Regional Program Plan And Integrated Service Delivery Plan

Friday, May 27, 2011
11:00 a.m.

LOUISIANA WORKFORCE COMMISSION

1001 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

(O) 225-342-7692
(F) 225-342-7960
www.laworks.net

Bobby Jindal, Governor
Curt Eyslnk, Executive Director

Office of Workforce Development

Instruction 11-01	Approved By:
Issue Date: 5/23/11	

Local and Regional Plans for 7/1/11 – 6/30/12

- LWIAs will be required to make modifications to their Local and Regional Plans and to submit an updated Local and Regional Plan.
  - Each Region must update the Regional Plan under the same requirements and timelines as outlined herein for Local Plans.
  - Local and Regional Plans must be electronically submitted by June 30th to LWC. Plans will be emailed to the OWD mailbox (OWD@lwc.la.gov) and cc'd to Melissa Grimmett (MGrimmett@lwc.la.gov).
  - Each Local and Regional Plan shall be consistent with the State plan and consistent with State Plan content guidelines as outlined in 73 FR 72853 Dec. 1, 2008, TEGL No. 17-10, and LWC Regional Planning Instructions (Attachment B); and
  - Each Local and Regional Plan shall include a completed "Statement of Concurrence" (see Attachment A).
- Prior to the date on which the local workforce investment board submits a Plan, the board shall:
  - make available copies of the proposed Local and Regional Plan to the public through such means as public hearings and local news media;
  - allow members of the local board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Local and Regional Plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed plan is made available; and
  - Include with the Local and Regional Plan submitted to the Louisiana Workforce Commission (LWC) any such comments that represent disagreement with the Local and Regional Plan.
- A Local and Regional Plan submitted to LWC shall be considered approved by LWC at the end of the 90-day period beginning on the day LWC receives the plan, unless LWC makes a written determination during the 90-day period that the Local and Regional Plans do not comply with this instruction.

Direct inquiries to Melissa Grimmett at mgrimmett@lwc.la.gov

Workforce Investment Areas #40 and #41

STATEMENT OF CONCURRENCE

Pursuant to Section 118 of the Workforce Investment Act, this is to certify that both the Chief Elected Official of the Local Workforce Investment Areas #40 and #41 (LWIAs) and the local Workforce Investment Boards (WIB) concur in the attached:

(Check as appropriate)

__X__ PY11/PY12 Title I-B Plan

_____ Modification No. _____ to the PY 11/PY 12 Title I-B Plan

The Local Workforce Investment Areas (LWIAs)/Grant Recipients are ultimately accountable for activities conducted and funds expended under the Workforce Investment Act.

Signature of Chief Elected Official for LWIA #40

Eric Soileau
Typed Name

Date

Signature of WIB Chairperson

Wayne Taylor
Typed Name

Date

Signature of Chief Elected Official for LWIA #41

L. J. Durel, Jr.
Typed Name

6-22-11
Date

Signature of WIB Chairperson

Aaron J. Allen
Typed Name

6-20-11
Date

PROGRAM ADMINISTRATION DESIGNEES AND PLAN SIGNATURES

Name of WIA Title I Local Grant Recipient:	Lafayette Consolidated Government	Signature and Date:
Address:	P. O. Box 4017-C, Lafayette, LA 70502	
Telephone Number:	(337)291-8300	
Facsimile Number:	(337)291-8399	
E-Mail Address:	jdurel@lafayettela.gov	
Name of WIA Tile I Local Fiscal Agent: **(if different)**	**Same**	
Name of Chief Elected Official or Local Signatory Official:	L. J. "Joey" Durel, Jr.	Signature and Date: 6-22-11
Address:	P. O. Box 4017-C, Lafayette, LA 70502	
Telephone Number:	(337)291-8000	
Facsimile Number:	(337)291-8399	
E-Mail Address:	jdurel@lafayettela.gov	
Name of LWIB Chairperson:	Aaron J. Allen	Signature and Date: 6-20-11
Address:	1026 St. John Street, Lafayette, LA 70501	
Telephone Number:	(337)237-1000	
Facsimile Number:	(337)233-8367	
E-Mail Address:	ajpublic@mattandallen.com	
Name of WIA Title I Local Board Administrator:	Glenn A. Dugas	Signature and Date:
Address:	215 E. Pinhook Road, Lafayette, LA 70501	
Telephone Number:	(337)706-1214	
Facsimile Number:	(337)262-5604	
E-Mail Address:	glennd@lwia41.org	
Name of Wagner-Peyser Act Local Program Manager:	Christina M. Johnstone	Signature and Date:
Address:	706 E. Vermilion, Lafayette, LA 70501	
Telephone Number:	(337)262-5601	
Facsimile Number:	(337)262-5604	
E-Mail Address:	tinaj@lwia41.org	

The Local Workforce Investment Area (LWIA)/Grant Recipient is ultimately accountable for activities conducted and funds expended under the Workforce Investment Act.

PROGRAM ADMINISTRATION DESIGNEES AND PLAN SIGNATURES

Name of WIA Title I Local Grant Recipient:	St. Landry Parish Government Donald Menard	Signature and Date:
Address:	P.O. Box 1550, Opelousas, LA 70570	
Telephone Number:	337-948-3688	
Facsimile Number:	337-948-1381	
E-Mail Address:	dmenard@stlpg.com	
Name of WIA Tile I Local Fiscal Agent: (if different)	Workforce Investment Board (LWIA #40) Brenda Hubbard	Signature and Date:
Address:	P.O. Box 2046, Opelousas, LA 70571-2046	
Telephone Number:	337- 942-5678	
Facsimile Number:	337-942-9654	
E-Mail Address:	ladyhubbard@aol.com	
Name of Chief Elected Official or Local Signatory Official:	Eric Soileau	Signature and Date:
Address:	P.O. Box 38, Reddell, LA 70580	
Telephone Number:	337-468-3333	
Facsimile Number:	337-468-5050	
E-Mail Address:	ericbsoileau@yahoo.com	
Name of LWIB Chairperson:	Wayne Taylor	Signature and Date:
Address:	P.O. Box 70, Breaux Bridge, LA 70517	
Telephone Number:	337-228-7271	
Facsimile Number:	337-228-7286	
E-Mail Address:	NA	
Name of WIA Title I Local Board Administrator:	Brenda Hubbard	Signature and Date:
Address:	P.O. Box 2046, Opelousas, LA 70571-2046	
Telephone Number:	337-942-5678	
Facsimile Number:	337-942-5678	
E-Mail Address:	ladyhubbard@aol.com	
Name of Wagner-Peyser Act Local Program Manager:	Micheal Morris	Signature and Date:
Address:	1305 Diesi Street, Opelousas, LA 70570	
Telephone Number:	337-948-1330	
Facsimile Number:	337-948-9161	
E-Mail Address:	Mikewmorris1@aol.com	

The Local Workforce Investment Area (LWIA)/Grant Recipient is ultimately accountable for activities conducted and funds expended under the Workforce Investment Act.

Attachment B

REGIONAL PLAN INSTRUCTIONS

A. Regional Vision

1. Describe your Region's vision for a regional workforce investment system aligned with the Governor's Statewide Vision.
2. What are the Region's economic development goals for attracting, retaining, and growing business and industry within the region?
3. Given that a skilled workforce is key to the economic success of every business, what is the Region's vision for maximizing and leveraging the broad array of resources available in your region in order to ensure a skilled workforce for your Region's business and industry?
4. Given the continuously changing skill needs that business and industry have as a result of innovation and new technology, what is the Region's vision for ensuring a continuum of education and training opportunities that support a skilled workforce?
5. What is the Region's vision for bringing together the key workforce development players in the region, including business and industry, economic development, education and the workforce system to continuously identify the workforce challenges facing the region and to develop innovative strategies and solutions that effectively leverage resources to address those challenges?
6. What is the Region's vision for ensuring that every youth has the opportunity to develop and achieve career goals through education and workforce training, including the youth most in need, such as out of school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farm worker youth and other youth at risk?

B. Regional Workforce Investment Priorities

1. Identify the Region's key workforce investment priorities for the Region's workforce investment system and how each will lead to actualizing the governor's vision for workforce and economic development (see WIA, Section 111(d)(2) and 112(a)).

C. Regional Workforce Investment Boards (LWIBs)

1. Describe the organization and structure of the Local Boards.
2. Identify the organizations or entities represented on the LWIB.

D. Economic and Labor Market Analysis

1. What is the current makeup of the Region's economic base by industry?
2. What industries/occupations are projected to grow/decline in the short term and over the next decade?
3. In what industries/occupations are there a demand for skilled workers and available jobs both today and projected over the next decade (include numbers)?
4. What jobs/occupations are most critical to the Region's economy?
5. What are the skill needs for the available, critical, and projected jobs?
6. Is the Region experiencing any "in migration" or "out migration" of workers that impact the labor pool?

7. Based on analysis of both the projected demand for skills and the available and projected labor pool, what skill gaps are the Region experiencing today and what skill gaps are projected over the next decade?
8. Based on an analysis of the economy and the labor market, what workforce development issues has the Region identified?
9. What workforce development issues has the Region prioritized as being most critical to its economic health and growth?

E. Overarching Local Strategies

1. Identify how the Region will use WIA Title I funds to leverage other Federal, State, local, and private resources in order to maximize the effectiveness of such resources and to expand participation of business, employees, and individuals in the state-wide workforce investment system.
2. What strategies are in place to address the national strategic direction discussed in 73 FR 72853 (Dec. 1, 2008), the Governor's priorities, and the workforce development issues identified through the analysis of the State's economy and labor market?
3. What Regional strategies are in place to ensure sufficient system resources are being spent to support training of individuals in high-growth/demand industries or those expected to grow?
4. Describe the Region's strategies to promote collaboration between the workforce system, education, human services, juvenile justice, and other systems to better serve youth that are most in need and have significant barriers to employment, and to successfully connect them to education and training opportunities that lead to successful employment.
5. Describe the Region's strategies to identify State laws, regulations, and policies that impede successful achievement of workforce development goals and strategies to change or modify them.
6. Describe how the Region will take advantage of flexibility provisions in WIA for waivers.

F. Major Regional Policies and Requirements

1. What Region policies and systems are in place to support common data collection and reporting processes, information management, integrated service delivery, and performance management?
2. What Region policies are in place to promote efficient use of administrative resources in order to avoid duplicative administrative costs that could be used for service delivery/training?
3. What Region policies are in place to promote universal access and consistency of services statewide?
4. What Region policies support a demand-driven approach to workforce development?
5. What Region policies are in place to ensure that the resources available through the Federal and/or State apprenticeship program and the Job Corps are fully integrated with the State's One-Stop delivery system?

G. Integration of One-Stop Service Delivery

1. What Region policies and procedures are in place to ensure the quality of service delivery through One-Stop Centers?
2. What Region policies or guidance has the State issued to support maximum integration of service delivery through the One-Stop delivery system for both business customers and individual customers?

3. What actions have the Region taken to promote identifying One-Stop Infrastructure models or strategies for local use that support integration?
4. How does the Region ensure the full array of services and staff in the One-Stop delivery system support human capital solutions for businesses and individual customers?

H. Administration and Oversight of the Regional Workforce Investment System

1. Regional Area Designations
    a. Discuss the makeup of your Region to include a list of LWIAs and any other pertinent information with regards to administration of the regional workforce investment system.
2. Workforce Investment Boards
    a. Discuss key principles regarding Local Workforce Investment Board implementation.
    b. Discuss key principles for member appointments, to LWIBs by chief elected officials.
    c. Discuss the duties of the LWIBs.

I. Regional Planning Process

1. Describe the State's mandated requirements for LWIAs' strategic planning. What assistance dos the State provide to local areas to facilitate this process?
2. What oversight of the local planning process does the State provide to include receipt/review of plans and negotiation of performance agreements?
3. How does the Local Plan approval process ensure that local plans are consistent with State performance goals and State strategic direction?
4. Describe any intra-state regions and corresponding performance measures. *Include discussion of purpose of these designations and activities that will occur to help improve performance (regional planning/information sharing and/or coordination activities such as sharing LMI or coordinating support services across boundaries of local areas.*
5. Give a description of the allocation formulas utilized to allocate funds to local areas for the current program year.
6. Provider selection policies
    a. Identify local-level policies/procedures that will be used to determine eligibility of local-level training providers. Describe how the State solicited recommendations from local boards, training providers, businesses, and labor organizations, among others, to develop these policies and procedures?
    b. How will performance information be used to determine the continuation of eligibility?
    c. Describe how the State will update and expand the ETPL to ensure it has the most current list of providers to meet the training needs of customers.
    d. Describe the procedures the State has established for providers to appeal a denial of eligibility, termination of eligibility, or other action by the board or agency (procedures must include opportunity for hearing and time limits to ensure prompt resolution).
7. Describe the competitive/non-competitive processes used at the Regional level to award contracts/grants for WIA Title I activities including how potential bidders are made aware of availability of grants/contracts.
8. Identify criteria used by local boards in awarding grants for youth activities.
9. The One-Stop system

a. Describe how services provided by each required and optional One-Stop partner will be coordinated and made available through the One-Stop system.
b. Describe how the State helps the Region identify areas needing improvement and how technical assistance will be provided.
c. Identify any additional State-mandated One-Stop partners and how their programs/services are integrated into the Business and Career Solutions Centers.
d. Describe the criteria/procedures the Region utilizes to move the One-Stop system towards the State's vision and achievement of goals identified above such as the use of mystery shoppers, performance agreements, etc.

10. Provide a description of the grievance procedures utilized by the Region.
11. Describe the following policies and procedures that have been developed to facilitate effective local workforce investment systems:
    a. State guidelines for the selection of One-Stop providers by the local boards
    b. Procedures to resolve impasse situations at local levels in developing MOUs to ensure full participation of all required partners in the One-Stop delivery system
    c. Criteria by which the State determines if local boards can run programs in-house
    d. Performance information that OJT/customized training providers must provide
    e. Reallocation policies
    f. State policy for approving local requests for authority to transfer funds between Adult and Dislocated Worker funding streams at the local level
    g. Policies related to displaced homemaker, nontraditional training for low-income individuals, older workers, low-income individuals, disabled, and others with multiple barriers to employment and training
    h. Provide the local LWIBs' definitions regarding the sixth youth barrier criteria ("requires additional assistance to complete an educational program or to secure and hold employment") for the determination of youth-services eligibility

J. One-Stop Service Delivery Strategies

1. How are services provided by each of the required and optional One-Stop partners coordinated and made available through the One-Stop system?
2. How are youth-formula programs integrated into the One-Stop system?
3. What minimum service-delivery requirements does the State mandate in a comprehensive Business and Career Solutions Center or an affiliate site?
4. What tools and products has the State developed to support service delivery in all One-Stop Centers statewide?
5. What models/templates/approaches has the State recommended and/or mandated for service delivery in the One-Stop Centers?
6. Workforce Information
    a. Describe the approach the Region will use to disseminate accurate and timely information to businesses, job seekers, and remote locations/homes in an easy to use format.
    b. Describe how Regional workforce information products and tools are coordinated with national, electronics-workforce, information tools.
7. Adults & Dislocated Workers

a. Describe the Core Services provided to adults and dislocated workers in your Region.
b. Describe the Intensive Services provided to adults and dislocated workers in your Region.
c. Describe the Training provided to adults and dislocated workers in your Region. *Include how the Region will implement the Governor's vision for increasing training access/opportunities to include the investment of WIA Title I funds and the leveraging of other funds and resources.*
d. Provide a description of the ITAs used in your Region and any governing policies/procedures for ITAs.

8. Services to Specific Populations
   a. Describe the Region's strategies to ensure that a full range of services are provided to the following specific populations:
      a) Displaced homemakers
      b) Migrant and seasonal farm workers
      c) Women
      d) Minorities
      e) Individuals training for non-traditional employment
      f) Veterans
      g) Low-income individuals to include TANF and SNAP recipients
      h) Individuals with multiple barriers such as older workers, limited English speakers, and the disabled
      i) Ex-offenders
   b. How is the Region's workforce investment system working collaboratively with businesses and education providers to develop strategies to overcome barriers to skill achievement and employment experienced by populations listed above and to ensure they are being identified as a critical pipeline of workers?
   c. Describe reemployment services provided by your Region for Unemployment Insurance (UI) claimants. *Include how the State administers the UI work test and how feedback requirements for all UI claimants are met.*
   d. Describe the Region's strategy for integrating and aligning Rapid Response, WIA-Adult and Dislocated Worker, and TAA services for dislocated workers. *Include the State's policy supporting co-enrollment for WIA and TAA.*
   e. Describe how the Region will ensure that the full array of One-Stop services is available to disabled individuals and that services are fully accessible.
   f. Describe the role LVER/DVOP staff have in the One-Stop system. How will the Region ensure adherence to legislative requirements for veterans program staff?
   g. Describe how the Region will ensure access to services for persons with limited-English proficiency.
   h. Describe the Region's strategies to enhance/integrate service delivery through the One-Stop Delivery System for migrant and seasonal farm workers. How will the Region ensure migrant and season farm workers have equal access to employment opportunities through the One-Stop Delivery System? *Include the number of migrant and seasonal farm workers the Region anticipates reaching annually through outreach to increase their ability to access core, intensive, and training services.*

i. What policies/strategies does the Region have to ensure that "Jobs for Veterans Act" priority of service is provided to veterans who are eligible (see TEGL 5-03 for additional guidance)?

j. Describe the Region's strategy for providing comprehensive, integrated services to eligible youth. Describe how coordination with job corps and other youth programs will occur. *Include any state requirements and activities to assist youth who have special needs/barriers to employment including pregnant, parenting, or the disabled.*

K. Business Services

1. Describe the Region's strategies to improve services to employers.

L. Innovative Service Delivery Strategies

1. Describe innovative service delivery strategies the Region has or is planning to undertake to maximize resources, increase service levels, improve service quality, achieve better integration, or meet other key State goals. *Include in the description the initiative's general design, anticipated outcomes, partners involved, and funds leveraged.*

M. Strategies for Faith-based and Community-based Organizations

1. Describe activities the Region is undertaking (1) to increase opportunities for participation of faith-based/community-based organizations as committed and active partners in the Business and Career Solutions Center Delivery System and (2) to expand access of faith-based/community-based organizations' clients and customers to services offered by the Business and Career Solutions Centers throughout the State.
2. Outline those action steps designed to strengthen Regional collaboration efforts with LWIAs in conducting outreach campaigns to educate faith-based/community-based organizations about the attributes and the objectives of the demand-driven workforce investment system.
3. Indicate how those resources can be strategically and effectively leveraged in the State's workforce investment areas in order to help meet the objective of the WIA.

N. Performance Accountability

1. Describe the Region's performance accountability system.
2. Describe any targeted applicant groups under WIA, Wagner-Peyser, or Veterans that the Region tracks.
3. Identify any additional performance outcomes/measures, outside of those prescribed by WIA, that the Region is using to track and report performance.

O. Administrative Provisions

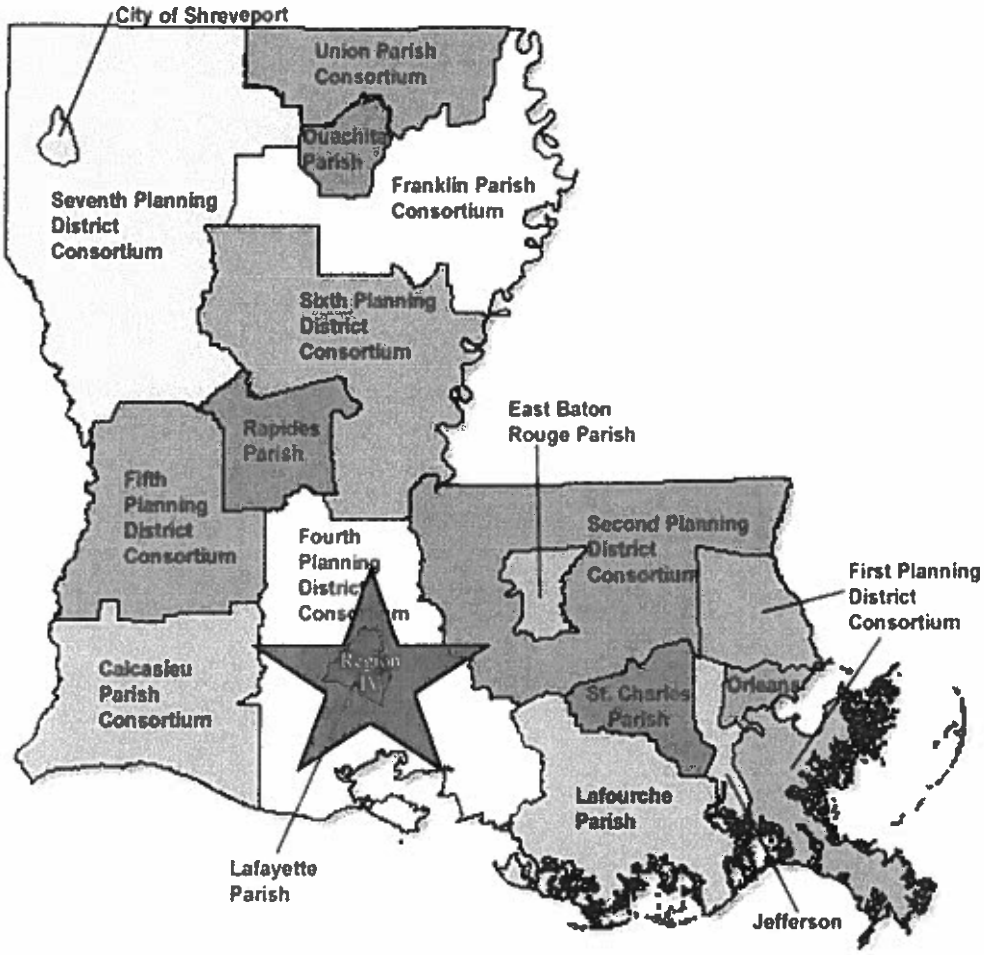
1. Provide a description of the appeals process referred to in WIA, Section 116(a)(5)(m).
2. Describe the steps taken by the local boards to ensure compliance with the nondiscrimination requirements.

P. Assurances

1. List the Region's assurances as outlined in the *Local Plan Instructions*.

Regional Plan

Workforce Investment Boards (LWIAs #40 and #41)



Regional Program Plan

Regional Plan

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2011-2012 Regional Plan – Region IV

Based on Instruction 11-01, identifying guidelines received from the Louisiana Workforce Commission, Office of Workforce Development, each local and regional plan shall be consistent with the State plan and consistent with State Plan content guidelines as outlined in 73 CFR 72853 December 1, 2008, TEGL 17-10, and LWC Regional Planning Instructions (Attachment B):

A. Regional Vision

1. Region's Vision for Regional Workforce Investment System

Labor Market Information/Significant changes in the local economy

The Region IV Labor Market is greatly benefitting from the combined efforts of workforce development, political leadership, economic development, education, and other mandated partners. In 2010, Lafayette ranked as one of the "Top 100 Places to Live" by **RelocateAmerica**. The 2010 13th annual survey focused on communities well-positioned for recovery and growth. Relying on preliminary estimate numbers from the 2010 Census and a healthy growth rate accompanied by a population increase is evidence supporting the results of this survey. In short, what is being accomplished in the Acadiana area works!

Both LWIA #40 and LWIA #41 will work in collaboration to ensure that the state and regional visions are achieved and to address the needs of our citizenry. Region IV will continue to make investments in the Acadiana people, continue to bring jobs and continue to bring families back home and provide employment and training services where customers are valued.

In response to the culture, economy, opportunity, great food, and warm cordial and personable people, the area attracts individuals who are tech-intensive and are driven with strong innovation tendencies. In addition to being ranked in the top 20 cities for surviving recession, the resiliency of the business friendly environment continues to foster new opportunities. Natural and man-made disasters have impacted the area, but the economy remains strong.

Events such as the Mississippi River Tributary flooding of Spring, 2011, have further solidified the working relationships with both regional and state partners. In daily phone calls involving the impacted areas and "overflow" parishes, coordination and communication efforts have been enhanced. Shelters have been established in the rural parishes of LWIA #40 to provide assistance in the impacted areas. Businesses that are impacted are being identified. The

Region IV area is hopeful that the Louisiana Workforce Commission will submit a National Emergency Grant proposal to address the historic 2011 flooding experienced in the Region IV parishes.

Based on the April 20, 2010 natural disaster that unfolded in the Gulf of Mexico, the area's economy was and continues to be impacted. As Louisiana provides 20% or more of the total revenue from fishing and oil and gas operations in the United States, emphasis has been placed on how area employers and jobseekers have been affected as the result of these events. Due to the oil spill and the moratorium on drilling operations, several industries and related oilfield support companies have been negatively impacted. Based on efforts within the industry and local economic development organizations, however, the impacts have been minimized. The oil spill and resulting moratorium has greatly affected other industries and occupations such as tourism, lodging, food preparation and service related occupations, and to a lesser extent, retail sales.

2. Region's economic development goals for attracting, retaining, and growing business

While the aforementioned events impacted the economy and labor market, the determination of high growth and in demand occupations for the region has not significantly changed. The *Deepwater Horizon* Oil Spill Clean Up efforts have ended, with assurances that seafood industry products are safe to consume. Healthcare and related technical occupations continue to require a workforce supply of trained professionals that are still a primary need and remain a "bright outlook" sector. The establishment of the area as a digital media center for employment is also being recognized nationally. Global digital arts companies are viewing the Lafayette area as a great location for their operations. Another example of the diversification of available opportunities generated by the extensive outreach efforts of area economic development agencies is that even impacted industries are continuing to expand operations with expectations of resolution to challenges placed on operations in the Gulf of Mexico.

The ability of the local Workforce Investment Area to address the needs of both employers and jobseekers will be vital for the foreseeable future. Currently, new offshore deepwater drilling is under what many consider to be a *de facto* and continuing moratorium. Out-of-state license plates are still highly visible as jobseekers come from other parts of the country seeking employment. The nation and this region will continue to pursue "green" jobs and sustainable, renewable energy opportunities. Until those options are more fully developed demand will continue to exist for mining occupations.

As of April, 2011, Weatherford International and Baker Hughes are listed in the www.laworks.net systems as advertising in the top ten employer job vacancy listings for the Lafayette area. This can be viewed as encouraging and that the mining and oil and gas

production employers have not totally abandoned United States Gulf Coast production in favor of relocation of production to other areas of the globe.

Limited response to outreach activities for sustainable, renewable energy alternatives exists in the Lafayette area. After addressing the initial need post-hurricane needs, construction jobs have decreased as expected in the Region IV area, as well as across Louisiana. Regionally, manufacturing job comparative outlooks appear somewhat more optimistic with Halliburton Energy Services announcing the creation of 150-250 jobs over five (5) years related to an economic development initiative for a service division. Construction will begin in mid 2011. Expected hiring in above average wage jobs will include supervisory, machinist, and expanded metal technology opportunities.

A 200,000 square foot facility is slated for construction for the manufacturing of oilfield completion tools that will involve new technology related to expanding metals. Incentivized by Fast Start economic development funding, the construction will yield great regional economic benefits. Advanced notification is expected to be filed with the Louisiana Economic Development agency and the Louisiana Workforce Commission in May, 2011. This recruiting effort will qualify for the Quality Jobs program under the cash rebate and sales rebate options.

3. Skilled workforce is key to the economic success of every business

Healthcare and social assistance occupations continue to post the highest demand for the Region IV area. Lafayette General Medical Center, Our Lady of Lourdes Regional Medical Center, and Women's and Children's Hospital rank as numbers one, two, and eight in available job vacancies for Lafayette parish with over three hundred (300) unfilled vacancies. "As the heart of medical care in Acadiana, Lafayette continues to expand its advanced and specialized medical services with state-of-the-art facilities and procedures. " **(Source: Greater Lafayette Chamber of Commerce, April 2011.)**

Accommodation and Food Service occupational needs are consistent. Retail and Wholesale Trade have also demonstrated consistency in demand. Updates to projections have been regionally submitted and received approval by the *Louisiana Workforce Investment Council and Occupational Forecasting Conference,* and Louisiana Workforce Commission.

Unemployment numbers remain consistently lower than the national average in the urban areas and higher regionally in the surrounding, more rural parishes. As the area is especially prone to natural disasters, such as hurricanes, the resiliency of the economy and the people who work and live in the region will continue to be tested.

4. Continuously changing skill needs

Each industry represented in the area's diverse workforce is experiencing a continuously changing employee skill need that will require lifelong learning. Continuous training is necessary for workers to maintain the required skills and employers to fulfill their needs.

Lafayette has recently been honored as one of the top cities in the south for digital media efforts. Louisiana Immersive Technologies Enterprise (LITE), Fiber to the Premises, the Opportunity Machine (OM) and growth in high-tech Gross Domestic Product (GDP), as cited by the ***Milken Institute***, were the contributing factors for Lafayette to be recognized as a place where digital media is clustered in the South. **Source: *Southern Business and Development Magazine*, April 2011.**

Lafayette has also recently been recognized as one of the top ten areas in the southern United States for its cooperative economic development efforts through its new Opportunity Machine (OM), Lafayette's new technology accelerator. The OM is a collaborative effort between the Lafayette Economic Development Authority, the Louisiana Immersive Technologies Enterprise (LITE), the University of Louisiana at Lafayette, and the Greater Lafayette Chamber of Commerce. **Source: *Southern Business and Development Magazine*, April 2011.**

5. Vision for bringing together the key workforce development players

Region IV has strong working relationships with economic development, educational and political leadership, public and private employers, and the other mandated partners. These relationships have allowed the key workforce development players to provide quality employment and training services for employers and jobseekers. Local workforce development leaders have and will continue to support the education of citizens in the Acadiana area so that they may become self-sufficient and enjoy an improved quality of life.

The Lafayette Metropolitan Statistical Area (MSA) was ranked 11th "Best Performing (Large Metro) City" in the country. The survey cited five year job growth (ranked 5th), five year wage and salary growth (ranked 2nd), and one year relative high-tech GDP growth (ranked 4th) as key indicators. Lafayette was ranked 9th in 2009. **Source: *Milken Institute, October 2010.***

Lafayette is recognized for its job market and strong economy. An article in *The Daily Beast*, cites that Lafayette is a great place to transition into successful second careers based on several factors. These include small business friendliness, the ease of finding a job, high income levels, low costs of living, non-profit friendliness, and student friendliness. Lafayette is named 20th in this 30-city ranking. **Source: *The Daily Beast, October 2010*.**

Lafayette has also been named as one of twenty cities in the country that is proving "recession proof." The twenty cities cited have shown positive growth across three economic categories since 2007- overall employment, per capita personal income, and metropolitan area GDP. ***Source: The Daily Beast, September 2010.***

Bing Travel names Lafayette as their top Louisiana recommendation for summer vacations in each state. ***Source: Bing Travel, July 2010.***

Joining familiar music havens including larger venues like Austin and New Orleans, Jim Harrington of the ***Oakland Tribune*** ranked Lafayette as one of six cities in the United States for its music scene. Published on the Fourth of July, the article singled out Festival International and Blue Moon Saloon among other local favorites. Lafayette topped other larger cities well-known for their music including places like New York City and Nashville.

In May 2010, Lafayette was listed with cities such as Austin, Texas and San Francisco, California as one of twenty cities emerging from the recession. The article, published by **Yahoo**, cited the energy industry and the continued diversification of the Lafayette economy as reasons for recovery.

Lafayette also ranked #8 in the "Best Cities for Job Growth" listing among other medium-sized cities and 46th in the overall rank. The index is calculated based on Bureau of Labor Statistics employment data and takes into account recent growth trend, mid-term growth, long-term trend and momentum, and current year growth.

The rural parishes of Region IV continue to experience economic challenges that have impacted unemployment statistics. The Unemployment rates range from 6% to 10% in the surrounding parishes. Recent issues affecting rural parishes include hurricanes, the Gulf Oil Spill, the Oil Spill Moratorium, and most recently the 2011 Mississippi River Tributary flooding.

While limited impacts on the regional/local economy have been experienced, the primary and most notable consequences have been the steady volumes of participants served at the Business and Career Solutions Centers. Numbers of participants receiving services have remained constant while staffing levels have been reduced or classified for limited appointments.

Based on the consequences of the Gulf Oil Spill tragedy, National Emergency Grant assistance has been initiated for workers of the oil and gas, fisheries, tourism and other impacted industries. Businesses in these industries have experienced sporadic loss of revenues along with limited employee reductions. The Region IV Business and Career Solutions Centers are

assisting jobseekers in obtaining training opportunities and employers in obtaining the skilled workers they require.

Unemployment Insurance claims have remained consistent and continuing issues with the Call Center have eased; however, larger volumes sporadically tax staff at the Lafayette Business and Career Solutions Center with a numbering system instituted to assist individuals to be assisted in a timely manner. Security in the Lafayette Business and Career Solutions Center has had to be added on a daily basis since December, 2010, for the protection of Center staff and the public.

Occupational Projections Overview:

Staff members of the Workforce Investment Boards in both LWIA #40 and LWIA #41 regularly dialogue with local economic development agencies regarding business initiatives including closures, expansions, and creations. Information is shared with businesses through seminars and other development opportunities in Region IV. Staff members of both the Workforce Investment Boards and Business and Career Solutions Centers are active participants in various area Chambers of Commerce and regularly attend events scheduled across the region.

The consequences of both natural and man-made disasters have impacted the occupational projections for this region. Shared information, coordination of available services, and the communication of these opportunities have proven to be a valuable asset across the Region IV parishes.

In Region IV, social media resources such as Facebook are utilized to advertise opportunities for training, job vacancies, and related initiatives. National Emergency Grant Gulf Oil Spill training information has been provided and the outreach and recruitment activities have been further enhanced. The use of social media networks has enhanced the ability to provide immediate communication on changing employer needs and available opportunities.

The WIB Occupational Forecasting Committee has convened and has worked very closely with representatives of the Louisiana State University team to identify occupational projections throughout the region. Under the leadership of an employer of LEDA, development and approval of information regarding projections was provided to the LSU Team and later conveyed to the Louisiana Workforce Investment Council. The value of the LMI information provided through the Louisiana Workforce Commission is invaluable in the determination of proper allocation for limited training dollars.

Lafayette RLMA 4 Projections to 2018 of High Demand Occupations by the Most Significant Source of Education or Training:

Associates or Bachelor's Degree	Annual Openings	Moderate Training Growing Occupations	Annual Openings	Vocational Technical & Long Term Training Growing Occupations	Annual Openings
Registered Nurses	220	Customer Service Representatives	230	Welders, Cutters, Solderers, & Brazers	160
Elementary School Teachers, Except Special Education	140	Bookkeeping, Accounting, and Auditing Clerks	150	Licensed Practical and Licensed Vocational Nurses	130
Secondary School Teachers, Except Special & Vocational Education	60	Wellhead Pumpers	130	Industrial Machinery Mechanics	100
Accountants & Auditors	60	Truck Drivers, Heavy & Tractor-Trailer	130	Maintenance & Repair Workers, General	70
Computer Support Specialists	30	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific	120	Electricians	60
Construction Managers	30	Secretaries, Except Legal, Medical and Executive	100	Automotive Service Technicians & Mechanics	60
Special Education Teachers, Secondary School	30	Service Unit Operators, Oil, Gas, & Mining	90	Cooks, Institution and Cafeteria	60
Insurance Sales Agents	30	Roustabouts, Oil & Gas	70	Police & Sheriff's Patrol Officers	60
Educational, Vocational & School Counselors	20	Painters, Construction and Maintenance	70	Machinists	60
Civil Engineers	20	Executive Secretaries and Admin. Assistants	60	Cooks, Restaurant	50

*Labor Market Information 2008-2018 Occupation Projections – Annual openings are new jobs plus replacements by occupation

http://www.laworks.net/LaborMarketInfo/LMI_employment projections.asp

The mission statement within the region involves continuously increasing efficiency and effectiveness in an effort to become more demand driven and add value to products and processes. Partnerships with various economic development organizations continue to be fostered and created. These partnerships have been enhanced by the award and related outreach for the National Emergency Grant (NEG) Gulf Oil Spill.

The Enterprise Consortium of the Gulf Coast (ECGC) is a 501c(3) subsidiary of the Evangeline Economic Development District – Region Four of Louisiana. ECGC/ARDD provides entrepreneur development training and technical assistance to all Southwest Louisiana businesses. Additionally, ECGC Women's Business Center provides training and technical assistance to women in business or women wanting to start a business. The Evangeline Economic Development District also offers programs that provide loans to small businesses.

The Acadiana Economic Development Council, Inc., (AEDC), is a non-profit 501c(3) organization founded by local economic developers. This group represents economic development organizations located across the region in Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion Parishes. Their creation of the www.TeamAcadiana.org website and the Come Grow with Us! DVD presentation has enhanced outreach and promotion for attracting, retaining and growing business and industry.

Over the last year, the St. Landry Economic Industrial Development (SLEID) economic incubator has assisted businesses which has reduced costs and increased the likelihood of success for start up businesses.

The activity of the Business Service Representative (BSR) continues to be developed with further outreach to employers and engagement with existing Recruiting and Placement team staff. Responsibility for the regional functional supervision and management of the BSR has been shifted to the Local Area Coordinators of LWIA #41 and LWIA #40. Further discussions of the reporting requirements for staff are being held with members of the Office of Workforce Development of the Louisiana Workforce Commission. Training and further development of staff roles are scheduled to be addressed through a meeting with the Louisiana Workforce Commission in June, 2011, scheduled to be held at the St. Landry Business and Career Solutions Center.

LWIAs #40 and #41 staff continue to work together to address the needs of employers and jobseekers throughout the region. Engagement of the regional partners has yielded leveraging opportunities for increased training and services. As an example, staff members from the Business and Career Solutions Centers have been engaged to teach and provide training at the area Technical College campuses during orientation.

Staff members interact with local economic development organizations on an on-going basis to best serve the needs of local workforce stakeholders. Representative members are included from the Greater Lafayette Chamber of Commerce and the Lafayette Economic Development Authority, in addition to multiple representatives from the Acadiana Technical College and South Louisiana Community College.

WIB staff members have worked with local Community Action Agencies to provide opportunities and leverage resources to assist and provide additional programs. A member of the staff from the SMILE Community Action Agency has been stationed at the Lafayette Business and Career Solutions Center for contact by joint participants. Co-location of Business and Career Solutions Centers with the Technical Colleges within Region IV parishes includes services provided in both Evangeline and Vermilion parishes, with St. Landry parish having co-located Community Action Agency staff. Greater alliances are anticipated in light of expected budget cuts. The potential for incentive opportunities continues to encourage the further development of these activities.

LWIAs #40 and #41 hold quarterly WIB meetings. LWIA #40 holds monthly Executive Committee meetings. LWIA #41 meets with the Executive Committee as necessary. Joint meetings between the LWIA #41 and LWIA #40 areas have occurred. Representatives of each organization routinely attend meetings of the neighboring region and communicate frequently. Representation on each of the respective boards reflects the key workforce development players in both areas of the region.

LWIA #40 and #41 have a strong working relationship with the local technical colleges and have been most recently involved in incoming Freshman Orientation projects and job readiness training throughout the region in conjunction with the High Growth Emerging Industries (HGEI) Intermodal Transportation Grant award. Partners and potential partners are continually being engaged.

Regionally, a Memorandum of Understanding (MOU) has been generated for On-the-Job training (OJT) and Classroom training. Regional partners meetings have occurred and will continue. Due to constraints placed by operational limitations of the fiscal agent for LWIA #41, funding has been received by LWIA #40 particularly for the Re-employment Specialist (RES)

program. Cross training of some staff members within the region has occurred, including the monitoring of regional OJT and Classroom training.

Additionally, equipment has been purchased to be utilized by staff of both LWIA #40 and LWIA #41 including video equipment. The Request for Proposal (RFP) process is also being consolidated and utilized by both areas to minimize the length of required staff time. Communication has proven to be a critical component in effective utilization of resources.

The Region IV Business and Career Solutions Centers are cornerstones in workforce development activities. The Center provides integration of services and works to coordinate services with community resources and partners. Funding from partners is extremely limited and funding for activities for the Business and Career Solutions Centers originates from the Louisiana Workforce Commission through Wagner-Peyser and Workforce Investment Act.

6. Regional Youth Vision

A pilot program with the Office of Juvenile Justice has been initiated in the Lafayette area to provide assistance to referred participants who may be under supervision. The WIN pilot is in the developmental stages and is designed to assist the referred participants with interest inventories, assessments as needed, referral to GED instructional programs, one-on-one tutoring assistance, and job placement. Discussions have been held with LWIA #40 representatives to extend the WIN pilot throughout the region.

LWIA #40 will sponsor a Summer Youth Program to encourage employment in the rural parishes. Staff will assist with placement and will serve as mentors in various parishes targeting at-risk youth. Youthful offenders are being identified and training and placement assistance is being provided.

Neighborhood Place meetings have occurred in the Lafayette area in conjunction with various partners and the Lafayette Parish School Board Homeless Students program. Based on needs of youth in the regional area and available funding, the concept of a Neighborhood Place program is being explored with the Lafayette Parish School Board. A potential location for the program was identified at the W. D. Smith Career Center; however, funding constraints have limited further development. Through the Homeless Students program, additional participants are being identified for referral to services at the Lafayette Business and Career Solutions Center and for potential employment opportunities.

Difficulties in identifying children of incarcerated parents and providing mentoring opportunities proved to be a challenge for outreach activities. Further development of these activities is expected.

Teach for America continues to be a positive organizational approach for improvement to education for South Louisiana. Additionally, the Thibodaux Technical High School has been established on the campus of the Acadiana Technical College and will relocate to a permanent site later this year. The opportunity exists for students to obtain dual coursework and credit which leads to a future more skilled workforce for both LWIA #40 and LWIA #41 employers.

B. Regional Workforce Investment Priorities

Key Priorities for the Region's Workforce Investment System that lead to actualizing the Governor's vision for workforce and economic development include:

- **Addressing and assisting the high percentage of 16 year old individuals and older who are not in the workforce**
- **Continuing employer engagement and input into the workforce development system**
- **Prioritizing educational and training services for re-employment**
- **Targeting emphasis for re-entry or formerly incarcerated workers**
- **Providing transportation and supportive service assistance and leveraging for successful outcomes**
- **Targeting emphasis on the low ranking regarding national health index**
- **Targeting emphasis on lower per capita incomes**
- **Addressing and assisting the high numbers of adults who have not completed high school or have less than a 9th grade education**
- **Addressing and assisting the high proportion of families living in poverty**
- **Addressing and assisting the high dropout rates and low completers at colleges and universities**
- **Seeking out additional financial resources and partner participation in the Business and Career Solutions Centers**

C. Regional Workforce Investment Boards (LWIBs)

1. Workforce Investment Board Structure

The Workforce Investment Boards of Region IV, in accordance with the Workforce Investment Act of 1998 and its stated purpose, are committed to providing workforce investment activities, through local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase the occupational skill attainment by participants, and, as a result, improve the quality of the workforce irrespective of the amount of WIA allocations. As such, it is critical to align and leverage resources of required workforce partners to establish a comprehensive One-Stop Delivery System that is responsive to the needs of jobseekers and employers.

In regards to recommendations for consolidating boards in lieu of collaboration of Boards, there has been insufficient evidence provided that such a drastic adjustment would actually produce any significant cost savings. The cost of operations and service delivery would not be impacted. The consolidation of WIB boards would greatly reduce the input of businesses in the local communities. Boards have collaborated on regionally impactful events and opportunities. Through a regional collaboration of WIBs in this region, we have an opportunity to be effective and impactful by allowing both local and regional workforce priorities and activities to be addressed and not compromised.

The intent of WIA and State Legislation is for the leveraging of resources as part of the One-Stop Delivery System. This must include sharing of financial resources in an equitable manner for the delivery of services. Therefore, WIB 40 and 41 supports the functional alignment of resources and services provided by non WIA funded partner agencies. This would ease some of the strain on the workforce system's capacity to serve on limited WIA funding.

Required non-WIA funded partners of the One-Stop Delivery System:

- Wagner Peyser
- Veterans programs
- Adult Education
- Vocational Rehabilitation
- TAA
- CSBG
- HUD
- Senior Community Service Employment programs
- Carl Perkins programs

A move to leverage and share funding resources across workforce partners will not be an easy undertaking and WIB 40 and 41 have requested LWC's assistance and expertise in this level of functional realignment. There are concerns of the willingness and/or ability of other agencies and potential workforce partners to make a commitment with the WIBs and Business & Career Solutions Centers to align programs and funding in an effort to share costs, improve efficiency, and avoid duplication of services. The LWC can assist the WIBs in this effort by convening state agencies with non-WIA workforce funding in an effort to coordinate the alignment of funding and services to avoid duplication and maximize efficiency.

Describe the organization and structure of the Local Board

St. Landry Parish Government serves as the grant recipient for LWIA #40 and serves as the fiscal agent and administrative entity for the seven (7) parish geographic area. Acadiana Works, Inc. (AWI), located at 1305 Diesi Street, Opelousas, Louisiana is designated as the Business and Career Solutions Center operator for the Workforce Investment Area. In 1999, AWI was identified as the service operator for adult and dislocated worker programs because of their demonstrated track record and having three or more partners co-located in the Opelousas,

New Iberia and Crowley locations. Concerning WIA and ARRA activities, AWI was awarded as the Youth Service Operator for the area through a procurement process that included Requests for Proposals (RFPs). The WIB consists of thirty-three (33) members.

The LWIA #41 Workforce Investment Board is *a public board or commission appointed by the "grant recipient" or "chief elected official" in accordance and pursuant to the provisions of the WIA and the regulations promulgated thereunder, and having the duties and powers set forth therein, comprised* of thirty-two (32) members. The Lafayette Consolidated City-Parish Government is the grant recipient.

The Lafayette Business and Career Solutions Center operates as the designated One Stop operator for Workforce Investment Area #41.

2. Organizations or Entities represented on the LWIB:

The boards were certified by the Louisiana Workforce Commission in 2009 for proper representation and concurrence.

The most recent WIB Rosters and Matrix are attached, identifying organizations and entities represented.

D. Economic and Labor Market Analysis:

1. Economic base by industry:

Industry Group	Number of Vacancies	Industry Employment
Educational & Health Services	742	59,842
Professional & Business Services	488	24,112
Leisure & Hospitality	466	25,013
Trade, Transportation & Utilities	407	55,293
Construction	331	15,422
Manufacturing	243	21,831
Financial Activities	187	14,010
National Resources & Mining	173	22,526
Other Services	164	6,093
Information	134	3,835
Public Administration	114	9,338

***Lafayette (Acadiana) Job Vacancy Survey provided through LWC-LMI, Second Quarter 2010, RLMA 4**

2. Projected Need

Top 5 projected job openings:

- Welders, Cutters, Solders, and Brazers
- Nursing Aides, Orderlies, and Attendants
- Retail Salespersons
- Waiters and Waitresses
- Food Preparation and Serving Related Workers

3. Occupational Projections

Workforce Information

Parish	*Population 2009 LA Tech*	*Population 2008 LA Tech*	*Per Capita Personal Income BEA**	*Census Median Household Income*	*Census 2006-2008 Under the Age of 18 in Poverty*
Evangeline	*36,002*	*36,064*	*$25,018*	*$38,014*	*32.0%*
Vermilion	*56,828*	*56,724*	*$30,174*	*$41,872*	*24.5%*
St. Martin	*52,620*	*52,300*	*$28,705*	*$38,109*	*25.2%*
St. Landry	*93,267*	*91,868*	*$28,551*	*$27,425*	*45.5%*
Acadia	*61,263*	*60,642*	*$30,374*	*$34,892*	*31.0%*
Iberia	*75,855*	*74,837*	*$35,041*	*$40,406*	*30.5%*
St. Mary	*51,810*	*51,325*	*$37,805*	*$40,308*	*32.4%*
Lafayette	*211,827*	*208,981*	*$43,062*	*$46,566*	*21.9%*

Sources: LMI Population Demographics www.laworks.net – Lafayette RLMA 4

LA Tech University: http://www.latech.edu

Bureau of Economic Analysis: http://www.bea.gov/regional/index.htm (Parish Data from 2008)

U. S. Census Bureau 2006-2008 American Community Survey: http://www.census.gov/acs

From http://www.laworks.net/LaborMarketInfo/LMI_MainMenu.asp: Click on LOIS/Scorecard and use the menu to left under Historic Data Analysis and scroll over Employment and Wage Data – Labor Force Data then select Labor Force Employment and Unemployment (LAUS).

"There were 7,159 fewer people employed annually in 2009 as compared to 2008. The number of unemployed increased over that same time period. The result was an increase of 394 more people in the total Lafayette RLMA labor force."

"The Lafayette area has been given high marks as a place for job growth, job creation, income, technology growth and a great place for doing business."

"Over the year the Lafayette RLMA unemployment rate rose by two and a half percentage points, but was still lower than the national rate."

Annual Average - Civilian Labor Force Profile (with most recent April, 2011 added):

Parish	Civilian Labor Force	Employed	Unemployed	Average Unemployment Rate	April, 2011
Acadia	26,500	24,784	1,716	6.5%	6.3%
Evangeline	12,723	11,696	1,027	8.1%	8.7%
Iberia	35,525	33,129	2,396	6.7%	7.4%
Lafayette	111,122	105,385	5,737	5.2%	5.6%
St. Landry	38,304	35,436	2,868	7.5%	8.1%
St. Martin	24,023	22,434	1,589	6.6%	6.8%
St. Mary	23,728	21,953	1,775	7.5%	9.5%
Vermilion	24,986	23,336	1,650	6.6%	6.8%
Total	296,911	278,153	18,758	6.3%	7.4%

*Lafayette MSA for April, 2011: 5.8%

"The state not seasonally adjusted unemployment rate was 7.4% in April, 2011, down from the revised rate of 8.0% for March, 2011, and up from the revised rate of 6.6% for April, 2010."

Louisiana Workforce Commission, Research and Statistics Division – Louisiana Unemployment Rates (Not Seasonally Adjusted)

4. What jobs/occupations are most critical to the Region's economy?

Based on the most recent information provided through the Louisiana Workforce Commission for RLMA 4, during the Second Quarter 2010 there were approximately 3,450 job vacancies available resulting in a vacancy rate of 1.3 per cent. This means that for every 100 jobs, approximately 1 job was vacant. Education and Health Services had the largest number of job vacancies. The Information sector had the highest vacancy rate (3.5%). There has also been an identified need for Production workers and Computer and related technology workers. All jobs and occupations are critical to the regional economy.

5. Skill needs for the available, critical, and projected jobs:

RLMA 4 Top Five Job Vacancies by Job Title ***(Job Vacancy Profile – www.laworks.net)***

Occupational Group	*Job Title*	*Number of Vacancies*	*In Top Demand*	*Education or Training Required from Demand File*
Healthcare Support	Nursing Aides, orderlies, and attendants	519	X	Short-term on-the-job training
Production	Helpers-Installation, maintenance, and repair workers	417		Short-term on-the-job training
Installation, Maintenance & Repair	Butchers and meat cutters	363		Long term on-the-job training
Food Preparation & Serving Related	Combined food preparation & serving workers including fast food	339		Short term on-the-job training
Food Preparation & Serving Related	Waiters & Waitresses	318	X	Short term on-the-job training

Registered Nurses and Related Healthcare and Social Assistance Personnel
Retail and Service Industry Workers
Computerized and Standard Welder/Fitters and Equipment Operators
Transportation and Material Handlers (Including Hazardous Waste Remediation)
Hospitality and Tourism Service Personnel

6. "In migration" or "Out migration"

- RLMA IV did not experience any significant gains or losses in residents.

- Lafayette Parish experienced 367 net inflow resident migrations, while St. Mary Parish experienced 251 net outflow resident migrations.
- RLMA IV experienced a net outflow of 27 residents due to migration.
- Overall the workforce supply of RLMA IV was relatively unchanged using resident migration as a means of measure.

***Resident Migration Report – Lafayette RLMA IV as provided by LWC/Census Bureau file extracts of income tax return data from IRS for use in statistical programs.**

E. Overarching Local/Regional Strategies:

- **Addressing and assisting the high percentage of 16 year old individuals and older who are not in the workforce**
- **Continuing employer engagement and input into the workforce development system**
- **Prioritizing educational and training services for re-employment**
- **Targeting emphasis for re-entry or formerly incarcerated workers**
- **Providing transportation and supportive service assistance and leveraging for successful outcomes**
- **Targeting emphasis on the low ranking regarding national health index**
- **Targeting emphasis on lower per capita incomes**
- **Addressing and assisting the high numbers of adults who have not completed high school or have less than a 9th grade education**
- **Addressing and assisting the high proportion of families living in poverty**
- **Addressing and assisting the high dropout rates and low completers at colleges and universities**
- **Seeking out additional financial resources and partner participation in the Business and Career Solutions Centers**

Priority of services is provided and assured to recipients of public assistance and other low-income individuals.

F. Major Regional Policies and Requirements:

1. Description of the Relationship between the LWIAs in the Region – regional policies and systems:

LWIAs #40 and #41 staff continue to work together to address the needs of employers and jobseekers throughout the region. The effective working relationship is successful in part due to the leadership of both the Workforce Investment Boards and the Business and Career Solutions Centers in the implementation of the vision and policies created by the WIBs for the region.

The relationship between the LWIAs in the region has been enhanced by the joint activities, including the regionalization of the Business Advisory Committee (BAC) and joint quarterly

business seminars. A joint checking account has been established. Additionally, joint grant applications have been submitted. Joint job fairs have been held with additional events planned.

The boards of this region and staff have worked together collaboratively on outreach activities for the National Emergency Grant Oil Spill funding. Proposed joint staff enrichment training is being reviewed.

2. What Region policies are in place to promote efficient use of administrative resources in order to avoid duplicative administrative costs that could be used for service delivery/training?

Description/Implementation of Regional Policies

Implementation of regional policies is continuing with the exploration of opportunities for collaboration and leveraging of dollars for training and services. Efforts to work through the Region IV Coordination Committee, with members from both Workforce Investment Areas, have been revisited and the group meets quarterly. Regional participation in webinars and conference calls has further enhanced relationships within the region. Services are provided to both jobseekers and businesses regardless of address.

Most recently, the two areas have participated in a Community Based Job Training Grant application for training in healthcare occupations. Unfortunately, based on 125 million in funding cuts at the federal level, the solicitation was revoked after submission of the grant application.

The 4.8 million dollar Intermodal Transportation Grant which was awarded to the Acadiana Technical College system requires the service delivery system to be fully integrated for referrals. Staff members of both the Workforce Investment Area #41 and #40 are utilized for orientation instruction provided on the campuses of the Acadiana Technical College.

3. Region policies for universal access and consistency of services statewide:

Branding initiatives undertaken at the state level have greatly assisted the ability of local Business and Career Solutions Centers to be easily identified by business and jobseekers. Services are provided to businesses and jobseekers regardless of their resident or occupational addresses. The seamlessness of operations and processes has been noted by employers and jobseekers. Very positive feedback has been received on the logo and signage that has been provided.

4. Region policies to support demand-driven approach to workforce development:

Region IV has prioritized providing educational, training, and employment opportunities that will assist employers and jobseekers to become more economically successful. Region IV will provide a wide array of coordinated services in an effective and timely fashion. Each WIB has reviewed and concurred on training providers located within the region.

5. Region policies with regard to Apprenticeship and Job Corps:

Training has been received on Apprenticeship opportunities through the Louisiana Workforce Commission. An electrical apprenticeship has been established and traditional and non-traditional workers are successfully referred to the program. A plumbing and pipefitting apprenticeship program continues to be developed with limited training resources. Job Corps representatives attend and have made presentations at WIB and Youth Council meetings.

G. Integration of One-Stop Service Delivery

1. Region policies and procedures in place to ensure quality of service delivery

There has been an increase in the volume of jobseekers arriving at the Business and Career Solutions Centers. Anticipated decreases and limitations in funding have led to further creative delivery of services. On the Job Training and Individual Training Accounts have been increased for those participants and employers impacted by the Gulf Oil Spill with caps still in place for traditional Workforce Investment Act (WIA) participants. Partner agencies have reported anticipated budget cuts of up to fifty percent (50%) that will greatly impact participants of their agencies. Many of the impacted participants are seen by multiple partners. Expected consequences of these budget cuts will require staff at the Business and Career Solutions Centers to prepare for the worst case scenarios when preparing for the expected influx of participants. Planning has been accomplished for expected budget cuts by percentage (8%, 20%, and 100%, as proposed by H.R. 1). Activities including provision of tours to legislative staff, interaction with representatives, and letters of requested support have been undertaken.

2. What Region policies or guidance has the State issued to support maximum integration of service delivery through the One-Stop delivery system for both business customers and individual customers?

New service delivery initiatives have been coordinated in conjunction with the Louisiana Workforce Commission. The Louisiana Employment Assistance Program (LEAP) is being established and has received funding to assist as an extension of the Connections to Work pilot program established in the Lafayette area. The intention is to move participants toward self-sufficiency with training and guidance. Additionally, the Reemployment Services (RES) program

has been temporarily assisting with those participants who require specialized case management tools to re-enter the workforce.

Currently, Unemployment Insurance is being reviewed with a representative housed in the Lafayette Business and Career Solutions Center. The addition of the RES staff has added the ability to provide more targeted services to the volumes of unemployed receiving services at the Business and Career Solutions Centers. Current funding will only allow these activities through June 30, 2011. The Lafayette Workforce Investment Area #41 has six (6) RES workers that are temporary staff and LWIA #40 have 9.

3. Region actions to promote identifying One-Stop Infrastructure models:

The Business and Career Solutions Centers located with Region IV utilize the Integrated Service Delivery Model.

4. Human capital solutions:

Region IV has prioritized providing educational, training, and employment opportunities that will assist employers and jobseekers to become more economically successful. Believing that each individual has particular needs, Region IV will provide a wide array of coordinated services in an effective and timely fashion.

H. Administration and Oversight of the Regional Workforce Investment System

1. Regional Area Designations

Please see the attached map outlining the eight (8) parish Region IV area.

2. Workforce Investment Boards

The boards were certified by the Louisiana Workforce Commission in 2009 for proper representation and concurrence.

The most recent WIB Rosters and Matrix are attached, identifying organizations and entities represented.

I. Regional Planning Process

The Region IV Coordination Committee has been an integral component in the planning and establishment of goals for the area. Members from each of the WIBs, LWIB 41 and 40, meet quarterly to review progress toward the established goals and look for innovative approaches to meet new goals. Challenges that were identified during the Louisiana Workforce Summit held in October, 2008 are being revisited and reviewed.

Additionally, recent meetings focused on functional realignment have led to detailed planning, interaction, and discussion.

J. One-Stop Service Delivery Strategies

1. How are services provided by each of the required and optional One-Stop partners coordinated and made available through the One-Stop system?

Region IV will coordinate services among a variety of funding sources including WIA-Title I, Wagner Peyser, Veterans Programs, Trade Adjustment Act, Incumbent Worker Programs, SBET, Pell Grants, TOPS, the addition of the Louisiana Rehabilitation Services to the Louisiana Workforce Commission, the Small Business Administration, Department of Social Services, Louisiana Community and Technical College System, Job Corps, the Louisiana School System-Adult Education, Community Services Block Grants, local economic development agencies, faith based and community based organizations and the Louisiana Employment Assistance Program (LEAP) to assist jobseekers. In several of these areas, most notably: Pell Grants, TOPS, Department of Social Services, and Adult Education, assistance is being requested for education concerning these areas from the Louisiana Workforce Commission by means of statewide conference call or at statewide quarterly training meetings.

Annual funding for LWIA #40 was increased by approximately 5%. Annual funding for LWIA #41 was decreased by approximately 17%. Based on these funding allocations, coordination efforts are vital.

Region IV has recognized the importance and value of education and economic development. The Region IV Business and Career Solutions Centers will continue to be a leader in Louisiana in coordinating services to assist all customers in need of services. Local workforce development leaders will encourage the education of citizens in the Acadiana area so that they may become self-sufficient and enjoy an improved quality of life.

2. How are youth-formula programs integrated into the One-Stop system?

Counselors have been designated within the Business and Career Solutions Centers in Region IV to provide assistance to youth identified though the Membership Team triage. This region has identified and adopted central assessment tools and will continue to invest in assessments such as WorkKeys, TABE, O*Net and other assessment instruments, as well as provide basic skills and GED training by referral in an effort to assist youth in the area.

Regional programs and services will take a comprehensive approach to serving youth as identified to be most in need, including basic skills remediation, helping youth stay in school,

employment, internships, helping to attain a high school diploma or GED, post-secondary vocational training, apprenticeships, and enrollment in community and four-year colleges. These activities for youth will provide better occupational opportunities and the ability to earn higher wages. The region will continue to assist young people to tap into the services needed to achieve their educational and employment goals.

A strong emphasis has been placed on linking work and learning concepts. Work based and classroom based training activities that facilitate the attainment of appropriate educational and work based credentialing, such as the GED, NCRC, and NCCER, are being emphasized. Additionally, designing and delivering enriching contextual learning opportunities, with enriched classroom experiences are used to enhance the learning experience.

3. Minimum Service Delivery Requirements:

Region IV has prioritized providing educational, training, and employment opportunities that will assist employers and jobseekers to become more economically successful. Region IV will provide a wide array of coordinated services in an effective and timely fashion. If the partners in this region identify a particular need for training or the need for the provision of services, those services are provided.

Business and Career Solutions Centers/Service Delivery Strategies, Support for Training

Describe the LWIA's comprehensive vision of an integrated service delivery system, including the role each Louisiana Workforce Commission program incorporated in the Unified Plan in the delivery of services through the system.

The Louisiana Technical College campuses have been realigned to function as separate units and have changed their branding to Acadiana Technical College. Based on funding cuts which have impacted staffing, revisions to training programs are underway. Surveyor training has been revisited and modified. The relocation of this program from the T. H. Harris campus in Opelousas to the campus in Lafayette was based largely on direct input from employers in the area. Educational programs have been reviewed and training programs have been modified based on input from employers, workforce development, economic development, and state assistance from the Board of Regents. The alacrity and regional responsiveness from educational providers has been outstanding. Heavy equipment operation training was initiated due to great demand and continues to be made available in New Iberia.

Summer Youth program offerings will be subject to funding reductions and have to a great extent been eliminated in the Lafayette area. Leveraging of services through the Community Action Agencies for programs continues to be hampered, based on funding and other obligations. LWIA #40 was able to operate a small summer youth program.

The GED preparation and Keeping Youth Trained and Educated (KYTE) program is currently funded by WIA and Lafayette Consolidated Government dollars. The ability of the program to continue to exist will depend on offerings of the Acadiana Technical College and by modification of the delivery format.

Processes are being reviewed and the certification of the Business and Career Solutions Centers is expected. Jobseekers continue to be greeted by Membership staff and are offered a warm, supportive atmosphere to explore their immediate needs and further career development and advancement needs. Region IV has the distinction of having enrolled one of the highest volumes of participants in the State of Louisiana with mostly word-of-mouth advertising. The outreach and publicity efforts of the Louisiana Workforce Commission have also provided information on the availability of services which has further directed jobseekers and businesses to the Business and Career Solutions Centers.

Describe the actions each LWIA has taken to ensure an integrated Business and Career Solutions Center service delivery system.

Business and Career Solutions Center staff and WIB staff are participating in Louisiana Workforce Commission conference calls bi-monthly. When absolutely necessary, technical assistance is requested. Additionally, training sessions have been attended with instruction on the usage of the Louisiana Virtual One Stop (LAVOS) system.

The two areas, LWIAs #40 and #41, have recently participated in a Community Based Job Training Grant application for training in healthcare occupations. Unfortunately, based on the federal budget reduction experienced of 125 million dollars after the application was submitted, the grant solicitation was revoked.

The Intermodal Transportation Grant which was awarded to the Acadiana Technical College system has required the service delivery system to be fully integrated for referrals to occur expeditiously for the benefit of jobseekers and employers.

Funding reductions have led to a reduced ability to provide Summer Youth Programs. Youth services continue to be provided.

Transportation issues continue to be a concern posing challenges within the Region IV area. As the parish has expanded, affordable public transportation routes have not. The ability for participants to commute to training and work opportunities is a large factor in their ability to succeed. Youth are particularly impacted by this barrier. The reductions in supportive service funding within the region will continue to be a factor in success for participants. The Region IV area will continue to explore the ability to fully utilize leveraged resources to address this identified challenge and provide a level of supportive services to ensure participation.

What minimum service-delivery requirements does the State mandate in a comprehensive Business and Career Solutions Center or an affiliate site?

The Integrated Service Delivery model has been established in all Business and Career Solutions Centers located within Region IV.

What tools and products has the State developed to support service delivery in all One-Stop Centers statewide?

The Louisiana Virtual One Stop (LAVOS) computer database tracking system has been utilized and is a virtual connection available through the World Wide Web, 24 hours a day, 7 days a week. The Integrated Service Delivery model has been established in all Business and Career Solutions Centers located within Region IV.

What models/templates/approaches has the State recommended and/or mandated for service delivery in the One-Stop Centers?

LAVOS is utilized with standardized applications for service delivery in the Business and Career Solutions Centers.

Adult and Dislocated Worker Services:

Core, intensive and training services are available through the Business and Career Solutions Center locations in Acadiana. Customers who need additional or different services may be referred to other partners or social service agencies. The Region IV area partners will collaborate through cooperative partnerships to further the Governor's priorities and address the workforce development issues identified through the analysis of the regional economy and labor market.

As participants enter the Business and Career Solutions Centers they will be encouraged to become full members. They will be directed to the large, user friendly information center. This will be a self-initiated and self-directed area with help available as needed. Members will be directed through the www.laworks.net website to develop a resume which will help them to search for employment, to view job vacancies and to access referrals. Participants that may need additional help will have access to assessments and interest inventories and to additional guidance. The integration of staff (Wagner Peyser, WIA, Veterans, RES, and other sources) will provide a triage for service. The goal is for these activities to be accomplished in a friendly, inviting, warm, and supportive, nurturing atmosphere.

Activities will be tailored to the particular needs of the individual with their choices being of paramount concern. Training opportunities will be fully explained and explored. Information regarding programs that are available through partnered agencies will be advertised broadly at

the Business and Career Solutions Centers to fully inform and engage member participants. A focus will be on the level of job readiness of the individual and to assure all involved are equipped to address the task of finding employment and making career and training choices.

What are the LWIAs' policies on Scholarships/ITAs?

Further reductions in funding have led to additional reductions in scholarships and ITAs with increased limitations, with the exception of National Emergency Grant (NEG) Gulf Oil Spill identified participants. Responsibility for review of each funding request is placed within the realm of the Lafayette Scholarship Committee by LWIA #41. The committee reviews applications, based on merit, with final determination at the discretion of the Local Lafayette Area Coordinator who is ultimately responsible for accountability and transparency in the administration of scholarship, ITA funding. LWIA #40 established a $500.00 scholarship for WIA eligible participants.

Describe each LWIA's policy for limiting Scholarships/ITAs, Training Funding

LWIAs #41 reviews applications on an individual basis and determines an appropriate funding limitation based on obligations and available funding. As previously described LWIA #40 has established a $500.00 scholarship for WIA eligible participants.

LWIAs #40 and #41 recognize the importance of educating and training in Acadiana and make substantial investments of resources to assist jobseekers in achieving their employment and training goals.

8. Services to Specific Populations

Special targeted populations the region served this program year

Targeted populations in the region needing specialized service attention will include, Veterans disabled individuals, participants identified as meeting income eligibility, re-entry jobseekers experiencing multiple barriers to employment, youth considered at risk, and other populations of identified dislocated or unemployed workers and those identified with language barriers to employment. Translation services identified through the Language Line are being utilized.

Great strides have been accomplished in the use of assistive technologies available in the Business and Career Solutions Centers. Bilingual informational material is now available in the Business and Career Solutions Centers and the Louisiana Virtual One Stop (LAVOS) system is convertible into Spanish. The use of Language Line services are also encouraged.

Additionally, in the Lafayette area outreach and contact has been established with Proyecto Hispano De Ayuda A la Comunidad (Project of Assistance to the Hispanic Community).

With the integration of the Louisiana Rehabilitation Services into the Louisiana Workforce Commission, an increased ability to target a specific population has been recognized. A strong working relationship with this agency exists in the region. Lafayette has been identified as an EN under the Ticket to Work Program. Direction from the Disability Program Specialist is being provided by Memorandum of Understanding with other regions across the State of Louisiana. In activities associated with the Disability Job Fair held in October, 2010, Lafayette led the state in participants and employer participation.

Regional Re-entry Coalitions have been formed and continue to be a focus of service delivery. Strategic plans for the coalitions are still under development for possible improvement in current re-entry activities. The volume of individuals with criminal records attempting to re-enter the workforce demands service deliveries that are atypical of those of the general population. The continued provision of providing for the public safety and welfare and the integration of this population back into the workforce poses unique workforce development challenges. Close working relationships have been developed with the Sheriff's Departments in several of the parishes of both regions. Grant development activities have been undertaken with other coalition partners to assist with potential funding for these services. Joint job fairs continue to be planned for outreach and assistance to this population.

With the highest incarceration rate in the United States, Louisiana returns a stigmatized population to the job market that searches diligently for opportunities for gainful employment and quickly becomes frustrated by the inability to successfully become employed. This vicious cycle predisposes the participant to recidivism and other barriers to employment including housing, transportation and the inability to earn a legitimate living wage seal their fate. The corrections costs are overwhelming an economy that is again sure to be tested in the year ahead.

Staff members of the Lafayette Business and Career Solutions Center have worked through J-COR affiliation with the identification of employers in the region that are willing to consider re-entry participants.

In addition to re-entry challenges, the activities of the Louisiana Employment Assistance Program (LEAP) are being touted as some of the most progressive service delivery improvements within the region. These changes will greatly impact the lives of the participants.

Priority of Service to Veterans based on TEGL 10-09

Priority of services to Veterans continues to exist. Protocols exist and are followed by Veterans Program staff. Through posted signs and interaction with team members in the Membership area, individuals are assisted at the point of entry to provide Veterans and their eligible spouses' full access, including technology-assisted activities, to all available services and training. Based on direction provided through recent special statewide training conducted by the Louisiana Workforce Commission, Veterans are made aware of their entitlement to priority of service and access to the full array of employment, training and placement activities based on established eligibility requirements.

The Veteran representative (DVOP) housed at the Lafayette Business and Career Solutions Center was identified as the leading representative by the Louisiana Workforce Commission in 2010 and received a monetary award. Also, the office was recognized for outstanding service by the Louisiana Workforce Commission in 2010 and received a monetary award. Specialized training was received in separate training events by staff during the year 2010. Outreach continues to be a primary focus by staff and is being accomplished by attendance at Veterans and homeless events held throughout the area and region. Joint job fairs have been held and additional events are scheduled. Region IV has both the DVOP and the LVER staff available to assist Veterans.

Re-employment Specialists (RES) continue to work through the list information provided by the Louisiana Workforce Commission to mail out and contact those individuals who may need additional assistance to obtain training or new skills to return to the workforce. Additionally, a dedicated staff worker has been a vital component in addressing those jobseekers who have Unemployment Insurance (UI) issues that need assistance.

K. Business Services

Region's strategies to improve services to employers:

With one of the strongest Business Advisory Committees in the state and outreach provided to over 7,000 employers and related business and industry leaders in the area, Region IV leads efforts to engage professional contacts. The market penetration levels have reached a solid twenty-four percent (24%). Businesses are encouraged to place not only entry-level job opportunities but also all opportunities available through the businesses on the laworks.net website.

A special focus group of the Bringing Regional Initiatives in Greater Acadiana (BRING) committee provided a Surveymonkey survey with feedback from members of the Acadiana

Society of Human Resource Managers (ASHRM) on the impact that laworks.net has had on their hiring efforts. Useful information was obtained from the survey.

In addition to these efforts, training opportunities are to be provided through the Louisiana Workforce Commission for the regional Business Services Representatives and other members of related team staff in June, 2011. This proposed training will provide vital information to staff regarding the ability to engage and encourage business participation in the workforce development system.

Unfortunately, the limitation on staffing has greatly reduced the ability of the Recruiting and Placement team and Business Services team to assist with job fairs and provide services that were once available. State staff has not been replaced as either retirements or promotions have occurred. In the case of an extended illness, staff members have been forced to assume many roles. As the result, on many days the teams are reduced to one staff member.

L. Innovative Service Delivery Strategies to Targeted Populations

With the integration of the Louisiana Rehabilitation Services into the Louisiana Workforce Commission, an increased ability to target a specific population has been recognized. A strong working relationship exists with this agency in the region. Lafayette has been identified as an EN under the Ticket to Work Program. Direction from the Disability Program Specialist is being provided by Memorandum of Understanding with other regions across the State of Louisiana. In activities associated with the Disability Job Fair planning held each year in October, Lafayette leads the state in participants and employer participation and is expanding to include more regional business participation.

Re-entry Coalitions have been formed across the region and continue to be a focus of service delivery targeted in the region. Strategic plans for the coalitions are still under development for possible improvement in current re-entry activities. The volume of individuals with criminal records attempting to re-enter the workforce demands service deliveries that are atypical of those of the general population. The continued provision of providing for the public safety and welfare and the integration of this population back into the workforce poses unique workforce development challenges. Close working relationships have been developed with the Sheriff's Departments in several of the parishes of both regions. Grant development activities have been undertaken with other coalition partners to assist with potential funding for these services. Joint job fairs continue to be planned for outreach and assistance to this population.

With the highest incarceration rate in the United States, Louisiana returns a stigmatized population that searches diligently for opportunities for gainful employment and quickly becomes frustrated by the inability to successfully earn employment. This vicious cycle predisposes the participant to recidivism and other barriers to employment including housing, transportation and the inability to earn a legitimate living wage seal their fate. The corrections costs are overwhelming an economy that is again sure to be tested in the year ahead.

REGION IV REENTRY COALITION:

The Region IV Reentry Coalition will continue to assist men and women returning home from prison and jail by being "a leader in connecting Reentry Service Providers in Greater Acadiana." This two-and-a-half-year-old Coalition is a network of local Parish-based Reentry Coalitions that seek "to empower people in reentry by providing them with supervision, services, schooling and support." Five parish coalitions currently exist in Region IV - Iberia, Lafayette, St. Landry, St. Mary and Vermilion parishes. The goal for PY 2011-2012 is to establish parish Reentry Coalitions in Acadia, Evangeline and St. Martin parishes. These coalitions will continue to bring together elected officials, sheriff's departments, probation and parole officers, judges, district courts, drug courts, ministers, faith-based and community organizations, housing providers, community action agencies, social service providers, transportation providers, substance abuse and mental health service providers, workforce development specialists, educational institutions, employers, mentors, formerly incarcerated individuals, bankers, credit unions, and small business development specialists.

The Region IV Reentry Coalition will continue responding to public and private grant solicitations to identify funding sources to augment its capacity and the ability of its partners to provide wrap-around reentry services to people on probation and parole.

Staff members of the Lafayette Business and Career Solutions Center have worked through J-COR affiliation with the identification of employers in the region that are willing to consider re-entry participants.

In addition to re-entry challenges, the activities of the Louisiana Employment Assistance Program (LEAP) are being touted as some of the most progressive service delivery improvements within the region. These changes will greatly impact the lives of the participants.

Veterans' services will be coordinated by the Local Area Coordinators, in conjunction with Veterans' Program staff.

M. Strategies for Faith Based and Community Based Organizations:

Recruitment and outreach opportunities for the enrollment of potential participants have been undertaken through affiliations with organizations, such as Proyecto Hispano. Meetings with social service network agencies are attended on a regular basis with communication exchanged and information provided on services and upcoming events. A strong working relationship exists within the region with faith based and community based organizations.

N. Performance Accountability

Programs and services designed to meet the needs of employers and jobseekers are offered with success measured in terms of meeting or exceeding performance goals. Performance goals are proposed:

- Number of Career Solutions Members Entering Employment
- Staff Referrals to Placements
- Individuals in Training
- Percentage of Members Employed in Jobs Earning Above Average Wages Compared to other Individuals
- Number of Youth Enrolled in WIA Title I activities who Entered Employment or Enrolled in Post Secondary Education
- Employer Market Penetration
- Percentage of Job Listings over $10.00 assigned to Placement/Recruitment Team that Receive Staff Referral
- Referral to Hire Ratio
- Number of Employers Provided OJT

The Louisiana Workforce Commission has negotiated with USDOL on other performance goals, as well.

O. Administrative Provisions:

Procurement

Procurement by means of Requests for Proposals (RFPs) is being utilized periodically, as necessary, for solicitation of activities. Most recently, the RFP issued for Intensive Training Services has yielded five (5) approved training programs, subject to negotiations, in the Lafayette area. In April, 2011, the Lafayette Workforce Investment Board (LWIB #41) approved the initial expenditure of $10,000.00 per approved proposer to institute intensive training services, with a potential additional funding based on performance, up to the requested level of funding made by proposers. LWIA #40 will utilize the information on training opportunities developed under the RFP created by LWIB #41.

Procurement policies and procedures are attached.

Monitoring and Oversight

Implementation of new schedules for Monitoring that were suggested during regional training have been created and approved by both WIBs within the region.

The WIB Monitor/EO Coordinator for both LWIA #40 and #41 will continue the process of adapting monitoring review forms supplied by the Louisiana Workforce Commission's Compliance Division for desk and field reviews that will be conducted for local training providers.

The WIB Monitor/EO Coordinator in conjunction with the WIB Executive Administrators and the respective committees will continue revising Monitoring Handbooks to ensure all monitoring policies and procedures are in compliance with state and federal monitoring guidelines and regulations.

The WIB Monitor/EO Coordinator will track compliance with the approved 2010 Methods of Administration for implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, published at 29 CFR Part 37.

REGIONAL MONITORING AND EQUAL OPPORTUNITY COMPLIANCE:

The Local Monitor for LWIA #40 and LWIA #41 will continue to collaborate on recommending uniform policies, procedures and monitoring instruments for both local workforce investment areas in Region IV. One staff member identified in the region will serve as the regional monitor.

The local Monitor for LWIA #40 and LWIA #41 will collaborate on tracking Region IV's compliance with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, published at 29 CFR Part 37.

What are the LWIAs' policies on Scholarships/ITAs?

Further reductions in funding have led to reductions in services and increased limitations, with the exception of National Emergency Grant (NEG) Gulf Oil Spill identified participants. Responsibility for review of each funding request is placed within the realm of the Scholarship Committee which reviews applications, based on merit, with final determination at the discretion of the Lafayette Local Area Coordinator who is ultimately responsible for accountability and transparency in the administration of scholarship, ITA funding. As previously described LWIA #40 has established a $500.00 scholarship for WIA eligible participants.

Describe each LWIA's policy for limiting Scholarships/ITAs, Training Funding

LWIAs #40 and #41 review applications on an individual basis and determine an appropriate funding limitation based on obligations and available funding.

LWIAs #40 and #41 recognize the importance of educating and training in Acadiana and make substantial investments of resources to assist jobseekers in achieving their employment and training goals. As previously described LWIA #40 has established a $500.00 scholarship for WIA eligible participants.

Performance and Accountability

Performance standards are used to measure success. The national recognition of continued improved performance, as reported by Louisiana Workforce Commission (LWC) Executive Director, Curt Eysink, during the April, 2011 statewide meeting, was encouraging. The further negotiation of performance measures will impact and determine programmatic services designed to meet the needs of employers and jobseekers. Performance is reviewed quarterly or as received from documentation provided by the LWC.

1. Appeals Process

Grievance procedures and appeals processes are in place for both LWIA #40 and LWIA #41. Attachments include a notification of the grievance procedure provided to participants.

2. Nondiscrimination Requirements

The Region IV area is committed to offering the highest level of services to participants and employers. Surveys are provided to customers for their input and are tabulated weekly. This information is provided to all staff and to WIB members for their review. Assurances section provides the nondiscrimination assurance and clause.

P. Assurances

1. The LWIA Grant Recipients assure that they and their subrecipients will fully comply with the requirements of the Workforce Investment Act (WIA), all federal and state laws and regulations pursuant thereto, the state Title I plan, the approved program plan and any instructions from the Louisiana Workforce Commission and any subsequent changes to any of the above.

2. The LWIA Grant Recipients assures that they will establish, in accordance with Section 184 of the WIA, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds under WIA.

3. The LWIA Grant Recipients assure that Veterans will be afforded employment and training activities authorized in Section 134 of WIA and the activities authorized in Chapters 41 and 42

of Title 38 US code. The state assures that it will comply with the Veterans priority established in the Jobs for Veterans Acts. (38 USC 4215)

4. The LWIA Grant Recipients assure that it will comply with the confidentiality requirements of Section 136 (f) (3).

5. The LWIA Grant Recipients assure that no funds received under the WIA will be used to assist, promote, or deter union organizing. {181(b) (7)}.

6. The LWIA Grant Recipients assure that they will comply with the nondiscrimination provisions of Section 188 of WIA.

7. The LWIA Grant Recipients assure that they will collect and maintain data necessary to show compliance with the nondiscrimination provisions of Section 188.

Nondiscrimination Assurance

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicants assure, with respect to the operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the WIA of 2000, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

Nondiscrimination Clause:

"No individual in the United States shall, on the grounds of race, color, religion, sec, national origin, age, disability, political affiliation or belief and for beneficiaries only, citizenship or participation in WIA be excluded from participation in, denied the benefits of subjected to discrimination under, or denied employment in the administration of or in connection with any WIA-funded program activity."

The LWIA Grant Recipient assures that it and its subrecipients will comply with the following OMB Circulars and/or Codes of Federal Regulations as applicable:

- **29 CFR Part 97- Uniform Administrative Requirements for State and Local Governments (as amended by the Act)**
- **29 CFR Part 95-Uniform Administrative Requirements for institutions of higher education, hospitals, and other non-profit organizations**
- **OMB Circular A-133-Single Audit Act**
- **OMB Circular A-87 – Cost Principles for State, local and Indian Tribal organizations**

- **OMB Circular S-122 – Cost Principles for non-profit organizations**
- **445 CFR Part 74, Appendix E – Principles for determining costs applicable to research and development under grants and contracts with hospitals**
- **Federal Acquisition Regulations (FAR) at 48CRF Part 31 – allowable cost for commercial organizations and those non-profit organizations listed in Attachment C to OMB Circular A-122.**
- **29 CFR Part 31 and 32 – Nondiscrimination and equal opportunity assurance (and regulation) 2**
- **CFR Part 93 – Restrictions on lobbying**
- **29 CFR Part 98 – Government wide debarment and suspension and government wide drug free workplace requirements.**

Louisiana Workforce Investment Areas by Regions

WIA Parishes by Region:

1. Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John, St. Tammany
2. Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, West Feliciana
3. Assumption, Lafourche, Terrebonne
4. Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion
5. Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
6. Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
7. Bienville, Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, Webster
8. Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll

Attachments

Attachment

#1

Lafayette Business & Career Solutions Center Traffic 2011

TOTAL= 15,225

Dates	Day of week	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	TOTAL
1/3/2011	Monday	71	48	43	35	32	38	14	13	7	301
1/4/2011	Tuesday	50	44	22	17	24	24	22	9	1	213
1/5/2011	Wednesday	56	30	42	20	19	35	13	18	5	238
1/6/2011	Thursday	63	38	22	26	21	15	0	0	0	185
1/7/2011	Friday	42	24	53	28	9	19	24	6	1	206
	TOTAL	282	184	182	126	105	131	73	46	14	1143
1/10/2011	Monday	53	41	42	49	28	39	17	19	5	293
1/11/2011	Tuesday	45	36	21	36	22	37	21	10	3	231
1/12/2011	Wednesday	39	32	28	23	18	21	18	21	4	204
1/13/2011	Thursday	54	23	27	20	20	14	6	0	0	164
1/14/2011	Friday	21	26	21	20	19	25	8	9	3	152
	TOTAL	212	158	139	148	107	136	70	59	15	1044
1/17/2011	Monday	Holiday									0
1/18/2011	Tuesday	66	27	39	22	33	38	25	10	7	267
1/19/2011	Wednesday	48	31	23	25	20	25	20	15	1	208
1/20/2011	Thursday	62	27	20	22	16	15	5	0	0	167
1/21/2011	Friday	30	28	23	13	15	18	14	9	5	155
	TOTAL	206	113	105	82	84	96	64	34	13	797
1/24/2011	Monday	65	41	37	23	38	22	23	18	1	268
1/25/2011	Tuesday	39	21	30	16	19	21	12	6	3	167
1/26/2011	Wednesday	37	25	30	26	20	30	28	12	6	214
1/27/2011	Thursday	32	18	29	24	18	11	2	0	0	134
1/28/2011	Friday	21	21	19	14	9	20	31	12	2	149
	TOTAL	194	126	145	103	104	104	96	48	12	932
1/31/2011	Monday	51	35	46	40	23	41	20	16	5	277
2/1/2011	Tuesday	36	22	19	17	16	14	19	2	3	148
2/2/2011	Wednesday	20	16	32	14	14	19	12	10	3	140
2/3/2011	Thursday	29	10	10	8	3	6	1	0	0	67
2/4/2011	Friday	3	5	9	5	3	6	3	3	2	39
	TOTAL	139	88	116	84	59	86	55	31	13	671
2/7/2011	Monday	56	30	22	17	21	31	23	15	6	221
2/8/2011	Tuesday	29	21	19	13	9	19	11	8	5	134
2/9/2011	Wednesday	32	21	25	25	22	16	12	15	3	171
2/10/2011	Thursday	53	16	11	12	13	9	5	0	0	119
2/11/2011	Friday	17	22	16	17	15	9	8	8	1	113
	TOTAL	187	110	93	84	80	84	59	46	15	758
2/14/2011	Monday	45	31	31	22	14	26	12	15	0	196
2/15/2011	Tuesday	29	19	19	25	19	11	8	7	3	140
2/16/2011	Wednesday	24	24	20	17	20	22	14	9	0	150
2/17/2011	Thursday	56	13	17	13	14	10	5	0	0	128
2/18/2011	Friday	16	6	14	13	15	10	11	12	1	98
	TOTAL	170	93	101	90	82	79	50	43	4	712

Dates	Day of week	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	TOTAL
2/21/2011	Monday	40	25	30	60	11	18	14	9	1	208
2/22/2011	Tuesday	26	20	20	19	12	19	21	5	3	145
2/23/2011	Wednesday	17	29	14	24	11	13	12	13	5	138
2/24/2011	Thursday	41	17	12	14	13	8	5	0	0	110
2/25/2011	Friday	20	9	17	8	16	10	10	8	3	101
	TOTAL	144	100	93	125	63	68	62	35	12	702
2/28/2011	Monday	49	43	38	21	19	19	15	17	0	221
3/1/2011	Tuesday	31	19	12	14	18	12	10	12	0	128
3/2/2011	Wednesday	24	22	19	13	3	14	8	6	0	109
3/3/2011	Thursday	48	10	19	6	12	9	6	0	0	110
3/4/2011	Friday	23	6	20	14	8	14	10	8	0	103
	TOTAL	175	100	108	68	60	68	49	43	0	671
3/7/2011	Monday	29	29	16	16	19	16	5	5	1	136
3/8/2011	Tuesday	Holiday									0
3/9/2011	Wednesday	27	16	15	20	8	11	10	14	2	123
3/10/2011	Thursday	59	22	16	19	13	14	1	0	0	144
3/11/2011	Friday	22	17	19	16	13	10	13	14	0	124
	TOTAL	137	84	66	71	53	51	29	33	3	527
3/14/2011	Monday	30	30	29	22	16	21	23	11	2	184
3/15/2011	Tuesday	30	27	17	16	19	16	19	9	2	155
3/16/2011	Wednesday	28	14	15	11	18	15	13	9	1	124
3/17/2011	Thursday	27	19	17	10	17	14	4	0	0	108
3/18/2011	Friday	11	15	26	16	5	13	11	8	2	107
	TOTAL	126	105	104	75	75	79	70	37	7	678
3/21/2011	Monday	44	24	23	28	36	19	10	9	3	196
3/22/2011	Tuesday	28	27	18	24	15	19	18	10	3	162
3/23/2011	Wednesday	39	26	16	17	20	22	8	13	1	162
3/24/2011	Thursday	47	17	17	21	13	10	3	0	0	128
3/25/2011	Friday	25	11	15	8	14	8	9	7	2	99
	TOTAL	183	105	89	98	98	78	48	39	9	747
3/28/2011	Monday	39	38	28	26	25	14	21	17	2	210
3/29/2011	Tuesday	35	20	32	14	14	14	13	10	5	157
3/30/2011	Wednesday	29	19	15	16	15	17	11	9	0	131
3/31/2011	Thursday	33	14	16	13	16	11	5	0	0	108
4/1/2011	Friday	31	12	11	10	14	11	7	4	0	100
	TOTAL	167	103	102	79	84	67	57	40	7	706
4/4/2011	Monday	44	30	32	21	17	17	12	9	3	185
4/5/2011	Tuesday	27	12	31	22	21	18	15	14	1	161
4/6/2011	Wednesday	13	19	25	22	12	20	8	4	2	125
4/7/2011	Thursday	20	14	20	17	5	9	3	0	0	88
4/8/2011	Friday	17	12	23	12	13	14	13	11	2	117
	TOTAL	121	87	131	94	68	78	51	38	8	676

Dates	Day of week	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	TOTAL
4/11/2011	Monday	43	34	28	31	19	16	12	14	7	204
4/12/2011	Tuesday	31	25	27	16	15	19	9	10	2	154
4/13/2011	Wednesday	21	18	13	16	13	16	8	7	1	113
4/14/2011	Thursday	22	17	24	15	7	11	4	0	0	100
4/15/2011	Friday	19	26	12	15	13	8	7	12	1	113
	TOTAL	136	120	104	93	67	70	40	43	11	684
4/18/2011	Monday	44	19	44	19	13	17	29	10	7	202
4/19/2011	Tuesday	23	18	24	14	20	13	9	6	0	127
4/20/2011	Wednesday	28	15	26	10	15	10	13	2	2	121
4/21/2011	Thursday	39	16	16	15	7	10	2	0	0	105
4/22/2011	Friday	Holiday									0
	TOTAL	134	68	110	58	55	50	53	18	9	555
4/25/2011	Monday	32	37	29	19	18	13	13	16	4	181
4/26/2011	Tuesday	16	14	19	16	18	15	10	11	5	124
4/27/2011	Wednesday	11	19	21	16	11	20	10	11	2	121
4/28/2011	Thursday	33	19	17	13	17	14	3	0	0	116
4/29/2011	Friday	17	12	5	14	12	10	4	5	1	80
	TOTAL	109	101	91	78	76	72	40	43	12	622
5/2/2011	Monday	46	36	35	20	16	15	16	7	0	191
5/3/2011	Tuesday	21	21	20	21	9	16	12	10	0	130
5/4/2011	Wednesday	9	15	17	16	16	32	16	5	0	126
5/5/2011	Thursday	34	22	16	12	16	16	6	0	0	122
5/6/2011	Friday	19	12	8	19	14	15	16	8	1	112
	TOTAL	129	106	96	88	71	94	66	30	1	681
5/9/2011	Monday	47	6	24	19	14	21	25	15	1	172
5/10/2011	Tuesday	27	22	19	17	19	26	15	10	1	156
5/11/2011	Wednesday	22	18	22	9	11	18	15	3	3	121
5/12/2011	Thursday	18	14	14	17	10	16	2	0	0	91
5/13/2011	Friday	15	6	22	17	13	15	18	8	1	115
	TOTAL	129	66	101	79	67	96	75	36	6	655
5/16/2011	Monday	51	34	25	23	21	29	16	23	3	225
5/17/2011	Tuesday	36	19	22	21	9	12	12	5	2	138
5/18/2011	Wednesday	20	27	16	18	12	17	11	7	1	129
5/19/2011	Thursday	21	22	25	20	19	12	5	0	0	124
5/20/2011	Friday	12	22	12	11	11	15	10	9	4	106
	TOTAL	140	124	100	93	72	85	54	44	10	722
5/23/2011	Monday	38	32	21	28	20	17	17	15	3	191
5/24/2011	Tuesday	25	28	16	20	9	13	19	10	2	142
5/25/2011	Wednesday	19	12	22	21	16	14	11	9	1	125
5/26/2011	Thursday	11	15	13	15	13	15	2	0	0	84
5/27/2011	Friday	N/A									
	TOTAL	93	87	72	84	58	59	49	34	6	542

Lafayette Business and Careers Solutions Center Layoff Report

Date	Laid Off From	Occupation/Title
1/3/2011	RMCA Multi Speciality Group	Medical Assistant
1/3/2011	Scotts Oak Chiropractic	Chiropractic Assistant
1/4/2011	Golf Balls .com	Warehouse Clerk
1/4/2011	Flowers Food Bakery	Roll Production
1/7/2011	ESS Cathering	Offshore Chef/Supervisor
1/11/2011	American Glass and Mirror Works	Glass Helper
1/12/2011	HUB Enterprises Inc	Security Guard
1/13/2011	Quality Global Resources	Sales
1/18/2011	Load Master	Fork Lift
1/19/2011	knight Oil Tools	Shop Hand
1/19/2011	Tim's A.C	Installer
2/2/2011	Taco Bell	Crew Trainer
2/2/2011	Nadah Qaisaih	student
2/7/2011	Loftin Veterinary Hospital	Veterinary Technician
2/7/2011	Cajun Wood Products	Door Mechanic
2/8/2011	Specialty Door & Window	Warehouse Manager
2/8/2011	Dynamic Orthotic Services, Inc	Clerical
2/8/2011	Airmack	Galleyhand
2/9/2011	Citco Through Lofton	Well Tester
2/9/2011	Int Ext	2
2/11/2011	RSL	Truck Driver
2/15/2011	Church Point Wholesale	Merchandiser
2/15/2011	Wilkenson	Welder
2/16/2011	ESH	Safety Tech
2/18/2011	Falch Alford	Minc. & Carpenter
2/18/2011	T A	TSA
2/18/2011	C E C Entertainment	Electronics Tech
2/21/2011	Southland Eng Services	Labor
2/21/2011	J C Penney	Product Consultant
2/21/2011	Performance Finishes Inc	Painter
2/21/2011	Evangeline Oak	Admin Secretary
2/22/2011	Forum Oil Tools	Inventory
2/23/2011	Lofton Franks Casing	Shop Tech Rigger
2/25/2011	L H C Group	Care Link Assistant
2/28/2011	First Bank	Administrative Assistant
3/7/2011	T&C Marine	Unlicensed Engineer
3/9/2011	KLFY- TV	Janitorial
3/9/2011	SAR Protectors & Suppliers Company	Laborer
3/15/2011	The Gardenaire, Inc	Manager/Event Coordinator
3/15/2011	Dynamic Industries, Inc	Logistics Coordinator
3/21/2011		Sales
3/23/2011	Cornerstone Glass	Glazer
3/24/2011	SAR Protectors & Suppliers Company	General Laborer
4/1/2011	Peewee's Paint & Body Shop	Painter
4/7/2011	Baker Hughes	Inventory Expeditor
4/7/2011	BOP Controls	Accounting
4/25/2011	Prince Telecom Inc	Cable Installer
4/29/2011	Wendy's	Shift Manager
5/2/2011	Maison De Williams	Direct Service Worker
5/2/2011	Universal Pegasus	Drafter
5/9/2011	C & S Building Supply	Driver
5/13/2011	H & S Construction	Labor

Attachment

#2

Occupation Title	2008 Employment	2018 Projected Employment	2008 - 2018 Annual Percent Change	Estimated Annual Openings	Growth Description
Registered Nurses BRIGHT OUTLOOK	40,090	50,110	2.3%	1,002	Growing
Retail Salespersons BRIGHT OUTLOOK	60,700	67,300	1.0%	660	Growing
Food Preparation Workers BRIGHT OUTLOOK	31,350	37,830	1.9%	649	Growing
Personal and Home Care Aides BRIGHT OUTLOOK	13,700	19,680	3.7%	597	Growing
Customer Service Representatives BRIGHT OUTLOOK	24,390	30,090	2.1%	571	Growing
Waiters and Waitresses BRIGHT OUTLOOK	33,360	38,630	1.5%	527	Growing
Home Health Aides BRIGHT OUTLOOK	11,340	16,560	3.9%	522	Growing
Nursing Aides, Orderlies, and Attendants BRIGHT OUTLOOK	25,560	30,640	1.8%	507	Growing
Elementary School Teachers, Except Special Education	27,100	30,660	1.2%	356	Growing
Combined Food Preparation and Serving Workers, Including Fast Food BRIGHT OUTLOOK	13,250	16,490	2.2%	324	Growing
Office Clerks, General BRIGHT OUTLOOK	35,450	38,540	0.8%	309	Growing
Janitors and Cleaners, Except Maids and Housekeeping Cleaners BRIGHT OUTLOOK	31,030	33,840	0.9%	281	Growing
Bookkeeping, Accounting, and Auditing Clerks BRIGHT OUTLOOK	28,880	31,430	0.8%	254	Growing
Receptionists and Information Clerks BRIGHT OUTLOOK	19,680	22,080	1.2%	240	Growing
First-Line Supervisors/Managers of Food Preparation and Serving Workers BRIGHT OUTLOOK	13,970	16,160	1.5%	219	Growing
Correctional Officers and Jailers	11,480	13,620	1.7%	214	Growing
Truck Drivers, Heavy and Tractor-Trailer BRIGHT OUTLOOK	27,250	29,340	0.7%	209	Growing
Business Operations Specialists, All Other	10,190	12,260	1.9%	207	Growing

Licensed Practical and Licensed Vocational Nurses BRIGHT OUTLOOK	19,470	21,460	1.0%	200	Growing
Welders, Cutters, Solderers, and Brazers BRIGHT OUTLOOK	16,340	18,260	1.1%	191	Growing
Cooks, Restaurant BRIGHT OUTLOOK	10,810	12,660	1.6%	185	Growing
Maintenance and Repair Workers, General BRIGHT OUTLOOK	28,210	29,890	0.6%	167	Growing
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products BRIGHT OUTLOOK	22,580	24,220	0.7%	164	Growing
First-Line Supervisors/Managers of Retail Sales Workers BRIGHT OUTLOOK	29,630	31,250	0.5%	161	Growing
Pharmacy Technicians BRIGHT OUTLOOK	4,620	6,230	3.0%	161	Growing

Source: Labor Market Statistics, Occupational Employment Projections Program

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PRELIMINARY RESULTS

Lafayette - Acadiana - Regional Labor Market Area 4
2008 - 2018 Projected Employment by Industry

Regional Labor Market Area (RLMA) 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, & Vermilion

Industry Sectors	NAICS CODE	2008 Average Employment	2018 Projected Employment	Employment Change 2008 - 2018	Percent Change 2008 - 2018
TOTAL All Industries		274,272	307,560	33,288	12.1
Agriculture, Forestry, Fishing and Hunting		2,494	1,879	-615	-24.7
Crop production	111	1,465	919	-546	-37.3
Animal production	112	112	94	-18	-16.1
Forestry and logging	113	45	50	5	11.1
Fishing, hunting and trapping	114	*	*	*	*
Agriculture and forestry support activities	115	840	755	-85	-10.1
Mining		25,499	30,104	4,605	18.1
Oil and gas extraction	211	2,878	1,747	-1,131	-39.3
Mining, except oil and gas	212	346	100	-246	-71.1
Support activities for mining	213	22,275	28,257	5,982	26.9
Utilities		828	703	-125	-15.1
Utilities	221	828	703	-125	-15.1
Construction		15,666	17,494	1,828	11.7
Construction of buildings	236	2,436	2,938	502	20.6
Heavy and civil engineering construction	237	4,236	4,556	320	7.6
Specialty trade contractors	238	8,994	10,000	1,006	11.2
Manufacturing		23,416	23,702	286	1.2
Food manufacturing	311	3,934	3,834	-100	-2.5
Beverage and tobacco product manufacturing	312	202	213	11	5.4
Textile mills	313	100	60	-40	-40.0
Textile product mills	314	257	230	-27	-10.5
Apparel manufacturing	315	166	7	-159	-95.8
Leather and allied product manufacturing	316	68	58	-10	-14.7
Wood product manufacturing	321	400	300	-100	-25.0
Paper manufacturing	322	162	173	11	6.8
Printing and related support activities	323	359	275	-84	-23.4
Petroleum and coal products manufacturing	324	434	400	-34	-7.8
Chemical manufacturing	325	1,225	1,289	64	5.2
Plastics and rubber products manufacturing	326	326	250	-76	-23.3
Nonmetallic mineral product manufacturing	327	651	690	39	6.0
Primary metal manufacturing	331	226	287	61	27.0
Fabricated metal product manufacturing	332	5,048	5,259	211	4.2
Machinery manufacturing	333	5,769	6,047	278	4.8
Computer and electronic product manufacturing	334	363	245	-118	-32.5
Electrical equipment and appliance manufacturing	335	114	93	-21	-18.4
Transportation equipment manufacturing	336	2,544	2,640	96	3.8
Furniture and related product manufacturing	337	286	348	62	21.7
Miscellaneous manufacturing	339	1,782	2,004	222	12.5
Wholesale Trade		12,408	13,633	1,225	9.9
Merchant wholesalers, durable goods	423	7,323	8,114	791	10.8
Merchant wholesalers, nondurable goods	424	4,028	4,498	470	11.7
Electronic markets and agents and broker	425	1,057	1,021	-36	-3.4

PRELIMINARY RESULTS

Lafayette - Acadiana - Regional Labor Market Area 4
2008 - 2018 Projected Employment by Industry

Regional Labor Market Area (RLMA) 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, & Vermilion

Industry Sectors	NAICS CODE	2008 Average Employment	2018 Projected Employment	Employment Change 2008 - 2018	Percent Change 2008 - 2018
Retail Trade	44-45	33,327	35,683	2,356	7.1
Motor vehicle and parts dealers	441	4,300	4,837	537	12.5
Furniture and home furnishings stores	442	927	975	48	5.2
Electronics and appliance stores	443	872	1,254	382	43.8
Building material and garden supply stores	444	3,198	3,208	10	0.3
Food and beverage stores	445	5,854	5,800	-54	-0.9
Health and personal care stores	446	2,446	2,750	304	12.4
Gasoline stations	447	3,450	3,667	217	6.3
Clothing and clothing accessories stores	448	2,381	2,400	19	0.8
Sporting goods, hobby, book and music stores	451	961	997	36	3.7
General merchandise stores	452	7,029	8,058	1,029	14.6
Miscellaneous store retailers	453	1,430	1,192	-238	-16.6
Nonstore retailers	454	479	545	66	13.8
Transportation and Warehousing	48-49	12,194	12,906	712	5.8
Air transportation	481	833	710	-123	-14.8
Rail transportation	482	*	*	*	*
Water transportation	483	872	1,005	133	15.3
Truck transportation	484	3,271	3,327	56	1.7
Transit and ground passenger transportation	485	326	227	-99	-30.4
Pipeline transportation	486	657	382	-275	-41.9
Scenic and sightseeing transportation	487	*	*	*	*
Support activities for transportation	488	3,278	4,038	760	23.2
Postal service	491	*	*	*	*
Couriers and messengers	492	492	465	-27	-5.5
Warehousing and storage	493	1,140	1,427	287	25.2
Information	51	4,249	4,380	131	3.1
Publishing industries, except Internet	511	656	752	96	14.6
Motion picture and sound recording industries	512	367	349	-18	-4.9
Broadcasting, except Internet	515	513	501	-12	-2.3
Internet publishing and broadcasting	516	0	0	0	0.0
Telecommunications	517	2,457	2,557	100	4.1
ISPs, search portals, and data processing	518	233	200	-33	-14.2
Other information services	519	23	21	-2	-8.7
Finance and Insurance	52	6,979	7,743	764	10.9
Monetary authorities - central bank	521	0	0	0	0.0
Credit intermediation and related activities	522	4,458	4,947	489	11.0
Securities, commodity contracts, investments	523	475	488	13	2.7
Insurance carriers and related activities	524	1,998	2,241	243	12.2
Funds, trusts, and other financial vehicles	525	48	67	19	39.6
Real Estate and Rental and Leasing	53	7,701	8,328	627	8.1
Real estate	531	1,390	1,366	-24	-1.7
Rental and leasing services	532	6,161	6,881	720	11.7
Lessors of nonfinancial intangible assets	533	150	151	1	0.7
Professional, Scientific and Technical Services	54	10,748	12,424	1,676	15.6
Professional and technical services	541	10,748	12,424	1,676	15.6

PRELIMINARY RESULTS

Lafayette - Acadiana - Regional Labor Market Area 4
2008 - 2018 Projected Employment by Industry

Regional Labor Market Area (RLMA) 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, & Vermilion

Industry Sectors	NAICS CODE	2008 Average Employment	2018 Projected Employment	Employment Change 2008 - 2018	Percent Change 2008 - 2018
Management of Companies and Enterprises	55	3,485	4,152	667	19.1
Management of companies and enterprises	551	3,485	4,152	667	19.1
Administrative and Waste Services	56	12,054	14,638	2,584	21.4
Administrative and support services	561	11,104	13,688	2,584	23.3
Waste management and remediation service	562	950	945	-5	-0.5
Educational Services	61	20,673	22,690	2,017	9.8
Educational services	611	20,673	22,690	2,017	9.8
Health Care and Social Assistance	62	36,020	45,292	9,272	25.6
Ambulatory health care services	621	13,393	18,292	4,899	36.6
Hospitals	622	11,606	13,199	1,593	13.7
Nursing and residential care facilities	623	6,092	7,181	1,089	17.9
Social assistance	624	4,929	6,560	1,631	33.1
Arts, Entertainment and Recreation	71	3,582	3,520	-62	-0.1
Performing arts and spectator sports	711	1,094	866	-228	-20.8
Museums, historical sites, zoos, and parks	712	114	130	16	14.0
Amusements, gambling, and recreation	713	2,324	2,524	200	8.6
Accommodation and Food Service	72	19,973	22,973	3,000	15.0
Accommodation	721	1,858	2,045	187	10.1
Food services and drinking places	722	18,115	20,928	2,813	15.5
Other Services Except Public Administration	81	6,618	8,101	1,483	22.0
Repair and maintenance	811	3,664	4,729	1,065	29.1
Personal and laundry services	812	1,924	2,440	516	26.8
Membership associations and organization	813	779	801	22	2.8
Private households	814	281	141	-140	-49.8
Self-Employed Workers					
Unpaid Family Workers					
Government		15,578	16,200	622	4.0
Federal Government, Excluding Postal Service	910	732	717	-15	-2.0
State Government, Excluding Education and Hospitals	920	2,920	3,120	200	6.8
Local Government, Excluding Education and Hospitals	930	11,726	12,363	637	5.4

** Employment figure suppressed to prevent disclosure of a dominant firm.*

Industry Title	2008 Employment	2018 Projected Employment	Total Employment Change	Annual Percent Change	2008 - 2018 Total Percent Change
Social Assistance	35,000	44,710	9,710	2.48%	27.7%
Ambulatory Health Care Services	80,480	102,550	22,070	2.45%	27.4%
Water Transportation	9,940	12,420	2,480	2.25%	25.0%
Nursing and Residential Care Facilities	41,340	49,560	8,220	1.83%	19.9%
Food Services and Drinking Places	139,180	164,060	24,880	1.66%	17.9%
Support Activities for Mining	41,990	48,570	6,580	1.47%	15.7%
Hospitals	99,920	114,820	14,900	1.40%	14.9%
Professional and Technical Services	83,680	94,900	11,220	1.27%	13.4%
General Merchandise Stores	51,610	58,320	6,710	1.23%	13.0%
Personal and Laundry Services	16,110	18,080	1,970	1.16%	12.2%
Accommodation	23,870	26,750	2,880	1.15%	12.1%
Repair and Maintenance	20,740	23,210	2,470	1.13%	11.9%
Support Activities for Transportation	21,180	23,450	2,270	1.02%	10.7%
Health and Personal Care Stores	15,300	16,890	1,590	0.99%	10.4%
Building Material & Garden Supply Stores	21,090	23,230	2,140	0.97%	10.1%
Truck Transportation	18,130	19,910	1,780	0.94%	9.8%
Educational Services	168,580	183,650	15,070	0.86%	8.9%
Administrative and Support Services	89,700	97,600	7,900	0.85%	8.8%
Merchant Wholesalers, Nondurable Goods	25,400	27,630	2,230	0.85%	8.8%
Rental and Leasing Services	18,860	20,350	1,490	0.76%	7.9%

Credit Intermediation & Related Activity	33,070	35,620	2,550	0.75%	7.7%
Merchant Wholesalers, Durable Goods	39,980	42,550	2,570	0.63%	6.4%
Motor Vehicle and Parts Dealers	27,630	29,270	1,640	0.58%	5.9%
Specialty Trade Contractors	65,490	67,020	1,530	0.23%	2.3%
Self-Employed and Unpaid Family Workers	141,900	144,840	2,940	0.21%	2.1%

Source: Labor Market Statistics, Occupational Employment Projections Program

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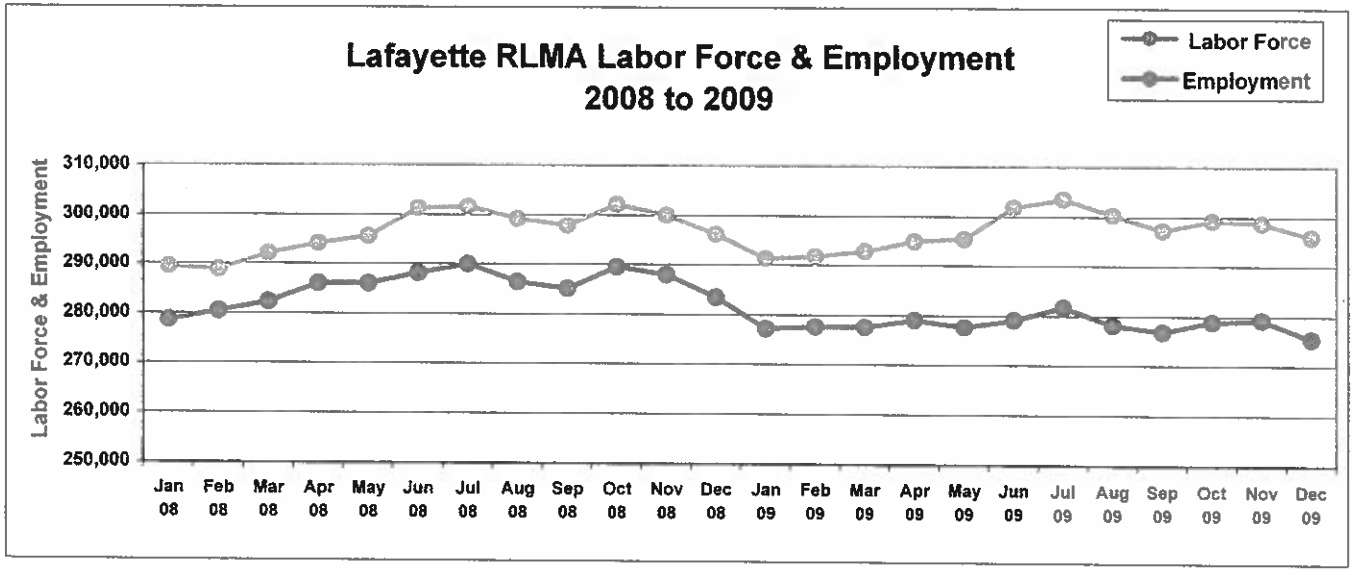
	2008 Annual Average				2009 Annual Average			
Parishes	Civilian Labor Force	Employed	Unemp.	Unemp. Rate %	Civilian Labor Force	Employed	Unemp.	Unemp. Rate %
Acadia	26,896	25,876	1,020	3.8	26,500	24,784	1,716	6.5
Evangeline	12,475	11,866	609	4.9	12,723	11,696	1,027	8.1
Iberia	34,962	33,605	1,357	3.9	35,525	33,129	2,396	6.7
Lafayette	**112,336**	**108,879**	**3,457**	**3.1**	**111,122**	**105,385**	**5,737**	**5.2**
St. Landry	37,787	35,958	1,829	4.8	38,304	35,436	2,868	7.5
St. Martin	**24,096**	**23,178**	**918**	**3.8**	**24,023**	**22,434**	**1,589**	**6.6**
St. Mary	23,533	22,490	1,043	4.4	23,728	21,953	1,775	7.5
Vermilion	24,432	23,460	972	4.0	24,986	23,336	1,650	6.6
Total	**296,517**	**285,312**	**11,205**	**3.8**	**296,911**	**278,153**	**18,758**	**6.3**

·There were 7,159 fewer people employed annually in 2009 as compared to 2008. The number of unemployed increased over that same time period. The result was an increase of 394 more people in the total Lafayette RLMA labor force.



·The Lafayette area has been given high marks as a place for job growth, job creation, income, technology growth and a great place for doing business.

·Over the year the Lafayette RLMA unemployment rate rose by two and a half percentage points, but was still lower than the national rate.

Source: The Local Area Unemployment Statistics (LAUS) program produces monthly and annual employment, unemployment, and labor force data by place of residence, in cooperation with the Bureau of Labor Statistics (BLS). The civilian labor force includes all persons age 16 years and over in the civilian noninstitutional population classified as either employed or unemployed. http://www.laworks.net/LaborMarketInfo/LMI_MainMenu.asp. Click on LOIS/Scorecard and use the menu to left under Historic Data Analysis and scroll over Employment and Wage Data - Labor Force Data then select Labor Force Employment and Unemployment (LAUS).

Parishes in **bold are part of the Office of Management and Budget (OMB) 2000 Metropolitan Statistical Area (MSA) definition. RLMAs computations are not BLS approved nor are they part of the approved methodology**

Employer Name	Partial Address	City	State	Zip	Estimated number of employees	Map
Lafayette General Medical Ctr	Coolidge Blvd	Lafayette	LA	70503	5,000-9,999	
Lafayette Information Svc Dept	W University Ave	Lafayette	LA	70506	1,000-4,999	
University of LA Lafayette	University Cir	Lafayette	LA	70504	1,000-4,999	
Stuller Inc	Rue Louis Xiv	Lafayette	LA	70508	1,000-4,999	
Our Lady-Lourdes Regl Med Ctr	Saint Landry St	Lafayette	LA	70506	1,000-4,999	
Quality Construction & Prdctn	Youngsville Hwy	Lafayette	LA	70508	500-999	
UNIVERSITY Medical Ctr	W Congress St	Lafayette	LA	70506	500-999	
Women's & Children's Hospital	Ambassador Caffery Pkwy	Lafayette	LA	70508	500-999	
Frank's Casing Crew & Rental	E Verot School Rd	Lafayette	LA	70508	500-999	
Offshore Energy Inc	Highway 90 E	Broussard	LA	70518	500-999	
Freight Savers Express	W Pinhook Rd	Lafayette	LA	70508	500-999	
Lafayette Director-Utilities	Walker Rd	Lafayette	LA	70506	500-999	
Lafayette Parish Sheriff Dept	Poydras St	Lafayette	LA	70501	500-999	
Lafayette Parish Sheriff Dept	W Main St	Lafayette	LA	70501	500-999	
United Vision Logistics	Corporate Blvd # 104	Lafayette	LA	70508	500-999	
Walmart Supercenter	W Pinhook Rd	Lafayette	LA	70508	500-999	
Lafayette Parish Sheriff Dept	Lafayette St	Lafayette	LA	70501	250-499	
Fugro Geo Svc	Dulles Dr	Lafayette	LA	70506	250-499	
Gulf Coast Teaching Family Svc	S College Rd # 260	Lafayette	LA	70503	250-499	
Regional Medical Ctr-Acadiana	Ambassador Caffery Pkwy	Lafayette	LA	70506	250-499	
Transportation Dept	Hugh Wallis Rd	Lafayette	LA	70508	250-499	
US Post Office	Moss St	Lafayette	LA	70501	250-499	

Attachment

#5

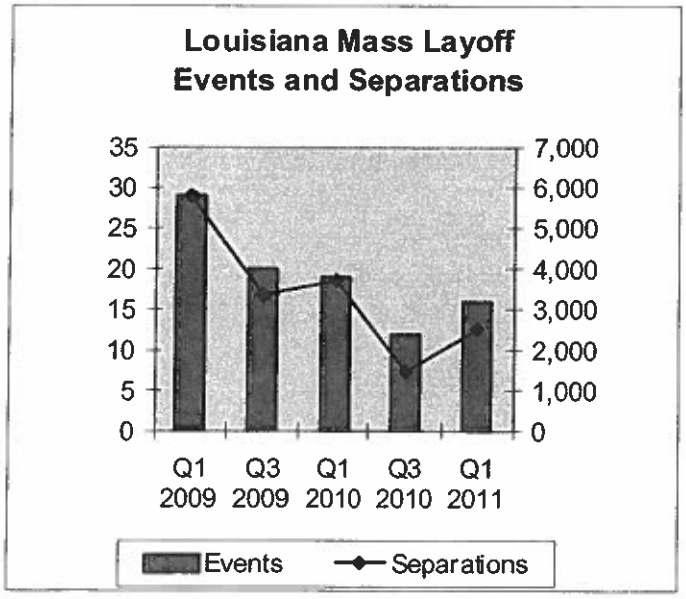
LOUISIANA UNEMPLOYMENT INSURANCE by CLAIMANT'S PARISH of RESIDENCE

WEEK ENDING - May 14, 2011

RLMA/PARISH	INITIAL CLAIMS	WEEKS CLAIMED
RLMA 1	1,012	10,444
JEFFERSON	414	4,195
ORLEANS	328	3,300
PLAQUEMINES	13	178
ST. BERNARD	0	1
ST. CHARLES	33	397
ST. JAMES	36	346
ST. JOHN	65	573
ST. TAMMANY	123	1,454
RLMA 2	850	9,218
ASCENSION	104	1,012
E. BATON ROUGE	371	4,286
EAST FELICIANA	17	167
IBERVILLE	38	393
LIVINGSTON	105	1,095
POINTE COUPEE	21	232
ST. HELENA	7	75
TANGIPAHOA	139	1,297
WASHINGTON	20	332
W. BATON ROUGE	22	238
WEST FELICIANA	6	91
RLMA 3	143	1,627
ASSUMPTION	26	350
LAFOURCHE	55	590
TERREBONNE	62	687
RLMA 4	461	4,915
ACADIA	34	351
EVANGELINE	14	231
IBERIA	61	616
LAFAYETTE	163	1,589
ST. LANDRY	70	825
ST. MARTIN	35	337
ST. MARY	55	603
VERMILION	29	363
RLMA 5	192	2,291
ALLEN	18	186
BEAUREGARD	24	369
CALCASIEU	140	1,540
CAMERON	0	22
JEFF. DAVIS	10	174
RLMA 6	213	2,691
AVOYELLES	34	372
CATAHOULA	13	105
CONCORDIA	22	169
GRANT	15	133
LASALLE	8	72
RAPIDES	84	1,108
VERNON	29	627
WINN	8	105
RLMA 7	428	4,767
BIENVILLE	12	151
BOSSIER	63	700
CADDO	188	2,251
CLAIBORNE	8	125
DESOTO	26	199
LINCOLN	42	422
NATCHITOCHES	42	326
RED RIVER	3	79
SABINE	7	127
WEBSTER	37	387
RLMA 8	264	3,257
CALDWELL	14	97
EAST CARROLL	7	115
FRANKLIN	15	253
JACKSON	10	152
MADISON	11	126
MOREHOUSE	23	424
OUACHITA	131	1,475
RICHLAND	26	249
TENSAS	10	62
UNION	10	187
WEST CARROLL	7	117

RLMA = REGIONAL LABOR MARKET AREA
THE ABOVE FIGURES INCLUDE REGULAR UNEMPLOYMENT INSURANCE (UI), UNEMPLOYMENT CLAIMS for FEDERAL EMPLOYEES (UCFE), and UNEMPLOYMENT CLAIMS for EX-SERVICE MEMBERS (UCX) DATA ONLY.

Mass Layoff Events and Separations First Quarter 2011



Louisiana recorded a total of 12 mass layoff events from July through September of 2010, down from 19 events during the first quarter of 2010. The first quarter 2010 mass layoff events included 3,690 separations while the third quarter's mass layoff events included 1,434 separations.

Nationally, employers initiated 1,564 mass layoff events in the first quarter of 2010 that resulted in the separation of 221,150 workers from their jobs for at least 31 days. Although Louisiana reported 29 mass layoff events in the first quarter of 2009, the second quarter of 2009 recorded an increase in the amount of mass layoff events, resulting in 9,699 separations.

Source: The Mass Layoff Statistics (**MLS**) program is a federal-state program that identify and track the effects of major job cutbacks, using data from each state's unemployment insurance database.

For additional information visit www.bls.gov/mls

Unemployment Statistics – Lafayette Parish

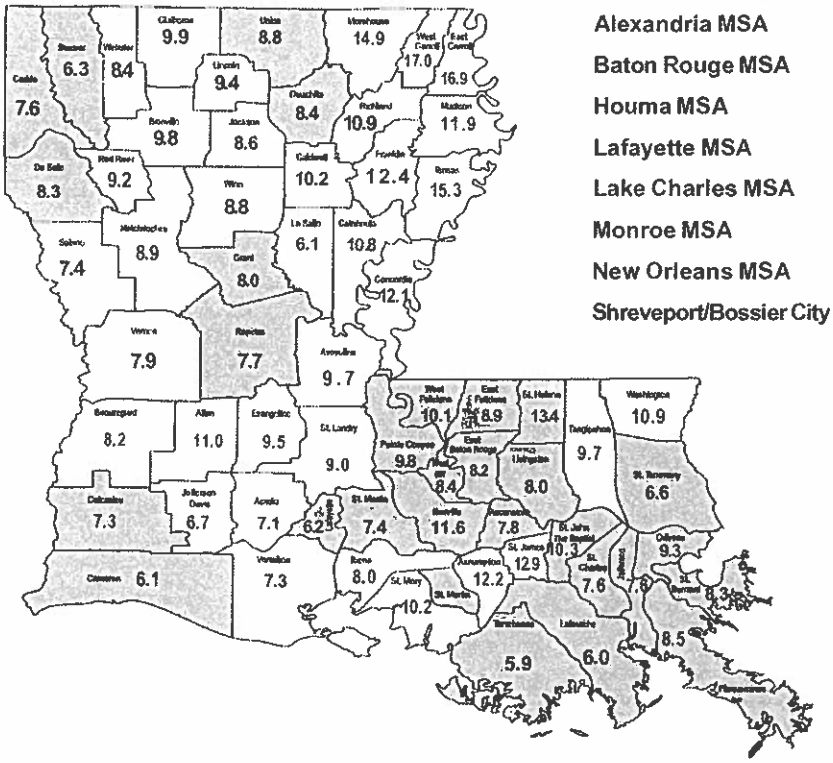
	Lafayette Parish 2011	Lafayette Parish 2010	Statewide 2011*	Statewide 2010*
Month				
January	6.6%	6.5%	7.8%	7.4%
February	6.0%	5.2%	7.9%	7.3%
March	6.1%	4.7%	8.1%	8.1%
April	5.6%	4.8%	8.1%	6.7%
May	6.2%	5.4%	8.2%	6.9%
June	Expected 07/25/2011	6.3%	Expected 07/25/2011	7.0%
July	-	5.7%	-	7.2%
August	-	6.3%	-	7.6%
September	-	5.9%	-	7.8%
October	-	6.4%	-	8.1%
November	-	6.0%	-	8.2%
December	-	5.4%	-	8.0%

*Seasonally Adjusted

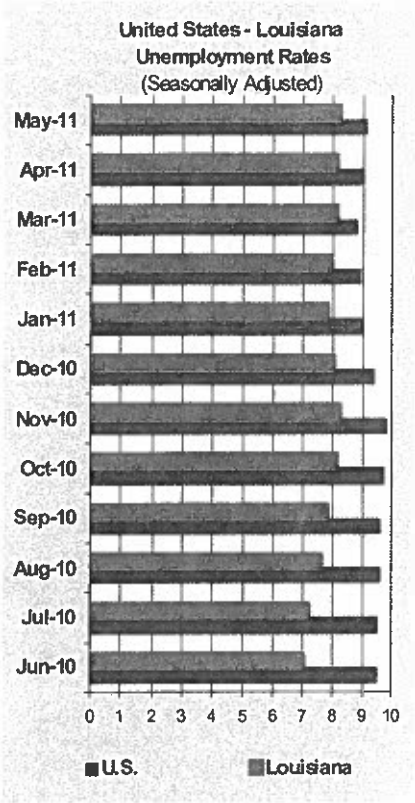
Louisiana Workforce Commission – Labor Market Information

Louisiana Unemployment Rates
(Not Seasonally Adjusted)

May 2011

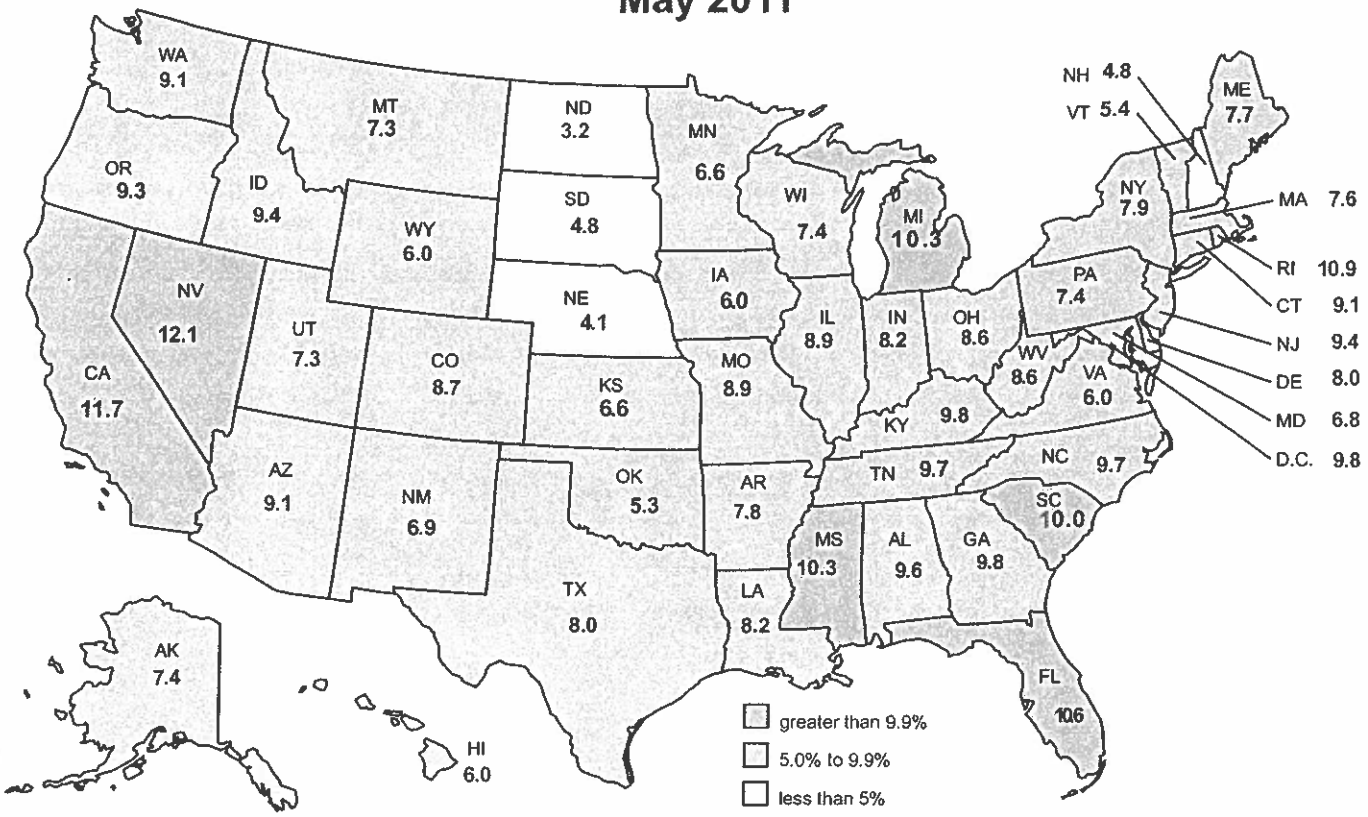


Statewide	8.1 %
Alexandria MSA	7.7 %
Baton Rouge MSA	8.4 %
Houma MSA	5.9 %
Lafayette MSA	6.4 %
Lake Charles MSA	7.2 %
Monroe MSA	8.5 %
New Orleans MSA	8.0 %
Shreveport/Bossier City MSA	7.3 %



United States Unemployment Rates (Seasonally Adjusted)

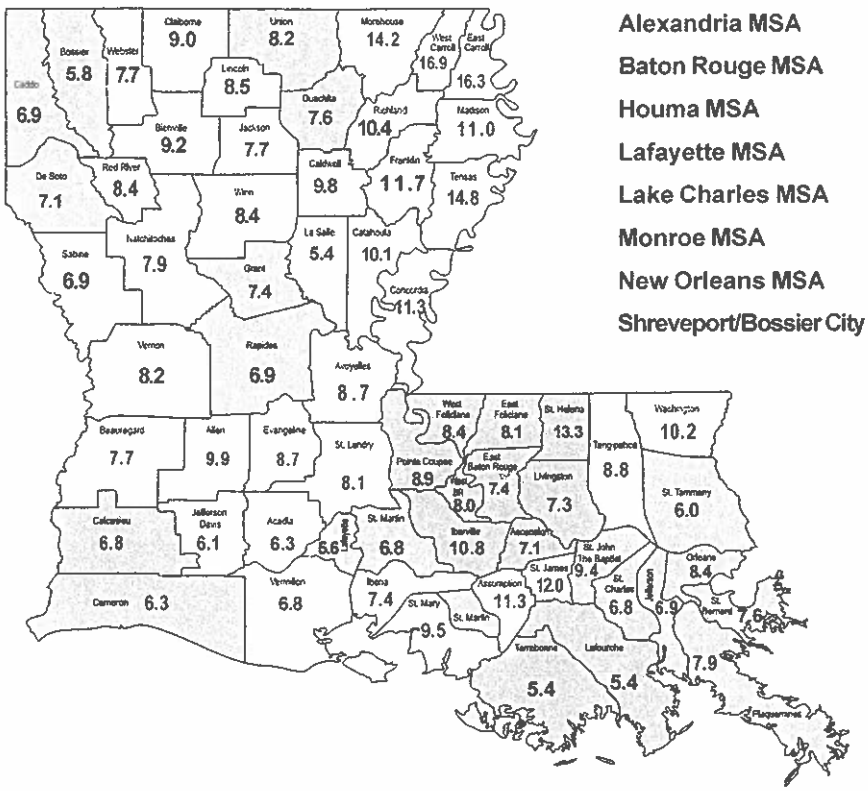
May 2011



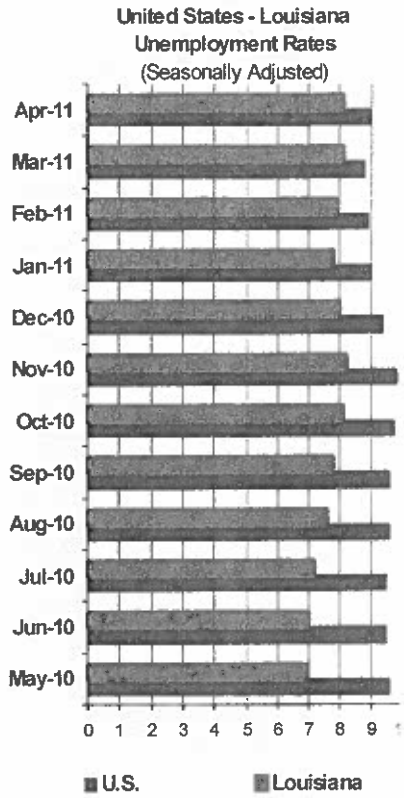
United States Rate 9.1

Louisiana Unemployment Rates
(Not Seasonally Adjusted)

April 2011

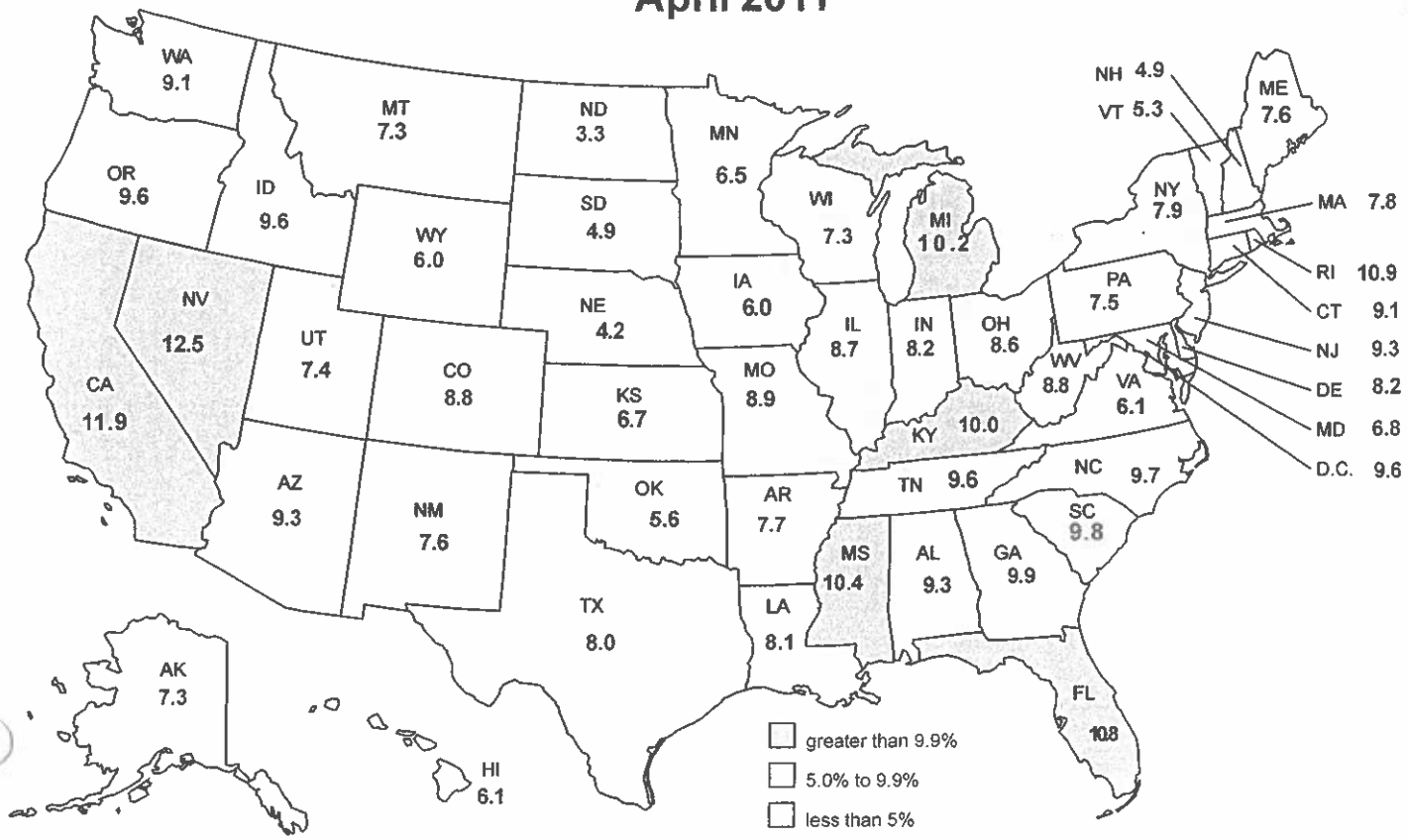


Statewide	7.4 %
Alexandria MSA	7.0 %
Baton Rouge MSA	7.6 %
Houma MSA	5.4 %
Lafayette MSA	5.8 %
Lake Charles MSA	6.8 %
Monroe MSA	7.6 %
New Orleans MSA	7.2 %
Shreveport/Bossier City MSA	6.6 %



United States Unemployment Rates (Seasonally Adjusted)

April 2011



Unemployment Statistics – Lafayette Parish

	Lafayette Parish 2011	Lafayette Parish 2010	Statewide 2011*	Statewide 2010*
Month				
January	6.6%	6.5%	7.8%	7.4%
February	6.0%	5.2%	7.9%	7.3%
March	6.1%	4.7%	8.1%	8.1%
April	5.6%	4.8%	8.1%	6.7%
May	Expected 06/25/2011	5.4%	Expected 06/25/2011	6.9%
June	-	6.3%	-	7.0%
July	-	5.7%	-	7.2%
August	-	6.3%	-	7.6%
September	-	5.9%	-	7.8%
October	-	6.4%	-	8.1%
November	-	6.0%	-	8.2%
December	-	5.4%	-	8.0%

*Seasonally Adjusted

Louisiana Workforce Commission – Labor Market Information

Here is the information you selected for Lafayette Parish.

Summary area profile for Lafayette Parish, Louisiana.

Unemployment Rates

Area Labor Force, Employment and Unemployment Data

The table below shows estimated labor force, employment and unemployment information in Lafayette Parish, Louisiana for April, 2011. These figures are not seasonally adjusted.

Area Name	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate	Preliminary Data
Lafayette Parish	110,606	104,461	6,145	5.6%	Yes
Louisiana	2,047,300	1,896,213	151,087	7.4%	Yes

Source: Labor Market Statistics, Local Area Unemployment Statistics Program

Labor Force, Employment and Unemployment Distribution

The table below shows the the parishes with the highest unemployment rate in Louisiana for April, 2011. These figures are not seasonally adjusted.

To sort on any column, click a column title.

Rank	Area Name	Unemployment Rate	Preliminary Data
1	West Carroll Parish, Louisiana	16.9%	Yes
2	East Carroll Parish, Louisiana	16.3%	Yes
3	Tensas Parish, Louisiana	14.8%	Yes
4	Morehouse Parish, Louisiana	14.2%	Yes
5	St. Helena Parish, Louisiana	13.3%	Yes
6	St. James Parish, Louisiana	12.0%	Yes
7	Franklin Parish, Louisiana	11.7%	Yes
8	Assumption Parish, Louisiana	11.3%	Yes
9	Concordia Parish, Louisiana	11.3%	Yes
10	Madison Parish, Louisiana	11.0%	Yes

Source: Labor Market Statistics, Local Area Unemployment Statistics Program

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Attachment

#6

	Population 2009 LA Tech	Population 2008 LA Tech	Per Capita Personal Income BEA*	Census 2006-2008 Median Household Income**	Census 2006-2008 Number of People All Ages in Poverty	Census 2006-2008 Percent of People All Ages in Poverty	Census 2006-2008 Under the Age of 18 in Poverty	Census 2006-2008 Percent Under the Age of 18 in Poverty
Louisiana	4,492,076	4,410,796	$35,507	$42,634	815,997	18.5%	295,603	26.6%

REGIONAL LABOR MARKET AREA 4

LWIA 40: FOURTH PLANNING DISTRICT CONSORTIUM

EVANGELINE PARISH	36,002	36,064	$25,018	$38,014	8,031	23.9%	3,086	32.0%
VERMILION PARISH	56,828	56,724	$30,174	$41,872	9,310	17.0%	3,381	24.5%
ST. MARTIN PARISH	52,620	52,300	$28,705	$38,109	8,718	17.5%	3,364	25.2%
ST. LANDRY PARISH	93,267	91,868	$28,551	$27,425	27,279	30.4%	11,083	45.5%
ACADIA PARISH	61,263	60,642	$30,374	$34,892	13,463	22.2%	5,131	31.0%
IBERIA PARISH	75,855	74,837	$35,041	$40,406	14,690	20.2%	6,032	30.5%
ST. MARY PARISH	51,810	51,325	$37,805	$40,308	11,126	21.9%	4,315	32.4%

LWIA 41: LAFAYETTE PARISH CONSORTIUM

LAFAYETTE PARISH	211,827	208,981	$43,062	$46,566	32,318	16.1%	11,447	21.9%

Sources: LA Tech University: http://www.latech.edu
Bureau of Economic Analysis: http://www.bea.gov/regional/index.htm *(State data from 2009, Parish data from 2008)
U.S. Census Bureau 2006-2008 American Community Survey: http://www.census.gov/acs
**in 2008 inflation-adjusted dollars

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Here is the information you selected for Lafayette Parish.

Summary area profile for Lafayette Parish, Louisiana.

Population

Population Totals

The table below shows the estimated population in Lafayette Parish, Louisiana for the 2000-2010 time period.

Area Name	2000 Estimated Population	2010 Estimated Population	Estimated 2000-2010 Population Percent Change
Lafayette Parish	190,503	221,578	16.31%
Louisiana	4,468,976	4,533,372	1.44%
United States	281,421,906	309,183,463	9.86%

Source: US Census

Population Distribution

The table below shows the the parishes with the highest 2010 estimated population in Louisiana.

To sort on any column, click a column title.

Rank	Area Name	2010 Estimated Population
1	East Baton Rouge Parish, Louisiana	440,171
2	Jefferson Parish, Louisiana	432,552
3	Orleans Parish, Louisiana	343,829
4	Caddo Parish, Louisiana	254,969
5	St. Tammany Parish, Louisiana	233,740
6	**Lafayette Parish, Louisiana**	221,578
7	Calcasieu Parish, Louisiana	192,768
8	Ouachita Parish, Louisiana	153,720
9	Rapides Parish, Louisiana	131,613
10	Livingston Parish, Louisiana	128,026

U.S. Census Bureau
American FactFinder

FACT SHEET

Lafayette Parish, Louisiana

2005-2009 American Community Survey 5-Year Estimates - what's this?
Data Profile Highlights:

Note: The following links are to data from the American Community Survey and the Population Estimates Program.

NOTE: Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Social Characteristics - show more >>	Estimate	Percent	U.S.	Margin of Error	
Average household size	2.47	(X)	2.60	+/-0.02	I
Average family size	3.06	(X)	3.19	+/-0.05	
Population 25 years and over	131,090			+/-152	
High school graduate or higher	(X)	84.6	84.6%	(X)	I
Bachelor's degree or higher	(X)	27.7	27.5%	(X)	I
Civilian veterans (civilian population 18 years and over)	15,184	9.9	10.1%	+/-740	I
With a Disability	(X)	(X)	(X)	(X)	
Foreign born	6,063	3.0	12.4%	+/-588	I
Male, Now married, except separated (population 15 years and over)	38,543	49.6	52.3%	+/-931	
Female, Now married, except separated (population 15 years and over)	37,680	44.8	48.4%	+/-1,067	
Speak a language other than English at home (population 5 years and over)	29,785	15.7	19.6%	+/-1,128	I
Household population	199,972			+/-980	
Group quarters population	(X)	(X)	(X)	(X)	

Economic Characteristics - show more >>	Estimate	Percent	U.S.	Margin of Error	
In labor force (population 16 years and over)	108,867	68.5	65.0%	+/-1,249	I
Mean travel time to work in minutes (workers 16 years and over)	22.6	(X)	25.2	+/-0.6	I
Median household income (in 2009 inflation-adjusted dollars)	46,526	(X)	51,425	+/-1,462	I
Median family income (in 2009 inflation-adjusted dollars)	59,910	(X)	62,363	+/-1,570	I
Per capita income (in 2009 inflation-adjusted dollars)	26,675	(X)	27,041	+/-613	
Families below poverty level	(X)	11.5	9.9%	+/-1.0	
Individuals below poverty level	(X)	15.5	13.5%	+/-0.9	I

Housing Characteristics - show more >>	Estimate	Percent	U.S.	Margin of Error	
Total housing units	88,324			+/-405	
Occupied housing units	81,098	91.8	88.2%	+/-879	
Owner-occupied housing units	52,986	65.3	66.9%	+/-971	
Renter-occupied housing units	28,112	34.7	33.1%	+/-872	
Vacant housing units	7,226	8.2	11.8%	+/-799	
Owner-occupied homes	52,986			+/-971	I
Median value (dollars)	143,300	(X)	185,400	+/-2,572	I
Median of selected monthly owner costs					
With a mortgage (dollars)	1,159	(X)	1,486	+/-25	I
Not mortgaged (dollars)	307	(X)	419	+/-7	

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ACS Demographic Estimates - show more >>	Estimate	Percent	U.S.	Margin of Error
Total population	204,963			*****
Male	99,620	48.6	49.3%	+/-113
Female	105,343	51.4	50.7%	+/-113
Median age (years)	33.1	(X)	36.5	+/-0.2
Under 5 years	14,800	7.2	6.9%	+/-57
18 years and over	153,010	74.7	75.4%	*****
65 years and over	21,288	10.4	12.6%	+/-85
One race	203,004	99.0	97.8%	+/-434
White	146,233	71.3	74.5%	+/-398
Black or African American	52,066	25.4	12.4%	+/-402
American Indian and Alaska Native	656	0.3	0.8%	+/-121
Asian	2,566	1.3	4.4%	+/-192
Native Hawaiian and Other Pacific Islander	9	0.0	0.1%	+/-16
Some other race	1,474	0.7	5.6%	+/-357
Two or more races	1,959	1.0	2.2%	+/-434
Hispanic or Latino (of any race)	5,315	2.6	15.1%	*****

Source: U.S. Census Bureau, 2005-2009 American Community Survey

Explanation of Symbols:
'****' - The median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate
'*****' - The estimate is controlled. A statistical test for sampling variability is not appropriate.
'N' - Data for this geographic area cannot be displayed because the number of sample cases is too small.
'(X)' - The value is not applicable or not available.

The letters PDF or symbol indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Acrobat® Reader, which is available for free from the Adobe web site.

U.S. Census Bureau
American FactFinder

Lafayette Parish, Louisiana
S1701. Poverty Status in the Past 12 Months
Data Set: **2005-2009 American Community Survey 5-Year Estimates**
Survey: **American Community Survey**

NOTE. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Subject	Total	Margin of Error	Below poverty level	Margin of Error	Percent below poverty level
Population for whom poverty status is determined	**199,732**	**+/-1,006**	**31,035**	**+/-1,802**	**15.5%**
AGE					
Under 18 years	51,185	+/-318	10,504	+/-1,032	20.5%
Related children under 18 years	50,963	+/-379	10,305	+/-1,035	20.2%
18 to 64 years	128,884	+/-787	18,042	+/-1,051	14.0%
65 years and over	19,663	+/-384	2,489	+/-333	12.7%
SEX					
Male	96,846	+/-636	12,212	+/-1,059	12.6%
Female	102,886	+/-903	18,823	+/-1,208	18.3%
RACE AND HISPANIC OR LATINO ORIGIN					
One race	197,785	+/-1,101	30,795	+/-1,797	15.6%
White	143,314	+/-551	13,841	+/-1,286	9.7%
Black or African American	49,870	+/-872	15,999	+/-1,513	32.1%
American Indian and Alaska Native	623	+/-121	219	+/-121	35.2%
Asian	2,495	+/-201	457	+/-239	18.3%
Native Hawaiian and Other Pacific Islander	9	+/-16	0	+/-123	0.0%
Some other race	1,474	+/-357	279	+/-159	18.9%
Two or more races	1,947	+/-432	240	+/-193	12.3%
Hispanic or Latino origin (of any race)	5,251	+/-57	908	+/-301	17.3%
White alone, not Hispanic or Latino	139,927	+/-481	13,266	+/-1,277	9.5%
EDUCATIONAL ATTAINMENT					
Population 25 years and over	**128,314**	**+/-499**	**14,967**	**+/-887**	**11.7%**
Less than high school graduate	19,018	+/-966	5,256	+/-558	27.6%
High school graduate (includes equivalency)	38,436	+/-1,168	5,304	+/-556	13.8%
Some college, associate's degree	34,925	+/-1,208	3,248	+/-465	9.3%
Bachelor's degree or higher	35,935	+/-1,178	1,159	+/-246	3.2%
EMPLOYMENT STATUS					
Civilian labor force 16 years and over	**107,899**	**+/-1,351**	**10,638**	**+/-907**	**9.9%**
Employed	102,251	+/-1,517	8,746	+/-798	8.6%
Male	54,223	+/-913	3,026	+/-435	5.6%
Female	48,028	+/-1,139	5,720	+/-656	11.9%
Unemployed	5,648	+/-590	1,892	+/-332	33.5%
Male	2,781	+/-454	727	+/-218	26.1%
Female	2,867	+/-404	1,165	+/-230	40.6%
WORK EXPERIENCE					
Population 16 years and over	**154,335**	**+/-951**	**21,298**	**+/-1,130**	**13.8%**
Worked full-time, year-round in the past 12 months	68,195	+/-1,447	1,803	+/-373	2.6%
Worked part-time or part-year in the past 12 months	45,904	+/-1,293	9,756	+/-925	21.3%
Did not work	40,236	+/-1,069	9,739	+/-795	24.2%
All Individuals below:					
50 percent of poverty level	13,317	+/-1,413	(X)	(X)	(X)
125 percent of poverty level	39,424	+/-1,883	(X)	(X)	(X)
150 percent of poverty level	47,929	+/-2,155	(X)	(X)	(X)

Subject	Total	Margin of Error	Below poverty level	Margin of Error	Percent below poverty level
185 percent of poverty level	60,239	+/-2,149	(X)	(X)	(X)
200 percent of poverty level	65,292	+/-2,253	(X)	(X)	(X)
Unrelated individuals for whom poverty status is determined	**39,839**	**+/-1,374**	**11,048**	**+/-852**	**27.7%**
Male	20,319	+/-920	4,314	+/-582	21.2%
Female	19,520	+/-848	6,734	+/-651	34.5%
Mean income deficit for unrelated individuals (dollars)	3,568	+/-278	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	17,391	+/-1,015	457	+/-218	2.6%
Worked less than full-time, year-round in the past 12 months	12,714	+/-951	5,571	+/-716	43.8%
Did not work	9,734	+/-645	5,020	+/-522	51.6%
PERCENT IMPUTED					
Poverty status for individuals	29.6%	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau, 2005-2009 American Community Survey

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling varial represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be inter as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin c lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsamp discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Notes:
·While the 2005-2009 American Community Survey (ACS) data generally reflect the November 2008 Office of Management and Budget ((definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities s tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.
·Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2(Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not ne reflect the results of ongoing urbanization.

Explanation of Symbols:
1. An '**' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compu or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an o distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distrib statistical test is not appropriate.
6. An '******' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appro
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the nu sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

U.S. Census Bureau
American FactFinder

Lafayette Parish, Louisiana

S2403. Industry by Sex and Median Earnings in the Past 12 Months (In 2009 Inflation-Adjusted Dollars) for the Civilian Employed Population 16 Years and Over
Data Set: **2005-2009 American Community Survey 5-Year Estimates**
Survey: **American Community Survey**

NOTE. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Subject	Total	Margin of Error	Male	Margin of Error	Female	Margin of Error	Median earnings (dollars)	Margin of Error	Median earnings (dollars) for male	Margin of Error	Med earnir (dolla for fem
Civilian employed population 16 years and over	**102,768**	**+/-1,473**	**53.1%**	**+/-0.7**	**46.9%**	**+/-0.7**	**30,284**	**+/-779**	**40,901**	**+/-1,332**	**22,3**
Agriculture, forestry, fishing and hunting, and mining:	9,613	+/-627	84.1%	+/-2.4	15.9%	+/-2.4	57,537	+/-2,455	61,360	+/-2,094	33,1
Agriculture, forestry, fishing and hunting	422	+/-170	68.2%	+/-18.2	31.8%	+/-18.2	24,167	+/-11,587	32,955	+/-25,528	3,2
Mining, quarrying, and oil and gas extraction	9,191	+/-588	84.8%	+/-2.4	15.2%	+/-2.4	58,494	+/-2,286	61,765	+/-2,439	35,3
Construction	6,052	+/-593	89.5%	+/-2.8	10.5%	+/-2.8	31,898	+/-2,593	32,343	+/-3,164	29,2
Manufacturing	6,159	+/-650	71.3%	+/-3.8	28.7%	+/-3.8	36,471	+/-2,080	43,286	+/-3,350	25,4
Wholesale trade	3,208	+/-367	76.0%	+/-4.9	24.0%	+/-4.9	36,961	+/-5,303	42,787	+/-3,049	25,3
Retail trade	12,970	+/-895	47.9%	+/-3.1	52.1%	+/-3.1	20,667	+/-1,361	27,772	+/-2,755	15,7
Transportation and warehousing, and utilities:	4,275	+/-407	76.7%	+/-4.2	23.3%	+/-4.2	43,656	+/-2,857	46,893	+/-2,588	26,7
Transportation and warehousing	3,618	+/-410	74.6%	+/-5.0	25.4%	+/-5.0	44,366	+/-3,344	47,917	+/-3,067	26,7
Utilities	657	+/-159	88.0%	+/-7.6	12.0%	+/-7.6	41,622	+/-8,270	42,394	+/-6,826	22,2
Information	2,721	+/-463	59.9%	+/-6.6	40.1%	+/-6.6	31,544	+/-9,159	39,038	+/-9,577	26,5
Finance and insurance, and real estate and rental and leasing:	6,343	+/-558	48.6%	+/-4.2	51.4%	+/-4.2	37,286	+/-2,936	50,967	+/-4,551	28,1
Finance and insurance	3,656	+/-438	39.9%	+/-5.4	60.1%	+/-5.4	36,207	+/-3,353	63,685	+/-6,199	28,4
Real estate and rental and leasing	2,687	+/-349	60.5%	+/-6.9	39.5%	+/-6.9	39,046	+/-4,324	42,077	+/-5,664	27,5
Professional, scientific, and management, and administrative and waste management services:	10,744	+/-759	55.8%	+/-3.7	44.2%	+/-3.7	33,576	+/-2,673	44,487	+/-5,548	24,7
Professional, scientific, and technical services	6,962	+/-629	52.1%	+/-4.4	47.9%	+/-4.4	39,602	+/-2,552	60,136	+/-8,699	28,7
Management of companies and enterprises	179	+/-104	83.2%	+/-19.0	16.8%	+/-19.0	40,457	+/-18,693	32,043	+/-20,854	42,2
Administrative and support and waste management services	3,603	+/-462	61.7%	+/-5.9	38.3%	+/-5.9	22,710	+/-2,600	27,024	+/-3,865	18,76
Educational services, and health care and social assistance:	22,024	+/-1,149	23.4%	+/-1.8	76.6%	+/-1.8	31,045	+/-1,500	44,876	+/-4,128	27,18
Educational services	9,157	+/-765	23.4%	+/-3.3	76.6%	+/-3.3	32,156	+/-2,612	37,040	+/-5,242	30,50
Health care and social assistance	12,867	+/-865	23.3%	+/-2.4	76.7%	+/-2.4	30,561	+/-1,798	54,495	+/-6,405	25,72
Arts, entertainment,											

Subject	Total	Margin of Error	Male	Margin of Error	Female	Margin of Error	Median earnings (dollars)	Margin of Error	Median earnings (dollars) for male	Margin of Error	Med earni (doll for fem
accommodation and food services:	9,716	+/-745	45.3%	+/-3.8	54.7%	+/-3.8	12,077	+/-968	15,087	+/-1,897	10,
Arts, entertainment, and recreation	1,439	+/-290	55.0%	+/-8.7	45.0%	+/-8.7	13,212	+/-4,020	12,347	+/-7,982	13,
Accommodation and food services	8,277	+/-665	43.7%	+/-4.1	56.3%	+/-4.1	11,937	+/-1,057	15,188	+/-2,036	9,
Other services, except public administration	4,908	+/-579	43.9%	+/-5.4	56.1%	+/-5.4	18,961	+/-1,730	30,000	+/-4,764	14,
Public administration	4,035	+/-578	57.2%	+/-6.2	42.8%	+/-6.2	37,906	+/-3,076	43,178	+/-4,658	28,
PERCENT IMPUTED											
Industry	3.9%	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)	

Source: U.S. Census Bureau, 2005-2009 American Community Survey

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Notes:
·Industry codes are 4-digit codes and are based on the North American Industry Classification System 2002 and 2007. The 2005, 2006 an data are coded using NAICS 2002 while the 2008 and 2009 ACS data use NAICS 2007 codes. Categories that differ between 2002 and 2 aggregated so that the 5 years of data are consistent in display and reflect the NAICS 2007 codes. The Industry categories adhere to the issued in Clarification Memorandum No. 2, "NAICS Alternate Aggregation Structure for Use By U.S. Statistical Agencies," issued by the O Management and Budget.
·While the 2005-2009 American Community Survey (ACS) data generally reflect the November 2008 Office of Management and Budget (definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities s tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.
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Lafayette Parish Workplace Establishments and Employees

The data for this report is organized into sections. Click the section header to collapse or expand s
you want displayed on your report.

--Note: Workplace data represents the number of people who work in the area.

Expand/Collapse All

Number of Establishments - Establishment Categories

Demographic Item	Within parish
Establishment Est CrYr	8,655
Agriculture, Forestry, Fishing and Hunting	26
Mining	166
Utilities	18
Construction	671
Manufacturing	347
Wholesale Trade	405
Retail Trade	1,226
Information	140
Finance and Insurance	577
Real Estate and Rental and Leasing	367

Professional, Scientific and Technical Services	9,336
Management of Companies and Enterprises	238
Admin/Support and Waste Management and Remediation Services	5,230
Educational Services	7,053
Health Care and Social Assistance	20,018
Arts, Entertainment and Recreation	2,621
Accommocation and Food Services	11,726
Other Services (except Public Administration)	5,192
Public Administration	3,672
Military	0
Unknown classification	93

Number of Employees - Occupations - White Collar

Number of Employees - Occupations - Blue Collar

Number of Employees - Occupations

Number of Employees - Salary/Wage per Employee per Annum

Source of demographic data: Synergos Technologies, Inc. (STI) | Oct 2010 Estimate (Jan Release)

Entergy Corporation and its subsidiaries, including Entergy Services, Inc., Entergy Gulf States, L.L.C., En Louisiana, L.L.C., and Entergy New Orleans, Inc. (collectively, the "Entergy Companies") are not licensed tc any real property. Information about these properties is provided merely to assist in economic developr efforts. The Entergy Companies make no representations or warranties whatsoever regarding accuracy completeness of the information nor the condition or suitability of these properties. Inquiries about any pr should be directed to the listing broker for that property. Used only with the permission of the Enter Companies. Usage restricted.

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Expand/Collapse All

Number of Establishments - Establishment Categories

Number of Employees - Employee Categories

Demographic Item	Within parish
Employee Est CrYr	119,456
Agirculture, Forestry, Fishing and Hunting	128
Mining	3,985
Utilities	544
Construction	10,761
Manufacturing	8,895
Wholesale Trade	2,310
Retail Trade	18,056
Information	1,979
Finance and Insurance	2,837
Real Estate and Rental and Leasing	[illegible]

Management of Companies and Enterprises	6
Admin/Suppors and Waste Management and Remediation Services	274
Educational Services	189
Health Care and Social Assistance	1,273
Arts, Entertainment, and Recreation	160
Accommodation and Food Services	414
Other Services (except Public Administration)	781
Public Administration	153
Military	0
Unknown classification	84

Number of Employees - Employee Categories

Number of Employees - Occupations - White Collar

Number of Employees - Occupations - Blue Collar

Number of Employees - Occupations

Number of Employees - Salary/Wage per Employee per Annum

Source of demographic data: Synergos Technologies, Inc. (STI) | Oct 2010 Estimate (Jan Release)

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Lafayette Parish Local Data

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Expand/Collapse All

Note: Listed below is information provided to us by local economic development representatives

Market Access

Education

Four-Year Colleges & Universities (within 100 miles)
University of LA, Lafayette - 16,345
Louisiana State University, Baton Rouge - 28,019
McNeese State University, Lake Charles - 8,095
Southern University, Baton Rouge - 8,288
Two-Year Colleges (within 100 miles)
South Louisiana Community College, Lafayette - 2,939
Technical Colleges (Acadiana Technical College)
Lafayette Campus - Lafayette Parish
Evangeline Campus - St. Martin Parish
Gulf Area Campus - Vermilion Parish
Acadian Campus - Acadia Parish
T.H. Harris Campus - St. Landry Parish
Teche Area Campus - Iberia Parish
SOURCE: LA BOARD OF REGENTS
Primary/Secondary Education
44 Public Schools, 30,403 enrollment
17 Nonpublic Schools, 7,468 enrollment
ACT Score
21.0 (2008 composite)

SOURCE: LA DEPARTMENT OF EDUCATION

Incentives

Taxes

Government

Utilities and Services

Quality of Life

Major Employers

Contacts

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FACTFINDER HELP | ABOUT THE DATA

Geographic Identifiers

	Lafayette Parish, Louisiana [2000]	Lafayette Parish, Louisiana [2002]	Lafayette Parish, Louisiana [2005]	Lafayette Parish, Louisiana [2006]	Lafayette Parish, Louisiana [2007]	Lafayette Parish, Louisiana [2008]	
Code	0500000US22055	0500000US22055	0500000US22055	0500000US22055	0500000US22055	0500000US22055	
Combined Statistical Area							
Core Based Statistical Area							
County (FIPS)	055	055	055	055	055	055	
Division	7	7	7	7	7	7	
FIPS Class Code	H1	H1	H6	H6	H6	H6	
Geographic Change User Note Indicator	N						
Geographic Component Code	00	00	00	00	00	00	0
Land Area (Square Miles)	269.834	269.835	268.723	268.712	268.718	268.718	2
Legal/Statistical Area Description Code	15	15	15	15	15	15	1
Legal/Statistical Area Description Name	Lafayette Parish	Lafayette Parish	Lafayette Parish	Lafayette Parish	Lafayette Parish	Lafayette Parish	La
Metropolitan Division							9
Name (without LSAD or path)	Lafayette	Lafayette	Lafayette	Lafayette	Lafayette	Lafayette	La
Region	3	3	3	3	3	3	3
State (FIPS)	22	22	22	22	22	22	22
Summary Level Code	050	050	050	050	050	050	05

Geographic Change Notes

See the Census Bureau's Geographic Boundary Change Notes for information about geographic changes.

Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
Population		
2014 Projection	217,383	
2009 Estimate	209,287	
2000 Census	190,503	
1990 Census	164,762	
Growth 2009-2014	3.87%	
Growth 2000-2009	9.86%	
Growth 1990-2000	15.62%	
2009 Est. Population by Single Race Classification	209,287	
White Alone	146,472	69.99
Black or African American Alone	54,839	26.20
American Indian and Alaska Native Alone	643	0.31
Asian Alone	3,138	1.50
Native Hawaiian and Other Pacific Islander Alone	63	0.03
Some Other Race Alone	1,465	0.70
Two or More Races	2,667	1.27
2009 Est. Population Hispanic or Latino by Origin*	209,287	
Not Hispanic or Latino	204,008	97.48
Hispanic or Latino:	5,279	2.52
Mexican	2,155	40.82
Puerto Rican	355	6.72
Cuban	353	6.69
All Other Hispanic or Latino	2,416	45.77
2009 Est. Hispanic or Latino by Single Race Class.	5,279	
White Alone	3,174	60.13
Black or African American Alone	313	5.93
American Indian and Alaska Native Alone	67	1.27
Asian Alone	22	0.42
Native Hawaiian and Other Pacific Islander Alone	6	0.11
Some Other Race Alone	1,250	23.68
Two or More Races	447	8.47

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Pop. Asian Alone Race by Category*	3,138	
Chinese, except Taiwanese	421	13.42
Filipino	193	6.15
Japanese	64	2.04
Asian Indian	701	22.34
Korean	139	4.43
Vietnamese	1,127	35.91
Cambodian	14	0.45
Hmong	0	0.00
Laotian	39	1.24
Thai	53	1.69
Other Asian	331	10.55
Two or more Asian categories	56	1.78
2009 Est. Population by Ancestry	209,287	
Pop, Arab	1,235	0.59
Pop, Czech	169	0.08
Pop, Danish	193	0.09
Pop, Dutch	530	0.25
Pop, English	7,368	3.52
Pop, French (except Basque)	32,489	15.52
Pop, French Canadian	20,603	9.84
Pop, German	8,889	4.25
Pop, Greek	159	0.08
Pop, Hungarian	93	0.04
Pop, Irish	6,721	3.21
Pop, Italian	4,244	2.03
Pop, Lithuanian	67	0.03
Pop, United States or American	25,214	12.05
Pop, Norwegian	438	0.21
Pop, Polish	593	0.28
Pop, Portuguese	60	0.03
Pop, Russian	102	0.05
Pop, Scottish	1,265	0.60
Pop, Scotch-Irish	1,734	0.83
Pop, Slovak	40	0.02
Pop, Subsaharan African	1,040	0.50
Pop, Swedish	463	0.22
Pop, Swiss	135	0.06
Pop, Ukrainian	112	0.05
Pop, Welsh	456	0.22
Pop, West Indian (exc Hisp groups)	119	0.06

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Population by Ancestry		
Pop, Other ancestries	53,689	25.65
Pop, Ancestry Unclassified	41,067	19.62
2009 Est. Pop Age 5+ by Language Spoken At Home	193,896	
Speak Only English at Home	158,327	81.66
Speak Asian/Pacific Islander Language at Home	1,629	0.84
Speak IndoEuropean Language at Home	29,868	15.40
Speak Spanish at Home	3,383	1.74
Speak Other Language at Home	689	0.36
2009 Est. Population by Sex	209,287	
Male	102,128	48.80
Female	107,159	51.20
Male/Female Ratio	0.95	
2009 Est. Population by Age	209,287	
Age 0 - 4	15,391	7.35
Age 5 - 9	14,907	7.12
Age 10 - 14	14,489	6.92
Age 15 - 17	9,052	4.33
Age 18 - 20	9,959	4.76
Age 21 - 24	13,331	6.37
Age 25 - 34	30,304	14.48
Age 35 - 44	27,796	13.28
Age 45 - 49	15,534	7.42
Age 50 - 54	15,121	7.23
Age 55 - 59	12,495	5.97
Age 60 - 64	9,074	4.34
Age 65 - 74	11,814	5.64
Age 75 - 84	7,338	3.51
Age 85 and over	2,682	1.28
Age 16 and over	161,466	77.15
Age 18 and over	155,448	74.28
Age 21 and over	145,489	69.52
Age 65 and over	21,834	10.43
2009 Est. Median Age	34.08	
2009 Est. Average Age	35.65	

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Male Population by Age	102,128	
Age 0 - 4	7,873	7.71
Age 5 - 9	7,599	7.44
Age 10 - 14	7,361	7.21
Age 15 - 17	4,530	4.44
Age 18 - 20	5,040	4.93
Age 21 - 24	6,779	6.64
Age 25 - 34	15,287	14.97
Age 35 - 44	13,535	13.25
Age 45 - 49	7,374	7.22
Age 50 - 54	7,373	7.22
Age 55 - 59	6,107	5.98
Age 60 - 64	4,358	4.27
Age 65 - 74	5,215	5.11
Age 75 - 84	2,881	2.82
Age 85 and over	816	0.80
2009 Est. Median Age, Male	32.77	
2009 Est. Average Age, Male	34.47	
2009 Est. Female Population by Age	107,159	
Age 0 - 4	7,518	7.02
Age 5 - 9	7,308	6.82
Age 10 - 14	7,128	6.65
Age 15 - 17	4,522	4.22
Age 18 - 20	4,919	4.59
Age 21 - 24	6,552	6.11
Age 25 - 34	15,017	14.01
Age 35 - 44	14,261	13.31
Age 45 - 49	8,160	7.61
Age 50 - 54	7,748	7.23
Age 55 - 59	6,388	5.96
Age 60 - 64	4,716	4.40
Age 65 - 74	6,599	6.16
Age 75 - 84	4,457	4.16
Age 85 and over	1,866	1.74
2009 Est. Median Age, Female	35.43	
2009 Est. Average Age, Female	36.78	

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Population Age 15+ by Marital Status*	164,500	
Total, Never Married	46,980	28.56
Married, Spouse present	83,422	50.71
Married, Spouse absent	7,765	4.72
Widowed	8,949	5.44
Divorced	17,384	10.57
Males, Never Married	24,384	14.82
Previously Married	9,044	5.50
Females, Never Married	22,596	13.74
Previously Married	17,289	10.51
2009 Est. Pop. Age 25+ by Educational Attainment*	132,158	
Less than 9th grade	10,614	8.03
Some High School, no diploma	15,595	11.80
High School Graduate (or GED)	38,740	29.31
Some College, no degree	28,561	21.61
Associate Degree	4,971	3.76
Bachelor's Degree	23,521	17.80
Master's Degree	6,454	4.88
Professional School Degree	2,640	2.00
Doctorate Degree	1,062	0.80
Households		
2014 Projection	86,264	
2009 Estimate	82,121	
2000 Census	72,372	
1990 Census	60,411	
Growth 2009-2014	5.04%	
Growth 2000-2009	13.47%	
Growth 1990-2000	19.80%	
2009 Est. Households by Household Type	82,121	
Family Households	55,418	67.48
Nonfamily Households	26,703	32.52
2009 Est. Group Quarters Population	5,027	
2009 Households by Ethnicity, Hispanic/Latino	1,709	2.08

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Households by Household Income	82,121	
Income Less than $15,000	13,149	16.01
Income $15,000 - $24,999	9,743	11.86
Income $25,000 - $34,999	9,335	11.37
Income $35,000 - $49,999	12,512	15.24
Income $50,000 - $74,999	15,257	18.58
Income $75,000 - $99,999	8,921	10.86
Income $100,000 - $149,999	8,379	10.20
Income $150,000 - $249,999	3,366	4.10
Income $250,000 - $499,999	940	1.14
Income $500,000 and more	519	0.63
2009 Est. Average Household Income	$62,203	
2009 Est. Median Household Income	$45,590	
2009 Est. Per Capita Income	$24,745	
2009 Est. Household Type, Presence Own Children*	82,121	
Single Male Householder	10,055	12.24
Single Female Householder	12,149	14.79
Married-Couple Family, own children	20,799	25.33
Married-Couple Family, no own children	20,157	24.55
Male Householder, own children	1,909	2.32
Male Householder, no own children	1,457	1.77
Female Householder, own children	7,325	8.92
Female Householder, no own children	3,771	4.59
Nonfamily, Male Householder	2,651	3.23
Nonfamily, Female Householder	1,848	2.25
2009 Est. Households by Household Size*	82,121	
1-person household	22,204	27.04
2-person household	25,897	31.54
3-person household	15,489	18.86
4-person household	11,779	14.34
5-person household	4,710	5.74
6-person household	1,483	1.81
7 or more person household	559	0.68
2009 Est. Average Household Size	2.49	

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Households by Presence of People*	82,121	
Households with 1 or more People under Age 18:		
Married-Couple Family	21,765	26.50
Other Family, Male Householder	2,155	2.62
Other Family, Female Householder	8,247	10.04
Nonfamily, Male Householder	299	0.36
Nonfamily, Female Householder	83	0.10
Households no People under Age 18:		
Married-Couple Family	19,191	23.37
Other Family, Male Householder	1,211	1.47
Other Family, Female Householder	2,849	3.47
Nonfamily, Male Householder	12,407	15.11
Nonfamily, Female Householder	13,914	16.94
2009 Est. Households by Number of Vehicles*	82,121	
No Vehicles	6,391	7.78
1 Vehicle	29,957	36.48
2 Vehicles	35,232	42.90
3 Vehicles	8,443	10.28
4 Vehicles	1,605	1.95
5 or more Vehicles	493	0.60
2009 Est. Average Number of Vehicles*	1.65	
Family Households		
2014 Projection	58,214	
2009 Estimate	55,418	
2000 Census	48,839	
1990 Census	42,206	
Growth 2009-2014	5.05%	
Growth 2000-2009	13.47%	
Growth 1990-2000	15.72%	

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Family Households by Household Income	55,418	
Income Less than $15,000	5,540	10.00
Income $15,000 - $24,999	5,199	9.38
Income $25,000 - $34,999	5,556	10.03
Income $35,000 - $49,999	8,161	14.73
Income $50,000 - $74,999	11,691	21.10
Income $75,000 - $99,999	7,909	14.27
Income $100,000 - $149,999	7,323	13.21
Income $150,000 - $249,999	2,802	5.06
Income $250,000 - $499,999	776	1.40
Income $500,000 and more	461	0.83
2009 Est. Average Family Household Income	$72,737	
2009 Est. Median Family Household Income	$56,957	
2009 Est. Families by Poverty Status*	55,418	
Income At or Above Poverty Level:		
Married-Couple Family, own children	20,447	36.90
Married-Couple Family, no own children	18,177	32.80
Male Householder, own children	1,670	3.01
Male Householder, no own children	1,138	2.05
Female Householder, own children	5,153	9.30
Female Householder, no own children	2,362	4.26
Income Below Poverty Level:		
Married-Couple Family, own children	1,455	2.63
Married-Couple Family, no own children	877	1.58
Male Householder, own children	401	0.72
Male Householder, no own children	157	0.28
Female Householder, own children	3,154	5.69
Female Householder, no own children	427	0.77
2009 Est. Pop Age 16+ by Employment Status*	161,466	
In Armed Forces	179	0.11
Civilian - Employed	99,972	61.92
Civilian - Unemployed	7,047	4.36
Not in Labor Force	54,268	33.61

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Civ Employed Pop 16+ Class of Worker*	99,972	
For-Profit Private Workers	75,774	75.80
Non-Profit Private Workers	4,687	4.69
Local Government Workers	6,158	6.16
State Government Workers	5,369	5.37
Federal Government Workers	1,507	1.51
Self-Emp Workers	6,214	6.22
Unpaid Family Workers	263	0.26
2009 Est. Civ Employed Pop 16+ by Occupation*	99,972	
Management, Business, and Financial Operations	12,256	12.26
Professional and Related Occupations	22,578	22.58
Service	14,121	14.12
Sales and Office	28,835	28.84
Farming, Fishing, and Forestry	220	0.22
Construction, Extraction and Maintenance	10,741	10.74
Production, Transportation and Material Moving	11,221	11.22
2009 Est. Pop 16+ by Occupation Classification*	99,972	
Blue Collar	21,962	21.97
White Collar	63,430	63.45
Service and Farm	14,580	14.58
2009 Est. Workers Age 16+, Transportation To Work*	98,266	
Drove Alone	82,621	84.08
Car Pooled	9,320	9.48
Public Transportation	1,056	1.07
Walked	1,266	1.29
Motorcycle	62	0.06
Bicycle	369	0.38
Other Means	1,035	1.05
Worked at Home	2,537	2.58
2009 Est. Workers Age 16+ by Travel Time to Work*	95,729	
Less than 15 Minutes	30,414	31.77
15 - 29 Minutes	42,441	44.33
30 - 44 Minutes	13,604	14.21
45 - 59 Minutes	3,046	3.18
60 or more Minutes	6,224	6.50
2009 Est. Average Travel Time to Work in Minutes*	24.41	

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Tenure of Occupied Housing Units	82,121	
Owner Occupied	55,206	67.23
Renter Occupied	26,915	32.77
2009 Occ Housing Units, Avg Length of Residence	8	
2009 Est. All Owner-Occupied Housing Values	55,206	
Value Less than $20,000	2,588	4.69
Value $20,000 - $39,999	3,107	5.63
Value $40,000 - $59,999	4,101	7.43
Value $60,000 - $79,999	3,383	6.13
Value $80,000 - $99,999	3,912	7.09
Value $100,000 - $149,999	13,538	24.52
Value $150,000 - $199,999	9,065	16.42
Value $200,000 - $299,999	9,629	17.44
Value $300,000 - $399,999	2,794	5.06
Value $400,000 - $499,999	1,255	2.27
Value $500,000 - $749,999	1,272	2.30
Value $750,000 - $999,999	231	0.42
Value $1,000,000 or more	331	0.60
2009 Est. Median All Owner-Occupied Housing Value	$138,823	
2009 Est. Housing Units by Units in Structure*	89,941	
1 Unit Attached	2,458	2.73
1 Unit Detached	56,366	62.67
2 Units	1,678	1.87
3 to 19 Units	11,946	13.28
20 to 49 Units	1,887	2.10
50 or More Units	3,906	4.34
Mobile Home or Trailer	11,596	12.89
Boat, RV, Van, etc.	104	0.12

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Pop-Facts: Demographic Snapshot Report

Lafayette Parish

County, (see appendix for geographies), aggregate

Description	Total County	%
2009 Est. Housing Units by Year Structure Built	89,941	
Housing Units Built 1999 to 2009	15,948	17.73
Housing Unit Built 1995 to 1998	6,738	7.49
Housing Unit Built 1990 to 1994	4,912	5.46
Housing Unit Built 1980 to 1989	19,180	21.33
Housing Unit Built 1970 to 1979	19,277	21.43
Housing Unit Built 1960 to 1969	11,191	12.44
Housing Unit Built 1950 to 1959	6,784	7.54
Housing Unit Built 1940 to 1949	2,929	3.26
Housing Unit Built 1939 or Earlier	2,982	3.32
2009 Est. Median Year Structure Built **	1981	

*In contrast to Claritas Demographic Estimates, "smoothed" data items are Census 2000 tables made consistent with current year estimated and 5 year projected base counts.

**1939 will appear when at least half of the Housing Units in this reports area were built in 1939 or earlier.

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Appendix: Area Listing

Area Name:

Type: List - County Reporting Detail: Aggregate Reporting Level: County

Geography Code	Geography Name	Geography Code	Geography Name
22055	Lafayette Parish, LA		

Project Information:

Site: 1

Order Number: 967591625

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Attachment

#7

LAFAYETTE PARISH WORKFORCE INVESTMENT AREA

AGREEMENT TO DESIGNATE

ONE-STOP OPERATOR

for

LAFAYETTE WORKFORCE INVESTMENT AREA

Whereas, it is the responsibility of the Lafayette Workforce Investment Board (WIB) to ensure that the services and programs authorized by the Workforce Investment Act of 1998 are administered in the most effective manner to produce and provide needed workforce services to the citizens of Lafayette Parish and

Whereas, it behooves the WIB to designate or certify a One-Stop Operator for Lafayette Parish who has a record of achievement and excellence in the delivery of services for many many years

Whereas, the local grant recipient for Lafayette Parish should remain the responsible and progressive Lafayette City-Parish Consolidated Government and

Whereas, the WIB desires to designate a One-Stop Operator through an agreement with a consortium of at least three (3) mandated One-Stop Partners and,

Now, therefore, it is agreed by and between the Lafayette Workforce Investment Board and the undersigned consisting of a minimum of three (3) or more of the One-Stop partners described in Section 121 (b)(1) of the Workforce Investment Act, who are members of the Lafayette Parish One-Stop Delivery System, that the Lafayette City-Parish Consolidated Government (WIA) be designated as the local One-Stop Operator as specified in the Workforce Investment Act of 1998

Be it further agreed, that this designation of the One-Stop Operator will provide for the effective planning and implementation of the Workforce Investment Act of 1998, and the citizens of Lafayette will be the recipients of these quality, customer satisfaction driven services, provided in the mode of continuous improvement.

Agreed to and executed as of the 13 day of January, 2000 at Lafayette, Louisiana.

WORKFORCE INVESTMENT BOARD

Workforce Investment Board

By: WIB Chairperson

CONSORTIUM OF ONE-STOP PARTNERS

Glenn Dugas, JTPA (WIA) Manager
LAFAYETTE CONSOLIDATED
GOVERNMENT

CONSORTIUM OF ONE-STOP PARTNERS

Brenda Pourciau

Brenda Pourciau, Director, Senior
Community Service Employment Program
LAFAYETTE COUNCIL ON AGING

CONSORTIUM OF ONE-STOP PARTNERS

C Kenneth Villemarette, Supervisor - Adult Education
LAFAYETTE PARISH SCHOOL BOARD

CONSORTIUM OF ONE-STOP PARTNERS

Shelton Cobb. Director. LTC - Lafayette
LOUISIANA COMMUNITY &
TECHNICAL COLLEGE SYSTEM

CONSORTIUM OF ONE-STOP PARTNERS

Helen Boyance, Executive Director of SMILE
ST MARTIN, IBERIA, LAFAYETTE
COMMUNITY ACTION AGENCY, INC

CONSORTIUM OF ONE-STOP PARTNERS

Walter Guillory, Executive Director,
U. S. DEPARTMENT OF HOUSING
& URBAN DEVELOPMENT

CONSORTIUM OF ONE-STOP PARTNERS

Dale Cleveland

Dale Cleveland, Lafayette Regional Manager,
Office of Workforce Development
LOUISIANA DEPARTMENT OF LABOR

CONSORTIUM OF ONE-STOP PARTNERS

Richard Hughes, Regional Manager
LOUISIANA REHABILITATION
SERVICES

CONSORTIUM OF ONE-STOP PARTNERS
Additional Partners

Glen P Collins, Managing Director
EVANGELINE ECONOMIC AND
PLANNING DISTRICT

LAFAYETTE PARISH

WORKFORCE INVESTMENT

ONE STOP OPERATOR

RESOLUTION

Whereas, it is the responsibility of the Lafayette Workforce Investment Board (WIB) to ensure that the services and programs authorized by the Workforce Investment Act of 1998 are administered in the most effective manner to produce and provide needed workforce services to the citizens of Lafayette Parish and;

Whereas, it behooves the WIB to designate or certify a One-Stop Operator for Lafayette Parish who has a record of achievement and excellence in the delivery of services for many, many years

Whereas, the local grant recipient for Lafayette Parish should remain the responsible and progressive Lafayette City-Parish Consolidated Government and

Whereas, the WIB desires to designate a One-Stop Operator through an agreement with a consortium of at least three (3) mandated One-Stop partners and

Whereas, the Lafayette Parish Workforce Investment Area One-Stop Consortium, comprised of the Lafayette City-Parish Consolidated Government Workforce Investment Area, along with mandated One-Stop Partners and other partners who provide vital workforce services, that at a minimum, includes three (3) or more of the One-Stop partners described in section 121 (b)(1) of the Workforce Investment Act and members of the Lafayette Parish One-Stop Delivery System

Now, therefore, be it resolved that the Lafayette Workforce Investment Board, with the agreement of the Chief Elected Official, does hereby authorize its chairman to enter into an agreement with a consortium of at least three (3) mandated One-Stop Partners to designate the Lafayette City-Parish Consolidated Government, acting through its WIA Division as the local One-Stop

Operator as specified in the Workforce Investment Act of 1998, and.

Be it further resolved, that this designation of the One-Stop Operator will provide for the effective planning and implementation of the Workforce Investment Act of 1998, and the citizens of Lafayette will be the recipients of these quality, customer satisfaction driven services, provided in the mode of continuous improvement.

Adopted this 13 day of January, 2000, at a meeting of the WIB duly called and held at Lafayette, Louisiana.

Chief Elected Official

WIB Chairperson

Attachment

#8

LWIA #40

Satellite
Memorandum of Understanding and Cost Allocation Plan for One-Stop Partners in Acadiana
for
St. Landry Parish

The MOU and Cost Allocation Plan is an agreement between one-stop partners who provide funding to the one-stop system and are co-located in the following LWIA #40 one-stop locations, along with LWIA #40, who is the lease holder for several for the locations:

The effective date of the MOU is May 1, 2007 and will be reviewed by the one-stop partners and LWIA #40 on a quarterly basis to determine if modifications are necessary.

The aforementioned one-stop locations located in St. Landry Parish one-stop partners include

LWIA #40 – Represented by Chris Dunbar (paying partner)
LDOL including Veterans Program Representative and Wagner Peyser Representatives Represented by Dale Cleveland (paying partner)
AWI – Represented by Melissa Grimmett (paying partner)
Volunteer Instructors Teaching Adults (Vita) (non paying partner)
Community Service Block Grant (CSBG) (non paying partner)
National Guard (non paying partner)
Job Corps (non paying partner)
Louisiana Center for Workforce Recovery (non paying partner)
Experience Works (non paying partner)
LA. Rehabilitation (non paying partner)

Agree to the following terms and conditions:

1. Customers who go to the one-stop for assistance and/or services will be referred to the appropriate one-stop partner(s) to meet the individual needs. Verbal, written or electronic referrals will be used. Additionally, customers will be able to meet with individual representatives from partnering agencies. AWI will maintain a list of individuals who utilize services at the one-stop locations. Job Placement, Training, Core and Intensive services will be offered to jobseekers.

2. Amendments to the agreement may be done at any time provided all paying partners and LWIA #40 are in agreement.

3. Each partner will tag and maintain an inventory of their own equipment purchased by the agency.

4. Each customer who seeks services at the one-stop location will sign the "Consent to Release Information" form so confidential information may be shared between the one-stop partners to assist the customer. A "Consent to Release Information" form has been attached for this purpose.

5. One-stop partners agree to utilize EO and ADA non-discrimination clauses and complaint procedures, which have been attached.

6. The one-stop operator for Workforce Investment Area #40 is Acadiana Works, Inc.

7. LWIA #40 agrees to follow Generally Accepted Accounting Principles and Financial Management Technical Assistance Guide (TAG) as provided by the U.S. Department of Labor, Employment and Training Administration.

Direct costs that can readily be identified and charged to a specific program or cost objective shall be done so based on the benefit received. LWIA #40 does not utilize an indirect cost rate. Assignable direct costs shall be directly charged to final cost objective and do not require any further allocation or breakdown by title or cost category. Shared direct costs or direct costs that cannot be readily be assigned to a final cost objective will be directly charged to an intermediate cost objective or cost pool and subsequently allocated to the final cost objective. These costs are incurred for common or joint purposes benefiting more than one cost objective.

Shared direct costs that cannot readily be identified to a program or cost category, shall be pooled and identified as unable to allocate (UA) Costs that are identified as UA will be allocated to their final cost objective based on the actual percentage of costs incurred that are identifiable relating to LWIA #40 staff salary expenses for the previous month

The cost allocation plan will be decided only by representatives of paying partners The method to allocate costs is as follows

a. Shared costs and exclusive costs will be determined according to the cost sharing formula. (identified in #9)
b. Cost of partners who are not co-located at the one-stop, but provide services at the one-stop will not be responsible for any costs as long as the number of hours present at the one-stop does not exceed eight hours per week.
c. One-stop partners who are co-located at the one-stop locations may agree to accept in-kind services in lieu of cash if all paying one-stop partners and LWIA #40 are in agreement.
d. Should conflicts arise regarding cost allocation or the payment of unanticipated bill, etc., paying one-stop partners and LWIA #40 will meet to resolve these issues.
e. The one-stop partners will decide who will be responsible for maintaining accounting records for shared costs at the centers and how payments, billings, credits, etc. will be accounted for among the partners on a monthly basis. Partners will review the cost allocation plan on a quarterly basis.

f. Should new paying partners co-located at the one-stop location or existing partners implement new programs, partners shall utilize LWIA #40 Cost Allocation Policy until paying partners can meet to determine specific cost allocation plans.

8. The partners agree that the Acadiana Works, Inc. will invoice the partners for their share of all allocable costs on not less than a quarterly basis. The partners further agree that they will reimburse Acadiana Works, Inc. for the total amount of their share of costs through cash payments

9. Specific cost allocation plan formula for LWIA #40, LDOL, and Acadiana Works, Inc to share cost or pay direct cost in St. Landry parish shall be as follows:

a. Salaries and Fringe Benefits – LWIA #40, LDOL, and Acadiana Works, Inc. will be responsible for paying their own individual direct staff cost and fringe benefits.

b. Rent – Although LDOL is provided space at the facility in St. Landry Parish, LDOL will not have to pay rent, utilities, janitorial services, and garbage disposal because LDOL has provided LWIA #40 a rent free facility. The LWIA #40 facility is located at 230 West Bellevue Street in Opelousas, LA. As long as LWIA #40 is provided a rent free facility, so shall LDOL be provided with a rent free facility, etc. located at 1305 Diesi St. in Opelousas, LA. (See Attached MOU)

c. Equipment – Each partner will be responsible for paying their own direct equipment cost.

d. Equipment Maintenance – Each partner will be responsible for paying their own direct equipment maintenance cost.

e. Supplies – Each partner will be responsible for paying their own direct supplies cost.

f. Insurance – Each partner will be responsible for paying their own direct insurance cost

g. Travel – Each partner will be responsible for paying their own direct travel cost.

St. Landry

LWIA #40, LDOL, and Acadiana Works, Inc. have agreed to the aforementioned terms and conditions regarding the MOU and the Cost Allocation Plan.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Chris Dunbar
Chris Dunbar, Administrator DATE: 4/30/08

LDOL
BY: Dale Cleveland
Dale Cleveland, Regional Manager DATE: 4-30-08

ACADIANA WORKS, INC.
BY: Melissa Gummett
Melissa Gummett, Director DATE: 5/1/08

Acadia

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Chris Dunbar DATE: 4/30/08
Chris Dunbar

LDOL
BY: Dale Cleveland DATE: 4-30-08
Dale Cleveland

ACADIANA WORKS, INC.
BY: Melissa Grimmett DATE: 5/1/08
Melissa Grimmett

LWIA #40

Satellite
Memorandum of Understanding and Cost Allocation Plan
for One-Stop Partners in Acadiana
for
Iberia Parish

The MOU and Cost Allocation Plan is an agreement between one-stop partners who provide funding to the one-stop system and are co-located in the following LWIA #40 one-stop locations, along with LWIA #40, who is the lease holder for several for the locations:

The effective date of the MOU is May 1, 2007 and will be reviewed by the one-stop partners and LWIA #40 on a quarterly basis to determine if modifications are necessary.

The partners in Iberia Parish Career Solutions Center include:

LWIA #40 – Represented by Chris Dunbar (paying partner)
LDOL – Represented by Dale Cleveland (paying partner)
AWI - Represented by Melissa Grimmett (paying partner)
LDOL - Veterans Program Represented by Dale Cleveland
MET – Represented by Delia Garza (paying partner)
Experience Works (non paying partner)
Institute for Indian Development Rep. (non paying partner)

Agree to the following terms and conditions:

1. Customers who go to the one-stop for assistance and/or services will be referred to the appropriate one-stop partner(s) to meet the individual needs. Verbal, written or electronic referrals will be used. Additionally, customers will be able to meet with individual representatives from partnering agencies. AWI will maintain a list of individuals who utilize services at the one-stop locations. Job Placement, Training, Core and Intensive Services will be offered to jobseekers and employers.

2. Amendments to the agreement may be done at any time provided all paying partners and LWIA #40 are in agreement.

3. Each partner will tag and maintain an inventory of their own equipment purchased by the agency.

4. Each customer who seeks services at the one-stop location will sign the "Consent to Release Information" form so confidential information may be shared between the one-stop partners to assist the customer. A "Consent to Release Information" form has been attached for this purpose.

5. One-stop partners agree to utilize EO and ADA non-discrimination clauses and complaint procedures. which have been attached.

6. The one-stop operator for Workforce Investment Area #40 is Acadiana Works Inc.

7. LWIA #40 agrees to follow Generally Accepted Accounting Principles and Financial Management Technical Assistance Guide (TAG) as provided by the U.S. Department of Labor, Employment and Training Administration.

Direct costs that can readily be identified and charged to a specific program or cost objective shall be done so based on the benefit received. LWIA #40 does not utilize an indirect cost rate. Assignable direct costs shall be directly charged to final cost objective and do not require any further allocation or breakdown by title or cost category. Shared direct costs or direct costs that cannot be readily be assigned to a final cost objective will be directly charged to an intermediate cost objective or cost pool and subsequently allocated to the final cost objective. These costs are incurred for common or joint purposes benefiting more than one cost objective.

Shared direct costs that cannot readily be identified to a program or cost category, shall be pooled and identified as unable to allocate (UA). Costs that are identified as UA will be allocated to their final cost objective based on the actual percentage of costs incurred that are identifiable relating to staff salary expenses for the previous month.

The cost allocation plan will be decided only by representatives of paying partners who are participating in the seven-parish one-stop offices and LWIA #40
The method to allocate costs is as follows:

a. Shared costs and exclusive costs will be determined according to the cost sharing formula. (identified in #9)
b. Cost of partners who are not co-located at the one-stop, but provide services at the one-stop will not be responsible for any costs as long as the number of hours present at the one-stop does not exceed eight hours per week.
c. One-stop partners who are co-located at the one-stop locations may agree to accept in-kind services in lieu of cash if all paying one-stop partners and LWIA #40 are in agreement.
d. Should conflicts arise regarding cost allocation or the payment of unanticipated bills, etc., paying one-stop partners and LWIA #40 will meet to resolve these issues.
e. Should new paying partners co-located at the one-stop location or existing partners implement new programs, partners shall utilize LWIA #40 Cost

Allocation Policy until paying partners can meet to determine specific cost allocation plans.

8. The partners agree that the Acadiana Works, Inc. will invoice the partners for their share of costs on not less than a quarterly basis. The partners further agree that they will reimburse the Acadiana Works, Inc. for the amount of their share of costs through cash payments. Partners will review the cost allocation plan on a quarterly basis.

9. Specific cost allocation plan formula for LWIA #40, LDOL, Acadiana Works, Inc., LDOL-Veterans Program, and MET to share cost or pay direct cost in Iberia parish shall be as follows:

   a. Salaries and Fringe Benefits – LWIA #40, LDOL, Acadiana Works, Inc., and MET will be responsible for paying their individual direct staff costs and fringe benefits. Work Experience positions will be utilized for the positions of Receptionist and Career Center Assistant.
   b. Rent – Each partner will be responsible for paying their own lease, until such time as a new lease as been signed. Once the new lease has been signed, cost will be allocated based on the pro rata share of staff relating to paying one-stop partners. Other items included in the new lease such as utilities, janitorial services, and garbage disposal will be handled in a similar allocation method.
   c. Utilities – Each partner will be responsible for paying their own utilities, which is included in each lease.
   d. Janitorial Services – Each partner will be responsible for paying their own janitorial services, which is included in each lease.
   e. Equipment – Each partner will be responsible for paying their own direct equipment cost.
   f. Equipment Maintenance – Each partner will be responsible for paying their own direct equipment maintenance cost.
   g. Supplies – Each partner will be responsible for paying their own direct supplies cost.
   h. Insurance – Each partner will be responsible for paying their own direct insurance cost.
   i. Waste Management – Each partner will be responsible for paying for their own direct waste management cost, which is included in each lease.
   j. Travel – Each partner will be responsible for paying their own direct travel cost.

Iberia

LWIA #40, LDOL, Acadiana Works, Inc., MET, and the LDOL - Veterans Program have agreed to the aforementioned terms and conditions regarding the MOU and the Cost Allocation Plan.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Chris Dunbar
Chris Dumbar, Administrator DATE: 4/30/08

LDOL
BY: Dale Cleveland
Dale Cleveland, Regional Manager DATE: 4-30-08

ACADIANA WORKS, INC.
BY: Melissa Grimmett
Melissa Grimmett, Director DATE: 5/1/08

MET
BY: _____
Delia Garza DATE: _____

Evangeline, St. Martin, & Vermilion

9. Specific cost allocation plan formula for LWIA #40 and Acadiana Works, Inc. to share cost in Evangeline, St. Martin, and Vermilion parishes shall be as follows:
   a. Salaries and Fringe Benefits – AWI responsible for 100%
   b. Rent – LWIA #40 responsible for 100%
   c. Utilities – AWI responsible for 100%
   d. Janitorial Services – AWI responsible for 100%
   e. Equipment – AWI responsible for 100%
   f. Equipment Maintenance – AWI responsible for 100%
   g. Supplies – AWI responsible for 100%
   h. Insurance – AWI responsible for 100%
   i. Security System – AWI responsible for 100%
   j. Waste Management – AWI responsible for 100%
   k. Travel – AWI responsible for 100%

LWIA #40 and Acadiana Works, Inc. have agreed to the aforementioned terms and conditions regarding the MOU and the Cost Allocation Plan.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Chris Dunbar DATE: 4/30/08
Chris Dunbar, Administrator

ACADIANA WORKS, INC.
BY: Melissa Grimmett DATE: 5/1/08
Melissa Grimmett, Director

St. Mary - Franklin

LWIA #40, Acadiana Works, Inc., and LDOL have agreed to the aforementioned terms and conditions based on the signatures of the following representatives of these organizations.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: _____ DATE: 4/30/08
Chris Dunbar, Administrator

ACADIANA WORKS, INC.
BY: Melissa Grimmett DATE: 5/1/08
Melissa Grimmett, Director

LDOL
BY: Dale Cleveland DATE: 4-30-08
Dale Cleveland, Regional Manager

St. Mary-Morgan City

LWIA #40, Acadiana Works, Inc., and LDOL have agreed to the aforementioned terms and conditions based on the signatures of the following representatives of these organizations.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Chris Dunbar DATE: 4/30/08
Chris Dunbar, Administrator

ACADIANA WORKS, INC.
BY: Melissa Grimmett DATE: 5/1/08
Melissa Grimmett, Director

LDOL
BY: Dale Cleveland DATE: 4-30-08
Dale Cleveland, Regional Manager

LAFAYETTE CONSOLIDATED GOVERNMENT

ADMINISTRATIVE SERVICES DEPARTMENT

WIB DIVISION

215 EAST PINHOOK ROAD
P. O. BOX 4017-C
LAFAYETTE, LOUISIANA 70502
TEL: (337) 706-1215
FAX: (337) 291-7191

February 25, 2009

This letter is to inform you that the Lafayette Workforce Investment Area One-Stop Partners communicated via e-mail/telephone and confirmed that no adjustments need to be made to the LWIA #41 MOU and CAP. I have enclosed an original signed copy of the LWIA #41 Quarterly Review form verifying that no adjustments need to be made.

If you have any questions or need any additional information, please contact me at (337)706-1216.

Sincerely,

Glenn Dugas, Executive Administrator

Lafayette Workforce Investment Board

cc: Joe Shannon, LWC Region 4 Program Advisor

Equal Opportunity Program
Auxiliary aids and services are available upon request to individuals with disabilities

SECOND FISCAL QUARTER ENDING 12/31/2008

LOCAL WORKFORCE INVESTMENT AREA #41
MOU/CAP QUARTERLY REVIEW

WIA Regulations require that each partner must contribute a "fair share" of the common costs of the One Stop Center proportionate to the use of each common Cost. It also requires, regardless of the method used, that cost must be allocated no less frequently than the required financial reporting period usually quarterly. The LWIA #41 Memorandum of Understanding (MOU) and Cost Allocation Plan (CAP) shall be reviewed no less than on a quarterly basis, and shall be amended as necessary.

We, the undersigned LWIA 41 **One- Stop Partners of the** Lafayette **One-Stop Center located at** 706 East Vermilion Street, Lafayette, LA 70501 **certify that the MOU/CAP was reviewed on** 12/31/2008 **in order to make necessary adjustments.**

AUTHORIZED SIGNATURE	AGENCY	ADJUSTMENTS	
	LCG-Workforce Development Program	☐ YES	☒ NO
	Louisiana Department of Labor	☐ YES	☒ NO
	Louisiana Technical College-Acadian Region	☐ YES	☒ NO
	DSS-Vo-Rehab	☐ YES	☒ NO
	Smile Community Action Agency Inc.	☐ YES	☒ NO
	Lafayette Parish School System- Adult Education	☐ YES	☒ NO
	Experience Works	☐ YES	☒ NO
	Lafayette Housing Authority	☐ YES	☒ NO
		☐ YES	☐ NO
		☐ YES	☐ NO
		☐ YES	☐ NO
		☐ YES	☐ NO

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AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE ONE STOP PARTNERS OF LWIA # 41 TO PROVIDE FOR

SERVICES PLAN FOR ONE STOP CENTER OPERATION

WHEREAS, the **Lafayette Workforce Investment Board (WIB)** and the undersigned One-Stop Partners hereby enter into this **Amended and Restated Memorandum of Understanding (MOU) and First Addendum to Memorandum of Understanding** for the purpose of, providing workforce development services for **Local Workforce Investment Area # 41 (LWIA #41)** in accordance with the provisions of **Workforce Investment Act (WIA)** to be provided through the One Stop delivery system, and to provide for the funding of the services and operating costs of the system, the methods for referring individuals between the One Stop Operator and One Stop Partners and to provide for other matters pertaining to the One Stop Center and its operation; and

WHEREAS, In accordance with the Lafayette Parish Workforce Investment One Stop Operator Resolution, the Lafayette Workforce Investment Board (WIB) and a consortium of at least three (3) mandated One Stop Partners have designated the Lafayette City-Parish Consolidated Government, acting through its Workforce Development Division, as the local "One Stop Operator"; and

WHEREAS, the undersigned One-Stop partners desire to cooperate and collaborate in providing a comprehensive system for anyone seeking workforce development services and resources at a central location to be called the **One Stop Center** have agreed to temporarily locate the "One Stop Center" in the Job Services Building at 706 E. Vermilion St. in Lafayette, which facility shall be the interim One Stop Center until an adequate facility is acquired to house the one-stop system.

NOW, THEREFORE, the undersigned parties do hereby agree that the foregoing Preamble and the following shall be the Memorandum of Understanding of the One Stop Partners for the operation of the One Stop Center for the delivery of services through a One-Stop delivery system in accordance with the Workforce Investment Act:

GENERAL

RECEIVED '05 MAR 3

A. PURPOSE

The purpose of the One-Stop system is to provide a comprehensive system for anyone seeking workforce developed services and resources. This includes any individual seeking a first, new, or better job and for employers seeking to hire new workers or to upgrade the existing skills of current

workers. The goal is to integrate the delivery of education, training, and employment services. Customers of the system are:

- Job seekers
- Employers
- Anyone seeking accurate labor market information
- Anyone seeking access to partner agency services

SERVICES

The Workforce Investment Act requires that comprehensive services be made available at One-Stop Workforce Centers:

Core Services: The Act expands the concept of universal access to all core services provided by One-Stops. With the integration of services by one-stop partners being co-housed, and through the use of technology, customers will have the following core services available:

- Eligibility determination
- Outreach, intake, and orientation to job information and one-stops
- Assessment of skill levels and aptitudes
- Job search and placement assistance
- Employment statistics
- Information and program costs on eligible training providers
- Local area performance measures
- Supportive services information, including child care and transportation
- Unemployment claims information
- Follow-up services, including counseling for participants employed for not less than twelve (12) months in unsubsidized employment

Intensive Services: Adults and dislocated workers who are unemployed and are unable to obtain employment through core services, may be eligible for the following intensive services:

- Comprehensive and specialized assessments of skill levels
- Development of an individual employment plan
- Group counseling
- Individual counseling
- Case management
- Short-term prevocational skills, including "soft skills" development

Training Services: Individuals who have met the eligibility requirements for intensive services but have been unable to obtain or retain employment through intensive services, may be eligible for training services:

- Occupational skills training
- On-the-job training
- Workplace training with related instruction
- Training programs operated by the private sector
- Skill upgrading and retraining

- Job readiness training
- Adult education and literacy activities
- Customized training conducted by employer or group of employers

The number of one-stop partners will no doubt increase as more agencies learn of the benefits of the one-stop system. As improved and coordinated services successfully address the identified workforce needs, the successful delivery of services will encourage the active involvement of more partners. Communication and coordination between the one-stop centers will result in more effective delivery of services. It is also anticipated that additional satellite one-stop mini centers will open.

The roles of the required and optional partners in the one-stop system under WIA will initially be the services that each respective partner is allowed to offer under the scope of their enabling legislation, policy, and procedures, offered with the clear understanding that some services need to be modified, some expanded, some perhaps deleted or shared with other agencies. The need for new services will be addressed.

Focus groups or subcommittees have been formed for the purpose of addressing many new issues that one-stop implementation entails.

The immediate priorities of the LWIA, which are being addressed, include the issues cited below:

- clarification of partner roles and responsibilities within one-stops;
- development of a cost allocation methodology for one-stop and system costs;
- development of a comprehensive communication strategy among local partners and regional partners;
- development of a marketing strategy aimed at the private sector;
- development of a marketing strategy aimed at the general public;
- continuation of various automated systems development initiatives;
- training of local elected officials, LWIBs, and partner staff; and,

The core partners currently have an area of expertise that can be utilized to provide core services to customers at the one-stop. Wagner-Peyser Act can continue to provide labor exchange services to job seekers and employers. Cross training of WIA partners to utilize the online data entry display system (ODDS) will allow access for skills matching of job seekers and employers by more one-stop staff members. Cross training of staff will play a major role in serving clients of the one-stop system.

II.
OTHER PROVISIONS:

A. Duration: This amended MOU shall remain in effect until amended or modified as provided herein or until terminated by the repeal of the Workforce Investment Act of 1998 (WIA) whichever first occurs. Should any One-Stop partner withdraw from this ADDENDUM to the MOU in accordance with applicable laws and regulations, they shall give written notice of intent to withdraw to all parties hereto at least 60 days prior to the effective date of the withdrawal. Should any partner withdraw, this ADDENDUM to the MOU shall remain in effect with respect to the other partners.

B. Modification: This ADDENDUM to the MOU including the Cost Allocation Plan, may be modified at any time by written agreement of the parties that are signatories hereto.

C. 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.

D. Referral/Resource Sharing: In the course of providing the services set forth herein, the parties agree to adhere to the cross-referral arrangements made by the one-stop partners. The parties also agree to share applicable resources in accordance with the WIA and any applicable local, state, and Federal regulations. They further agree to participate in ongoing cross-referral workgroups, which shall meet regularly to provide feedback on the success of cross-referral arrangements, to cross-train their respective staffs, to consider co-enrollment options and practices, to consider the effect of cross-referrals on mutual performance expectations and to constantly improve the joint delivery of services to customers. It is understood that provisions of this ADDENDUM does not constitute a financial commitment of funding, but rather the intent to commit the specifically referenced resources or resources substantially comparable to same. The One-Stop system's costs and the partners' resource contribution will not remain static, but will change over time with the intent of maintaining substantially the same level of resource contribution. Any substantial reduction, change or deviation from the level or quality of the resource contribution shall require an amendment to this ADDENDUM and the MOU.

E. Non-Appropriations or Non-Funding: The parties acknowledge that each of them and 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. Accordingly, each party hereto shall be relieved of its obligations under this ADDENDUM to the MOU in the event the funds for it to operate and/or perform hereunder are not appropriated in amounts and with authorizations sufficient to allow for it to do so. Further, each party shall be relieved of its obligations to the extent that the program that it operates under prohibits such performance and/or mandates performance under rules or regulations that make performance hereunder impossible or impractical. To the extent that the relief of other parties hereto make the performance of the remaining parties hereto more burdensome and/or impossible, then the remaining parties hereto shall have the right to withdraw from this ADDENDUM to the MOU to the extent permitted by applicable laws, including the WIA. Notwithstanding the foregoing acknowledgment that failure of funding or program authorization may give a party the right to withdraw from its obligations, this provision does not purport to excuse or legally permit the withdrawal of the mandated One Stop Partners contrary to the mandate of the WIA, and the parties hereto agree not to use or cause any reduction in funding to circumvent the participation in the One Stop System as provided for herein and/or by WIA or mandates from their respective agencies.

F. Disputes: Should any dispute arise under this ADDENDUM to the MOU or involving the operations of the One-Stop Center, 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 WIB who shall place the dispute on the agenda of a regular or special meeting of the WIB'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 WIB, or the State Board as appropriate.

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

H. Authority of Signatories: The individuals signing below have the authority to commit the party they represent to the terms of this ADDENDUM to the MOU, including the Cost Allocation Plan, and do so commit by signing.

I. Agreement to Provide Services and Resources: The undersigned agency representatives, acting as a consortium of One Stop partners agree to provide workforce development services through the Lafayette One-Stop Delivery System Consortium. The partners agree to contribute to the delivery of services as described and agree that to the extent that the resources contributed become disproportionate or the One Stop Center is relocated to a larger facility or to a permanent facility, that they will revisit and revise this ADDENDUM to the MOU, including the Cost Allocation Plan, as necessary.

J. Annual Review: The provisions of this ADDENDUM to the MOU shall be reviewed annually to determine the effectiveness of the services delivered by the One Stop Partners and sufficiency of the resources each partner contributes to accomplish the One Stop Delivery System objectives. The parties agree to amend this ADDENDUM to the MOU, including the Cost Allocation Plan, to reflect the changes in the operations and/or available resources as necessary to accomplish the optimum delivery of services in accordance with the WIA and the related regulations, directives and guidelines of the supervising agencies.

K. Assurances re: Fiscal Matters:

Local Workforce Investment Area #41, including all One-Stop partners, assures that it will establish controls consistent with the requirements set forth in the Workforce Investment Act of 1998 to properly monitor the disbursement of funds in accordance with Section 184 of the Act. These assurances will include fiscal controls and fund accounting procedures that comply with Federal, State and Local regulations and any subsequent changes to any of these regulations.

III.
ASSURANCES

A. In addition to the assurances related to fiscal matters, LWIA #41 also makes the following assurances:

1. The LWIA Partners assures that veterans will be afforded employment and training activities authorized in Section 134 of WIA, to the extent practicable.

2. The LWIA Partners assures compliance with the confidentiality requirements of Section 136 (f) (3) of WIA.

3. The LWIA Partners assures that no funds received under the WIA will be used to assist, promote or deter union organizing.

4. The LWIA Partners assures compliance with the nondiscrimination provisions of Section 188 of the WIA, as well as, the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of disability under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, on the basis of sex under Title IX of the Education Amendments of 1972 or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964.

5. The LWIA Partners assures the collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of Section 188 of WIA.

6. The LWIA Partners assures that it and its sub recipients shall comply with the following OMB Circulars and/or Code of Federal Regulations (CFR) as applicable:

- 29CFR Part 97- Uniform administrative requirements for State and local governments.
- 29CFR Part 95- Uniform administrative requirements for institutions of higher education, hospitals and other non-profit organizations.
- OMB Circular A-133- Single audit act.
- OMB Circular A-87- Cost principles for State, local and Indian Tribal governments.
- OMB Circular A-122- Cost principles for non-profit organizations.
- OMB Circular A-21- Cost principles for educational institutions.
- 45CFR Part 74, Appendix E- Principles for determining costs applicable to research and development under grants and contracts with hospitals.
- Federal Acquisition Regulation (FAR) at 48CFR Part 31- Allowable costs for commercial organizations and those non-profit organizations listed in Attachment C to OMB Circular A-122.
- 29CFR Part 98- Government wide debarment and suspension and government wide drug free workplace requirements.
- 29CFR Part 93- Restrictions on lobbying.
- 29CFR Part 31 and 32- Non-discrimination and equal opportunity assurance (and regulation)

7. The LWIA Partners assures that procedures are developed for regular oversight and monitoring of its WIA activities and those of its sub recipients and contractors (20CFR667.410).

8. The LWIA Partners assures that procedures are established and maintained for grievances and complaints according to the requirements of 20CFR667.600.

B. **EEO and ADA Non-discrimination:**

The One Stop Partners agree to adhere to and assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Workforce Investment Act of 1998 (WIA), as amended, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CRF Part 37. The United States has the right to seek judicial enforcement of this assurance. Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the State of Louisiana, its recipients and/or sub recipients. This Assurance may also be incorporated by reference in such grants, cooperative agreements, contracts or other arrangements.

IV.
PARTIES/SERVICES

The parties to this Memorandum of Understanding (MOU) and the resources and services they are hereby agreeing to provide services at the temporary One-Stop Center located at 706 E.Vermilion Street, Lafayette, Louisiana, are as follows:

A. **LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT:**

1. **Agency or Program: Lafayette Consolidated Government Workforce Development Program, a division of the Department of Community Development, WIA Title IB**

a. System Core and Intensive Services to be provided:
Assisting customers with enrollment into the Louisiana Virtual One Stop (LAVOS), this includes but is not limited to, entering data for job search and employment history. Determining customer need and providing information on services available at the One Stop and/or Satellite One Stops and Partner Agencies. WIA Title I-B staff is providing initial assessment services to customers and referral to the appropriate intensive and/or partner services, utilizing LAVOS as the method for documenting and tracking the referral. WIA Title I-B staff on a weekly basis conducts the UI Profile job club workshops for current UI claims participants who are receiving unemployment insurance benefits.

b. Core Services: Eligibility determination for participation in Agency's program; outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; employment statistics; information and program costs information on eligible training providers; local area performance measures; supportive services information on such things as child care and transportation; unemployment claims information; workshops and follow-up for up to 12 months.

c. Intensive Services: Comprehensive and specialized assessment of skill levels; development of

individual employment plan (IEP) or individual service strategy (ISS); group counseling; individual counseling; case management; and short-term prevocational skills.

d. Training Services: Occupational skills training; On-the-Job Training (OJT); workplace training with related instruction; skill upgrading and re-training; job readiness training; adult education and literacy activities; customized training conducted by employer or group of employers; training programs operated by private sector.

e. Supportive Services: Funding for childcare, transportation assistance; job physicals; and help with utilities, car repair, etc.

B. LOUISIANA DEPARTMENT OF LABOR, JOB SERVICES DIVISION

1. Agency or program: Wagner-Peyser

a. Core Services: Eligibility determination for participation in Agency's program; outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; employment statistics; supportive services information on such things as child care and transportation; employment claims information; workshops; follow-up services for up to 12 months.

b. Intensive Services: Comprehensive and specialized assessment of skill levels; group counseling; individual counseling; case management.

c. Training Services: Skill upgrading and re-training; job readiness training.

d. Supportive Services: N/A

e. Other Services: (See Section (IV) (B) (5) below)

2. Agency or Program: TAA/NAFTA

a. Core Services: Eligibility determination for participation in Agency's program; outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; employment statistics; supportive services information on such things as child care and transportation; unemployment claims information; workshops; follow-up services for up to 12 months.

b. Intensive Services: Comprehensive and specialized assessment of skill levels; group counseling; individual counseling; case management.

c. Training Services: Skill upgrading and re-training; job readiness training.

d. Supportive Services: Transportation assistance, and continuing TRA unemployment benefits, etc.

f. Other Services: (See Section (IV) (B) (5) below)

3. **Agency or Program:** VA EMPLOYMENT

a. **Core Services:** Eligibility determination for participation in Agency's program; outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; employment statistics: supportive services information on such things as child care and transportation; unemployment information; workshops; follow-up services for up to 12 months.

b. **Intensive Services:** Individual counseling; case management.

c. **Training Services:** Skill upgrading and re-training; job readiness training.

d. **Supportive Services:** N/A

f. **Other Services:** N/A

4. **Agency:** U. I. COMPENSATION

a. **Core Services:** Eligibility determination for participation in Agency's program; outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; employment statistics; supportive services information on such things as child care and transportation; unemployment claims information; workshops; follow-up services for up to 12 months.

b. **Intensive Services:** Comprehensive and specialized assessment of skill levels; group counseling individual counseling; case management.

c. **Training Services:** Skill upgrading and re-training, job readiness training

d. **Supportive Services:** N/A

e. **Other Services:** (See Section (IV) (B) (5) below)

5. **LOUISIANA DEPT OF LABOR'S (LDOL) agencies shown above (Wagner-Peyser, TAA/NAFTA, U. I. Compensation and VA Employment) also provide the physical facility that houses the One-Stop Center.**

   Common areas in the One-Stop Center, for use by all partners include: the conference rooms, break room, restrooms, and resource/reception areas with a total square footage of 3,870.

C. <u>LAFAYETTE COUNCIL ON AGING</u>:

1. **Agency or Program: Senior Employment and Training Program, Title V, Senior Service America**

a. **Core Services:** Outreach, intake, orientation to job information.

b. **Intensive Service:** Individual job counseling and employment

plans

c. **Training Service:** On-the-Job training and training programs operated by other agencies

d. **Supportive Services:** Community services referrals, job search and placement assistance and soft skills development

e. **Other Services:** Provides Seniors 55 years and older and who meet an income guideline to qualified non-profit and government organizations for 20 hours a week for on-the-job training

D. LOUISIANA DEPARTMENT OF SOCIAL SERVICES:

1. **Agency or Program:** **Louisiana Rehabilitation Service**

Vocational Rehabilitation Services, referenced in b,c,d, & e below through LRS are contingent upon a determination of eligibility for services by a qualified Vocational Rehabilitation Counselor and placement in an Order of Selection Group that is currently open to services.

a. **Core Services:** Outreach, intake, orientation to job information; employment statistics; information and program costs information on eligible training providers; supportive services information on such things as child care, and transportation; workshops.

b. **Intensive Services:** Comprehensive and specialized assessment of skill levels.

c. **Training Services:** Occupational skills training; On-the-Job Training (OJT); workplace training with related instruction; training programs operated by private sector; skill upgrading and re-training; job readiness training.

d. **Supportive Services:** Childcare, transportation, medical, assistive technology and small business enterprises.

e. **Other Services:** N/A

E. LAFAYETTE PARISH SCHOOL BOARD:

1. **Agency or Program:** **Adult Education and Literacy**

a. **Core Services:** Assessment of skill levels and aptitudes

b. **Intensive Services:** Individual counseling

c. **Training Services:** Adult education and literacy activities

d. **Supportive Services:** N/A

f. **Other Services:** Pentium III computer plus software, supplies, and four (42 X 42) workstations.

F. LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM:

1. Agency: **Community and Technical College**

a. **Core Services:** Outreach, intake, orientation to job information; assessment of skill levels and aptitudes; job search and placement assistance; information on eligible training providers; workshops.

b. **Intensive Services:** Comprehensive and specialized assessment of skill levels; group counseling; individual counseling.

c. **Training Services:** Occupational skills training; skill upgrading and re-training.

d. **Supportive Services:** Tuition and books.

f. **Other Services:** computers, printers and scanners; chairs; information and brochures; brochure racks; computer desk; pocket folders; TV/VCR/DVD Player, resume software; and video production.

OTHER ONE-STOP PARTNER: The following partner has not provided the One-Stop Operator with information as to their intended contributions to the One-Stop Centers operations:

1. U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT- Lafayette Office

G. OPTIONAL PARTNERS:

1. JOB CORPS

a. **Core Services:** Eligibility for the Agency's programs assessment of skill levels and aptitudes

b. **Intensive Services:** Individual counseling and referral to appropriate job corps training facility.

c. **Training Services:** Adult education and literacy activities including GED, occupational skills training and job readiness skills.

d. **Supportive Services:** Transportation, room and board, books and training supplies.

2. ACADIANA REGIONAL DEVELOPMENT DISTRICT – 55 PLUS

a. **Core Services:** Outreach, intake, orientation to job information; information and program costs information on eligibility training providers; and workshops.

b. Intensive Services: Development of individual employment plan (IEP); and individual counseling.

c. Training Services: Training programs operated by private sector; and job readiness training.

d. Supportive Services: Transportation

f. Other Services: Two computers, one fax, one scanner, one desktop copier, and supplies.

V.
COST ALLOCATION

A. Cost Allocation Plan Review:

The Cost Allocation Plan set forth in Attachments #1 & #2 will be reviewed on a quarterly basis by the One Stop Operator to assure compliance and inform the WIB One Stop Committee as to when a modification to the CAP is necessary.

B. Equipment/Property Tagging and Inventory:

The One Stop Partners will each utilize the individual agency's procurement policies and procedures to tag and inventory equipment/property purchased for use in the One Stop Center. The equipment/property may be located in the common areas or in each agency's designated areas.

WHEREFORE, the undersigned parties have executed this AMENDED AND RESTATED MOU effective as of the 18th day of April, 2005.

Aaron Allen 4-18-05

Aaron J. Allen — Date
WIB Chairman

LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT WORKFORCE DEVELOPMENT PROGRAM

2/3/05

Phyllis A. Malveaux — Date
WA Program Manager
Department of Community Development

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

2-8-05

Shelton Cobb, Dean — Date
LTC-Lafayette

LAFAYETTE COUNCIL ON AGING

2-25-05

Brenda Pourciau, — Date
Director, LCOA Senior Employment and Training Program, Senior Service America

LAFAYETTE PARISH SCHOOL SYSTEM
Adult and Community Education

2/3/05

C. Kenneth Villermarette — Date
Supervisor

LOUISIANA DEPARTMENT OF LABOR

4-21-05

Date

LOUISIANA REHABILITATION SERVICES

2/9/05

Richard Hughes, — Date
Regional Manager,
Louisiana Rehabilitation Services

ST. MARTIN, IBERIA, LAFAYETTE, COMMUNITY ACTION AGENCY, INC. (SMILE)

2/28/05

Irma Bourgeois — Date
Interim Executive Director

ACADIANA REGIONAL DEVELOPMENT DISTRICT - 55 PLUS

2-3-05

Stan McGee — Date
Chief Administrative Officer

ccc/WIB/1-31-05 Amended and Restated MOU

Attachment # 1
MEMORANDUM OF UNDERSTANDING
COST ALLOCATION PLAN

The Lafayette Workforce Investment Board (WIB) previously entered into a Memorandum of Understanding (MOU) between the local board and the One-Stop partners to begin coordinating workforce development services. All mandated One-Stop partners entered into the MOU expressing their desire and willingness to cooperate and collaborate in providing a comprehensive system for anyone seeking workforce development services and resources. This Cost Allocation Plan expands upon the specific services being provided by each partner and addresses each partner's contribution to the One-Stop Center in terms of staff, financial and in-kind contributions. Included as Exhibit 1 is the customer/staff services flow chart. The Cost Allocation Plan will become part of LWIA #41's five year plan.

Parties/Services: The parties to this Cost Allocation Plan and the services they are providing at the temporary One-Stop Center located at 706 E. Vermilion Street, Lafayette, LA are as follows:

Agency: **WIA Title I**
# of Staff: Five (5)
Hours/Week: 168
Salary: Computer Proctors (2) @ $30000 - $60,000/yr
Work Experience (2) @ $11,800 - $23,600/yr
UI Profile (1) - $5,670/yr
Total - $89, 270.00

Other Services: Dell Computers (5) @ $1500 - $7,500
HP Printers (3) @ $405 - $1,215
Phoenix Computer (1) - $1,300
Lexmark Printer (1) = $1,009
Panasonic VCR (1) = $400
17" Monitor (1) = $780
27" Zenith TV (1) - $470
One-Stop Center Signage - $392.00
Conference Table = $1,638
Misc. Items - calculators (4), staff chairs (5), side chairs (6), desks (2), file cabinets (6), bookcase (1), postage, and misc. supplies = $2,858.00
Total other services $17,562.00

Total One-Stop Contribution: $104,802.00

Agency: **Wagner-Peyser**
# of Staff: Eleven (11)
Hours/Week: 440
Salary: $ 304, 990/year

Supportive Services: N/A
Other Services: (See note following U.I. Compensation agency entry)

Total One-Stop Contribution: $304,990.00

****

Agency: **TAA/NAFTA**
# of Staff: One (1)
Hours/Week: 40
Salary: $21,720/year
Supportive Services n/a
Other Services: (See note following U.I. Compensation agency entry)
Total One-Stop Contribution: $21,720.00
****

Agency: **VA Employment**
# of Staff: Two (2)
Hours/Week: 80
Salary: $47,280./year
Other Services: n/a
Total One-Stop Contribution: $47,280.00
****

Agency: U. I. Compensation
# of Staff: Sixteen (16)
Hours/Week: 640
Salary: $443,622/year
Other Services: (See following entry)
Total One-Stop Contribution: $443,622.00
****

NOTE: **The Louisiana Dept of Labor's (LDOL) agencies shown above (Wagner-Peyser, TAA/NAFTA, U. I. Compensation and VA Employment) also provide the physical facility that houses the One-Stop Center. Therefore, in addition To the services enumerated above, LDOL provides the following occupancy services:**

Utilities	11,037.09
Janitorial	22,471.50
Lawn Maintenance	4,086.96
Waste Disposal	1,980.00
Copy Machines	5,796.00
Inventory	295,702.00
Postage (machines)	14,052.10
Telephone	17,025.98
Pest Control	810.00
Total:	**$372,961.63/year**

****

Agency: **Acadiana Regional Development District - 55 Plus**
# of Staff: 1
Hours/Week: 8
Salary: $13,270.50
Other Services: Computers (2) = $1,790.00
Fax (1) = $129.00
Scanner (1) = $220.00
Desktop copier (1) = $99.00
Supplies = $197.50

Total One-Stop Contribution: $15,706.00

****

Agency: **Community Action Program-SMILE (CSBG)**
# of Staff: 1
Hours/Week: 8
Salary: $4,692.00
Other Services: n/a

Total One-Stop Contribution: $4,692.00

****

Agency: **Louisiana Rehabilitation Services**
# of Staff: One (1)
Hours/Week: 4
Salary: $3536/year
Other Services n/a

Total One-Stop Contribution: $3,536.00

****

Agency: **Adult Education and Literacy**
# of Staff: One (1)
Hours/Week: 28
Salary: $58,813/year
Travel: $200.00
Other Services: Dell computers (2) = $3050.00
Color printer (1) = $399.00
LaserJet printers (7) = $1762.25
Other supplies and materials = $1212.75
Workstations (4) = $4,128.00

Total One-Stop Contribution: $69,565.00

****

Agency: **Senior Employment and Training Program**
# of Staff: 1
Hours/Week: 20
Salary: $4,944.00
Other Services: n/a

Total One-Stop Contribution: $4,944.00

****

Agency:	**Community and Technical College**
# of Staff	One (1)
# Hours/Week:	8
Salary:	$8,491.00
Other Services:	Computers (3) @ 1300 = $3,900.00
	Scanners (3) @ 100 = $300.00
	Chairs (7) @ 146.80 = $1,027.60
	Brochures = $2,124.00
	Printers (3) @ 100 = $300.00
	27" TV/VCR/DVD Player (1) = $500.00
	Computer Desk (1) = $375.00
	Paper, supplies, screen enhancers, resume software, etc. = $1,809.00
	Production of information video = $1,130.00

Total One-Stop Contribution: $19,956.60

****

Authority and Signatures: The individuals signing below have the authority to commit the party they represent to the terms of this MOU, including the Cost Allocation Plan, and do so commit by signing. The undersigned agency representatives, acting as a consortium of partners agree to provide workforce development services through the Lafayette One-Stop Delivery System Consortium. The partners agree to contribute to the delivery of services as described and agree, that to the extent that the resources contributed become disproportionate, that they will revisit and revise the MOU/Cost Allocation Plan as necessary.

****

Aaron J. Allen
WIB Chairman
Workforce Investment Board #41

Date

Phyllis A. Malveaux 2/3/05
Phyllis A. Malveaux Date
WIA Program Manager
LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT DEPARTMENT OF COMMUNITY DEVELOPMENT

2-3-05
Shelton Cobb Date
Dean LTC - Lafayette Campus
LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

2/20/05
Date
LOUISIANA DEPARTMENT OF LABOR

2/28/05
Irma Bourgeois Date
Interim Executive Director
ST. MARTIN, IBERIA, LAFAYETTE, COMMUNITY ACTION AGENCY, INC.

2-25-05
Brenda Pourciau Date
Director
Senior Community Service Employment Program Title V, Senior Aides Program
LAFAYETTE COUNCIL ON AGING

2/9/05
Richard Hughes Date
Regional Manager
LOUISIANA REHABILITATION SERVICES

2/3/05
C. Kenneth Villemarette Date
Supervisor
Adult and Community Education
LAFAYETTE PARISH SCHOOL BOARD

2/3/05
Stan McGee Date
Chief Administrative Officer
ACADIANA REGIONAL DEVELOPMENT DISTRICT - 55 PLUS

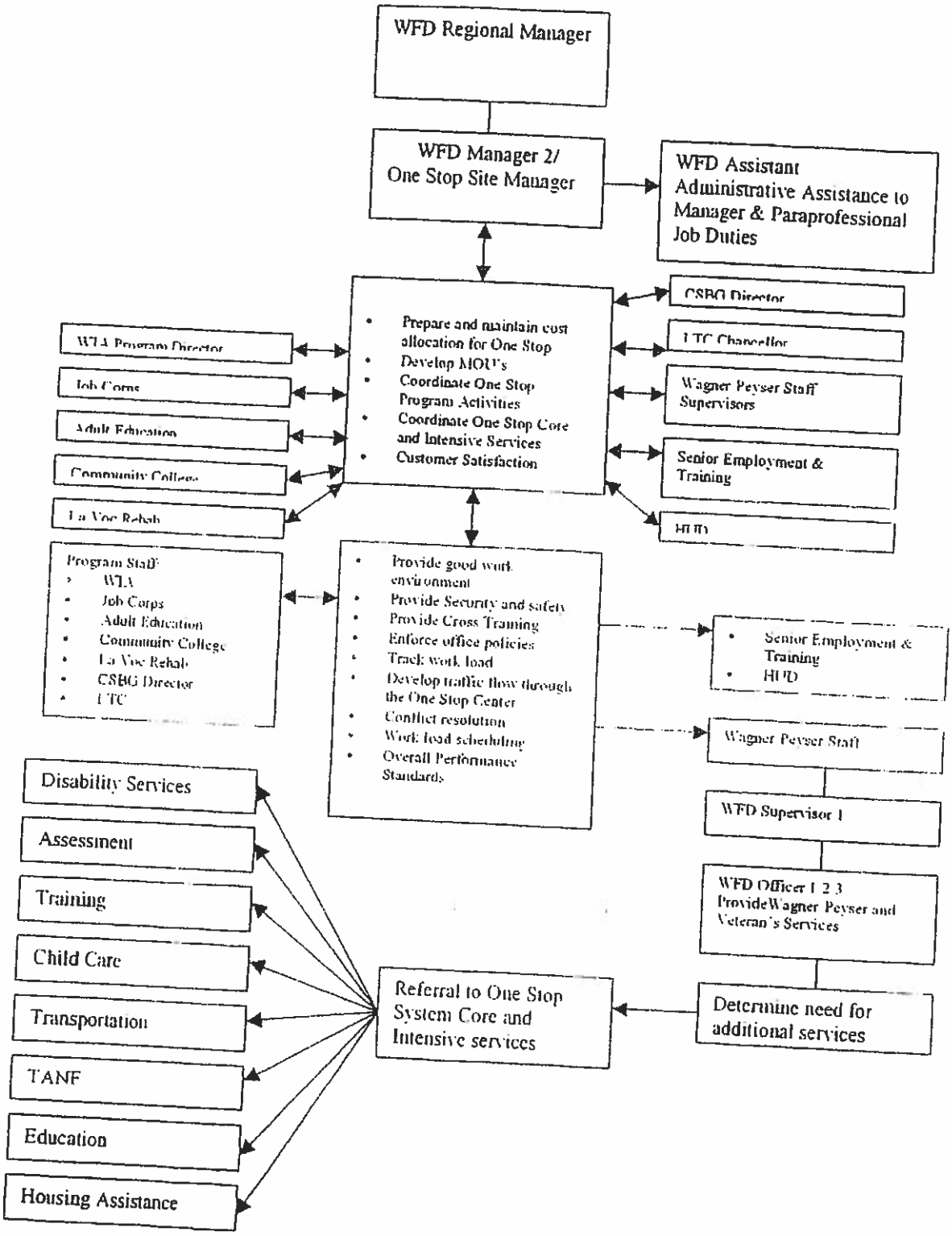
ccc/WIB/1-31-05

Attachment #2

ONE-STOP PARTNERS IN-KIND CONTRIBUTION PERCENTAGES

	Yr Budget	Monthly	LDOL	WIA	Exp Wks	Smile	Voc Rehab	Adult Ed	Senior Emp	LTC-Laf
Monthly Cost										
Resource/Common Area										
Rent	21000.00	1750.00	1750.00							
Furniture & Fixtures	32468.00	2705.67	2705.67							
Utilities	1655.55	137.96	137.96							
Janitorial	3370.80	280.90	280.90							
Lawn Maintenance	613.05	51.09	51.09							
Waste Dispoal	297.00	24.75	24.75							
Copy Machines	869.40	72.45	72.45							
Postage & Machine Useage	2107.80	175.65	175.65							
Telephone	2553.90	212.83	212.83							
Pest Control	121.50	10.13	10.13							
One-Stop Partner Salaries										
Center Site Manager - LDOL (1)	9000.00	750.00	750.00							
Receptionist/Officer 1- LDOL (2)	100000.00	8333.33	8333.33							
Resource Rm Specialist - LDOL(2)	100000.00	8333.33	8333.33							
One-Stop Partner Contribution										
Receptionist (2)	12000.00	1000.00			1000.00					
Resource Room Specialist (2)	60000.00	5000.00		5000.00						
Workshop Facilitator (1)	5670.00	472.50		472.50						
Work Experience (2)	23600.00	1966.67		1966.67						
Support Staff (7)	39663.00	3305.25			1500.00	391.00	294.67		412.00	707.58
Adult Education Classes (1)	59013.00	4917.75						4917.75		
Computer, Desk, Chairs, Etc.	31853.00	2654.41		1294.33	75.00			535.33		749.75
TOTAL	$505,856.00	$42,154.66	$22,838.09	$8,733.50	$2,575.00	$391.00	$294.67	$5,453.08	$412.00	$1,457.33
Contribution Percentage		100.00%	54%	21%	6%	1%	1%	13%	1%	3%

EXHIBIT 1


WFD Regional Manager
WFD Manager 2/ One Stop Site Manager
WFD Assistant Administrative Assistance to Manager & Paraprofessional Job Duties
Prepare and maintain cost allocation for One Stop
Develop MOU's
Coordinate One Stop Program Activities
Coordinate One Stop Core and Intensive Services
Customer Satisfaction
CSBG Director
LTC Chancellor
Wagner Peyser Staff Supervisors
Senior Employment & Training
HUD
WIA Program Director
Job Corps
Adult Education
Community College
La Voc Rehab
Program Staff:
WIA
Job Corps
Adult Education
Community College
La Voc Rehab
CSBG Director
LTC
Provide good work environment
Provide Security and safety
Provide Cross Training
Enforce office policies
Track work load
Develop traffic flow through the One Stop Center
Conflict resolution
Work load scheduling
Overall Performance Standards
Senior Employment & Training
HUD
Wagner Peyser Staff
WFD Supervisor 1
WFD Officer 1 2 3 ProvideWagner Peyser and Veteran's Services
Determine need for additional services
Referral to One Stop System Core and Intensive services
Disability Services
Assessment
Training
Child Care
Transportation
TANF
Education
Housing Assistance

Memorandum of Understanding

Workforce Investment Boards LWIA #31, LWIA #40, and LWIA #41 are committed to the design of a cohesive system and process that will enhance services to employers and jobseekers.

The Boards agree to continue coordination and integration of services to provide quick responses to employers' needs.

Workforce Investment Boards #31, #40, and #41 will utilize employer forums that encourage business participation in the workforce system and allows businesses to have input regarding their needs.

The Boards will continue a working relationship with state and local economic development agencies to obtain information on high growth, high demand industries and occupational projections of both new and existing industries.

LWIA #31, LWIA #40, and LWIA #41 agree to have a single point of contact for employers who need services from one or more Workforce Investment Areas. This single point of contact will provide information on all WIA and LDOL services. Upon the initiation of an OJT or Customized Training contract by a Workforce Area, the same Workforce Area will act as the single point of contact for the employer, and will implement the Memorandum of Understanding with the other participating Workforce Areas to ensure that services are coordinated. The single point of contact will invoice the other participating Boards for their prorated share of cost regarding an OJT contract or Customized Training contract.

Workforce Investment Boards #31, #40, and #41 agree to utilize a common application form and OJT contract, as well as a single invoicing system when serving employers. The Workforce Investment Boards will only contract on a regional basis with employers who pay a minimum of $8.00 or more per hour. The Workforce Investment Board serving as the single point of contact will conduct monitoring activities on behalf of all the Boards. The attached OJT contract and application will be utilized for Region 3 and Region 4.

Therefore, contingent on the availability of funds, Workforce Investment Areas #31, #40, and #41 in the spirit of coordination and regionalization, agrees to provide the aforementioned services to benefit employers and job seekers in South Louisiana.

Chris Dunbar
LWIA #40

Frank Lewis
LWIA #31

Glenn Dugas
LWIA #41

Memorandum of Understanding

Workforce Investment Boards LWIA #41, LWIA #70 and LWIA #71 are committed to the design of a cohesive system and process that will enhance services to employers and jobseekers.

The Boards agree to continue coordination and integration of services to provide quick responses to employer's needs.

Workforce Investment Boards #41, #70 and # 71 will utilize employer forms that encourage business participation in the workforce system and allows businesses to have input regarding their needs.

The Boards will continue a working relationship with state and local economic development agencies to obtain information on high demand industries and occupational projections of both new and existing industries.

LWIA #41, LWIA #70 and LWIA #71 agree to have a single point of contact for employers who need services from one or more Workforce Investment Areas. This single point of contact will provide Information on all WIA and LDOL services. Upon the initiation of an Employer Based Training or Customized Training contract by a Workforce Area, the same Workforce Area will act as the single point of contact for the employer, and will implement the Memorandum of Understanding with the other participating Boards for their prorated share of cost regarding an Employer Based Training contract or Customized Training contract.

Workforce Investment Boards #41, #70 and # 71 agree to utilize a common application form and Employer Based Training contract, as well as a single invoicing system when serving employers. The Originator of the Contract will receive and pay Employer Based Training or Customized Training invoices. The Originator will bill the participating Board for reimbursement of the Board's prorated share based on the enrolled participants' from the Board's area. The Workforce Investment Boards will only contract on a regional basis with employers who pay a minimum of $8.00 or more per hour. The Workforce Investment Board serving as the single point of contact will coordinate monitoring activities on behalf of all the Boards. The attached Employer Based Training contract and application will be utilized for LWIA 41 and Region 7.

Therefore, contingent on the availability of funds, Workforce Investment Areas #41, #70 and #71 in the spirit of coordination and regionalization, agree to provide the aforementioned services to benefit employers and job seekers in Louisiana.

Glenn Dugas
LWIA 41

Harold LaBorde, Jr.
LWIA 70

Herman Vital
LWIA 71

Attachment

#9

Local Workforce Investment Board Membership Matrix

LWIB Name: ___**LWIA #40**_____ Date Submitted: June 2011

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
A. Business Representatives – Minimum 51% Board Chair must be a business representative and listed as the first entry.						
Wayne Taylor, Real Estate Developer	Taylor's Development	1	St. Martin	Real Estate Developer	07/01/2010	06/30/2013
Hank Capel, Owner	Capel's Supplies	1	Acadia	Retail (Parts / Supplies)	12/15/2008	12/14/2011
Robert Alan Daugherty, CEO	Ville Platte Medical Center	257	Evangeline	Health Care	01/29/2010	01/28/2013
Howard Austin, Board Treasurer	Williams Progressive Life Insurance Company	47	St. Landry	Insurance Company	03/18/2010	03/17/2013
Paul Fair, Administrator	Toups / Fair	2	Iberia	Consultant	02/26/2010	02/25/2013
Craig Prosper, Owner	Prosper's Builders, Inc. & City Store-n-Lock	9 full time 3 part time	St. Martin	Builders Company and Store –n- Lock	06/20/2011	06/19/202014
Brad Jackson, Owner	A Country Mile, LLC	1	St. Landry	Computer repair and troubleshooting	01/29/2010	01/28/2013
Dale Broussard, Owner	Broussard's Farm	3	Vermilion	Cattle Farm	12/03/2009	12/02/2012
Marcus Macip, Chief Administrative	LHC Group	160 home office 4,000 company	St. Landry	Health Care	05/20/2010	05/19/2013
Bob Manuel, Owner	Bob's Electric	9	Evangeline	Electrical Sales	07/01/2009	06/30/2012

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
A. Business Representatives – Minimum 51% Board Chair must be a business representative and listed as the first entry.						
Mark Buller, Owner	Buller Investments	2	Evangeline	Insurance Agent	08/20/2009	08/19/2012
Catherine G. Watson, Director	Action for Children	3	St. Landry	Childcare	09/27/2010	09/26/2013
Terryl Fontenot, Owner	Ford Mercury Dealership	20	Evangeline	Car Dealership	06/28/2007	06/27/2010 Pending Nomination
Mark Muller, Owner	Muller Electric Company	9	St. Landry	Electric Company	04/05/2011	04/04/2014
Mike Ortego, President / CEO	Ortego Oil	57	St. Landry	Oil Company	03/20/2011	03/19/2014
Gayle Antoine, Personal Banker	Chase Bank	10	Iberia	Bank	02/26/2010	02/25/2013
Candy Gerace, Owner	Gerace Construction Company	9	St. Landry	Concrete Supplier	12/15/2008	12/14/2011

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
B. Labor Representatives – Minimum of 2						
Alvin Bailey, President	Acadiana Central Teachers Council		St. Landry		10/31/2008	10/30/2011
Greg Hulin, Business Representative	Louisiana AFL-CLO		Multi-Parish		10/04/2010	10/03/2015
C. Education Representatives – Minimum of 2 **Required Partners: Entities providing Adult education and literacy activities; Post-Secondary educational institutions (Post secondary vocation at education activities under Carl D. Perkins Vocational and Applied Technology Education Act (WIA 121(b)(1)(B)(vii) and including representatives of community colleges, where such entities exist (WIA 117(b)(2)(A)(ii).**						
Clarence Moss, Supervisor	Vermilion Parish School Board		Vermilion		07/01/2009	06/30/2012
Willie Smith, Associate Dean	Louisiana Technical College Region 4- T.H. Harris Campus		St. Landry		01/29/2010	01/28/2015
D. Economic Development Representatives – Minimum of 2						
Beth Guidry, Executive Director	St. Martin Economic Development		St. Martin		12/13/2010	12/12/2013
Van Landry, President	Acadiana Management & Financial Services, LTD		Acadia		07/01/2011	06/30/2014
Stan McGee, CAO	Acadiana Regional Development District AWI Board		St. Landry		07/24/2009	07/25/2012

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
E. Community Based Organizations – Minimum of 2						
Angela Morrison, Chief of Community Impact	United Way of Acadiana		Multi-Parish		01/29/2010	01/28/2015
Don Fontenot, County Agent	St. Mary Parish Farm Bureau		St. Mary		07/01/2010	06/30/2015
REQUIRED ONE-STOP CAREER CENTER PARTNERS – One-Stop Career Center partners may represent more than one funding stream						
F. WIA Title I						
Stan McGee, CAO	Acadiana Regional Development District AWI Board		St. Landry		07/24/2009	07/25/2012
G. Wagner-Peyser						
Brenda Berken-Smith, Workforce Development Supervisor	Acadiana Career Solutions Center – (LDOL)		St. Landry		09/27/2010	09/26/2015
H. Unemployment Insurance						
Brenda Berken-Smith, Workforce Development Supervisor	Acadiana Career Solutions Center – (LDOL)		St. Landry		09/27/2010	09/26/2015

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
I. Chapter 41 of Title 38 (DVOP/LVER)						
Brenda Berken-Smith, Workforce Development Supervisor	Acadiana Career Solutions Center – (LDOL)		St. Landry		09/27/2010	09/26/2015
J. Trade Adjustment Assistance						
Brenda Berken-Smith, Workforce Development Supervisor	Acadiana Career Solutions Center – (LDOL)		St. Landry		09/27/2010	09/26/2015
K. Post-Secondary Vocational Education						
Willie Smith, Associate Dean	Louisiana Technical College Region 4- T.H. Harris Campus		St. Landry		01/29/2010	01/28/2015
L. Vocational Rehab Programs						
Randy Doucet, Rehabilitation Counselor	Louisiana Rehabilitation Services		St. Landry		07/01/2011	06/30/2016
M. Title V Older Americans						
Colleen Armand, Employment & Training Coordinator	Experience Works, Inc.		Multi-Parish		06/28/2010	06/27/2015
N. Job Corps*						
Not represented in Area						

Name & Title	Organization or Agency Name	Number of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
O. Native American Programs*						
Sherril Clifton, Sales Manager	Alexandria Pineville Convention and Visitors Bureau		Multi-Parish		12/15/2008	12/14/2011
P. Community Service Block Grant Employment & Training*						
Donald Robinson, Executive Director	St. Landry Community Action Agency		St. Landry		04/30/2010	04/29/2013
Q. Housing And Urban Development Employment & Training*						
Not represented in Area						
Other (add rows as needed)						
Migrant & Seasonal						
Delia Garza, Client Service Rep. 1	Motivation, Education & Training, Inc. (MET)		Iberia		07/01/2010	06/30/2015
TANF						
Richard Lucito, Family Support Regional Administrator	Department of Social Service, Office of Family Support		St. Landry		03/20/2011	03/19/2016

- * If represented in the area.

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

Revised:06-2-2011

Board Member Name	Address & Contract Information	Membership Category	Term of Appointment
PRIVATE *Name: Robert Alan Daugherty, CEO* *Parish: Evangeline*	*Ville Platte Medical Center* *P. O. Box 349* *Ville Platte, LA 70586* *Office: (337)363-9410* *Fax: 363-9488 e-mail: robert.daugherty@1pnt.net*	*More than 100 employees*	*Begins:01-29-2010* *Ends: 01-28-2013*
PRIVATE *Name: Hank Capel, Owner* *Parish: Acadia*	Capel's Supplies 1710 N. Parkerson Crowley, LA 70526 *Home: (337) 334-6952* *Fax: (337) 783-7229 e-mail: hancap@aol.com*	Less than 100 employees	*Begins:12-15-08* *Ends: 12-14-11*
PRIVATE *Name Howard Austin, Board Treasurer* Parish: St. Landry	Williams Progressive Life Insurance Company 971 Austin Road Opelousas, LA 70570 *Home (337) 942-7865* *Fax: e-mail: N/A*	Less than 100 employees	*Begins: 03-18-2010* *Ends: 03-17-2013*
PRIVATE *Name: Paul Fair, Consultant* *Parish: Iberia*	Toup / Fair Consultant Business 707 Briarwood Drive New Iberia, LA 70560 *Office: (337) 365-4940* *Fax: (337) e-mail: etfair@cox.net*	Less than 100 employees	*Begins: 02-26-2010* *Ends: 02-25-2013*

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

Revised 06-2-2011

Board Member Name	**Address & Contract Information**	**Membership Category**	**Term of Appointment**
PRIVATE *Name: Wayne Taylor, Real Estate Developer* *Parish: St. Martin*	Taylor's Development P.O. Box 70 HWY Breaux Bridge, LA 70517 2109 Atchafalaya River Breaux Bridge, LA 70517 *Home: (337) 228-7271* *Fax: (337) 228-7286* *e-mail: NA*	Less than 100 employees	*Begins: 07/01/2010* *Ends: 06/30/2013*
PRIVATE Name: *Craig Prosper, Owner* *Parish: St. Martin*	Prosper's Builders, Inc. & City Store –N- Lock P.O. Box 213 St. Martinville, LA 70582 *Office: (337) 394-7776* *Fax:* *e-mail: cpbuild@cox.net*	Less than 100 employees	*Begins: 06/20/2011* *Ends: 06/19/2014*
PRIVATE *Name: Brad Jackson, Owner* *Parish: St. Landry*	A Country Mile, LLC P.O. Box 1730 Opelousas, LA 70570 *Office: (337) 793-4368* *Fax: (337)* *e-mail: bradfordjackson@bellsouth.net*	Less than 100 employees	*Begins: 01-29-2010* *Ends 01-28-2013*
PRIVATE *Name: Dale Broussard, Owner* *Parish: Vermilion*	Broussard's Farm 1400 E. Villien Abbeville, LA 70511 *Office: (337) 893-3816* *Fax:* *e-mail: fabiandbroussard@cox.net*	Less than 100 employees	*Begins: 12-03-2009* *Ends 12-02-2012*
PRIVATE *Name: Marcus Macip, Chief Administrative Officer* *Parish: St. Landry*	LHC Group 420 W. Pinhook Lafayette, LA 70503 *Office: 337-* *Fax:* *e-mail: marcus.macip@lhcgroup.com*	100 – 500 employees	*Begins: 05-20-2010* *Ends: 05-19-2013*

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

Revised 06-02-2011

Board Member Name	Address & Contract Information	Membership Category	Term of Appointment
PRIVATE *Name:* Bob Manuel, Owner *Parish: Evangeline*	Bob's Electric 1004 Theophile Road Ville Platte, LA 70586 *Office: (337) 363-6366* *Fax: (337) 363-0226* *e-mail: cajunjunk@excite.com*	Less than 100 employees Minority business	*Begins: 07-01-2009* *Ends: 06-30-2012*
PRIVATE *Name: **Mark Buller, Owner*** *Parish: Evangeline*	Buller Investments P.O. Box 600 715 W. Lincoln Road Ville Platte, LA 70586 *Office: (337) 363-3854* *e-mail: cbuller@centurytel.net*	Less than 100 employees	*Begins: 8-20-2009* *Ends: 08-19-2012*
PRIVATE *Name: Catherine G. Watson, Director* *Parish: St. Landry*	Action for Children 307 Mahogany Drive Opelousas, LA 70570 *Office: (337)948-7227 or (337) 351-2694* *Fax:* *e-mail: katwat14@aol.com*	Less than 100 employees	*Begins: 09/27/2010* *Ends: 09/26/2013*
PRIVATE *Name: Terryl Fontenot, Owner* *Parish: Evangeline*	Ford Mercury Dealership 404 McArthur Drive Ville Platte, LA 70586 *Office: (337) 363-2153* *Fax: (337) 363-6144* *e-mail: tjfordmercury@yahoo.com*	Less than 100 employees	pending *Begins: 6-28-07* *Ends: 6-27-10*

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

Revised06-2-2011

Board Member Name	Addrss & Contract Information	Membership Category	Term of Appointment
PRIVATE *Name: Mark Muller, Chief Financial Officer, CFO* *Parish: St. Landry*	Muller Electric Company 1816 Creswell LN Ext. Opelousas, LA 70570 *Office: (337) 407-9900* *Fax: (337) 407-9902* *e-mail: mark@mullerelectric.com*	Less than 100 employees	Begins: 04/05/2011 Ends: 04/04/2014
PRIVATE *Name: Mike Ortego, President / CEO* *Parish: St. Landry*	Ortego Oil P. O. Box 1527 125 Country Lane Opelousas, LA 70570 Office: (337) 942-2008 Fax: (337) 948-7755 *e-mail: gmortego@charter.net*	Less than 100 employees	Begins: 03-20-2011 Ends: 03-19-2014
PRIVATE *Name: Gayle Antoine, Personal Banker* *Parish: Iberia*	Chase Bank 1706 S. Gibbs Lane New Iberia, LA 70560 *Office: 337-364-7908 or 337-519-0898* *Fax: 337-364-7898* *e-mail: gaantoine@aol.com*	Less than 100 employees	Begins: 02-26-2010 Ends: 02-25-2013
PRIVATE Name: Candy Gerace, Owner Parish: St. Landry	Gerace Construction Company P.O. Box 269 Morrow, LA 71356 Office: (337) 623-5327 Fax: (337) 623-3080 e-mail: candyg@louisianahardwoods.com	More than 100 employees	Begins: 12-15-08 Ends: 12-14-11

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

Revised 06-2-2011

Board Member Name	Address & Contract Information	Membership Category	Term of Appointment
PUBLIC *Name:* **Donald Robinson, Executive Director** *Parish: St. Landry*	St. Landry Community Action Agency *Office: (337)* *Fax:* *e-mail:*	CSBG Community Based Organization	*Begins:04-30-2010* *Ends: 04-29-2013*
PUBLIC *Name: Beth Guidry, Executive Director* *Parish: St. Martin*	St. Martin Economic Development P.O. Box 316 St. Martinville, LA 70582 *Office: (337) 394-2200 ext. 262* *Fax: 394-2203* *e-mail: beth@stmartinparish.net*	Economic Development	*Begins: 12/13/2010* *Ends: 12/12/2013*
PUBLIC *Name: Van Landry, President* *Parish: Acadia*	Acadiana Management & Financial Services, LTD P.O. Box 2286 Crowley, LA 70527 *Phone: (337) 581-6674* *e-mail: Vanlandryjr@aol.com*	Economic Development	*Begins: 7-1-08* *Ends: 6-30-11*
PUBLIC *Name: Brenda Berken-Smith, Workforce Development Supervisor* *Parish: St. Landry*	LDOL - Acadiana Career Solutions Center 1305 Diesi Street Opelousas, LA 70570 *Office: (337) 948-1377, ext. 213:* *Fax:* *e-mail: bberken@ldol.state.la.us*	Public Employment Services Wagner-Peyser UI TAA Veterans One-Stop Partner	*Begins:09/27/2010* *Ends: 09/26/2015*
PUBLIC *Name: Stan McGee, CAO* *Parish: St. Landry*	Acadiana Regional Development District 601 Loire Ave. Ste. C Lafayette, LA 70507 *Office: (337)886-7782* *Fax:* *e-mail: S.mcgee@ardd.org*	Economic Development One-Stop Partner WIA Title 1 – Adult/Dislocated Worker/Youth Public Employment Services	*Begins: 7/24/2009* *Ends: 7/25/2012*
PUBLIC *Name: Alvin Bailey, President* *Parish: St. Landry*	Acadiana Central Teachers Council P.O. Box 1408 Opelousas, LA 70571 *Office: (337) 826-0037* *Fax:* *e-mail: asofteacher@aol.com*	Organized Labor	*Begins: 10/31/2008* *Ends: 10/30/2011*

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

revised: 06-2-2011

Board Member Name	Address and Contact Information	Membership Category	Term of Appointment
PUBLIC *Name:* Greg Hulin, Business Rep. *Parish:* Multi-Parish	335 Rue Delavache Scott, LA 70583 *Office: (337) 234-8899* *Fax:* *e-mail: ghgci@yahoo.com*	Organized Labor	*Begins: 10-04-2010* *Ends: 10/3/2015*
PUBLIC *Name: Delia Garza, Client Service Rep. 1* *Parish: Iberia Parish*	Motivation, Education & Training, Inc. (MET) 124 East Main Street New Iberia, LA 70560-3725 *Office: (337)367-6654* *Fax: 367-0328* *e-mail: dgarza@ldol.state.la.us*	Migrant & Seasonal MSFN One-Stop Partner	*Begins: 7-1-2010* *Ends: 6-30-2015*
PUBLIC *Name: Colleen Armand, Employment & Training Coordinator* *Parish: Multi-Parish*	Experience Works, Inc. 936 Front Street Cottonport, LA 71327 *Office: (318) 876-3954* *Fax:* *e-mail: armand@experienceworks.org.*	Older Worker	*Begins: 06-28-2010* *Ends: 6-27-2015*
PUBLIC *Name: Richard Lucito, Family Support Regional Administrator* *Parish: St. Landry*	Department of Social Service, Office of Family Support 825 Kaliste Saloom Road, Brandywine III Lafayette, LA 70508 *Office: (337) 262-2061* *Fax: (337)262-2059* *e-mail: rlucito@dss.state.la.us*	Office of Family Services TANF	*Begins: 03-20-2011* *Ends: 03-19/2016*
PUBLIC *Name: Willie Smith, Associate Dean* *Parish: St. Landry*	Louisiana Technical College Region 4 – T.H. Harris Campus 332 E. South Street Opelousas, LA 70570 *Office: (337) 948-0239* *Fax: 948-0243* *e-mail: wsmith@ltc.edu*	Post Secondary Vocational Ed.	*Begins: 01-29-2010* *Ends: 01-28-2015*

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LOCAL WORKFORCE INVESTMENT AREA (LWIA)

LWIA#40

*Revised:**06-2-2011***

08-13-2009

Board Member Name	Address & Contract Information	Membership Category	Term of Appointment
PUBLIC *Name: Don Fontenot, County Agent* *Parish:* St. Mary	St. Mary Parish Farm Bureau 111 West Oaklawn Drive Franklin, LA 70538 *Home: 828-3822* *Fax: 828-0616* *e-mail: fontenotdonaold@yahoo.com*	CBO	*Begins: 7-1-2010* *Ends: 6-30-2015*
PUBLIC *Name: Clarence Moss, Supervisor* *Parish: Vermilion*	Vermilion Parish School Board 3804 Gene RD. Erath, LA 70533 *Home: 937-5973* *Fax: 893.3853* *e-mail: grannypop@aol.com*	(K-12) Adult Education	*Begins: 7-1-2009* *Ends: 6-30-2012*
PUBLIC *Name: Randy Doucet, Rehabilitation Counselor* *Parish: St. Landry*	Louisiana Rehabilitation Services 825 Kaliste Saloom Brandywine VI – Suite 350 Lafayette, LA 70508-4284 *Office: (337) 262-5353* *Fax: 262-5727* *e-mail:* rdoucet@lrs.dss.state.la.us	Vocational Rehabilitation	*Begins: 7-1-2011* *Ends: 6-30-2016*
PUBLIC *Name: Angela Morrison* *Chief of Community Impact* *Parish: Multi-Parish*	United Way of Acadiana P.O. Box 52033 Lafayette, LA 70505 *Office: (337) 233-8302* *Fax: (337) 233-8380* *e-mail:* *angela.morrison@unitedwayofacadiana.org*	CBO	*Begins: 1-29-2010* *Ends: 1-28-2015*
PUBLIC Clifton, Sherril, Sales Manager Parish: Multi-Parish	Alexandria Pineville Convention and Visitors Bureau 707 Main Street Alexandria, LA 71447 Office: (318) 442-9546 Fax: e-mail:	Indian and Native American	Begins: 12-15-08 Ends: 12-14-11

	A	B	C	D	E	F	G
1	**Name**	**Company**	**Private/Public**	**# of Employees**	**Min.**	**Woman-Owned**	**Sector**
2							
3	Allen, Aaron	Allen Law Office	Private	5	No	No	Professional Services
4	Armand, Colleen	Experience Works	Public		No	No	
5	Aymond, Deborah	DSS/LRS	Public		No	No	
6	Begneaud, Andy	BEGNEAUD Man.	Private	70	No	Yes	Manufacturing
7	Blanchard, Kim	Home Depot	Private	1100	No	No	Retail Services/Construction
8	Brasseaux, Dale	Con/Gen. Labor	Public		No	No	
9	Castille, Terry	Central Trades	Public		No	No	
10	Crawford,Syd	CLM Equipment	Private	71	No	No	Wholesale/Construction
11	Dartez, Helen	America's Pizza	Private	2900	No	No	Food Services
12	Dayries, Danielle	DD& Associates	Private	1	Yes	Yes	Professional Services
13	Duhon, Liz	ENTERGY	Private	60	No	No	Utilities
14	Duplechin, Craig	Mobile X-Ray	Private	10	No	No	Healthcare
15	Dupuis, Phyllis	LTCTS	Public		No	No	
16	Granger, Paula	1st Years	Public		No	No	
17	Guidry, Rob	Chamber of Com.	Public		No	No	
18	Hanks, Michelle	Acadiana Comp.	Private	280	No	No	Information Technology Services
19	Harrington, Pamela	Coca-Cola	Private	330	No	No	Wholesale Services
20	Hernandez, Debra L.	Briney, Foret	Private	30	No	No	Professional Services
21	Johnstone, Tina	LBCSC	Public		No	No	
22	Lagrange, Ryan	LEDA	Public		No	No	
23	Lucito, Richard	DSS	Public		No	No	
24	Malveaux, Phyllis	SMILE	Public		No	No	
25	Moncrief, Barbara	OSSA, Inc.	Private	155	No	No	Mining/Oil & Gas
26	Riser, Charlies	Metro Electric	Private	10	Yes	No	Electrical/Construction
27	Romero, Jerry	Acadian Ambulance	Private	3000	No	No	Healthcare
28	Singleton, Eric	Kinchen Funeral	Private	4	Yes	No	Healthcare
29	Villemarette, Ken	LPSS	Public		No	No	
30	Williams, Theresa	Williams Real Estate	Private	2	Yes	Yes	Real Estate Services
31	Zaunbrecher, Tom	Spherion Staffing	Private	350	No	No	Public Staffing Service
32							
33	Total: 31						
34	Minority	4	12 %				
35	Private	17	17.16 %				
36	Public	12	15.84 %				

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Private Chairperson	Aaron J. Allen **Begins:** 10/01/2009 **Ends:** 09/30/2011	P. O. Box 3204, Lafayette, LA 70502 1026 St. John Street Lafayette, LA 70502	337/232-9918 **Fax:** 337/233-8367 e-mail: ajpublic@allenlawfirm.com	Attorney	Allen Law Office
Private	Andy Begneaud **Begins:** 10/01/2009 **Ends:** 09/30/2011	306 E. Amedee, Lafayette, LA 70583-5325	337/237-5069 **Fax:** 337/234-3836 e-mail: andyb@begno.com	Owner	BEGNEAUD Manufacturing, Inc.
Private	Kim Blanchard **Begins:** 10/01/2009 **Ends:** 09/30/2011	1700 NW Evangeline Thruway, Lafayette, LA 70501	337/332-3412 **Fax:** 337/989-7416 e-mail: kim_blanchard@homedepot.com	Human Resources Manager	Home Depot
Private	Sydney Crawford **Begins:** 10/01/2009 **Ends:** 09/30/2012	3155 US Hwy. 90 East Broussard, LA 70512	337/837-6693 **Fax:** 337/837-2384 e-mail: sydc@clmequipment.com	CFO/Secretary-Treasurer	CLM Equipment Co., Inc.
Private	Helen Dartez **Begins:** 10/01/2009 **Ends:** 09/30/2012	201 Rue DeJean Lafayette, LA 70508	337/289-0404, ext.138 **Fax:** 337/837-2384 e-mail: hdartez@apcllc.com	Human Resources Development	America's Pizza Company, LLC

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Private	Danielle Dayries **Begins:** 10/01/2009 **Ends:** 09/30/2011	200 W. Brentwood Blvd. Suite #3 Lafayette, LA 70503	337/504-5576 **Fax:** 337/504-5577 e-mail: careeradvisor@cox.net	Owner	Danielle M. Dayries & Associates
Private	Liz Duhon **Begins:** 10/01/2009 **Ends:** 09/30/2011	2623 Cameron Street Lafayette, LA 70506	337/272-3065 **Fax:** 337/504-5577 email: lduhon@entergy.com	Customer Service Manager	ENTERGY
Private	Craig G. Duplechin **Begins:** 10/01/2009 **Ends:** 09/30/2013	1021 Coolidge Boulevard Lafayette, LA 70503	337/354-1687 **Fax:** 337/521-4121 e-mail: cduplechin@fbtonline.com	CEO/President	Mobile X-Ray of Louisiana, LLC
Private	Michelle Hanks **Begins:** 10/01/2009 **Ends:** 09/30/2014	324 Dulles Drive Lafayette LA 70506	337/981-2494 **Fax:** 337/988-2227 e-mail: mhanks@acsmd.net	Executive Vice President	Acadiana Computer Systems
Private	Pamela Harrington **Begins:** 10/01/2009 **Ends:** 09/30/2011	1314 Eraste Landry Road Lafayette, LA 70506	337/231-1770 C/337-288-0379 **Fax:** 337/233-9934 e-mail: pamelaharrington@ccbcu.com	Human Resources Manager	Coca-Cola Bottling Company United, Inc.

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APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Private	Debra Hernandez **Begins:** 10/01/2009 **Ends:** 09/30/2011	413 Travis Street Lafayette, LA 70503	337/237-4070 **Fax:** 337/237-9025 e-mail: hernandez@brineyforet.com	Firm Administrator	Briney & Foret, LLC
Private	Barbara Moncrief **Begins:** 10/01/2009 **Ends:** 09/30/2014	401 Audubon Blvd, Suite 212 Lafayette, LA 70503	337/366-9966 **Fax:** 337/366-9968 e-mail: bmoncrief@ossa-llc.com	Vice President Human Resource	OSSA Staffing, LLC
Private	Charlie Riser **Begins:** 10/01/2009 **Ends:** 09/30/2013	510 Eraste Landry Road Lafayette, LA 70506	337/232-7911 **Fax:** 337/232-9067 e-mail: metroelectric@bellsouth.net	Owner	Metro Electric and Air Conditioning
Private	Jerry Romero **Begins:** 10/01/2009 **Ends:** 09/30/2011	P. O. Box 98000 Lafayette, LA 70509-8000	337/291-1574 **Fax:** 337/291-4486 e-mail: jromero@acadian.com	Vice President of Operations	Acadian Ambulance
Private	Eric Singleton **Begins:** 10/01/2009 **Ends:** 09/30/2012	1011 N. St. Antoine Street Lafayette, LA 70501	337/235-1193 **Fax:** 337/291-4486 e-mail: kinchenfh@juno.com	President	Kinchen Funeral Home

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Private	Theresa Williams **Begins:** 10/01/2009 **Ends:** 09/30/2012	806 St. John Street Lafayette, LA 70501	337/237-1110 **Fax:** 337/237-1118 e-mail: htwill89@aol.com	Broker/Owner	Williams Realty Group
Private	Tom Zaunbrecher **Begins:** 10/01/2009 **Ends:** 09/30/2011	315 S. College Road, Suite 287 Lafayette, LA 70503 P.O. Box 8 Breaux Bridge, LA 70517	337/504-3473 or 337/280-0435 (cell) **Fax:** 337/504-3287 e-mail: tomzaunbrecher@spherion.com	Owner/Manager	Spherion Staffing
Public	Colleen Armand **Begins:** 10/01/2009 **Ends:** 09/30/2013	936 Front Street, Slot 4 Cottonport, LA 71327	318/876-3559 **Fax:** 318/876-3927 e-mail: colleen_armand@experienceworks.org	Employment & Training Coordinator	Experience Works - **Partner**
Public	Deborah Aymond **Begins:** 10/01/2009 **Ends:** 09/30/2013	825 Kaliste Saloom Road, Bldg. 6, Suite 350 Lafayette, LA 70508	337/262-5353 **Fax:** 337/262-5727 e-mail: daymond@dss.state.la.us	LRS Regional Manager	Louisiana Rehabilitation Services - **Partner**
Public	Dale Brasseaux **Begins:** 10/01/2009 **Ends:** 09/30/2014	221 Jalon Road Scott, LA 70583	337/235-4370 **Fax:** 337/234-1030 e-mail: djbliuna762@hotmail.com	President/ Business Manager	Construction and General Labor Union 762

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Public	Terry Castille **Begins:** 10/01/2009 **Ends:** 09/30/2011	102 Nestling Cove Carencro, LA 70520	337/344-2384 (Cell) **Fax:** 337/593-9942 e-mail: castillefire629@cox.net	President	Acadiana Central Labor Council
Public	Phyllis Dupuis **Begins:** 10/01/2009 **Ends:** 09/30/2011	1101 Bertrand Drive Lafayette, LA 70506	337/262-5962 **Fax:** 337/262-5122 e-mail: pdupuis@ltc.edu	Region 4 - Regional Director/Dean	Louisiana Community & Technical College System - Partner
Public	Paula Granger **Begins:** 10/01/2009 **Ends:** 09/30/2012	319 Washington Street Breaux Bridge, LA70517	337/332-8551 **Fax:** 337/332-0310 e-mail: grangerp64@yahoo.com	Executive Director	1st Years Children First Resource & Referral Service
Public	Rob Guidry **Begins:** 10/01/2009 **Ends:** 09/30/2011	804 E. St. Mary Boulevard Lafayette, LA 70503	337/233-2705 **Fax:** 337/234-8671 e-mail: rob@lafchamber.org	Chief Executive Officer/President	Greater Lafayette Chamber of Commerce

APPOINTMENTS TO THE LOCAL WORKFORCE INVESTMENT BOARD (WIB)
LAFAYETTE LOCAL WORKFORCE INVESTMENT AREA (LWIA #41)

Revision Date: May 27, 2011

Sector	Name and Term	Address	Phone	Title	Employer/Agency
Public	Christina M. Johnstone **Begins:** 10/01/2009 **Ends:** 09/30/2014	706 E. Vermilion Lafayette, LA 70501	337/262-5601 **Fax:** 337/262-5604 e-mail: tinaj@lwia41.org	Local Area Coordinator	Lafayette Business & Career Solutions Center
Public	Ryan LaGrange **Begins:** 10/01/2009 **Ends:** 09/30/2011	211 E. Devalcourt Street Lafayette, LA 70506	337/593-1400 **Fax:** 337/234-3009 e-mail: ryanl@lafayette.org	Director of Workforce Development	Lafayette Economic Development Authority
Public	Richard Lucito **Begins:** 10/01/2009 **Ends:** 09/30/2014	825 Kaliste Saloom Road, Brandywine Bldg. #3, Suite 215 Lafayette, LA 70508-4235	337/262-2061 **Fax:** 337/262-2059 e-mail: rlucito@dss.state.la.us	Regional Administrator/ Director	Department of Social Services
Public	Phyllis Malveaux **Begins:** 10/01/2009 **Ends:** 09/30/2012	439 Détente Road, Youngsville, LA P. O. Box 123, Youngsville, LA 70592	337/856-4252 **Fax:** None e-mail: pmalveaux@cox.net	Board Member	SMILE - **Partner**
Public	Kenneth Villemarette **Begins:** 10/01/2009 **Ends:** 09/30/2012	P. O. Drawer 2158 Lafayette, LA 70502-2158	337/521-7266 **Fax:** 337/264-1473 e-mail: ckvillemarette@lpssonline.com	Supervisor - Adult Education	Lafayette Parish School Board - **Partner**
Public	Bruce Lye **Begins:** 04/01/2010 **Ends:** 09/30/2011	409 West St. Mary Blvd. Lafayette, LA 70506	337/234-6492 **Fax:** 337/232-4244 e-mail: brucel@affiliatedblind.org	Supervisor- Assessment & Vocational Service	Affiliated Blind Of Louisiana

Attachment

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1. Return on Investment Policy

A. Return on Investment Policy Overview:

The Lafayette WIB is obligated to issue policy to its designated contract service provider that delineates the guidelines to be applied to workforce development grant applications when determining funding for Scholarships, On the Job Training and Customized Training. The Lafayette WIB's Return on Investment Policy plays a key role in ensuring that federal training monies are properly allocated to Lafayette's most significant sectors and occupations while still allowing for customer choice and flexibility. The determinations made by the Lafayette WIB have been accumulated by analyzing several sources of information including the Population, Labor Force and Industry Job Projections for the State of Louisiana and 8 Regional Labor Market Areas 2004-2014, the Louisiana Virtual One-Stop and the Louisiana Occupations Information System (LOIS) links located on the Louisiana Workforce Commission's website, www.laworks.net. The information assembled has provided the most up to date outlook of Lafayette Parish's labor market.

Based on this information the Return on Investment policy will establish priority sectors and occupations. In addition the policy will define salary, benefits and upward mobility requirements for Scholarships, On the Job Training and Customized Training. The specific levels of workforce development funding offered to employers and participants will directly correlate to the return of investment (in terms of self-sufficient wages, medical benefits, retention and upward mobility) that the Lafayette Business and Career Solutions Center is able to produce by funding a particular training program.

The Return on Investment policy will include any waivers issued by the Louisiana Workforce Commission, (if applicable). The Lafayette's Return on Investment Policy will focus training dollars to areas of the economy that will solidify existing sectors and stimulate growth in the future subsequently making the services offered at the Lafayette Business and Career Solutions Center in line with the statewide workforce development strategy. Moreover, the policy will directly lead to the stated goals of the Workforce Investment Act of 1998 by increasing the employment, retention, and earnings of participants and increasing occupational skill

attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency and enhance the productivity and competitiveness of the Nation.

B. Return on Investment Policy for Scholarships

The Scholarship process will be reviewed by the Scholarship Committee for final approval. The role of the committee will not involve "rubber stamping" applications, but to carefully assess the merit of the applications. The committee will be responsible for approving Scholarships in a consistent manner using a documentation process based on specific criteria:

- Sector
- Occupation
- Wage/salary
- Benefits
- Potential for Upward Mobility
- School and Curriculum are on the Eligible Training Provider List
- Participant eligibility based on funding stream criteria
- Past performance in term of completion and job placement

- "Green Job" opportunities

The Scholarships, offered through the Lafayette Business and Career Solutions Center, are subject to the guidelines established for sector and occupational allocations. This means that the majority of Scholarships granted should represent occupations that are in or in support of the four (4) major sectors: Healthcare, Construction, Mining and Manufacturing, including careers identified as "Green Collar or Green Jobs". Scholarships should be awarded to the positions that appear on the short and long term high demand occupations, including "Green Jobs". The Scholarship Committee will determine approval or disapproval of Scholarship applications according to sectors, occupations and high demand status of the position. The Skills Development Team should refer to the high demand occupational resources listed through LOIS and the www.laworks.net website to obtain appropriate wage range and other related information.

Scholarships will also be reviewed based on the occupational potential to provide self-sufficient wages, benefits and upward mobility. Priority will be given to Scholarships that will allow participants to a make a

minimum of $10.00 an hour and provide health insurance. If a program is training individuals in occupations which meet the bare minimum qualifications, only a partial Scholarship may be provided. The funding levels of Scholarships may be awarded based on positions that have the highest chance of providing higher wages, benefits and chance for upward mobility.

As in the past, it will be required that a training program meet the standards set forth for Eligible Training Providers (with specific regard to completion and job placement rates) to obtain funding. The Lafayette Business and Career Solutions Center will also continue to follow the eligibility guidelines for participants regarding specific funding stream requirements.

C. On the Job Training and Customized Training

The On the Job Training and Customized Training process will be reviewed by the On the Job Training and Customized Training Review Committee for final approval. The role of the committee will not involve "rubber stamping" applications, but will carefully assess the merit of the applications. The committee will be responsible for approving training

opportunities in a consistent manner using a documentation process based on specific criteria:

- Sector
- Occupation
- Wage/salary
- Benefits
- Potential for Upward Mobility
- School and Curriculum
- Participant eligibility based on funding stream criteria
- Past performance in term of completion and job placement
- "Green Job" opportunities

The On the Job Training and Customized Training offered through the Lafayette Business and Career Solutions Center are subject to the guidelines established for sectors and occupations—meaning the majority of contracts granted should represent occupations in or in support of the four (4) major sectors: Healthcare, Construction, Mining and Manufacturing. Similar to Scholarships, On the Job Training and Customized Training grants should be awarded first to the positions that

are in occupations identified by LOIS through the www.laworks.net website as being high demand, high growth and "Green Job" opportunities. The Leadership Team will use labor market information available on the www.laworks.net website to determine the context of the wage offered to companies applying for On the Job Training or Customized Training. If the salary offered falls short of occupational wage scale, training reimbursement may be reduced. Companies who fall within the accepted salary range or exceed the range may be given a higher percentage of reimbursement, but shall not exceed 50% of wages paid while in training.

On the Job Training contracts will also be reviewed on their occupational potential to provide self-sufficient wages/salaries, benefits and upward mobility. On the Job Training contracts should only be written when the training enables participants to a make a minimum of $10.00 an hour and provides health insurance. If an On the Job Training or Customized Training program is training individuals in an occupation which meets the bare minimum qualifications, less than a 50% reimbursement may be provided. On the Job Training and Customized

Training applications shall be received and approved for funding by the Local Area Coordinator prior to an award contract being made.

LOUISIANA WORKS
LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER

SCHOLARSHIP

( ) ARRA

Titles: ( ) Title I-B Adult ( ) I-B Dislocated Worker ( ) Incentive ( ) I-B Youth

Name: S. S. #

Address
Street Address City State Zip Code

Telephone Number:

Training Facility: Phone # ( ) Private ( ) Public

Address:
Street Address City State Zip Code

Occupational Title

Beginning Date Ending Date

BUDGET INFORMATION	Total Training Cost	FY 2011	FY 2012
Tuition			
Books and supplies			
Financial Asst. Sup			
Other (Explain & Attach)			
TRAINING TOTAL			

CERTIFICATION AND AGREEMENT

The undersigned school official certifies for the school that the above listed vocational area is approved by the school and if the named WIA applicant is accepted for school enrollment, the school agrees to be subject to the applicable federal regulations, Service Delivery Area policies, and the policies stated on the reverse.

Applicant has _____, has not _____ applied for a Pell Grant.

Type or print name and title Signature of School Official Date

The training facility and the course of training have been approved by the Lafayette Business and Career Solutions Center (LB&CSC) for Scholarship training.

The LB&CSC upon the timely receipt of properly executed documents and subject to Federal Regulations, LB&CSC policies, and the policies stated on the reverse agrees to pay the participant's expenses, limited to a maximum of the amounts outlined above unless modified in writing by the LB&CSC.

I understand that even though I have been accepted for the Scholarship Program, funds which have been proposed for my training may not be available for the entire training period and may be reduced or discontinued at the discretion of the LB&CSC. I also understand that any Pell Grant funds received by me during the period of this contract will be deducted from the balance of funds remaining in this contract. I also understand that signing this document will entitle the LB&CSC to have access to all information that a Training Institution may compile concerning my Scholarship funded training and that copies of this information will be tendered, upon request, to representatives of the Lafayette City/Parish Consolidated Government LB&CSC Office, Louisiana Department of Labor and U. S. Department of Labor.

Member's Signature Type or print name Date

Skills Development Specialist Type or print name Date

LB&CSC Official Signature *Christina M. Johnstone* Date

LB&CSC SCHOLARSHIP TRAINING POLICIES

I. Enrollment and continued participation are subject to the following conditions and limitations

1. A participant's period of enrollment may be shortened at the discretion of the LB&CSC, by change of the planned ending date, change of proposed funding, or by termination from the LB&CSC Program.

2. Participants are subject to the rules of the training facility (school) and the LB&CSC Office concerning progress, performance, attendance and conduct. A monthly report will be prepared by the assigned instructor on each participant. The participant has authorized release of information to the LB&CSC Office.

   a. Progress Performance: Individual academic progress will be reported to LB&CSC by the training institution on a monthly basis. Performance will be measured as: Excellent, Very Good, Good, Fair or Poor. If the participant receives a "Fair" or "Poor" rating or if grade average is D or F for a report period, this will be considered unsatisfactory progress and the following actions will be taken:

      Note: In instances where a participant is attending a college or university other provisions will be made.

      1. An unsatisfactory rating for the first period:
         (a) Evaluate and Counsel, and
         (b) Place on Probation for one report period.

      2. An unsatisfactory rating for two consecutive report periods:
         (a) Evaluate case, and
         (b) Continue Probation for another period or Terminate from the LB&CSC Program.

   b. Attendance: Participants will attend classes as scheduled by the institution for the required number of hours stated on the LB&CSC "Proposal for Training" form. In the event a student is absent more than 10% of the time during a report period, absenteeism will be considered excess and the following actions will be taken:

      1. Excessive absenteeism during one report period:
         (a) Evaluate and Counsel, and
         (b) Place on Probation for one period.

      2. Excessive absenteeism for two report periods:
         (a) Case evaluated, and
         (b) Continue Probation for another period or Terminate from the LB&CSC Program.

   c. Conduct: Participant's conduct is expected to conform with the conduct standards of the training institution. Any "unacceptable" rating in conduct will follow the same two-step procedures as concerning Attendance and Progress Performance.

II. Training Costs incurred during the period of LB&CSC enrollment will be paid by the LB&CSC subject to the following conditions.

1. Attendance will be reported semi-monthly on a Daily Time Sheet and/or Sign-in/Sign-out roster to be signed by the participant and a school official in ink. The Daily Time Sheet and/or Sign-in/Sign-out roster report must reach the LB&CSC Office no later than the 5th or the 20th of each month for prompt payment.

2. Reimbursement to the institution for tuition and other costs will be paid upon the timely receipt of properly executed invoice forms which should be received by the LB&CSC Office no later than the 5th or the 20th of each month.

3. The participant will be reimbursed for required books, tools, etc., up to the maximum amount budgeted and subject to other limitations as may be determined necessary by the LB&CSC. Payment for such items will be made upon the timely receipt the LB&CSC or properly executed invoice forms and attached itemized receipts.

4. All invoice forms must be signed by the participant (if applicable), a school official, and LB&CSC Official.

III. The training facility must provide job placement assistance to LB&CSC participants.

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
SCHOLARSHIP

706 E. Vermilion Street
Lafayette, Louisiana 70501
337-262-5517

Student's Name _____

Training Provider/School _____

Training Program _____

Month _____2011

Circle days present for this time period

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Days
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

If you miss a day put A in the block for absent

Conduct: ( ) Acceptable ( ) Not Acceptable

Progress: ( ) Excellent ( ) Very Good ( ) Fair ( ) Poor

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

Louisiana Workforce Commission

Lafayette Business and Career Solutions Center

INCOME SELF ATTESTATION FORM

Household Member (Name)	Income in last 6 months	Source of Income (Employer)

Are you presently working? **Yes** ☐ **No** ☐

I certify that the above information is true and accurate to the best of my knowledge and understand that the information supplied is being used to determine eligibility to participate in the WIA program. I am aware that incorrect or false information may result in my termination form the WIA program, the repayment of funds, and/or prosecution for perjury or fraud.

_____

Member's Signature

_____

Date

Name_____

ADDITIONAL CONTACT PERSONS

Name_____

Address_____

_____

Phone Number ( )_____

Relationship (Relative, Friend, Neighbor)_____

Name_____

Address_____

_____

Phone Number ( )_____

Relationship (Relative, Friend, Neighbor)_____

Name_____

Address_____

_____

Phone Number ( )_____

Relationship (Relative, Friend, Neighbor)_____

Region 3 & 4 Business and Career Solutions Centers

1305 Diesi Street	706 E. Vermilion Street	807 Barrow St.
Opelousas, LA 70570	Lafayette, LA 70501	Houma, LA 70360

Member Orientation for Employer Based Training/Scholarship

Check each item as it is completed.

___ 1. Name of Program:
Business and Career Solutions Centers for LWIA's 41, 40 and 31 Workforce Investment Boards.

___ 2. Purpose of WIA:
To establish programs to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills and decreased welfare dependency, thereby improving the quality of the work force and enhancing the productivity and competitiveness of the Nation. In addition, WIA assists dislocated workers and displaced homemakers to obtain training and/or retraining.

___ 3. Grievance and complaint procedures issued and explained.
Certification: This is to certify that my rights and responsibilities as a participant under the Workforce Investment Act have been explained to me. I understand and have been given a copy of the Grievance and Hearing Procedures and the Discrimination Complaint Procedures. I also understand that if I have questions regarding either process, I may contact the appropriate EO Officer.

___ 4. Authorization for Release of Assessment Scores for Training/WIA Activities
Certification: I hereby authorize the appropriate Business and Career Solutions Center to release to an intent-to-hire employer, information regarding my assessment scores. This authorization shall remain in effect for that period of time during which I am enrolled or participate in the activities of the WIA Program.

___ 5. Authorization for Release of Information for Verification of Employment Status
Certification: I understand that as a condition of my participation in the Training/WIA Program, that institutions may, from time to time, be required to verify my employment status. I hereby authorize the appropriate Business and Career Solutions Center to obtain, any and all past and present employers to release, information requested regarding my employment status. This authorization shall remain in effect for that period of time during which the Business and Career Solutions Center may be required to verify my employment status.

___ 6. Relationship to supervisor or instructor.

___ 7. Relationship to the Business and Career Solutions Teams.

___ 8. Wages and/or training costs.

___ 9. Time and attendance records and payroll records.

___ 10. Observance of safety rules.

___ 11. Reporting an injury.

___ 12. Rules concerning hours for training and/or work. Notification of absence.

___ 13. Termination from WIA (who terminates and under what condition).

___ 14. Political Activities.

___ 15. Follow-up.

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER

TRAINING AGREEMENT

I hereby agree to the following stipulations regarding my participation in the Lafayette Business and Career Solutions WIA program:

Upon completion of training I will furnish a copy of my diploma/certificate/license to the Lafayette Business and Career Solutions Center.

Upon completion of training I will immediately seek full time employment in my field of study.

Upon attaining employment after completion of training I will provide the Lafayette Business and Career Solutions Center with any required information regarding employment.

If I drop out of training or I am dismissed from training for ANY REASON I will return any and all items paid for by the Lafayette Business and Career Solutions Center within 3 working days from drop/dismissal date. This includes books, uniforms, equipment, supplies or any item that was purchased or where I was reimbursed for.

If I drop out of training or I am dismissed from training I will seek full time employment and upon obtaining employment will provide Lafayette Business and Career Solutions Center with any required employment information needed.

If I have to drop out of training due to health/medical reasons I will supply the Lafayette Business and Career Solutions Center with a doctor's statement verifying the need and reason for dropping out of training.

_____ _____

Member Signature Date

WELCOME TO THE

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER

WORKFORCE DEVELOPMENT PROGRAM

EQUAL OPPORTUNITY IS THE LAW

The Lafayette Business and Career Solutions Center Workforce Development Program is prohibited from discriminating regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, sexual orientation, national origin, age, disability, or political affiliation or belief.

This means that you, as a participant, are to be treated fairly in all respects. If you feel that you have been subjected to unfair treatment, discrimination, or that the Workforce Investment Act (WIA) has been violated, you have the right to file a complaint or grievance. If you need information or have questions on how to file a complaint or grievance contact the following person:

Carlos E. Harvin,
Workforce Investment Board Monitor
and Equal Opportunity Coordinator

Office Address: 215 East Pinhook Road, Lafayette, LA 70501
Mailing Address: Lafayette Workforce Investment Board
P.O. Box 4017-C, Lafayette, LA 70502

Phone: **(337) 706-1217**
Email: **carlosh@lwia41.org**

TDD 711

Sincerely,
Christina M. Johnstone
Christina M. Johnstone,
Local Area Coordinator

LOUISIANA DEPARTMENT OF LABOR

DISCRIMINATION AND COMPLAINT PROCEDURES

Nondiscrimination Provision: No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or, in connection with, any LDOL or WIA-Title I funded program or activity.

Who May File:

Any person who believes that he or she, individually or as a member of a specific class of individuals, is being subjected to discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA may file a written complaint individually or through a representative.

Examples of who may file a complaint:

- Applicant for aid, benefits, services or training
- Eligible applicants
- Participants
- Employees
- Applicants for employment
- Service providers
- Eligible service providers

Where to File:

The complaint may be filed with either:

Louisiana Equal Opportunity Officer
Victoria M. Lodge
Compliance Programs Director
Louisiana Department of Labor
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone: 225-342-3075
Fax: 225-342-7961
TDD: 1-800-259-5154

OR, With
The local Equal Opportunity Coordinator or Complaint Manager
(Whose name is provided on the EO Poster)
OR, With:

The Director of the Civil Rights Center
US Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

When to File:

A complaint must be filed within 180 days of the alleged discrimination. Only the Director of the U.S. Department of Labor Civil Rights Center (CRC), for good cause shown, may extend the filing time. The complainant has the burden of proving to the Director of the Civil Rights Center that the time limit should be extended.

What Complaint Form to Use

The complainant files the complaint by completing and submitting LDOL's Complaint Information Form (LDOL-EOCD-CIF-01) which are on file at all LDOL office complexes and all local WIA offices. The form may also be obtained from LDOL at the address listed on the notice. However, failure to use the form does not nullify the complaint. The complaint, whether or not on the form, must provide the information contained in the below section and must be signed by complainant.

What to Include in the Complaint:

Each complaint must be filed in writing and must contain the following information:

4) The complainant's name and address (or another means of contacting the complainant).
5) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
6) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
    d) CRC or the recipient, as applicable, has jurisdiction over the complaint.
    e) The complaint was filed in time, and
    f) The complaint has apparent merit. In other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA or 29 CFR 37.

4) The complainant's signature, or the signature of the complainant's authorized representative.

Process for Handling Complaints:

For each complaint the EO Coordinator shall submit a copy of the complaint to the State EO Officer, Equal Opportunity and Compliance Division within ten (10) days of the filing of the complaint. The State EO Officer/Compliance Programs Director or EO Coordinator shall follow the steps below for processing the complaint.

6) Within 10 calendar days of the filing of the complaint, there shall be an initial written notice sent to the complainant that contains the following elements:
    - An acknowledgement that the recipient has received the complaint.
    - Notice that the complainant has the right to be represented in the complaint process.
    - Notice that the recipient will initially attempt to resolve the complaint through mediation, which is an alternative dispute resolution (ADR). The mediation process will be explained to the complainant in the initial letter.
    - In addition, notice of the complaint shall be disseminated to all parties on the specific charges.

    Note: If the complaint is filed with the EO Coordinator, then the EO Coordinator provides this initial written notice and forwards a copy to the State EO Officer. All complaints filed with Complaint Managers are forwarded immediately to the State EO Officer who issues the initial written notice.

7) Within twenty (20) calendar days of the filing of the complaint, the complainant must accept or reject the offer of mediation. If mediation is accepted, it is held within thirty (30) calendar days of the filing of the complaint.
    a) If an agreement is reached that is satisfactory to both parties, the complaint is resolved.

b) A party to any agreement reached under ADR may file a complaint with the Director of the Civil Rights Center in the event the agreement is breached. In such circumstances, the following rules will apply:

iii. The non-breaching party may file a complaint with the Director of the Civil Rights Center within 30 days of the date on which the non-breaching party learns of the alleged breach.

iv. The Director of the Civil Rights Center must evaluate the circumstances to determine whether the agreement has been breached. If it is determined that the agreement has been breached, the complainant may file a complaint with the Civil Rights Center based upon his/her original allegation(s), and the Director of the Civil Rights Center will waive the time deadline for filing such a complaint.

c) If the parties do not reach an agreement under ADR, the complainant will be given a Notice of Final Action of the right to file a complaint with the Director of the Civil Rights Center within 30 days of receipt of such notice.

Note: If the complaint was filed with the EO Coordinator, the EOCD will conduct and handle the mediation. The State EO Officer will ensure compliance with the timelines in this step and will provide notice to the appropriate parties of the agreement reached.

8) If mediation is not accepted, then within thirty (30) calendar days of the filing of the complaint, a written notice will be provided to the complainant, that includes the following information:

- A list of the issues raised in the complaint, and
- For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

Note: If the complaint was filed with the EO Coordinator and if the complainant rejects the offer of mediation, the EO Coordinator will comply with the timeline in this step. The State EO Officer will notify the EO Coordinator immediately upon being notified by the complainant that he/she rejects the offer of mediation. The Compliance Programs Specialist will receive assistance from the EO Coordinator in conducting the subsequent investigation. The State EO Officer/Compliance Programs Director will conduct the hearing.

9) Period for fact-finding or investigation of the circumstances underlying the complaint shall be completed within sixty (60) calendar days of the filing of the complaint. Within this period, a hearing will be conducted. The complainant and respondent shall be advised, in writing, of the established procedures, which include:

- An impartial decision maker shall render decisions.
- All parties have the right to representation.
- All parties have the right to present evidence.
- All parties specified in the complaint shall have the right to question others who present evidence.
- Decisions shall be rendered strictly on the recorded evidence.

The Compliance Programs Specialist will provide the report on the investigation to the State EO Officer, who conducts all hearings.

10) A written Notice of Final Action, provided to the complainant, shall be completed within 90 days of the date on which the complaint was filed and will contain the following information:

- For each issue raised in the complaint, a statement of either:

(a) The recipient's decision on the issue and an explanation of the reasons underlying the decision, or

(b) A description of the way the parties resolved the issue.

- Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is issued if he or she is dissatisfied with the recipient's final action on the complaint.

The Written Notice of Final Action will be issued by the State EO Officer.

Notice about Time Lines:

If the complainant chooses to file his/her complaint with the LDOL or local WIA office, the complainant must wait until a Notice of Final Action is issued or until 90 days have passed, which ever is sooner, before filing with the CRC.

If the State EO Officer or the local office has not provided the complainant with a written decision within 90 days of the filing of the complaint, the complainant need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within 120 days after the day on which the complainant filed his/her complaint with the recipient.)

If the State EO Officer does give the complainant a Written Notice of Final Action on the complaint, but the complainant is dissatisfied with the recipient's resolution of the complaint, he/she may file a complaint with CRC. Such complaint must be filed within 30 days of the date the complainant received the Written Notice of Final Action.

No Jurisdiction Determination

When the State EO Officer or EO Coordinator determines that it does not have jurisdiction, it will immediately (not less than within 10 days of the filing of the complaint) send complainant a written notice of Lack of Jurisdiction to include:

- Reason for determination
- Notice of complainant's right to file complaint with CRC within 30 days of complainant's receipt of notice.

The EO Coordinator will forward a copy of this notice to the State EO Officer.

In cases of Joint Jurisdiction: When the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA and by a civil rights law enforced by Federal grant-making agency other than the United States Department of Labor, the complaint shall be referred to that grant-making agency for processing under that agency's procedures. The complainant shall be notified about the referral within ten (10) days of the filing of the complaint.
Examples of such Federal grant making agencies:

- Department of Health and Human Services (HHS)
- Department of Education (DOE)
- Department of Housing and Urban Development (HUD)
- Department of Agriculture (DOA)
- Department of Transportation (DOT)

However, where the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA but is not covered by a civil rights law enforced by the Federal grant making agency (*e.g.*, religion, political affiliation or belief, citizenship and/or participation in WIA Title I), the complaint shall be retained under CRC jurisdiction and processed under 29 CFR Part 37.

In Cases of Program Complaints: The recipient must distinguish between discrimination complaints and program complaints. Since the recipient does not have jurisdiction over program complaints and if recipient determines that the complaint is a program complaint, the recipient must notify the complainant within ten (10) days of the lack of jurisdiction. It is appropriate for the person with whom the complaint is being filed to counsel the complainant on the appropriate forum given the facts alleged.

Discrimination Complaint includes:

- An issue
- A prohibited basis
- Processed according to CRC Regulations at 29 CFR Part 37

Program Complaint includes:

- An issue
- No prohibited basis
- Processed accordant to ETA regulations (20 CFR Subpart F, Section 667.600 (a)(b))

Retaliation Prohibited: No person, organization, or agency may discharge or in any manner retaliate against any person because that person has filed a complaint, has testified or is about to testify in any proceeding or investigation, or has provided information or has assisted in an investigation.

Complaint Information Form

Louisiana Department of Labor

LOUISIANA DEPARTMENT
WWW.LAWORK

1. Complainant Information
State your name and address:

_____
_____
_____

Social Security Number _____
(disclosure of Social Security Number is voluntary)

Your telephone number(s)

Home (____) _____
Area Code Number

Work (____) _____
Area Code Number

2. Respondent Information:
Provide name and address of agency involved

_____
_____
_____

Telephone Number:

Home (____) _____
Area Code Number

3. What is the most convenient time and place for us to contact you about this complaint?

_____

4. To your best recollection on what date(s) did the discrimination take place?

_____ Date of first occurrence

_____ Date of most recent occurrence

5. Have you ever attempted to resolve this complaint at the local level?

☐ No ☐ Yes

a. Have you ever been provided with a final decision at the local level regarding your complaint?

☐ No ☐ Yes

Date of Final Decision (if any)

_____

b. Have 90 days elapsed since you filed or attempted to file your complaint at the local level?

☐ No ☐ Yes

Date you filed or attempted to file your complaint at the local level

_____

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

For LDOL use Only

If received by LDOL ☐ Accepted ☐ Not Accepted ☐ Case Number: _____

By _____ Date _____

7. To the best of your knowledge w following Department of Labor pro involved? (Check one)*

☐ Workforce Investment Act (WIA
☐ CSBG
☐ Voc Rehab
☐ Job Corps
☐ Youth
☐ Unemployment Insurance
☐ Apprenticeship
☐ Older Americans
☐ MSFW
☐ Dislocated Worker
☐ Other: Specify _____

* At the local level, these programs ma by a different name.

8. Basis of Complaint: Which of the follo describes why you believe you were discriminated against: (Check)

☐ Race: Specify: _____
☐ Color: Specify: _____
☐ Religion: Specify: _____
☐ National Origin: Specify _____
☐ Sex: Specify: ☐ Male ☐ Fe
☐ Age: Specify Date of Birth _____
☐ Disability _____
☐ Political Affiliation: Specify _____
☐ Citizenship: Specify _____
☐ Reprisal/Retaliation
☐ Other: Specify: _____

9. Do you think the discrimination against y involved: (Check one)

☐ Your job or seeking employment? Or
☐ Your using facilities or someone provid providing you with services or benefits?

If so, which of the following are involved?

☐ Hiring
☐ Transition
☐ Wages
☐ Job Classification
☐ Discharge/Termination
☐ Promotion
☐ Training
☐ Transfer
☐ Qualification/Testing
☐ Grievance Procedure
☐ Layoff/Furlough
☐ Recall (From Layoff-Furlough)
☐ Seniority
☐ Intimidation/Reprisal
☐ Harassment
☐ Access/Accommodation
☐ Union Activity
☐ Union Representation
☐ Application
☐ Enrollment
☐ Referral
☐ Exclusion
☐ Placement
☐ Benefits
☐ Performance Appraisal
☐ Discipline/Reprimand
☐ Other: Specify _____

LDOL-EOCD-CIF-01

Revised 03/03

10. Why do you believe these events occurred?

11. What other information do you think is relevant to our investigation?

12. If this complaint is resolved to your satisfaction, what remedies do you seek?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

Name	Address	Telephone Number

Signed (Complaint **NOT VALID** unless signed) _____ Date _____

14. Do you have an attorney?

☐ Yes ☐ No

If yes, please provide name ad

15. Have you filed a case or complain following?

☐ Civil Rights Center, U.S. Dept.
☐ Civil Rights Division, U.S. Dep
☐ U.S. Equal Employment Oppo Commission
☐ Federal or State Court
☐ Your State or local Human Re Commission

16. For each item checked in #15 above provide the following information:

Agency: _____

Date Filed: _____

Case or Docket #: _____

Date of Trial or Hearing: _____

Location of agency or Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

- - - - - - - - - - - - - - - - - - - -

Agency _____

Date Filed _____

Case or Docket # _____

Date of Trial or Hearing _____

Location of agency or Court: _____

Name of Investigator _____

Status of Case _____

Comments _____

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
SCHOLARSHIP

706 E. Vermilion Street
Lafayette, Louisiana 70501
337-262-5517

Student's Name _____

Training Provider/School _____

Training Program _____

Month _____2011

Circle days present for this time period

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Days
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

If you miss a day put A in the block for absent

Conduct: ( ) Acceptable ( ) Not Acceptable

Progress: ( ) Excellent ( ) Very Good ( ) Fair ( ) Poor

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
SCHOLARSHIP

706 E. Vermilion Street
Lafayette, Louisiana 70501
337-262-5517

Student's Name _____

Training Provider/School _____

Training Program _____

Month _____2011

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_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
SCHOLARSHIP

706 E. Vermilion Street
Lafayette, Louisiana 70501
337-262-5517

Student's Name _____

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_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
SCHOLARSHIP

706 E. Vermilion Street
Lafayette, Louisiana 70501
337-262-5517

Student's Name _____

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If you miss a day put A in the block for absent

Conduct: ( ) Acceptable ( ) Not Acceptable

Progress: ( ) Excellent ( ) Very Good ( ) Fair ( ) Poor

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
LWIA #41

EMPLOYER FILE ORDER CHECKLIST
FOR
OJT ("ON-THE-JOB TRAINING") FOLDERS

EMPLOYER NAME: _____

LEFT (Top To Bottom)

1. _____ Individual Enrollee Record / Contract Invoice Record

RIGHT (Top to Bottom)

1. _____ Record of Previous EBT/OJT Training Contacts (if applicable)
2. _____ OJT/Customized Modified Training Contract (if applicable)
3. _____ OJT / Customized Training Contract
4. _____ Pre-Award Review
5. _____ Training Outline
6. _____ O*NET Online Occupational Summary Report
7. _____ Job Description(from Employer)
8. _____ Worker's Compensation Certification
9. _____ EA11 - Employer Account File Status Inquiry Sheet
10. _____ EPLS (Excluded Parties List System Sheet) – Debarment & Suspension

Region 3 & 4 Career Solutions Centers

1305 Diesi Street	706 E. Vermilion Street	807 Barrow St.
Opelousas, LA 70570	Lafayette, LA 70501	Houma, LA 70360

Pre-Award Review

Employer:	
Address:	
Phone:	
FAX:	
Employer Representative/ Contact Person:	
Title:	
Email:	

1. Has Employer complied with the following applicable business licensing, taxation and insurance requirements: ☐ yes ☐ no

a. Federal I. D. #:		
U. I. #:		
U. I. Current: (EA11 Attached)	☐ yes ☐ no	

b. Type of Business:	☐ Private for Profit	☐ Private Non-Profit
	☐ Minority-Owned	☐ Public
	☐ Female-Owned	

c. Does the Employer have a current, unexpired Worker's Comp. policy? (Certificate of Insurance Attached) If not, explain:	☐ yes ☐ no
Company:	
Expiration Date:	
Policy Number:	

Benefits: (List) e.g. Health Insurance, Vacation	

2. (a) How long has the Employer been established in the Parish area?	
(b) Is the business new or expanding into the area from another area?	☐ yes ☐ no

(c) Has the business operated under another name or is the company or business part of another company or corporation?	☐ yes ☐ no
List other names previously used by the business:	
(d) Has employer had a previous OJT contract in the last two years? If Yes, attach Record of Previous OJT Contract	☐ yes ☐ no
(e) Does employer exhibit a pattern of failure?	☐ yes ☐ no

3. (a) Position(s) under consideration for OJT Training:	
(b) Has the employer experienced any labor disputes, lay-offs, or hiring freezes during the past twelve months in the position(s) under consideration for contracting?	☐ yes ☐ no
If Yes, list the occupation(s) affected:	
If Yes, have all affected employees been called back to work?	☐ yes ☐ no

4. List the minimum qualifications for this position (if applicable):

5. Does the employer have on-hand the necessary equipment, materials and supervisory staff to perform the training of a participant in the position(s) under consideration for contracting?	☐ yes ☐ no
Identify:	

6. Is there a written Job Description?	☐ yes ☐ no
(If Yes, obtain and attach a copy; otherwise, have the employer provide a written breakdown of the job duties/tasks to be performed by the trainee.)	

7. Total Workforce:		Total in Occupation:	

8. Total occupational turnover during the past 12 months:	
Reason(s) for turnover:	
Industry related hiring activities, aging of skilled workers, nature of work	

9. Is the wage based on commission? (If Yes, explain separately)	☐ yes ☐ no

10. Is the employment temporary or seasonal? (If Yes, discuss with Supervisor)	☐ yes ☐ no

11. (a) Is the training for a professional position which requires a license or certification	☐ yes ☐ no
Type of certification/license:	

(b) Will employer assist participant to obtain the required license/certification?	☐ yes ☐ no

12. Is this position covered under the Building Trades or requires Union concurrence?	☐ yes ☐ no

13. Has employer had any safety, wage and hour or child labor violations during the past twelve (12) months?	☐ yes ☐ no

14. (a) Does employer assure that the proposed OJT trainee's wages are comparable to the entry level wage rate of similar positions with the company?	☐ yes ☐ no
Hourly Wage	$
Or if Salary, Hourly Equivalent	$

Is the company/position subject to overtime requirements?	☐ yes ☐ no

What is the company's payroll schedule?	Biweekly
When does the pay period end and begin?	
Time records kept by:	Computerized time record

14. (b) Are wages, fringe benefits and working conditions comparable with like industries in the area?	☐ yes ☐ no

14. (c) Does the position offer the potential for advancement within the company?	☐ yes ☐ no
List position(s) open to advancement from this one:	

15. If employer refers applicants to agency, complete the following:

(a) Does participant have a prior related experience or education?	☐ yes ☐ no

(b) Is trainee related to employer or immediate supervisor?	☐ yes ☐ no
Name of relative:	
Relationship:	
Nepotism:	

16. Has employer (or company) received a combined total of $25,000.00 or more in Federal assistance funds (federal grants, contracts, loans, etc.) during the current fiscal year?	☐ yes ☐ no
Note: If applicable, remember to get statement pertaining to debarment and suspension completed and signed by employer.	

17. Will employer assure its compliance with equal opportunity requirements in terms of non-discrimination on the basis of race, color, sex, age, religion, national origin or disability?	☐ yes ☐ no

18. Is employer in compliance with the Americans With Disabilities Act of 1990 in terms of program/facility accessibility? (handicapped accessible)	☐ yes ☐ no
If No, is employer willing to make reasonable accommodations by effective alternative methods to achieve compliance if such accommodations do not create an undue financial burden?	☐ yes ☐ no

19. (a) Who will be the authorizing signatory party on the OJT contract?
Owner/Officer Name:
Owner/Officer Title:
(b) Who will be authorized to sign the contract by the Owner/Officer?
Authorized Name:
Authorized Title:
(c) Who will be authorized to sign the invoices?
Authorized Name:
Authorized Title:

Region 3 & 4 Career Solutions Centers

1305 Diesi Street	706 E. Vermilion Street	807 Barrow St.
Opelousas, LA 70570	Lafayette, LA 70501	Houma, LA 70360

Training Outline (LWIA #)

Task	Estimated Training Time	(Days, Hours or Weeks)

Describe the level of supervision to be provided and identify who will be responsible for supervising the OJT participant:

☐ Hands-on	☐ Observation	☐ Lecture
☐ Independent	☐ Assigned	☐ Other

Name of Training Supervisor:	
Title of Supervisor:	

Signature of Employer	Date	Signature of WIA Representative	Date
Typed Name		Typed Name	

Region 3 & 4 Business and Career Solutions Centers

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OJT/CUSTOMIZED TRAINING CONTRACT

Funding Source:	☐ NEG	☐ Adult	☐ Dislocated Worker	☐ Youth

	Mail Invoice to:
For Prompt Invoice Processing	**Michael Pritchard**
Submit Invoice Within ten (10)	**Lafayette Business and Career Solutions Center**
Days after Billing Period Ends	**706 E. Vermilion, Lafayette, LA 70501**
	Telephone: 337-262-5522

****

Name of Employer					
Employer Contact Person(s)					
Physical Address					
Mailing Address					
City		State		Zip Code	

Telephone Number		FAX Number	

Email Address	

Total Cost of Contract	Customized		Fringe Benefits	☐yes ☐ no
	OJT			
Contract is for a	☐ New Employee		☐ Skill Upgrade of Existing Employee	
Authorized to Sign Invoices				
Payroll Schedule	Biweekly			
Has the above Employer had a previous OJT Contract within the past two (2) years? If answer is Yes attach "Record of Previous OJT Contract" detailing past performance				☐yes ☐ no
IRS Number		U. I. Number		W. C. Number
Carrier		Date of Policy Expiration		

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EMPLOYEE/TRAINEE'S OCCUPATIONAL INFORMATION

Participant's Name		Social Security Number	
Occupation		O*Net Code	

SVP Level and Length of Training	
Reimbursement Rate for OJT/ Customized Training	

Starting Wage/Salary		Schedule of Wage/Salary Increase	
Average Hours Assigned Weekly		Total Contract Hours/Periods	

TRAINING PLAN

DESCRIPTION	HOURS

See attached Customized/OJT Training Plan.

OJT/Customized Contract Terms and Conditions

The Parties hereto certify that:

1. This writing embodies the complete agreement between the parties and supersedes any oral or written agreements between the parties relating and matters herein.

2. Employer has not previously exhibited a pattern of failing to provide participants with continued long term employment as regular employees with wages and employment benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

3. No funds under this contract shall be used or proposed for use to encourage or induce the relocation of an establishment or parts thereof that results in a loss of employment for any employee of such establishment at the original location. Nor for any establishment or parts thereof, that has relocated, until 120 days after the date on which such establishment commences operation at the new location, if the relocation will result in the loss of employment for any employees of such establishment at the original location.

4. Payments made to the OJT/Customized employer shall not exceed 50% of customized training costs and not average more than 50% of wages paid to Title I-B participant(s) for the total contract hours.

5. All participants employed in programs and activities under this contract shall be paid wages which shall not be less than the highest of (1) the minimum wage under section 6(a)(1) of the Fair Labor Standards Act of 1938, (2) the minimum wage under applicable State or local minimum wage law, or (3) the prevailing rates of pay for individuals employed in similar occupations by the same employer.

6. All participants employed in programs and activities under this contract shall be provided benefits and working conditions at the same level and same extent as other employees working a similar length of time and doing the same type of work.

7. Health and safety standards established under State and Federal law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants.

8. This Contract shall not impair any existing contract for services or existing collective bargaining agreement. Nor funds under this contract shall be used to assist, promote, or deter union organizing.

9. This Contract shall not be entered into or job opening filled when (1) any other individual is on layoff from the same or any substantially equivalent job, or (2) when the employer has terminated or displaced current workers including partial displacement such as, a reduction in the hours of non-overtime work, wages or employment benefits of any regular employee with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized with funds under this contract.

10. Employer shall not create any jobs in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.

11. A grievance procedure will be maintained and all participants will be made aware of same.

12. As a condition to the award of financial assistance from the Department of Labor of Workforce Investment Act (WIA) – Title I and/or Wagner Peyser funds, the grand applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Workforce Investment Act of

1998 (WIA), as amended, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CRF Part 37. The United States has the right to seek judicial enforcement of this assurance. Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the State of Louisiana, its recipients and/or sub recipients. This Assurance may also be incorporated by reference in such grants, cooperative agreements, contracts or other arrangements.

13. Employer shall not discriminate against any individual participating in a funded program or activity solely because of their status as participants.

14. Participants shall not be employed on the construction, operation or maintenance of any facility as is used or to be used for sectarian instruction or as a place for religious worship.

15. Employer shall grant access to participant records and shall maintain participant records for review.

16. The length of the training contract shall be limited to the number of training and/or hours justified in an Individual Service Strategy (ISS) or Individual Employment Plan (IEP) or LAVOS plan and negotiation with the Employer. Prior work experience/related educational experience shall be grounds for reducing the number of training hours contracted. This determination shall be made on an individual basis.

17. All participant(s) in OJT must meet selection requirements as determined by the Workforce Development staff.

18. The Contract shall include a job description and training plan.

19. No participant shall be hired or upgraded from previous position prior to the effective date of the contract.

20. Participants shall be trained by qualified instructors, supervisors and personnel; and will have access to all required equipment/machinery needed to perform their job.

21. The Employer hereby warrants that it will take steps to safeguard against misuse of funds and fraudulent activities by itself and its employees. Furthermore, the Employer understands and agrees that any misuse of funds and/or fraudulent activities shall be grounds for cancellation, complete reimbursement of misused funds, and/or legal action by the Grant Recipient or Administrative Entity if deemed necessary.

22. Employer shall comply with applicable business licensing, taxation and insurance requirements, including Workers Compensation.

23. Employer will hold harmless the Local Workforce Investment Area (LWIA) and the Administrative Entity's officers, employees, agents, contractors and their representatives from and for any and all claims, suits, or damages, resulting from or caused by any act or omission on the part of the Contractor or its agents, subcontractors, or representatives.

24. The continuation of this contract into a new fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract. If the LWIA, after a diligent and good faith effort, fails to appropriate sufficient monies to provide for payments under the contract, the obligation to make payment under the contract shall terminate on the last day of the fiscal year for which funds were appropriated.

25. Notwithstanding anything to the contrary in the Agreement, the parties agree that the maximum amount payable under the Agreement shall be that which is the amount budgeted by the LWIA for said project. In the event the total amount of the contract is increased by reason of additional quantities or any other reason, so as

to exceed the amount budgeted, the parties agree that the LWIA shall not be liable for the amount of such increase until and unless said budget is amended to allow for such an increased amount.

26. The Employer agrees to retain a trainee who completes the stipulated OJT training hours at the same or a higher wage level and occupational position, and for an average of no less than thirty-two (32) hours per week as specified in the original OJT contract or modification.

27. No Employer may hire an OJT participant when that participant is an immediate family member of the owner, principals of the company or direct supervisor; no person shall be allowed to participate in an OJT activity if a family member of his/her immediate family is engaged in a direct supervisory capacity over the participant.

28. No contract shall be entered into with an Employer who has been debarred, suspended or declared ineligible to participate in WIA or other Federally-funded programs.

29. A trainee can be terminated by the Employer for just cause after attempts have been made by the Employer and/or counselor to correct unsatisfactory performance or behavior; such termination shall be immediately reported by the Employer to the LWIA office.

30. The Employer agrees to allow access to the training site for monitoring or a WIA approved suitable alternative site when access to the actual worksite is cost prohibitive or dangerous to the health and safety of the WIA staff person.

31. The Employer hereby attests that the training is being provided by an employee of the company and/or a person hired by or contracted by the employer to provide training to the participant(s) hired under this contract.

32. Employers who have participants employed at a site owned by another company must have all parties agree in writing to the arrangement. (Attach an original copy of Employer/Training Sight Agreement to this contract.)

33. Contracts that involve more than two parties which provide training to a participant must have all parties sign the contract. Utilization of a three party contract form will be required. (Attach an original copy of the Three Party Signatory Page to this contract.)

Region 3 & 4 Business and Career Solutions Centers

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OJT CONTRACT/SIGNATORY SHEET

As the duly authorized representative of this company, I hereby commit said employer to all Terms and Conditions of this training agreement.

The Employer agrees to operate this Program in accordance with all applicable Federal, State and Local Rules and Regulations pursuant to the Workforce Investment Act (WIA), Social Security Act, as amended General Assurances, as well as the OJT/Customized Terms and Conditions set forth in this agreement. Employer further agrees that he/she has read this contract and will abide by all Terms and Conditions specified herein.

		Christina M. Johnstone	
Name of Employer		LWIA Authorized Agent	
Signature		Signature	
		Local Area Coordinator	
Typed Name	Date	Title	Date
Title			

Effective Date of Contract

EMPLOYER CERTIFICATION

I , certify that I am the of that is the of said Company; that this contract was duly signed for and in behalf of said Employer by authority of its governing body and is within the scope of its powers.

Officer's Signature

If the Employer is an individual owner, the signature must be witnessed by one individual.

Date

Signature

LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
LWIA #41

PARTICIPANT FILE ORDER CHECKLIST
FOR
OJT ("ON-THE-JOB TRAINING") FOLDERS

EMPLOYER NAME: _____

PARTICIPANT NAME: _____

LEFT (Top To Bottom)

1. _____ Training Evaluation - OJT/EBT Review
2. _____ DPR (Direct Payment Requisition) - LCG
3. _____ OJT Program Invoices
4. _____ Time & Attendance Records
5. _____ Payroll Records

MIDDLE (Top to Bottom)

1. _____ LAVOS Activities Sheet (printed out) with most current on top
2. _____ LAVOS Intensive/ Training Application (Printed/Signed)
3. _____ Signed – Hand Written Membership Application / Enrollment Form – (if applicable)
4. _____ Support Documents for LAVOS Verifications
5. _____ Wage Records
6. _____ UI Benefit History (if applicable)
7. _____ DHHR Form / D.C.F.S. Client Information

RIGHT (Top to Bottom)

1. _____ Copy of Plan/IEP (Signed) - (Lists Participant's Goals and Objectives)
2. _____ WorkKeys Test Scores (if applicable)
3. _____ O*NET Online Occupational Summary Report
4. _____ Job Description (from Employer)
5. _____ Grievance Form/Discrimination Complaint Procedures Form
6. _____ Orientation Checklist (Grievance Procedures, Release Scores, Release of Information)

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Member Orientation for Employer Based Training

Check each item as it is completed.

___ 1. Name of Program:
Business and Career Solutions Centers for LWIA's 41, 40 and 31 Workforce Investment Boards.

___ 2. Purpose of WIA:
To establish programs to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills and decreased welfare dependency, thereby improving the quality of the work force and enhancing the productivity and competitiveness of the Nation. In addition, WIA assists dislocated workers and displaced homemakers to obtain training and/or retraining.

___ 3. Grievance and complaint procedures issued and explained.
Certification: This is to certify that my rights and responsibilities as a participant under the Workforce Investment Act have been explained to me. I understand and have been given a copy of the Grievance and Hearing Procedures and the Discrimination Complaint Procedures. I also understand that if I have questions regarding either process, I may contact the appropriate EO Officer. Carlos Harvin 337 706-1217 or TTY 711

___ 4. Authorization for Release of Assessment Scores for Training/WIA Activities
Certification: I hereby authorize the appropriate Business and Career Solutions Center to release to an intent-to-hire employer, information regarding my assessment scores. This authorization shall remain in effect for that period of time during which I am enrolled or participate in the activities of the WIA Program.

___ 5. Authorization for Release of Information for Verification of Employment Status
Certification: I understand that as a condition of my participation in the Training/WIA Program, that institutions may, from time to time, be required to verify my employment status. I hereby authorize the appropriate Business and Career Solutions Center to obtain, any and all past and present employers to release, information requested regarding my employment status. This authorization shall remain in effect for that period of time during which the Business and Career Solutions Center may be required to verify my employment status.

___ 6. Relationship to supervisor or instructor.

___ 7. Relationship to the Business and Career Solutions Teams.

___ 8. Wages and/or training costs.

___ 9. Time and attendance records and payroll records.

___ 10. Observance of safety rules.

___ 11. Reporting an injury.

___ 12. Rules concerning hours for training and/or work. Notification of absence.

___ 13. Termination from WIA (who terminates and under what condition).

___ 14. Political Activities.

___ 15. Follow-up.

Modified 3/11/2010

Member Commitment

I understand that the training plan has been mutually derived with a Business and Career Solutions Staff Member and I certify that I am capable of successfully completing this training activity. I understand that the determination to place me in this training was based on information I provided to WIA. Any conflicting information discovered hereafter that affects my employability relating to the requirements of the program will result in my being responsible to repay the full amount of costs associated with the training to the appropriate Business and Career Solutions Center. I also understand that funding for all training activities is provided contingent upon receipt of funding. I further agree that I will, upon successful completion of training, be willing to accept employment in the field of training, or if unable to do so, in a related field. I agree to keep the Business and Career Solutions Staff informed of my work status and/or change of address. Failure to do so could affect any future program benefits.

Member Signature	Date	Business and Career Solutions Staff Signature	Date

WIA Training Enrollment Form Signatures:

Member Certification Statement:

I certify that the information on this application is accurate to the best of my knowledge. I understand that my willful misstatement of the facts may cause my forfeiture of rights in the WIA, H1B, Pathways to Construction Programs, or any named Program and may result in criminal action. I give my permission for outside sources to be contacted and for them to disclose any information necessary to verify my eligibility for these programs. I further understand and agree that my social security number and other information on this application will be provided to other government agencies if required by law.

Consent to Release:

I, _____, give the Louisiana Workforce Commission(LWC) permission to gather and share information (Oral and Written) on me relating to the design, delivery and receipt of vocational services. I understand that my records are Protected under confidentiality laws and information about my family or me cannot be disclosed without my written consent. I authorize employees and representatives of the Louisiana Workforce Commission(LWC) to gain access to any and all confidential files about myself and/or family which may be in the possession of the Louisiana Department of Social Services (LDSS) or any other related party, including the agency which referred me to the Louisiana Workforce Commission(LWC). I also make the same consent for exchange of information with any training institute I am enrolled in through the Louisiana Workforce Commission(LWC), and my employer. This consent will include information placed in my records after the date signed below.

This consent will remain in effect for the period of my participation with the Louisiana Workforce Commission(LWC). Consent may be terminated at any time upon receipt of a written notice of termination from the Career Solutions Program.

Signature for Confirmation:

I understand that the information obtained, gathered, discussed and shared is to assist me with attaining my vocational goals. I further understand that such actions are part of the development, design and delivery of vocational services as a participant of the Louisiana Workforce Commission WIA Program. I hereby certify that I understand this Consent and that I have signed it of my own free will.

Member Signature	Date	Parent/Guardian's Signature	Date

Business and Career Solutions Staff Signature	Date

Modified 3/11/2010

LOUISIANA WORKFORCE COMMISSION

1001 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

www.laworks.net

Bobby Jindal, Governor
Tim Barfield, Executive Director

Lafayette Business and Career Solutions Center

WORKFORCE DEVELOPMENT ENROLLMENT FORM - THIS WILL REGISTER YOU IN THE LOUISIANA WORKFORCE COMMISSION'S VIRTUAL ONE STOP SYSTEM. YOU MAY SEARCH JOBS, POST YOUR RESUME FOR EMPLOYERS TO REVIEW, EXPLORE CAREER OPTIONS, MATCH YOUR SKILLS AND INTERESTS TO CAREERS AND ACCESS RELEVANT WORKFORCE INFORMATION IN YOUR AREA. ALL INFORMATION IS CONFIDENTIAL.

PROGRAM:

☐ **WIA Adult/Dislocated Worker** ☐ **ARRA Adult/Dislocated Worker**

USER ID (3-20 CHARACTERS): _____ **PASSWORD** (8-16 CHARACTERS): _____

YOU WILL NEED YOUR USER ID AND PASSWORD FOR ALL FUTURE ACTIVITIES IN THIS SYSTEM. (THE PASSWORD MUST BE A MINIMUM OF 8 CHARACTERS WITH 1 UPPER CASE LETTER AND 1 NUMBER.)

PERSONAL INFORMATION: *THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL REPORTING AND IS KEPT STRICTLY CONFIDENTIAL. IF YOU WOULD LIKE ADDITIONAL INFORMATION YOU CAN REVIEW OUR PRIVACY STATEMENT AT WWW.LAWORKS.NET*

SOCIAL SECURITY#: _____

NAME: _____

LAST NAME (including suffix e.g. Jr, Sr, etc.) FIRST NAME MIDDLE INITIAL

_____

STREET CITY STATE ZIP CODE

PRIMARY PHONE #.: (_____)_____ **TYPE:** ☐ HOME ☐ CELL ☐ WORK ☐ RELATIVE ☐ OTHER

ALTERNATE PHONE #: (_____)_____ **TYPE:** ☐ HOME ☐ CELL ☐ WORK ☐ RELATIVE ☐ OTHER

EMAIL ADDRESS: _____

ALTERNATE CONTACT:

_____ (_____) _____

CONTACT NAME PHONE NUMBER RELATIONSHIP

DATE OF BIRTH (EX. MM/DD/YY): _____ AGE: _____ **GENDER:** ☐ MALE ☐ FEMALE

YOUR HIGHEST EDUCATIONAL LEVEL ACHIEVED:

☐ DOCTORATE OR MASTERS DEGREE OR EQUIVALENT
☐ ASSOCIATES DEGREE OR EQUIVALENT
☐ SOME COLLEGE, TECHNICAL OR VOCATIONAL SCHOOL
☐ HIGH SCHOOL DIPLOMA
☐ BACHELOR'S DEGREE OR EQUIVALENT
☐ VOCATIONAL SCHOOL CERTIFICATE OR EQUIVALENT
☐ GENERAL EQUIVALENCY DEGREE (GED)
☐ LESS THAN HIGH SCHOOL _____
(HIGHEST GRADE LEVEL COMPLETED)

ARE YOU ATTENDING SCHOOL?

☐ NO, NOT ATTENDING ANY SCHOOL
☐ YES, ATTENDING AN ALTERNATIVE HIGH SCHOOL
☐ YES, ATTENDING HIGH SCHOOL
☐ YES, ATTENDING COLLEGE, TECHNICAL/VOCATIONAL SCHOOL

DO YOU HAVE A SUBSTANTIAL DISABILITY (OPTIONAL)? ☐ YES ☐ NO ☐ NOT SPECIFIED

HAVE YOU REGISTERED FOR SELECTIVE SERVICE?
☐ NOT APPLICABLE (FEMALE OR MALE BORN BEFORE JANUARY 1,1960)
☐ YES ☐ NO ☐ EXEMPT FROM REGISTRATION

ARE YOU A VETERAN? ☐ YES *(COMPLETE VETERANS ONLY SECTION)* ☐ NO

********** **VETERANS ONLY** **********

ARE YOU WITHIN 24 MONTHS OF RETIREMENT OR 12 MONTHS OF DISCHARGE FROM THE MILITARY (TRANSITIONING SERVICE MEMBER)?
☐ YES ☐ NO

HAVE YOU BEEN DISCHARGED FROM THE MILITARY HAVING SERVED ON ACTIVE DUTY FOR 180 DAYS, OR RECEIVED A MLITARY CAMPAIGN BADGE (I.E. DESERT STORM), OR BEEN MEDICALLY RETIRED PRIOR TO COMPLETING 180 DAYS OF SERVICE? ☐ YES ☐ NO

ARE YOU THE SPOUSE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY OR DIED WHILE ON ACTIVE DUTY? ☐ YES ☐ NO

DATES OF SERVICE? (MM/DD/YY) FROM :_____ TO:_____

RECENTLY SEPARATED VETERAN (WITHIN 3 YEARS): ☐ YES ☐ NO
RECEIVED OR ELIGIBLE FOR A MILITARY CAMPAIGN BADGE: ☐ YES ☐ NO

BRANCH OF SERVICE:_____

TYPE OF DISCHARGE RECEIVED: ☐ HONORABLE ☐ UNDER HONORABLE CONDITIONS (GENERAL)
☐ UNDER OTHER THAN HONORABLE CONDITIONS ☐ BAD CONDUCT ☐ DISHONORABLE

DISABLED VETERAN: ☐ YES, DISABLED ☐ YES, SPECIAL DISABLED (GREATER THAN 30%) ☐ NO

DISABILITY PERCENTAGE:_____ HOMELESS VETERAN: ☐ YES ☐ NO

ARE YOU AUTHORIZED TO WORK IN THE U.S. (CITIZENSHIP): ☐ U.S. CITIZEN/NATURALIZED
☐ LAWFULLY ADMITTED ALIEN/REFUGEE ☐ PERMANENT RESIDENT ☐ NO

CURRENT EMPLOYMENT STATUS: ☐ EMPLOYED FULL-TIME ☐ EMPLOYED PART-TIME
☐ NOT WORKING ☐ NEVER WORKED

HAVE YOU RECEIVED A TERMINATION OR LAYOFF NOTICE FROM YOUR LAST JOB?
☐ YES ☐ NO

ARE YOU RECEIVING UNEMPLOYMENT INSURANCE? ☐ NOT APPLICABLE ☐ ELIGIBLE CLAIMANT
☐ EXHAUSTEE

HAVE YOU RECENTLY RELOCATED DUE TO A RECENT NATURAL DISASTER? (E.G. HURRICANE)_____

ETHNIC ORIGIN:
ARE YOU OF HISPANIC OR LATINO HERTIAGE? ☐ YES ☐ NO ☐ INFORMATION NOT PROVIDED

RACE – PLEASE CHECK ALL THAT APPLY:
☐ WHITE ☐ AFRICAN AMERICAN/BLACK ☐ INFORMATION NOT PROVIDED
☐ AMERICAN INDIAN/ALASKAN NATIVE ☐ ASIAN ☐ HAWAIIAN/OTHER PACIFIC ISLANDER ☐ OTHER

SECTION II (ONLY TO BE COMPLETED BY INDIVIDUALS ENROLLING IN INTENSIVE SERVICES OR TRAINING)
(ANSWERING THESE QUESTIONS DOES NOT AFFECT ELIGIBLITY FOR ANY PROGRAM BUT MAY HELP US PROVIDE ADDITIONAL ASSISTANCE/SERVICES)

BARRIERS TO EMPLOYMENT:

IS ENGLISH YOUR SECOND LANGUAGE? ☐ YES ☐ NO
ARE YOU A SINGLE PARENT? ☐ YES ☐ NO
ARE YOU HOMELESS? ☐ YES ☐ NO
ARE YOU AN OFFENDER? ☐ YES ☐ NO

PUBLIC ASSISTANCE:

ARE YOU RECEIVING TANF? ☐ YES ☐ NO
ARE YOU A HOUSEHOLD RECEIVING FOOD STAMPS? ☐ YES ☐ NO
ARE YOU RECEIVING SUPPLEMENTAL SECURITY INCOME? ☐ YES ☐ NO
ARE YOU RECEIVING, OR BEEN NOTIFIED YOU WILL BE RECEIVING ANY PELL GRANTS? ☐ YES ☐ NO

INCOME INFORMATION:

DUE TO THE INDIVIDUAL'S DISABILITY DO THEY QUALIFY AS A FAMILY OF 1? ☐ YES ☐ NO
WHAT IS YOUR FAMILY SIZE? (INCLUDE ONLY THOSES MEMBERS RESIDING IN THE SAME HOUSEHOLD)_____

WHAT IS YOUR ANNUALIZED FAMILY INCOME? (ENTER AS WHOLE DOLLAR VALUE (i.e. $99,999)_____
(GROSS INCOME BEFORE TAXES)

ADDITIONAL INFORMATION:

DO YOU HAVE A POOR WORK HISTORY (HAVE CHANGED JOBS 3 TIMES IN THE LAST YEAR)? ☐ YES ☐ NO
IS YOUR PAST WORK IN A DECLINING OCCUPATION OR INDUSTRY? ☐ YES ☐ NO
ARE YOU WITHOUT HEALTH CARE BENEFITS? ☐ YES ☐ NO
DO YOU LACK CHILDCARE? ☐ YES ☐ NO
IF WORKING, DOES YOUR JOB LACK OPPORTUNITY TO ADVANCE OR HAVE A WAGE GAIN? ☐ YES ☐ NO

SECTION III – (ONLY TO BE COMPLETED BY INDIVIDUALS WHO HAVE RECEIVED A TERMINATION OR LAYOFF NOTICE FROM THEIR LAST JOB OR CURRENT JOB IF STILL EMPLOYED):

WHAT IS YOUR CURRENT OR MOST RECENT RATE OF PAY: $_____

REASON FOR LAYOFF:

☐ **CATEGORY1** - TERMINATED OR LAID OFF, OR HAS RECEIVED NOTICE OF TERMINATION OR LAYOFF, AND IS ELIGIBLE FOR OR HAS EXHAUSTED ENTITLEMENTS TO UC AND IS UNLIKELY TO RETURN TO PREVIOUS INDUSTRY OR OCCUPATION.

☐ **CATEGORY 2** - TERMINATED OR LAID OFF, OR HAS RECEIVED NOTICE OF TERMINATION OR LAYOFF, AND HAS BEEN EMPLOYED FOR SUFFICIENT DURATION (A MINIMUM OF SIX WEEKS) TO DEMONSTRATE WORKFORCE ATTACHMENT, BUT IS NOT ELIGIBLE FOR UC DUE TO INSUFFICIENT EARNINGS OR EMPLOYER NOT BEING COVERED UNDER STATE COMPENSATION LAW AND IS UNLIKELY TO RETURN TO PREVIOUS INDUSTRY OR OCCUPATION.

☐ **CATEGORY 3** - TERMINATED OR LAID OFF, OR HAS RECEIVED NOTICE OF TERMINATION OR LAYOFF, FROM EMPLOYMENT AS A RESULT OF PERMANENT CLOSURE OF, OR SUBSTANTIAL LAYOFF AT A PLANT, FACILITY OR ENTERPRISE. THE PROJECTED DATE OR ACTUAL DATE OF LAYOFF IS REQUIRED IN THE SPACE PROVIDED.

☐ **CATEGORY 4** – EMPLOYER HAS MADE A GENERAL ANNOUNCEMENT THAT A FACILITY WILL CLOSE. PLEASE SPECIFY THE PROJECTED OR ACTUAL DATE OF CLOSURE IN THE SPACE PROVIDED

☐ **CATEGORY 5** - PREVIOUSLY SELF-EMPLOYED (INCLUDING FARMERS, RANCHERS AND FISHERMAN) BUT IS UNEMPLOYED DUE TO GENERAL ECONOMIC CONDITIONS IN THE COMMUNITY OR RESIDENCE OR BECAUSE OF NATURAL DISASTER

PROJECTED DATE OF LAYOFF: _____

NAME OF DISLOCATION EMPLOYER OR IF STILL EMPLOYED CURRENT JOB: _____

EMPLOYER ADDRESS:_____
STREET CITY STATE ZIP CODE

DISLOCATION WAGE:_____

WHAT IS YOUR ACTUAL LAYOFF DATE? (IF DATE IS IN THE FUTURE, LEAVE BLANK): _____

PRINT APPLICANT NAME: _____

SECTION IV: ***(To be completed by local business and career solution's staff only)***

APPLICATION DATE: _____ **DATE OF ELIGIBILTY CERTIFICATION:** _____

LWIA # _____ **OFFICE LOCATION OF RESPONSIBILTY:** _____

STAFF NAME: _____

WORKFORCE DEVELOPMENT ENROLLMENT FORM SIGNATURES

APPLICANT CERTIFICATION STATEMENT:

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY WILLFUL MISSTATEMENT OF THE FACTS MAY CAUSE MY FORFEITURE OF RIGHTS IN THE WIA/NEG/ARRA, OR ANY NAMED PROGRAM AND MAY RESULT IN CRIMINAL ACTION. I GIVE MY PERMISSION FOR OUTSIDE SOURCES TO BE CONTACTED AND FOR THEM TO DISCLOSE ANY INFORMATION NECESSARY TO VERIFY MY ELIGIBILITY FOR THESE PROGRAMS. I FURTHER UNDERSTAND AND AGREE THAT MY SOCIAL SECURITY NUMBER AND OTHER INFORMATION ON THIS APPLICATION WILL BE PROVIDED TO OTHER GOVERNMENT AGENCIES IF REQUIRED BY LAW.

_____
APPLICANT'S SIGNATURE DATE

_____
PARENT/GUARDIAN'S SIGNATURE DATE

_____
STAFF SIGNATURE DATE

_____
LWIA AND OFFICE

CONSENT TO RELEASE:

I _____ GIVE THE LOUISIANA WORKFORCE COMMISSION (LWC) PERMISSION TO GATHER AND SHARE INFORMATION (ORAL AND WRITTEN) PERTAINING TO ME, REALTIVE TO THE DESIGN, DELIVERY AND RECEIPT OF VOCATIONAL SERVICES. I UNDERSTAND THAT MY RECORDS ARE PROTECTED UNDER CONFIDENTIALITY LAWS AND INFORMATION ABOUT MY FAMILY OR ME CANNOT BE DISCLOSED WITHOUT MY WRITTEN CONSENT. I AUTHORIZE EMPLOYEES AND REPRESENTATIVES OF THE LWC TO GAIN ACCESS TO ANY AND ALL CONFIDENTIAL FILES ABOUT MYSELF AND/OR FAMILY WHICH MAY BE IN THE POSSESSION OF THE LOUISIANA DEPARTMENT OF SOCIAL SERVICES (LDSS) OR ANY OTHER RELATED PARTY, INCLUDING THE AGENCY WHICH REFERRED ME TO THE LWC ALSO MAKE THE SAME CONSENT FOR EXCHANGE OF INFORMATION WITH ANY TRAINING INSTITUTE I AM ENROLLED IN THROUGH THE LWC, AND MY EMPLOYER. THIS CONSENT WILL INCLUDE INFORMATION PLACED IN MY RECORDS AFTER THE DATE SIGNED BELOW.

THIS CONSENT WILL REMAIN IN EFFECT FOR THE PERIOD OF MY PARTICIPATION WITH THE LWC. CONSENT MAY BE TERMINATED AT ANY TIME UPON RECEIPT OF A WRITTEN NOTICE OF TERMINATION FROM THE WORKFORCE DEVELOPMENT PROGRAM.

SIGNATURE FOR CONFIRMATION:

I UNDERSTAND THAT THE INFORMATION OBTAINED, GATHERED, DISCUSSED, AND SHARED IS TO ASSIST ME WITH ATTAINING MY VOCATIONAL GOALS. I FURTHER UNDERSTAND THAT SUCH ACTIONS ARE PART OF THE DEVELOPMENT, DESIGN, AND DELIVERY OF VOCATIONAL SERVICES AS A PARTICIPATION OF THE LWC WORKFORCE DEVELOPMENT PROGRAM. I HEREBY CERTIFY THAT I UNDERSTAND THIS CONSENT AND THAT I HAVE SIGNED IT OF MY OWN FREE WILL.

_____
APPLICANT'S SIGNATURE DATE

_____
PARENT/GUARDIAN'S SIGNATURE DATE

_____
STAFF SIGNATURE DATE

NAME: _____

WORK HISTORY ATTACHMENT FORM

LIST YOUR EMPLOYERS, STARTING WITH THE MOST RECENT

Employer Name: _____ Job Title: _____

Address: _____ Phone#: _____

Start Date: _____ End Date: _____ Hours per week: _____ Hourly Wage: $ _____

Salary: $_____ Based upon: ◯ Hourly ◯ Weekly ◯ Bi-Weekly ◯ Monthly ◯ Yearly

Job Duties: _____

_____

What was your reason for leaving? ◯ Quit ◯ Laid Off ◯ Medical ◯ Fired ◯ Other _____

- -

Employer Name: _____ Job Title: _____

Address: _____ Phone#: _____

Start Date: _____ End Date: _____ Hours per week: _____ Hourly Wage: $ _____

Salary: $_____ Based upon: ◯ Hourly ◯ Weekly ◯ Bi-Weekly ◯ Monthly ◯ Yearly

Job Duties: _____

_____

What was your reason for leaving? ◯ Quit ◯ Laid Off ◯ Medical ◯ Fired ◯ Other _____

- -

Employer Name: _____ Job Title: _____

Address: _____ Phone#: _____

Start Date: _____ End Date: _____ Hours per week: _____ Hourly Wage: $ _____

Salary: $_____ Based upon: ◯ Hourly ◯ Weekly ◯ Bi-Weekly ◯ Monthly ◯ Yearly

Job Duties: _____

_____

What was your reason for leaving? ◯ Quit ◯ Laid Off ◯ Medical ◯ Fired ◯ Other _____

Name: _____

ADDITIONAL CONTACT PERSONS
(Must List At Least One)

Name: _____

Address: _____

_____

Phone Number: (____) _____

Relationship: (Relative, Friend, Neighbor) _____

Name: _____

Address: _____

_____

Phone Number: (____) _____

Relationship: (Relative, Friend, Neighbor) _____

Name: _____

Address: _____

_____

Phone Number: (____) _____

Relationship: (Relative, Friend, Neighbor) _____

Certification

This is to certify that my rights and responsibilities as a participant under the Workforce Investment Act have been explained to me. I understand and have been given a copy of the Grievance and Hearing Procedures and the Discrimination Complaint Procedures. I also understand that if I have questions regarding either process, I may contact Carlos Harvin at (337) 706-1217 or email him at carlosh@lwia41.org

_____

Signature of Applicant

_____

Date

WELCOME TO THE
LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
WORKFORCE DEVELOPMENT PROGRAM

EQUAL OPPORTUNITY FOR ALL

It is against the law for recipients of federal financial assistance to discriminate on the basis of the following: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of any program financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any LWC program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted or who will have access to any LWC financially assisted program or activity,
- Providing opportunities in , or treating any person with regard to, such a program or activity, or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under LWC or WIA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

WIB Monitor and EO Coordinator
Carlos E. Harvin
Lafayette Workforce Investment Board
P.O. Box 4017-C, Lafayette, LA 70502
Office Address: 215 East Pinhook Road,
Lafayette, LA 70501
Phone: 337-706-1217
Email: Carlosh@Lwia41.org
Phone: (337) 706-1217
Email: Carlosh@Lwia41.org
TDD 711

Louisiana Equal Opportunity Officer
Evella L. Quiett
Compliance Programs Director
Louisiana Workforce Commission
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone: 225-342-3075
Fax: 225-342-7961
TDD: 1-800-259-5154

The Director of Civil Rights Center
US Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, DC 20210

If you elect to file your complaint with State EO Officer or with this office, you must wait until the recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with CRC)see above address).

If the State EO Officer or this office has not provided you with a written decision within 90 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within 120 days after the day on which you filed you complaint with the recipient.)

If the State EO Officer of this office does give you a Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of our complaint, you may file a complaint with CRC. Such complaint must be filed within 30 days of the date you received the Written Notice of Final Action.

"An Equal Opportunity Employer/Program"

"AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES"

(Revised 01/05/11)

Louisiana Workforce Commission

DISCRIMINATION COMPLAINT PROCEDURES

Nondiscrimination Provision: No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or, in connection with, any Louisiana Workforce Commission (LWC) or WIA-Title I funded program or activity.

Who May File:

Any person who believes that he or she, individually or as a member of a specific class of individuals, is being subjected to discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA may file a written complaint individually or through a representative.

Examples of who may file a complaint:

- Applicant for aid, benefits, services or training
- Eligible applicants
- Participants
- Employees
- Applicants for employment
- Service providers
- Eligible service providers

Where to File:

The complaint may be filed with either:

Louisiana Equal Opportunity Officer

Evella L. Quiett
Compliance Programs Director
Louisiana Workforce Commission
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone: 225-342-3075
Fax: 225-342-7961
TDD: 1-800-259-5154

OR, With
The local Equal Opportunity Coordinator or Complaint Manager
(Whose name is provided on the EO Poster)

OR, With:

The Director of the Civil Rights Center
US Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

When to File:

A complaint must be filed within 180 days of the alleged discrimination. Only the Director of the U.S. Department of Labor Civil Rights Center (CRC), for good cause shown, may extend the filing time. The complainant has the burden of proving to the Director of the Civil Rights Center that the time limit should be extended.

What Complaint Form to Use

The complainant files the complaint by completing and submitting LWC's Complaint Information Form (LWC-EOCD-CIF-01) which are on file at all LWC office complexes and all local WIA offices. The form may also be obtained from LWC at the address listed on the notice. However, failure to use the form does not nullify the complaint. The complaint, whether or not on the form, must provide the information contained in the below section and must be signed by complainant.

What to Include in the Complaint:

Each complaint must be filed in writing and must contain the following information:

1) The complainant's name and address (or another means of contacting the complainant).
2) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
3) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
    a) CRC or the recipient, as applicable, has jurisdiction over the complaint,
    b) The complaint was filed in time, and
    c) The complaint has apparent merit. In other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA or 29 CFR 37.
4) The complainant's signature, or the signature of the complainant's authorized representative.

Process for Handling Complaints:

For each complaint the EO Coordinator shall submit a copy of the complaint to the State EO Officer, Equal Opportunity and Compliance Division within ten (10) days of the filing of the complaint. The State EO Officer/Compliance Programs Director or EO Coordinator shall follow the steps below for processing the complaint.

1) Within 10 calendar days of the filing of the complaint, there shall be an initial written notice sent to the complainant that contains the following elements:
   - An acknowledgement that the recipient has received the complaint.
   - Notice that the complainant has the right to be represented in the complaint process.
   - Notice that the recipient will initially attempt to resolve the complaint through mediation, which is an alternative dispute resolution (ADR). The mediation process will be explained to the complainant in the initial letter.
   - In addition, notice of the complaint shall be disseminated to all parties on the specific charges.

   Note: If the complaint is filed with the EO Coordinator, then the EO Coordinator provides this initial written notice and forwards a copy to the State EO Officer. All complaints filed with Complaint Managers are forwarded immediately to the State EO Officer who issues the initial written notice.

2) Within twenty (20) calendar days of the filing of the complaint, the complainant must accept or reject the offer of mediation. If mediation is accepted, it is held within thirty (30) calendar days of the filing of the complaint.
   a) If an agreement is reached that is satisfactory to both parties, the complaint is resolved.
   b) A party to any agreement reached under ADR may file a complaint with the Director of the Civil Rights Center in the event the agreement is breached. In such circumstances, the following rules will apply:
      i. The non-breaching party may file a complaint with the Director of the Civil Rights Center within 30 days of the date on which the non-breaching party learns of the alleged breach.
      ii. The Director of the Civil Rights Center must evaluate the circumstances to determine whether the agreement has been breached. If it is determined that the agreement has been breached, the complainant may file a complaint with the Civil Rights Center based upon his/her original allegation(s), and the Director of the Civil Rights Center will waive the time deadline for filing such a complaint.
   c) If the parties do not reach an agreement under ADR, the complainant will be given a Notice of Final Action of the right to file a complaint with the Director of the Civil Rights Center within 30 days of receipt of such notice.

Note: If the complaint was filed with the EO Coordinator, the EOCD will conduct and handle the mediation. The State EO Officer will ensure compliance

with the timelines in this step and will provide notice to the appropriate parties of the agreement reached.

3) If mediation is not accepted, then within thirty (30) calendar days of the filing of the complaint, a written notice will be provided to the complainant, that includes the following information:

- A list of the issues raised in the complaint, and
- For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

Note: If the complaint was filed with the EO Coordinator and if the complainant rejects the offer of mediation, the EO Coordinator will comply with the timeline in this step. The State EO Officer will notify the EO Coordinator immediately upon being notified by the complainant that he/she rejects the offer of mediation. The Compliance Programs Specialist will receive assistance from the EO Coordinator in conducting the subsequent investigation. The State EO Officer/Compliance Programs Director will conduct the hearing.

4) Period for fact-finding or investigation of the circumstances underlying the complaint shall be completed within sixty (60) calendar days of the filing of the complaint. Within this period, a hearing will be conducted. The complainant and respondent shall be advised, in writing, of the established procedures, which include:

- An impartial decision maker shall render decisions.
- All parties have the right to representation.
- All parties have the right to present evidence.
- All parties specified in the complaint shall have the right to question others who present evidence.
- Decisions shall be rendered strictly on the recorded evidence.

The Compliance Programs Specialist will provide the report on the investigation to the State EO Officer, who conducts all hearings.

5) A written Notice of Final Action, provided to the complainant, shall be completed within 90 days of the date on which the complaint was filed and will contain the following information:

- For each issue raised in the complaint, a statement of either:
  - (a) The recipient's decision on the issue and an explanation of the reasons underlying the decision, or
  - (b) A description of the way the parties resolved the issue.

- Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is issued if he or she is dissatisfied with the recipient's final action on the complaint.

The Written Notice of Final Action will be issued by the State EO Officer.

Notice about Time Lines:

If the complainant chooses to file his/her complaint with the LWC or local WIA office, the complainant must wait until a Notice of Final Action is issued or until 90 days have passed, which ever is sooner, before filing with the CRC.

If the State EO Officer or the local office has not provided the complainant with a written decision within 90 days of the filing of the complaint, the complainant need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within 120 days after the day on which the complainant filed his/her complaint with the recipient.)

If the State EO Officer does give the complainant a Written Notice of Final Action on the complaint, but the complainant is dissatisfied with the recipient's resolution of the complaint, he/she may file a complaint with CRC. Such complaint must be filed within 30 days of the date the complainant received the Written Notice of Final Action.

No Jurisdiction Determination

When the State EO Officer or EO Coordinator determines that it does not have jurisdiction, it will immediately (not less than within 10 days of the filing of the complaint) send complainant a written notice of Lack of Jurisdiction to include:

- Reason for determination
- Notice of complainant's right to file complaint with CRC within 30 days of complainant's receipt of notice.

The EO Coordinator will forward a copy of this notice to the State EO Officer.

In cases of Joint Jurisdiction: When the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA and by a civil rights law enforced by Federal grant-making agency other than the United States Department of Labor, the complaint shall be referred to that grant-making agency for processing under that agency's procedures. The complainant shall be notified about the referral within ten (10) days of the filing of the complaint.

Examples of such Federal grant making agencies:

- Department of Health and Human Services (HHS)
- Department of Education (DOE)
- Department of Housing and Urban Development (HUD)
- Department of Agriculture (DOA)
- Department of Transportation (DOT)

However, where the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA but is not covered by a civil rights law enforced by the Federal grant making agency (*e.g.*, religion, political affiliation or belief, citizenship and/or participation in WIA Title I), the complaint shall be retained under CRC jurisdiction and processed under 29 CFR Part 37.

In Cases of Program Complaints: The recipient must distinguish between discrimination complaints and program complaints. Since the recipient does not have jurisdiction over program complaints and if recipient determines that the complaint is a program complaint, the recipient must notify the complainant within ten (10) days of the lack of jurisdiction. It is appropriate for the person with whom the complaint is being filed to counsel the complainant on the appropriate forum given the facts alleged.

Discrimination Complaint includes:

- An issue
- A prohibited basis
- Processed according to CRC Regulations at 29 CFR Part 37

Program Complaint includes:

- An issue
- No prohibited basis
- Processed accordant to ETA regulations (20 CFR Subpart F, Section 667.600 (a)(b))

Retaliation Prohibited: No person, organization, or agency may discharge or in any manner retaliate against any person because that person has filed a complaint, has testified or is about to testify in any proceeding or investigation, or has provided information or has assisted in an investigation.

Complaint Information Form

Louisiana Workforce Commission

1. Complainant Information:
State your name and address:

Your telephone number(s)

Home (____) _____
Area Code Number

Work (____) _____
Area Code Number

Social Security Number _____
(disclosure of Social Security Number is voluntary)

2. Respondent Information:
Provide name and address of agency involved

Telephone Number:

Home (____) _____
Area Code Number

3. What is the most convenient time and place for us to contact you about this complaint?

4. To your best recollection on what date(s) did the discrimination take place?

Date of first occurrence

Date of most recent occurrence

5. Have you ever attempted to resolve this complaint at the local level?

☐ No ☐ Yes

a. Have you ever been provided with a final decision at the local level regarding your complaint?

☐ No ☐ Yes

Date of Final Decision (if any)

b. Have 90 days elapsed since you filed or attempted to file your complaint at the local level?

☐ No ☐ Yes

Date you filed or attempted to file your complaint at the local level

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

7. To the best of your knowledge, which of the following LA Workforce Commission programs were involved? (Check one)*

- ☐ Workforce Investment Act (WIA)
- ☐ CSBG
- ☐ Voc Rehab
- ☐ Job Corps
- ☐ Youth
- ☐ Unemployment Insurance
- ☐ Apprenticeship
- ☐ Older Americans
- ☐ MSHA
- ☐ Dislocated Worker
- ☐ Other: Specify: _____
- ☐ MSFW
- ☐ H-2a
- ☐ OSHA
- ☐ Trade Act (TAA & TRA)

* At the local level, these programs may be known by a different name.

8. Basis of Complaint: Which of the following best describes why you believe you were discriminated against: (Check)

- ☐ Race: Specify: _____
- ☐ Color: Specify: _____
- ☐ Religion: Specify: _____
- ☐ National Origin: Specify: _____
- ☐ Sex: Specify: ☐ Male ☐ Female
- ☐ Age: Specify Date of Birth _____
- ☐ Disability _____
- ☐ Political Affiliation: Specify _____
- ☐ Citizenship: Specify _____
- ☐ Reprisal/Retaliation
- ☐ Other: Specify: _____

9. Do you think the discrimination against you involved: (Check one)

- ☐ Your job or seeking employment? Or
- ☐ Your using facilities or someone providing/not providing you with services or benefits?

If so, which of the following are involved?

- ☐ Hiring
- ☐ Transition
- ☐ Wages
- ☐ Job Classification
- ☐ Discharge/Termination
- ☐ Promotion
- ☐ Training
- ☐ Transfer
- ☐ Qualification/Testing
- ☐ Grievance Procedure
- ☐ Layoff/Furlough
- ☐ Recall (From Layoff-Furlough)
- ☐ Seniority
- ☐ Intimidation/Reprisal
- ☐ Harassment
- ☐ Access/Accommodation
- ☐ Union Activity
- ☐ Union Representation
- ☐ Application
- ☐ Enrollment
- ☐ Referral
- ☐ Exclusion
- ☐ Placement
- ☐ Benefits
- ☐ Performance Appraisal
- ☐ Discipline/Reprimand
- ☐ Other: Specify _____

For LWC use Only

CIF received by LWC ☐ Accepted ☐ Not Accepted ☐ Case Number: _____

By: _____ Date: _____

LWC-EOCD-CIF-01

Revised 07/08

10. Why do you believe these events occurred?

11. What other information do you think is relevant to our investigation?

12. If this complaint is resolved to your satisfaction, what remedies do you seek?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

Name	Address	Telephone Number

Signed (Complaint **NOT VALID** unless signed) Date

14. Do you have an attorney?

☐ Yes ☐ No

If yes, please provide name, address and phone:

15. Have you filed a case or complaint with any of the following?

☐ Civil Rights Center, U.S. Dept. of Labor
☐ Civil Rights Division, U.S. Dept. of Justice
☐ U.S. Equal Employment Opportunity Commission
☐ Federal or State Court
☐ Your State or local Human Relations/Rights Commission

16. For each item checked in #15 above, please provide the following information:

Agency:

Date Filed:

Case or Docket #:

Date of Trial or Hearing:

Location of agency or Court:

Name of Investigator:

Status of Case:

Comments:

- -

Agency:

Date Filed:

Case or Docket #:

Date of Trial or Hearing:

Location of agency or Court:

Name of Investigator:

Status of Case:

Comments:

LOUISIANA WORKFORCE COMMISSION
EQUAL OPPORTUNITY AND COMPLIANCE DIVISION (LWC)

NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION

There are two laws governing personal information submitted to the Louisiana Workforce Commission (LWC). The Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552), or "FOIA". This brief description will provide you with an understanding of these laws. Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

THE PRIVACY ACT protects individuals from misuse of personal information held by the Louisiana Workforce Commission. The law applies to records that are kept and that can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to LWC/EOCD in connection with a discrimination complaint should know the following:

- EOCD has been authorized by the Executive Director to investigate complaints of discrimination on the basis of race, color, national origin, religion, sex, disability and age in institutions that receive Federal Funds through the Louisiana Workforce Commission. EOCD is also authorized to conduct reviews of LWC funded recipients to assess their compliance with civil rights laws.
- Information that EOCD collects is analyzed by authorized personnel within EOCD. This information may include personnel or program participant records, and other personal information. EOCD staff may need to reveal certain information to persons outside of the agency in the course of verifying the facts or gathering new facts to develop a basis for making a civil rights determination. Such information could include, for example the physical condition or age of a complainant. EOCD may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to EOCD may also be revealed to persons outside of EOCD because it is necessary in order to complete enforcement proceedings against a program that EOCD finds to have violated civil rights laws or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. EOCD requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. EOCD will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to EOCD, and no action will be taken against a person who denies EOCD's request for personal information. However, if EOCD cannot obtain the information needed to fully investigate the allegations in the complaint, it may be necessary to close the case.
- Any person may ask for, and receive, copies of all personal materials EOCD keeps in his or her file for investigatory use.

As a policy, equal opportunity and compliance division does not reveal names and other identifying information about individuals, unless it is necessary to complete investigation or enforcement activities against a program which has violated the law. EOCD never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave EOCD written permission to do so.

The freedom of information act (FOIA) gives the public maximum access to Federal Government files and records. Persons can request, and receive, information from many types of records kept by the Government- not just materials that apply to them personally. The EOCD must honor most requests for information submitted under FOIA, but there are exceptions:

- EOCD is usually not required to release information during an investigation or an enforcement proceeding if that release would limit EOCD's ability to do its job effectively; and
- EOCD can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

Please read and sign section a or section b of the consent form, printed on the back of this notice, and return it to the office of equal opportunity and compliance division with your signed, completed complaint information form.

COMPLAINANT'S CONSENT FOR INVESTIGATORY USE OF PERSONAL INFORMATION

I have read and understand the **"NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION"**, *printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom of Information Act, which apply to personal information I reveal to the Equal Opportunity and Compliance Division in connection with my complaint:*

- **I understand that in the course of investigating my complaint, EOCD may have to reveal my identity to staff of the program named in my complaint, in order to obtain facts and evidence regarding my complaint;**
- **I understand that I do not have to reveal any personal information to EOCD, but EOCD may close my complaint if I refuse to reveal information needed to fully investigate my complaint;**
- **I understand that I may request and receive a copy of any personal information EOCD keeps in my complaint file for investigatory uses; and**
- **I understand that under certain conditions, EOCD may be required by the Freedom of Information Act to reveal to others personal information I have provided in connection with my complaint.**

SECTION A

☐ **YES**

YES, EOCD MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. *I have read and understood the notice, and I consent for EOCD to process my complaint.*

_____ _____

(Name – Signature) **(Date)**

SECTION B

☐ **NO**

NO, EOCD MAY NOT DISCLOSE MY IDENTITY, EVEN IF NECESSARY TO PROCESS MY COMPLAINT. *I have read and understood the notice and I do not consent for EOCD to disclose my identity during investigation of my complaint. I request that EOCD process my complaint, however, I understand that EOCD may cancel my complaint if it cannot fully investigate without disclosing my identity. I also understand that EOCD may close my complaint if it cannot begin an investigation because I have not consented for EOCD to reveal my identity.*

_____ _____

(Name – Signature) **(Date)**

Attachment

#11

LOCAL WORKFORCE INVESTMENT AREA #40
(LWIA #40)

PROCUREMENT POLICIES AND PROCEDURES

Revised February 15, 2006
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I. Introduction

A. Purpose

These procurement procedures shall set standards for procuring quality products and services by methods which shall ensure fiscal accountability and prevent waste, fraud, and abuse.

B. Authority

The procurement policies, procedures and requirements set forth herein are authorized by and in compliance with all applicable federal laws, rules, and regulations as determined by LWIA #40.

C. Delegation

The authority to interpret, implement and enforce these policies, procedures and requirements as they pertain to the operation of WIA and WtW programs is delegated to the LWIA #40.

D. Responsibility

LWIA #40 assumes full responsibility for establishing and maintaining its own procurements. LWIA #40 has established procurement procedures in "Method of Procurement" that shall be adhered to by contractors, subrecipients, and vendors.

Subrecipients and contractors shall assume full responsibility for establishing and maintaining their own procurements.

The more restrictive provisions of the aforementioned applicable statutes, rules, policies and procedures, as well as any more restrictive provisions in this policy or in contracts between the parties shall prevail.

E. Definitions

Acquisition costs – of an item of purchased equipment means the net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit of acquisition cost in accordance with the recipient's and subrecipient's regular accounting practices.

Awarding agency – (1) with respect to a grant, the State Department of Labor; and (2) with respect to a subgrant or contract, the party that awarded the subgrant or contract.

Commercially available or off-the-shelf training package – means a training package sold or traded to the general public in the course of normal business operations, at prices based on established catalog or market prices. To be considered as "sold to the general public." The package must be regularly sold in sufficient quantities to constitute a real commercial market, to buyers that must include other than WIA and WtW participants or subrecipients. The packages must include performance criteria pertaining to the delivery of the package which may include participant attainment of knowledge, skills or a job.

Consulting service – means work, other than professional personal or social service, rendered by either individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services, including but not limited to such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts, except for printing associated therewith.

Contract – means every type of agreement, including orders and documents purporting to represent grants, which are for the purchase or disposal of supplies, services, construction, or any other item. It includes awards and notices of award; contracts of a fixed price, cost reimbursement, or cost-plus-a-fixed-fee; contracts providing for the issuance of job or task

orders, and letter contracts. It also includes contract modifications with respect to any of the foregoing.

Contractor – means the organization, entity, or individual that is awarded a contract under the recipient's or subrecipient's procurement standards and procedures.

Cost-reimbursement contract – means a contract which establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor cost) unless the awarding party agrees to amend the contract to provide additional funds. The contract provides for payment of all allowable costs to the extent prescribed in the contract.

Debarment – an action taken by a debarring official in accordance with federal regulations to exclude a person from participating in covered transactions. A person so excluded is debarred.

Equipment – means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $10,000 or more per unit. All purchases of equipment with a unit cost of $10,000 or more must have prior approval of the Louisiana State Department of Labor.

Expenditures – are amounts payable or accrued for goods received, work performed, or services rendered, regardless of when paid.

Formal advertising – is a competitive procurement method which is normally used when the nature of the product or service permits development of a precise description or adequate specifications so that prospective suppliers will be enabled to have an identical understanding of the requirement. Bids are solicited publicly through advertising and by issuing request for proposals or invitations for bids. The sealed bids are opened publicly on a specified date and are read aloud. A firm fixed-price contract is awarded to the responsible bidder whose bid, conforming to the material terms and conditions of the invitation for bids, is lowest in price.

Grantee – means the recipient.

Immediate family – as the term relates to a public servant means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.

Invitation for bids – (IFB) is a set of documents which includes a description of the product or service desired and all other information needed to enable a prospective contractor to submit a bid. The invitation for bids is the specific term applied to the solicitation used in Government contracts when the formal advertising procurement method is used.

Modification – with respect to contracts means any written alteration in the specification, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of any existing contract, whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes bilateral actions, such as supplemental agreements, and unilateral actions, such as administrative changes, notices of termination, and notices of the exercise of a contract option.

Personal property – means property of any kind, except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents or securities. Each item of property having an acquisition cost or having an appraised value of $1,000.00 or more must be placed on inventory. All purchases of property with a unit cost of $10,000 or more must have prior written approval of the State Department of Labor. (Revised 7-26-06)

Personal service – means work rendered by individuals which requires use of creative or artistic skills, such as but not limited to graphic artists, sculptors, musicians, photographers, and writers, or which requires use of highly technical or unique individual skills or talents, such as, but not limited to paramedicals, therapists, handwriting analysts, foreign representatives, and expert witnesses for adjudications or other court proceedings.

Prior Approval – means documentation evidencing consent prior to incurring specific cost.

Procurement – means the process which leads to any award of WIA funds.

Professional service – means work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill.

Public employee – means anyone, whether compensated or not, who is: (a) an administrative officer or official of a governmental entity who is not filling an elective office, (b) appointed by any elected official when acting in an official capacity, and the appointment is to a post or position wherein the appointee is to serve the governmental entity or an agency thereof, either as a member of an agency, or as an employee thereof, (c) engaged in the performance of a governmental function, (d) under the supervision or authority of an elected official or another employee of the governmental entity. A public employee shall be in such status on days on which he performs no services as well as days on which he performs services. The termination of any particular term of employment of a public employee shall take effect on the day the termination is clearly evidenced.

Public servant – means a public employee or a public official.

Quasi-public organization – means an organization which has many of the characteristics of a public organization, but which is not actually a public organization (e.g., community action agencies, educational associations).

Real property – means land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

Reasonable costs – a cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. The question of the reasonableness of specific costs must be scrutinized with particular care in connection with organizations or separate divisions thereof which receive the preponderance of their support from awards made by Federal agencies. In determining the reasonableness of a given cost, consideration shall be given to:

a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.

b. The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, Federal and State laws and regulations, and terms and conditions of the award.

c. Whether the individual concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the Government.

d. Significant deviations from the established practices of the organization which may unjustifiably increase the award costs.

Recipient – means the entity LWIA #40 to which a WIA grant is awarded directly from the State Department of Labor to carry out the WIA program. The recipient is the entire legal entity that received the award and is legally responsible for carrying out the WIA program, even if only a particular component of the entity is designated in the grant award document.

Records – are documents of actions taken with respect to the grant or agreement including financial records, statistical records, and supporting documents.

Request for proposal – (RFP) is a set of documents which includes a description of the product or service desired to enable a prospective contractor to submit a proposal which includes information that procurement and technical personnel need to evaluate proposals submitted. The request for proposals is the specific term applied to the solicitation used in contracts when negotiated procurement procedures are used.

Responsible contractor – (responsible bidder) means a contractor or prospective contractor who appears to possess the ability to perform successfully under the terms and conditions of a proposed procurement based on a review of such factors as a satisfactory record of past performance, integrity, and business ethics; and financial and technical resources or access to such resources.

Responsive – means that a bid or proposal complies, with respect to method and timeliness of submission and to substance of the bid or proposal, in all material respects, with the requirements of the invitation for bids or request for proposals. A minor irregularity in a bid or proposal, which is deemed to be a matter of form rather than substance, the correction of which would not be prejudicial to other bidders, does not render a bid or proposal non-responsive.

Secretary – means the Secretary of the Louisiana Department of Labor.

Service provider – means a public agency, private non-profit organization, or private-for-profit entity that delivers educational training, employment or supportive services to WtW participants. Awards to service providers may be made by subgrant, contract, subcontract, or other legal agreement.

Subrecipient – means the legal entity to which a subgrant is awarded and which is accountable to the recipient (or higher tier subrecipient) for the use of the funds provided.

Supplies – means all tangible personal property other than "equipment" as defined in this part.

Vendor – means an entity responsible for providing generally required goods or services to be used in WIA and WtW programs. These goods or services may be for the recipient's or subrecipient's own use or for the use of participants in the program. Distinguishing characteristics of a vendor include items such as: Providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchases outside WIA and WtW program; and operating in a competitive environment. A vendor is not a subrecipient and does not exhibit the distinguishing characteristics attributable to a subrecipient as defined above. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, shall be considered a subrecipient rather than a vendor.

II. General Policies

A. Duplication

LWIA #40 and subrecipients shall not use funds provided under WIA or WtW to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources.

B. Competition

1. LWIA #40 and subrecipients shall conduct procurements in a manner which provides full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

   a. Placing unreasonable requirements on firms or organizations in order for them to qualify to do business;

   b. Requiring unnecessary experience and excessive bonding;

   c. Noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;

   d. Noncompetitive awards to consultants that are on retainer contracts;

   e. Organizational conflicts of interest;

   f. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement;

   g. Overly restrictive specifications; and

   h. Any arbitrary action in the procurement process.

2. LWIA #40 and subrecipients shall ensure that all prequalified lists of persons, firms, or other organizations which are used in acquiring goods and services are current and include sufficient numbers of qualified sources to ensure maximum open and free competition.

3. Awards are to be made to responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed subgrant or contract.

C. Conflict of Interest

1. LWIA #40 and subrecipients shall adhere to the following written code of standards of conduct governing the performance of persons engaged in the award and administration of WIA and WtW contracts and subgrants:

   To the extent permitted by state or local law or regulation, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the awarding agency's officers, employee, or agents, or by awardees or their agents.

2. Staff conflict of interest. No individual in a decision making capacity shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIA and WtW funds if a conflict of interest, real or apparent, would be involved.

3. LWIA #40 conflict of interest.

   a. A WIB member shall not cast a vote on, nor participate in any decision making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefits to that member.

   b. Neither membership on the WIB nor the receipt of WIA and WtW funds to provide training and related services shall be construed, by itself, to violate any Federal Regulations.

4. A conflict of interest under subsection C.2 and 3 would arise when:

(1) The individual,
(2) Any member of the individual's immediate family,
(3) The individual's partner, or
(4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

5 The officers, employees, or agents of the agency and WIB members making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees or parties of subagreements.

D. Necessary Procurement

Procurements shall be for necessary items and not for unnecessary items.

E. Lease Verses Purchases

LWIA #40 may conduct an informal analysis of lease vs purchase options to determine the most "economical and practical" procurement for the purchase of any piece of equipment with a unit value of $3,000 or more.

F. Methods of Procurement

LWIA #40 shall use one of the following methods of procurement, as appropriate for each procurement action:

NOTE: When quotes are solicited in aggregate, the total lowest quote will control, not the individual quotes.

1. Small Purchases

Small purchase procedures are simple and informal procurement methods for securing services, supplies, or other property. LWIA #40 shall use small purchase procedures prescribed by the board for the procurement of small purchases.

a. The LWIA #40 shall not break down one purchase into several purchases merely to be able to use small purchase procedures.

b. Any procurement less than $10,000 or the agency's locally delegated authority, whichever is lower, shall be made in accordance with the following small purchase procedures:

(1) Purchases up to $500. No competitive bidding is required.

METHOD OF PROCURMENT:
Purchases up to $500.00 of goods, services, equipment, etc. shall not require any competitive bidding. These procurements shall be done directly by the contractor, vendor, or subrecipient, and do not require prior approval of LWIA #40. LWIA #40 shall reimburse the contractor once an invoice has been received and determined it is appropriate as per the contract and procurement policies.

(2) Purchases over $500 not to exceed $2,000 may be made by telephone or facsimile quotations solicited from at least three (3) bona fide, prospective bidders and purchases made on the basis of the lowest responsive quotation received. Files must be documented listing persons contacted, and the terms and delivery of each bidder solicited any special comments. Written confirmation of price should be obtained from successful bidder.

METHOD OF PROCUREMENT:

This type of procurement shall be done directly by the contractor, vendor, or subrecipient and does not require prior written approval of LWIA #40. LWIA #40 shall reimburse the contractor once an invoice is received along with the supporting procurement documentation to determine if it is appropriate as per the contract, code of federal regulations, and procurement policies.

(3) Purchases over $2,000 but less than $10,000 shall be made by sending facsimile or written solicitations to at least (5) bona fide, qualified bidders. Written solicitations for bids should be obtained in a timely fashion; however, if time does not allow for written solicitations, facsimile to at least five (5) bona fide, qualified bidders may be obtained by allowing bids to be accepted for a five (5) calendar day minimum period.

Written solicitations or facsimile solicitations as bid in (3) above, are to contain complete, competitive specifications, the quantity required, terms and conditions, delivery point and other information sufficient for a supplier to make an acceptable bid. Necessary precaution is to be implemented to keep both written and facsimile solicitations confidential until closing time for receipt of bids. Files must be documented listing persons contacted and the terms and delivery of each bidder solicited and any special comments.

c. Exceptions to minimum competitive requirements:

No competitive bidding required on the following:

(a) Parts for repairs to equipment from authorized dealer (not stocking of parts).

(b) Repairs to equipment from authorized dealer.

(c) Repairs to vehicles in the following order.

[1] Utilize fleet management statewide maintenance and repair contract;

[2] Authorized dealer or competitive bid..

(d) Vehicle body repairs covered by insurance recovery and in accordance with insurance requirement.

(e) Purchasing or selling transactions between state budget units and other government agencies.

(f) Publications and copyrighted materials when purchased directly from the publisher; or state library and libraries at colleges and universities when using subscription services.

(g) All public utilities and services provided by local government.

(h) Prosthetic devices and devices for physical restoration, if not covered by state contract.

(i) Education and related resources (except equipment) and membership in professional organizations.

(j) Purchases for clients of Blind and Vocational Rehabilitation programs which are federally funded at a rate of at least eighty percent, regulated

by Title 34 of the Federal Rules and Regulations, Code of Federal Regulations Part 361, 365, 370 and 395 and in accordance with OMB Circular A-102; not covered by competitive contract.

(k) Materials and supplies for participation in promotional activities which enhances economic development with the approval of the department secretary or other authorized individual, if not available on state contract, including booths for exhibit at conferences, seminars, and work shops.

(l) Wire, related equipment, time and material charges to accomplish ads, moves, and/or changes to telecommunications systems up to $2,000.

(m) Food, materials and supplies for home economics courses, other teaching and training where purchasing, preparing, and serving are part of the regularly prescribed course.

(n) Shipping charges via Common Carrier when shipping to the United States. (International)

(o) Parcel services such as Federal Express, United Parcel Service, Airborne Express, Express Mail, etc.

(p) Termite service for subsequent year(s) contracts, where the original contract with a vendor was successfully bid.

2. Sealed Bids (Formal Advertising)

For purchases $10,000 and over:

Bids are publicly solicited procurements for which a firm fixed-price award (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Additional requirements follow:

METHOD OF PROCUREMENT:

This type of procurement shall require prior written approval of LWIA #40 before the procurement of the goods, services, equipment, etc. is made. Once the procurement the procurement request has been approved by LWIA #40, and written approval sent to the contractor, vendor, or subrecipient, then the procurement can be initiated. LWIA #40 shall reimburse the invoice once it is received along with the supporting documentation to determine if it is appropriate as per the contract, code of federal regulations, and procurement policies.

a. Contracts over $10,000 shall be awarded by competitive sealed bidding, except as otherwise provided in these policies and procedures.

b. Competitive sealed bidding shall be initiated by the issuance of an invitation for bids containing a description of the supplies, services, or major repairs to be procured and all contractual terms and conditions applicable to the procurement.

c. Adequate public notice of the invitation for bids shall be given at least ten days prior to the date set forth therein for the opening of bids on all matters except those made for housing of state agencies, their personnel, operations, equipment, or activities for which notice shall be given at least twenty days prior to the opening of bids. Notice shall be in writing and to persons in a position to furnish the supplies, services, or major repairs required, as shown by its records and by advertising, if the amount of the purchase is twenty-five thousand dollars ($25,000) or more.

d. The advertisements or written notices shall contain general descriptions of the supplies, services, or major repairs for which bids are wanted and shall state:

(1) Names and locations of the departments or institutions for which the purchases are to be made,

(2) Where and how specifications and quotation forms may be obtained, and

(3) Date and time not later than which bids must be received and will be opened.

e. Each advertisement shall be published in the official journal of the state and/or parish as appropriate, or if there is no newspaper printed in the parish, in a newspaper printed in the nearest parish, that has a general circulation in the parish in which the agency is situated.

f. Bid Opening – Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection.

g. Correction or withdrawal of bids – patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected, or bids may be withdrawn if such correction or withdrawal does not prejudice other bidders, and such actions may be taken only to the extent permitted under regulations.

h. Award – the contract shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

i. Exemptions: (1) Purchases of goods manufactured by or services performed by severely handicapped individuals in state-operated and state-supported sheltered workshops as defined in R.S.39:1595.4 shall be exempt from the provisions of this section. (2) Purchases of testing and/or assessment instruments for $5,000 and over may be procured through the competitive proposal process. This exemption does not apply to State agencies.

j. State Contracts

(1) LWIA #40 shall procure from the state contract if a competitive statewide contract exists and the amount is above the minimum order quantity.

(2) LWIA #40 contractors and subrecipients may purchase from state contract.

(3) Procurements from state contract shall be deemed to have satisfied requirements of competitive bidding.

(4) LWIA #40 will verify that vendors used to provide goods and/or services (over $100,000) have not been suspended or debarred from Federal procurement or contracts.

k. Acquisition of Space

(1) Every lease for the use of 5,000 square feet or more of space shall be awarded pursuant to the sealed bid process of this section. No such lease shall extend beyond a period of ten years.

No competitive bidding or competitive proposals are required for the leasing of space under 5,000 square feet.

(2) An existing lease for space may be renegotiated with the present lessor only after LWIA #40 has entered into a competitive negotiation process involving discussions with at least three unless there are less than three, offerers who submit written proposals. Such proposals shall be solicited by advertising as in the sealed bid process of this section.

If it is determined by LWIA #40, designee, or other authorized individual, after the evaluation of these proposals and discussions with the current lessor, that to renew the present lease would be in the best interest of LWIA #40, the renewal of an existing lease may be renegotiated or LWIA #40 or other authorized individual may enter into a lease with one of these offertory if determined to be in LWIA #40 best interest. In making such a determination the LWIA #40, its designee, or other authorized individual shall take into consideration, over the duration of the lease, rental rates, the amount of funds necessary to relocate, any geographical considerations particular to that program, the amount of disruption to business that may be incurred in moving to a new location, and any other relevant factors presented.

(3) Any lease for space under two thousand five hundred (2,500) square feet may be amended up to but not to exceed a maximum of two thousand four hundred ninety-nine (2,499) square feet.

(4) In the event alterations or modifications of space currently under lease are required to meet changed operating requirements, a lease may be amended. Such lease amendment may, with approval of LWIA #40, or other authorized individual, provide an adjustment in monthly lease payments not to exceed twenty-five percent of the original annual lease price per square foot, sufficient to reimburse the lessor for paying for the leasehold improvements.

3. Competitive Proposals

Competitive proposals are normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. A documented methodology for technical evaluations and award to responsible offerer whose proposals are most advantageous to the program with price, technical, and other factors considered shall be established.

a. Requirements for Competitive Proposals:

(1) Existing leases – Existing leases for space may be renegotiated after requests for proposals as outlined in Section D.2m. (2), Sealed Bids, of this policy.

(2) Award shall be made to the responsible offerer whose proposal is determined in writing by the head of the using agency, or other authorized individual, to be the most advantageous to LWIA #40, taking into consideration price and the evaluation factors set forth in the request for proposals.

(3) Negotiations be conducted with all responsible offerers who submit proposals determined in writing to be reasonably susceptible for being selected for award. Discussions shall not disclose any information derived from proposals submitted by competing offerers. Discussions need not be conducted:

(a) With respect to prices, where such prices are fixed by law or regulation, except that consideration shall be given to competitive terms and conditions; or

(b) Where time of delivery or performance will not permit discussions; or

(c) Where it can be clearly demonstrated and documented from the existence of

adequate competition or accurate prior cost experience with that particular service that acceptance of an initial offer without negotiations would result in fair and reasonable prices, and the request for proposals notifies all offerers of the possibility that award may be made on the basis of the initial offers.

4. Noncompetitive Proposals

Procurement may be through a solicitation of a proposal from only one source, the funding of an unsolicited proposal, or after solicitation of a number of sources, when competition is determined inadequate. LWIA #40 shall minimize the use of sole source procurements to the extent practicable, but in every case, the use of sole source procurements shall be justified and documented. Noncompetitive procurement may be used when the award of a contract is under small purchase procedures, sealed bids, and one of the following circumstances applies:

(a) The item or service is available only from a single source;

(b) The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation;

(c) After solicitation of a number of sources, competition is determined inadequate;

(d) On-the-job training (OJT) contracts, except OJT brokering contracts which shall be selected competitively; or

(e) Enrollment of individual participants in classroom training.

- Contracts for consulting services may be awarded without the necessity of competitive bidding or competitive proposals.
- Contracts for personal services may be awarded without the necessity of competitive bidding or competitive proposals.
- Contracts for professional services may be awarded without the necessity of competitive bidding or competitive proposals.

G. <u>Oversight</u>

1. LWIA #40 shall conduct and document oversight to ensure compliance with the procurement standards, in accordance with procedures set forth in Balanced Budget Act of 1997 or, WIA or WtW for oversight and monitoring.

2. LWIA #40 shall maintain an administration system which ensures that vendors and subrecipients perform in accordance with the terms, conditions, and specifications of their awards.

H. <u>Award provisions, LWIA #40 subrecipients, contractor agreements shall:</u>

1. In case of awards to both subrecipients or contractors and vendors, contain clauses that provide for:

   a. Notice of requirements pertaining to rights to data. Specifically, the awarding agency and the Louisiana Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data);

   b. Termination for cause and for convenience by the awarding agency, including the

manner by which the termination will be effected and the basis for settlement;

c. Notice of awarding agency requirements and regulations pertaining to reporting;

d. Audit rights and requirements;

e. Payment conditions and delivery terms;

f. Process and authority for agreement changes; and

g. Provision against assignment

I. Disputes

1. LWIA #40 and each subrecipient or contractor shall have protest procedures to handle and resolve disputes relating to procurements. A protester shall exhaust all administrative remedies with the subrecipient before pursuing a protest at a higher lever. The grievance procedure shall be the same for subrecipients and contractors as it is for participants. The grievance procedure is provided in the LWIA #40's local plan.

2. Violations of law will be handled in accordance with the requirements contained in Budget Reconciliation Act of 1997, WIA or WtW, amendments and applicable federal and state regulations.

J. Evaluation Process

The process to evaluate proposals shall be that the WIB staff or their representatives shall evaluate proposals and forward their recommendations to the Planning Committee. The criteria to evaluate shall be:

Need for Training:

Is the need for training in the proposed areas clearly established and documented?

Ability to Meet Performance Goals:

Has the proposer demonstrated satisfactory performance and good program management in prior programs? Does the service provider possess the following qualities: financial stability, qualified staff.

Reasonableness of Cost:

Is the proposed cost reasonable for the training and other activities to be provided, and are the line item budget amounts clear and reasonable? Does the budget encompass cost associated with the types of services needed by the participants?

Clarity & Quality of Proposed Training & Result: Duplication of Services:

(a) Is the proposed description of training and services clear and complete?(b)Are the projected outcomes clearly and accurately stated and measurable?(c)Does the service provider have a demonstrated track record?(d)Do the performance goals appear to be attainable based on the demonstrated track record of the service provider?(e)Do the proposed services duplicate services already available within the geographical area?

K. Negotiations

1. Once a proposal for training is approved, the staff of LWIA #40 will meet with the proposer to negotiate the terms of the contract. The cost of the program and the nature

of the proposed training shall be subject to negotiation.

2. The staff of LWIA #40 shall have authority to demand changes in the terms of the Contract to delete unneeded items and reduce excess costs so that contracts will not exceed budgeted amounts. The staff should also have authority to delete training which is deemed unnecessary or too expensive.

3. The staff of LWIA #40 shall also have authority to increase the level of services proposed by the contractor, even if this results in a level of funding greater than that approved by the WIB, provided the contractor agrees to provide the additional services.

LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT
WIA PROCUREMENT POLICIES AND PROCEDURES

March 2, 2000

I. Introduction

A. Purpose

These procurement procedures shall set standards for procuring quality products and services by methods which shall ensure fiscal accountability and prevent waste, fraud, and abuse in programs administered under the Workforce Investment Act (WIA).

B. Procurement Authority

In accordance with Section 184 of the Workforce Investment Act and of 20 Code of Federal Regulations (CFR)Parts 95 and 97, the procurement policies, procedures and requirements set forth herein are authorized by and in compliance with all applicable federal, state, and local laws, rules and regulations.

The Lafayette City-Parish Consolidated Government is the designated Grant Recipient and Administrative Entity for the Lafayette City-Parish Consolidated Government Job Training Program. Mr. L. J. Durel, Jr., City-Parish President, is the Grant Officer for the Parish and is duly authorized to receive federal funds in the administration of WIA programs. The Grant Officer is responsible for and authorized to enter into and administer contracts and/or agreements to provide services necessary to meet the requirements of WIA. Delegation of authority by the Grant Officer may be approved only if circumstances warrant the delegation. Mr. Glenn A. Dugas, Executive Administrator has been authorized by Mr. L. J. Durel, Jr., City-Parish President of the Lafayette City-Parish Consolidated Government, to authenticate on-the-job training, limited internship, work experience, tryout, and less-than-class size contracts.

C. Delegation

The authority to interpret, implement and enforce these policies, procedures and requirements as they pertain to the operation of LWIA programs is delegated to the Lafayette Consolidated Government Business and Career Solutions Center.

D. Responsibility

The Lafayette City-Parish Consolidated Government assumes full responsibility for establishing and maintaining its own procurement under WIA, which shall be accomplished in accordance with the Louisiana WIA Procurement Policies and

Procedures, as applicable, all rules published in Title IV of the Louisiana Administrative Code, and with the policies and procedures set forth herein.

The more restrictive provisions of the aforementioned applicable statutes, rules, policies and procedures shall prevail.

Subrecipients including, but not limited to, WIA grant recipients, substate grantees, and administrative entities shall assume full responsibility for establishing and maintaining their own procurement under WIA. All procurement shall be accomplished in accordance with LSA-R.S. 38, LSA-R.S. 39, and Title IV of the Louisiana Administrative Code, as applicable, the policies and procedures set forth herein, and any other applicable state and local laws and regulations. The more restrictive provisions of the aforementioned applicable statutes, rules, policies and procedures, as well as any more restrictive contract provisions, shall prevail.

E. **Definitions**

Acquisition cost - of an item of purchased equipment means the net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included in the unit of acquisition cost.

Act - means the Workforce Investment Act.

Awarding agency - (1) with respect to a grant, the U.S. Department of Labor; and (2) with respect to a subgrant or contract, the party that awarded the subgrant or contract.

Brand name or equal - means a commercial product described by a brand name and make or model number or other nomenclature by which the product is offered to the public by a particular supplier, or another product having all characteristics of the brand name product essential to meet the recipient's or subrecipient's needs.

Consulting service - means work, other than professional, personal or social service, rendered by either individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services including, but not limited to, such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts, except for printing associated therewith.

Contract - means every type of agreement, including orders and documents purporting to represent grants, which are for the purchase or disposal of supplies,

services, construction, or any other item. It includes awards and notices of award; contracts of a fixed price, cost, cost-plus-a-fixed-fee, or incentive type; contracts providing for the issuance of job or task orders, and letter contracts. It also includes contract modifications with respect to any of the foregoing.

Contractor - means the organization, entity, or individual that is awarded a contract under the recipient's or subrecipient's procurement standards and procedures.

Cost - means accrued expenditure.

Cost analysis - means the review and analysis of a contractor's or prospective contractor's submitted cost data to form an opinion as to whether the contractor's proposed costs represent what the contract should cost to perform. It includes the verification of cost data, the necessity for specific costs, the allowability of contingencies, the reasonableness of estimated amounts, and the basis used for allocation of and appropriateness of particular items of overhead costs.

Cost-plus-a-percentage-of-cost contract - is a cost-reimbursement contract whereby the contractor is reimbursed for costs plus a fixed percentage of costs; its effect is to increase the profit of a contractor in proportion to the contractor's increased costs. **Its use is prohibited by law (41 U.S.C. 254b and 10 U.S.C. 2306(a) in Government contracting. Its use is also prohibited in recipient or subrecipient contracting.**

Cost-reimbursement contract - means a contract which establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor risk) unless the awarding party agrees in advance to amend the contract to provide additional funds. This kind of contract may also provide for a fixed dollar profit which may not be increased unless the contract is amended to increase the scope of work. The contract provides for payment of all allowable costs to the extent prescribed in the contract.

Debarment - an action taken by a debarring official in accordance with federal regulations to exclude a person from participating in covered transactions. A person so excluded is debarred.

Equipment - means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost per unit in an amount equivalent to that established by the Lafayette City-Parish Consolidated Government purchasing policies. All purchases of equipment with a unit cost of $5,000 or more must have prior approval of the Louisiana Workforce Commission.

Expenditures - are amounts payable or accrued for goods received, work performed, or services rendered, regardless of when paid.

Formal advertising - is a competitive procurement method which is normally used when the nature of the product or service permits development of a precise description or adequate specifications so that prospective suppliers will be enabled to have an identical understanding of the requirement. Bids/proposals are solicited publicly through advertising and by issuing "Invitations for Bids" or "Request for Proposals".

Governor - means, in addition to the chief executive of the state, the recipient of WIA funds awarded to the state under Title I.

Grant - means an award of WIA financial assistance by the U.S. Department of Labor to an eligible WIA recipient.

Grant recipient- means the entity that receives WIA funds for a local workforce investment area directly from the recipient.

Grantee - means the recipient.

Immediate family - as the term relates to a public servant means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.

Invitation for bids - (IFB) is a set of documents which includes a description of the product or service desired and all other information needed to enable a prospective contractor to submit a bid. The invitation for bids is the specific term applied to the solicitation used in Government contracts when the formal advertising procurement method is used.

LWIA- means local workforce investment area as designated by the Governor pursuant to Section 116 of the Act.

Modification - with respect to contracts means any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of any existing contract, whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes bilateral actions, such as supplemental agreements, and unilateral actions, such as administrative changes, notices of termination, and notices of the exercise of a contract option.

Participant- means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title.

Personal property - means property of any kind, except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents or securities. Each item of property having an

acquisition cost or having an appraised value in an amount equivalent to that established by the Lafayette Consolidated Government purchasing policies must be placed on inventory. All purchases of property with a unit cost of $5,000 or more must have prior approval of the Louisiana Workforce Commission.

Personal service - means work rendered by individuals which requires use of creative or artistic skills, such as, but not limited to, graphic artists, sculptors, musicians, photographers, and writers, or which requires use of highly technical or unique individual skills or talents, such as, but not limited to, paramedics, therapists, handwriting analysts, foreign representatives, and expert witnesses for adjudications or other court proceedings.

Price Analysis - the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offerer whose price is being evaluated.

Prior Approval - means documentation evidencing consent prior to incurring specific cost.

Procurement - means the process which leads to any award of WIA funds.

Professional service - means work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but no be limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill. For contracts with a total amount of compensation of fifty thousand dollars ($50,000) or more, the definition of "professional service" shall be limited to the above professions and any other profession that may be added by regulations adopted by the Office of Contractual Review of the Division of Administration.

Public employee - means anyone, whether compensated or not, who is (a) an administrative officer or official of a governmental entity who is not filling an elective office, (b) appointed by any elected official when acting in an official capacity, and the appointment is to a post or position wherein the appointee is to serve the governmental entity or an agency thereof, either as a member of an agency, or as an employee thereof, (c) engaged in the performance of a governmental function, (d) under the supervision or authority of an elected official or another employee of the governmental entity. A public employee shall be in such status on days on which he performs no services as well as days on which he performs services. The termination of any particular term of

Request for proposal - (RFP) is a set of documents which includes a description of the product or service desired to enable a prospective contractor to submit a proposal which includes information that procurement and technical personnel need to evaluate proposals submitted. The request for proposals is the specific term applied to the solicitation used in Government contracts when negotiated procurement procedures are used.

Responsible contractor - (responsible bidder) means a contractor or prospective contractor who appears to possess the ability to perform successfully under the terms and conditions of a proposed procurement based on a review of such factors as a satisfactory record of past performance, integrity, and business ethics; and financial and technical resources or access to such resources.

Responsive - means that a bid or proposal complies, with respect to method and timeliness of submission and to substance of the bid or proposal, in all material respects, with the requirements of the invitation for bids or request for proposals. A minor irregularity in a bid or proposal, which is deemed to be a matter of form rather than substance, the correction of which would not be prejudicial to other bidders, does not render a bid or proposal non-responsive.

Secretary - means the Secretary of the U.S. Department of Labor.

Service provider - means a public agency, private non-profit organization, or private-for-profit entity that delivers educational, training, employment or supportive services to WIA participants. Awards to service providers may be made by subgrant, contract, subcontract, or other legal agreement.

Social service - means work rendered by any person, firm, corporation, organization, governmental body, or governmental entity in furtherance of the general welfare of the citizens of Louisiana, including but not limited to the following objectives:

a. Rehabilitation and health support. Services rendered by a contractor with special knowledge or service available to assist individuals attain or maintain a favorable condition of physical and/or mental health.

These services include but are not limited to:

1. Health-related counseling;

2. Alcohol or drug abuse training and treatment;

3. Training to support emergency medical services;

4. Services to support family planning;

6. Genetic disease evaluation and counseling;

7. Community-based medical support services;

8. Evaluation and training for physically/mentally handicapped; and

9. Other services in support of same.

b. Habilitation and socialization. Services rendered by a contractor with special knowledge to assist specified client groups to enhance their self-sufficiency or alleviate their dependency and/or isolation from the community. Services include but are not limited to:

1. Day care;

2. Work and training;

3. Early intervention for the mentally retarded, developmentally delayed, or physically handicapped;

4. Transportation for service access;

5. Homemaker, home management, and housing improvement services;

6. In-home and out-of-home respite care;

7. Socialization services for low income and other special needs groups;

8. Nursing home ombudsman;

9. Nutritional, employment, case management, senior center activities, or other services to aid independent living by the elderly; and

10. Training and community planning services for same.

c. Protection for adults and children. Services rendered by a contractor to provide therapeutic intervention for adults or children who are in danger or threatened with danger of physical or mental injury, neglect, maltreatment, extortion, or exploitation, including victims of family violence. These services include but are not limited to:

1. Community planning for neglect/abuse;

2. Adoption;

3. Substitute care;

4. Education and training;

5. Crisis intervention type services;

6. Emergency shelter for victims of rape/family violence or services in support of same; and

7. Training and evaluation services for same.

d. Improvement of living conditions and health. Services rendered by an authorized contractor with special knowledge or services available to assist individuals to attain or maintain favorable conditions in which to live. These services include but are not limited to:

1. Distribution of foodstuffs either purchased or that are made available from government-owned commodities;

2. Determining the needs of the poor, and development of programs to distribute the available resources;

3. Determining the needs of the poor and identifying programs to alleviate these property conditions;

4. Providing services to respond to the educational/employment needs of eligible individuals in the communities needing these services. The primary purpose of this service is to provide the participating individuals with the skills necessary for them to advance socially, academically, and occupationally; and

5. Providing training and evaluation of services for any of the above services.

e. Evaluation, testing, and remedial educational services for exceptional handicapped or learning disabled non-public school students.

Services rendered by a contractor with special knowledge of services available to provide special educational and related services for exceptional or handicapped students voluntarily enrolled in approved non-public schools of Louisiana who are not otherwise provided with such services through either their local school program or through other

services afforded to them by local school boards or other public agencies. These services may include but are not limited to:

1. Identification, assessment, appraisal, and evaluation of exceptional or handicapped children;

2. Development of individualized educational programs; and

3. The providing of instructional and supportive services to such eligible students in accordance with the provisions of R.S. 17:1941, et seq. and P.L. 94-142 and their regulations.

State - is defined at Section 101(42) of the Act.

Subgrant - means an award of WIA financial assistance in the form of money, or property in lieu of money, made under a grant by a recipient to an eligible subrecipient. It also means a subgrant award of WIA financial assistance by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement purchases from vendors nor does it include any form of assistance received by program participants.

Subrecipient - means the legal entity to which a subgrant is awarded and which is accountable to the recipient (or higher tier subrecipient) for the use of the funds provided. For WIA purposes, distinguishing characteristics of a subrecipient include items such as determining eligibility of applicants, enrollment of participants, performance measured against meeting the objectives of the program, responsibility for programmatic decision making, responsibility for compliance with program requirements, and use of the funds awarded to carry out a WIA program or project, as compared to providing goods or services for a WIA program or project (vendor).

Substate grantee - means that agency or organization selected to administer programs pursuant to Section 312(b) of the Act. The substate grantee is the entity that receives WIA Title funds for a substate area directly from the Governor.

Supplies - means all tangible personal property other than "equipment" as defined in this part.

Vendor - means an entity responsible for providing generally required goods or services to be used in the WIA program. These goods or services may be for the recipient's or subrecipient's own use or for the use of participants in the program. Distinguishing characteristics of a vendor include items such as: Providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside the WIA program; and operating in a competitive environment. A vendor is not a

subrecipient and does not exhibit the distinguishing characteristics attributable to a subrecipient as defined above. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, shall be considered a subrecipient rather than a vendor.

II. General Policies

A. Duplication

The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall not use funds provided under WIA to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources, unless it is demonstrated that the WIA-funded alternative services or facilities are more likely to achieve performance goals [Sections 136 and 212 of the Workforce Investment Act].

B. Competition

1. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall conduct procurement in a manner which provides full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

    a. Placing unreasonable requirements on firms or organizations in order for them to qualify to do business;

    b. Requiring unnecessary experience and excessive bonding;

    c. Noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;

    d. Noncompetitive awards to consultants that are on retainer contracts;

    e. Organizational conflicts of interest;

    f. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement;

    g. Overly restrictive specifications; and

    h. Any arbitrary action in the procurement process.

2. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center has written procedures for procurement transactions. These procedures ensure that all solicitations:

   a. Incorporate a clear and accurate description of technical requirements for the material, product, or service to be procured (including quantities). Such description shall not, in competitive procurement, contain features which unduly restrict competition; and

   b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

3. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall ensure that all prequalified lists of persons, firms, or other organizations which are used in acquiring goods and services are current and include sufficient numbers of qualified sources to ensure maximum open and free competition.

4. Awards are to be made to responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed subgrant or contract. A determination of demonstrated ability shall be done in accordance with the requirements contained in CFR 627.422(b) and (d).**(need new cite)**

C. **Conflict of Interest**

1. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall adhere to the following written code of standards of conduct governing the performance of persons engaged in the award and administration of WIA contracts and subgrants:

   To the extent permitted by state or local law or regulation, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the awarding agency's officers, employees, or agents, or by awardees or their agents.

2. Staff conflict of interest. No individual in a decision making capacity shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIA funds if a conflict of interest, real or apparent, would be involved.

3. WIB Conflict of Interest

   a. A WIB member shall not cast a vote on, nor participate in any decision making capacity, on the provision of services by such

member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

b. Neither membership on the WIB nor the receipt of WIA funds to provide training and related services shall be construed, by itself, to violate provisions of Section 117(g)of the Act or 627.420 of the Code of Federal Regulations.**(need new CFR cite)**

4. A conflict of interest under subsection 1(A)(B) and 2 would arise when:

(1) The individual,
(2) Any member of the individual's immediate family,
(3) The individual's partner, or
(4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

5. The officers, employees, or agents of the agency and WIB members making the award will neither solicit not accept gratuities, favors, or anything of monetary value from awardees, potential awardees or parties of subagreements.

D. **Code of Conduct**

The WIA, nor any subrecipient of the WIA, shall select, reject, or promote a participant based on that individual's political affiliation or beliefs.

No subrecipient shall be selected based on political patronage or affiliation.

No WIA funds shall be used for the payment of a fee charged to an individual for the placement or referral of that individual in any WIA program.

Neither the recipient, grant recipient, sub-recipient or individuals shall pay funds under the Act to any institution or organization to conduct an evaluation of any program under the Act if such individual institution or organization is associated with that program as a consultant or technical advisor.

III. Methods of Procurement

The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and each subrecipient shall use one of the following methods of procurement, as appropriate for each procurement action:

A. **Small Purchases**

Small purchase procedures are simple and informal procurement methods for securing services, supplies, or other property. The Administrative Entity shall not break down one purchase into several purchases merely to be able to use small purchase procedures.

Any procurement less than $10,000 shall be made in accordance with the following small purchase procedures:

(1) Purchases up to $500. No competitive bidding or quotes are required.

A direct payment requisition will be utilized for these types of services.

(2) Purchases over $500 not to exceed $1,000 may be made by telephone or facsimile quotations solicited from at least three (3) bona fide, prospective bidders and purchases made on the basis of the lowest responsive quotation received. Files must be documented listing persons contacted, and the terms and delivery of each bidder solicited and any special comments. Written confirmation of price should be obtained from successful bidder. The direct payment requisition is to be used to acquire goods and services of $1,000 or less.

(3) Purchases over $1,000, not to exceed $2,000 may be made by telephone or facsimile quotations solicited from at least three (3) bona fide, prospective bidders and purchases made on the basis of the lowest responsive quotation received. Written confirmation of price should be obtained from successful bidder.

Purchases within these amounts will be submitted to the purchasing division using the purchase requisition form including specific descriptive information defining precisely what goods or services are needed and the names and addresses of vendors involved in the particular activity.

(4) Purchases over $2,000, but less than $10,000 shall be made by sending out written invitations for bids to at least five (5) bona fide, qualified bidders. A purchase requisition form will be utilized for these types of purchases. Written solicitations for bids should be obtained in a timely fashion. However, if time does not allow for written solicitations, facsimile solicitations to at least five (5) bonafide, qualified bidders may be obtained by allowing bids to be accepted for a five (5) calendar day minimum. Written or facsimile solicitations for bids should contain complete competitive specifications, the quantity required, terms and conditions, delivery point and other information sufficient for a supplier to make an acceptable bid. Necessary precaution is to be implemented to keep both written and facsimile solicitations confidential until the closing time for receipt of bids. Files must be documented listing persons contacted and the terms and delivery of each bidder solicited and any special comments.

Exceptions to minimum competitive requirements:

1. No competitive bidding required on the following:
   a. Parts for repairs to equipment from authorized dealer (not stocking of parts).

   b. Repairs to equipment from authorized dealer.

   c. Repairs to vehicles in the following order:

      [1] Utilize fleet management statewide maintenance and repair contract if available, or if not available;

      [2] Authorized dealer.

   d. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements.

   e. Purchasing or selling transactions between state budget units and other government agencies.

   f. Publications and copyrighted materials when purchased directly from the publisher; or state library and libraries at colleges and universities when using subscription services.

   g. All public utilities and services provided by local government.

   h. Educational and related resources (except equipment) and membership in professional organizations.

   i. Purchases for clients of Blind and Vocational Rehabilitation programs which are federally funded at a rate of at least eighty percent, regulated by Title 34 of the Federal Rules and Regulations, Code of Federal Regulations Part 361, 365, 370 and 395 and in accordance with OMB Circular A-102; not covered by competitive contract.

   j. Wire, related equipment, time and material charges to accomplish adds, moves, and/or changes to telecommunications systems up to $2,000.

k. Food, materials and supplies for home economic courses, other teaching and training where purchasing, preparing, and serving is part of the regularly prescribed course.

l. Gasoline and fuel purchases unless covered by a competitive contract. Gasoline and fuel purchases in excess of $5,000, unless covered by a competitive contract, require prior approval of the chief procurement officer.

2. Telephone quotations from at least three (3) bona fide, qualified bidders where feasible:

a. Convention and meeting facilities.

B. **Sealed Bids (Formal Advertising)** - for purchases $10,000 and over:

Bids are publicly solicited procurement for which a firm fixed-price contract (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Additional requirements follow:

1. Contracts for $10,000 and over shall be awarded by competitive sealed bidding, except as otherwise provided in these policies and procedures.

2. Competitive sealed bidding shall be initiated by the issuance of an invitation for bids containing a description of the supplies, services, or major repairs to be procured and all contractual terms and conditions applicable to the procurement.

3. Adequate public notice of the invitation for bids shall be given at least ten (10) days prior to the date set forth therein for the opening of bids on all matters except those made for housing of state agencies, their personnel, operations, equipment, or activities for which notice shall be given at least twenty (20) days prior to the opening of bids. Notice shall be in writing and to persons in a position to furnish the supplies, services, or major repairs required, as shown by its records and by advertising, if the amount of the purchase is twenty-five thousand dollars ($25,000) or more.

4. The advertisements or written notices shall contain general descriptions of the supplies, services, or major repairs for which bids are wanted and shall state:

   a. Names and locations of the departments or institutions for which the purchases are to be made,

   b. Where and how specifications and quotation forms may be obtained, and

   c. Date and time not later than which bids must be received and will be opened.

5. Each advertisement shall be published in the official journal of the parish as appropriate, or if there is no newspaper printed in the parish, in a newspaper printed in the nearest parish that has a general circulation in the parish in which the agency is situated.

6. Bid Opening - Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection.

7. Bid Evaluation - Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose, and criteria affecting price such as life cycle or total ownership costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the invitation for bids.

8. Correction or withdrawal of bids - patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected, or bids may be withdrawn if such correction or withdrawal does not prejudice other bidders, and such actions may be taken only to the extent permitted under regulations.

9. Award - the contract shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids. Award shall be made by unconditional acceptance of a bid without alteration or correction except as authorized in this part.

10. Resident business preference - in contracts awarded by competitive sealed bidding, resident businesses shall be preferred to nonresident businesses

where there is a tie bid and where there will be no sacrifice or loss in quality.

11. Exemption - (1) purchases of goods manufactured by or services performed by severely handicapped individuals in state-operated and state-supported sheltered workshops as defined in R.S. 39:1595.4 shall be exempt from the provisions of this section. (2) Purchases of testing and/or assessment instruments for $5,000 and over may be procured through the competitive proposal process.

12. State Contracts

a. The Louisiana Workforce Commission formerly the Louisiana Department of Labor shall procure from state contract(s) if a competitive statewide contract(s) exists and the amount is above the minimum order quantity.

b. Subrecipients may purchase from state contracts if they qualify and are approved by the Office of State Purchasing within the Division of Administration.

c. Procurement from state contracts shall be deemed to have satisfied requirements of competitive bidding.

13. Acquisition of Space

a. Every lease for the use of 5,000 square feet or more of space shall be awarded pursuant to the sealed bid process of this section. No such lease shall extend beyond a period of ten years.

No competitive bidding or competitive proposals are required for the leasing of space under 5,000 square feet.

b. An existing lease for space may be renegotiated with the present lessor, but only after the Lafayette City-Parish Consolidated Government WIA Program, or other authorized individual, has entered into a competitive negotiation process involving discussions with at least three, unless there are less than three, offerors who submit written proposals. Such proposals shall be solicited by advertising as in the sealed bid process of this section.

If it is determined by the Lafayette City-Parish Consolidated Government WIA Program, or other authorized individual, after the evaluation of these proposals and discussions with the current lessor, that to renew the present lease would be in the best interest

of the Lafayette City-Parish Consolidated Government WIA Program, the renewal of an existing lease may be renegotiated or the Lafayette City-Parish Consolidated Government WIA Program, or other authorized individual, may enter into a lease with one of these offerors if determined to be in the Lafayette City-Parish Consolidated Government WIA Program's best interest. In making such a determination the Executive Administrator, or other authorized individual, shall take into consideration, over the duration of the lease, rental rates, the amount of funds necessary to relocate, any geographical considerations particular to that program, the amount of disruption to business that may be incurred in moving to a new location, and any other relevant factors presented.

c. Any lease for space for under two thousand five hundred (2,500) square feet may be amended up to but not to exceed a maximum of two thousand four hundred ninety-nine (2,499) square feet.

d. In the event alterations or modifications of space currently under lease are required to meet changed operating requirements, a lease may be amended. Such lease amendment may, with approval of the division of administration for state agencies, or other authorized individual, provide an adjustment in monthly lease payments not to exceed twenty-five percent of the original annual lease price per square foot, sufficient to reimburse the lessor for paying for the leasehold improvements.

C. **Competitive Proposals**

Competitive proposals are normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type contract is awarded. A documented methodology for technical evaluations and award to responsible offeror whose proposals are most advantageous to the program with price, technical, and other factors considered shall be established.

1. Requirements for Competitive Proposals:

a. Consulting Service Contracts - contracts for consulting services which have a total maximum amount of compensation of fifty thousand dollars ($50,000) or more shall be awarded through a request for proposal process.

Adequate public notice of the request for proposals shall be given by advertising in the official journal of the parish at least once a week for three different weeks. The first advertisement shall appear at least forty-two days before the last day that proposals

will be accepted. When available, advertisements shall be placed in those national trade journals which serve the particular type of contractor desired. In addition, written notice shall be mailed to persons, firms, or corporations who are known to be in a position to furnish such services, at least forty-two days before the last day that proposals will be accepted.

For consulting service contracts which have a total maximum amount of compensation of less than fifty thousand dollars ($50,000), adequate public notice of the request for proposals shall be given by advertising in the official journal of the parish. Such advertisements shall appear at least twice in the official journal of the parish. The first advertisement shall appear at least fourteen (14) days before the last day that proposals will be accepted. When available, advertisements shall be placed in those national trade journals which serve the particular type of contractor desired. In addition, written notice shall be mailed to persons, firms, or corporations who are known to be in a position to furnish such services, at least fourteen (14) days before the last day that proposals will be accepted.

b. Personal Service Contracts - adequate public notice of the request for proposals shall be the same as for consulting service contracts which have a maximum amount of compensation less than fifty thousand dollars ($50,000).

c. Professional Service Contracts - adequate public notice of the request for proposals shall be the same as for consulting service contracts which have a maximum amount of compensation less than fifty thousand dollars ($50,000).

d. Social Service Contracts - for social service contracts not qualifying under Section III.D. of these policies and procedures, adequate public notice of the request for proposals shall be given by advertising in the official journal of the parish and such other newspapers, bulletins, or other media as are appropriate in the circumstances. Such advertisements shall appear at least twice in the official journal of the parish. If the services are to be performed in or made available to residents of a multi-parish area, advertising in the official journal of the parishes, as appropriate, and in one or more newspapers of general circulation in the parishes at least twice shall be sufficient to meet this requirement. In all cases, the first advertisement shall appear at least fourteen days before the last day that the proposals will be accepted. In addition, written notice shall be mailed to persons, firms, or corporations who are known to be in a position to furnish such

services, at least fourteen days before the last day that proposals will be accepted. This last requirement is subject to reasonable limitation at the discretion of the Lafayette City-Parish Consolidated Government WIA Program.

e. Existing leases - Existing leases for space may be renegotiated after requests for proposals as outlined in Section III,B, Sealed Bids, of this policy.

f. Requests for proposals shall indicate the relative importance of price and other evaluation factors. It shall clearly define the tasks to be performed under the contract, the criteria to be used in evaluating the proposals, and the time frames within which the work must be completed.

g. Award shall be made to the responsible offerer whose proposal is determined in writing by the head of the using agency, or other authorized individual, to be the most advantageous to the state, and/or local Business and Career Solutions Center, taking into consideration price and the evaluation factors set forth in the request for proposals.

h. Written or oral discussions shall be conducted with all responsible offers who submit proposals determined in writing to be reasonably suscep tible for being selected for award. Discussions shall not disclose any information derived from proposals submitted by competing offerors. Discussions need not be conducted:

(a) With respect to prices, where such prices are fixed by law or regulation, except that consideration shall be given to competitive terms and conditions; or

(b) Where time of delivery or performance will not permit discussions; or

(c) Where it can be clearly demonstrated and documented from the existence of adequate competition or accurate prior cost experience with that particular service that acceptance of an initial offer without discussion would result in fair and reasonable prices, and the request for proposals notifies all offerors of the possibility that award may be made on the basis of the initial offers.

i. The following is the competitive award procedure for WIA training programs in the operation of class size training activities.

1. Determine the need and extent of services required within the service delivery area based on labor market information or surveys or other data available by the local employment security office or Louisiana Workforce Commission, formerly the Louisiana Department of Labor or local employers or LWIA staff surveys or previous successful performance of service providers or employment needs as advertised in local newspaper.

2. Solicit offers by publishing a public notice for Request for Proposals (RFP) in hopes that an adequate number of qualified sources will submit proposals to ensure competition. Furthermore, the Administrative Entity maintains a list of potential interested service providers and may mail RFPs and instructions in hopes of obtaining adequate competition. The RFP will consist of specifications of particular services desired by the WIA and will include rating and evaluation factors to be considered for approval. In addition, the format will consist of questions and instructions in assisting the potential service provider to properly complete the format (see RFP format). The RFP format will be available at the WIA office for all respondents to the advertisement. Pre-award determination information such as but not limited to copy of audit, monitoring reviews, debarment and lobbying certifications and financial statements may be obtained.

3. The WIA will conduct a proposer's conference to have an RFP review and orientation with potential service providers to provide assistance in properly completing the required RFP format.

4. Request for proposals are advertised in accordance with the requirements set forth for advertisements under Social Services (Section d. above).

5. RFP proposal forms and instructions are provided to potential proposers during normal working hours within the deadline time schedule.

6. Proposers must submit proposals by the RFP deadline for consideration by the Workforce Investment Board (WIB).

7. The WIA Administrator and/or his designee will review proposals for completion and compliance to RFP format

specifications. If a proposal for class size training is responsive to the RFP, a formal evaluation will be conducted with the utilization of the Staff Working Analysis Form (Form #01). Proposals not in compliance with RFP specifications will be reported to the WIB as non-responsive.

8. Proposals for class-size training that are evaluated and achieve a score of at least twelve (12) points on the Staff Working Analysis will be submitted to the WIB as eligible for award. Any class size proposal with a score of less than twelve (12) points will be submitted to the WIB for consideration of rejection. The WIB shall make determinations of award or rejection by a majority vote. This procedure will be utilized where class size proposals have been evaluated by the WIA staff and said evaluations are approved by the WIB. If the WIB does not agree with the SDA staff evaluation, the WIB reserves the right to rate the proposal using the Proposal Evaluation format.

9. If the WIB approves the proposal, the WIA staff and/or consultant and/or legal representative will negotiate a contract. Negotiations will be documented to insure that costs are reasonable, necessary and allowable. Any additional items needed will be obtained during the negotiations period. If an agreement cannot be achieved during negotiations, then the proposal may be resubmitted to the Workforce Investment Board to be re-evaluated.

10. A pre-contract conference will be held by the staff and service provider prior to signatures being obtained. Contractual obligations and responsibilities will be reviewed. Subsequently, signatures will be obtained and appropriate copies distributed.

11. In the event that a service provider withdraws their proposal after Workforce Investment Board approval, a letter will be sent to the service provider requesting the reason(s) for their withdrawal. Should the WIA receive a response from the proposer, it will be forwarded to the Workforce Investment Board.

j. Post Award Process

The WIA has an annual audit conducted of the Lafayette City-Parish Consolidated Government to comply with the audit

requirements at Section 184 of the WIA and the "Single Audit Act of 1984". Furthermore, audits of Contractors shall be obtained and reviewed by the WIA administrative staff. The review conducted by staff shall include the resolution of any WIA identified questioned cost.

Our WIA has a monitoring manual that details the frequency of monitoring and establishes policies and procedures. All training contractors shall provide for the right of the WIA, State agencies and Federal agencies to monitor the Contractor's program activities, participant records, contractual obligations and etc. Furthermore, all contracts include the right of the WIA, State agencies, and Federal agencies to have access to the Contractor's records.

Invoices submitted by Contractors shall be reviewed for accuracy and/or proper documentation by the WIA prior to the payment of the invoice. The Counselor and/or Supervisor of the staff should review the invoice of the Contractor prior to submitting the invoice to accounting for payment.

k. Profit

Private-for-profit service providers will be allowed to earn a profit. However, the Lafayette City-Parish Consolidated Government WIA shall not permit excess profits. If profit is included in the price, the Lafayette City-Parish Consolidated Government WIA shall negotiate profit as a separate element of the price for each procurement in which there is no price competition and in all cases where cost analysis is performed. The amount of profit will be determined through the process described in Section V.C(3).

l. Program Income

The WIA shall adhere to 29CFR97.26 of July 1, 1998 CRT regarding program income. Program income generated under any program shall be identified and shall be made available to the WIA's Administrative Entity at the end of the contract for continued WIA program objectives. Proper accounting records will be maintained to determine amount of income received and the purposes for which such income is expended.

m. Anti-Lobbying

For any contract in excess of $100,000, the Contractor shall execute the form entitled "Certification Regarding Lobbying"

which states, inter alia, that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

D. **Noncompetitive Proposals (Sole Source)**

Procurement is through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or after solicitation of a number of sources, when competition is determined inadequate. The Lafayette Consolidated Government Business and Career Solutions Center and subrecipients shall minimize the use of sole source procurement to the extent practicable, but in every case, the use of sole source procurement shall be justified and documented in writing. Except for limited internship, tryout, customized training, work experience, on-the-job training and individual classroom training placements, procurement by non-competitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:

1. The item or service is available only from a single source;

2. The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation;

3. After solicitation of a number of sources, competition is determined inadequate;

4. On-the-job training (OJT) contracts, except OJT brokering contracts which shall be selected competitively; or

5. Enrollment of individual participants in classroom training.

6. Contracts for consulting services which have a total maximum amount of compensation less than fifty thousand dollars ($50,000) may be awarded without the necessity of competitive bidding or competitive proposals.

7. Contracts for personal services may be awarded without the necessity of competitive bidding or competitive proposals.

8. Contracts for professional services may be awarded without the necessity of competitive bidding or competitive proposals.

9. Contracts for social services may be awarded without the necessity of competitive bidding or competitive proposals only if the director of the Office of Contractual Review or other authorized individual of the subrecipient, as applicable, determines that any one of the conditions listed below is present:

   a. The services are available only from a single source (sole source). Sole source procurement shall be determined by the director of the Office of Contractual Review or other authorized individual of the subrecipient, as applicable. A contract shall also be considered as sole source if a request for proposals is issued and only one or no proposals are received.

   b. The state legislature has made an appropriation for that particular contractor or contractors via the appropriation bill or other statutes.

   c. A quasi-public and/or nonprofit corporation, such as a parish voluntary council on aging, an area agency on aging, or an association of retarded children or equivalent, has been established in coordination with the state to provide the particular service involved in the contract.

   d. Local matching funds of greater than ten percent of the contract amount are required to be contributed by the contractor. Such matching funds may be in the form of cash, certified expenditures or in-kind contributions, where applicable to the funding source.

   e. The nature of the services being provided necessitates that a continuity of contractors be maintained as in but not limited to therapeutic and crisis support to clients and employment and training programs.

   f. An emergency exists which will not permit the delay in procurement necessitated by the request for proposal procedure. Such emergency shall be determined by the director of the Office of Contractual Review or other authorized individual of the subrecipient, as applicable.

   g. The total amount is less than one hundred fifty thousand dollars per twelve-month period. Service requirements shall not be artificially divided so as to exempt contracts from the request for proposal process.

   h. The contract is with another governmental entity or governmental body.

i. Funds are specifically designated by the federal government for a particular private or public contractor or political subdivision.

j. The contract is with a social service contractor who supplies services under a contract in existence as of November 30, 1985, as long as such contractor continues to supply substantially the same services and the Lafayette City-Parish Consolidated Government WIA Program Office certifies:

i. The services are satisfactory.

ii. They intend to continue contracting with that contractor.

If none of the conditions above are determined to be present in a contract for social service, then the contract shall be awarded through a request for proposal process.

10. Customized Training - Customized training agreements which include a commitment to hire may be purchased without quotations from competing sources, but require a cost analysis and documentation that costs are reasonable. All customized training proposals will be reviewed by the Workforce Investment Board and Lafayette City-Parish Consolidated Government representatives and/or Chief Administrative Officer prior to staff negotiations. Contracts for this type of service will be on a cost reimbursement basis only. Actual cost will be reimbursed upon satisfactory documentation received by the Administrative Entity.

11. Work Experience Contracts - means a short-term or part-time work assignment with a public or private nonprofit employing agency for a participant who needs assistance in becoming accustomed to basic work requirements.

12. Limited Internship - Limited Internship is a youth program designed to provide on-site private sector exposure to work and the requirements for successful job retention. Limited Internships will be at private for profit worksites, with the length of any assignment not to exceed 500 hours. Assignments shall be designed to enhance the long term employability of youth. Wages for Limited Internship employment will be paid by the WIA.

13. Tryout Employment shall involve assignments in the private-for-profit sector or at public and non-public worksites when private-for-profit worksites are not available. Tryout employment is designed to increase the employability of participants through meaningful work experience. A tryout employment shall be conducted pursuant to an agreement with an

employer to provide structured on-site private sector exposure to work and the requirements for successful job retention. The fulfillment of these requirements will be based on the needs and the abilities of the participant, but should not exceed 500 hours. The duration of the tryout program may be in excess of 500 hours if deemed appropriate in the participant's ISS.

14. "Emergency" purchases should be approved by the Purchasing Division prior to purchase, when possible, but for the sake of eliminating disruption of field activities or possible critical situations, discretion is left to the Department Director or designated Field Supervisor. However, Purchasing should be made aware of this type of situation as soon as possible either by the Purchase Requisition form or the Direct Payment Requisition form (with prior approval from Purchasing).

E. **Scholarships**

The following procedure will be utilized for the providing of training services Scholarships as described in 20CFR663.400. The ITA is established on behalf of a participant. Payments from Scholarships may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally through payment of a portion of the costs at different points in the training course (WIA Section 134(d) (4) (G).)

Except under the three conditions described in WIA section 134 (d) (4) (G) (ii) and section 663.430(a), the Scholarships is established for eligible individuals to finance training services. Local Boards may only provide training services under section 663.430 if they receive a waiver from the Governor and meet the requirements of 20CFR661.310 and WIA section 117(f)(1) and 134 (d)(4)(G).

The Local Board may impose limits on Scholarships (663.420 of the Act), such as limitations on the dollar amount and/or duration. Limits to Scholarships may be established in different ways:

(1) there may be a limit for an individual participant that is based on the needs identified in the individual employment plan, or

(2) there may be a policy decision by the State Board or Local Board to establish a range of amounts and/or a maximum amount applicable to all Scholarships or

(3) limitations established by State or Local Board policies must be described in the State or Local Plan, but should not be implemented in a manner that undermines the Act's requirement that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider.

Circumstance under which mechanisms other that Scholarships may be used to provide training services:

(1) when the services provided are on-the-job (OJT) or customized training,

(2) when the Local Board determines that there are in an insufficient number of eligible providers in the local area to accomplish the purpose of a system of Scholarships. The Local Plan must describe the process to be used in selecting the providers under a contract for services; this process must include a public comment period of at least 30 days; organization (CBO) or another private organization to serve special participant populations that face multiple barriers to employment. The Local Board must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served; the criteria may include:

(a) financial stability of the organization,

(b) demonstrated performance in measures appropriate to the program including program completion rate, attainment of skills, certificates or degrees the program is designed to provide, placement after training and job retention;

(c) how the specific program relates to the workforce investment needs identified in the Local Plan.

"Special participant populations" that face multiple barriers to employment are populations of loc income individuals that are included in one or more of the following categories:

(1) individual with substantial language or cultural barriers,

(2) offenders,

(3) homeless individuals,

(4) other hard-to-serve populations as defined by the Governor.

IV. General Contract Policy

A. Policy

In order to ensure compliance with Section 4-04 A (4) of the Parish Home Rule Charter (which states that the Department of Finance is responsible for ascertaining that funds are available for payment of all contracts, purchase orders, and any other documents which incur financial obligation for the Lafayette City/Parish Consolidated Government WIA), the following procedure for the development and execution of contracts for training programs will be in effect.

B. Procedure

After contract documents for the purchase of job training and/or other required services has been developed, the Executive Administrator shall ascertain that funds are available prior to the execution of the contract documents. After verification of the availability of funds, the Executive Administrator shall forward contract documents to the proper authority for execution.

C. Cost or Price Analysis

1. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall perform a cost or price analysis in connection with every procurement action, including modifications (except for modifications where a determination has been made that they do not have a monetary impact). The method and degree of analysis depends on the facts surrounding the particular procurement and pricing situation. At a minimum, the awarding agency shall make independent estimates before receiving bids or proposals.

2. A cost analysis is necessary when the offeror is required to submit the elements of the estimated cost (e.g., as in the case of subrecipient relationships), when adequate price competition is lacking, and for sole source procurement, including modifications or change orders. A price analysis shall be used when reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation (including situations involving inadequate price competition and sole source procurement where a price analysis may be used in lieu of a cost analysis).

   When a cost analysis is necessary and there is inadequate price competition, the offerer shall certify that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. Awards or modifications negotiated in reliance on

such data should provide the awarding agency a right to a price adjustment to exclude any significant sum by which the price was increased because the awardee had knowingly submitted data that were not accurate, complete, or current as certified.

3. WIA procurement shall not permit excess program income (for nonprofit and governmental entities) or excess profit (for private-for-profit entities). If profit or program income is included in the price, the awarding agency shall negotiate profit or program income as a separate element of the price for each procurement in which there is no price competition and in all cases where cost analysis is performed.

   To establish a fair and reasonable profit or program income, consideration shall be given to:

   (a) The complexity of the work to be performed;

   (b) The risk borne by the awardee;

   (c) The offorer's investment;

   (d) The amount of subcontracting/subgranting;

   (e) The quality of the offeror's record of past performance;

   (f) Industry profit rates in the surrounding geographical area for similar work; and

   (g) Market conditions in the surrounding geographical area.

4. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients may charge to the agreement only those costs which are consistent with the allowable cost provisions of 20CFR 667(B), including the guidelines issued by the Governor, as required at 20CFR 667(B).

5. The cost-plus-a-percentage-of-cost method shall not be used.

D. **Oversight**

1. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall conduct and document oversight to ensure compliance with the procurement standards, in accordance with the requirements of 20CFR667.410, oversight and monitoring.

2. The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipients shall maintain a contract administration system which ensures that vendors and subrecipients perform in accordance with the terms, conditions, and specifications of their awards.

E. **Transactions Between Units of Government**

1. Except as provided in paragraph (E)(2), procurement transactions between units of state or local governments, or any other entities organized principally as the administrative entity for service delivery areas or substate areas, shall be conducted on a cost reimbursable basis. Cost plus type awards are not allowable.

2. In the case of procurement transactions with schools that are a part of these entities, such as State universities and secondary schools, when tuition charges or entrance fees are not more than the educational institution's catalogue price, necessary to receive specific training, charged to the general public to receive the same training, and for training of participants, the tuition and/or entrance fee does not have to be broken out by items of cost.

F. **Award Provisions** - The Lafayette City-Parish Consolidated Government Business and Career Solutions Center and subrecipient agreement shall:

1. Clearly specify deliverables and the basis for payment; and

2. In the case of awards to subrecipients, contain clauses that provide for:

   a. Compliance with the WIA regulations;

   b. Assurance of nondiscrimination and equal opportunity as found in 29 CFR Parts 31 and 32, Assurance required; duration of obligation; covenants.

3. In case of awards to vendors, contain clauses that provide for:

   a. Access by the recipient, the subrecipient, the U. S. Department of Labor, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records) of the contractor or subcontractor which are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies; this right also includes timely and reasonable access to contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents;

4. In case of awards to both subrecipients and vendors, contain clauses that provide for:

   a. Administrative, contractual, or legal remedies in instances where contractors/subgrantees violate or breach agreement terms, which shall provide for such sanctions and penalties as may be appropriate;

   b. Notice of 29 CFR 97.34 requirements pertaining to copyrights (agreements which involve the use of copyrighted materials or the development of copyrightable materials);

   c. Notice of requirements pertaining to rights to data. Specifically, the awarding agency and the U. S. Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data);

   d. Termination for cause and for convenience by the awarding agency, including the manner by which the termination will be effected and the basis for settlement;

   e. Notice of awarding agency requirements and regulations pertaining to reporting;

   f. Audit rights and requirements;

   g. Payment conditions and delivery terms;

   h. Process and authority for agreement changes; and

   i. Provision against assignment;

5. Additional clauses, as deemed appropriate, for state and subrecipient contracts include:

   a. Price reduction for defective cost or pricing data;

   b. Prohibition against awards to debarred or suspended parties - requirement of organizations to self-certify that they are neither debarred nor suspended.

G. **Disputes**

1. The Lafayette Consolidated Government Business and Career Solutions Center and each subrecipient shall have protest procedures to handle and resolve disputes relating to procurements. A protester shall exhaust all administrative remedies with the subrecipient before pursuing a protest at a higher level. (See dispute procedures, Attachment C.)

2. Violations of law will be referred to the U.S. Department of Labor, Office of Inspector General, and other appropriate local and state authorities having proper jurisdiction.

H. **Significant History of Procurement**

The Lafayette Consolidated Government Business and Career Solutions Center shall maintain records sufficient to detail the significant history of a procurement. These records shall include, but are not necessarily limited to, the following: rationale for the method of procurement, the selection of agreement type, awardee selection or rejection, and the basis for the agreement price.

I. **Selection of Service Providers**

1. Service providers selected under Title I of the Act shall be selected in accordance with the provisions of Sections 122 and 123 of the Act.

2. Determinations of demonstrated performance shall be made in writing and completed prior to the award of all agreements under Title I.

3. The Lafayette Consolidated Government Business and Career Solutions Center shall select service providers on a competitive basis, in accordance with the standards established in 20 CFR 663(E), Procurement. When the state, service delivery area, substate grantee, or administrative entity determines that services will be provided by its own staff, a determination shall be made of the demonstrated performance of the entity to provide the services. This determination shall be in writing and take into consideration the matters listed in paragraph 4 of this section and is documented in the Job Training Plan.

4. Awards are to be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed subgrant or contract. Where comparable proposals have been received from an offeror which has demonstrated performance and a high-risk recipient/subrecipient, and a determination has been made that both proposals are fundable, the award should be made to the offeror which has

demonstrated performance, unless other factors dictate a contrary result. Determinations of demonstrated performance shall be in writing, and take into consideration such matters as whether the organization has:

a. Adequate financial resources or the ability to obtain them;

b. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;

c. A satisfactory record of past performance (in job training, basic skills training, or related activities), including demonstrated quality of training; reasonable drop-out rates from past programs; the ability to provide or arrange for appropriate supportive services as specified in the Individual Service Strategy, including child care; retention in employment; and earning rates of participants; retention in training; training completion; job placement; and rates of licensure;

d. The ability to provide services that can lead to the achievement of competency standards for participants with identified deficiencies;

e. A satisfactory record of integrity, business ethics, and fiscal accountability;

f. The necessary organization, experience, accounting and operational controls; and

g. The technical skills to perform the work.

5. In selecting service providers to deliver services in a LWIA/Substate Area, proper consideration shall be given to community-based organizations (Section 121 of the Act). These community-based organizations, including women's organizations with knowledge about or experience in nontraditional training for women, shall be organizations which are recognized in the community in which they are to provide services. Where proposals are evenly rated, and one of these proposals has been submitted by a CBO, the tie breaker may go to the CBO.

6. Appropriate education agencies in the service delivery area/substate area shall be provided the opportunity to provide educational services, unless the administrative entity demonstrates that alternative agency(ies) or organization(s) would be more effective or would have greater potential to enhance the participant's continued educational and career growth. Where proposals are evenly rated, and one of these proposals has been submitted by an educational institution, the tie breaker shall go the educational institution.

7. Amounts of service providers. Local workforce investment area/substate grantee 41 shall ensure that, for all services provided to participants through contracts, grants, or other agreements with a service provider, such contract, grant, or agreement shall include appropriate amounts necessary for administration and supportive services. (Section 663(H)(1)(2) and 664(D)(2) of the Act).

8. Service providers under agreements to conduct projects under Section 122 and 123 of the Act shall be selected in accordance with the requirements of this section.

9. Additional requirements for selection of service providers by substate grantee 41 are described at Sections 122 and 123 of the Act and 20 CFR 663.

10. The LWIA has no policy of awarding additional points to proposals received from such organizations as minority business enterprises and woman owned businesses. The State has not issued to the LWIA any policy regarding this process.

J. **Funding Restrictions for "High Risk" Subrecipients**

1. A subrecipient may be considered "high risk" if the awarding agency determines that the subrecipient is otherwise responsible but:

   a. Has a history of unsatisfactory performance;

   b. Is not financially stable;

   c. Has a management system which does not meet the management standards set forth in this part; or

   d. Has not conformed to terms and conditions of a previously awarded grant or subgrant.

2. If the awarding agency determines that an award will be made to a "high risk" subrecipient, then special funding restrictions that address the "high risk" status may be included in the award. Funding restrictions may include, but are not limited to:

   a. Payment on a reimbursement basis;

b. Requiring additional and/or more detailed financial or performance reports;

c. Additional monitoring;

d. Requiring the subrecipient to obtain specific technical or management assistance; and/or

e. Establishing additional prior approvals.

3. If the Lafayette Consolidated Government Business and Career Solutions Center decides to impose such funding restrictions, the Local Area Coordinator will notify the subrecipient as early as possible, in writing, of:

a. The nature of the funding restrictions;

b. The reason(s) for imposing them;

c. The corrective actions which must be taken before they will be removed and the time allowed for completing the corrective action; and

d. The method of requesting reconsideration of the restrictions imposed.

K. **Prohibition of Subawards to Debarred and Suspended Parties**

1. Neither the Lafayette Consolidated Government Business and Career Solutions Center nor subrecipients shall make any awards or permit any awards at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with the U.S. Department of Labor regulations at 29 CFR part 98.

2. The Lafayette Consolidated Government Business and Career Solutions Center and subrecipients shall comply with the applicable requirements of the U.S. Department of Labor regulations at 29 CFR part 98.

L. **Maintenance of Effort**

To ensure maintenance of effort under all programs the SDA shall ensure that such programs:

1. Result in an increase in employment and training opportunities.

2. Do not result in the displacement of currently employed workers.

3. Do not impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed, including services normally provided by temporary or seasonal workers or through contracting such services out.

4. Result in the creation of jobs that are in addition to those that would be funded in the absence of assistance under the Act.

Funds under this Act shall supplement, and not supplant, the level of funds that would otherwise be made available from non-Federal sources for the planning and administration of programs.

M. **Pell Grant Policy**

Federal Regulations require that there be no duplication of services/funding on behalf of participants by WIA funds, Pell Grants, Carl Perkins, Veterans Educational Benefits or any other sources of Federal funding.

Application for a Pell Grant shall be a pre-requisite for all WIA applicants/participants wishing to qualify for WIA Pell-Eligible training.

If an individual is receiving any form of financial assistance from Pell Grants, etc., the institution shall report the assistance to WIA; and, a copy of the Student Award Report shall be provided. After the amount of assistance has been determined, a Financial Plan shall be prepared. The Financial Plan shall outline the participant's estimated training costs.

The Institution shall keep WIA informed on a continuing basis regarding any WIA participants who, at any time during training, are determined to be eligible for Pell Grants, etc. The Institution shall provide WIA with a copy of the Student Aid Report as soon as it is received from the U.S. Department of Education.

When the actual amounts of the Pell Grant and/or other Federal Grant Funds are known, adjustments to the Financial Plan will be made. In no case shall a participant be funded for more than 100% of actual training costs.

N. **Modification/Amendments to Procurement Policies**

The procurement policies contained herein may be unilaterally modified by the Executive Administrator in order to comply with any Federal, State or local change in procurement requirements without prior approval of the Workforce Investment Board. However, any change in policy shall be in writing and reported to the WIB at the next regularly scheduled meeting. Revised procurement policies shall become effective immediately upon official notification by the respective authority.

Note: Page 20(as of 5/14/96 this is now page 24) of procurement policies was revised on 7/18/95. Revision date was hand typed on revised page.

Page 34 of procurement policies was revised on 5/14/96. Revision date was hand typed on revised page. Change made was (See dispute procedures, Attachment C)

1. Policy

1.1 Lafayette Consolidated Government (LCG) shall establish and maintain a centralized purchasing activity for procurement of all goods and services for all departments in accordance with state bid law and the following administrative procedures. In order to avoid possible conflicts of interest, it is the policy of the LCG that no direct or indirect purchases of any goods or services will be made from employees.

1.2. No employee, officer or agent of LCG shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

a. The employee, officer or agent,
b. Any member of their immediate family,
c. Their partner, or
d. An organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award. The officers, employees or agents of LCG will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

2. Procedure

2.1 The following steps shall be adhered to for each transaction by all agencies:

* a. Purchases of $2,500 or less may be made without the participation of the Purchasing and Property Management Division. This procedure is allowed to facilitate the acquisition of miscellaneous goods and services. The Purchasing Division has on file prices for goods and services that have been acquired by contacts with vendors. The requisitioner should be aware, by communication with the Purchasing Division, where the most advantageous prices and services may be obtained.

* b. The Direct Payment Requisition is to be used to acquire those miscellaneous goods and services of $2,500 or less.

c. Under no circumstances shall there be a division of miscellaneous items to allow the requisitioner to use this procedure. Purchases exceeding the limits shown above shall be acquired only upon approval of the Purchasing Division or by submitting a Purchase Requisition to the Purchasing Division.

*2.2 Purchases of more than $2,500 should be anticipated and must be submitted to the Purchasing Division using the Purchase Requisition form.

a. This form must contain specific descriptive information defining precisely what goods or services are needed and the names and addresses of vendors who are involved in the particular activity.

b. The use of "brand name or equal" description may only be used when accompanied by detailed written specifications setting forth all performance and feature requirements desired in the product, good or service.

2.3 Purchases regulated by the bid laws of the State of Louisiana are as follows:

* a. Purchases of materials and supplies between $10,000 and $30,000 shall require three (3) telephone or facsimile quotations. These acquisitions should be anticipated and must be submitted with specifications and an account number on the Purchase Requisition form.

* b. Purchases of materials and supplies exceeding $30,000 shall be bid in accordance with the State Public Bid Law (La. R. S. 38:2211, et seq.).

* c. Contracts for public works projects totaling $150,000 or more shall be bid in accordance with the State Public Bid Law. These acquisitions should also be anticipated and must be submitted with specifications and an account number on the Purchase Requisition form or a request for advertisement for bids, specifications, a bidder's list and an account number.

2.4 Contracts for public works projects aggregating less than $150,000 but in excess of $15,000 shall be awarded in accordance with the following provisions. These provisions shall apply to all departments and agencies of the LCG.

a. The Purchasing Division shall use due diligence to secure written quotations from three (3) or more qualified bidders. Written invitations for quotations should be submitted to five (5) or more qualified bidders where reasonably available. An invitation for quotations should also be submitted to the Lafayette Economic Development Authority for publication. At its discretion, the LCG may advertise for bids.

b. Written invitations for quotations shall contain complete specifications and the quantity required and any other information, including the delivery point, which is necessary for a supplier to make an acceptable bid.

c. Quotations shall be publicly opened and read at a specified date, time and location. Each bidder shall be notified of the date, time and location.

2.5 Contracts and purchases shall be authorized as follows:

a. Following tabulation of the quotations and/or bids received, the Purchasing Division will forward the tabulations to the user department for evaluation noting the bid expiration date. The user department will review the tabulations and make its recommendations regarding the lowest quotation and/or bid received which conforms to the bid specifications.

In the event the user department is unable to make its recommendation so that contract award can be made prior to the bid expiration date, the user department shall so notify the Purchasing Division as soon as reasonably possible. The Purchasing Division shall then contact the bidders requesting bid extensions and shall notify the user department of the results.

b. The recommendations made by the user department may include:

1. A recommendation to accept the lowest quotation or bid.

2. A recommendation to reject any and/or all quotations or bids based upon:

   a. Non-compliance with bid specifications.

   b. All quotations or bids exceeding available appropriated funds for the contract.

   c. A showing of just cause for rejection of quotations or bids as defined in the Pubic Bid Law.

3. A recommendation to seek additional funding where all bids exceed budgeted funds and the user department determines that bid prices are reasonable and the project should continue.

c. Where a recommendation is made to reject a quotation or bid, the user department will specify in writing to the Purchasing Division the reasons that the quotation or bid does not comply with the bid specifications.

Upon receipt of any recommendation to reject a proposed quotation or bid because the vendor/contractor has been declared non-responsive, the bidder shall be given written notice of the proposed disqualification that shall include all reasons for the proposed disqualification.

Upon receipt of any recommendation to reject a proposed quotation or bid because the vendor/contractor has been declared not responsible, the bidder shall be given written notice of the proposed disqualification that shall include all reasons for the proposed disqualification. Further each such bidder, whose quotation or bid is proposed to be disqualified because the vendor/contractor has been declared not responsible, shall be given the opportunity to be heard at an informal hearing at which such bidder is afforded the opportunity to refute the reasons for the disqualification.

Upon request, the Purchasing Division will coordinate refute hearings with the City-Parish Attorney.

d. Following receipt of the user department's recommendations, the Purchasing Division will forward such recommendations, through the

Budget Management Division, to the Chief Financial Officer noting the following information:

1. The list of potential bidders notified of the pending purchase or project and whether advertisements for bids were made.

2. The account number(s) and name(s) to be charged.

3. The cost or estimated cost of the quotation or bid being recommended.

e. The Budget Management Division will certify availability of funds for the account(s) to be charged, encumber the contract and forward it to the Chief Financial Officer.

f. The Chief Financial Officer will determine if the purchase or project requires the approval of the Council or can be authorized by the President. This will be noted in the Chief Financial Officer's approval which will be returned to the Purchasing Division to be added to the President's Report on the agenda for the next available Council meeting.

g. Following notification of the Council at its meeting, the Purchasing Division will have the successful bidder execute the contract documents and obtain required insurance documents and related information required by the contract. After receiving such documents in satisfactory form, the Purchasing Division will notify the user department that contract documents are ready for execution by the President.

h. The Director of the user department will then prepare a memo through the Chief Administrative Officer to the President requesting execution of the contract documents. This memo will briefly explain the purpose of the contract, estimated cost, length of time expected for completion, location of the project, and date of notification thereof to the Council.

2.6 **Emergency** purchases should be approved by the Purchasing Division prior to making a purchase. To eliminate the disruption of field activities or in a possible critical situation, the discretion is left to the Department Director or designated Field Supervisor to make this approval. Purchasing should be made aware of this type of situation as soon as possible and full information justifying such emergency shall be provided. The Purchase Requisition form or the Direct Payment Requisition form (with prior approval from Purchasing) must be used.

2.7 Exceptions (Sole Source)

a. **Non-competitive** items include, but are not limited to, the following: publications, training films, art or handicraft, antique furnishing, medical

services. These must be items where no comparisons can be made relevant to specification or application. The Direct Payment Requisition form must be used in this situation with prior approval from Purchasing.

b. Purchases could also fall within the category of Sole Source by reason of previous evaluation. Documentation of this and other exceptions should always be provided. Purchase Requisition forms may be submitted showing this designation. Direct Payment Requisition forms, with prior approval from Purchasing, may also be used.

c. At least one of the following circumstances must apply before an item may be purchased via non-competitive proposal:

1. The item is available only from a single source;

2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

3. After solicitation of a number of sources, competition is determined inadequate.

2.8 After contract documents for the purchase of goods or services have been developed, the Budget Management Division shall ascertain that funds are available prior to the execution of the contract documents. After verification of the availability of funds, the Budget Management Division shall forward contract documents to the proper authority for execution. Funds are encumbered after contract execution, upon receipt of contract encumbrance form from the Purchasing Division.

2.9 **Blanket Purchase Agreements**

a. A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing agreements with qualified sources of supply. The following are circumstances under which the Purchasing Division may establish BPAs:

1. There is a wide variety of items in a broad class of supplies or services that are generally purchased but the exact items, quantities and delivery requirements are not known in advance and may vary considerably.

2. Use of this procedure would avoid the writing of a large volume of purchase orders.

b. After determining a BPA would be advantageous, the Purchasing Division shall:

1. Establish the parameters to limit purchases to individual items or commodity groups or classes, or permit the supplier to furnish unlimited supplies or services; and

2. Consider suppliers whose past performance has shown them to be dependable and who offer quality supplies.

c. Blanket purchase agreements may be established with:

1. More than one supplier for supplies or services of the type to provide maximum practicable competition;

2. A single firm from which numerous individual purchases will likely be made in a given period.

d. The use of a BPA does not authorize purchases that are not otherwise authorized by statute, regulations or PPM.

e. The existence of a BPA does not justify purchasing from only one source or avoiding small business.

f. If there is an insufficient number of BPAs to ensure the maximum practicable competition for a particular purchase, the Purchasing Division shall establish additional BPAs to facilitate future purchases if recurring requirements for the same or similar items or services seem likely and qualified sources are willing to accept BPAs, and it is otherwise practical to do so.

g. The Purchasing Division shall:

1. Review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.

2. Ensure that each BPA is reviewed at least annually and updated at that time.

3. Maintain awareness of changes in market conditions, sources of supply, and other pertinent factors that may warrant making new arrangements with different suppliers or modify existing arrangements.

2.10 When federal funds are involved in a purchase, specific federal regulations apply to the purchase. The following are typical regulations that apply to items purchased with federal funds and should be included in the bid documents. Agencies are advised to consult the guidelines established by the applicable federal agency prior to the initiation of a purchase request.

a. **Bid Protest Procedures**: When a contract is supported by federal funds, the

recommendations of the user department to accept or reject bids shall be delivered to all bidders by the Purchasing Division. The notice will advise the bidder(s) of the impending award (or rejection) of bids and that such bidder has the right to a hearing to refute the proposed award (or rejection) of bids. The Purchasing Division will coordinate these hearings with the City-Parish Attorney, if applicable.

b. **Sole Source Purchases**: Purchases involving federal funds for a sole source purchase usually require written certification to the federal agency involved:

1. That the manufacturer or supplier is the only source for such item;

2. That the price of such item is no higher than the price paid for such item by like customers; and

3. That documentation, including a cost analysis, is provided which identifies specific element of cost and profit.

c. **Debarment, Suspension and Other Responsibility Matters**: In transactions involving federal funds, LCG is required to ensure that contractors and subcontractors that are debarred, suspended, ineligible or voluntarily excluded from participation in federally-assisted transactions, do not participate in federally-assisted programs. All contractors and subcontractors participating in contracts funded in whole or in part by federal funds shall submit certification prior to the award of the contract.

In transactions involving federal funds for any contract exceeding $100,000 the LCG is required to ensure that contractors and subcontractors do not use federal funds to lobby Congress. All contractors and subcontractors participating in contracts exceeding $100,000 funded in whole or in part by federal funds shall submit certification prior to award of the contract.

Approved by: [illegible] 10-6-09

1. **Purpose**

The purpose of this policy is to provide for the accountability and disposal of property of the Lafayette Consolidated Government (LCG) and to ensure that such property is adequately safeguarded against loss.

2. **Definitions**

PROPERTY: Fixed assets. The term "property" distinguishes inventory items from "supplies" or "repair parts" with supplies or repair parts being consumable through normal use. "Excess surplus property" shall mean property which is still in a suitable condition for use but which is no longer needed by the user.

FIXED ASSETS: Tangible property including movables, vehicles and equipment, buildings and improvements, and land belonging to the LCG.

MOVABLES: Non-consumable personal property, including but not limited to items such as tools, furniture and equipment with a per-unit cost of $500 or more.

VEHICLES AND EQUIPMENT: On-road and off-road, motorized and non-motorized, vehicles and equipment, including but not limited to automobiles, trucks, trailers, buses, motorcycles, tractors, heavy equipment, sweepers, etc., normally maintained by the Vehicle Maintenance Division.

BUILDINGS AND IMPROVEMENTS: Permanent or movable buildings and structures set in place to meet the operational needs of the LCG.

LAND: Parcels of natural earth distinguishable by boundaries and ownership acquired to meet the operational needs of the LCG, not including those parcels acquired or dedicated for public right-of-way purposes.

INFRASTRUCTURE: Including but not limited to public streets, roads, bridges, drainage channels, parking lots, sidewalks, fencing, traffic lights and controllers, utility lights and poles, transmission facilities, water and sewer lines, etc., set in place for the general enhancement of the community.

(NOTE: These improvements are not recorded as fixed assets.)

STOCK: Consumable and non-consumable material and supplies maintained by perpetual inventory for use by the LCG.

(NOTE: Presently the LCG maintains two (2) such inventories, that being the garage inventory and the warehouse inventory.

MATERIAL AND SUPPLIES: Consumable and non-consumable material not otherwise classified herein purchased and maintained by each division necessary to meet their day-to-day operational needs (i.e. printing supplies, housing rehab material, office supplies, janitorial supplies, etc.).

3. **Responsibility, Care and Custody**

3.1 The Purchasing and Property Management Division shall record and maintain an inventory of fixed assets in a manner which provides for accountability of items of property having an acquisition cost or fair market value for donated items of $500 or more.

3.2 Each division shall be responsible for its property and establish procedures for its care and custody and maintain its own inventory of material and supplies, including items valued at less than $500 not recorded by Property Management as movables.

3.3 No property shall be used or loaned outside of a department or division without specific approval from the assigned Department Director or Division Head.

3.4 Property shall be:

a. Used and maintained in accordance with manufacturers' guidelines and in accordance with applicable laws, codes and ordinances.

b. Properly stored and protected from unnecessary deterioration as applicable and secured from access by unauthorized users.

3.5 It will not be required that computer software be included on inventory regardless of cost.

4. **Property Acquisition**

4.1 Each division shall include on Direct Payment Requisitions and Purchase Requisitions for movables the user's name and assigned location of the material being purchased. The Purchasing Division shall, in turn, include this information on Purchase Orders.

4.2 Upon receipt of material, the division shall record the serial number of each item on the Direct Payment Requisition or material receipt copy of the Purchase Order (with Property Management copy attached). The serial number of the material must

correspond to the serial number on the vendor's invoice (when available) and must be verified by the division.

4.3 Purchase requests for additions and/or improvements to existing fixed assets shall contain the tag number and/or serial number (when available), vehicle number or building/improvement name and address or location of the asset to which the improvements and/or additions are being made.

4.4 Direct Payment Requisitions and Purchase Requisitions which affect existing fixed assets shall specify whether the material being purchased is new or a replacement. Direct Payment Requisitions or Purchase Requisitions that do not contain the above information shall be returned to the division as incomplete.

4.5 Donations of property to the LCG, with exception to real property which can only be acquired by ordinance in accordance with Home Rule Charter, shall be made in writing and must be accepted by signature of the receiving Department Director. Said donations shall include a full description of the property, manufacturer name, model name and/or number, serial number (if applicable) and appraised value. The receiving Department Director shall furnish the Purchasing and Property Management Division with a duplicate copy of the donation within thirty (30) days from date of donation in order that the property can be placed on inventory (if applicable).

4.6 Movables shall be tagged with a property control number in a visible and uniform location to be determined by the Purchasing and Property Management Division. Items which cannot be tagged due to physical or functional characteristics shall be assigned a property tag number and the actual tag destroyed. Pertinent data including model number, serial number, etc., shall be included on the inventory whenever possible.

4.7 The responsible department/division shall remain accountable for the asset until the appropriate paperwork has been filed with the Purchasing and Property Management Division. In the event of vacancies on the Division Head level, the responsible Department Director shall designate a representative within the division for the purpose of inventory control. Fixed assets purchased by the LCG shall be assigned to the division responsible for the funds from which the asset was purchased, or the department/division which made the recommendation for acceptance of the property if acquired by donation. Fixed assets purchased from funds consolidated within a single division's budget for use by various departments may be assigned directly to the intended end-user division providing that the end-user's division name and number is stipulated on the Purchase Order **AND** the end user has acknowledged receipt of the material by signature on the Purchase Order Material Receiving Report, Direct Payment Requisition or other prescribed purchasing form. Purchases from consolidated funds which do not strictly adhere to these requirements shall be assigned to the division responsible for

administration of the funds until the asset is transferred by Accountability Release form.

4.8 Fixed assets shall be assigned a location code by the Purchasing and Property Management Division for reporting purposes. The user division shall notify the Purchasing and Property Management Division via the Accountability Release form prior to moving fixed assets from one building or property location to another on an indefinite or permanent basis.

5. **Property Disposal**

5.1 Property which is deemed surplus to a division may be transferred intra-departmentally or to other departments via the Accountability Release form signed by both the current user Division Head or Department Director and receiving department only. It shall be the current user division's responsibility to ensure that the Accountability Release form is properly completed, signed and received by the Purchasing and Property Management Division. No transfers will be recognized or effectuated on inventory until the Accountability Release form is received by the Property Management Section in correct order.

(EXCEPTIONS: SEE INVENTORY CONTROL PPM #050-4 AND MOTORIZED VEHICLE TRANSFERS PPM #050-6).

5.2 In the event there is no other department or division interested in acquiring the surplus property directly from the current user division, the property shall be transferred to the Purchasing and Property Management Division for disposal with the following exceptions and conditions:

a. ***Movables, Stock, Material and Supplies***

1. Material shall be delivered to the surplus storage area designated by the Purchasing and Property Management Division by the user division.

2. Material shall be clean and supplies and waste removed.

3. The following types of material shall not be transferrable to the Purchasing and Property Management Division: (a) material which is subject to laws which require special handling, and (b) material of a sensitive nature or material which has the potential of causing harm to the public or would otherwise not be in the best interest of the LCG if disposed of at public or private sale.

4. Responsibility for awareness of the above material and its proper handling shall be incumbent upon the user division. The user division shall notify the Purchasing and Property Management Division, in

writing, of such material and provide recommendations for its disposal. The Purchasing and Property Management Division shall coordinate disposal of material to the extent possible. The user division shall remain fully responsible for the material until it is properly disposed of.

a. The user division shall note on the Accountability Release form or on an attached memo the following information: (1) overall condition of the material or equipment including repair estimates when available, (2) specific problems with the material or equipment, (3) estimated value, (4) prospective parties that might be interested in acquiring the material, and (5) recommended disposal method.

b. In the event adequate storage space is not available by the Purchasing and Property Management Division, the user division shall be responsible for care and custody of the material until it can be accepted for proper disposal.

b. ***Vehicles and Equipment***

(SEE MOTORIZED VEHICLE TRANSFERS PPM #050-6.)

c. ***Buildings and Improvements***

The user department shall remain fully responsible for the care and custody of surplus buildings and improvements until officially disposed of.

d. ***Land***

The user department shall remain fully responsible for the care and custody of surplus land until officially disposed of.

e. ***Trade-ins***

Material or equipment which qualifies for a trade-in allowance may be transferred via the Accountability Release form to the successful bidder on specification let for bid upon recommendation of the user division and with concurrence of the Purchasing and Property Management Division providing there are no current requests for such material from surplus. Only like material utilized for the same purpose as that being purchased shall be allowed for trade. The complete description, model number, serial number and property tag number (when applicable) shall be included in the bid specification and only that item may be traded. An Accountability Release form shall be forwarded to the Purchasing and Property Management Division immediately upon receipt of the trade by the successful bidder.

f. ***Salvaged Property***

Divisions wishing to permanently dismantle or salvage for parts fixed assets shall first obtain approval from the Purchasing and Property Management Division. The responsible division shall furnish an Accountability Release form along with a memo describing the condition and estimated value of the property to be salvaged. The Purchasing and Property Management Division shall give its approval or denial based upon its evaluation of the property. If the property is approved for salvage, it shall be deleted from the inventory.

g. ***Missing, Stolen or Destroyed Property***

Property which a division is unable to locate, has been stolen or accidentally destroyed shall immediately be reported to the Purchasing and Property Management Division via the Accountability Release form after a good faith effort is made by the division to recover the property. The responsible division shall provide a written explanation of the circumstances involved with the loss of the property, action taken, and copies of police reports, etc., to the Purchasing and Property Management Division. Property which is known to have been stolen or accidentally destroyed shall be deleted from the inventory upon receipt of the above documentation. Missing property shall be transferred into an unassigned division and location code for a period of two (2) years. If the property has not been located after two years, it shall be deleted from the inventory.

h. ***Scrap Material***

Excess material of marketable value, (i.e., scrap wire, iron, brass, copper, aluminum, or other ferrous or non-ferrous metals, construction material, etc.) including material derived from property which is no longer fit for its intended purpose and not affected by approved recycling program or needed shall be accumulated by the user division in manageable quantities and reported to the Purchasing and Property Management Division for disposal by competitive quotes. Scrap material generated shall be disposed of through the Purchasing and Property Management Division only.

6. **Departmental Reorganizations**

Within thirty (30) days from final approval of departmental reorganization, the responsible Department Director shall notify the Purchasing and Property Management Division of resulting changes to the department's fixed asset inventory. Fixed assets to be transferred from a division as the result of a reorganization shall be reported to the Purchasing and Property Management Division via the Accountability Release form signed by the responsible Department Director and receiving Division Head. The responsible Department Director shall remain accountable for fixed assets of the department until properly transferred.

7. **Utility Fund Property**

7.1 Prior to disposal of property purchased by the Lafayette Utilities System, the responsible user division shall provide a Retirement Work Order approved by the department's consulting engineer along with an Accountability Release form to the Purchasing and Property Management Division. This requirement shall apply to property purchased with funds designated as capital within the utilities system only. Other provisions for disposal of property as outlined in this PPM shall apply.

7.2 The Purchasing and Property Management Division shall furnish the Director of Utilities and consulting engineers with an annual recap of revenues derived from the sale of surplus utility fund property.

8. **Grant-Funded Property**

Property purchased with grant funds shall be managed in accordance with the terms of the specific grant agreements. It shall be incumbent upon the user division to inform the Purchasing and Property Management Division of special requirements or restrictions placed on the LCG by grant agreement. Grant-funded property shall be disposed of in accordance with the terms and conditions of the specific grant agreements.

9. **Inventories**

The Purchasing and Property Management Division shall cause to have movables and vehicles and equipment inventoried each fiscal year and shall provide an annual inventory schedule to departments. The Purchasing and Property Management Division may verify the inventories on its own or may request each division to conduct the inventory subject to spot checks by the Purchasing and Property Management Division. Inventories shall be signed by the responsible Division Head or Department Director upon completion. Discrepancies found shall be reported to the Department Director. The Purchasing and Property Management Division may conduct unscheduled spot check inventories as deemed necessary. Each division shall have a representative available to assist the Purchasing and Property Management Division for inventories.

Approved by: CAO

EMERGENCY PURCHASE REQUISITION POLICY AND PROCEDURE

This policy is to address non-disaster related emergency purchases. This policy is not to be used to circumvent any State or other public bid laws. Sufficient funding in the budget must be present before any purchase is approved. This policy does not apply to any items that would be considered a taggable asset. All purchases of taggable items must go through the normal Purchasing/Property procedures.

The definition of an Emergency Purchase is as follows:

"An emergency purchase is a purchase of parts or materials for the repair and maintenance of buildings or equipment that is needed to prevent interruption to critical operations. These purchases must be the result of an event that cannot be planned in advance. (E.g. a belt breaks on a piece of equipment during road work and a belt is not in stock)"

When an emergency purchase is done, an "Emergency Purchase Requisition" (EPR) form must be completed. For purchases of $500 or less, the form is to be approved by both the person holding signature authority over the budget account number, and the purchaser's supervisor. For purchases of greater than $500, the Director whose budget is affected must also sign the "Emergency Purchase Requisition".

The completed form with the invoice attached is due in the Purchasing Division no later than two business days after the emergency purchase is made. Once Purchasing has reviewed the documentation, the EPR will be sent to Accounting for processing and payment.

The invoice must be attached to the Approval form. Accounting cannot accept a delivery ticket or other such documentation. A copy of the invoice is okay only where the original invoice has been sent to the Accounting Division by the Vendor.

Attachment

#12

Workforce Investment Board

LWIA #4(

ERIC SOILEAU
Chief Elected Official

DONALD MENARD
Parish President
St. Landry Parish Government
Grant Recipient

BRENDA HUBBARD
Administrator
Email: ladyhubbard@aol.com

WAYNE TAYLOR
Chairman

HANK CAPEL
Vice-Chairman

CLARENCE MOSS
Parliamentarian/ retary

May 30, 2011

To: Brenda Hubbard, LWIA #40 Director

From: Sandra Hidalgo, LWIA #40 Monitor

RE: Tentative Monitoring Schedule
July 1, 2011 – June 30, 2012

ITAs:	Will monitor on an as needed basis.
On The Job Training:	Will monitor at least once during the contract period.
Work Experience:	Will monitor at least one contract per parish during contract period.
Summer:	Will monitor at least once during the contract period.

Any and all other monitoring will be performed as deemed necessary by the LWIA #40 Director.

West Bellevue St.
Box 2046
Opelousas, LA
70571-2046
Phone: 337-942-5678
Fax: 337-942-9654

"Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities."
TDD Relay System Number (800) 548-2547

Monitoring Handbook
&
Monitoring Forms

"Equal Opportunity Employer/Program – Auxiliary Aids and Services are available upon request to Individuals with disabilities." TDD Relay System Number (800) 548-2547

LOCAL WORKFORCE INVESTMENT AREA #40

MONITORING HANDBOOK

Revised 6-11-09

PREFACE

This handbook has been prepared for use by the Local Workforce Investment Area #40. It is to be used as a guide for the monitoring and evaluation of the operations of the WIA and its service providers to ensure compliance with the WIA as amended, Federal and State rules and regulations, instructions and issuances promulgated thereunder, Workforce Investment Area, and local and other contractual requirements pertaining thereto

The purpose of the WIA monitoring function is to assess the operation and performance of service providers and the administrative entity itself through a continuous systematic collection, review and analysis of information. The information obtained during the monitoring reviews will assist in determining needed changes, provide for technical assistance and help to document reasons for sanctions if necessary.

Furthermore, the purpose of the monitoring function shall be:

X to identify problems and potential problems;
X to make recommendations for corrective actions based on findings;
X to make recommendations on modifying systems to insure stronger program management;
X to follow through to determine that identified problems have been corrected.
X to provide data to be used as performance indicators

The monitoring function of this LWIA has been designated to the internal Monitor. The Monitor shall be responsible for reviewing program activities, services, fiscal records and administrative practices, which are supported by funds under the Workforce Investment Act (WIA).

Consistent with Section 184 of the Workforce Investment Act, the LWIA will establish such fiscal control and Fund accounting procedures as necessary to assure proper disbursal of and accounting of Federal funds allocated to it. The LWIA will comply with the applicable uniform cost principles and administrative requirements included in the appropriate circulars of the Office of Management and Budget (OMB). The LWIA will maintain standardized records for all individual participants.

MONITORING AUTHORITY

Authority—The oversight/monitoring activities for local LWIAs is established by authority set forth under the Workforce Investment Act (WIA), Federal and State Laws and regulations pursuant thereto, the State Title I WIA Plan, the approved Local Plan and any issuances from the Louisiana Department of Labor and any subsequent changes to any of the above. The LWIA Grant Recipient assures that procedures are developed for regular oversight and monitoring of its WIA activities and those of its subrecipients and contractors (20CFR667.410). The LWIA Grant Recipient further assures that procedures are established and maintained for grievances and complaints according to the requirements of 20CFR667.600.

Oversight/Monitoring will include, but not be limited, to areas related to:

- fiscal control and fund accounting procedures necessary to ensure proper disbursement of WIA funds
- compliance with confidentiality requirements of 136(f)(3) of WIA
- compliance with the nondiscrimination provisions of 188 of the WIA
- eligibility of those clients required under the Act
- quality of services

The LWIA Grant Recipient assures that it and its subrecipients shall comply with the following OMB Circulars and/or Code of Federal Regulations as applicable:

- 29CFR Part 97—Uniform administrative requirements for State and Local governments
- 29CFR Part 95—Uniform administrative requirements for institutions of higher education, hospitals and other non-profit organizations
- OMB Circular A-133—Single audit act
- OMB Circular A-87—Cost principles for State, Local and Indian Tribal governments
- OMB Circular A-122—Cost principles for non-profit organizations
- OMB Circular A-21—Cost principles for education institutions
- 45CFR Part 74, Appendix E—Principles for determining costs applicable to research and development under grants and contracts with hospitals
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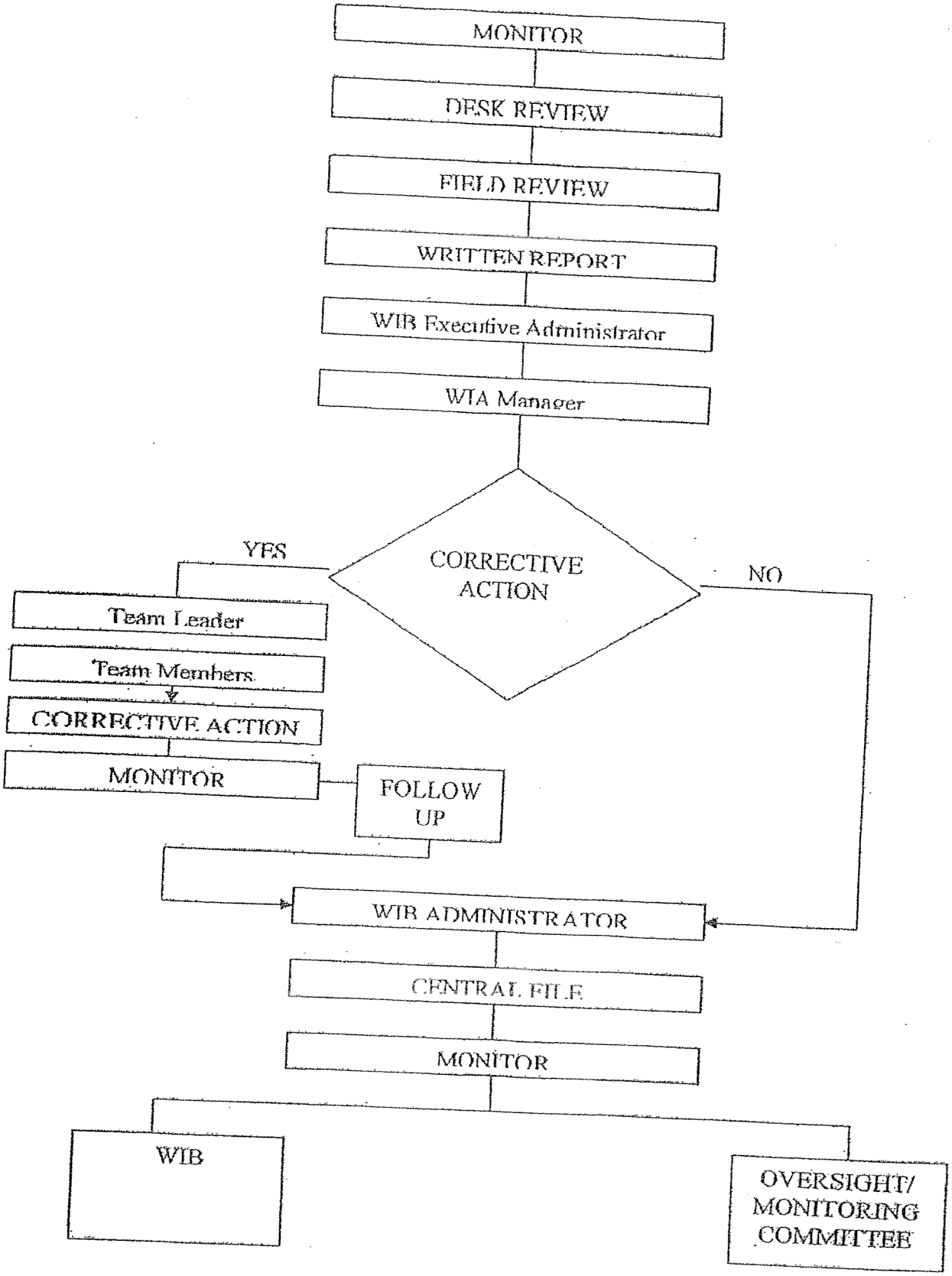
Monitoring Process Chart



TYPES OF MONITORING

One way of categorizing monitoring is to view the monitoring effort according to the purposes it is to achieve. There are three (3) types of monitoring, each having a distinctive objective which seeks to assess the acceptability of program activities.

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Compliance monitoring (sometimes called custodial monitoring) focuses on the extent to which programs, projects and services are in legal, fiscal, administrative and programmatic compliance with WIA legislation and regulations, as well as any other contractual requirements. These efforts usually require on-site inspections of facilities and records; however, a great deal of compliance monitoring can be accomplished through desk review. Because contract requirements are designed to ensure the lawful use of public funds, compliance monitoring is closely associated with the program integrity.

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Performance monitoring focuses on the extent to which a program is achieving or progressing toward achieving performance standards established by the Secretary, Governor, and/or Administrative Entity. It is sometimes referred to as "plan versus actual" monitoring. The objective is to determine whether services are being performed at the required level. Generally, performance monitoring is confined to numbers that represent <u>level of performance</u> as opposed to quality of performance.

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Operations monitoring focuses on the extent to which organizational and operational systems, procedures and practices are functioning effectively and efficiently. Operations monitoring is an extension of compliance and performance monitoring. The emphasis, however, is on the quality of outcomes and performance levels relative to cost.

This type of monitoring represents a more in-depth examination of program activities and often calls for an analysis of very complex data. It is based on certain assumptions about what constitutes "good" or quality programs then monitors programs to see if those attributes are present.

THE PURPOSE OF MONITORING

The purpose of monitoring is to track and control project activities and the total program effort to assure that those activities are properly implemented, managed, and in compliance with regulations while at the same time assure that the best possible services are provided to those in need, and that the goals and objectives of the LWIA and WIA in general are being met.

The essence of this philosophy is comprised in the monitoring of the following areas:

1. **People:**
   - Are those persons most in need of employment and training services being reached and served by the program?
   - Are quality services being provided to participants?
   - Do program participants meet the eligibility requirements?
2. **Programs:**
   - Are the activities and services offered consistent with the regulations?
   - Are the programs being run according to acceptable practices?
   - Are the programs meeting the priority needs and objectives identified in the plan?
3. **Expenditures:**
   - Are the dollars being spent appropriately and according to regulations?
   - Can the monies spent be accounted for?

The on-going monitoring activities should accomplish the following:

(a) Assurance that reports (both operational and fiscal) are accurate;
(b) Forecast program and fiscal trends;
(c) Ensure contract compliance;
(d) Identify management and programmatic areas where assistance is needed and provide assistance, as necessary; and
(e) Identify existing or emerging problems, determine when corrective action steps in a realistic time frame, to effectively address and overcome identified deficiencies are needed.

To ensure consistency and thoroughness in monitoring of different contractors, the same procedures must be used to gather and record information. Checklists, questionnaires, worksheets, and other standardized forms should be used for both desk and filed review.

MONITORING METHODS AND PROCESS

Monitoring methods are approaches to the collection of information that support the monitoring objective. These methods are generally applicable to any or all of the monitoring. There are five (5) methods. They are records reviews, interviews, observation, desk reviews of existing data, and on-site reviews. The monitoring methods can be used singularly or in combination to address any of the types of monitoring.

The monitoring process follows fairly standard steps—preparation, data collection, data analysis, conclusions and reports, corrective action and follow-up. The data collection may incorporate some or all of the monitoring methods mentioned above. It is by this process that the standard procedures for monitoring services providers are established for this LWIA.

MONITORING GUIDELINES FOR PARTICIPANT FOLDERS REVIEW

10% of all participants in a WIA funding training activity will be randomly chosen and their folders will be reviewed to determine whether the minimum documents are present, adequate and complete, and whether the information recorded is accurate. For those cases requiring such, a review will be made to determine that eligibility was properly determined.

The Participant Monitoring Folder Checklist form on page 11 should be used to document each folder reviewed. This form may be amended as needed.

Once 10% of participant files have been chosen the Monitor or Administrative Staff will conduct a file and site review for the training provider(s) associated with each of the WIA participants that were chosen by randomly selecting 10% of total amount of individuals enrolled in training with WIA funds. Each of those sites will be monitored according to the "Standard Procedures For Monitoring Contracts and Service Providers" in the section below.

STANDARD PROCEDURES FOR MONITORING CONTRACTS AND SERVICE PROVIDERS

- Appropriateness of training for participants
- Quality of the training process
- Training outcomes
- Compliance with terms of the contract, LWIA and other applicable laws and the administrative provisions.

I. Desk Review

The desk review consists firstly of preparation for monitoring the particular activity or program. Prior to a filed visit to a service provider, the monitor is to review, as applicable, the following:

A. Proposal and other pre-award information, contract and modifications to ensure that all necessary information is present and comprehensive.

The documents should include budget information, personnel information including resumes or other documents of qualification, curriculum, identification of the targeted population and the number to be served, and the performance results expected. The monitor should take a copy of the contract on-site and be prepared to review the program for compliance with this document.

B. Correspondence between LWIA and contractor, grievance reports and any other documents or memos pertaining to or regarding the contractor.

C. Previous monitoring reports and other documentation by either State Monitoring, LWIA Monitor, and/or other LWIA staff assigned to directly oversee the contract. (Check to see if deficiencies identified in previous reports have been corrected or make note to check later during the field review).

D. Financial controls, reports and requests for payment or reimbursement invoices from contractors. (These should be reviewed and compared to the fiscal records on site.)

E. Participant records (including timesheets, progress reports, etc.) and MIS records.

F. Performance indicators and other pertinent information related to the anticipated successful fulfillment of the contract.

The monitor should be as knowledgeable as possible regarding the service provider before the visit. In addition to the above, the monitor should consult with LWIA staff to determine any unique problems or situations of which staff may be aware. Copies of the monitoring instrument(s) such as questionnaires, forms and worksheets to be used while on site should be compiled during the time period allotted for the desk review. The time necessary for this review is depended upon the size and complexity of the program to be monitored.

II. Field Review

A field review or on-site review calls for visits to the contractor's service location, administrative offices or other necessary space. Because the on-site review can disrupt the contractor's operations, on-site reviews should, as much as possible, be scheduled at times convenient to the contractor.

Prior to the review, the contractor is notified of the on-site review and to schedule the date and time of the visit. This may be arranged by telephone, email, or letter. At that time, the monitor may indicate the sources of information needed, including the persons who will need to be interviewed.

The appropriate monitoring instruments are to be used to facilitate the review. There is no particular order in which to approach the areas to be monitored, however, this should be determined in advance by the monitor at the desk review. Generally the on-site review will involve all of or most of the following activities:

A. Entrance interview/conference held with authorized representative(s) of the service provider.

The entrance conference is the occasion for the monitor to be formally introduced to the contractor representative(s), stating the purpose of the visit. The contractor is given an overview of the monitoring activities and the process involved. Final logistical arrangements so that documents and interviewees can be accessible at appropriate times can be made at this time.

B. Staff interview(s) (A contractor interview topic guide may be used).

C. Participant interviews (A standardized questionnaire may be used).

D. Records review, i.e. timesheets, rosters, accounting papers, books, test, and curriculum. (The contract staff has 72 hours from official notice either by email or memorandum to produce this information and if the information is not produced, the monitor should report the absence of material.)

E. Observation of facility and equipment/supplies.

F. Observation of instruction/training (particularly in an attempt to assess the quality of instruction/training).

G. If applicable, an exit conference with authorized representative of the service provider may be held.

At the conclusion of the on-site review, an exit conference can be held. The monitor should express appreciation for the time and cooperation given for the review and apologize for any disruption or inconveniences imposed. The monitor may also provide feedback in the form of either a listing of significant findings or conclusions and the anticipated time the report will be completed.

The monitoring instruments may be filled out during or after the field visit, but should be maintained on file as documentation for the final written report.

III. Data Analysis and Report Preparation

Once the data collected has been analyzed by bringing together the relevant information to address a monitoring objective and form objective conclusions, a report is prepared. Before actually beginning to write the report, information gathered during the review is compiled and organized so that the information is presented in an orderly manner.

The monitoring report should:

A. Review the monitoring objectives.

B. Give a brief description of the monitoring activities. This includes a listing of the data sources (names, records, etc.)

C. State conclusions for each monitoring objective, citing findings that were used in the analysis leading to the conclusion whether good or bad. (In identifying deficiency findings, include descriptive information concerning problem area. For problem areas

involving non-compliance, make reference to the specific violation of program regulation.) Highlight or praise accomplishments and exceptions.

D. Summarize the review by conclusions about the overall status of the contract in terms of issues covered by the monitoring objectives.

E. Make recommendations for corrective action and a schedule for implementation of those actions. (The final decision, however, for how identified problems or potential problems will be resolved and who will be responsible for resolving the problem(s) rest with the LWIA Manager.)

F. Make projections if possible about outcomes, performance, expenditures, etc.

G. Include documentation and worksheets used to collect information to substantiate findings.

The monitoring report is a means for providing guidance for corrective action, altering contract practices, publicizing successful practices, and providing technical assistance.

IV. Distribution

Once the report is completed by the monitor, it is forwarded to the WIB Executive Administrator for review. The Executive Administrator then forwards the report to the WIA manager. The report is then sent to the appropriate team for corrective action and resolution of problems and discrepancies. A copy is also forwarded to the contractor for corrective action on their part. The Monitoring Report Routing Slip on the next page is to be attached on top of each report to show who has reviewed the report as it is forwarded for corrective action or information.

Copies of the report may be made for each applicable party, if necessary. However, the original report with the completed routing slip is filed in the office central file. Corrective action reports are filed with the original monitoring report in the central file.

If a report contains findings that warrant corrective action solely on the part of the LWIA and does not contain information pertinent to the contractor, it may not be necessary to forward that report to the contractor.

Folder Checklist

ITA School or OJT Company: _____

Participant: _____

Folder Checklist

1. Are printouts for core, intensive, and training services in folder? Yes No
2. Are case notes within folder or in LAVOS? Yes No
   Are case notes current? Yes No
3. Is the ISS complete? Yes No
4. Is testing/assessment information included in folder? Yes No
5. Is EO certification form present, being signed and dated? Yes No
6. Is participant disabled? Yes No
7. Is contract (ITA or OJT) signed and dated, showing amounts of account? Yes No
   Amount: _____
8. Are time sheets included as proof of attendance or reimbursement? Yes No
9. Are invoices included? Yes No

OJT Contract Folder

1. Is OJT contract signed and dated? Yes No
2. Is pre-award included in folder? Yes No
   Does pre-award indicate current, unexpired worker's comp. policy? Yes No
   Does pre-award indicate fringe benefits? Yes No
   Does company have any other previous OJT contract? Yes No
   Did company have any labor disputes, lay-offs, or hiring freezes in past 12 months? Yes No
   Is there a current job description? Yes No
   Is there an indication of how time-worked records are kept? Yes No
   Is there a possibility of advancement? Yes No

Invoice

1. Is the WIA being invoiced in a timely manner? Yes No
2. Are invoices being processed in a timely manner? Yes No

Company

1. When was the company established? _____
2. What are the company's products or services? _____
3. Is the company minority owned? Yes No
4. Is the company female owned? Yes No

Other

_____

LWIA #40

MONITORING REPORT ROUTING SLIP

Original report must be returned to the monitor for filing in LWIA #40 office along with a report of corrective action when appropriate

Date: _____

Monitor: _____

Contract Number: _____

Contract Name:

_____

Contract Address:

_____

_____

Monitoring Report will be forwarded to:

LWIA #40 Director and LWIA #40 Administrative Assistant:

Comments:

_____

_____

_____

_____

_____

On _____, a copy of this contract monitoring form was faxed or emailed to: Director of AWI, Inc., and/or Business and Careers Solution Centers Workforce Development Officer.

Comments:

_____

_____

_____

_____

V. Corrective Action

A. Corrective action by a contractor should be initiated immediately upon notification of findings which should include the forwarding of a copy of the monitoring report. The contractor will have to be informed by letter that a report of that action is due within twenty (20) working days or four (4) weeks of the notification.

NOTE: It is important that monitoring reports are forwarded to contractors as soon as possible.

B. Corrective action efforts by the LWIA are to be initiated immediately. A report of any corrective action taken is due within twenty (20) working days. Notwithstanding this requirement, the LWIA Manager may provide for an extension up to a maximum of sixty (60) days.

VI. Follow-up

A system to ensure that corrective action is taken within the appropriate time period must be established. If corrective actions have not been taken within the required time, a written memo is issued to the LWIA Manager as a reminder.

A filing system that allows efficient access to the information gathered from monitoring reviews and monitoring reports is to be maintained at all times.

MONITORING SCHEDULE AND OBJECTIVES

At the beginning of each fiscal year the Monitor or Administrative Staff will project the total number of individuals that will be enrolled into a WIA training activity. This will be done by analyzing the carry over from the last fiscal year and the current WIA program year allocations. In addition the projection will take into account historical data from previous program years related to the total number of participants enrolled in training activities. Other circumstances that might affect the number of participants enrolling in training should be taken into account when estimating the number to participants who will enter training.

Once the total number of participants entering training activities has been determined for the program year the Monitor or Administrative Staff will be able to estimate how many participants will need to be monitored in order to meet the required 10% of all training participants.

A quarterly schedule will be developed dividing the total of number of participants to be monitored equally throughout the year. Every quarter the correct amount of participants will be randomly selected from all training programs including Employer Based Training, Classroom Training, Scholarships, Youth training and another related WIA training activity. Once the participant folders are chosen the associated training providers file and site will also be monitored.

INCIDENT REPORT PROCEDURES

In accordance with state instruction, an incident report is filed to report known or suspected incidents of fraud, misfeasance, nonfeasance, or malfeasance, misapplication of funds, gross mismanagement, and employee/participant misconduct under the Workforce Investment Act.

In addition, posters are posted in conspicuous areas to make the public aware that criminal activities will be reported.

The LWIA Manager shall be responsible for incident reporting and any necessary actions on follow-up until the incident is resolved.

Attachment 12

LAFAYETTE CONSOLIDATED GOVERNMENT

WORKFORCE INVESTMENT AREA

MONITORING HANDBOOK

PREFACE

This handbook has been prepared for use by the Local Workforce Investment Area (LWIA) grant recipient, Lafayette Consolidated Government and members of its Workforce Investment Board (WIB). It is to be used as a guide for the monitoring and evaluation of the operations of the LWIA, including its One-Stop Center and its service providers to ensure compliance with the Workforce Investment Act as amended, Federal and State rules and regulations, instructions and issuances promulgated thereunder, the Workforce Training Plan of the LWIA and local and other contractual requirements pertaining thereto.

The purpose of the LWIA monitoring function is to assess the operation and performance of the One-Stop Center, service providers and the grant recipient itself through a continuous systematic collection, review and analysis of information. The information obtained during the monitoring reviews will assist in determining needed changes, provide for technical assistance and help to document reasons for sanctions if necessary.

Furthermore, the purpose of the monitoring function shall be:

- to identify problems and potential problems
- to make recommendations for corrective actions based on findings
- to make recommendations on modifying systems to ensure stronger program management
- to follow through to determine that identified problems have been corrected
- to provide data to be used as performance indicators

The monitoring function of this LWIA has been designated to an internal Monitor. The Monitor shall be responsible for reviewing program activities, services, fiscal records and administrative practices which are supported by funds under the Workforce Investment Act (WIA). In the event that funding does not allow for a full time Monitor the duties of the position will be equally distributed the existing Workforce Investment Board staff.

Consistent with Section 184 of the Workforce Investment Act, the LWIA will establish such fiscal control and fund accounting procedures as necessary to assure proper disbursal of and accounting of Federal funds allocated to it. The LWIA will comply with the applicable uniform cost principles and administrative requirements included in the appropriate circulars of the Office of Management and Budget (OMB). The LWIA will maintain standardized records for all individual participants.

MONITORING AUTHORITY

Authority—The oversight/monitoring activities for local LWIAs is established by authority set forth under the Workforce Investment Act (WIA), Federal and State Laws and regulations pursuant thereto, the State Title I WIA Plan, the approved Local Plan and any issuances from the Louisiana Department of Labor and any subsequent changes to any of the above. The LWIA Grant Recipient assures that procedures are developed for regular oversight and monitoring of its WIA activities and those of its subrecipients and contractors (20CFR667.410). The LWIA Grant Recipient further assures that procedures are established and maintained for grievances and complaints according to the requirements of 20CFR667.600.

Oversight/Monitoring will include, but not be limited, to areas related to:

- fiscal control and fund accounting procedures necessary to ensure proper disbursement of WIA funds
- compliance with confidentiality requirements of 136(f)(3) of WIA
- compliance with the nondiscrimination provisions of 188 of the WIA
- eligibility of those clients required under the Act
- quality of services

The LWIA Grant Recipient assures that it and its subrecipients shall comply with the following OMB Circulars and/or Code of Federal Regulations as applicable:

- 29CFR Part 97—Uniform administrative requirements for State and Local governments
- 29CFR Part 95—Uniform administrative requirements for institutions of higher education, hospitals and other non-profit organizations
- OMB Circular A-133—Single audit act
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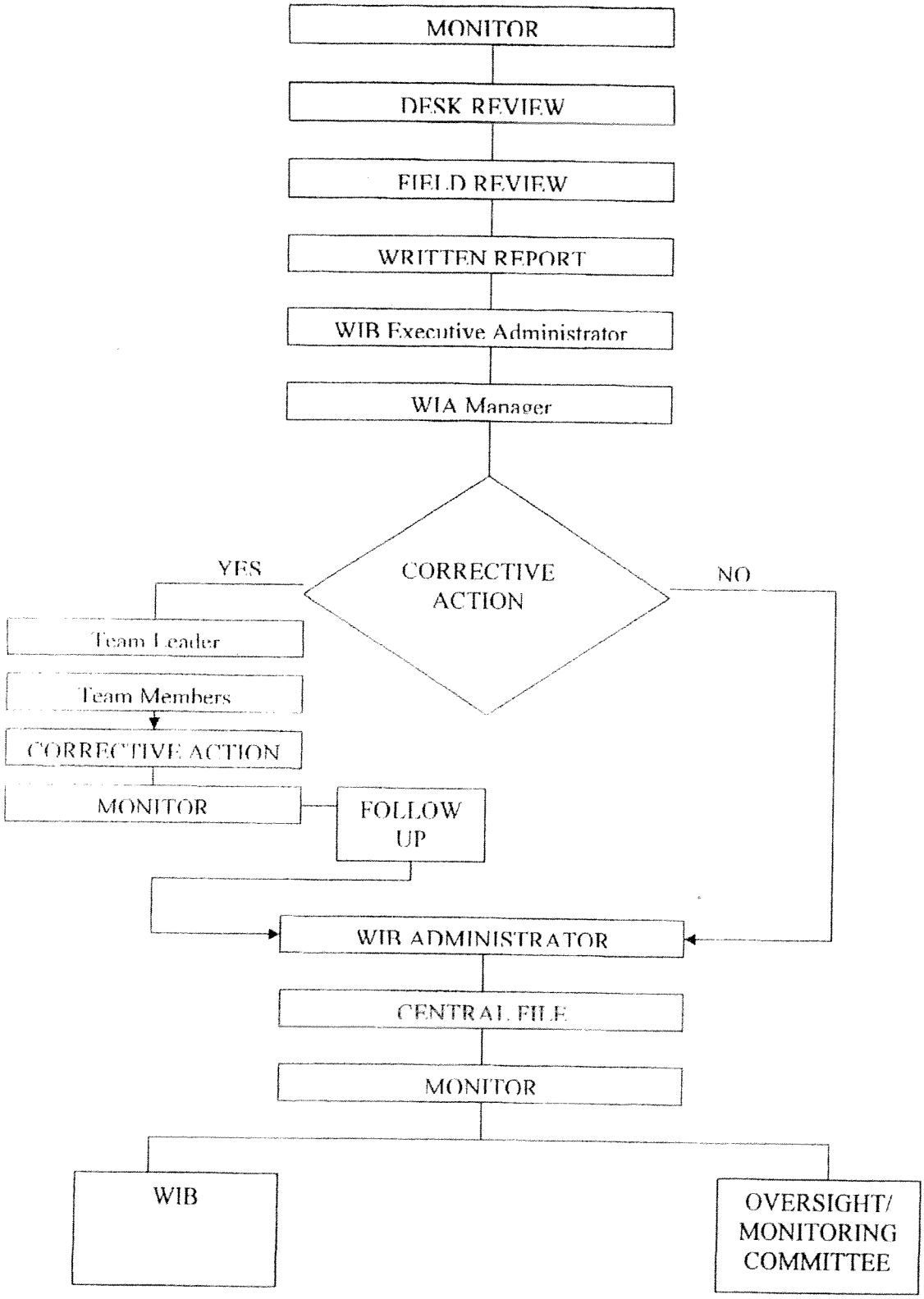

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ITA School or OJT Company:_____

Participant:_____

Folder Checklist

1.	Are printouts for core, intensive, and training services in folder?	Yes	No
2.	Are case notes within folder or in LAVOS?	Yes	No
	Are case notes current?	Yes	No
3.	Is the ISS complete?	Yes	No
4.	Is testing/assessment information included in folder?	Yes	No
5.	Is EO certification form present, being signed and dated?	Yes	No
6.	Is participant disabled?	Yes	No
7.	Is contract (ITA or OJT) signed and dated, showing amounts of account?	Yes	No
	Amount:_____		
8.	Are time sheets included as proof of attendance or reimbursement?	Yes	No
9.	Are invoices included?	Yes	No

OJT Contract Folder

1.	Is OJT contract signed and dated?	Yes	No
2.	Is pre-award included in folder?	Yes	No
	Does pre-award indicate current, unexpired worker's comp. policy?	Yes	No
	Does pre-award indicate fringe benefits?	Yes	No
	Does company have any other previous OJT contract?	Yes	No
	Did company have any labor disputes, lay-offs, or hiring freezes in past 12 months?	Yes	No
	Is there a current job description?	Yes	No
	Is there an indication of how time-worked records are kept?	Yes	No
	Is there a possibility of advancement?	Yes	No

Invoice

1.	Is the WIA being invoiced in a timely manner?	Yes	No
2.	Are invoices being processed in a timely manner?	Yes	No

Company

1. When was the company established?_____
2. What are the company's products or services?

_____

_____

_____

3.	Is the company minority owned?	Yes	No
4.	Is the company female owned?	Yes	No

Other

_____

_____

_____

_____

Workforce Investment Area #41

Lafayette Business and Career Solutions Center
MONITORING REPORT ROUTING SLIP

The original report must be returned to the monitor for filing in the central File, along with a report of corrective action when appropriate

Monitor _____ Date _____

Report Subject _____

Reviewed by: (please initial appropriate blank before forwarding)

_____ Executive Administrator _____ Date Forwarded: _____
Comments _____

_____ Local Area Coordinator: _____ Date Forwarded: _____
Comments _____

_____ Fun. Supervisor _____ Date Forwarded: _____
Comments _____

_____ Team Leader: _____ Date Forwarded: _____
Comments _____

_____ Team Member: _____ Date Forwarded: _____
Comments _____

Correction Verified Date _____ Local Area Coordinator

Correction Verified Date _____ Executive Administrator

Correction Verified Date _____ WIB Monitor _____

WIB Oversight Committee (Date Received) _____

V. Corrective Action

A. Corrective action by a contractor should be initiated immediately upon notification of findings which should include the forwarding of a copy of the monitoring report. The contractor will have to be informed by letter that a report of that action is due within twenty (20) working days or four (4) weeks of the notification.

NOTE: It is important that monitoring reports are forwarded to contractors as soon as possible.

B. Corrective action efforts by the LWIA are to be initiated immediately. A report of any corrective action taken is due within twenty (20) working days. Notwithstanding this requirement, the LWIA Manager may provide for an extension up to a maximum of sixty (60) days.

VI. Follow-up

A system to ensure that corrective action is taken within the appropriate time period must be established. If corrective actions have not been taken within the required time, a written memo is issued to the LWIA Manager as a reminder.

A filing system that allows efficient access to the information gathered from monitoring reviews and monitoring reports is to be maintained at all times.

MONITORING SCHEDULE AND OBJECTIVES

At the beginning of each fiscal year the Monitor or Administrative Staff will project the total number of individuals that will be enrolled into a WIA training activity. This will be done by analyzing the carry over from the last fiscal year and the current WIA program year allocations. In addition the projection will take into account historical data from previous program years related to the total number of participants enrolled in training activities. Other circumstances that might affect the number of participants enrolling in training should be taken into account when estimating the number to participants who will enter training.

Once the total number of participants entering training activities has been determined for the program year the Monitor or Administrative Staff will be able to estimate how many participants will need to be monitored in order to meet the required 10% of all training participants.

A quarterly schedule will be developed dividing the total of number of participants to be monitored equally throughout the year. Every quarter the correct amount of participants will be randomly selected from all training programs including Employer Based Training, Classroom Training, Scholarships, Youth training and another related WIA training activity. Once the participant folders are chosen the associated training providers file and site will also be monitored.

INCIDENT REPORT PROCEDURES

In accordance with state instruction, an incident report is filed to report known or suspected incidents of fraud, misfeasance, nonfeasance, or malfeasance, misapplication of funds, gross mismanagement, and employee/participant misconduct under the Workforce Investment Act.

In addition, posters are posted in conspicuous areas to make the public aware that criminal activities will be reported.

The LWIA Manager shall be responsible for incident reporting and any necessary actions on follow-up until the incident is resolved.

Attachment 12

LOCAL WORKFORCE INVESTMENT AREA #40

WORKFORCE INVESTMENT BOARD

MONITORING HANDBOOK

Legal Notice
Chanda Moffett
Sent: Monday, May 23, 2011 4:24 PM
To: legals@theadvertiser.com
Cc: Glenn Dugas; Wynetta Wilson

To run in the paper on Sunday, May 29, 2011 and on Tuesday May 31, 2011
NO AFFIDAVIT
Please send order confirmation

The Local Workforce Investment Board for Workforce Investment Area #41 will submit an updated Local and Regional Plan for 2011/2012, to the Louisiana Workforce Commission. Revisions to the Regional and Local plans will be made available for public review and comments beginning Tuesday, May 31, 2011. The plans will be available for review between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, at the Business and Career Solutions Center located at 706 East Vermilion Street, Lafayette LA 70501. The plans will also be made available on the internet at www.lafayettela.gov. Comments concerning the Regional or Local Workforce Investment Program Plans can be submitted to the following: Chanda Moffett, Recording Secretary, at the Lafayette Business and Career Solutions Center located at 706 East Vermilion Street, Lafayette, LA 70501. "Equal Opportunity Employer/Program- Auxiliary aids and services are available upon request to individuals with disabilities." TDD Relay System #: (800) 548-2547.

Please submit invoice to the Following:
DPR# 760981
Mr. Glenn Dugas
Lafayette Workforce Investment Board
215 East Pinhook Road
Lafayette, LA 70501

Chanda Moffett

Clerk III
Lafayette Business and Career Solutions Center
706 E. Vermilion Street
Lafayette, LA 70507

Recording Secretary
Lafayette Workforce Investment Board
215 E. Pinhook Road
Lafayette, LA 70501

337-262-5518 LBCSC
337-706-1215 WIB Office
337-262-5604 (fax)

chandam@lwia41.org

Order Confirmation

Ad Order Number	Customer	Customer Account	Ordered By	PO Number
0001416945	LAFAYETTE CONSOLIDATED GOVT	8CTYLALX	Chanda Moffett	DPR#760981
Sales Rep.	**Customer Address**	**Customer Phone #1**	**Customer Phone #2**	
6500	705 W UNIVERSITY AVE,705 W UNIVERSITY	337-291-8086		
Order Taker	LAFAYETTE, LA, USA 70506-3543	**Customer Fax**	**Customer EMail**	
6500				
Order Source	**Payor Customer**	**Payor Account**	**Special Pricing**	
E-mail	LAFAYETTE CONSOLIDATED GOVT	8CTYLALX	None	

Tear Sheets	Proofs	Affidavits	Blind Box	Promo Type	Materials
0	0	0			

Invoice Text
LWIB WIA#41 updated Plan 2011/2012

Ad Order Notes

Net Amount	Tax Amount	Total Amount	Payment Method	Payment Amount	Amount Due
$51.00	$0.00	$51.00		$0.00	$51.00

Ad Number	Ad Type	Ad Size	Color	Production	Production Notes
0001416945-01	CLS Liner	1.0 X 51 Li	<NONE>	AdBooker	
Ad Attributes		**Ad Released**	**Pick Up**		
		No			

Product Information	Placement/Classification	Run Dates	# Inserts	Cost
L_Daily Advertiser::	Public Notices	5/29/2011, 5/31/2011	2	$51.00
Run Schedule Invoice Text	**Sort Text**			
1416945 The Local Workforce	1416945THELOCALWORKFORCEINVESTMENTBOA			

314

1416945

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WELCOME TO THE
LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER
WORKFORCE DEVELOPMENT PROGRAM

EQUAL OPPORTUNITY FOR ALL

It is against the law for recipients of federal financial assistance to discriminate on the basis of the following: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of any program financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any LWC program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted or who will have access to any LWC financially assisted program or activity,
- Providing opportunities in , or treating any person with regard to, such a program or activity, or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under LWC or WIA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

WIB Monitor and EO Coordinator
Carlos E. Harvin
Lafayette Workforce Investment Board
P.O. Box 4017-C, Lafayette, LA 70502
Office Address: 215 East Pinhook Road,
Lafayette, LA 70501
Phone: 337-706-1217
Email: Carlosh@Lwia41.org
Phone: (337) 706-1217
Email: Carlosh@Lwia41.org
TDD 711

Louisiana Equal Opportunity Officer
Evella L. Quiett
Compliance Programs Director
Louisiana Workforce Commission
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone: 225-342-3075
Fax: 225-342-7961
TDD: 1-800-259-5154

The Director of Civil Rights Center
US Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, DC 20210

If you elect to file your complaint with State EO Officer or with this office, you must wait until the recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with CRC)see above address).

If the State EO Officer or this office has not provided you with a written decision within 90 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within 120 days after the day on which you filed you complaint with the recipient.)

If the State EO Officer of this office does give you a Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of our complaint, you may file a complaint with CRC. Such complaint must be filed within 30 days of the date you received the Written Notice of Final Action.

"An Equal Opportunity Employer/Program"

"AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES"

(Revised 01/05/11)

Louisiana Workforce Commission

DISCRIMINATION COMPLAINT PROCEDURES

Nondiscrimination Provision: No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or, in connection with, any Louisiana Workforce Commission (LWC) or WIA-Title I funded program or activity.

Who May File:

Any person who believes that he or she, individually or as a member of a specific class of individuals, is being subjected to discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship or participation in WIA may file a written complaint individually or through a representative.

Examples of who may file a complaint:

- Applicant for aid, benefits, services or training
- Eligible applicants
- Participants
- Employees
- Applicants for employment
- Service providers
- Eligible service providers

Where to File:

The complaint may be filed with either:

Louisiana Equal Opportunity Officer

Evella L. Quiett
Compliance Programs Director
Louisiana Workforce Commission
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone: 225-342-3075
Fax: 225-342-7961
TDD: 1-800-259-5154

OR, With
The local Equal Opportunity Coordinator or Complaint Manager
(Whose name is provided on the EO Poster)

OR, With:

The Director of the Civil Rights Center
US Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

When to File:

A complaint must be filed within 180 days of the alleged discrimination. Only the Director of the U.S. Department of Labor Civil Rights Center (CRC), for good cause shown, may extend the filing time. The complainant has the burden of proving to the Director of the Civil Rights Center that the time limit should be extended.

What Complaint Form to Use

The complainant files the complaint by completing and submitting LWC's Complaint Information Form (LWC-EOCD-CIF-01) which are on file at all LWC office complexes and all local WIA offices. The form may also be obtained from LWC at the address listed on the notice. However, failure to use the form does not nullify the complaint. The complaint, whether or not on the form, must provide the information contained in the below section and must be signed by complainant.

What to Include in the Complaint:

Each complaint must be filed in writing and must contain the following information:

1) The complainant's name and address (or another means of contacting the complainant).
2) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
3) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
    a) CRC or the recipient, as applicable, has jurisdiction over the complaint,
    b) The complaint was filed in time, and
    c) The complaint has apparent merit. In other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA or 29 CFR 37.
4) The complainant's signature, or the signature of the complainant's authorized representative.

Process for Handling Complaints:

For each complaint the EO Coordinator shall submit a copy of the complaint to the State EO Officer, Equal Opportunity and Compliance Division within ten (10) days of the filing of the complaint. The State EO Officer/Compliance Programs Director or EO Coordinator shall follow the steps below for processing the complaint.

1) Within 10 calendar days of the filing of the complaint, there shall be an initial written notice sent to the complainant that contains the following elements:
   - An acknowledgement that the recipient has received the complaint.
   - Notice that the complainant has the right to be represented in the complaint process.
   - Notice that the recipient will initially attempt to resolve the complaint through mediation, which is an alternative dispute resolution (ADR). The mediation process will be explained to the complainant in the initial letter.
   - In addition, notice of the complaint shall be disseminated to all parties on the specific charges.

   Note: If the complaint is filed with the EO Coordinator, then the EO Coordinator provides this initial written notice and forwards a copy to the State EO Officer. All complaints filed with Complaint Managers are forwarded immediately to the State EO Officer who issues the initial written notice.

2) Within twenty (20) calendar days of the filing of the complaint, the complainant must accept or reject the offer of mediation. If mediation is accepted, it is held within thirty (30) calendar days of the filing of the complaint.
   a) If an agreement is reached that is satisfactory to both parties, the complaint is resolved.
   b) A party to any agreement reached under ADR may file a complaint with the Director of the Civil Rights Center in the event the agreement is breached. In such circumstances, the following rules will apply:
      i. The non-breaching party may file a complaint with the Director of the Civil Rights Center within 30 days of the date on which the non-breaching party learns of the alleged breach.
      ii. The Director of the Civil Rights Center must evaluate the circumstances to determine whether the agreement has been breached. If it is determined that the agreement has been breached, the complainant may file a complaint with the Civil Rights Center based upon his/her original allegation(s), and the Director of the Civil Rights Center will waive the time deadline for filing such a complaint.
   c) If the parties do not reach an agreement under ADR, the complainant will be given a Notice of Final Action of the right to file a complaint with the Director of the Civil Rights Center within 30 days of receipt of such notice.

Note: If the complaint was filed with the EO Coordinator, the EOCD will conduct and handle the mediation. The State EO Officer will ensure compliance

with the timelines in this step and will provide notice to the appropriate parties of the agreement reached.

3) If mediation is not accepted, then within thirty (30) calendar days of the filing of the complaint, a written notice will be provided to the complainant, that includes the following information:

- A list of the issues raised in the complaint, and
- For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

Note: If the complaint was filed with the EO Coordinator and if the complainant rejects the offer of mediation, the EO Coordinator will comply with the timeline in this step. The State EO Officer will notify the EO Coordinator immediately upon being notified by the complainant that he/she rejects the offer of mediation. The Compliance Programs Specialist will receive assistance from the EO Coordinator in conducting the subsequent investigation. The State EO Officer/Compliance Programs Director will conduct the hearing.

4) Period for fact-finding or investigation of the circumstances underlying the complaint shall be completed within sixty (60) calendar days of the filing of the complaint. Within this period, a hearing will be conducted. The complainant and respondent shall be advised, in writing, of the established procedures, which include:

- An impartial decision maker shall render decisions.
- All parties have the right to representation.
- All parties have the right to present evidence.
- All parties specified in the complaint shall have the right to question others who present evidence.
- Decisions shall be rendered strictly on the recorded evidence.

The Compliance Programs Specialist will provide the report on the investigation to the State EO Officer, who conducts all hearings.

5) A written Notice of Final Action, provided to the complainant, shall be completed within 90 days of the date on which the complaint was filed and will contain the following information:

- For each issue raised in the complaint, a statement of either:
  - (a) The recipient's decision on the issue and an explanation of the reasons underlying the decision, or
  - (b) A description of the way the parties resolved the issue.

- Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is issued if he or she is dissatisfied with the recipient's final action on the complaint.

The Written Notice of Final Action will be issued by the State EO Officer.

Notice about Time Lines:

If the complainant chooses to file his/her complaint with the LWC or local WIA office, the complainant must wait until a Notice of Final Action is issued or until 90 days have passed, which ever is sooner, before filing with the CRC.

If the State EO Officer or the local office has not provided the complainant with a written decision within 90 days of the filing of the complaint, the complainant need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within 120 days after the day on which the complainant filed his/her complaint with the recipient.)

If the State EO Officer does give the complainant a Written Notice of Final Action on the complaint, but the complainant is dissatisfied with the recipient's resolution of the complaint, he/she may file a complaint with CRC. Such complaint must be filed within 30 days of the date the complainant received the Written Notice of Final Action.

No Jurisdiction Determination

When the State EO Officer or EO Coordinator determines that it does not have jurisdiction, it will immediately (not less than within 10 days of the filing of the complaint) send complainant a written notice of Lack of Jurisdiction to include:

- Reason for determination
- Notice of complainant's right to file complaint with CRC within 30 days of complainant's receipt of notice.

The EO Coordinator will forward a copy of this notice to the State EO Officer.

In cases of Joint Jurisdiction: When the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA and by a civil rights law enforced by Federal grant-making agency other than the United States Department of Labor, the complaint shall be referred to that grant-making agency for processing under that agency's procedures. The complainant shall be notified about the referral within ten (10) days of the filing of the complaint.

Examples of such Federal grant making agencies:

- Department of Health and Human Services (HHS)
- Department of Education (DOE)
- Department of Housing and Urban Development (HUD)
- Department of Agriculture (DOA)
- Department of Transportation (DOT)

However, where the complaint alleges discrimination on a basis that is prohibited by Section 188 of WIA but is not covered by a civil rights law enforced by the Federal grant making agency (*e.g.*, religion, political affiliation or belief, citizenship and/or participation in WIA Title I), the complaint shall be retained under CRC jurisdiction and processed under 29 CFR Part 37.

In Cases of Program Complaints: The recipient must distinguish between discrimination complaints and program complaints. Since the recipient does not have jurisdiction over program complaints and if recipient determines that the complaint is a program complaint, the recipient must notify the complainant within ten (10) days of the lack of jurisdiction. It is appropriate for the person with whom the complaint is being filed to counsel the complainant on the appropriate forum given the facts alleged.

Discrimination Complaint includes:

- An issue
- A prohibited basis
- Processed according to CRC Regulations at 29 CFR Part 37

Program Complaint includes:

- An issue
- No prohibited basis
- Processed accordant to ETA regulations (20 CFR Subpart F, Section 667.600 (a)(b))

Retaliation Prohibited: No person, organization, or agency may discharge or in any manner retaliate against any person because that person has filed a complaint, has testified or is about to testify in any proceeding or investigation, or has provided information or has assisted in an investigation.

Complaint Information Form **Louisiana Workforce Commission**

1. Complainant Information:
State your name and address:

_____
_____
_____

Social Security Number _____
(disclosure of Social Security Number is voluntary)

Your telephone number(s)

Home (____) _____
Area Code Number

Work (____) _____
Area Code Number

2. Respondent Information:
Provide name and address of agency involved

_____
_____
_____

Telephone Number:

Home (____) _____
Area Code Number

3. What is the most convenient time and place for us to contact you about this complaint?

_____

4. To your best recollection on what date(s) did the discrimination take place?

_____ Date of first occurrence

_____ Date of most recent occurrence

5. Have you ever attempted to resolve this complaint at the local level?

☐ No ☐ Yes

a. Have you ever been provided with a final decision at the local level regarding your complaint?

☐ No ☐ Yes

Date of Final Decision (if any)

_____

b. Have 90 days elapsed since you filed or attempted to file your complaint at the local level?

☐ No ☐ Yes

Date you filed or attempted to file your complaint at the local level

_____

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

7. To the best of your knowledge, which of the following LA Workforce Commission programs were involved? (Check one)*

☐ Workforce Investment Act (WIA)
☐ CSBG
☐ Voc Rehab
☐ Job Corps
☐ Youth
☐ Unemployment Insurance
☐ Apprenticeship
☐ Older Americans
☐ MSHA
☐ Dislocated Worker
☐ Other: Specify: _____
☐ MSFW
☐ H-2a
☐ OSHA
☐ Trade Act (TAA & TRA)

* At the local level, these programs may be known by a different name.

8. Basis of Complaint: Which of the following best describes why you believe you were discriminated against: (Check)

☐ Race: Specify: _____
☐ Color: Specify: _____
☐ Religion: Specify: _____
☐ National Origin: Specify: _____
☐ Sex: Specify: ☐ Male ☐ Female
☐ Age: Specify Date of Birth _____
☐ Disability _____
☐ Political Affiliation: Specify _____
☐ Citizenship: Specify _____
☐ Reprisal/Retaliation
☐ Other: Specify: _____

9. Do you think the discrimination against you involved: (Check one)

☐ Your job or seeking employment? Or
☐ Your using facilities or someone providing/not providing you with services or benefits?

If so, which of the following are involved?

☐ Hiring
☐ Transition
☐ Wages
☐ Job Classification
☐ Discharge/Termination
☐ Promotion
☐ Training
☐ Transfer
☐ Qualification/Testing
☐ Grievance Procedure
☐ Layoff/Furlough
☐ Recall (From Layoff-Furlough)
☐ Seniority
☐ Intimidation/Reprisal
☐ Harassment
☐ Access/Accommodation
☐ Union Activity
☐ Union Representation
☐ Application
☐ Enrollment
☐ Referral
☐ Exclusion
☐ Placement
☐ Benefits
☐ Performance Appraisal
☐ Discipline/Reprimand
☐ Other Specify _____

For LWC use Only

CIF received by LWC ☐ Accepted ☐ Not Accepted ☐ Case Number: _____

By: _____ Date: _____

LWC-EOCD-CIF-01

Revised 07/08

10 Why do you believe these events occurred?

11. What other information do you think is relevant to our investigation?

12. If this complaint is resolved to your satisfaction, what remedies do you seek?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

Name	Address	Telephone Number

Signed (Complaint **NOT VALID** unless signed) _____ Date _____

14. Do you have an attorney?

☐ Yes ☐ No

If yes, please provide name, address and phone:

15. Have you filed a case or complaint with any of the following?

☐ Civil Rights Center, U.S. Dept. of Labor
☐ Civil Rights Division, U.S. Dept. of Justice
☐ U.S. Equal Employment Opportunity Commission
☐ Federal or State Court
☐ Your State or local Human Relations/Rights Commission

16. For each item checked in #15 above, please provide the following information:

Agency: _____

Date Filed: _____

Case or Docket #: _____

Date of Trial or Hearing: _____

Location of agency or Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

- -

Agency: _____

Date Filed: _____

Case or Docket #: _____

Date of Trial or Hearing: _____

Location of agency or Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

LOUISIANA WORKFORCE COMMISSION
EQUAL OPPORTUNITY AND COMPLIANCE DIVISION (LWC)

NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION

There are two laws governing personal information submitted to the Louisiana Workforce Commission (LWC). The Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552), or "FOIA". This brief description will provide you with an understanding of these laws. Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

THE PRIVACY ACT protects individuals from misuse of personal information held by the Louisiana Workforce Commission. The law applies to records that are kept and that can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to LWC/EOCD in connection with a discrimination complaint should know the following:

- EOCD has been authorized by the Executive Director to investigate complaints of discrimination on the basis of race, color, national origin, religion, sex, disability and age in institutions that receive Federal Funds through the Louisiana Workforce Commission. EOCD is also authorized to conduct reviews of LWC funded recipients to assess their compliance with civil rights laws.
- Information that EOCD collects is analyzed by authorized personnel within EOCD. This information may include personnel or program participant records, and other personal information. EOCD staff may need to reveal certain information to persons outside of the agency in the course of verifying the facts or gathering new facts to develop a basis for making a civil rights determination. Such information could include, for example the physical condition or age of a complainant. EOCD may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to EOCD may also be revealed to persons outside of EOCD because it is necessary in order to complete enforcement proceedings against a program that EOCD finds to have violated civil rights laws or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. EOCD requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. EOCD will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to EOCD, and no action will be taken against a person who denies EOCD's request for personal information. However, if EOCD cannot obtain the information needed to fully investigate the allegations in the complaint, it may be necessary to close the case.
- Any person may ask for, and receive, copies of all personal materials EOCD keeps in his or her file for investigatory use.

As a policy, equal opportunity and compliance division does not reveal names and other identifying information about individuals, unless it is necessary to complete investigation or enforcement activities against a program which has violated the law. EOCD never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave EOCD written permission to do so.

The freedom of information act (FOIA) gives the public maximum access to Federal Government files and records. Persons can request, and receive, information from many types of records kept by the Government- not just materials that apply to them personally. The EOCD must honor most requests for information submitted under FOIA, but there are exceptions:

- EOCD is usually not required to release information during an investigation or an enforcement proceeding if that release would limit EOCD's ability to do its job effectively; and
- EOCD can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

Please read and sign section a or section b of the consent form, printed on the back of this notice, and return it to the office of equal opportunity and compliance division with your signed, completed complaint information form.

COMPLAINANT'S CONSENT FOR INVESTIGATORY USE OF PERSONAL INFORMATION

I have read and understand the **"NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION"**, *printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom of Information Act, which apply to personal information I reveal to the Equal Opportunity and Compliance Division in connection with my complaint:*

- **I understand that in the course of investigating my complaint, EOCD may have to reveal my identity to staff of the program named in my complaint, in order to obtain facts and evidence regarding my complaint;**
- **I understand that I do not have to reveal any personal information to EOCD, but EOCD may close my complaint if I refuse to reveal information needed to fully investigate my complaint;**
- **I understand that I may request and receive a copy of any personal information EOCD keeps in my complaint file for investigatory uses; and**
- **I understand that under certain conditions, EOCD may be required by the Freedom of Information Act to reveal to others personal information I have provided in connection with my complaint.**

SECTION A

☐ **YES**

YES, EOCD MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. *I have read and understood the notice, and I consent for EOCD to process my complaint.*

_____ _____

(Name – Signature) **(Date)**

SECTION B

☐ **NO**

NO, EOCD MAY NOT DISCLOSE MY IDENTITY, EVEN IF NECESSARY TO PROCESS MY COMPLAINT. *I have read and understood the notice and I do not consent for EOCD to disclose my identity during investigation of my complaint. I request that EOCD process my complaint, however, I understand that EOCD may cancel my complaint if it cannot fully investigate without disclosing my identity. I also understand that EOCD may close my complaint if it cannot begin an investigation because I have not consented for EOCD to reveal my identity.*

_____ _____

(Name – Signature) **(Date)**

Attachment

#13

BY-LAWS

OF THE

LAFAYETTE

WORKFORCE INVESTMENT

BOARD

Revised 01/11/2011

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BY-LAWS OF THE LAFAYETTE

WORKFORCE INVESTMENT BOARD, INC.

Article I

Establishment

Section 1. **Purpose of the Lafayette Workforce Investment Board** - The Lafayette Workforce Investment Board (WIB) is established in compliance with the Workforce Investment Act (P.L. 105-220) to act as a full partner with the local Chief Elected Official to provide workforce investment activities through the development of workforce development systems that improve the quality of the local workforce.

Section 2. **Appointment of Members** - Members of the WIB shall represent both Private and Public Sectors. Representatives of the Private Sector shall constitute a majority of the WIB. Public Sector representatives shall represent, at a minimum, education agencies in the Lafayette Workforce Investment Area (LWIA), organized labor, community-based organizations, economic development agencies, each entity mandated to be a One-Stop Partner by WIA ("mandated One-Stop Partner") and other entities as the Chief Elected Official in the local area may determine to be appropriate. Appointment to membership shall be in accordance with the following procedures.

A. Nomination Process

1. Private Sector Representative

a. Eligible nominees shall be owners of businesses, chief executives or operating officers of businesses and other business executives or employers with optimum policy making or hiring authority.

b. Represents businesses with employment opportunities that reflect the employment opportunities of the local area.

c. Appointed from among individuals nominated by local business organizations and business trade associations.

2. Public Sector Representatives

a. Representatives of local educational entities, including representatives of the local school board, entities providing adult education and literacy activities, and post secondary educational institutions (including representatives of

community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;

b. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;

c. Representatives of the remaining agencies shall be nominated by interested organizations.

B. Appointment of members shall be made by the Chief Elected Official from the nominations received.

C. The Local Workforce Investment Board (LWIB) shall be certified by the Governor or the Governor's designee. The Louisiana Workforce Investment Council (WIC) will certify on behalf of the Governor that the composition of the LWIB, including the appointment process, complies with the criteria established in Section 117 of the Workforce Investment Act of 1998 and Act 743. Certification of the Board is required every two (2) years to ensure that workforce investment system activities are carried out in the local area to enable the local workforce investment system to meet established performance measures.

D. Replacement members shall be appointed in accordance with these procedures.

Section 3 **Length of Appointment** - Members shall be appointed for staggered terms and shall continue to serve until they are replaced. Private sector members will serve from two (2) to five (5) year terms. Terms are to be staggered so that not more than half of the members are appointed in any one year, with the exception of the inception of certification, to ensure continuity over time. Chairpersons will also be term limited and will serve as further outlined in Article II, Section 1. All membership vacancies or changes in membership must be filled within 90 calendar days. All One-Stop Partnership vacancies must be filled within 60 calendar days. Once the Chief Elected Official appoints new members to the board, they are officially members of the LWIB. The Louisiana Workforce Commission will review new members to be sure they meet the criteria set forth in the Workforce Investment Act and Act 743.

Section 4 **Removal of Members** - Members may be liable for removal for good cause by a majority vote of the members present. Good cause may be defined as, but is not limited to, the following:

A. Failure to attend three (3) regularly scheduled meetings without valid reason in a continuous twelve (12) month period.

Failure to provide a written explanation or proof of the reason for the absence within thirty (30) days of the absence to the chairperson or his designee shall create a reputable presumption that said absence was "without valid reason".

B. If the member no longer represents the sector, which they were appointed.

C. Unwillingness to sign or comply with Conflict of Interest Statement in compliance with Louisiana Ethics Laws.

Article II

Organization

Section 1. **Officers** - Officers shall be selected by a majority vote of the seated members present at the first WIB meeting of the program year (PY) in odd number years, or at any meeting called to fill a vacant position should a vacancy occur. The chairperson shall be selected from the representatives of the private sector, and the Vice Chairperson may be selected from any duly seated member of the WIB. The officers of the WIB shall be:

A. Chairperson – The chairperson shall preside at all meetings of the WIB and shall have the power, duties and responsibilities as are assigned to him/her by these by-laws.
B. Vice-Chairperson – the vice-chairperson shall act as chairperson in the absence or disability of the chairperson, and shall have such duties, powers and responsibilities as are assigned to him/her by these by-laws.

Section 2. **Committees** - Standing committees shall be appointed by the chairperson. Such committees will include an Executive Committee, Youth Council, Planning and Finance Committee, One-Stop Delivery System Committee, By-laws Committee, Oversight/Monitoring Committee, Region IV Coordination Committee and others as determined necessary. Responsibilities of the standing committees are:

A. **Executive Committee** - This committee will be composed of the chairperson, vice-chairperson and the chairpersons of the standing

committees. Primary responsibilities include planning the work of the WIB membership and to exact responsibility from them by providing an agenda and other guidelines for WIB action. It will also provide guidance to the staff between meetings and will have the authority to make decisions and conduct business of the Board at intervals between regular meetings. The actions of the Executive Committee that cannot be delegated shall be reported to the general membership at the next board meeting for ratification. Actions that are considered delegable to the Executive Committee include, but are not limited to, the following:

- Modifications that merely transfer monies from one funding area to another
- Acceptance or receipt of new monies
- Modifications to the Program Plan for the purpose of complying with mandates from the Louisiana Workforce Commission.

The Executive Committee can approve execution of a contract:

1. where the WIB has approved:

   a. the program plan
   b. the budget allocation funds to general programs
   c. the RFP identifying the specific training being solicited and the maximum amount allocated for that purpose with the source of funds identified in the already approved budget

2. and the party submitting the proposal is qualified as required in the RFP

3. and the proposal has received a passing score in the technical evaluation using the WIB approved standardized forms and procedures

4 and the proposal is for an amount not exceeding the amount identified by the WIB when approving the RFP

5. and the Planning and Finance Committee and WIB staff have recommended the proposal for approval

The Executive Committee is also authorized to act in situations that are considered "emergency" or "urgent" in nature. An emergency is defined here as an issue requiring action by the WIB for the Louisiana Workforce Commission or the Louisiana Workforce Investment Council in a period of fourteen days or less. Emergencies also include Acts of God. Matters of an urgent nature include, but are not limited to, matters that require

action or approval of the WIB on a timely basis but the decision, action or approval is not taken by the WIB because of failure of a quorum or cancellation of a meeting for other reasons like natural disasters. An example of an urgent matter would be approving RFPs where a delay of making the RFP would delay the entire schedule associated with the training that will be proposed.

The chairperson of the WIB shall serve as chairperson of the Executive Committee.

C. **Youth Council** - The Youth Council, according to the Workforce Investment Act, must be established as a subgroup within each Local Board. Members of the Local Board who have a special interest or expertise in youth policy along with representatives of community agencies and groups such as public housing, juvenile justice, former participants and other individuals, as the chairperson of the local board, in cooperation with the Chief Elected Official, determines to be appropriate, shall comprise the Youth Council.

The Youth Council will serve as an advisory group recommending policy and actions affecting youth to the Lafayette Workforce Investment Board. Members shall be appointed for two-year terms (24 months) with the option of renewal for an additional term.

Members of the Youth Council shall be selected by the Lafayette Workforce Investment Board (WIB) Chairperson, in cooperation with the Chief Elected Official.

D. **Planning and Finance Committee** - The planning committee shall determine from valid Surveys, needs assessments and the Louisiana Occupational Information System (LOIS) the labor market needs, identify past performance of programs and set priorities for each fiscal year for both local and regional plans. The Planning and Finance Committee shall review responses to RFPs and the technical evaluation of same, and shall make recommendations to the WIB or Executive Committee relative to same.

D. **One-Stop Delivery System Committee** - The coordination of the roles and responsibilities of the one-stop partners will be a continuing responsibility of this committee. With the needs of the participants and employers in the workforce area in mind, the best method of delivering services will be recommended.

E. **By-laws Committee** - This committee will establish and enforce the by-laws of the WIB. Amendments to the by-laws will be proposed to the By-laws Committee for review and action.

F. **Oversight/Monitoring Committee** - This committee will assist in assessing the operation and performance of the One-Stop Operator(s) and the various service providers. These efforts will focus on the extent to which programs, projects, and services are in legal, fiscal, administrative and programmatic compliance with the Workforce Investment Act and regulations, as well as any other contractual requirements.

G. **Region IV Coordination Committee** - This committee will be comprised of local workforce investment areas #40 and #41, and will ensure maximum communication and coordination among providers and the best possible service to companies and individuals in need of workforce services; provide businesses throughout the region with the best trained workforce; and reach the lowest possible unemployment rate.

H. Special Committees may be appointed from time to time at the discretion of the chairperson. Included under this category are committees such as the Healthcare Committee and other occupational shortages committees as the need arises. These special committees may include representatives from WIB members and Youth Council members, WIA staff, and representatives from outside agencies and private industry who are working towards the goal of job creation or filling demand shortages, such as the Bringing Regional Initiatives in Greater Acadiana (BRING) Committee and the Occupational Forecasting Committee.

Section 3. **Staff** - In accordance with the Workforce Investment Act, "the local board may employ staff." The required staff and the budget for that staff will be provided by the Workforce Investment Act, Title I B grant recipient, and shall be included in the Local Plan as stipulated by the Louisiana Workforce Commission. In addition, the WIB staff may be comprised of persons who are shared with other One-Stop Partners and who are employed by Lafayette Consolidated Government (LCG) or one or more One-Stop Partners, which employer may be reimbursed by the WIB or the One-Stop Partners for the benefit of sharing said employee.

The WIB staff shall, at a minimum, be comprised of an Executive Administrator whose responsibilities shall be as set forth in Article III, Section 2 below, and a Recording Secretary appointed in accordance with the following section.

Section 4. **Recording Secretary** - The recording secretary shall be appointed by the WIB Executive Administrator, with the concurrence of the Chairperson of the Workforce Investment Board and shall be a person who is on the One-Stop Staff or WIB Staff. The recording secretary shall attend all meetings, regular, special and committee, take the minutes of meetings and perform other duties as designated by the Chairperson.

Article III

Responsibilities

Section 1. **Responsibilities** - The WIB, in partnership or agreement with the local Chief Elected Official, shall perform the functions as set forth in Section 117 of the Act which shall include, but not be limited, to the following:

A. Designate or certify the One-Stop Operator.

B. Develop the Five Year Local and Regional WIA plans, or any modifications thereto, for the local Workforce Investment Area, and submit the plan to the Governor or the Governor's designee for approval.

C. Develop procedures for and select service providers of training services.

D. Negotiate and reach agreement on local performance measures

E. Review, monitor and evaluate the operations of the program for effectiveness and compliance to the Act and the Workforce Investment Plan.

Section 2. **Responsibilities** - The WIB Executive Administrator under the guidance of the WIB chairperson and the local elected official shall:

A. See to the day to day administration of WIB matters and the activities of its employees in accordance with the policies and authorizations of the WIB, the local elected official, and Lafayette Consolidated Government.

B. Keep a record of the minutes of all meetings of the WIB and shall have responsibility for the books, records, budget documents and correspondence associated with the WIB activities.

C. Provides oversight and monitoring of the entire Workforce Development System and the One-Stop Center agencies.

D. Works with business and community leaders and educators, and local state and federal government representatives to develop a comprehensive workforce development system that is responsive to the needs of the local economy.

E. Develops for Board's adoption the workforce area's strategic and operational plan in accordance with federal, state and local regulations and of the local workforce area goals, objectives, and performance standards consistent with those established by the Governor or the Governor's designee.

F. Prepares and submits all documentation required by federal and state authorities for the filing of WIA grant applications and to report ongoing activities.

G. Establishes the local career development centers.

H. Manages the procurement process for selecting the Business and Career Solutions Center's operator as well as workforce education, developmental and training and services contractors.

I. Provide the procurement process to procure specific job training programs to meet industry needs by targeting services to meet those needs, including identification of industries and employers likely to employ workers successfully completing job training and/or educational programs.

J. Monitors and evaluates the effectiveness of the local Business and Career Solutions Centers and contractors providing workforce education, developmental, and training and services and directs corrective action when necessary.

K. Develop procedures for the procurement of attorneys and consultant services.

L. Establishes and manages fiscal, monitoring and reporting process which insures that the receipt and disbursement of WIA funds are in compliance with federal, state and local regulations.

Section 3. **Responsibilities** - The One Stop Delivery System, a consortium of partners, under the oversight of the WIB and its staff shall:

A. Provide seamless services to job seekers, employers, training providers, and others.

B. The WIB shall assure that the responsibilities and relationships between the One-Stop Partners and the Lafayette WIB are enumerated through Memorandum(s) of Understanding.

Article IV

Meetings

Section 1. **Meetings** - The WIB shall meet on an as needed basis which will usually be once per quarter or at the call of the chairperson. Meetings shall be publicly announced in advance and shall be open to the public.

Section 2. **Quorum** - A Quorum of the WIB and committees shall be a majority of the total authorized membership.

Section 3. **Agenda** - The agenda shall be prepared by the chairperson or his designee to reflect the principal business of the WIB. Any member may request that an item be added to the Agenda, in writing, five (5) days prior to the scheduled meeting date.

Section 4.

a. **Voting** - Each member shall have one vote. The chairperson will vote only to break a tie.

b. A WIB member shall not cast a vote on, nor participate in any decision making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

c. Neither membership on the WIB nor the receipt of WIA funds to provide training and related services shall be construed, by itself, to violate provisions of the Act.

Article V

Amendments

Section 1. **Amendments** - These by-laws may be amended by a two-thirds (2/3) vote of the members present, provided that copies of such amendments shall be submitted in writing to each member prior to the meeting at which time they are to be proposed and acted upon.

Article VI

WIB Authorized Membership

Section 1. **WIB Authorized Membership** - The number, qualifications, and method of appointment of members of the WIB shall be as set forth in the Workforce Investment Act of 1998 (WIA), and guidelines established by the Louisiana Workforce Commission and, or the Louisiana Workforce Investment Council, a majority of which shall be appointed from the private sector.

Article VII

CONFLICT OF INTEREST
LAFAYETTE WORKFORCE INVESTMENT BOARD
MEMBERS
LWIB #41 – Lafayette Workforce Investment Board

Section 1. No LWIB member may participate in discussions or vote on proposals in which the member has a financial or other interest as described in the statement. A signed Conflict of Interest Statement for each member will be kept on file.

LAFAYETTE BUSINESS

AND

CAREER SOLUTIONS

CENTER

OFFICE POLICIES

AND

PROCEDURES

MANUAL

INTRODUCTION

Workforce Development Policy Number 9 and Addendum 1 – 4, integrated Louisiana Department of Labor Staff hereinafter known as "State Staff" and Lafayette Consolidated Government Workforce Development Staff hereinafter known as "Local Staff" into one integrated unit. These policies and procedures were developed by the Lafayette Leadership Team and adopted by the Lafayette Workforce Investment Board (LWIB) and will apply to all State and Local Staff working in the Lafayette Business and Career Solutions Center.

These policies and procedures provide for local presidency where no polices exist and are considered supplemental to State and Local Civil Service Rules and Policy and Procedures Manuals for existing policies and procedures. Any conflicts shall be resolved by the State or Local authority in accordance with State and Local Civil Service Rules. The intent of the Lafayette Business and Career Solutions Center Office Policies and Procedures Manual is to provide for better integration of staff and a set of standards for all employees to follow.

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I. REPORTING STRUCTURE POLICY/COMMUNICATION PROTOCOL AND CHAIN OF COMMAND

A. Functional Reporting Structure

1. The Local Area Coordinator shall report to the Title 1B Contractor and the WIB Executive Administrator concerning WIA Title 1B activities.

2. The WIB Executive Administrator shall report to the Lafayette Workforce Investment Board for work processes, suggestions and complaints.

3. The Local Area Coordinator shall report to the WIB Executive Administrator for work processes, suggestions and complaints.

4. The following staff shall report to the Local Area Coordinator for work processes, suggestions and complaints:

   Career Solutions Teams Leader
   Business Solution Teams Leader
   Information Technology Support Staff
   Operations Support Staff
   LEAP Staff

5. The following staff shall report to the following for work processes, suggestions and complaints:

   - Membership Team, Skills Development Team and Disable Veterans Outreach Program (DVOP) and Youth Services Staff will report directly to the Career Solutions Teams Leader.
   - Recruitment/Placement Team, Business Services Team and Unemployment Insurance Staff will report to their Business Solutions Teams Leader and Temporary NEG/WIA Coordinator and RES staff.

   See Attached: Lafayette Business and Career Solutions Staffing Chart

B. Communications:

To enhance communication and promote better coordination of the delivery of employment and training services, there is a full alignment and integration of State and Local Staff under the authority of the Local Workforce Investment Board (LWIB) Executive Administrator. All communications from the Louisiana Workforce Commission (LWC) Office of Workforce Development and Lafayette Consolidated Government will flow through the LWIB Executive Administrator and/or WIB Designee. This communication will include both policy guidance and directives related to State and Local funded Program Staff. LWC Local Supervisor and the Local Area Coordinator will continue to be included in communications directly related to personnel matters.

This process will support and enhance the LWIB's ability to provide functional direction to both Local and State funded employees. The LWIB Executive Administrator has developed a process to ensure that all policies and directives are communicated expeditiously to all Business and Career Solutions Staff through the Local Area Coordinator.

C. Chain of Command:

Unless exigent circumstances exist, all staff must follow the chain of command established for their Business and Career Solutions Center regarding work related issues. All Local and State Staff should follow the local chain of command to resolve any issues or problems prior to directly contacting the Local Administrative Agency or USDOL Staff. Failure to adhere to this process may result in disciplinary action.

II. LEAVE ADMINISTRATION

A. General Information:

1. All leave shall be administered in accordance with State and Local Personnel Policies.

2. Use of leave should be regarded as a privilege and the administration of leave benefits is designed to insure the integrity of the system through proper controls. If a determination is made that abuse of leave exists, doctor's excuses may be requested and disciplinary action shall be recommended.

3. The minimum charge to leave shall be no less than one-half hour (30 minutes) for State staff. The minimum charge to leave shall be no less than one hour for Local staff.

B. Annual Leave:

Annual Leave must be approved by the State or Local Human Resource supervisor and Local Area Coordinator, or designee, with initial approval from the functional supervisor. The State or Local Human Resource supervisor, or designee, would confer with the functional supervisors or Local Area Coordinators for final approval. The request should be submitted in advance if possible. Annual leave requests of State staff in excess of 80 hours must be submitted through channels to the appointing authority. Supervisory recommendations should accompany the request. Local staff must submit requests in excess of 80 hours through channels to the Local Area Coordinator.

C. Sick Leave:

When an employee will be out of the office due to sick leave, he/she will need to call in the office to notify their functional supervisor or designee after 7:30 a.m. and before 8:30 a.m. on the day of absence. If their functional supervisor or designee does not answer the phone, he/she must call the next line of supervision or continue calling until a person answers the phone. Voice mail, answering machine and emails are not acceptable forms of notification. The functional supervisor, designee or person, who received the call, will be responsible for forwarding the information to the functional supervisor or Local Area Coordinator.

An employee who has taken sick leave shall file a leave slip or absence report with his/her State or Local Human Resources (HR) supervisor, stating the cause of his/her absence and the amount of time taken. Upon return to work, a medical certificate shall be required for periods of continuous sick leave in excess of three (3) working days for Local staff and five (5) working days for State staff.

D. Civil, Emergency and Special Leave:

An employee shall be given time off without loss of pay, annual leave, or sick leave for the purposes as provided for in State Civil Service Rule 11:23 (a) through (k) for State staff and Local Civil Service Rule 261-6; 8 through 8.9 for the Local staff.

E. Funeral Leave:

State Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave for funerals as provided for in Civil Service Rule 11.23.1. Local staff may be granted time off without loss of pay, annual leave or sick leave as provided for in Local Civil Service rule 261-6; 7 through 7.5.

F. Educational Leave:

Civil Service Rule 11.24 provides that a State employee may be granted educational leave under certain requirements and or restrictions. Local staff may be granted educational leave under certain requirements and or restriction according to the Local Civil Service rule 261-12; 1 – 2.7.

G. Military Leave:

Military leave shall be granted in accordance with Civil Service Rule 11.26 for State staff and Local Civil Service rule 261-6; 9 through 10.1 for Local staff.

H Administrative Leave, Leave of Absence, Compensatory Leave:

Administrative Leave, Leave of Absence and Compensatory Leave may be granted according to the rules and regulations under State Civil Service and Lafayette Consolidated Government Civil Service.

III. HOURS OF WORK

A. Office Operation Hours:

The Lafayette Business and Career Solutions Center will be opened to the public between the hours of 8:00 a.m. and 5:00 p.m. on Monday, Tuesday, Wednesday and Friday. The Center will be opened to the public between 8:00 a.m. and 2:30 p.m. on Thursday.

B. Staff hours; Lunch; 15 Minute Breaks:

Staff hours will be between 7:30 a.m. and 5:00 p.m. Monday through Friday. Employees have been approved for either 30 minutes or 1 hour for lunch and a 15-minute break in the morning and in the afternoon, to be taken as **scheduled** by their functional supervisor. Any deviation must be approved by the functional supervisor in advance.

Staff is expected to be at their desk and or work station according to his/her assigned hours conducting his/her assigned job duties.

C. Training hours:

On Thursdays between 2:30 p.m. and 4:30 p.m., all staff housed in the Lafayette Business and Career Solutions Center must attend the staff development and the staff training that will be conducted. Leave should not be taken at this time except under emergency circumstances or planned vacations.

D. Phone Etiquette

All staff will answer the phone in a consistent manner and use brand standard language.

The following script will be used when answering the phone:
"Lafayette Business and Career Solutions" or
"Lafayette Business Solutions" or
"Lafayette Career Solutions"

Brand specific verbiage may be used dependant on which team the staff member functions. However, the main lines that may have either business or individual customer calling can use both team titles when answering the phone.

Regardless of which script is used all will include the following:
"This is *"insert name"*, how may I help you?"

It is vital that all staff present a pleasant and friendly demeanor when answering the phone.

IV. STANDARDS OF CONDUCT, LANGUAGE, PHONE USAGE, USE OF COMPANY PROPERTY AND E-MAILS

A. Standards of Conduct

Employees who fail to follow established standards of conduct established herein or in applicable State or Local Policies or Civil Service Rules at all times, or who commit any violations will subject themselves to disciplinary action up to and including dismissal in accordance with State and Local policies.

B. Prohibitions (including but not limited to the following):

Coercion, intimidation, or threats, or any form of verbal, visual, physical, or sexual harassment against any visitor, client, supervisor, or employee, including abusive language are prohibited.

C. Company Property; E-mails:

Use of company property, for example, phones, computers or other equipment, for personal business including receiving or sending personal e-mails on company computers, during business hours, lunch, and morning and afternoon breaks is prohibited.

V. DRESS CODE

A. General:

1. Employees in the Lafayette Business and Career Solutions Center are expected to be well groomed and dressed in a professional manner. It is expected that all employees will present a neat, businesslike image to the public we serve, as well as to coworkers, and should demonstrate the level of dress that should be encouraged for job interviews or similar interaction by our customers with prospective employers. No extremes in grooming, accessories or dress will be permitted. Extremes will be determined by the functional supervisor.

2. Dress sandals may be worn by female staff; however, feet should be well groomed (pedicure).

3. Capri's with an appropriate businesslike length (closest to the ankle) will be permissible. Hosiery is required with all skirts and dresses, except long (closest to the ankle) skirts and dresses.

4. **All male employees** must wear long sleeve shirts with a tie. Shirts must be tucked in dress pants or dress slacks. A belt or suspenders must be worn. Business suits or sports coats are encouraged.

B. **INAPPROPRIATE** prohibited attire includes, but is not limited to:

1. Clothes with bare midriff
2. Tank tops, muscle shirts, or sleeveless tops (unless worn with a jacket).
3. Spaghetti strap, strapless or backless garments
4. Shorts, skorts, leggings, low riding slacks (when undergarments can be seen).
5. T-shirts, sweatshirts, etc.
6. Jogging suits, wind suits or similar athletic type garments.
7. Slippers (bedroom), thongs, or flip-flops.
8. All jean style pants (regardless of fabric or color).
9. Tennis shoes or sneakers
10. Slogans on garments (such as T-shirts or sweatshirts, etc.).
11. Other inappropriate attire to be prohibited is left to the discretion of management.

C. Jeans Day:

Jeans Day may be occasionally declared by the WIB Executive Administrator. The WIB Executive Administrator must approve Jeans Day declared by the LWC Executive Director or City Parish President for all Local and State Staff.
BUSINESS CASUAL ON FRIDAYS (NO JEANS)!!!

D. Deviations from Dress Code:

If an employee cannot adhere to appropriate dress standards because of a health condition, he/she must obtain prior approval from his/her Supervisor to deviate from accepted standards of dress. A physician certification may be required depending on the specific situation.

E. Failure to Comply:

1. Employees considered improperly attired may be required by their Supervisor to go home and dress properly on a first offense, if considered flagrant. Local staff may be subject to an unauthorized absence in accordance with PPM 261-6; 16 through 16.4. Otherwise annual leave will be taken for this purpose, or leave without pay if there is a zero balance in annual leave. Otherwise, a warning, either oral (documented) or written, may be appropriate for a first offense. Violations could result in a recommendation of disciplinary action. All disciplinary actions shall be in accordance with policy and procedures, as well as State or Local Civil Service Rules.

2. Supervisors should discuss possible violations with the Center's Local Area Coordinator or designee when the dress is questionable.

3. **SUPERVISORS WILL BE RESPONSIBLE FOR ENFORCING THE DRESS CODE AMONG THEIR TEAM MEMBERS.**

VI. HOLIDAYS

A. Local Staff:

The following is a list of 2011 Holidays for Local Staff:

New Year's Day	Friday, December 31
Martin Luther King, Jr. Day	Monday, January 17
Mardi Gras Day	Tuesday, March 8
Good Friday	Friday, April 22
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Acadian Day	Friday, November 25
Christmas Eve (Afternoon)	Friday, December 23
Christmas Day	Monday, December 26

B. State Staff:

The following is a list of 2011 Holidays for State Staff:

New Year's Day	Friday, December 31	
Martin Luther King, Jr. Day	Monday, January 17	
Mardi Gras Day	Tuesday, March 8	
Good Friday	Friday, April 22	
Memorial Day	Monday, May 30	must be declared by the Governor
Independence Day	Monday, July 4	
Labor Day	Monday, September 5	
Veteran's Day	**Friday, November 11**	
Thanksgiving Day	Thursday, November 24	
Acadian Day	Friday, November 25	must be declared by the Governor
Christmas Eve	Friday, December 23	must be declared by the Governor
Christmas Day	Monday, December 26	

C. Expectations:

1. Election Day every first Tuesday, of even-numbered years the State staff will be off.

2. On occasions when only State or Local Staff have a Holiday and the other funding source Staff does not, staff coordination will be needed to make sure all areas of the office are covered. Supervisors may require staff to adjust their schedules and may be required to work a holiday if there will not be enough staff to keep the office open.

3. Full service will be continuously offered when the office is open to the public.

VII. PERFORMANCE EVALUATIONS

A. State Staff:

State Human Resource Supervisor, in conjunction when appropriate with Local Functional Supervisor, will complete performance evaluations of State employees following the State's personnel laws and regulations, using both the criteria set by the State and, upon advanced written approval by the LWC, and additional criteria which may be set by the LCG or the Lafayette WIB. The Performance Planning & Review (PPR) System form will reflect only the direct line State Human Resource supervisor's signature, but the evaluation process will be a cooperative effort with input from the Local functional supervisor. The Local functional supervisor will initial the PPR form.

B. Local Staff:

Local Human Resource Supervisor in conjunction with the appropriate State funded Functional Supervisor will complete performance evaluations of LCG employees following LCG's personnel laws and regulations and according to both the criteria set by LCG and additional criteria set possibly by the LWC, upon advanced written approval by LCG and the Lafayette WIB. The Performance Evaluation form will reflect only the direct line funding stream Human Resource Supervisor's signature and the State functional supervisor's signature as the reviewer, but the evaluation process will have input from the Local and State supervisors with final approval by the Local Area Coordinator.

C. State and Local Staff will adhere to the policies outlined in the Lafayette Business and Career Solutions' Manual. These policies will be accepted and instituted as part of the Performance Evaluations for each agency staff. The performance expectations for each staff will continue to be a documented standard of measures, which include the Performance Plan Reviews for State Staff and Report of Performance Evaluations for Local Staff. These Planning and Rating tools will continue to be instrumental for each employee in reaching their objectives and ascertaining their job skills, productivity, and achievements of merits.

VIII. HUMAN RESOURCE ISSUES DISCIPLINE

A. State Staff:

State Human Resource supervisors retain the sole right to terminate, demote, and suspend its employees for disciplinary reasons. However, the corrective and disciplinary steps for State funded staff outlined in State Civil Service rules must be followed

B. Local Staff:

Local Human Resource supervisors retain the sole right to discipline its employees in accordance with established LCG policies and procedures. However, the progressive disciplinary policy for Lafayette Consolidated Government Employees must be followed.

C. Functional Manager and Supervisors:

The employees working at the Lafayette Business and Career Solutions Center shall function as a single operating unit even though employed by Local Government or State Government and shall be directed by "functional supervisor" without regard to whether the supervisor or employee are employed by the same or different entities. Subordinate employees are to follow the functional supervisor direction in the same manner as they were required under the system used when operating under only state or local control.

IX. BUILDING ISSUES, STAFF PARKING, AND KEY CONTROL

A. Staff Parking:

All staff (except as approved by the Local Area Coordinator) must park in the parking area in the rear of the building. Parking in the rear of the building is on a first come first serve basis (no designated parking). Be aware of the restricted no parking areas in the rear parking lot.

B. Key Control:

1. All Staff Entry:

All staff will be issued a paddle lock key for entrance into the building.

2. Management Staff – Main Door Entry

Local Area Coordinator, Career Solutions Supervisor, Business Solutions Supervisor, WIA Coordinator, and/or, a designated Career Solutions Team Member, and/or Business Solutions Representative and Support Secretary will be issued a main door entrance key. The Leadership Team will determine if and when any other main door entrance keys are to be issued.

X. INTERNAL SIGNAGE; WALL HANGINGS; DESK TOP ARTICLES

A. Signage; Wall Hangings:

The Leadership Team will decide on the items/signage that will be placed on the walls and doors and where they will be placed on the walls and doors. This includes all wall art, pictures, clocks, posters, calendars and any correspondence that needs to be displayed. Everything, with certain exceptions, will need to be framed before being displayed. Items that contain words or messages shall be approved in advance and shall not violate prohibitions against political activities or convey messages that are contrary to the mission of the center or that are negative in nature or sexually explicit, suggestive or offensive.

B. Desktop Articles:

Articles placed on desktops shall generally pertain to the business function of that station. While some personal items may be permitted, same shall not be allowed if they interfere with the functionality of the work station or become a source of distraction for the job at hand.

XI. CELL PHONE USAGE

A. Off Limit Areas:

When working in the Membership, Skills Development and Recruitment/Placement Team areas, cell phones should be kept on silent or vibrate. Only in emergency situations should cell phones be answered while assisting a customer. Be courteous to the customer, excuse your having to answer the call and have another team member assist the customer if warranted.

B. Personal Calls:

Non emergency personal calls should be kept to a minimum. These personal calls should be made during morning, afternoon and lunch breaks. There may be certain exceptions, other than these times that must be approved by your functional supervisor or functional manager. You must advise your functional supervisor or functional manager if you are expecting a phone call.

C. Camera Equipped Cell Phones:

Cell phones with cameras are not allowed to be used in any area with an active computer screen to ensure confidentiality.

D. Failure to Follow Cell Phone Policy:

Employees who fail to follow established standards at all times, or who commit any violations will subject themselves to disciplinary action up to and including dismissal in accordance with State and Local policies.

E. Cell Phone Usage While Driving Public Vehicles:

Cell phone usage while driving a vehicle is discouraged. Should it be necessary to use a cell phone while driving, it is suggested that you pull over and complete the call. In the event cell phone usage is unavoidable while driving, employees are encouraged to a hands free mode or use an earphone attachment.

XII. FOOD AND BEVERAGES

A. **All food and beverages (including water)** are prohibited in the "Public Area" of the Lafayette Business and Career Solutions Center.

B. **No food or drinks except water** will be allowed at staff desks in the Membership, Skills Development, Recruitment and Placement, Business Services or Operations Support Staff areas.

XIII. INTERNAL COMMUNICATION; MEDIA COMMUNICATION

A. Internal Communications:

Any decisions, determinations, or directives made by LWC must be communicated either in writing, verbally and/or by e-mails in this order:

1) The State LWC will inform the WIB's Executive Administrator, Mr. Glenn Dugas
2) The Executive Administrator will then inform the Local Area Coordinator, Ms. Christina Johnstone.
3) The Local Area Coordinator will impart this information to the Lafayette Business and Career Solutions Leadership Team, comprised of the; WIA Coordinator Charles Duplechin, Business Solutions Teams Leader Barbara Prejean.
4) The Leadership Team will inform subordinate staff accordingly or as appropriate to the subject matter.

B. Media Communication:

1. State Employees

The policy of the Louisiana Workforce Commission (LWC) concerning contact with, information given to, and any discussion with the media must be cleared with the Public Relations Department of the Administration. This procedure is to assure that the media is given accurate, concise, and consistent information in all areas of the state. Also, The Public Relations Department will verify that the media person making the contact with Field Staff is legitimate and is indeed employed by, contracted with, or freelance for the media entity they identify themselves with.

2. Local Employees

The policy of the Lafayette Consolidated Government (LCG) concerning contact with, information given to, and any discussion with the media must be cleared with the Lafayette WIB Executive Administrator and Community Development Director.

3. Statistical Information:

Calls regarding statistical information, direction or opinion must be communicated in the following order:
1) Ask the inquiring person for identification. (Find out who is asking)

2) If they are identified as a media person, refer them to your Functional supervisor immediately.
3) Functional Supervisor's are to inform the Local Area Coordinator.
4) The Local Area Coordinator is to inform the Lafayette WIB Executive Administrator.

XIV. OFFICE CLOSURE, EMERGENCY SITUATIONS

A. Closure Orders:

The decision to close an office due to emergency situations, i.e. hurricanes, ice on roads etc., can only be made by the Governor's office for State staff and by the Lafayette Consolidated Government's Parish President for Local staff.

B. Office Operations:

Local staff and State staff have keys to the Lafayette Business and Career Solutions Center. If Local staff is allowed to leave work, State staff is capable of continuing to work and vice versa. Full service will continue to be offered.

XV. CUSTOMER SERVICE

A. Policy:

It is the policy of the Lafayette Business and Career Solutions Center to provide the best Customer Service to our clients, employers and applicants. Employees of the Lafayette Business and Career Solutions Center are expected to present themselves in a professional manner and are expected to provide excellent customer service, and serve as examples for our customers.

B. Customer Service:

1. Customer service comes from the inside of an individual. It comes from the desire to provide good service to everyone – whether they are a customer, co-worker, friend or relation.

2. Three "C's"

   Using the "three C's" of good customer service – Concern, Communication, and Compassion brings to life the skills needed to enrich the customer service relationship.

3. Four Components:

   Four simple but critical components of excellent customer service are:

   - **Greet the customer**
   - **Respect the customer**
   - **Listen to the customer**
   - **Really help the customer!**

4. What customers want when they enter your door!

   Customer service is the end-all to any company's success or failure. Basic rules to customer service are:

   - **Commit to quality service**
   - **Know your products**
   - **Know your customers**
   - **Treat people with courtesy and respect**
   - **Never argue with a customer**
   - **Don't leave customers hanging**
   - **SMILE**

- **SHAKE HANDS**

5. Intended Result/Environment:

Make customers:

- **Feel welcome**
- **No waiting**
- **Comfortable environment**
- **Orderly process**
- **To be understood**
- **Receive help quickly and specifically**
- **Feel important**
- **Feel appreciated**
- **Be remembered**
- **Be respected**

C. Failure to Follow Standards:

These policies are established as a set of standards for Lafayette Business and Career Solutions staff. However, staff may use their discretion when following this policy when there is a health risk involved in greeting customers and members.

Employees who fail to follow established standards at all times, or who commit any violations will subject themselves to disciplinary action up to and including dismissal in accordance with State and Local Policies. Adherence to this policy is appreciated and will constitute one of the evaluation criteria for employee performance.

XVI. SMOKING POLICY

A. Policy:

The Lafayette Business and Career Solutions Center is committed to providing its employees and customers with a healthy, smoke-free environment to protect them from the adverse effects of tobacco smoke.

B. Prohibited Smoking Areas:

1. **In order to accomplish the above objective and in accordance with** Ordinance Number 0-179-2005§ 2, 6-21-05, **Sec.42-2, smoking shall be prohibited in the Lafayette Business and Career Solutions Center.**

2. Smoking by an employee and or a customer, is prohibited within a reasonable distance of twenty-five (25') feet of any entrance to the Lafayette Business and Career Solutions Center.

C. Smoking Areas:

Lafayette Business and Career Solutions employees are hereby reminded to abide by this policy.

1. Employees:

Also, employees of the Lafayette Business and Career Solutions Center are not to smoke in front of the building located @ 706 E. Vermilion Street. Employees must smoke in the designated smoking area in the back of the building in the semi-covered area.

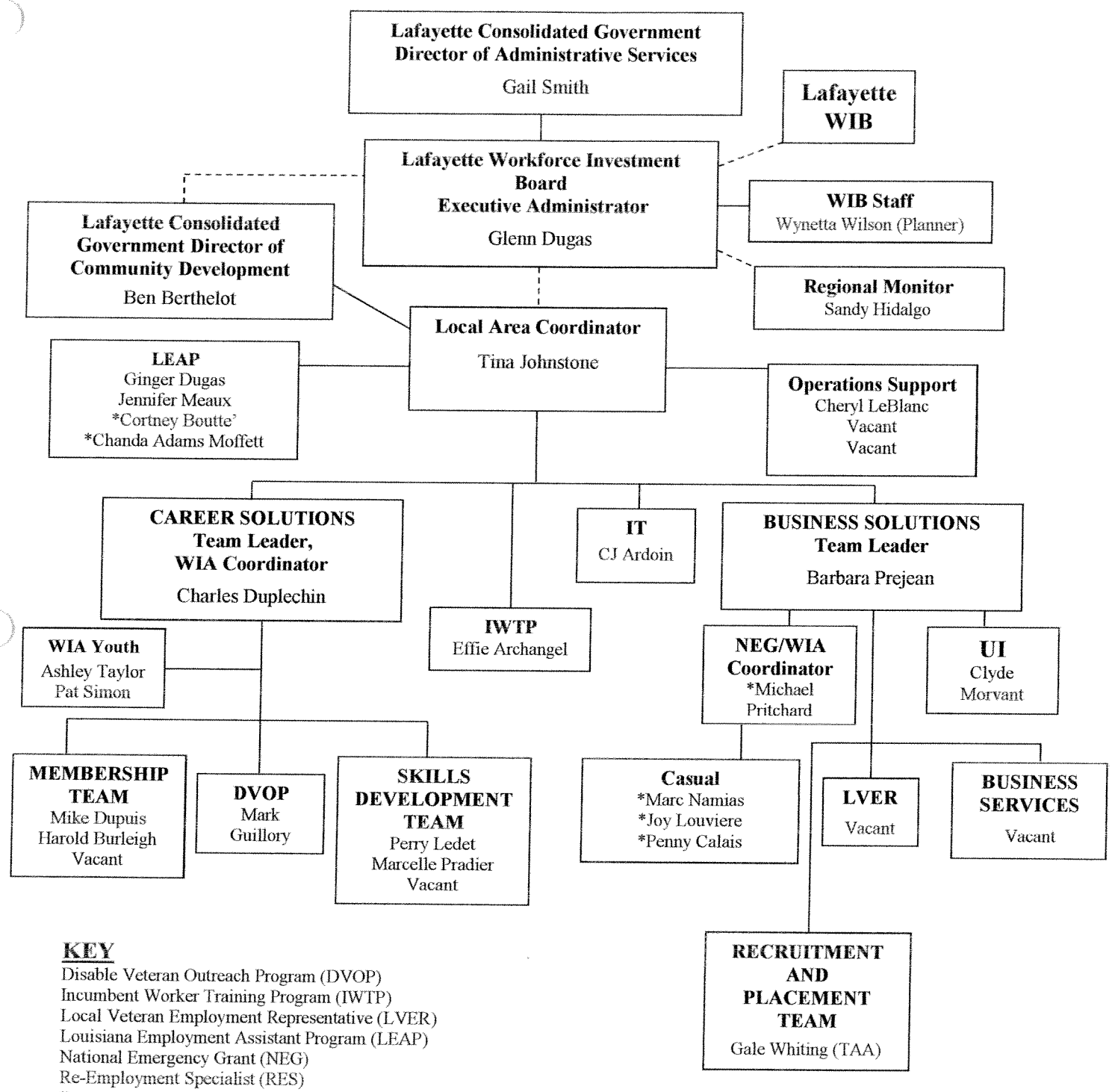
2. Customers:

Lafayette Business and Career Solutions Center customers must also adhere to said Smoking Ordinance. Appropriate signage will be posted to advise customers of allowable smoking areas. Employees are reminded and encouraged to assist the public in abiding by the Smoking Policy.

XVIII. ATTACHMENT

Functional Staff Chart

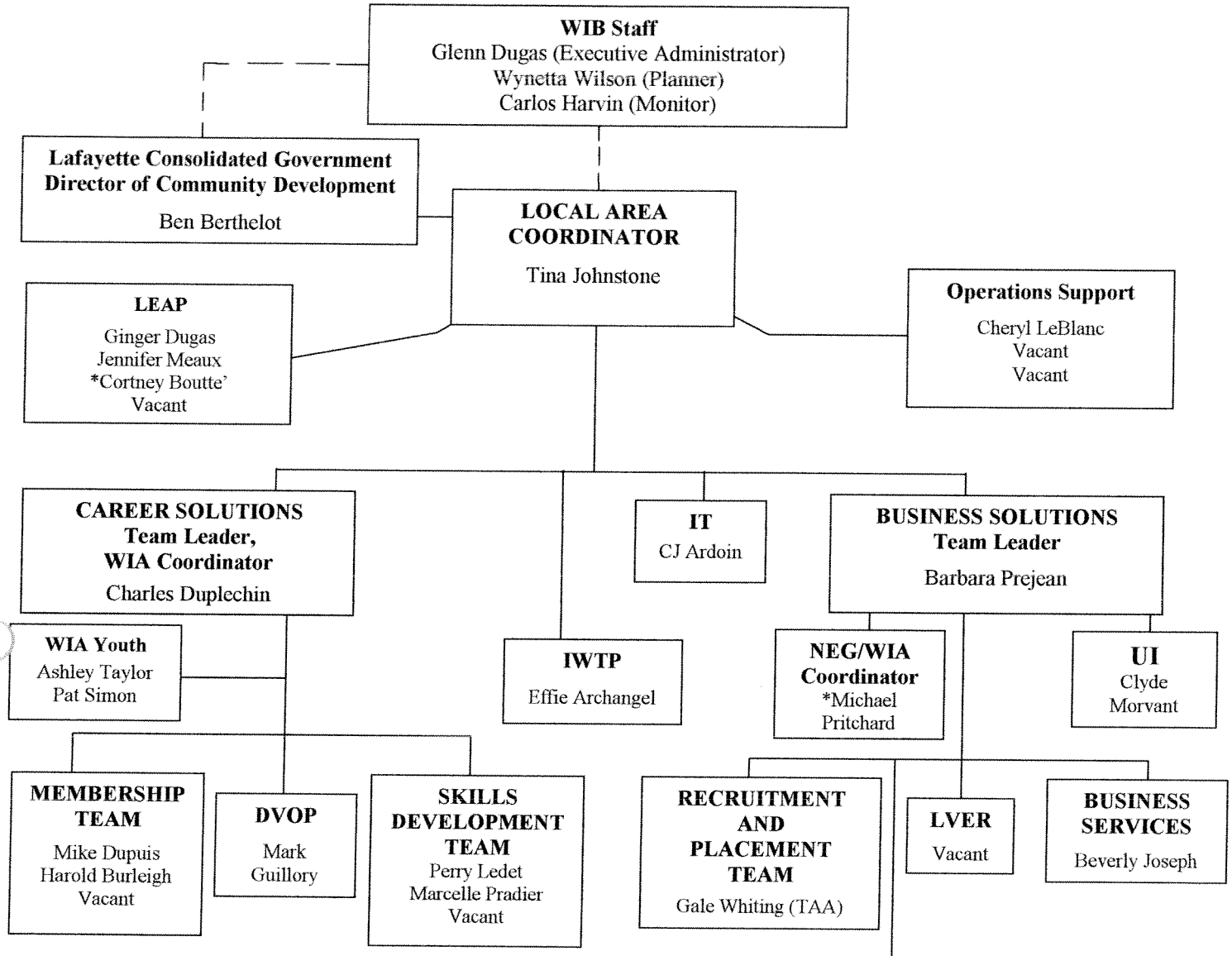
Functional Staffing Chart



KEY

Disable Veteran Outreach Program (DVOP)
Incumbent Worker Training Program (IWTP)
Local Veteran Employment Representative (LVER)
Louisiana Employment Assistant Program (LEAP)
National Emergency Grant (NEG)
Re-Employment Specialist (RES)
Temporary Staff (*)
Trade Adjustment Assistance (TAA)
Unemployment Insurance (UI)
Workforce Investment Act (WIA)
Workforce Investment Board (WIB)
Non-direct Supervision (------)
Direct Supervision (———)

Functional Staffing Chart



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