

Appendix B

Instructions and Guidelines for Virginia SDA Program Year 1995 JTPA Title II-A and C Job Training Plan Preparation

I. Signature Page

II. Identifying Information

Complete the following information on the grant recipient and administrative entity selected by the Private Industry Council.

- A. Grant Recipient
- B. Administrative Entity

III. SDA Response to Governor's Coordination and Special Services Plan Coordination Criteria

A. Coordination Criteria

1. School-to-Work Transition
Indicate any barriers between the SDA and local education agencies related to the transition of youth from school to the world of work and describe strategies to overcome the barriers identified. Indicate a role for the GETD or GJTCC, if appropriate, to assist in overcoming barriers.
2. Welfare Reform
Indicate any barriers between the SDA and local social service agencies related to welfare reform initiative and describe strategies to overcome the barriers identified. Indicate a role for the GETD or GJTCC, if appropriate, to assist in overcoming barriers.
3. Coordination and Linkages
Identify any specific barriers to coordination that exist in the SDA and describe strategies to overcome the barriers identified. Indicate a role for the GETD or GJTCC, if appropriate, to assist in overcoming these barriers. In addressing this section, SDAs should pay particular attention to any barriers which inhibit the SDA's ability to establish appropriate linkages as required in sections 205 and 265 of the Act.
4. Coordination Criteria Documentation
The SDA will maintain documentation of the following:
 - a. all public education agencies within the SDA that are included on the SDA's bidder list;
 - b. a listing of all SDA funded programs that will be provided to employment and training and related agencies within the SDA; and,

- c. a listing of community based and other private not-for-profit organizations in the SDA that are or could be effective resources for employment and training programs for hard to serve and place individuals.

IV. SDA Response to the Governor’s Coordination and Special Services Plan Annual Statement of Goals and Objectives

A. Governor’s Annual Goals and Objectives

Describe how the SDA’s operation and program design will contribute to the attainment of the Governor’s Annual Statement of Goals and Objectives contained in the Governor’s coordination and Special Services Plan. Address each of the goals and objectives as per the following instruction.

Youth Goal: To increase business and industry’s involvement in providing employment and training incentives for youth.

Objectives

1. Develop youth mentorship activities with business and industry.

Briefly describe specific SDA activities which will be undertaken during the program year to develop youth mentorships. Include in the description the types of businesses or industries which will be targeted for youth mentorships and the estimated number of mentorships to be developed.

2. Support programs and activities that provide youth with the opportunities to gain first hand experiences with business and industry.

Briefly describe specific SDA strategies for supporting programs and activities which provide youth with the opportunities to gain experiences with business and industry. Include in the description the specific type and number of activities to be undertaken during the program year.

3. Give recognition to business and industry that provide meaningful activities for youth.

Briefly describe specific SDA activities designed to give recognition to business and industry that provide meaningful activities for youth. Include in the description the specific type and number of activities to be undertaken during the program year.

Older Worker Goal: To increase employer, both large and small, awareness of the benefits of retaining, retraining, or training older/mature workers.

Objectives

1. Service Delivery Areas, in conjunction with the Area Agencies on Aging, shall make no less than three presentations during the program year to businesses and other employers as to the merits of retaining and hiring older/mature workers.

Briefly describe SDA activities for conducting employer presentations and/or for coordinating such activities with the Area Agencies on Aging

operating within the SDA. Identify the specific AAAs the SDA will include in these activities.

2. A Committee of representatives from the Area Agencies on Aging, the service delivery areas, and the Governor's Employment and Training Department shall develop an employer brochure for general distribution detailing the reasons why employers should hire older/mature workers. No SDA response required.

System Structure Goal: To strengthen the relationship between the Governor's Job Training Coordinating Council (GJTCC), service delivery areas (SDAs), Private Industry Councils (PICs), and other employment and training programs.

Objectives

1. The GJTCC, GETD and SDAs shall assist in the development of the school-to-work implementation plan.
2. GETD and SDAs shall assist in the development and planning of welfare reform.
3. Enhance the knowledge of the Council members about the services, programs and coordination efforts offered at the local level and review policies and issues that concern SDAs. No SDA response required.

V. Title II Administrative Procedures

This portion of the job training plan is to provide information on SDA administrative procedures related to subparts A, B and C of Title II.

A. Service Provider Selection

1. Describe the SDA's procedures, consistent with sections 107 and 164 of the Act, for selecting service providers. Include in the description how SDA procedures take into account:
 - a. Past performance of the providers regarding:
 - (1) Job training, basic skills training, or related activities;
 - (2) Fiscal accountability; and
 - (3) Ability to meet performance standards; and
 - b. The ability of the providers to provide services that can lead to achievement of competency standards for participants with identified deficiencies.

B. Fiscal Accountability

1. Describe the SDA fiscal accountability procedures established to ensure the proper disbursement of and accounting for Title II funds as per Section 164 of the Act. SDA administrative entities whose fiscal agent is a local governmental entity are not required to provide the narrative descriptions requested in d. and e. of this section and need only to respond to categories a., b., and c. of this section. Copies of SDA operating procedures manuals are neither required or desired for addressing this

area. Provide a brief description, summary or outline for each of the following categories and subcategories.

- a. Identify the entity or entities designated as fiscal agent for the SDA. If the fiscal agent is a local governmental entity, describe any deviations from that governmental entity's standard procedures for fiscal controls and/or accounting.
- b. Provide a summary or outline of SDA audit procedures including procedures for auditing subcontractors.
- c. Provide a summary or outline of SDA debt collection procedures.
- d. If the fiscal agent for the SDA is other than a local governmental entity, provide a summary or outline of SDA fiscal controls procedures including:
 - (1) procurement requirements;
 - (2) financial monitoring requirements; and
 - (3) financial management information system requirements.
- e. If the fiscal agent for the SDA is other than a local governmental entity, provide a summary or outline of SDA accounting procedures including:
 - (1) identification of the entity or entities responsible for maintaining and conducting day to day accounting;
 - (2) budgetary control and analysis;
 - (3) cash forecasting and reporting;
 - (4) proper matching of cost categories and expenditures;
 - (5) accurate report preparation, based on accrual accounting concepts;
 - (6) proper reconciliation of account balances; and
 - (7) determination of allowable costs.

C. Participant Payments and Benefits

1. Needs Based Payments (Reference 627.305(b)(1) of the Interim Final Rule)
Describe the SDA procedures or formula for providing needs based payments.
2. Incentive and Bonuses (Reference 627.305(c)(1) of the Interim Final Rule)
Describe the SDA procedures or formula for providing incentives and bonuses to participants.
3. Supportive Services/Financial Assistance (Reference 627.310(a)(3)(i) of the Interim Final Rule)
Describe the SDA procedures for providing financial assistance.

D. Program Oversight/Monitoring (Reference 628.420(b)(3) of the Interim Final Rule)

1. Describe the SDA monitoring plan for Title II. The description or plan shall, at a minimum, address the monitoring scope and frequency.
2. Describe the oversight activities of the PIC and chief elected official(s). The description shall, at a minimum, address the scope and frequency of

oversight activities and shall include procedures for reviewing SDA and program performance.

E. Annual Report to the Governor

1. Describe procedures for the preparation and submission of the Annual Report to the Governor. Reference Section 104(b)(13) for criteria related to the Annual Report to the Governor.

F. Shared Labor Markets

1. Indicate whether or not the SDA shares a single labor market area with one or more other SDAs. (The composition of Virginia's Labor Market Areas are defined on the next page of these instructions.)
2. Identify the SDAs within the single labor market and describe the following provisions for coordinating SDA programs:
 - a. Assessment of needs and problems in the labor market that forms the basis for program planning;
 - b. Provisions for ensuring access by program participants in each service delivery area to skills training and employment opportunities throughout the entire labor market; and
 - c. Coordinated or joint implementation of job development, placement, and other employer outreach activities.

SDAs with Shared Labor Markets are as follows:

SDAs 1 and 2: Bristol MSA

SDAs 13 and 14: Norfolk, Virginia Beach, Newport News MSA

SDAs 5, 6 and 12: Washington D.C. MSA

SDAs 9, 10 and 11: Richmond, Petersburg MSA

G. Joint SDA Agreements

1. Describe any written agreements and/or contracts, established pursuant to section 141(e)(2) of the Act, between service delivery areas to pay or share the cost of services. Note: Any service delivery area may enter into an agreement with another service delivery area (including SDAs with shared labor markets) to pay or share the cost of educating, training or placing individuals participating in programs assisted under this Act, including the provision of supportive services. Such agreement or contract shall be approved by each private industry council providing guidance to the SDA and shall be described in the job training plan.

H. Exception to Residency Requirements (Reference Section 141(e)(1) of the Act)
Describe SDA procedures for providing limited exceptions to participant residency requirements as established under section 141(e)(1) of the Act including exceptions necessary to permit services to homeless individuals who cannot prove residence within the SDA.

I. Eligibility Determination (Reference Section 141(i) of the Act)
Describe the SDA process for eligibility determination. Include in the description:

1. Identification of the entity or entities responsible for eligibility determination;
 2. SDA procedures for ensuring there are reasonable safeguards against inaccurate determinations; and
 3. SDA procedures for reimbursement of costs incurred because of erroneous determinations made with insufficient care.
- J. Equitable Service (Reference Federal Register 29 CFR, part 34, Section 34.21)
Describe the SDA's efforts to provide equitable service among substantial segments of the JTPA eligible population, including members of both sexes, the various race/ethnicity and age groups, and individuals with disabilities. Include:
1. A description of outreach efforts to broaden the composition of the pool of those considered for participation from the above identified population segments.
- K. Goals and Objectives
1. Describe the manner in which the SDA's program will contribute to the economic self sufficiency of participants and the productivity of the local area and the Nation.
 2. Performance Standards
Provide an overall description of how the SDA will address the PY 1995 Performance Standards.
 - a. Performance Outcomes
Describe how the SDA's program approach will lead to the attainment of Performance Standards.
 - b. Performance Standards Management
Describe SDA procedures for managing actual performance versus performance standards including procedures for ensuring attainment of an adequate follow-up response rate.
- NOTE: The PY 1995 Performance Measures will be the same as those for PY 1994. Specific policies and procedures for awarding incentives or imposing sanctions have not been determined for PY 1995. SDA responses to this section should generally address how SDA program designs will assist SDAs in meeting the following performance measures:
- Adult Follow-up Employment Rate
 - Adult Weekly Earnings at Follow-up
 - Welfare Follow-up Employment Rate
 - Welfare Weekly Earnings at Follow-up
 - Youth Entered Employment Rate
 - Youth Employability Enhancement Rate
- L. Non Traditional Employment For Women
Describe SDA goals for nontraditional employment for Women. Include in the description:

1. Goals for providing training of women in nontraditional employment (SDAs shall use the current national estimate of women trained in nontraditional occupations, which is 9 percent, as its baseline for establishing SDA goals unless the SDA has current locally developed data); (This response is to be expressed as a numeric or percentage goal.)
2. Goals for training related placement of women in nontraditional employment; (This response is to be expressed as a numeric or percentage goal.) and,
3. A description of the efforts to be undertaken to accomplish such goals including specific outreach efforts to increase awareness of such training and placement opportunities.

VI. Title II A and C Program Activities and Services

A. Executive Summary

Provide a brief one to two page summary of the SDA's plan for Title II-A and C funded activities and programs. Include in the summary:

1. A brief description of the types of training and services to be provided. Include in the description the types of training and services to be provided for adults under Title II-A as well as training and services to be provided for youth under Title II-C. Include a description of out of school youth programs versus in school youth programs:
2. The anticipated Title II-A funding for PY 1995;
3. The anticipated number of adults to be served in Title II-A;
4. The anticipated Title II-C funding for PY 1995; and
5. The anticipated number of youth to be served in Title II-C.

B. Linkages

Describe SDA linkages and coordination agreements which have been established with appropriate agencies, pursuant to sections 205 and 265 of the Act, designed to enhance the provision of services and avoid duplication. Include:

1. A description of agreements, with appropriate educational agencies, which have been established;
2. A description of arrangements with other education, training, and employment programs authorized by Federal law;
3. If appropriate, a description of joint programs in which activities supported with assistance under JTPA are coordinated with activities supported with assistance made available under the National Community and Service Act of 1990;
4. A description of efforts to ensure the effective delivery of services to participants in coordination with local welfare agencies, community-

based organizations, volunteer groups, business and labor organizations, and other training, education, employment, and social service programs.

Note: SDAs should carefully review Section 205 and 265 of the Act for specific required criteria related to the establishment of linkages for Titles II-A and C.

C. Identifying and Selecting Participants

Describe SDA procedures for identifying and selecting Title II participants. Identify any specific strategies to be used for adults, out of school youth, and in-school youth. Include in the description:

1. Goals for the training and placement of hard-to-serve individuals, as defined in Section 203(b), 263(b) and 263(d) of the Act, and a description of efforts to be undertaken to accomplish such goals;
2. A description of outreach efforts to recruit and expand awareness of training and placement opportunities for such individuals; and
3. A description of the types of services to be provided to address the special needs of such individuals.
4. Additional Hard-to-Serve Category (Reference Section 203(d); 263(h) of the Act)
If the SDA intends to add additional categories of individuals who face serious barriers to employment to the categories described in Section 203(b), 263(b) and 263(d) of the Act, identify the additional categories of individuals and provide a narrative justification for the inclusion of such categories. (Reference GETD Policy 93-07)

Please note that the additional categories of individuals may not be solely comprised of (a) individuals with a poor work history; or (b) individuals who are unemployed.

- a. Additional Category Adult
- b. Additional Category Out of School Youth
- c. Additional Category In-School Youth

D. Activities and Services

Describe SDA procedures for each of the following aspects of the SDA Title II program. Include in the description any specific strategies to be used for Adults, Out of School Youth and In-School Youth.

1. Assessment: Describe the SDA process for identifying participant skill levels. (Reference Section 204(a)(1) and Section 264(b)(1) of the Act for criteria related to assessment.)
2. Referrals: Describe the SDA process for providing information and referrals for applicants and participants to appropriate programs and service providers. (Reference Section 204(a)(2) and Section 264(b)(2) of the Act for criteria related to referrals.)
3. Training and Services: Describe the training and services to be provided including the means for involving labor organizations and community

based organizations in the provision of services. (Reference Section 204 and Section 264 of the Act for criteria related to the provision of services.) Include in the descriptions:

- (a) Direct Training Services: identify the direct training services to be provided including when appropriate identification of the specific occupations which will be targeted for training.
 - (b) Training Related and Supportive Services: identify the training related and supportive services to be provided.
 - (c) Identify the estimated duration of services and the estimated training cost per participant.
4. Competencies: Describe the competency levels to be achieved by participants as a result of program participation. (Reference Section 106(b)(5) for criteria related to competency levels.) Copies of or listings of individual or specific competencies are neither required nor desired for addressing this area, but rather an identification or description of the overall level of competency attainment to be achieved.
5. Evaluation: Describe procedures for evaluating participant progress in achieving competencies.

E. Budget Narrative

1. Transfer of Funds

SDAs must complete a. or b. of this section in order to initiate any transfer of funds without submitting a job training plan modification. Any plan modification would require meeting the review, comment and joint submission requirements.

- a. Describe SDA plans to transfer up to 10 percent of the PY 1995 allocations between Titles II A and II C or from Title II B to Title II C. Include in the description the intended purpose for the transfer of funds. Identify the estimated amount to be transferred on the attached Preliminary Title II A and C Budget Charts.
- b. SDAs uncertain as to whether or not they want to transfer funds at this time may indicate in this section of the plan that the SDA may request a transfer later in the program year. If the SDA so indicates, a description of the circumstances which would create a need to transfer funds must be included.

F. Preliminary Budget

Complete the attached Preliminary Title II-A and Title II-C Budget formats. Please note that these are planning estimates. Final budget information will be submitted with the PY 1995 Implementation Strategy.

G. Participant Planning Summary

Complete the attached Participant Planning Summary format for Title II-A and C. Please note that these are planning estimates. Final participant planning information will be submitted with the PY 1995 Implementation Strategy.

VI. Title II-B Plan
[Detail intentionally omitted]

VII. Assurances and Certifications

Attach the following Assurances and Certifications:
A signed copy of the Drug Free Certification Form
A signed copy of the Certification Regarding Lobbying
Certification Regarding Suspension and Debarment
Certification Regarding Nondiscrimination and Equal Opportunity

Note: From SDA 1 - Service Delivery Area-One, Inc. (1995, April). Program year 1995 title II job training plan. Lebanon, VA: Author.

Appendix C

JTPA Title II-A Adult Performance Standards for Program Year 1995 Established by the Secretary of Labor

Adult Follow-Up Employment Rate	59%
Adult Weekly Earnings at Follow-Up	\$245
Welfare Follow-Up Employment Rate	47%
Welfare Weekly Earnings at Follow-Up	\$223

Note: Performance standards provided by the Governor's Employment and Training Department, Richmond, Virginia.

Vita

Gwynnen Stokes Evans

Born: August 4, 1964

I received my Bachelor of Arts Degree in Cinema Critical Studies from the University of Southern California in May of 1986. For the majority of the next six years, I worked in Los Angeles for Incovent, Inc., the United States representative of Jadran Film Zagreb in Croatia. As Project Manager I oversaw film projects and marketed the studio facilities to American companies. For ten months in 1989, I left Incovent to assist in the development of a film distribution finance company. Deciding I wished to return to the East coast, I enrolled in courses to prepare for a career in training and human resource development.

In December of 1992, I completed a certificate program at the University of California at Los Angeles for a Professional Designation in Organization and Human Resource Development. The following May I moved to the Washington, DC area. In 1993, I began my career in professional association education as the Continuing Education Assistant at the American Nurses Association. Seeking enhanced opportunities, I accepted a position in 1994 with the Community Associations Institute as Faculty & Curriculum Coordinator and was promoted in seven months to Manager of Education. In 1996, I left CAI and joined the staff of the American Society of Training and Development as Forum Development Specialist. In March of 1997, I was promoted to Program Manager, Education. I now work to develop the Society's educational programs, including conferences, satellite seminars, and courses.