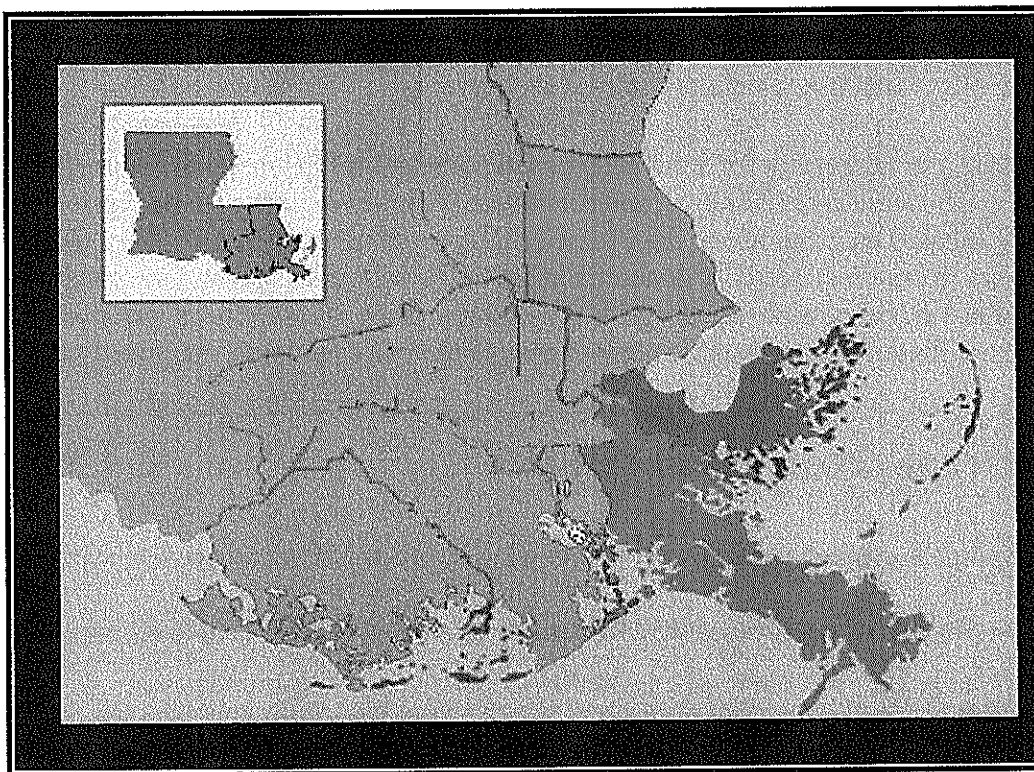
**THE WORKFORCE SYSTEM PARTNERS**

**OF**

**LOUISIANA WORKFORCE DEVELOPMENT AREA # 10**

**(Plaquemines, St. Bernard and St. Tammany Parishes)**

1.



## 1. BACKGROUND/PURPOSE OF MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Workforce Development Board, with the agreement of the Area's Chief Elected Official (CEO), and the One-Stop System partners to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving WIOA objectives. The MOU also serves to create the framework for providing services to employers, job seekers and others needing workforce services.

The First Planning District (FPD) functions as the local Workforce Development Board in the local workforce development area of Plaquemines, St. Bernard and St. Tammany parishes. The St. Tammany Parish Government President serves as the Chief Elected Official to the Board as outlined in the Multi-Jurisdictional Agreement of the tri-parish area. The FPD competitively procures the One-Stop Operator for the workforce system, as required by law. This MOU represents an agreement between the FPD and the One-Stop System operator and all WIOA required partners.

WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area's One-Stop Delivery System. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the Area are required partners under WIOA Section 121(b)(1).

WIOA Section 121(c)(2) requires this MOU to include a description of the core services that will be provided through the Area's One-Stop service delivery system and to identify the service delivery method(s) each partner will use to deliver the core services.

This MOU establishes a framework for a mutually beneficial relationship among the partners in order to reduce redundancy, increase cost efficiency, and continuously improve services to our customers. Quality customer service is based on a "no wrong door" service delivery structure, wherein every entry point leads to services relevant to customer needs. Collaboration among service providers and the integration of services to the fullest extent possible are the priorities of this system. This MOU is intended to identify the roles and responsibilities of the partners for the implementation of a functional, integrated service delivery system.

## 2. MISSION AND GOALS OF THE MOU

The One-Stop System Partners have adopted the following vision, mission and goals to support this MOU.

**Mission:** The preparation of a skilled, successful workforce aligned to the needs of business and industry.

**Goals:**

● **Services will be comprehensive.** All job seekers, students and employers will be served comprehensively in a seamless system which addresses their needs, coordinates services across programs, and minimizes duplication.

●**Services will be integrated.** Program activities will be coordinated and integrated where feasible. This will be accomplished through partner agencies jointly serving common customers, supporting interagency in-service training to one another, and providing information and services that most directly meet the customers' needs.

●**Services will be customer focused.** Provide the means for customers to judge the quality of services and make informed choices about which services will meet their unique and individual needs.

●**Services will be made accessible regardless of entry point into system.** This will be accomplished by providing all customers access to the full range of services available in the community, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are employers seeking skilled workers.

### 3. PARTIES TO THE MEMORANDUM OF UNDERSTANDING

The following table represents the federally required WIOA partners/programs and the organizations that represent each program:

PROGRAM PARTNER	AGENCY/ORGANIZATON
WIOA Title I - Adult, Dislocated Worker, Youth Programs	Tri-Parish Works through St. Bernard Parish Government Workforce Programs Dept.
WIOA Title II Adult Education and Family Literacy Act	Louisiana Community and Technical College System
Carl Perkins Applied Technology Act	Louisiana Community and Technical College System
Unemployment Insurance Assistance Wagner Peyser Trade Adjustment Assistance Veterans Employment Program WIOA Title I Rehabilitation Act	Louisiana Workforce Commission
Community Services Block Grants (CSBG) – Employment & Training Department of Housing and Urban Development – Employment Y Training	St. Tammany Parish Government - Health & Human Services Grants Department
Temporary Assistance for Needy Families	Louisiana Department of Children & Family Services
Title V Older American Act	National Association for Hispanic Elderly
National Farmworker Jobs Program	Motivation, Education and Training, Inc..

See Attachment #1 for a list of Signatory officials and contact information for each agency.

Mandated partners not available in the service delivery area for LWDA 10 and, therefore, not a part of this MOU include: Native American programs, Youthbuild, and programs under the Second Chance Act.

#### 4. EFFECTIVE DATES AND TERM OF MOU

This MOU shall be binding upon each party hereto upon execution by such party and go into effect on July 1, 2020. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

This MOU will also serve as the “primary roadmap”, which may require updates as additional decisions and actions are taken to not only fulfill the requirements under WIOA law, but move the partnership towards agreed upon goals and objectives.

#### 5. THE LOCAL ONE-STOP DELIVERY SYSTEM

Through this MOU, the FPD WDB intends to create a one-stop delivery system that brings together workforce development, education, and other services in a seamless customer-focused service delivery network that enhances access to the programs’ services with the goal of improving long-term employment outcomes for individuals receiving assistance. The One-Stop Partners commit to administering the separately funded programs as a set of integrated streamlined services to customers.

Job seekers, students, businesses and other clients will be provided access to services through a combination of strategies that includes co-location, contract for service, direct delivery of services, cross training of partner staff, and electronic linkages to the partner agencies programs and services.

It is understood that the development and implementation of this system will require mutual trust and teamwork between all involved parties. It is further acknowledged that the system, because it is driven by local needs, will evolve over time. Consistent with federal law, partner agencies agree to make available to participants and employers, through the One-Stop System the career and training services that are applicable to their programs.

Every local workforce development area is required to have at least one (1) comprehensive American Job Center (AJC) that provides universal access to the full range of employment, training, and education services. A comprehensive AJC is a physical location where job seekers and employers have access to programs, services, and activities of all the required one-stop system partners. The FPD Workforce Development Board has certified the American Job Centers in the tri-parish area, hereby acknowledged and known as Tri-Parish Works.

A. Service Locations - Customers will have access to a broad menu of services and information at one (1) comprehensive and two (2) satellite American Job Centers within the local area.

American Job Center Name	Address
St. Tammany Tri-Parish Works Center (Comprehensive Center)	Towers Bldg., 520 Old Spanish Trail, Slidell
St. Bernard Tri-Parish Works Center (Satellite Site)	Nunez Community College, Kaine Technology Building 3700 LaFontaine Street, Chalmette
Plaquemines Tri-Parish Works Center (Satellite Site)	Plaquemines Parish Government Complex 333 F. Edward Hebert Blvd., Belle Chasse, LA

## 6. OVERVIEW OF PARTNER RESPONSIBILITIES WITHIN THE WORKFORCE SYSTEM

- A. The **First Planning District Workforce Development Board**, in its role of creating a One-Stop Delivery System in the tri-parish area, will be responsible for the following:
- Assist the Local Elected Officials in fulfilling the requirements of the federal Workforce Innovation and Opportunity Act
  - Coordinate the implementation of the MOU
  - Convene partners to build affiliation and commitment
  - Assess satisfaction of customers and partners with the system
  - Expand the partnership and increase integrated service delivery
  - Arrange and offer cross-partner frontline staff training
  - Develop policies and oversee the quality and design of the system
- B. The **One-Stop Operator** is responsible for providing a seamless system of WIOA services built on a customer-focused service delivery network and is selected through a competitive process conducted every four years. The One-Stop Operator will serve as the primary coordinator of all partners involved in the One-Stop system for the First Planning District Workforce Development Area. The Operator will be responsible for the following:
- Assist partners in creating a seamless delivery of services
  - Ensure the integrated service delivery within the comprehensive center is effective and efficient
- C. Each of the **One-Stop Partners** is responsible to carry out their individual program requirements, but will utilize the One-Stop delivery system to improve outcomes for their clients. The attached reference guide outlines the services provided by each partner. (Attachment #2)
- D. **All partners** agree to participate in joint planning, local plan development, and modification of activities to accomplish the following:
- Accessibility of the partners' applicable service(s) to customers through the one-stop delivery system.
  - Participation in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
  - Participation in cross-organizational training to promote staff development and awareness. Cross-training will allow staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers.
  - Participate in the development and implementation of an effective participant referral system
  - Share relevant, updated program information to partner agencies to support system orientation process
  - Actively participate in regular partner meetings devoted to the planning, evaluation and continuous improvement of all programs and services provided through the One-Stop System.

## 7. PARTICIPATION EXPECTATIONS

In consideration of the mutual aims and desires of the partners participating in this agreement, and in recognition of the public benefit to be derived from the effective implementation of the programs involved, the partners agree to the following expectations mentioned below and in the One-Stop Services Matrix herein incorporated as Attachment #3.

For a service to be deemed “accessible,” a partner must provide access to that service through **at least one** of the following methods:

- **Co-location** – Program staff from the partner agency are physically present at the Tri-Parish Works Center.
- **Cross information sharing / Customer Referral** – Tri-Parish Works staff are trained to provide information about all programs, services, and activities that may be available to the customer through the partner organization and can make referrals.
- **Direct access through real-time technology** – Access through two-way communication and interaction between clients and the partner that results in services being provided.

Examples may include the following:

- Identification of a single point of contact for service delivery at the partner’s program
- Email or instant messaging
- Facilitating phone calls between partner agency staff and clients
- Live chat via Skype, Zoom or FaceTime
- Kiosk system on-site at Center to facilitate direct connection to information of partner program or direct access to partner staff

## **8. REFERRAL PROCESS**

It is agreed that the partners of this MOU will provide referrals for services with the express goal of optimal utilization of all partner and community resources to achieve mutually shared outcomes of participants who receive services by multiple partners. Although co-location is desired when economically and practically feasible, through the use of technology and electronic linkages, an efficient customer service and referral system has been developed that supports customer access to the programs and services of all system partners.

All partner staff shall assist with referrals and access to information to their partner programs. The purpose of a common referral system is to:

- ensure services to customers that support their specific goals in achieving self-sufficiency
- ensure customers do not have to provide the same information more than once
- ensure a well-informed hand-off for the customer

A mutually acceptable referral process and form has been adopted by all parties to this agreement with the commitment to evaluate this process and modify it to reflect changing requirements or day-to-day needs for improvement.

Partners agree to provide a brief orientation of other relevant partner agency programs for their customers upon request or based on assessed need. Pertinent program information for each partner agency will be available at every agency location participating in the One-Stop System. This process will allow the system to achieve the goal of having a “no wrong door” approach to serving customers.

The Partner Referral Form may be found in Attachment #4.

## **9. INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

Joint infrastructure funding is critical to establishing the foundation needed for integrated service delivery. Therefore, under WIOA, each of the required partners must contribute a portion of their funds or in-kind services towards maintaining the AJC system (otherwise referred to as Tri-Parish Works in

the local workforce area) under WIOA.

Partners agree to participate in the development of the IFA which includes cost allocation and infrastructure sharing and describes how the cost of the services and operating cost of the system will be funded, and abide by those plans. Subject to availability and funding agency approval, partners will contribute a fair share of funds proportionate to the use of services by individuals attributable to the partner's programs. Refer to Attachment #5 for the Infrastructure Funding Agreement.

## **10. OUTCOMES OF THE SYSTEM**

Through the One-Stop Delivery System, the partner programs are committed to providing high-quality services to a shared client base that lead to positive employment outcomes.

The Partners agree to work toward accomplishing the following outcomes:

- Expand access to employment, training, education, and supportive services for eligible individuals, particularly those with barriers to employment
- Facilitate the development of career pathways and co-enrollment, as appropriate, in partner programs
- Improve access to activities leading to recognized post-secondary credentials
- Meet and/or exceed shared performance measures, where relevant

## **11. DATA SHARING**

Partners agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the partnership network only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)).

## **12. OTHER PROVISIONS**

**Withdrawal:** The parties understand that implementation of the one-stop system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being attempted.

Should any partner withdraw from this MOU in accordance with applicable laws and regulations, they shall give written notice of intent to withdraw to all parties at least 30 days prior to the effective date of the withdrawal. Should any partner withdraw, this MOU shall remain in effect with respect to the other partners.

**Modification:** The MOU may be modified at any time by written agreement of the parties that are signatories hereto. The parties agree to amend this MOU to reflect the changes in the operations and/or available resources as necessary to accomplish the optimum delivery of services in accordance with the WIOA and the related regulations, directives and guidelines of the supervising agencies.

**Assignment:** Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the WDB. Any assignee shall also commit in writing to the terms of this MOU.

**Confidentiality of Participant Information:** To the extent permitted by law, the parties agree that information exchanged about participants shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the parties collecting, receiving or sharing information, as it pertains to similar information, based on written advice by each agency providing information.

**American's with Disabilities Act and Amendments Compliance:** The parties agree to ensure their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

The partners commit to promoting capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

**Non-Discrimination and Equal Opportunity:** Partners shall not lawfully discriminate, harass or allow harassment against any employee, applicant for employment or program applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition, age, sexual orientation or marital status. The partners agree to comply with the provision of the Fair Employment and Housing Act and related applicable regulations.

**Funding of Services:** It is expressly understood that this MOU does not constitute a binding financial commitment for any programs provision of their specific services to eligible clients. The decision to fund specific clients shall be made by each partner agency in accordance with their laws and policies.

**Non-Appropriations or Non-Funding:** The parties acknowledge that each of the Agencies that they represent are funded by various governmental bodies through numerous programs and, as a result cannot commit to participation or obligations that have the effect of obligating funds not yet budgeted, allocated, or authorized, and/or that are dependent on legislation that may be changed or modified.

**Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:** The parties to this MOU certify that their agency nor its principle are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.



**Dispute Resolution:** Should any dispute arise under this MOU, the parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to the MOU to discuss and resolve disputes. Should the informal resolution efforts fail, the dispute shall be referred to the Chair of the WDB who shall place the dispute on the agenda of a regular or special meeting of the WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. In the event that the Executive Committee cannot resolve the dispute, the Executive Committee shall refer the matter for resolution to the Agency of the parties involved in the dispute, the WDB, or the State Board as appropriate.

**Severability:** If any part of this MOU is found to be null and void or unenforceable, or is otherwise stricken, the rest of this MOU shall remain in force, provided that the remaining provisions are not rendered useless to accomplish the principal purpose of this MOU.

**Entire MOU:** It is understood and agreed the entire MOU between the Workforce System Partners is contained herein. All items referred to in this MOU as Attachments are attached and deemed to be a part of this MOU. Further, it is understood this MOU supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**Authority of Signatories:** The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing.

Attachments to this MOU include:

- #1 List of Partner Signatory Officials and contact information
- #2 Partners Reference Guide
- #3 One-Stop System Services Matrix
- #4 Partner Referral Form
- #5 Infrastructure Funding Agreement

**AUTHORITY AND SIGNATURE**

---

By signing my name below, I, Melissa Kirsch, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

Melissa Kirsch

6/30/2020

Signature

Date

Melissa Kirsch, Executive Director

Printed Name and Title

First Planning District through St. Bernard Parish Government Workforce Programs Department

Agency Name

317 N. Jefferson Avenue, Covington, LA 70433    985-875-9275    [mbkirsch@gmail.com](mailto:mbkirsch@gmail.com)

Agency Contact information

**AUTHORITY AND SIGNATURE**

---

By signing my name below, I, Erin Landry, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)



Jul 13 2020

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Signature

---

Date

Erin Landry, State Director

---

Printed Name and Title

Title II Adult Education and Family Literacy Act  
Louisiana Community and Technical College System

---

Agency Name

265 S. Foster Dr., Baton Rouge, La 70806

225-308-4393 [erinlandry@lctcs.edu](mailto:erinlandry@lctcs.edu)

---

Agency Contact information

**AUTHORITY AND SIGNATURE**

---

By signing my name below, I, Patricia Felder, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

*Patricia Felder*

Jul 09 2020

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Signature

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Date

Patricia Felder, State Director

---

Printed Name and Title

Carl Perkins Applied Technology Act  
Louisiana Community and Technical College System

---

Agency Name

265 S. Foster Dr., Baton Rouge, La 70806      225-922-2809      [patriciafelder@lctcs.edu](mailto:patriciafelder@lctcs.edu)

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Agency Contact information

**AUTHORITY AND SIGNATURE**

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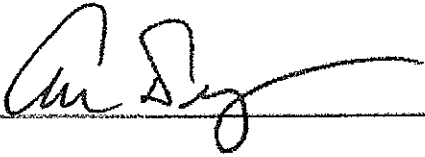
By signing my name below, I, Ava Dejoie, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)



Signature

9/17/2020

Date

Ava Dejoie, Secretary

Printed Name and Title

Louisiana Workforce Commission

Agency Name

225-342-3001

Agency Contact information

C

**AUTHORITY AND SIGNATURE**

---

By signing my name below, I, Robert Wooley, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

  
Signature

9/18/2020  
Date

Robert Wooley, Assistant Secretary  
 Printed Name and Title

Louisiana Workforce Commission - Unemployment Insurance  
Agency Name

225-342-2905      rwooley@lwc.la.gov  
Agency Contact information

**AUTHORITY AND SIGNATURE**

---

By signing my name below, I, Jeanne Marino, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Operating Budget
- The Infrastructure Funding Agreement (IFA)

*Jeanne Marino*

Jul 12 2020

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Signature

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Date

Jeanne Marino, Director

---

Printed Name and Title

Community Services Block Grants (CSBG) / Department of Housing & Urban Development  
St. Tammany Parish Government – Grants Department

---

Agency Name

520 Old Spanish Trail, 3<sup>rd</sup> Floor, Slidell, La 70458

(985) 898-2700

[jmmarino@stpgov.org](mailto:jmmarino@stpgov.org)

---

Agency Contact information





**AUTHORITY AND SIGNATURE**

---

One completed, signed, and dated Authority and Signature page is required for each signatory official

By signing my name below, I, Kandace Bowman, certify that I have read the above information.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Infrastructure Funding Agreement (IFA)
- The MOU
- The Operating Budget

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Infrastructure Funding Agreement (IFA)
- The MOU
- The Operating Budget

Kandace Bowman 06/30/2020  
Signature Date

Kandace Bowman - Workforce Development Coordinator

Printed Name and Title

Motivation Education & Training, Inc. (MET)

Agency Name

1408 Landis St., Winnsboro, LA 71295 (318) 435-8885 bowman@metinc.org

Agency Contact information

C

Approved by the **FPD Workforce Development Board**

Signature Alan V. Thriffley Sr. Date 12/8/2020

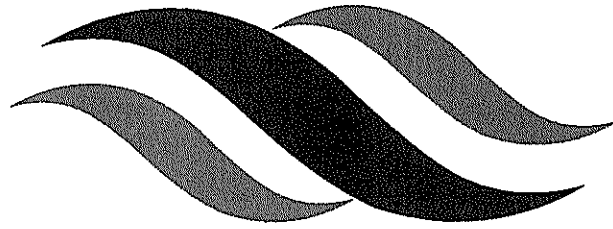
Name Alan Thriffley, Sr. Title Chairman

Approved by the **FPD Chief Elected Official**

Signature Michael Cooper Date 12/15/2020

Name Michael Cooper Title President,  
St. Tammany Parish Government

PARTNER PROGRAM	ADMINISTERING ENTITY	SIGNATORY AUTHORITY	CONTACT INFORMATION
WIOA Title I Adult, Dislocated Worker, Youth Programs	Tri-Parish Works through St. Bernard Parish Govt. Workforce Programs Dept.	Melissa Kirsch Executive Director	(985) 875-9275 <a href="mailto:mbkirsch@gmail.com">mbkirsch@gmail.com</a>
WIOA Title II Adult Education and Family Literacy Act	Louisiana Community and Technical College System	Erin Landry State Director	(225) 308-4393 <a href="mailto:erinlandry@lctcs.edu">erinlandry@lctcs.edu</a>
Carl Perkins Applied Technology Act	Louisiana Community and Technical College System	Patricia Felder State Director	(225) 922-2809 <a href="mailto:patriciafelder@lctcs.edu">patriciafelder@lctcs.edu</a>
Unemployment Assistance	Louisiana Workforce Commission	Robert Wooley Assistant Secretary	(225) 342-2905 <a href="mailto:rwooley@lwc.la.gov">rwooley@lwc.la.gov</a>
Wagner Peyser Trade Adjustment Assistance Veterans Employment Program	Louisiana Workforce Commission	Ava Dejoie Secretary	(225) 342-2679 <a href="mailto:adejoie@lwc.la.gov">adejoie@lwc.la.gov</a>
WIOA Title I Rehabilitation Act	Louisiana Workforce Commission/Office of Workforce Development – Vocational Rehabilitation	Ava Dejoie Secretary	(225) 342-2679 <a href="mailto:adejoie@lwc.la.gov">adejoie@lwc.la.gov</a>
Community Services Block Grants (CSBG) – Employment & Training Department of Housing and Urban Development – Employment & Training	St. Tammany Parish Government - Health & Human Services Department	Jeanne Marino Director	(985) 898-2700 <a href="mailto:jmmarino@stpgov.org">jmmarino@stpgov.org</a>
Temporary Assistance for Needy Families	La. Department of Children & Family Services	Terri Ricks Deputy Secretary	(225) 342-5744 <a href="mailto:Terri.ricks@la.gov">Terri.ricks@la.gov</a>
Title V Older American Act	National Association for Hispanic Elderly	Dr. Carmela Lacayo CEO	(626) 232-8833 <a href="mailto:anppmneworleans@aol.com">anppmneworleans@aol.com</a>
National Farmworker Jobs Program	Motivation, Education and Training, Inc..	Kandace Bowman Executive Director	(318)435-8885 <a href="mailto:bowman@metinc.org">bowman@metinc.org</a>
Workforce Development Board	First Planning District Workforce Development Board	Alan Thriffiley Chairman	(985) 875-9275 <a href="mailto:taxdrop@gmail.com">taxdrop@gmail.com</a>
Chief Elected Official to Workforce Board	St. Tammany Parish Government	Michael Cooper President	(985) 898-2700 <a href="mailto:lcojeda@stpgov.org">lcojeda@stpgov.org</a>



**TRI-PARISH WORKS**

**WORKFORCE SOLUTIONS**

ST. TAMMANY · ST. BERNARD · PLAQUEMINES

**Quick Reference  
Guide to  
Mandated  
Partners**

# Quick Reference Guide to Mandated Partners

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# DEPARTMENT OF LABOR PROGRAMS

## WIOA ADULT

WIOA Adult is a program to provide Basic Career Services, Individualized Services and Training Services. It is designed to address the gaps and barriers to individuals obtaining or retaining stable, self-sustaining employment.

### Eligibility Criteria:

To be eligible to receive WIOA service as an Adult an individual must:

- Be a citizen or non-citizen authorized to work in the U.S.
- Meet military selective service requirements
- Be 18 year of age or older
- Be unemployed or employed and in need of services in order to obtain to retain employment

### Services:

Basic services include, but are not limited to, assessments, job search assistance, referrals to partners, labor market information, training, financial aid, and supportive service information, unemployment information.

Individualized services include comprehensive assessments, individual employment plans, career planning and counseling, and pre-vocational training, work experience, financial literacy training, ESL, Work readiness, supportive services, out of area job search, and work experiences and transitional jobs. Training services include post-secondary tuition assistance, on-the, job training, and customized training opportunities.

**Access to services:** Individual may walk-in or call the comprehensive Tri-Parish Works center at **985-646-3940** to schedule an appointment or call to ask questions. While there is not sequence of service, individuals must meet eligibility. Services supplemented by State website, [www.laworks.net](http://www.laworks.net) and local website, [www.triparishworks.net](http://www.triparishworks.net). Priority of service goes to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient also applies for Adult Individualized and Training Services.

## WIOA DISLOCATED WORKER

WIOA Dislocated Worker program offers employment and training services for eligible workers who are unemployed through no fault of their own or who have received an official layoff notice. It is designed to address barrier and gaps attributed to job dislocation.

### Eligibility Criteria:

To be eligible to receive WIOA service as an Adult an individual must:

- Be a citizen or non-citizen authorized to work in the U.S.
- Meet military selective service requirements
- Be 18 year of age or older
- Meet definition of Dislocated Worker, generally includes
  - spouse of active military who lost employment due to change in duty location
  - laid off due to: workforce reduction, WARN Notice, Closure,
  - self-employed but losses due to economic conditions or natural disaster
  - Recent dislocation from military duty
  - Displaced homemaker
  - Previous lay-off and can only obtain stop gap employment

### Services:

Basic services include, but are not limited to, assessments, job search assistance, referrals to partners, labor market information, training, financial aid, and supportive service information, unemployment information.

Individualized services include comprehensive assessments, individual employment plans, career planning and counseling, and pre-vocational training, work experience, financial literacy training, ESL, Work readiness, supportive services, out of area job search, and work experiences and transitional jobs. Training services include post-secondary tuition assistance, on-the, job training, and customized training opportunities.

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## WIOA YOUTH

WIOA Youth Program provides 14 elements of services to Youth between the ages of 16-24. There are directed services to Youth based on their status as In-school Youth or Out-of-School Youth.

Tri-Parish Works is partnered with United Way and other to assist in the delivery of services to all Youth participants

### Eligibility Criteria (General Youth Eligibility):

To be eligible to receive WIOA service as a Youth an individual must:

- Out-of-School are not attending any school, age 16-24, and one or more specified barrier(s), such as school dropout, subject to criminal justice system, with a diploma, but also low income and either basic skills deficient or English language learner, homeless, pregnant or parenting, with a disability, low income and in need of assistance.
- In-School Youth are attending school, age 14-21, low income and either basic skills deficient or English language learner, an offender, homeless, pregnant or parenting, with a disability, or in need of additional assistance.

### Services:

The 14 elements include: Tutoring, alternative secondary school services, work experiences, occupational skills training, education in context with work readiness and occupational type skills, leadership development, supportive services, adult mentoring, follow-up services, comprehensive guidance, financial literacy, entrepreneurial skills, labor market information, and preparation for post-secondary education/training.

**Access to services:** Individual may walk-in or call the comprehensive Tri-Parish Works center at 985-646-3940 to schedule an appointment or call to ask questions. While there is not sequence of service, individuals must meet eligibility. Services supplemented by State website, [www.laworks.net](http://www.laworks.net) and local website, [www.triparishworks.net](http://www.triparishworks.net).



## WIOA INDIAN AND NATIVE AMERICAN PROGRAMS

The Inter-Tribal Council of Louisiana offers employment and training services to American Indian people throughout the state. Programs are available for youth and adults in the below categories. Some services are limited based upon income and employment status.

**Eligibility Criteria:** Needs to be a member of a recognized tribe and for some services, meet income and employment status criteria.

**Services:**

- Job search and placement
- Classroom training assistance
- On-the-job training
- Work experience opportunities
- Supportive services

**Access to services:** For additional services, contact Tel: (985) 851-5408

## WIOA NATIONAL FARMWORKER JOBS PROGRAMS (NFJP)/MIGRANT AND SEASONAL FARMWORKER (MSFW) PROGRAMS

With services coordinated through M.E.T., Inc, the NFJP program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country. The NFJP partners with state monitor advocates to provide services to farmworkers and their families working in agriculture employment.

**Eligibility Criteria:** Classified as either a migrant seasonal farmworker or a seasonal farmworker or a migrant farmworker

**Access to services:** Services provided include employment training, workplace advocacy, housing assistance. While there are no local offices in the service delivery area, the local area contact is listed as Nash Pitre at (985)-858-2894 [houma@metinc.org](mailto:houma@metinc.org) in Houma, LA and the State Monitor Advocate (funded by Wagner-Peyser act) is Nelson Roman and can be reached at 225-219-3353 or [nroman-rodriquez@lwc.la.gov](mailto:nroman-rodriquez@lwc.la.gov)

## WIOA JOB CORP PROGRAM

**Carville Job Corps Center**, Job Corps graduates train in the skills needed to start a career, enlist in the military, or move on to pursue higher education. Students have the opportunity to earn a high school diploma through partnerships with local school districts or a high school equivalency credential.

### Eligibility Criteria:

- Is a legal U.S. resident; lawfully admitted permanent resident alien, refugee, asylee, or parolee, or other immigrant who has been authorized by the U.S. attorney general to work in the United States; or resident of a U.S. territory
- Meets low-income criteria
- Is in need of additional technical training, education, counseling, or related assistance to complete schoolwork or to find and keep a job
- Has signed consent from a parent or guardian if he or she is a minor
- Has a childcare plan if he or she is the parent of a dependent child
- Does not exhibit behavioral problems that could keep him, her, or others from experiencing Job Corps' full benefits
- Does not require any face-to-face court or institutional supervision or court-imposed fines while enrolled in Job Corps
- Does not use drugs illegally

### Services:

Job Corps provides education and training, provides room and board, counseling and mentoring services, and basic medical care while students are in the program, and career counseling and transitional support for up to 12 months after graduation.

**Access to Services:** There is an online application that can be self-entered or entered with staff assistance. Questions can be directed to the office in Carville at (225) 642-0699.

## SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

**National Association of Hispanic Elderly (ANNPM)** provide services for unemployed low-income persons who are age 55 or older, particularly those who have poor employment prospects. The goal of this program is to increase the number of persons who will receive the benefits of unsubsidized employment in both the private and public sectors.

### Eligibility Criteria:

- At least 55 years of age
- Eligible to work in the U.S.
- Unemployed or earn a limited income

### Services:

- Assessment of skills, experience, education, interests and any added help you need to complete training and find the type of job you want
- Development of a training plan for the job selected (IEP)
- A part-time, work-based training assignment for skills development related to employment goal
- A free annual health check-up
- Training on how to look for jobs, how to talk to a prospective employer and how to be successful in your job
- Instruction in English, reading, writing, arithmetic or General Education Development (GED) preparation
- Training for other job skills like keyboarding, computer, customer service, home health aide, etc.
- Assistance with job search
- Connection to support services you need to successfully complete training, find a job and keep it

### Access to Services:

**National Association of Hispanic Elderly (ANNPM)** has a national website at [www.anppm.org](http://www.anppm.org) and initial intake can be made over the phone at (318) 221-7611 with office hours of M-F, 8:30A-3:30P. For additional questions, contact Frankie Henderson at [anppmshreve9@aol.com](mailto:anppmshreve9@aol.com), or call (504) 237-7694, for additional questions, contact Jeanette Delgado at [anppmneworleans@aol.com](mailto:anppmneworleans@aol.com)

**Additional Information:** There are typically participants of the SCEP program on site at the Tri-Parish Works Center. They serve as excellent ambassadors to the benefits of the program.

## TRADE ADJUSTMENT ASSISTANCE ACTIVITIES & RAPID RESPONSE

TAA is assistance through a series of funding mechanisms and specific programmatic assistance delivered through the **Rapid Response Unit** in conjunction with the local Tri-Parish Works Center

### Eligibility:

Rapid Response assistance is provided by the Dislocated Worker Unit in the state where you were laid off to groups of workers on whose behalf a petition is filed. Rapid Response staff will make employees aware of the different services available to workers after a layoff, and if provided before a petition is filed, will include information on the process of petitioning for certification under the TAA program.

### Services:

1. Comprehensive assessments of skill levels and service needs
2. Development of an individual employment plan (IEP) to identify employment goals and objectives
3. Information on available training and counseling, and how to apply for financial aid
4. Short-term prevocational services, such as development of learning skills, communications skills, interviewing skills, etc.
5. Individual career counseling
6. Provision of employment statistics relating to relevant market areas
7. Information relating to the availability of supportive services

Additional TAA services for those certified TAA include:

- Trade Readjustment Allowances (TRA) is available to continue to provide income support while you are participating in full-time training.
- Allowable types of training include classroom training, on-the-job training, customized training
- age 50 or older RTAA, under certain criteria, allows you to receive a wage supplement when you accept new employment at a lower wage.
- Job search allowance
- Relocation allowance

**Access to services:** When there is a mass layoff, the Rapid Response team initiates contact with the employer and the local center to coordinate services. For information and access to services, contact the Rapid Response Unit at [MMayer@lwc.la.gov](mailto:MMayer@lwc.la.gov) to reach Matt Mayer. For general information about other TAA services, contact 1-888-365-6822 or visit [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact)

## **JOBS FOR VETERANS' STATE GRANTS (JVSG)**

The Jobs for Veterans State Grants Program (JVSG) helps veterans find good jobs by providing employment services at American Job Centers and other locations through funding for Disabled Veterans Outreach Program (DVOP) specialists and Local Veterans Employment Representative (LVER) staff. DVOPs and LVERs are state employees who provide employment services

### **Eligibility Criteria:**

JVSG program funds support services to veterans, including special disabled veterans, disabled veterans, economically or educationally disadvantaged veterans, and veterans with other barriers to employment (especially homeless veterans). LVER staff advocate on behalf of veterans for employment and training opportunities with business, industry and community-based organizations.

### **Services:**

Provided to veterans and eligible persons by JVSG staff members according to the needs of the veteran, any significant barrier to employment (SBE) they may possess and the roles and responsibilities of JVSG personnel. DVOP specialists and LVERs are essential parts of and fully integrated into the workforce development network. They are included among the One Stop Career Center (OSCC) partner staff, which consists of all staff employed by programs or activities operated by OSCC partners listed in 29 U.S.C. 2841(b) that provide online and/or in-person workforce development or related support services as part of the workforce development system.

**Access to services:** Individual may walk-in or call the comprehensive Tri-Parish Works center at 985-646-3940 to schedule an appointment or call to ask questions. Individuals must meet eligibility. Services supplemented by State website, [www.laworks.net](http://www.laworks.net) and local website, [www.triparishworks.net](http://www.triparishworks.net).

Note: All Veterans receive priority of service in the Tri-Parish Works Center and any Center that is part of the American Job Center network.

## UNEMPLOYMENT COMPENSATION (UI)

Unemployment insurance (UI) is a program designed to provide temporary financial assistance to workers who are unemployed through no fault of their own and who meet the requirements of the Louisiana Employment Security Law. UI benefits are paid as a matter of past employment and legal entitlement, and not on the basis of need.

### Eligibility Criteria:

The law sets qualifying requirements in three main areas: your past wages, your job separation, and ongoing availability and work search requirements. You must meet all of the following qualifying requirements in order to receive benefits. You must have earned enough wages in your base period. The base period is the first four of the last five completed calendar quarters before you filed your claim. You must be unemployed or partially unemployed through no fault of your own in order to receive benefits. You must be physically able and available to work. You must also be actively seeking work. If you are temporarily laid off and have a definite return-to-work date, your work search requirements may be waived.

**Services:** Career services are provided by any Wagner-Peyser or WIOA staff in the local centers.

**Access to services:** UI is administered by Louisiana Workforce Commission. While there are no local offices for the claims portion, there is a comprehensive call in center and all individuals are able to file claims in the centers. Individuals may also call 1-866-783-5567 or email issues to [hire@lwc.la.gov](mailto:hire@lwc.la.gov). Staff in the Centers also have additional access to a staff only helpline.

## WAGNER-PEYSER ACT EMPLOYMENT SERVICES (ES)

Also known as "Labor Exchange," Employment Service seeks to improve the functioning of the nation's labor markets by bringing together individuals seeking employment with employers seeking workers.

### Eligibility Criteria:

Wagner-Peyser Employment Services provides universal access to an integrated array of labor exchange services so that workers, job seekers, and employers can find the services they need.

### Services:

The Wagner-Peyser Employment Service focuses on providing a variety of services including job search assistance, help getting a job referral, and placement assistance for job seekers. Additionally, re-employment services are available for unemployment insurance claimants, as well as recruitment services to employers with job openings.

### Access to services:

Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches. Individual may walk-in or call the comprehensive Tri-Parish Works center at 985-646-3940 to schedule an appointment or call to ask questions. Services supplemented by State website, [www.laworks.net](http://www.laworks.net) and local website, [www.triparishworks.net](http://www.triparishworks.net).

## RE-ENTRY EMPLOYMENT OPPORTUNITIES (REO) PROGRAM

The mission of Louisiana's Reentry Program is to significantly reduce crime and enhance public safety through reentry programs at all facilities that house state offenders. These reentry programs will provide a seamless plan of services and supervision developed with each offender and will be delivered through state and local collaboration from the time of the offender's entry to prison through their transition, community reintegration, and aftercare.

**Eligibility Criteria:** state offenders

### **Services:**

Job skills training and employment readiness are major components of successful offender reentry. The utilization of vocational programs by offenders will greatly improve their marketable skills. Vocational education programs focus on the development of entry-level employment skills for offenders through classroom instruction and hands-on training. Additional services, including funding for training, are delivered by coordinating referrals to the Tri-Parish Works Center

**Access to services:** Services are provided by the Day Reporting Center through Probation and Parole. This is still a model that fluctuates as to the entry point. When funded, the intention is for a LWC funded staff member to be affiliated with a local center and housed with Probation and Parole. Additional services, including funding for training, are delivered by coordinating referrals to the Tri-Parish Works Center. In cases when a state funded staff is not specifically assigned to the Tri-Parish Works Center, access to additional information can be through Louisiana Probation Department at (985) 871-8351.

Statewide resource guide for Re-entry: [http://www.lareentryguide.com/sites/default/files/LA\\_fms-reentry-guide\\_6.pdf](http://www.lareentryguide.com/sites/default/files/LA_fms-reentry-guide_6.pdf)

## DEPARTMENT OF EDUCATION PROGRAMS

### AEFLA PROGRAM (ADULT EDUCATION)

Northshore Technical Community College WorkReady U - Adult Education Department provides adult education and literacy services to our citizens across the region. A dedicated team of instructors prepare students for the HiSET exam to earn their high school equivalency diploma while readying them for a successful future in college or a career. Our program has seen tremendous growth over the years.

**Eligibility Criteria:** Considered basic skills deficient, lacking HiSET or other general equivalency diploma, or and English Language Learner

**Services:**

- HiSET Prep
- ESL/ELA/EL Civics (ENGLISH) Classes
- 5 for 6 Scholarship
- eLEARN: (Note: The eLEARN pilot is closed for the 2019-2020 academic year)

**Access to services:** There are five centers in four parishes providing morning, afternoon, and evening classes. Additionally, English as a Second Language classes are available at locations in Hammond and Slidell. For more information, staff and individuals can email [adultedinfo@northshorecollege.edu](mailto:adultedinfo@northshorecollege.edu) or call 1-(985) 545-1500. Center staff may also register individuals directly or use the LCTCS access Kiosk located in within the Tri-Parish Works Comprehensive Center.



## CAREER AND TECHNICAL EDUCATION PROGRAMS

Training programs designed to improve workforce related skills or develop a personal expertise. CTE programs are available at Northshore Technical Community College.

CTE is also available through **Jump Start** which is Louisiana's innovative career and technical education (CTE) program. Jump Start prepares students to lead productive adult lives, capable of continuing their education after high school while earning certifications in high-wage career sectors and promotes dual enrollment into the post-secondary programs at NTCC.

### **Eligibility criteria:**

Must meet admissions criteria for the program of interest.

### **Services:**

Provides occupational skills training (pre-vocational, credit and non-credit), job placement assistance, WorkReady U, remediation.

**Access to services:** There are five campuses in four parishes providing morning, afternoon, and evening classes. For more information, staff and individuals can email or call 1-(985) 545-1500. Center staff may also register individuals directly or use the LCTCS access Kiosk located in within the Tri-Parish Works Comprehensive Center. In addition to the website of [northshorecollege.edu](http://northshorecollege.edu), the director for the workforce division is Bridget LaBorde, Business and Industry Solutions Director and can be reached at 985-545-1667 or [bridgetlaborde@northshorecollege.edu](mailto:bridgetlaborde@northshorecollege.edu). Jump Start is a program that is accessible to high school students and is accessible through the CTE coordinator for each high school.

## STATE VR PROGRAM (LOUISIANA VOCATIONAL REHABILITATION)

**Louisiana Vocational Rehabilitations**, administered by LWC, is a one-stop career development program that offers individuals with disabilities a wide range of services designed to provide them with the skills, resources, attitudes, and expectations needed to compete in the interview process, get the job, keep the job, and develop a lifetime career.

### **Eligibility Criteria:**

- Have a physical or mental disability which for the individual constitutes or results in a substantial impediment to employment; and
- Be able to benefit from vocational rehabilitation services in terms of employment; and
- Require vocational rehabilitation services to prepare for, enter, engage in, or retain gainful employment.

**Services:** Provides comprehensive rehabilitation services, frequently includes work evaluation and job readiness services; assessment for and provision of assistive technology, such as customized computer interfaces for persons with physical or sensory disabilities; job counseling services, and medical and therapeutic services. Complete list of services:

- Vocational guidance and career counseling
- Evaluation of rehabilitation potential
- Restoration (physical/mental)
- Vocational and other training services
- Rehabilitation technology, including assistive technology services, assistive technology devices, and rehabilitation engineering
- Occupational tools and equipment
- Job Placement into suitable employment
- Maintenance to cover additional costs incurred during the period of vocational rehabilitation
- Personal Assistance services, such as personal care attendant, scribe, reader, and interpreter
- Transition from School to Work
- Randolph-Sheppard Business Enterprise

**Access to services:** LRS is co-located adjacent to the Tri-Parish Works Center. Individuals may walk-in or call the comprehensive Tri-Parish Works center at **985-646-3940** to schedule an appointment or call to ask questions.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) AND & SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Family Independence Temporary Assistance Program (**FITAP**) is Louisiana's version of **TANF**, commonly known as "welfare". Louisiana **FITAP** provides cash assistance to families with children. Eligibility is limited to needy families earning at or below 200% of the federal poverty level

The Supplemental Nutrition Assistance Program (**SNAP**) provides monthly benefits that help eligible low-income households buy the food they need for good health. ... Eligible households can receive food assistance through regular **SNAP** or through the **Louisiana** Combined Application Project (LaCAP).

**Strategies to Empower People Program (STEP)** - The goal of the **Strategies to Empower People (STEP) Program** is to provide opportunities for work-eligible families of FITAP to receive job training, employment and supportive services to enable them to become self-sufficient.

#### **Eligibility Criteria:**

Some of the criteria Includes Louisiana residency, citizenship or eligible non-citizen, considered financially needy to be eligible, enumeration (social security numbers for all recipients in the household, children must be under 18 or enrolled in school/vocational training, qualified relative, residing in the household, participate in child support enforcement efforts, work eligible individuals participate in STEP program, immunizations, parenting skills training, drug screening.

#### **Access to services:**

STEP is collocated in the comprehensive Tri-Parish Works Center.

Access to apply for TANF and SNAP is offered online through a downloadable form at

<http://www.dss.state.la.us/assets/docs/searchable/EconomicStability/Applications/OFS%20English%20Combined.pdf> and additional assistance is available by calling 1-888-524-3578.

For further assistance available from CAA with applying for benefits:

Department of Children and Family Services (SNAP – food stamps)

To apply for benefits, call 1-888-LAHELPU or visit [www.dcfslouisiana.gov](http://www.dcfslouisiana.gov)

The DHHS & CAA offices are Bronze Level SNAP Partners. Our offices offer paper applications, pamphlets, & other informational materials to DCFS applicants. A computer is also available for applicants to enter their own information into the online application.

## COMMUNITY SERVICES BLOCK GRANT EMPLOYMENT AND TRAINING ACTIVITIES (COMMUNITY ACTION AGENCIES)

The Community Services Block Grant (CSBG) provides the core federal funding for the Community Action Agencies. Agencies also operate a variety of grants that come from federal, state and local sources. The **Community Action Agency (CAA)**, with offices in Covington and Slidell, provides a number of services to St. Tammany Parish residents including emergency utility, rental and mortgage assistance. The CAA also works with homeless and near-homeless families transitioning from homelessness to help them become self-sustaining. They help individuals and families break down barriers that create dependency.

### Eligibility Criteria:

Each individual program administered by CAA through the CSBG has specific eligibility criteria. At a minimum, individuals need to demonstrate that they are low income and in need.

### Services:

- ATMOS Share the Warmth – Energy assistance for ATMOS customers in danger of service disconnection.
- CLECO Care – 25% (fuel portion only) discount for Cleco customers for the months of June, July and August. Must apply annually between October and May.
- Community Services Block Grant (CSBG) – Emergency rental & mortgage assistance for individual or families, tuition assistance for post-secondary education and summer employment
- Low Income Home Energy Assistance Program (LIHEAP) – Energy assistance program for help with utility bills. **Weatherization Assistance Program (WAP)** – Assistance to improve the energy efficiency of homes of income eligible families. Typical work may include air sealing, attic insulation and weather-stripping
- Rapid Rehousing Referrals:
  - Housing and Homeless Assistance Program – Assist homeless families and individuals to become stably housed. Clients must be within CDBG income limits to qualify. Program has eligibility requirements and is subject to funding availability
  - Emergency Solutions Grant - Provides rental assistance to stabilize families who are homeless or at risk of homelessness through the Northlake Homeless Coalition referral process
  - Supportive Housing Program Grant - Provides rental assistance to stabilize families who are homeless or at risk of homelessness through the Northlake Homeless Coalition referral process.
  - Family Promise – Faith-based community committed to helping homeless families with children in need & Northlake Homeless Coalition – Directory of services for shelter, housing and resources that may be of assistance to persons experiencing homelessness.
- Applications and assistance with for Child Care Assistance Program (CCAP), (FITAP) and Kinship Care Subsidy Program (KCSP), & DCFS (SNAP)
- Summer Youth Work Program in partnership with Tri-Parish Works

**Access to services:** There are offices located within the same building as Tri-Parish Works. In Covington, call 985-893-3923. In Slidell, 985-646-5843

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

### HUD EMPLOYMENT AND TRAINING ACTIVITIES

**Community Action Agency of St. Tammany** provides the employment and training services granted under HUD. The Community Development Block Grant (CDBG) and Housing program partners with nonprofit organizations to provide housing services to the residents of St. Tammany Parish. For information on St. Tammany Parish housing programs, please click on links below. Another resource is the Community Resource List listed on the right.

#### **Eligibility Criteria:**

Our programs are targeted to assist low, very low, and extremely low-income households. The vast majority of our client households are extremely low-income families, seniors, veterans, persons with disabilities, and formerly homeless.

**Services:** Employment and training services provided in the St. Tammany are includes the Summer Youth Program in partnership with Tri-Parish Works.

**Access to services:** There are offices located within the same building as Tri-Parish Works. In Covington, call 985-893-3923. In Slidell; 985-646-5843

The purpose of referrals is to provide a "warm-hand-off" to participating partners to ensure that individuals receive the services needed and available to them. The Common Referral Forms may not be required when referring individuals between co-located partners that are located within the American Job Center or interagency partners when there are shared database networks. Such as UI does not need to supply the Common Referral form to refer to an American Job Center for Wagner-Peyser Employment Services.



### Common Referral Form

May be used for all partners of Tri-Parish Works.

Commonly requested referrals – check all that are appropriate

Employment and Training Assistance – Job Search, Resume, Interview Prep	Emergency Housing or Shelter	Re-Entry Assistance
Unemployment Assistance	DCFS - TANF/SMAP	Vocational Rehabilitation
Transportation	Adult Education – Basic skills or JAFSE	Behavioral & Mental Health
Housing Assistance – funding to maintain	Training – Occupational Skills	Childcare Assistance
Other:	Address of agency/organization	

Referral From:

Referral To:

Date: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The following customer is being referred to you for services:

Customer Name: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_  
 I hereby authorize the above representatives and organizations to release and share information about me to allow me to receive services and to enable them to serve me better.  
 Customer Signature: \_\_\_\_\_

Services requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received and Served by (print name and date): \_\_\_\_\_

Partner Reply or Follow up Request: \_\_\_\_\_  
 \_\_\_\_\_

Note to Partner – Please scan and return to [dmaziarz@triparishworks.net](mailto:dmaziarz@triparishworks.net) or update electronic referral tracking upon receipt. Contact [dmaziarz@triparishworks.net](mailto:dmaziarz@triparishworks.net) for authorization to access electronic referral tracking.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: 800-235-5154

# Workforce System Partners MOU Services Matrix

Attachment #3

<b>Basic Career Services</b>	<b>WIOA</b>	<b>Adult Ed</b>	<b>Wagner Peyser</b>	<b>UI</b>	<b>TAA</b>	<b>Veterans Employ</b>	<b>Voc Rehab</b>	<b>CSBG/ HUD</b>	<b>Carl Perkins</b>	<b>TANF</b>	<b>Title V</b>	<b>NFJP</b>
WIOA Program Eligibility	1											
Outreach, Intake, Orientation (System)	1	2,3	1	1	2,3	1	1	1	2,3	2,3	2,3	2,3
Initial Assessment	1	2,3	1		2,3	1	1	1	2,3	2,3	2,3	2,3
Job Search Assistance	1	2,3	1		2,3	1	1		2,3	2,3	2,3	2,3
Referrals to Partners	1	2,3	1	2,3	2,3	1	1	1	2,3	2,3	2,3	2,3
Provide Labor Market Information	1	2,3	1		2,3	1	1		2,3		2,3	2,3
Provide Training Performance & Cost Information	1	2,3	1		2,3	1	1	1	2,3	2,3	2,3	2,3
Provide Financial Aid Information	1	2,3	1		2,3	1	1		2,3			
Provide Support Services Information	1	2,3	1		2,3	1	1	1	2,3			2,3
Unemployment Information & Assistance	1		1	2,3	2,3	1						
<b>Individualized Career Services</b>												
Comprehensive Assessments	1	2,3	1		2,3	1	1	1	2,3			
Development of Individual Employment Plans	1	2,3	1		2,3	1	1		2,3			2,3
Career Planning/Counseling	1	2,3	1		2,3	1	1		2,3	2,3	2,3	2,3

**Legend of Partner Service Access Methods:**

- 1 – co-location (part-time or full-time partner onsite)
- 2. – cross-information sharing / customer referral (staff trained to provide program information and referrals)
- 3 – direct access via technology (e.g. phone, email, virtual, kiosk, etc.)

<b>Individualized Career Services continued</b>	<b>WIOA</b>	<b>Adult Ed</b>	<b>Wagner Peyser</b>	<b>UI</b>	<b>TAA</b>	<b>Veterans Employ</b>	<b>Voc Rehab</b>	<b>CSBG/ HUD</b>	<b>Carl Perkins</b>	<b>TANF</b>	<b>Title V</b>	<b>NFJP</b>
Short Term Certification/Training	1				2,3		1		2,3			2,3
Internships/Work Experience Activities	1						1				2,3	2,3
Financial Literacy Training	1	2,3							2,3	2,3		
English Language Acquisition		2,3										
Workforce Preparation	1	2,3	1				1	1	2,3	2,3	2,3	2,3
Support Services during Training	1				2,3		1	1	2,3	2,3		2,3
Out-of-Area Job Search	1		1		2,3	1						
<b>Training Services</b>												
Occupational Skills Training	1				2,3		1	1	2,3			2,3
Workplace Training & Cooperative Ed	1								2,3			2,3
Skills Upgrading & Retraining	1				2,3		1					2,3
Adult Education & Literacy		2,3										
Digital Literacy Training		2,3							2,3			
<b>Employer Services</b>												
Job Listing Services	1		1									
Employer Info and Referral Services	1		1									
Recruitment Services	1		1									
Rapid Response/Layoff Aversion			1									
Tax Credit/Incentive Information	1		1									



Employer-Based Training Services	1											
<b>Additional Partner Service Offerings</b>	<b>WIOA</b>	<b>Adult Ed</b>	<b>Wagner Peyser</b>	<b>UI</b>	<b>TAA</b>	<b>Veterans Employ</b>	<b>Voc Rehab</b>	<b>CSBG/ HUD</b>	<b>Carl Perkins</b>	<b>TANF</b>	<b>Title V</b>	<b>NFJP</b>
Provision of Testing Services: TABE for students, nursing entry, etc.	1	2,3							2,3			
Transition Activities to Post - Secondary	1	2,3							2,3			
HiSET Test Center		2,3										
Blind & Interpreter Services							1					
Vehicle Modifications							1					
Home Modifications							1					
Rehabilitation Technology							1					
Post-secondary Tuition Assistance	1			1	2,3			1	2,3			
Summer Youth Employment	1							1				
Energy Assistance for home								1				
Emergency Rental/Mortgage Assistance	1							1				2,3

# Common Referral Form

May be used for all partners of Tri-Parish Works

Commonly requested referrals – check all that are appropriate

Employment and Training Assistance – Job Search, Resume, Interview prep	Emergency Housing or Shelter	Re-Entry Assistance
Unemployment Assistance	DCFS - TANF/SNAP	Vocational Rehabilitation
Transportation	Adult Education – Basic skills or HISET	Behavioral & Mental Health
Housing Assistance – funding to maintain	Training – Occupational Skills	Childcare Assistance
Other: _____	Address of agency/organization _____	

Referral From:

Referral To:

Date: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The following customer is being referred to you for services:

Customer Name: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_

I hereby authorize the above representatives and organizations to release and share information about me to allow me to receive services and to enable them to serve me better.

Customer Signature: \_\_\_\_\_

Services requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received and Served by (print name and date): \_\_\_\_\_

Partner Reply or Follow up Request: \_\_\_\_\_

**Note to Partner – Please scan and return to [dmaziarz@triparishworks.net](mailto:dmaziarz@triparishworks.net) or update electronic referral tracking upon receipt. Contact [dmaziarz@triparishworks.net](mailto:dmaziarz@triparishworks.net) for authorization to access electronic referral tracking.**

**INFRASTRUCTURE FUNDING AGREEMENT**  
**Between the**  
**WORKFORCE SYSTEM PARTNERS**  
**Of**  
**LOUISIANA WORKFORCE DEVELOPMENT AREA #10**  
**(First Planning District for Plaquemines, St. Bernard & St. Tammany parishes)**

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**PURPOSE AND OVERVIEW**

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Pursuant to the requirements of the Workforce Innovation and Opportunity Act, a Memorandum of Understanding (MOU) was entered into between the First Planning District Workforce Development Board (FPD WDB) and the Workforce System Partners for the tri-parish area. This MOU establishes the framework for a mutually beneficial relationship among the partners in order to reduce redundancy, increase cost efficiency, and continuously improve services to customers. The MOU is intended to identify the roles and responsibilities of the partners for the implementation of a functional, integrated service delivery system.

In addition to the MOU, the WIOA also mandates the Workforce System Partners to negotiate the sharing of specific infrastructure costs associated with the operation of the certified, comprehensive One-Stop Center for the local area.

The One-Stop Center (otherwise known as Tri-Parish Works Center) infrastructure costs are defined in the WIOA as non-personnel costs that are necessary for the general operation of the Center, including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products and assistive technology for individuals with disabilities; and
- Technology to facilitate access to the One-Stop Center, including technology used for the center's planning and outreach activities.

All Parties to this Infrastructure Funding Agreement (IFA) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the comprehensive center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

The Comprehensive One-Stop Center was designated by the Workforce Development Board and approved by the Chief Elected Official as the St. Tammany Tri-Parish Works Center, 500 Old Spanish Trail, Slidell, Louisiana.

## PARTNERS

The following Partner On-Site Representation Schedule indicates those partners located within the One-Stop Center and those not on-site:

PARTNER PROGRAM	ADMINISTERING ENTITY	MANDATED PARTNER	PHYSICALLY CO-LOCATED
WIOA – Title 1 (Adult, DW, Youth)	St. Bernard Parish Government – Workforce Programs Department	Yes	Yes
Wagner Peyser	Louisiana Workforce Commission	Yes	Yes
Jobs for Veterans	Louisiana Workforce Commission	Yes	Yes
TAA	Louisiana Workforce Commission	Yes	No
Unemployment Insurance	Louisiana Workforce Commission	Yes	No
NFJP	M.E.T.	Yes	No
Senior Employment Title V	National Assoc. for Hispanic Elderly	Yes	No
Adult Education	LCTCS thru contract with NTCC	Yes	No
Vocational Rehabilitation Services	Louisiana Workforce Commission	Yes	Yes
HUD Employment & Training	St. Tammany Parish Government Grants Department	Yes	Yes – in building
CSBG	St. Tammany Parish Government Grants Department	Yes	Yes – in building
TANF	DCFS	Yes	No
Vocational Education – Carl Perkins	LCTCS thru NTCC	Yes	No

Those partners not on-site at the Tri-Parish Works Center are linked virtually through online service access to a program staff member via the resource room and through cross-trained staff and other, physically co-located partner staff who can provide information and referrals. Even if not physically co-located within the Center, partner customers utilize the one-stop center network to access services such as:

- Using resource room computers to file UI Claims, conduct work searches, and communicate with off-site program staff
- Using other resource room equipment such as copiers, fax machines, scanners, or assistive technology for individuals with disabilities
- Using resource room staff assistance for job search, resume writing, and for general information
- Obtaining labor market information
- Attending workshops

These services are utilized in direct benefit to partner programs and in support thereof and will, therefore be proportionately paid for.

## **ONE-STOP CENTER OPERATING BUDGET**

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The Purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop Center. The Parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the workforce delivery system at a level that meets the needs of the job seekers and businesses in the tri-parish area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by the Workforce System Partners by determining contributions based on the proportionate use of the Tri-Parish Works Centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements.

The Partners consider this one-stop operating budget (Exhibit #1) the master budget that is necessary to maintain the One-Stop Center network. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs
- Career Services, and
- Shared Services

All costs must be included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget will be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners should negotiate in good faith and seek to establish outcomes that are reasonable and fair.

## **COST ALLOCATION METHODOLOGY**

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The FPD WDB selected three (3) different allocation bases, as outlined in the One-Stop Operating Budget, to determine overall Partner contributions. This was done in an effort: 1) to remedy the imbalance of non-physically represented Partners, and 2) to comply with the requirement of Partners contributions having to be in proportion to the Partners' use of the one-stop center and relative benefit received. Refer to Exhibit #2 for cost allocation spreadsheets.

## **COST RECONCILIATION and ALLOCATION BASE UPDATE**

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All parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- Partners will provide the FPD WDB with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
  - Quarterly cost information and documentation of any specific Center related costs (included in the budget and
  - Updated staffing information, if co-located in Center (per the 1<sup>st</sup> day of the 1<sup>st</sup> month of each quarter.
  
- FPD will also collect the actual customer participation numbers from the Center (per the last day of the last month of each quarter)
  
- Upon receipt of the above information, the FPD WDB will:
  - Compare budgeted costs to actual costs,
  - Update the allocation bases,
  - Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner, and
  - Take into consideration any non-cash contributions applicable to specific partners  
(Non-cash contributions are expenditures incurred by one-stop partners on behalf of the one-stop center and goods or services contributed by a partner program and used by the one-stop center. The value of non-cash contributions must be consistent with 2CFR 200.306 and reconciled on a regular basis (quarterly) to ensure they are fairly evaluated and meet the partners' proportionate share.
  
- The FPD WDB will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
  
- The FPD WDB will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than thirty (30) days after the end of each quarter. The Partners understand that the timeliness of the FPD WDB's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information.
  
- Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to the FPD WDB no later than thirty (30) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget.
  
- Partners will communicate any disputes with costs in the invoice of the adjusted budget to the FPD WDB in writing. The FPD WDB will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, the FPD WDB will revise the invoice and the adjusted budget upon resolution of the dispute.

## **PARTNER CONTRIBUTION AMOUNTS**

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The attached table (Exhibit #3) shows how much, on average, each Partner will contribute each year to the cost of operating the comprehensive St. Tammany Tri-Parish Works Center in the FPD WDB local area.

## **DISPUTE RESOLUTION**

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All Parties will actively participate in IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the Dispute Resolution section of the MOU must be followed.

If Partners have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered. Failure by only one (1) of the required Partners to reach consensus with respect to the infrastructure costs in the IFA will trigger implementation of the SFM, even if all required Partners except one agree on the terms of the IFA.

### **STEP 1: Notice of failure to reach consensus given to the Governor.**

If the Parties cannot reach consensus on methods of sufficiently funding the comprehensive center's infrastructure costs and the amounts to be contributed by each Partner program, the FPD WDB is required to notify the Governor.

### **STEP 2: Negotiation materials provided to Governor.**

The FPD WDB Chair (or designee) must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but not later than ten (10) business days thereafter. At a minimum, the FPD WDB Chair (or designee) must provide to the Governor:

- the local WIOA plan,
- the cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
- the proposed amounts or budget to fund infrastructure costs,
- the amount of Partner funds included,
- the type of funds (cash, non-cash, in-kind contributions) available,
- any partially agreed upon, proposed or draft IFAs.

The FPD WDB may also provide the Governor with additional materials that they or the Governor find to be appropriate.

### **STEP 3: Governor Determinations and Calculations.**

The Governor will:

- determine Center infrastructure budget,
- establish cost allocation methodology(s),
- determine Partners' proportionate shares,
- calculate statewide caps,
- assess the aggregate total of infrastructure contributions as it relates to the statewide cap, and
- adjust allocations.

Once all determinations and calculations are completed, the Governor will notify the FPD WDB Chair (or designee) of the final decision and provide a revised IFA for execution by the Parties.

Step 4: IFA Execution.

The IFA becomes effective as of the date of signing by the final signatory.

Programs may appeal the Governor's determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

### **MODIFICATION PROCESS**

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All Parties agree to abide by the process for modification, as outlined in the Modification section of the MOU.

### **EFFECTIVE PERIOD**

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This IFA is entered into on July 1, 2020. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2023, unless any of the reasons in the termination section of the MOU apply.

### **DEFINITIONS**

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See Exhibit #4 for a list of applicable terms and definitions.

### **DATA SHARING**

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Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.



Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this IFA, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the Center network only after the informed written consent of the individual has been obtained, where required.
- Customer Data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)).

All one-stop center and Partner staff will be trained in the protection, use and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

## **CONFIDENTIALITY**

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All parties expressly agree to abide by all applicable Federal, State and local laws and regulations regarding confidential information including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20USC 1232g and 34 CFR Part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out the respective responsibilities, each Part shall respect and abide by the confidentiality policies and legal requirements of all the other Partners.

Each Partner will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in the MOU and will comply with applicable law.

Each Partner will ensure that access to software systems and files under its control that contain PII of other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable

law. Each Partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible to unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Partners for the Partners' performance of their obligations under the MOU and IFA, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications to be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payment of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreements must comply with the requirements set forth in 34 CFR 361.38.

**Infrastructure Funding Agreement**

**EXHIBIT #1**

**FPD WDB ONE-STOP CENTER  
OPERATING BUDGET**

	A	B	C	D	E	F	G	H	I	J
1	<b>First Planning District AJC Operating Budget</b>		ESTIMATE 2020-21							
2	<b>Cost Category</b>	<b>Cost Pool</b>	<b>Cost Items</b>	<b>Allocation Base</b>	<b>Cost Per Year</b>		<b>ESTIMATED ANNUAL BUDGET OUTPUT</b>			
3	Infrastructure	Facilities-Direct	Lease-Direct Space	Direct Square Footage	\$ 33,964.00		WIOA			
4	Infrastructure	Facilities-Shared	Lease-Resource Area	Customers Served	\$ 20,636.00		SHARED CAREER SERV			10110.00
5	Infrastructure	Facilities-Common Area	Lease-Common Space	Percentage of Total Staff Hours	\$ 14,700.00		SUPPLIES			4800.00
6							MAINT COPIER			0.00
7							TELE/INTERNET			8357.00
8	Infrastructure	General Office Expense	Liability Insurance	Percentage of Total Staff Hours	\$ 1,000.00					23267.00
9							LWC			
10	Infrastructure	General Office Expense	Telecommunications and Internet	Percentage of Total Staff Hours	\$ 8,357.00		RENT			69300.00
11	Infrastructure	General Office Expense	Office Supplies	Percentage of Total Staff Hours	\$ 5,300.00		LIAB INS			1000.00
12	Infrastructure	General Office Expense	Postage Machine Rental/Postage	Percentage of Total Staff Hours	\$ 3,300.00		POSTAGE METER			3300.00
13	Infrastructure	General Office Expense	Copier Rental	Percentage of Total Staff Hours	\$ 2,400.00		RENTAL EQUIP			2400.00
14	Infrastructure	General Office Expense	Repair/Maint. Equipment	Percentage of Total Staff Hours	\$ -		SUPPLIES			500.00
15	Other Costs	Shared Personnel Costs	Resource Room Staff Salaries	Customers Served	\$ 7,625.00					76500.00
16	Other Costs	Shared Personnel Costs	Resource Room Staff Fringe	Customers Served	\$ 2,485.00		GRAND TOTAL			99767.00
17										
18				TOTAL	\$ 99,767.00					
19										
20										
21		<b>Total Cost By Allocation Base</b>								
22										
23		Customers Served	\$ 30,746.00							
24		Square Footage	\$ 33,964.00							
25		Percentage of Total Staff Hours	\$ 35,057.00							
26		GRAND TOTAL	\$ 99,767.00							

**Infrastructure Funding Agreement**

**EXHIBIT #2**

**COST ALLOCATION METHODOLOGY  
EXCEL SPREADSHEETS**

	A	B	C	D
1	<b>First Planning District AJC Operating BUDGET ESTIMATE 2020-21</b>			
2		Cost Basis	Monthly	Annually
3	<b>COST AND EXPENSES</b>			
4				
5	<b>INFRASTRUCTURE</b>			
6	<i>Facilities costs</i>			
7	Rent-Direct Space	Direct Square Footage	\$ 2,830	\$ 33,964
8	Rent-Shared Space	Customers Served	\$ 1,720	\$ 20,636
9	Rent-Common Areas for Housed Partners	Staff Hours	\$ 1,225	\$ 14,700
10	<i>Utilities and Maintenance</i>			
11				
12			\$ -	\$ -
13				
14			\$ -	\$ -
15	<i>General Office Expense</i>			
16	Telecom and Internet	Staff Hours	\$ 696	\$ 8,357
17	Office Supplies	Staff Hours	\$ 442	\$ 5,300
18	Postage Machine Rental/Postage	Staff Hours	\$ 275	\$ 3,300
19	Copier Rental	Staff Hours	\$ 200	\$ 2,400
20	Repairs and Maintenance	Staff Hours	\$ -	\$ -
21	Liability Insurance	Staff Hours	\$ 83	\$ 1,000
22	<b>TOTAL INFRASTRUCTURE COSTS</b>		<b>\$ 7,471.42</b>	<b>\$ 89,657</b>
23				
24	<b>OTHER SHARED COSTS</b>			
25				
26	Resource Room Staff Salaries	Customers Served	\$ 635	\$ 7,625
27	Resource Room Fringe Benefits	Customers Served	\$ 207	\$ 2,485
28	<b>TOTAL SHARED COSTS</b>		<b>\$ 843</b>	<b>\$ 10,110</b>

	A	B	C
1	First Planning District AJC Customers Served in the AJC (Estimate) 2020-21		
2	<b>Partner Program</b>	<b># of Customers Served</b>	<b>% of Total Customers Served</b>
3	WIOA	700	22.24%
4	Wagner Peyser	1450	46.08%
5	Jobs for Veterans	386	12.27%
6			0.00%
7	TAA	0	0.00%
8	UI	400	12.71%
9	NFJP	0	0.00%
10	Senior Employment	5	0.16%
11	Adult Education	20	0.64%
12	Vocational Education - Carl Perkins	20	0.64%
13	Voc Rehab	86	2.73%
14	HUD	10	0.32%
15	TANF	40	1.27%
16			
17			
18	CSBG	30	0.95%
19			
20	Total	3147	100.00%

	A	B	C	D	E
1	First Planning District AJC PARTNERS		2020-21		
2	TOTAL STAFF HOURS PAYMENT RATIO				
3	Partner Program			Total Weekly Staff Hours	Payment Ratio
4	WIOA			390	52.000%
5	Wagner Peyser (Includes MSFW)			200	26.667%
6	Jobs for Veterans			40	5.333%
7					0.000%
8	TAA			0	0.000%
9	UI			0	0.000%
10	NFJP			0	0.000%
11	Senior Employment			0	0.000%
12	Adult Education			0	0.000%
13	Vocational Education - Carl Perkins			0	0.000%
14	Vocational Rehabilitation Services			120	16.000%
15	HUD Employment and Training			0	0.000%
16	TANF			0	0.000%
17				0	0.000%
18					
19	CSBG			0	0.000%
20	Totals			750	100.000%



	A	B	C	D	E
1	First Planning District AJC	2020-21			
2	Square Footage Payment Ratio				
3	Partner Program	Number of Days Occupied Per Week	Direct Sq. Ft.. Assigned Per Entity	% of Total Square Footage	
4	WIOA	5	857.00	34.5147%	
5	Wagner Peyser (Includes MSFW)	5	418.00	16.8345%	
6	Jobs for Veterans	5	77.00	3.1011%	
7				0.0000%	
8	TAA	0	0.00	0.0000%	
9	UI	0	0.00	0.0000%	
10	NFJP	0	0.00	0.0000%	
11	Senior Employment	0	0.00	0.0000%	
12	Adult Education	0	0.00	0.0000%	
13	Vocational Education - Carl Perkins	0	0.00	0.0000%	
14	Vocational Rehabilitation Services	5	1131.00	45.5497%	
15	HUD Employment and Training	0	0.00	0.0000%	
16	TANF	0	0.00	0.0000%	
17					
18					
19	CSBG	0	0	0.0000%	
20	Total Direct Space Occupied		2483.00	100.0000%	
21					
22					
23			Square Footage	Cost per Area	Cost Per Month
24	Total Entity Direct Space		2483.00	\$34,762.00	\$2,896.83
25	Total common Areas used by Located Partners		1050	\$14,700.00	\$1,225.00
26	Total Shared Areas		1417	\$19,838.00	\$1,653.17
27	Total		4950	\$69,300.00	\$5,775.00
28					
29	Rent		\$69,300.00		
30	Cost Per Square Foot		\$14.00		

**Infrastructure Funding Agreement**

**EXHIBIT #3**

**PARTNER CONTRIBUTIONS  
EXCEL SPREADSHEET**

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S
1	First Planning District AIC MONTHLY ALLOCATED SHARE OF TOTAL COSTS BY PARTNER 2020-21																	
2		Total Shared Costs	Allocation Base	WIOA Title 1	Wagner Peyser LWC	Jobs for Veterans LWC	TAA LWC	UI LWC	NFJP M.E.T	Senior Employment N.A.F.H.E.	Adult Ed LT.C.T.S	Voc Ed - Carl Perkins	Voc. Rehab LWC	HUD	TANF D.C.S.F			CSBG LWC
3	<b>COST AND EXPENSES</b>																	
4																		
5	<b>INFRASTRUCTURE</b>																	
6	<i>Facilities costs</i>																	
7	Rent-Direct Space	\$2,830.33	Direct Square Footage	\$976.88	\$476.47	\$87.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,289.21	\$0.00	\$0.00			\$0.00
8	Rent-Shared Space (Resource Area)	\$1,719.67	Customers Served	\$382.51	\$792.35	\$210.93	\$0.00	\$218.58	\$0.00	\$2.73	\$10.93	\$10.93	\$46.99	\$5.46	\$21.86			\$16.39
9	Rent-Common Areas	\$1,225.00	Staff Hours	\$637.00	\$326.67	\$65.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.00	\$0.00	\$0.00			\$0.00
10	<i>Utilities and Maintenance</i>																	
11																		
12																		
13																		
14																		
15	<i>General Office Expense</i>																	
16	Telecom and Internet	\$696.42	Staff Hours	\$362.14	\$185.71	\$37.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111.43	\$0.00	\$0.00			\$0.00
17	Office Supplies/Furniture	\$441.67	Staff Hours	\$229.67	\$117.78	\$23.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.67	\$0.00	\$0.00			\$0.00
18	Postage and Freight	\$275.00	Staff Hours	\$143.00	\$73.33	\$14.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00	\$0.00	\$0.00			\$0.00
19	Copier Rental	\$200.00	Staff Hours	\$104.00	\$53.33	\$10.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	\$0.00			\$0.00
20	Repairs and Maintenance	\$0.00	Staff Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
21	Liability Insurance	\$83.33	Staff Hours	\$43.33	\$22.22	\$4.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.33	\$0.00	\$0.00			\$0.00
22	<b>TOTAL INFRASTRUCTURE COSTS</b>	<b>\$7,471.42</b>		<b>\$2,878.53</b>	<b>\$2,047.86</b>	<b>\$454.51</b>	<b>\$0.00</b>	<b>\$218.58</b>	<b>\$0.00</b>	<b>\$2.73</b>	<b>\$10.93</b>	<b>\$10.93</b>	<b>\$1,803.63</b>	<b>\$5.46</b>	<b>\$21.86</b>			<b>\$16.39</b>
23																		
24	<b>SHARED CAREER SERVICES</b>																	
25	Resource Room Staff Salaries	\$635.42	Customers Served	\$141.34	\$292.77	\$77.94	\$0.00	\$80.76	\$0.00	\$1.01	\$4.04	\$4.04	\$17.36	\$2.02	\$8.08			\$6.06
26	Resource Room Fringe Benefits	\$207.08	Customers Served	\$46.06	\$95.41	\$25.40	\$0.00	\$26.32	\$0.00	\$0.33	\$1.32	\$1.32	\$5.66	\$0.66	\$2.63			\$1.97
27	<b>TOTAL SHARED CAREER SERVICES</b>	<b>\$842.50</b>		<b>\$187.40</b>	<b>\$388.19</b>	<b>\$103.34</b>	<b>\$0.00</b>	<b>\$107.09</b>	<b>\$0.00</b>	<b>\$1.34</b>	<b>\$5.35</b>	<b>\$5.35</b>	<b>\$23.02</b>	<b>\$2.68</b>	<b>\$10.71</b>			<b>\$8.03</b>
28																		
29	<b>TOTAL COSTS</b>	<b>\$8,313.92</b>	MONTHLY	<b>\$3,065.93</b>	<b>\$2,436.05</b>	<b>\$557.85</b>	<b>\$0.00</b>	<b>\$325.66</b>	<b>\$0.00</b>	<b>\$4.07</b>	<b>\$16.28</b>	<b>\$16.28</b>	<b>\$1,826.65</b>	<b>\$8.14</b>	<b>\$32.57</b>			<b>\$24.42</b>
30	<b>ANNUAL</b>	<b>99767.00</b>	<b>ANNUAL</b>	<b>36,791.17</b>	<b>29,232.61</b>	<b>6,694.16</b>	<b>-</b>	<b>3,907.98</b>	<b>-</b>	<b>48.85</b>	<b>195.40</b>	<b>195.40</b>	<b>21,919.85</b>	<b>97.70</b>	<b>390.80</b>			<b>293.10</b>

**Infrastructure Funding Agreement**

**EXHIBIT #4**

**APPLICABLE TERMS & DEFINITIONS**

## DEFINITIONS

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### One-Stop Delivery System

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The one-stop delivery system (also referred to as the American Job Center network and in Louisiana known as The Business & Career Solutions Center network) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop Partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]

### Required One-Stop Partners

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#### •Department of Labor

##### ■WIOA Title I Programs

°Adult, Dislocated Worker, and Youth formula programs;

°Job Corps;

°YouthBuild;

°Native American Programs;

°Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);

■Wagner Peyser Act Employment Service program authorized under the Wagner Peyser Act (29 USC 49 et seq.), as amended by WIOA Title III;

■Senior Community Service Employment (SCSEP) authorized under Title V of the Older Americans Act of 1965;

■Trade Adjustment Assistance (TAA) activities authorized under Chapter 2 of Title II of the Trade Act of 1974;

■Unemployment Compensation (UC) programs;

■Jobs for Veterans State Grants (JVSG) programs authorized under Chapter 41 of Title 38, USC;

■Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program authorized under Sec. 212 of the Second Chance Act of 2007 (42 USC 17532) and WIOA Sec. 169;

●Department of Education

- Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA Title II;
- Career and Technical Education Programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);

- The State Vocational Rehabilitation (VR) Services program authorized under Title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), as amended by WIOA Title IV;

●Department of Housing and Urban Development

- Employment and training programs;

●Department of Health and Human Services

- Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 USC 9901 et seq.); and
- Temporary Assistance for Needy Families (TANF) program authorized under part A of Title IV of the Social Security Act (42 USC 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b)

[WIOA Sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405; and 34 CFR 463.400-405]

**Infrastructure Costs**

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Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA Sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

**Additional Costs**

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Must include the costs of the provision of career services in Sec. 134(c)(2) applicable to each program consistent with Partner program's applicable Federal statutes and allocable based on cost principles of the Uniform Guidance at 2 CFR Part 200 and may include shared operating costs and shared services.

[WIOA Sec. 121(i)(2); 20 CFR 678.760(b); 34 CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

## **Shared Operating Costs and Shared Services**

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Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

[WIOA Sec. 121(i)(2); 20 CFR 678.760(b); 34 CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

## **One-Stop Operating Budget**

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The one-stop operating budget of the comprehensive one-stop center (also known as the Business & Career Solutions Center -- B&CSC or the American Job Center -- AJC) is the financial plan that the one-stop partners, the CEO, and the local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA Sec. 121©(2)(A) and 20 CFR 678.500(b).

The one-stop operating budget may be considered the master budget that contains a set of individual budgets or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA Sec. 121(h)(4); and additional costs which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA Sec. 121(i). The one-stop operating budget must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

## **Infrastructure Funding Agreement (IFA)**

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The IFA contains the infrastructure costs budget that is an integral component of the overall one-stop operating budget. The other component of the one-stop operating budget consists of applicable career services, shared operating costs, and shared services, which are considered additional costs. While each of these components covers different cost categories, an operating budget would be incomplete if any of these costs categories were omitted, as all components are necessary to maintain a fully functioning and successful local one-stop delivery system. Therefore, the Departments strongly recommend that the local WDB, one-stop partners, and CEO's negotiate the IFA, along with additional costs when developing the operating budget for the local one-stop system. The overall one-stop operating budget must be included in the MOU. IFAs are a mandatory component of the local MOU, described in WIOA Sec. 121(c) and 20 CFR 678.500 and 678.755.

The Departments also consider it essential that the IFA include the signatures of individuals with authority to bind the signatories to the IFA, including all one-stop partners, CEO, and local WDB participating in the IFA.

EGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 17-18 and Attachment II)]

### **Funding Types**

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**Cash –** Cash funds provided to the local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

**Non-cash –**

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program used by the one-stop center.

**Third-party In-kind –**

- Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
  - Support the one-stop center in general; or
  - Support the proportionate share of one-stop infrastructure costs of a specific partner

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

### **Allocation**

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Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

### **Cost Objective**

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Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc.

[2 CFR 200.28]