

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE MOHAVE/LA PAZ WORKFORCE DEVELOPMENT BOARD (WDB) AND MOHAVE COUNTY TO ALLOW THE MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT (MCCSD) TO PROVIDE WIOA TITLE I B SERVICES AND TO ADDRESS POTENTIAL CONFLICTS OF INTEREST

A) PURPOSE:

The purpose of this Agreement is to provide an instrument for the Mohave/La Paz Workforce Development Board (WDB) to select Mohave County's designee, the Mohave County Community Services Department, to be the provider of Career Services for WIOA Title I B Adult and Dislocated Worker and to provide case management and other services for WIOA Youth for Mohave La Paz Workforce Development Area (WDA) in accordance with the attached Scope of Services. In addition this MOU recognizes WDB approved firewalls to mitigate potential conflicts of interest between provider of service and oversight of those services and the grantee/fiscal agent.

B) BACKGROUND:

The Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 was signed into law on July 22, 2014. The Act took effect on July 1, 2015 and Final Rules were issued for WIOA by Department of Labor on August 19, 2016 in the Federal Register, Vol.81,no. 161.

Mohave County and La Paz County have duly constituted themselves to be the Mohave/La Paz Workforce Development Area for purposes of WIOA Section 107(c)(1)(B), and the Chief Local Elected Officials, hereinafter referred to as "CLEO", have constituted themselves as the Mohave County and La Paz County Boards of Supervisors Chairpersons. The Workforce Development Area shall be governed by the Chief Local Elected Officials (CLEO) of each member jurisdiction, or the designee thereof, as provided in the Partnership Agreement or IGA.

Mohave County Board of Supervisors is the grant recipient and fiscal agent as outlined in WIOA 107(d)(12)(B)(I)(II) and is the lead CLEO (LCLEO) per the Partnership Agreement between Mohave and La Paz Counties. As the LCLEO, the Mohave County Board of Supervisor's Chairman has signatory authority to sign contracts and enter into agreements related to the WIOA.

The purpose of the Workforce Development Board (WDB) is defined as (20 CFR 679.300(b):

1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and planning region;
2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
3. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

The WDB with the agreement of the CLEO is responsible for the selection of Operators and Providers of Career Services and Eligible Training Providers and where appropriate terminate such providers (WIOA section 107 (d)(10)). The One Stop Operator had to be competitively procured according to WIOA section.107 (g)., however, according to Department of Labor guidance there is no clear statutory requirement for provision of career services and therefore Local WDB's do not have to undertake a competitive process to offer career services (WIOA Final Rule, Federal Register, Vol. 81, No.161 August 19, 2016, p.16105.) Also, the grant recipient/designated fiscal agent has the option to provide directly some or all of youth workforce investment activities (20 CFR 681.400). However, Department of Labor TEGL 21-16, indicates that this is a decision of the local board not the grant recipient/fiscal agent.

A request for proposal (RFP) 17-P-02 was issued by Mohave County Procurement Department on February 28, 2017 and on June 5, 2017 the Mohave County Board of Supervisors awarded a contract to Goodwill Industries of Northern Arizona to provide One Stop Operator and WIOA Title I Adult, Dislocated Worker Career Services based upon recommendation by the WDB RFP Review Committee. The Mohave/ La Paz WDB is not a legal entity capable of awarding contracts directly to service providers. Mohave County, the WIOA grantee agreed to continue to provide its WIOA Youth program services through its Community Services Department.

At the October 17, 2018 WDB Meeting, Goodwill of Central and Northern Arizona announced that it would be ending its contract for WIOA One Stop Operator and provider of career services for the Adult and Dislocated Worker programs for the WDA effective December 31, 2018. At that meeting the WDB wanted Mohave County Community Services Department (MCCSD) to take over the provision of these services. The One Stop Operator would need to be competitively procured per WIOA. The One Stop Operator procurement, RPF 18P09, was issued by Mohave County Procurement Department on November 21, 2018 and award was made by the Mohave County Board of Supervisors on January 22, 2019 to Jason Millin, independent contractor, based upon the WDB Review Committee recommendation. At the January 16, 2019 WDB meeting the board voted unanimously for MCCSD to provide career services for WIOA Title I B, Adult, DW and to operate the WIOA Youth Program, providing case management and other services through June 30, 2020. MCCSD explained that it would follow the same local performance standards that were in the previous contract with Goodwill. The board also established the WDB Performance Review Committee as a means to mitigate any potential conflict of interest, establish appropriate firewalls, and provide oversight.

At the July 17, 2019 WDB Meeting the board approved a Memorandum of Understanding with Mohave County that addresses potential conflicts of interest and identifies Mohave County Community Services as the provider of Career Services for WIOA Title I B Adult and Dislocated Worker and to provide case management and other services for WIOA Youth. This MOU was signed by the Mohave County Board of Supervisors on August 6, 2019. The duration of the agreement was through June 30, 2020.

C) CONFLICT OF INTEREST/FIREWALLS:

Local organizations often function simultaneously in a variety of roles, including local fiscal agent, Local WDB staff, one-stop operator, and direct provider of services. Any organization that has been selected or otherwise designated to perform more than one of these functions must develop a written agreement with the Local WDB and CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy (20 CFR 679.430). The same person or department cannot both provide services and oversee/monitor the provision of those services (Joint WIOA Final Rule, page 55898; Federal Register, Vol 81, no. 161, August 19, 2016). There must be appropriate firewalls between staff providing services and staff responsible for oversight and monitoring of services to ensure that the same person or department is not overseeing, monitoring, and evaluating its own performance in providing services. This provision applies when the same entity is a direct service provider and provides staff to the LWDB, or when the one stop operator serves also as a direct service provider (20 CFR 678.625).

D) WDB PERFORMANCE REVIEW COMMITTEE:

In an effort to prevent any conflict of interest and to establish firewalls between MCCSD as representative of the grantee/fiscal agent and a provider of career services for Title 1 B Adult, Dislocated Worker and Youth, and also the agency that would be responsible for oversight and monitoring of those services, the WDB established the WDB Performance Review Committee as Standing Committee of the WDB with the responsibilities listed below:

1. Develop, review and approve local performance standards for contractors/service providers;
2. Review fiscal and programmatic performance of contractors/service providers;
3. Report to the WDB on contractor/service provider performance;
4. Make recommendations to the WDB for corrective action regarding service provider deficiencies and corrective action plans;
5. Review monitoring results and make recommendations to the WDB;
6. Make recommendations to the WDB regarding renewal of contracts or MOU's for contractors/service providers.;

In addition to the Performance Review Committee and Local WDB performance standards for enrollment and expenditure of funds and business services, MCCSD and the WDB acknowledge the following firewalls to ensure no potential conflicts of interest or mismanagement arise:

1. MCCSD financial administration, including WIOA funding, is monitored by Mohave County Finance Department and must meet Mohave County fiscal controls on an ongoing basis. In addition, Arizona Department of Economic Security (ADES) performs fiscal monitoring of the grant at least annually.
2. The WDB has developed the WDB Monitoring Policy for both program and fiscal monitoring that applies to any contractor including MCCSD and will involve oversight of the WDB Performance Review Committee.
3. ADES annually monitors MCCSD WIOA programs.

4. The WDB understands that the board could hire a Director and staff to the board out of WIOA administration funds; however, the WDB has not chosen to exercise this option. In Mohave/La Paz WDA, the LCLEO appointed the WDA Director to assist the WDB in the performance of its duties and the WDB supports this appointment. The WDA Director is also the Mohave County Community Services Director who has 23 years of federal grant administration experience and MCCSD has administered workforce development programs since 1998. The MCCSD is also responsible for overseeing Mohave County Housing Authority and other community revitalization programs for the county. The Director is not paid out of WIOA funds and the MCCSD is not reliant on being the WIOA Title I B Adult, DW and Youth service provider. MCCSD operates these programs at the request of the WDB and the CLEOs. The MCCSD has outsourced programs in the past as directed by the WDB and the CLEOs.
5. The Workforce Program Manager is responsible for WIOA program operations and supervision of staff and as contractor of services for Title 1B Adult, Dislocated Worker and Youth program, reports to the WDB Performance Review Committee and the WDB. The Workforce Program Manager is housed within the Mohave County Community Services Department (MCCSD) and reports to the MCCSD/WDA Director under the county system. However, the MCCSD/WDA Director is not involved in the day to day operations or direct supervision of program staff.

E) SCOPE OF SERVICES:

MCCSD agrees to operate the WIOA Title I Adult, Dislocated Worker and Youth Program and provide career services and Youth Program case management and other services as directed by the WDB, with the approval of the Lead Chief Local Elected Official (LCLEO), the Chairman of the Mohave County Board of Supervisors, in accordance with Attachment A- Scope of Services.

MCCSD understands that as a service provider under WIOA Title I, the department, as a part of Mohave County government, is considered a sub-recipient of federal funds and must follow the uniform guidance at 2 CFR Part 200, including the contractual provisions in 2 CFR 200.326 and 2 CFR part 2900. Mohave County has also agreed to the above in Intergovernmental Agreements with ADES.

WDB agrees to implement appropriate firewalls as specified herein so as to fulfill the purposes of this MOU, and MCCSD agrees to comply with the WDB implemented firewalls.

F) DURATION:

This Agreement shall become effective upon approval by the Mohave County Board of Supervisors and the Mohave La Paz Workforce Development Board (WDB) and execution of this Agreement by the parties' authorized representatives, and shall continue through June 30, 2021.

G) METHOD OF PAYMENT:

Payments will be made on a cost reimbursement basis. MCCSD bills Arizona Department of Economic Security (ADES) on a monthly basis. MCCSD provides Monthly Expenditure and Cash Draw Reports and Detailed Expenditure Breakdown to ADES. The WDB approves expenditures at their quarterly meetings.

H) TERMINATION:

This Agreement may be terminated for breach, default, cause or convenience by either party by giving thirty (30) days written notice to the other party of its intention to terminate this Agreement.

I) MODIFICATION:

This Agreement may be modified at any time with written notice of the WDB or LCLEO and with written agreement of the parties.

J) RENEWAL:

This Agreement may be renewed at the request of the WDB and the written agreement of LCLEO for an additional one (1) year period.

K) DISPUTES, GRIEVANCE AND CLAIMS:

Disputes should be resolved at the lowest level and would first involve a meeting of the MCCSD Director and WDB Chair. If resolution is not achieved at that level, a meeting between WDB, MCCSD and the LCLEO will be called to reach a resolution. If resolution is still not be achieved, all the parties agree to submit the disputes arising out of or relating to this agreement through arbitration, to the extent required by A.R.S. §§ 12-1518(B) and 12-133, except as may be required by other applicable statutes.

L) PERFORMANCE REPORTING:

MCCSD reports programmatic and fiscal performance to the WDB Performance Review Committee on a monthly basis, which in turn reports to the WDB quarterly. MCCSD also reports to ADES as follows: No later than the 30th day following each month in which services were provided during the contract term, the Contractor shall submit financial reports to ADES in the form set forth within that contract and will submit ETA 9130 Quarterly Report within thirty (30) days after the end of the quarter.

M) MONITORING:

MCCSD is continually monitored by the WDB Performance Review Committee and the WDB for compliance with local performance standards. Also, MCCSD follows the WDB Monitoring Policy which calls for an audit annually for any contractor which will be an internal

programmatic and fiscal audit to be conducted at the end of the fiscal year in accordance with the policy and 20 CFR 683.410 and the uniform administrative requirements at 29 CFR parts 95 and 97. In addition, ADES will monitor the MCCSD annually and /or any subcontractor(s) who shall cooperate in the monitoring of services delivered; facilities; records maintained and fiscal practice.

N) RECORDS:

All records are the property of the Mohave La Paz/Workforce Development Area, Mohave County, ADES, and U.S. Department of Labor and are subject to inspection and audit. MCCSD must retain these records for five (5) years after the date of their last expenditure report. If any litigation, claim, negotiation, or audit is started before the expiration of the five (5) year period, all records related to this agreement must be retained until all findings have been resolved and final action taken or until the end of the regular five (5) year period, whichever is later.

O) AUDIT:

All records shall be subject to inspection and audit by the U.S. Department of Labor and the State of Arizona at reasonable times. Upon request, MCCSD shall produce the original of any or all such records. The WIOA program is subject to Federal Single Audit Act requirements.

P) COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS:

MCCSD will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

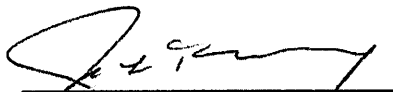
- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
- Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52.1

- 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I-financially assisted program or activity, and to all agreements the contractor makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands the United States has the right to seek judicial enforcement of this assurance.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth opposite their signatures below.

MOHAVE/LA PAZ WORKFORCE DEVELOPMENT
BOARD


By: J. Throneberry, Chairman

4-17-2020
Date


MOHAVE COUNTY, a body politic and corporate
and political subdivision of the State of Arizona


By: Jean Bishop, Chairman of the
Mohave County Board of Supervisors

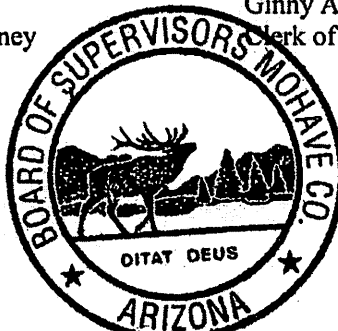
06/01/2020
Date

APPROVED AS TO FORM AND
AUTHORITY TO ENTER AGREEMENT:

ATTEST:


Ryan Esplin
Deputy Mohave County Attorney


Ginny Anderson
Clerk of the Board



ATTACHMENT A –SCOPE OF SERVICES

1. WIOA Adult and Dislocated Worker Programmatic Elements

MCCSD agrees to operate WIOA Title 1 B Adult and Dislocated Worker Program in accordance with federal regulation, state and local policies and procedures, the State of Arizona Workforce Development Plan and Mohave/La Paz Workforce Development Area Plan

The following details WIOA or local process requirements related to direct service delivery and operational oversight of Mohave/La Paz Workforce Development Area program.

Outreach and Communications: MCCSD must work to inform the greater community of services, resources and programs by WIOA. Activities will include:

- **Community Outreach:** MCCSD shall establish and maintain key community relationships to ensure that their funded programs are known by the general public and area employers. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations;
- **Online Presence:** MCCSD shall be visible and proactive with an online presence through an updated website and appropriate social media. The ARIZONA@WORK logo should appear on any and all communications for funded programs.
- **Special Events:** MCCSD shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WIOA, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs; and
- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans' Act," Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.).

Eligibility:

- An **Adult** is identified as an individual 18 years of age or older who is either a US Citizen or has the Right to Work in the US. All males who are born on or after 01/01/1960 must be in compliance with Selective Service registration requirements or meet the allowable exclusions. The candidate must meet the requirement of low income, either receiving public assistance or qualifying via the current Lower Living Standard Income Level (LLSIL)

income guidelines published by the Arizona Department of Economic Security. Candidates between the ages of 18 and 24 who are not attending school should be referred to the Youth Program to determine if that is a better fit for enrollment.

- A **Dislocated Worker (DW)** is defined as an individual who is 18 years of age, a US Citizen or has the Right to Work in the US and the additional criteria of one of the following categories: Laid Off or Terminated through no fault of his/her own; Plant Closure; Formerly Self-Employed; or Displaced Homemaker.

Individual Employment Plan (IEP) – Adult & DW: MCCSD will be required to develop an IEP with each program participant. The IEP is developed based upon the results of the participant's assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills, and job retention skills. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Mohave/La Paz Workforce Development (WDA) Plan.

Based on individual needs, an IEP may also include a plan for financial counseling, and referrals for mental health services, drug and alcohol rehabilitation, housing services, legal aid, and other necessary social services that are employment-focused.

Services: MCCSD must address the services to be delivered under the program. Services to be provided must include outreach to both employers and job seekers, business services, career services, to include eligibility determination, assessment, referral to and coordination with support MCCSDs, case management, training, job search and placement assistance, job development, and follow-up services for adults and youth.

Timely & Accurate Data Entry: MCCSD will be required to utilize the Arizona Job Connection and the Workforce Database to print the WDA approved Supportive Services and ITA forms and document services per the Case Management Policy. This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. **MCCSDs will be required to enter all participant data/updates within five (5) business days from the date of the service into the Arizona Job Connection and will utilize the Workforce Database for forms at the time of service.** WC will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the funded partner's use of the MIS.

Short-Term Prevocational Services: Services that are designed to assist with developing participant's learning skills, communication skills, interviewing skills, and professional conduct that will be essential to securing unsubsidized employment. The MCCSD will utilize the Seven Step to Work Readiness series of workshop presentations and accompanying handouts.

Occupational Skills Training: MCCSDs are required to provide training services from approved training providers. A list of training providers can be found on the Eligible Training Provider List (ETPL) located at www.AZJobConnection.gov.

On-the-Job Training (OJT): An OJT is a training activity that pays a wage subsidy to employers for a new employee's pre-determined training period. An OJT is appropriate when the need for training has been identified in the IEP. OJT's must be with an employer that will commit to full time, permanent employment for the participant at the end of the OJT contract term. MCCSD will follow the WDB approved OJT Policy and accompanying forms.

Customized Training: Training that is designed to meet the special requirements of an employer or group of employers that is conducted with a commitment by the employer(s) to employ an individual on successful completion of the training. The employer must pay at least 50% of the total cost of the training.

Incumbent Worker Training: Training for an existing employee, or group of employees, to receive upgraded skills training that increases their competencies and is needed to retain or advance in employment.

Internships and Work Experience: A temporary activity (generally six months or less) which provides a person with the opportunity to gain the skills and knowledge necessary to perform a job, including work habits and behaviors, and which may be combined with classroom or other training. A Work Experience (WEX) may be paid an hourly training stipend based on the complexity of the job duties to be learned. WEX contracts will be created and hours worked documented through the Workforce Database.

Participant -Services: Based on assessment results and the documented client's needs for services, providers shall be able provide services that will assist with the barriers in order to successfully achieve the goals outlined in the Individual Employment Plan (IEP). Mohave/La Paz Policies & Procedures will be provided as guidance and the Workforce Database will be utilized for appropriate forms obligation requests.

Follow-Up Services: MMCSO shall follow up on the status of exited participants for a minimum of (1) year to ensure that the area's negotiated performance levels are met, including that those who received occupational training or skills upgrade services obtained a recognized credential, that the exited participant has wages in both the second and fourth quarters following the quarter in which they exited. The average wage of the exited participants must meet or exceed that set in the negotiated performance levels.

2. WIOA Required Partners

WIOA identifies the following as "core" partner programs:

- Adult, Dislocated Worker and Youth Programs;
- Adult Education;
- Wagner-Peyser Employment Services; and
- Vocational Rehabilitation.

In addition to the core programs, WIOA also identifies the following required One-Stop system partner programs:

- Career and Technical Education;
- Community Services Block Grant;
- Indian and Native American Programs;
- HUD Employment and Training Programs;
- Job Corps;
- Local Veterans Employment Representatives (LVER) and Disabled Veterans Outreach Program (DVOP);
- National Farmworker Jobs Program;
- Senior Community Service Employment Program;
- Temporary Assistance for Needy Families (TANF);
- Trade Adjustment Assistance Programs;
- Unemployment Compensations Programs; and
- YouthBuild.

3. Mohave/La Paz WDB (WDB) One-Stop Delivery System Roles and Responsibilities:

A) WDB shall be responsible for:

- Overseeing and evaluating the management, operations and performance of all programs funded by WIOA;
- Monitoring ARIZONA@WORK Job Center(s) (AWJC) and Affiliate Sites and One Stop Operator's performance, quality of service, cost and effectiveness.

B) MCCSD shall be responsible for:

- Providing front line staff for the (AWJC) including a full-time front desk receptionist for the Kingman Comprehensive Job Center.
- Following federal and state policies, procedures, and rules that may impact the operations of the program(s).
- Creating user account access for the Arizona Job Connection database and the Workforce Database.
- Ensuring compliance with all rules, regulations, policies, procedures, including the use of standardized forms issued by each funding source;
- Processing payments for approved training expenditures, including all occupational skills training, incumbent worker training and customized training payments and reimbursement payments for On-the-Job Training (OJT) contracts;
- Processing payments for approved Participant Services;
- Overseeing the One Stop Operator and area AWJC's to ensure compliance with WIOA regulations pertaining to the One-Stop Delivery System and MOHAVE/LA PAZ WDB policy;
- Acting as a liaison between the One Stop Operator and other co-located partners (e.g. resolving disputes, addressing grievances, modifying MOUs, etc.);

- Coordinating the costs of operations of the (AWJC) and billing seated partners; and
- Ensuring that Mohave/La Paz WDB strategic initiatives are implemented in the delivery of services

4. WIOA Adult and Dislocated Worker Program Specific Scope of Work

4.1) Career and Training Services

MCCSD agrees to the provision of career and training services at the (AWJCs) include, but are not limited to:

- Provide staffing to ensure the provision of all required WIOA services to participants including meeting minimum enrollment benchmarks for special populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
- Utilizing standardized forms provided by MOHAVE/LA PAZ WDB through local policies and the Workforce Database (e.g., individual employment plan, individual training account (ITA), WEX Contract, supportive services, participant budget, etc.);
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Ensuring that MOHAVE/LA PAZ WDB's strategic initiatives are implemented in the delivery of services;
- Ensuring the proper use of the Arizona Job Connection database for client tracking and case management;
- Managing fiscal responsibilities for all direct participant expenditures including entering budgets in AJC and tracking in the Workforce Database.
- Providing full scope of WIOA Career and Business Services to ensure positive performance outcomes.
- Ensuring dedicated career service staff to coordinate employment and training services resulting from partnerships with business and economic development as identified in the Mohave/La Paz WDA Plan
- Pay for training services from approved training providers.
- Enrolling eligible participants in support of local economic development Initiatives and WIOA targeted populations;
- Coordinating work-based training activities as appropriate for enrolled participants (e.g., OJT, Registered Apprenticeships, incumbent worker training, customized training, etc.).

4.2) MOHAVE/LA PAZ WDB and ARIZONA@WORK Branding

The MCCSD will be required to use the logos and branding of the MOHAVE/LA PAZ WDB and the (AWJC). Templates of commonly used documents, electronic logos and the design specification will be provided.

4.3) Required Assessments

MCCSD will be used a series of comprehensive assessment tools including the Triage Questionnaire, Welcome Questionnaire, a Career Action Plan, the O*NET Interest Profile or My Next Move, the online Test of Adult Basic Education (TABE), Needs & Barriers Assessment and the Non-Traditional Job Assessment.

4.4) Career, Business and Training Services Delivery

Section 134(c)(2) of WIOA outlines a number of required Career Services to be performed at the (AWJCs). MCCSD will be responsible for ensuring that each is made available to appropriate job seekers, although it is not expected that one entity can provide all of them directly. In collaboration with WDB, the MCCSD will be charged will develop a plan that includes identifying those services that will be delivered directly by the (AWJC) staff, those that will be provided through sub-contracting with an appropriate entity, and those that will be provided in coordination with other required partner programs in WIOA (i.e. Titles II-IV).

In addition to any performance measures adopted by the state, the WDB has set specific performance measures for Business Services that MCCSD will be required to meet. See **Exhibit 3 Local Business Services Performance Measures**.

4.5) Outcomes

MCCSD agrees to the meet the local WDB Performance Standards (**4.6 General Career & Training Services Enrollment and Budget Requirements**) for enrollment and expenditures in addition to the mandatory DOL performance accountability standards known as WIOA Performance Measures. See **EXHIBIT 1 Department of Labor (DOL) WIOA Performance Measures** and **EXHIBIT 2 ARIZONA@WORK Mohave/La Paz Negotiated PERFORMANCE MEASURES** for detailed information on the required outcomes set forth for WIOA. All required performance measures are subject to change at any time and the WDB may implement additional measures due to regulations or local need.

4.6) General Career & Training Services Enrollment and Budget Requirements

MCCSD agrees that the Fiscal Year budget must meet the following minimum requirements for general career, business and training services for Adult and Dislocated Worker Programs. Funds may be transferred from Dislocated Worker Program to the Adult Program with corresponding increase in the Adult program enrollment as approved the WDB. In addition, MCCSD may request to transfer between line items as approved by the WDB. Total funding may be increased or decreased based upon allocation by the ADES.

Total FY 2020 funds for this component	\$1,866,779
Minimum funds for training activities for this component	\$430,000
Minimum funds for supportive service activities for this component	\$125,000
Minimum number of new participants to be enrolled Adult Program	120 Individualized or Training Services 80 Basic Career Services
Carry over participants to be served Adult Program	Approx. 284
Minimum number of new participants to be enrolled Dislocated Worker Program	10 Individualized or Training Services 20 Basic Career Services
Carry over participants to be served Dislocated Worker Program	Approx. 17

5. WIOA Youth Program Scope of Work

MCCSD Agrees to operate WIOA Title 1 B Youth Program in accordance with federal regulation, state and local policies and procedures, the State of Arizona Workforce Development Plan and Mohave/La Paz Workforce Development Area Plan.

5.1 Funding Priorities

WIOA mandates that at least 75% of local area funds be spent on out-of-school services (20% of this is prioritized for work-based activities) and that no more than 25% be spent on in-school services.

5.2 Eligibility

Out-of-School Youth means an individual who is: 1. not attending any school (as defined under State law); 2. not younger than age 16 or older than age 24; and 3. one or more of the following: a. A school dropout; b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and is not enrolled with the in-school provider with plans to return or remain in-school; c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is: (1) basic skills deficient; or (2) an English language learner.

d. An individual who is subject to the juvenile or adult justice system; e. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement; f. An individual who is pregnant or parenting; g. A youth who is an individual with a disability; or h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

In-School Youth means an individual who is: 1. attending school (as defined by State law); 2. not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21; 3. a low-income individual; and 4. one or more of the following: a. Basic skills deficient; b. An English language learner; c. An offender; d. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement. e. Pregnant or parenting; f. A youth who is an individual with a disability; or g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

5.4 Program Design

MCCSD agrees to utilize WIOA funds for eligible youth to develop programing that provides:

1. An objective assessment of the academic levels, skill levels, and service needs of each participant. That assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants;
2. Develop service strategies for each participant that are directly linked to 1 or more of the WIOA performance outcomes (listed below) and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment previously mentioned;
3. Provide the following WIOA performance outcomes:
 - a. activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
 - b. preparation for postsecondary educational and training opportunities;
 - c. strong linkages between academic instruction academic content and occupational education that lead to the attainment of recognized postsecondary credentials;
 - d. preparation for unsubsidized employment opportunities; and
 - e. effective connections to employers, including small employers, in in-demand industry sector sectors and occupations of the local and regional labor markets.

5.5 Program Elements

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education/workforce credential/military or apprenticeship; and career readiness for participants, MCCSD will offer a program that provides elements consisting the below in accordance with the Mohave/La Paz Workforce Development Plan.

1. tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. alternative secondary school services, or dropout recovery services, as appropriate;
3. paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. a substantial program of summer employment opportunities and other employment opportunities available throughout the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. on-the-job training opportunities;
4. occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in area 13;
5. education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. supportive services;
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months; follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. financial literacy education;
12. entrepreneurial skills training;
13. services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. activities that help youth prepare for and transition to postsecondary education and training.

5.6) Outcomes

MCCSD agrees to meet the local WDB Performance Standards (5.6 General Case Management, Training Services Enrollment and Budget Requirements) for enrollment and expenditures in addition to the mandatory DOL performance accountability standards known as

WIOA Performance Measures. See **EXHIBIT 1 Department of Labor (DOL) WIOA Performance Measures** and **EXHIBIT 2 ARIZONA@WORK Mohave/La Paz Negotiated Performance Measures** for detailed information on the required outcomes set forth for WIOA. All required performance measures are subject to change at any time and the WDB may implement additional measures due to regulations or local need.

5.7 General Youth Training and Supportive Service Requirement

MCCSD agrees Fiscal Year budget must meet the following minimum requirements for general case management, training and supportive services for the Youth Program. In addition, MCCSD may request to transfer between line items as approved by the WDB. Total Funding may be increased or decreased based upon allocation from ADES.

FY 2020 Youth Program Enrollment and Training Goals

Total FY 2020 funds for these components	\$927,232.00
Minimum funds for training activities for this component	\$185,000.00
Minimum funds for supportive service activities for this component	\$50,000.00
Minimum number of new participants to be enrolled in Youth Program	75
Carry over participants to be served Youth Program	125

EXHIBIT 1 DEPARTMENT OF LABOR (DOL) Performance Measures

Performance Measure	Definition
Adults & Dislocated Worker Programs	
Employment in the 2 nd Quarter After Exit	Measured in Quarter 2 after exit. The percent of exiters during the measurement period who were employed anytime in the second quarter after the exit quarter
Employment in the 4 th Quarter After Exit	Measured in Quarter 4 after exit. The percent of exiters who were employed anytime in the fourth quarter after the exit quarter.
Median Earnings in the 2 nd Quarter After Exit	Measured as median earnings in Quarter 2 after exit only. <i>Median is defined as the numerical value that separates the higher half from the lower half of earnings.</i>
Credential Attainment	Percentage of participants who obtain a recognized post- secondary credential or diploma during participation or within 1 year after program exit.
In Program Skills Gain	Percentage of participants in education leading to credential or employment during program year, achieving measurable gains. Documented academic or technical progress or the increase in functional educational level.
Employer Measure	
Indicators of Effectiveness in Serving Employers	Per Arizona Employer Dashboard and as Developed by the Local WDB.

EXHIBIT 2 WIOA Negotiated Performance with DES

Mohave/La Paz WDA	PY18 Negotiated Target	PY19 Negotiated Target
WIOA Adult		
Employed 2 nd quarter after exit	74.1%	75.1%
Employed 4 th quarter after exit	67.0%	68.0%
Median Wage	\$5,700.00	\$5,900.00
Credential	65.0%	66.0%
Measurable Skills Gain	Baseline	Baseline
WIOA Dislocated Worker		
Employed 2 nd quarter after exit	76.5%	77.5%
Employed 4 th quarter after exit	65.0%	66.0%
Median Wage	\$7,000.00	\$7,200.00
Credential	54.8%	57.8%
Measurable Skills Gain	Baseline	Baseline
WIOA Youth (14-21)		
Employed, in education, or in Occupation Skills Training 2 nd quarter after exit	68.6%	69.6%
Employed, in education, or in Occupation Skills Training 4 th quarter after exit	64.0%	66.0%
Median Wage	Baseline	Baseline
Credential	58.0%	60.0%
Measurable Skills Gain	Baseline	Baseline

EXHIBIT 3 Local WDA Business Services Goals – FY2020

Address One Stop Certification Goals Part II as appropriate with employers												
Gather & track employer data regarding workforce training needs												
Update WDB staff on trends and emerging employer training needs												
Convene healthcare sector employers and address common training/hiring issues												
	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Excel Spreadsheet updated	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Weekly Outreach (Goal 20 per week)	/80	/80	/80	/80	/80	/80	/80	/80	/80	/80	/80	/80
Percentage completed												
Worksite Visits entered in AJC	/4	/4	/4	/4	/4	/4	/4	/4	/4	/4	/4	/4
Percentage completed												
Job Fairs/Hiring Events (one per quarter in each city)												
Percentage completed												
Employer Forums (three per year)												
Percentage completed												