

Workforce Investment Boards (LWIAs #40 and #41)



Local/Regional Integrated Workforce Plan 2012-2017

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Blue: LWIA #41
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Attachment # 1

LWIA #41

Statement of Concurrence

Attachment # 1

LWIA #40

Statement of Concurrence



REGION IV

2012 – 2017 Local/Regional Integrated Workforce Plan

This is the Local/Regional Integrated Workforce Plan for Program Years 2012-2017. This plan's effective dates are from July 1, 2012 through June 30, 2017 for WIA funding.

This plan demonstrates the acceptance and implementation of the Louisiana Workforce Commission's directives as generated.

2012-2017 Regional Plan – Region IV

Section I. Local/Regional Workforce Strategic Plan

A. Local/Regional Vision

Describing the geographic area of LWIA 40 and 41 entails the assessment of the area, Region IV, as both urban and rural with very diverse assets and needs. Region IV encompasses the largest geographic parish in the State of Louisiana, St. Landry Parish, and Lafayette, the most populated parish of the eight parishes, and seven other parishes including Acadia, Evangeline, Iberia, St. Martin, St. Mary and Vermilion. This area is the heart of Cajun Country also known as Acadiana. Located in the south central part of the State of Louisiana, the area encompasses the core of Acadian values with strong familial ties and a rich culture that welcomes newcomers and also offers some of the most cutting edge technology for communication available in the United States. By far the greatest assets in the region are the skilled and talented workers that reside within the vastness that is Region IV. In the year 2000, the population for Region IV was estimated at 601,654. In the year 2010, the estimated population increased from the year 2000 by 6.7 percent bringing the estimated population up to 638,768.

With high volumes of individuals receiving services in Region IV, we feel that it is important to continue to partner with agencies across Acadiana for the betterment of our customers. Region IV members continue to work together to ensure that the state and the regional visions are achieved. The investments made in the Acadiana people, continuing to bring jobs and families back home and providing employment and training services where customers are valued are key objectives for the partners in the region. Memorandum of Understandings (MOUs) with our neighboring workforce investment areas have been developed to better serve and coordinate services for employers and job seekers. MOUs have been developed to coordinate services in Region IV including the use of regional On the Job Training (OJT) contracts (attachment #16) and utilization of a Regional Monitor (attachment #18). These efforts will better serve employers and jobseekers as well as leveraging funds. Region IV will provide services that directly address the needs of the customers. To improve integration in Region IV, partners engaged in follow-up meetings to improve services in an effort to move to a total integration while providing insight and resources. The efforts to integrate and coordinate services and improve marketing techniques will enhance our delivery of services. Region IV recognizes the importance of increasing the participation of partners.

Region IV recognizes 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 coordination services to assist all customers in need of services. Working together, the region is developing strong alliances to advance the efforts of education, workforce development and economic development. Region IV Business and Career Solutions Centers will continue to provide a wide array of information to Acadiana businesses and jobseekers to encourage lifelong learning. Region IV will also continue to assist a thriving Acadiana economy driven by new and expanding businesses that invest in technology, education, and human and natural resources by providing cutting edge training and support for these investments.

Lafayette Parish serves as a diverse business base for prominent leaders in many industries with the top three sectors being Healthcare, Manufacturing and Mining. Acadiana's evolving medical workforce of about 20,000 employees continues to expand with the recent medical industry boom in the region. Lafayette is the medical hub for the region. Just recently, two Acadiana hospitals, Lafayette General Medical Center and Opelousas General Health System have been recognized by a trade magazine as two of the most wired hospitals in the nation for their adoption and use of health information technology to improve performance in a number of areas. Lafayette General Medical Center embarked upon a \$70 million dollar full renovation for the main facility to improve, maintain and restore the health of those served. After more than 60 years of providing the highest level of healthcare to the people of Acadiana, Our Lady of Lourdes Regional Medical Center recently opened its new hospital located in Lafayette which encompasses 45 acres and was a \$211 million dollar investment. Our Lady of Lourdes Regional Medical Center's new facility is the largest building project in the history of Lafayette and currently employs 1200 people. Halliburton Manufacturing in Lafayette began construction in July 2011 for their \$65 million dollar new 200,000 square-foot manufacturing facility, which will create 150 new direct jobs with an annual payroll of more than \$8 million dollars, plus benefits, while also strengthening the manufacturing capabilities of the Acadiana area. (Sources: Lafayette General Medical Center, Our Lady of Lourdes Regional Medical Center, Lafayette Economic Development Authority)

The secondary sectors out of the six sectors in demand for Acadiana include Retail Trade, Construction and Education Services. Burlington Coat Factory opened its new facility in late fall of 2011 in Lafayette with over 150 job openings. The Governor and the CEO of the Schumacher Group announced in the summer of 2011 that the Schumacher Group's headquarters is expanding over the next five years that will produce 600 new, direct jobs, with average salaries of \$62,500, plus benefits. The Lafayette Economic Development Authority (LEDA) estimates the Schumacher project will result in the creation of another 784 new indirect jobs for a total of nearly 1,400 new jobs in the Acadiana Region over the next five years. The Schumacher Group also will make a \$19 million dollar capital investment, including expanding headquarters facilities and specialized training space. Last fiscal year, construction activity reached over \$493 million dollars in Acadiana. (Sources: *The Daily Advertiser* and Lafayette Economic Development Authority)

Doerle Foods is a food service wholesaler and has regular turnover of warehousemen, truck drivers and managers. Currently they are opening a new location for their Fouchon facility. We are assisting in meeting their employment needs for that facility. Gravois Aluminum Boats/Metal Shark is a boat manufacture and has several contracts to build ships for various military needs in Jeanerette, Louisiana. AWI recently conducted a job fair for them and they are expanding their workforce. They are looking for welders, fitters and marine electricians. Cameron International is a manufacture of metal products related to the oil industry. Cameron International recently hired approximately 50 machinists, welders and technicians for their facility in Ville Platte, Louisiana. Chart Industries is a contractor of which we have conducted job fairs with in recent months, seeking welders, fitters, etc. Shaw Group recently was bought out by one of two top 500 companies in Louisiana. They experienced a need for additional workers for some of their contracted services in and around Vermilion Parish; looking for welders, fitters, etc.

Oceaneering International; a Houston-based offshore engineering company known for its robots that work at the seafloor, is investing \$5 million dollars to expand its Morgan City facility. The new deal will result in 200 new jobs. Region IV will assist the businesses mentioned in finding qualified employees.

Louisiana has the highest concentration of ship and boat building operations in the United States. We have a well-trained workforce with over 200 years in the industry. Acadiana has a large coastline that includes deep water and shallow water ports in close proximity. Louisiana possesses the largest natural swamp in the United States, which provides a large economic impact for tourism, sportsmen, fishing and retail industries.

Acadiana has two large interstate systems that run east and west and north and south. There are several railroads in the area that provide transportation for agricultural businesses, which include cargos of corn, animal feed, wheat and soybean. South Louisiana is also known for its large production of rice, sweet potatoes, sugar cane and corn. There exist several manufacturers such as Bruce Foods, Tony Chachere's, Konriko Rice, Mcilhenny, and many more. Louisiana ranks second in the U.S. in the production of sugar cane, second in sweet potatoes, third in rice, fifth in cotton and fifth in pecans.

Louisiana has initiated a new Fast Start program that provides resources to new companies willing to locate to Louisiana and those existing companies that are expanding. It has been identified as one of the top workforce development programs in the United States. Louisiana has offered tax credits to companies for the development of digital, interactive media and software development. Lafayette has become a center for the development of these types of businesses. Region IV will continue to work with agencies to help the businesses in our communities.

Louisiana is known for its oil and gas industry. Acadiana has many offshore platforms and numerous gas and oil pipes running through the area. Louisiana refineries account for 17% of the United States' refining capacity. Eighty-eight percent of the U.S. offshore rigs are located on Louisiana's outer continental shelf. Our state is the number one producer of crude oil and the number two producer of natural gas. The oil and gas industry should create many new jobs in the near future. Louisiana pioneered offshore oil and gas exploration and drilling. The first well ever drilled offshore was on the Louisiana coast. Most techniques used in offshore oil exploration around the world were developed in Louisiana.

Louisiana has the longest coastline of any state and 41% of the nation's wetlands. Commercial fishing, particularly in the Acadiana area, produces 25% of all the seafood in America. Shrimp and oyster production is higher in Louisiana than any other U.S. state. Louisiana also produces more furs than any other state, including nutria, muskrat, mink, otter and beaver.

With high rates of high school dropouts, poverty and rural areas throughout the state, combined with a graduation rate below the national average, Louisiana recognizes a crucial and urgent need for high-quality literacy initiatives to address the learning needs of all students in prekindergarten through adult education. In Lafayette Parish, the new superintendent has created a turnaround plan "100% in and 100% out" (attachment #23). With this plan, the Lafayette Parish School System is poised to achieve the

excellence in programming, community partnership, academic rankings, and development of the whole child that the community desires. Region IV will work closely with the school systems by partnering and serving on task force or committees to provide input from the workforces' point of view. By improving the literacy rates of students and adults, Louisiana can develop a more literate and capable population to poise itself for future economic success. Regional programs and services will take a comprehensive approach to serving at-youth, including basic skills remediation, encouraging youth to stay in school, assistance in obtaining employment, help with attaining a high school diploma or GED, assisting with enrollment into post-secondary vocational training, community and four-year colleges. These activities for youth will allow them better occupational opportunities and the ability to make higher wages. Region IV will continue to assist young people to tap into services needed to achieve their educational and employment goals and assist in guiding them through the maze of community services available toward their goals. Region IV will provide youth an opportunity to develop and achieve career goals through education and workforce training. Staff of the Business and Career Solutions Centers will offer youth multiple academic and learning opportunities in coordination with work opportunities. Staff, in developing individual service strategies, will engage the individual youth's career goals.

Participation in regional summits in conjunction with the Department of Education and the Louisiana Promise initiative are ongoing efforts within the region. Career Connections held earlier in the year was well attended with outstanding results in reaching approximately 4,500 tenth grade students throughout the region and had approximately 100 employers participating. The Business and Career Solutions Centers are making a concerted effort to tour students and gain access to campuses to reach high school students who are making career decisions. Home schooled students are included in this emphasis. These efforts extend to the summer youth programs and the identification of both in school and out of school potential participants. Region IV has participated in Career Day events where youth, typically in high school, are introduced to a large diverse variety of occupations giving them an idea of what the "Real World" entails. This region strongly feels that if the youth are targeted at a younger age than the high school level, a direction to their career will be chosen prior to graduation. As a region, we also feel that it is necessary to have early childhood, elementary, middle and high school youth agency representation to serve on our local youth councils to gain understanding and become more knowledgeable about the workforce needs. Staff of the local workforce investment boards will remain actively engaged in education workshops convened by the superintendents, advisory committees, task force and other committees established to ensure collaboration between the workforce development and the education system.

Region IV has entered into a MOU with South Louisiana Community College (SLCC) under the High Growth Energy Intermodal (HGEI) Transportation grant whereas the staff of the Business and Career Solutions Center provides instructional service for freshman seminar, job seeking skills and placement, retention, and job fairs. This grant provides job skills training and follow-up for students attending the region's SLCC campuses. Region IV has made a consequential effort to increase the connectivity of two year post-secondary college graduates and four-year graduates from SLCC, University of Louisiana at Lafayette (ULL) and Louisiana State University at Eunice (LSUE) to the workforce through the use of the laworks.net site, soon to be called HIRE.

Region IV, in an effort to become more demand-driven and add value to products and processes, will continue to foster and create partnerships with various economic development organizations.

Region IV has a very strong working relationship with the Lafayette Economic Development Authority (LEDA), who is responsible for strengthening the state's business environment and creating a more vibrant economy. Region IV in conjunction with LEDA holds semi-annual Business Advisory Committee (BAC) seminars in Lafayette averaging 100 plus company representatives at each seminar. Most of these seminars are credited by the Human Resource Certification Institute (HRCI). Region IV works with LEDA to increase regional economic competitiveness, cultivate top regional economic development assets, enhance community competitiveness, focus on business retention and expansion, develop national-caliber business recruitment capabilities, cultivate small businesses, innovation and entrepreneurship, and develop robust workforce solutions. To further demonstrate the close working relationship between the Business and Career Solutions Centers and LEDA, Solution Center staff helps with the annual LEDA Job Fair by operating an e-application room for individuals that attend the job fair and want to fill out an online application. LEDA personnel help reciprocate by assisting with conducting various employer job fairs initiated by the Business and Career Solutions Centers. The 2012 LEDA Job Fair is anticipating participation of approximately 115 businesses throughout the region.

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)*

The Enterprise Center of Louisiana located in Lafayette offers new business start-up consulting as well as a variety of classes, seminars, and training for new businesses and business expansions.

Region IV operates with diligence in the utilization of available resources, by the use of Wagner-Peyser staff, Veterans Representatives and Trade Adjustment Assistance (TAA) funding, in order to provide an integrated and seamless delivery of services to the clients in the region.

The activity of Business Services Specialists (BSSs) 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 BSSs has been shifted to the Local Area Coordinators (LAC) of LWIA #40 and LWIA #41. Further discussions of the reporting requirements for staff are being held with members of the Office of Workforce Development (OWD) of the Louisiana Workforce Commission.

LWIA #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 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. Co-location of Business and Career Solutions Centers at no additional cost includes:

- Evangeline Parish BCSC housed within the Evangeline Parish Chamber of Commerce building.
- Morgan City BCSC housed within the LWC building.
- St. Mary Parish BCSC housed within the St. Mary Parish Government building.
- St. Martin Parish BCSC housed within the City Government of St. Martinville building.
- Acadia Parish BCSC housed within the City Government of Crowley building.
- Vermilion Parish BCSC housed within the SLCC Gulf-Area Campus.

LWIA #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 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.

Region IV has established a Region IV Coordination Committee which is comprised of local workforce investment areas #40 & #41. The purpose of this committee is to 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.

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.

Region IV anticipates working with restoration projects to help employers that are working on restoration projects find and train employees. Region IV looks forward to partnering with Oxfam America and The Nature Conservancy (TNC) to help restore the Gulf's degraded ecosystems for the benefit of nature and people. The main focus of this partnership is making socially vulnerable coastal communities more resilient and improving livelihood opportunities through restoration practices and facilitating collaboration with private and public sectors.

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 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.

Greater alliances are anticipated in light of expected budget cuts. The potential for incentive opportunities continues to encourage the further development of these activities.

Methods used for joint planning include:

- **WIB Directors received plan information at the State Conference held in New Orleans on June 20, 2012 through June 22, 2012.**
- **WIB Directors distributed OWD Policy 4-4 to staff.**
- **Regional executive staff met on July 19, 2012.**
- **Discussion with partners and assembly of pertinent information was gathered.**
- **WIB 40 discussed the plan at the WIB #40 meeting held on June 28, 2012.**
- **WIB 41 discussed the plan at the WIB #41 meeting held on July 10, 2012.**
- **Regional executive staff met on July 25, 2012.**
- **Regional executive staff met on August 10, 2012 to finalize the plan.**
- **Region IV Coordination meeting met on August 21, 2012 and approved the plan for public comment.**

B. Economic and Workforce Information Analysis

1. The current situation and projected trends of the region's economy, industries and occupations, including major economic regions and industrial and occupational sectors:

The economic situation in Region IV is among the most promising in the nation with one of the lowest unemployment rates. Region IV has been drastically affected by natural disasters in recent years. 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. The April 2010 BP Oil Spill brought much of the Gulf Coast to its knees, but with the Nation Emergency Oil Spill Grant funds, this region is on the road to recovery. Due to the oil spill and the moratorium on drilling operations, several industries and related oilfield support companies have been negatively impacted. 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. Acadiana is well positioned to compete on a local and national basis due to the valuable resources we possess. Pathways exist to assist customers to enter high demand and high growth industries that are vital to the regional economy. Information provided through the Louisiana Workforce Commission, Office of Occupational Information Services (LOIS), in providing long term total annual demand for top growth occupations in our region to the year 2020 is attached (attachment #4). (Other Labor Market Information attachment #4)

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

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. This committee reviews the above information and forwards any comments, questions, or recommendations to the Occupational Team for further evaluation. This committee is comprised of personnel from LEDA and members of the Lafayette Workforce Investment Board. Executive staff from both LWIAs also attends these meetings.

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)

Louisiana is ranked No.1 in the nation for digital media. According to a news release from Business Facilities, the magazine's top 10 Digital Media Leaders list is based on an evaluation of available incentives, recent project activity, cluster growth potential and initiatives/job creation in digital animation, video games, graphics and film sectors. *(Source: The Independent Daily)* With the incentives that Lafayette Economic Development Authority offers, digital media productions have been drawn to Lafayette.

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. *(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 ranking. The index is calculated based on Bureau of Labor Statistics employment data and takes into account the 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.

As of April, 2011, Weatherford International and Baker Hughes are listed in the HIRE system 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 began 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. This recruiting effort will qualify for the Quality Jobs program under the cash rebate and sales rebate options.

Employers in the healthcare and manufacturing sectors have a high demand for new employees and the LWIAs in the region are providing educational and other training opportunities to address those needs. Lafayette General Medical Center and Stuller, Inc. are two of the largest employers in Region IV and both companies receive educational and training opportunities through the LWIAs in Region IV.

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 Committee and Louisiana Workforce Commission.

Based on information provided by local economic agencies, the Acadiana region is experiencing one of the greatest growth rates of small businesses and micro enterprises in the state and anticipates new growth. Region IV's abundance of natural resources position us as leaders in the production of oil and gas products in the nation. Based on information provided by the Louisiana Workforce Commission, the ten sector priorities identified for the region are:

Rank	Industry Sector	Establishments	Employees
1	Supersectors and Totals	18,474	264,120
2	Health Care and Social Assistance	2,085	40,154
3	Retail Trade (44 & 45)	2,564	32,844
4	Manufacturing (31-33)	894	24,217
5	Mining	582	23,760
6	Accommodation and Food Services	1,119	20,099
7	Education Services	123	18,604
8	Construction	1,497	15,772
9	Wholesale Trade	1,100	11,923
10	Admin., Support, Waste Mgmt, Remediation	744	11,095

Based on the information provided by the Louisiana Workforce Commission, the ten occupations predicted to have the most future job openings in Region IV are:

Occupation Title	2008 Employment	2018 Projected Employment	2008 - 2018 Annual Percent Change	Estimated Annual Openings
<u>Retail Salespersons</u>	8,100	9,070	1.1%	346
<u>Laborers and Freight, Stock, and Material Movers, Hand</u>	7,990	8,350	0.4%	292
<u>Waiters and Waitresses</u>	4,110	4,700	1.4%	283
<u>Food Preparation Workers</u>	4,880	5,820	1.8%	263
<u>Customer Service Representatives</u>	4,420	5,440	2.1%	225
<u>Registered Nurses</u>	4,790	6,150	2.5%	215
<u>Office Clerks, General</u>	5,000	5,720	1.4%	164
<u>Welders, Cutters, Solderers, and</u>	3,920	4,740	1.9%	164

<u>Brazers</u>				
<u>Bookkeeping, Accounting, and Auditing Clerks</u>	4,820	5,540	1.4%	148
<u>Elementary School Teachers, Except Special Education</u>	3,920	4,490	1.4%	143

The following list is the number of students who were awarded degrees at public institutions of higher education in Region IV

(Source: UL Simulator)

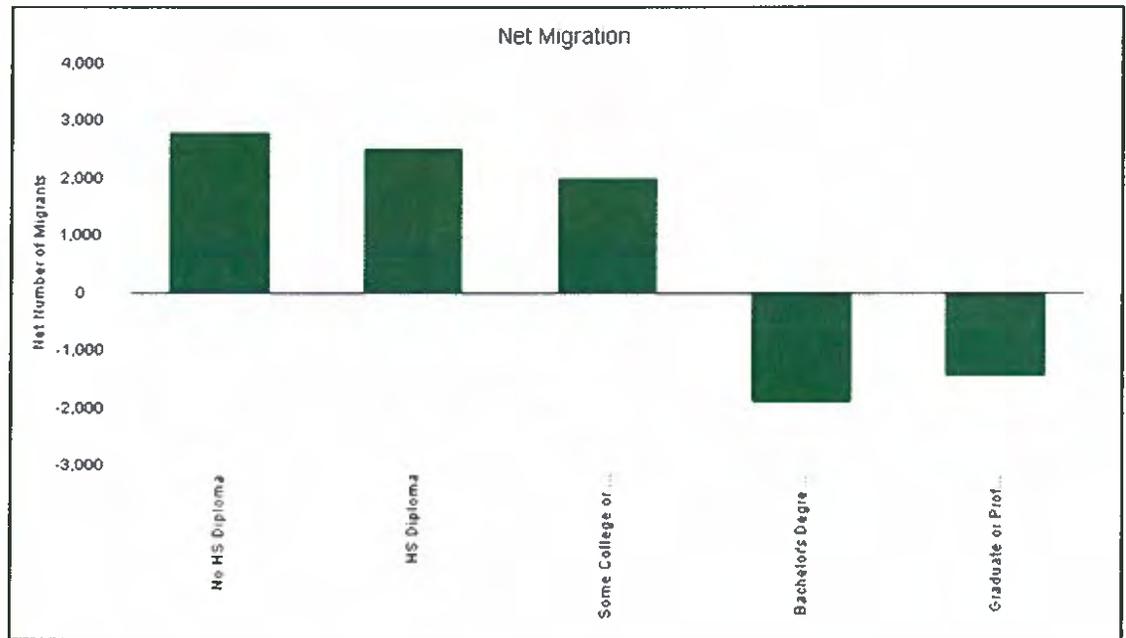
Number of Completers	
2010	
Accounting Technology/Technician and Bookkeeping.	81
Accounting.	73
Administrative Assistant and Secretarial Science, General.	143
Agriculture, General.	20
Aircraft Powerplant Technology/Technician.	45
Anthropology.	11
Architecture and Related Services, Other.	38
Architecture.	16
Art Teacher Education.	5
Art/Art Studies, General.	41
Athletic Training/Trainer.	8
Audiology/Audiologist and Speech-Language Pathology/Pathologist.	57
Autobody/Collision and Repair Technology/Technician.	1
Automobile/Automotive Mechanics Technology/Technician.	24
Barbering/Barber.	9
Biology Teacher Education.	2
Biology/Biological Sciences, General.	81
Business Administration and Management, General.	226
Business, Management, Marketing, and Related Support Services, Other.	19
Business/Commerce, General.	34
Business/Managerial Economics.	9
Carpentry/Carpenter.	8
Chemical Engineering.	24
Chemistry Teacher Education.	1
Chemistry, General.	18
Child Care Provider/Assistant.	36
Civil Engineering, General.	28
Clinical/Medical Laboratory Assistant.	3
Clinical/Medical Laboratory Technician.	1

Cognitive Science.	3
Communication Disorders Sciences and Services, Other.	2
Communications Systems Installation and Repair Technology.	2
Computer Engineering, General.	28
Computer Installation and Repair Technology/Technician.	8
Computer Science.	77
Computer Systems Networking and Telecommunications.	40
Conservation Biology.	3
Cosmetology/Cosmetologist, General.	14
Counselor Education/School Counseling and Guidance Services.	24
Criminal Justice/Police Science.	14
Criminal Justice/Safety Studies.	73
Culinary Arts/Chef Training.	19
Curriculum and Instruction.	11
Data Processing and Data Processing Technology/Technician.	8
Dental Hygiene/Hygienist.	6
Diagnostic Medical Sonography/Sonographer and Ultrasound Technician.	6
Diesel Mechanics Technology/Technician.	26
Dietetics/Dietitian.	20
Diver, Professional and Instructor.	32
Drafting and Design Technology/Technician, General.	71
Early Childhood Education and Teaching.	48
Ecology, Evolution, Systematics and Population Biology, Other.	5
Education/Teaching of Individuals in Early Childhood Special Education Programs.	2
Education/Teaching of the Gifted and Talented.	12
Educational Leadership and Administration, General.	25
Electrical and Electronics Engineering	38
Electrician.	113
Elementary Education and Teaching.	53
Emergency Medical Technology/Technician (EMT Paramedic).	108
English Language and Literature, General.	57
English/Language Arts Teacher Education.	6
Family and Consumer Sciences/Home Economics Teacher Education.	1
Fashion Merchandising.	25
Film/Cinema/Video Studies.	1
Finance, General.	99
Fire Science/Fire-fighting.	34
Foreign Languages and Literatures, General.	10
Forensic Science and Technology.	8
French Language and Literature.	7
French Studies.	1
General Office Occupations and Clerical Services.	3
General Studies.	654
Geology/Earth Science, General.	25
Health Aide.	75
Health Information/Medical Records Administration/Administrator.	13
Health Information/Medical Records Technology/Technician.	1

Health/Health Care Administration/Management.	9
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician.	119
History, General.	29
Hospitality Administration/Management, General.	16
Human Development and Family Studies, General.	38
Industrial and Product Design.	11
Industrial Electronics Technology/Technician.	67
Industrial Mechanics and Maintenance Technology.	18
Industrial Radiologic Technology/Technician.	61
Industrial Technology/Technician.	102
Insurance.	18
Interior Architecture.	17
Junior High/Intermediate/Middle School Education and Teaching.	8
Legal Assistant/Paralegal.	11
Liberal Arts and Sciences, General Studies and Humanities, Other.	45
Liberal Arts and Sciences/Liberal Studies.	13
Licensed Practical/Vocational Nurse Training.	210
Machine Tool Technology/Machinist.	60
Management Information Systems, General.	29
Marine Maintenance/Fitter and Ship Repair Technology/Technician.	2
Marketing/Marketing Management, General.	81
Mason/Masonry.	3
Mass Communication/Media Studies.	43
Mathematics Teacher Education.	4
Mathematics, General.	21
Mechanical Engineering.	30
Medical Administrative/Executive Assistant and Medical Secretary.	97
Medical/Clinical Assistant.	22
Microbiology, General.	6
Music Performance, General.	22
Music Teacher Education.	6
Natural Resources and Conservation, Other.	17
Network and System Administration/Administrator.	33
Petroleum Engineering.	70
Pharmacy Technician/Assistant.	44
Philosophy.	4
Physical Education Teaching and Coaching.	104
Physics, General.	9
Political Science and Government, General.	41
Prepress/Desktop Publishing and Digital Imaging Design.	8
Psychology, General.	93
Public Relations/Image Management.	29
Radiologic Technology/Science - Radiographer.	18
Registered Nursing/Registered Nurse.	207
Respiratory Care Therapy/Therapist.	11
Science Teacher Education/General Science Teacher Education.	1
Social Studies Teacher Education.	8

Sociology.	40
Special Education and Teaching, General.	4
Speech Communication and Rhetoric.	17
Surgical Technology/Technologist.	9
Visual and Performing Arts, General.	9
Welding Technology/Welder.	120

The graph to the right shows the net migration for the state of Louisiana. The number of individuals attaining bachelor and graduate or professional degrees are high; therefore, the effort to encourage more employers list jobs in laworks.net that require such degrees is very important. It's also important that the BSSs create a system with the local 2 year & 4 year colleges to encourage all graduates list with laworks.net for the benefit of matching graduates with employers. (Source UL Simulator)



2. Description of Louisiana's workforce and what skills and knowledge individuals must possess to find current and future employment:

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.

Business leaders in the Acadiana region have stressed in a study made by the Greater Lafayette Chamber of Commerce with conjunction of Workforce Development volunteers the need for "Success Skills" in the critical projected jobs. These skills normally include: adaptability, dependability, honesty, decision making, cooperation, self-discipline, self-motivation, good hygiene/personal appearance, courteousness, effective communication and drug free. Various levels of education are required for the projected jobs; however, without the basic ability to function in the work world, skills attained by workers are impacted by the ability to pass a drug test, show up to work on time reliably and interact effectively with staff. The success skills were put on a one page poster and handed out throughout the community. The Lafayette Workforce Investment Board Executive Administrator served on the committee that conducted the survey and provided input for the selection of the success skills. These success skills identified in the survey are being implemented in to the Lafayette Parish School System to better prepare the students upon completion of high school. (Greater Lafayette Chamber of Commerce Success Skills Survey Attachment #21)

State Rapid Response Coordination – Business services within the region will work closely with the state rapid response unit in both a proactive and reactive fashion. Proactively, the business services unit will stay on in front of trends with industries and with specific employers in the region in order identify early on if a company may be struggling and potentially need proactive assistance, which may include the state rapid response resources. Reactively, the business services group will work in unison with the state rapid response unit in the early identification of skill sets of employees impacted by company downsizing or closures and aggressively work towards job matching these workers with other companies in the region.

A key role of business services in the region is to help the employer community as a whole understand the importance of them becoming actively involved at some point in the education system. This allows the employers to reinforce the importance of these kinds of skills in order for students to be successful once they enter the workforce. It is equally important for business services in the region to help the education system at various levels effectively engage the employer community as appropriate to their student audience.

Based on the information provided by the Louisiana Workforce Commission, the current job openings that are listed in laworks.net require the following education:

Rank	Minimum Education Level	Job Openings	Percent
1	Not Specified	5,517	
2	No Minimum Education Requirement	<u>315</u>	19.92%
3	3 rd Grade Completed	<u>1</u>	.06%
4	High School Diploma or Equivalent	<u>838</u>	53%
5	1 Year of College or a Technical or Vocational School	<u>8</u>	.51%
6	2 Years of College or a Technical or Vocational School	<u>10</u>	.63%
7	3 Years of College or a Technical or Vocational School	<u>5</u>	.32%
8	Vocational School Certificate	<u>33</u>	2.09%
9	Associate's Degree	<u>75</u>	4.74%
10	Bachelor's Degree	<u>257</u>	16.26%
11	Master's Degree	<u>32</u>	2.02%
12	Doctorate Degree	<u>6</u>	.38%
13	Specialized Degree (e.g. MD, DDS)	<u>1</u>	.06%

3. Description of the characteristics and employment-related needs of the region's population, and diverse sub-populations, including those from racial, ethnic, linguistic groups, older persons, and individuals with disabilities:

Efforts are ongoing to engage the region's population and provide opportunities through enhanced communication. There has been an increase in Spanish-speaking individuals re-locating to Region IV. Bilingual assistance is available for assistance and guidance to training programs and other support services as well as informational material is available in all Business and Career Solutions Centers in the region. Fortunately, the Lafayette Business and Career Solution Center and Iberia Business and Career Solutions Center have staff members who can speak Spanish and is able to assist the individuals over the phone or in person at the Business and Career Solution Centers. Currently, service delivery to populations exists in LWIA 40 for work with migrant and seasonal farmworkers through the National Farmworkers Job Program (NFJP). Short term technical training services have been the primary focus. Assistance is also being targeted to those participants in need of assistive technologies and those who qualify for the Ticket to Work Program. The "Emerging Workforce" population of re-entry workers is also being targeted for further assistance, after identification, and several events have targeted these populations.

The Louisiana Job Employment and Training (LaJET) population has also received additional focus in Lafayette Parish. Priority of Services is also being given to Military Veterans as mandated by the Jobs for Veterans Act.

Great strides have been made in the use of assistive technology available in the Business and Career Solutions Centers. Based on information provided by louisiana.gov & the Louisiana Workforce Commission, below is a list of the populations that currently exist in Region IV:

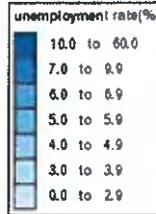
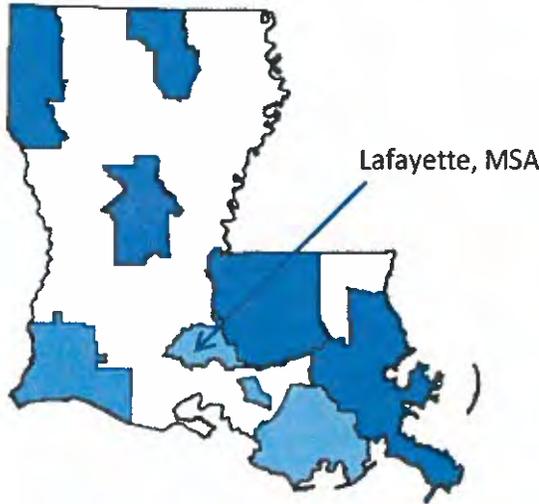
Geographic Area	April 1, 2012 Estimates Base	Estimate as of July 1, 2011
Acadia	61,773	61,982
Evangeline	33,984	33,896
Iberia	73,240	73,400
Lafayette	221,578	224,390
St. Landry	83,384	83,552
St. Martin	52,160	52,917
St. Mary	54,650	54,210
Vermilion	57,999	58,276
	638,768	642,623

(See attachment # 8 for a parish population profile)

Based on the information provided by the Louisiana Workforce Commission and the US Dept. of Labor Bureau of Labor Statistics, the following information estimated labor force, employment and unemployment information in Region IV compared to Louisiana and the United States:

Area Name	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate	Preliminary Data
4th Regional Labor Market Area, Lafayette	306,136	287,467	18,669	6.1%	No
Louisiana	2,079,716	1,932,131	147,585	7.1%	No
United States	154,998,000	142,727,000	12,271,000	7.9%	No

Unemployment rates by MSA, not seasonally adjusted. Louisiana May 2012



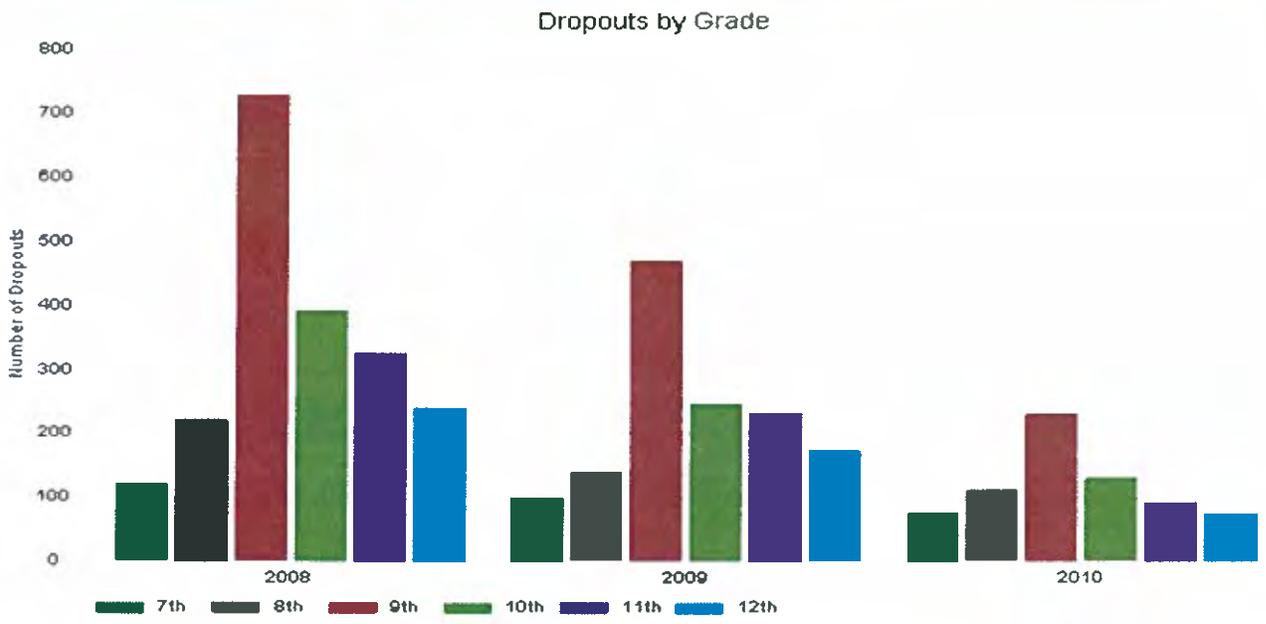
Map Title: Unemployment rates by MSA, not seasonally adjusted
Map Type: Louisiana msa Map
Month/Year: May/2012

Metro Areas	May 2012
Alexandria, LA	7.1
Baton Rouge, LA	7.1
Houma-Bayou Cane-Thibodaux, LA	5.1
Lafayette, LA	5.1
Lake Charles, LA	6.9
Monroe, LA	7.7
New Orleans-Metairie-Kenner, LA	7.2
Shreveport-Bossier City, LA	7.0

4. Analysis of the skill and education gaps for all individuals within the region, particularly for those individuals targeted by the programs included in the Integrated Workforce Plan:

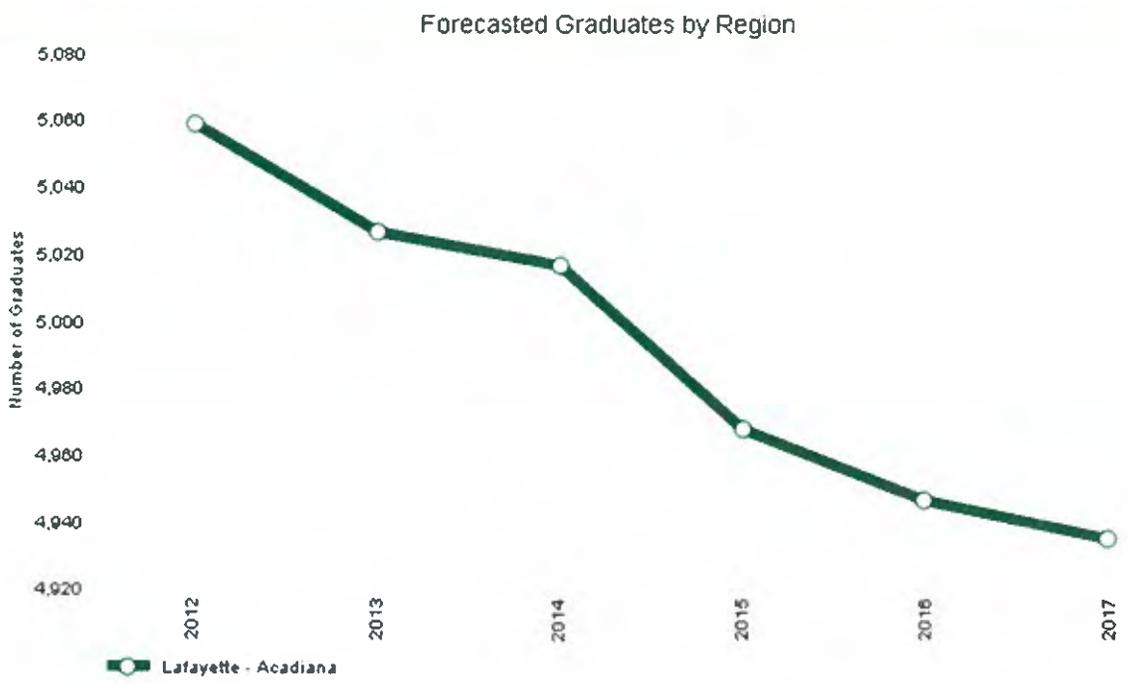
Based on information provided by the State and regional workforce development leaders and employers, the skills gaps that Region IV is experiencing includes the lack of skills related to technology, literacy, communications, work ethics and civic responsibilities. The information compiled shows the unemployment population in Region IV. Region IV workforce development specialists have identified the lack of computer technology skills and soft “success” skills attainment as problematic in obtaining employment for workers. Furthermore, with regard to youth, employers have identified the lack of work ethics, job readiness skills and basic educational skills as the major challenges in hiring youth. Although the numbers have decreased, one of the many challenges we are facing includes the number of drop outs for Region IV.

The graph below shows the number of high school drop outs between grades 7th through 12th in Region IV (Source: UL Simulator)



This figure shows the predicted number of high school students who will successfully complete an approved education program, pass the Graduation Exit Examination (GEE) and thus earn a state-approved diploma. (Source: UL Simulator)

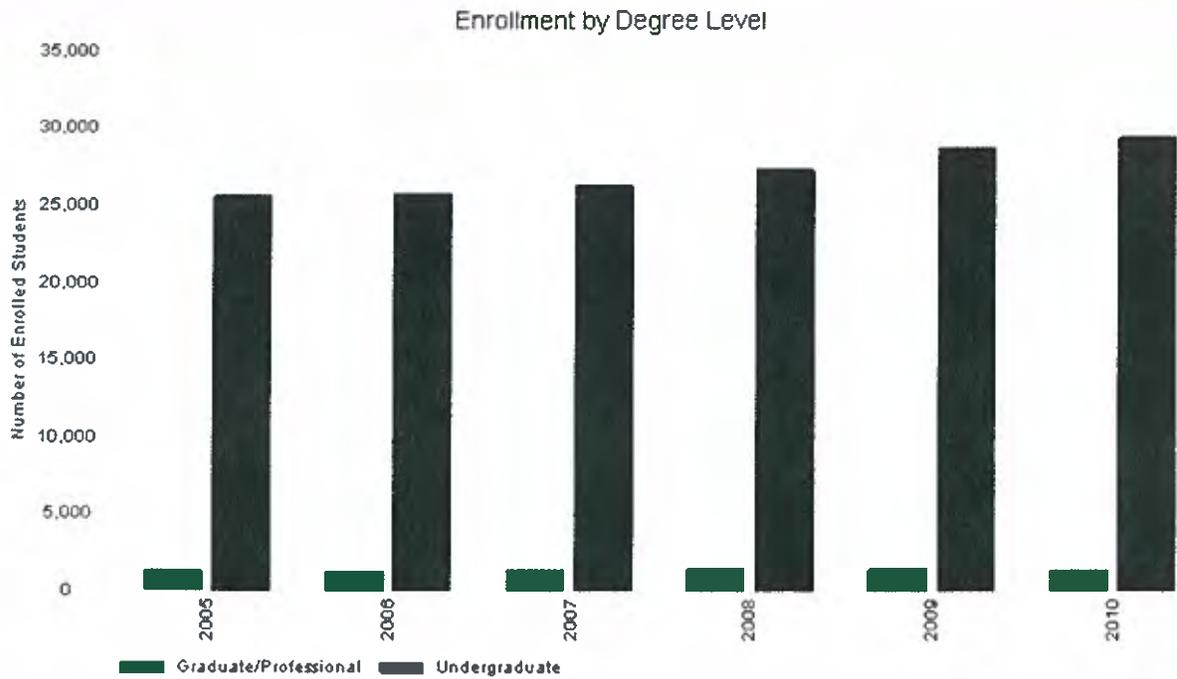
Region IV will work closely with the school system to help decrease the projected dropout rate.



5. Analysis of the challenges associated with the region’s population attaining the education, skills, and training needed to obtain employment:

Challenges associated with the region’s population attaining the education, skills and training needed to obtain employment include high proportion of families in Region IV living in poverty, low educational attainment of adult population and transportation issues. Core, intensive and training services are available through all nine (9) Business and Career Solutions Center locations in Acadiana. Customers who need additional or different services may be referred to other partner or social service agencies. Businesses must have the workers needed to possess good work habits, technical skills and the ability to change and adapt to new technologies and methods of doing work. The goal is to redirect and assist dislocated workers in connecting with job opportunities and help adults, older workers and TANF/LaJET recipients overcome barriers and develop the skills necessary to obtain training and retraining. Region IV will engage, 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.

This chart shows the number of students who were enrolled at public institutions of higher education in Region IV from the year 2005 through 2010 (Source: UL Simulator)



The information below is a summary report of Employment Impact Measurements. This report will show participants found employed after exiting higher education along with their average earning wages for the year 2008 (Source: UL Simulator)

Employment Impact Measurements

(Participants - Based only on Board of Regents Data)

Year : 2008

Region	Institution	Completers	All Participants Found Employed	Participants found employed during 2nd Qtr after exit	Participants found employed with continuous employment during 4th Qtr after exit	Avg Earning during the 2nd Qtr after exit	Avg Earning after the 4th Qtr after exit
2008	All Regions Total	4,298	3,329	2,988	2,619	\$6,778	\$7,502
Lafayette - Acadiana	Region Total	4,298	3,329	2,988	2,619	\$6,778	\$7,502
	L.S.U. at Eunice	258	210	196	186	\$8,137	\$7,975
	L.T.C. - Acadian	65	54	46	39	\$6,015	\$6,396
	L.T.C. - Charles B. Coreil	76	65	57	53	\$4,416	\$5,452
	L.T.C. - Evangeline	56	44	39	29	\$5,189	\$5,737
	L.T.C. - Gulf Area	111	91	81	72	\$4,620	\$5,224
	L.T.C. - Lafayette	345	289	259	231	\$5,564	\$6,347
	L.T.C. - T.H. Harris	169	141	127	115	\$6,932	\$6,920
	L.T.C. - Teche Area	163	144	134	125	\$5,488	\$5,837
	L.T.C. - Young Memorial	121	93	82	75	\$7,743	\$7,712
	South Louisiana Community College	400	323	306	271	\$6,067	\$6,608
	University of Louisiana at Lafayette	2,534	1,875	1,661	1,423	\$7,228	\$8,216

6. Discussion of the ability of Integrated Workforce Plan programs to meet the skill needs of employers in the region and close any skill gaps:

Region IV will work with local economic development agencies such as Acadiana Regional Development District (ARDD), Lafayette Economic Development Authority (LEDA), St. Martin Economic Development Authority (SMEDA), St. Landry Economic Industrial Development District (SLEIDD), Iberia Industrial Development Foundation (IDF), Acadiana Economic Development Corporation (AEDC), Small Business Centers and ECGC Women's Business Center in assisting employers to obtain training and technical assistance relating to starting or expanding small businesses. Potential customers are referred to governmental, economic development and community-based and faith-based organizations to develop strategies including, per forma financial statements, loan packages and financial assistance. Employers are encouraged to become members of their local Chambers of Commerce in order to increase their potential markets. Region IV will also expand the duties of Business Service Specialists including more face to face contact with customers to continually improve the visibility and availability of services with customers in the area. The need to solicit job vacancies and develop OJT contracts for those job vacancies which cannot be filled by the skilled workers facing reemployment will be a paramount objective for customers.

To reduce the cost of training new employees and streamlining activities for employers, these services will be an on-going focus for Business Service Specialist. Employers are also informed of various tax credits for hiring special targeted populations. Region IV has Business Advisory Committees which meet regionally to identify the employment and training needs of businesses and to discuss topics of interest such as labor law, worker's compensation, unemployment insurance, and federal and state taxes. Region IV will continue to seek the maximum resources available to address the needs of the employers and jobseekers. As in the past, Region IV will continue to seek and obtain grants to expand resources. Likewise, workforce staff will assist other private-nonprofit organizations in obtaining grants to expand resources and economic development in the region. Region IV will continue to coordinate and collaborate with governmental agencies, faith based and community based organizations, local economic development entities and private for profit organizations to improve services to our customers.

Regionally, a Memorandum of Understanding (MOU) has been generated for On-the-Job Training (OJT). Regional partners meetings have occurred and will continue. Cross training of some staff members within the region has occurred, including the monitoring of regional OJT contracts. Region IV leads the state in having the most OJT contracts. Below is a list of OJT contracts in the state of Louisiana from 07/01/2011 to 05/30/2012; provided by the Louisiana Workforce Commission:

List of Services provided to individuals by Regional/LWIA in the Workforce Investment Act (WIA) Program program who are from Louisiana with a Activity/Service Code like 'On-The-Job Training/ Employer Based Training' where Actual Date is between 07/01/2011 and 05/30/2012.		
	Total	Percent
First Planning District Consortium	28	9%
Jefferson Parish Department of Employment & Training	1	0%
Orleans Parish	2	1%
East Baton Rouge Parish	19	6%
Lafourche Parish Consortium	11	4%
Fourth Planning District Consortium	127	41%
Lafayette Parish	32	10%
Fifth Planning District Consortium	1	0%
Calcasieu Parish Consortium	2	1%
Sixth Planning District Consortium	13	4%
Rapides Parish	21	7%
Seventh Planning District Consortium	16	5%
City of Shreveport	3	1%
Ouachita Parish	12	4%
Union Parish Consortium	16	5%
Franklin Parish Consortium	4	1%
Statewide Provider	1	0%
Grand Total	309	

Below is a list of Individual Training Accounts throughout the State of Louisiana between 07/01/2011 and 05/30/2012. The highlighted areas indicated the areas within Region IV:

List of Services provided to individuals by Regional/LWIA in the Workforce Investment Act (WIA) Program who are from Louisiana with a Activity/Service Code like 'Occupational Skills Training - ITA' where Actual Date is between 07/01/2011 and 05/30/2012.		
Region/LWIA*	Total	Percent
First Planning District Consortium	68	5%
Jefferson Parish Department of Employment & Training	132	10%
Orleans Parish	162	12%
St. Charles Parish Consortium	50	4%
Second Planning District Consortium	54	4%
East Baton Rouge Parish	9	1%
Lafourche Parish Consortium	117	9%
Fourth Planning District Consortium	320	24%
Lafayette Parish	94	7%
Fifth Planning District Consortium	36	3%
Calcasieu Parish Consortium	49	4%
Sixth Planning District Consortium	43	3%
Rapides Parish	52	4%
Seventh Planning District Consortium	79	6%
City of Shreveport	12	1%
Ouachita Parish	27	2%
Union Parish Consortium	13	1%
Franklin Parish Consortium	16	1%
Grand Total	1333	

Region IV will continue the efforts under the Grad Act of 2012. The GRAD Act includes four performance objectives:

- Student success
- Articulation and transfer
- Workforce and economic development
- Institutional efficiency and accountability

The GRAD Act is similar to and aligned with national efforts to improve educational attainment. The Legislature, through House Bill 549, amended the GRAD Act to focus on three student success measures:

- Retention rates
- Graduation rates
- Completers

By reaching the success of the said efforts, special partnership will continue to work closely such as:

Partnering with K-12 Education:

- Regularly promote the value of industry engagement into the K-12 system to industry leaders and industry groups. When possible, promote industry specific partnerships with high schools to help facilitate career awareness and promote hands on training suitable to industry needs in high demand fields. Support existing youth programs when possible to help enhance industry placement outcomes. Make career services staff within the high school system aware of the services available through HIRE so they can use the system as part of their tool kit in providing career counseling to students. Referring back to the Lafayette Parish School System's turnaround plan, attachment #23, Region IV will partner with the school system to provide input for the betterment of our youth joining the workforce.

Partnering with ULL:

- Collaborate with the ULL Office of Career Services, as well as specific departments within the UL structure, to make sure graduating students are aware of the Louisiana Workforce Commission resources available to them at no cost that will help them more quickly to post graduate employment. This will enhance the quality of candidates in the HIRE system and afford a better value added opportunity that can then be presented to employer in order to entice them to actively engage in HIRE.
- Explore and identify industry sector pilot opportunities within the ULL structure by bringing together specific departments of the university with applicable industry leaders and associations. Assign targets to these pilot outcomes to which ULL Career Services, along with Business and Career Solutions Center assets.

Partnering with SLCC & LSUE:

- Collaborate with the SLCC Office of the Vice Chancellor for Business and Workforce and LSUE as well as specific departments within the newly formed SLCC & LSUE structure, to make sure graduating students that are not intending to transfer into ULL four year or other four year college or university programs are aware of the Louisiana Workforce Commission resources available to them at no cost that will help them more quickly obtain post graduate employment, while facilitating higher level candidate enrollment into the HIRE system.
- Obtain regular and recurring reports from the SLCC & LSUE Office of the Vice Chancellor for Business and Workforce about when student groups will be available in specific technical certificate and two year degree programs. This information will be used to communicate to the leaders in the employer community, industry associations, Chambers of Commerce, etc. to help better match supply and demand awareness.
- Explore and identify industry sector pilot opportunities within the SLCC & LSUE structure by bringing together specific departments of the college with applicable industry leaders and associations, along with Business and Career Solutions Center assets.

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.

Community Presentations:

- Deliver community presentations and workforce information to civic groups, youth, and business organizations or other related groups that could benefit from the knowledge gained from business related services.

Representation on Regional Industry Entities:

- Includes both local and regional associations or industry groups that represent potential high growth, high demand industries, as well as an aversion strategy in industries that may be targeted as fragile.

Planning and Organizing Regional Workshops:

- Plan, organize, promote and coordinate Employer Workshops addressing Return to Work Programs, Entrepreneurship, Labor Market Information and the Americans with Disabilities Act, etc. that include partners from other agencies providing employer related service, such as LED and DOR.

Prepare and Deliver Customized Labor Reports:

- Utilize LWC and ULL extensive resources to develop and deliver customized labor market reports for economic development organizations, employers and other related local and regional stakeholders.

Promotion of a Regional Business News Letter:

- Work with public, private and non-profit sector partners as needed to develop a regional newsletter that could include latest updates on the workforce and education system in the region, as well as specific industry and business news relevant to the hiring needs of businesses in the region.

Regional Job Fair Promotion

- Work with public, private and non-profit sector partners as needed to promote both physical and virtual job fairs in high demand industries or in customized workforce shortage types of scenarios.

Focus Group Creation:

- When critical industry or specific skill shortages are identified, there will a need to work with public, private and non-profit sector partners as appropriate in order to promote creation of focus groups to help provide actionable solutions to these key workforce shortages.

Facilitating Regional Meetings:

- Ensure regional business team meetings are facilitated on a monthly basis.

OJT Contract Development:

- Promote the value of the job training contracts to individual employers and industry groups through the region. This should also include the promoting the awareness of LRS related OJT programs.

Customized Training Contracts:

- Facilitate the number of customized training contracts issued by quarter and providing technical assistance when possible.

IWTP/SBET Contracts:

- Facilitate the number of SBET contracts issued by quarter by aggressively promoting the value of the program and providing technical assistance when possible.

Work Opportunity Tax Credits Awarded:

Facilitate the number of Work Opportunity Tax Credits issued by quarter and providing technical assistance when possible.

C. Local/Regional Strategies

Key strategies for the Local Workforce Investment Boards (LWIBs) based on economic analysis and state key strategies to achieve the governor's visions and goals.

- 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

Cross-Program Strategies

In August of 2011 the Region volunteered to pilot one of the LWC's five strategic initiatives, Re-employment Assistance, played an integral role in developing the pilot program and fine tuning the initiative to meet the needs of employers and job seekers. The initial phase was very successful and the region saved the Louisiana Trust fund over 2.6 million dollars during the six months of operation before going statewide. This benefits employers by creating an active pool of job seekers who can fill current vacancies, providing skills based resume's for employers to find qualified candidates and motivated job seekers to comply with an active job search with tools available to quickly return them to the workforce with their current skill set. This initiative, now statewide, will save employers millions in unemployment insurance taxes and improve the state in rankings for the businesses to relocate. The region will continue to strive to meet the needs of employers in the region and integrate job seekers who are collecting unemployment as a target group into the demand driven system.

Lafayette Parish also has the Louisiana Job Employment and Training Program to meet the needs of the Supplemental Nutrition Assistance Program (SNAP) formerly food stamps, target population. The goal is to put people to work following a two week job readiness class where job seeking and job keeping skills are taught to assist this population overcome barriers to employment. Many of the LaJET clients have a work history but lack the motivation and skills needed to obtain a self-sufficient job in this labor market. This is also an untapped population that employers may not have had access to and will increase the pool for employers to fill entry level job openings and with continued training have a highly skilled workforce.

The Region has partnered with the Department of Children and Family Services (DCFS) to provide wrap around services for low income and unemployed individuals. As a gold partner in Lafayette and bronze partner in the surrounding parishes all the services available to help job seekers stay in the workforce by meeting their family needs are accessible at the local Business and Career Solutions Center. By meeting the needs of the family the job seeker can concentrate on regaining employment and have the support needed to obtain employment utilizing current skills and not just a stop gap employment that will not provide self-sufficiency.

The Lafayette region is also a Ticket to Work Employment Network that targets the disabled population with the support and assistance needed to become gainfully employed and not dependent on SSI or SSDI. As an employment network individuals with disabilities are targeted to provide case management and employment assistance to move from dependence to independence. Partnering with Vocational Rehabilitation to meet the training needs of individuals with disabilities and targeting those who are work ready and able to provide employers with the skill sets they need. As a target group individuals with disabilities provide one of the highly skilled, dependable employees with the soft skills employers are wanting from the workforce.

Region IVs' Business Service Specialists are committed to reaching the community to overall improve the business engagement. The expanded duties of the BSSs including more face to face contact with customers will continually improve the visibility and availability of services available within the area.

Partnerships

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 organizations continue to be fostered and created. The key strategic partnerships are important to successfully implement the strategies. Partners are becoming more engaged and efforts are underway to have regular meetings to discuss workforce challenges and solutions to better serve our employers and jobseekers. 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.

Partnering with ULL:

- Collaborate with the ULL Office of Career Services, as well as specific departments within the UL structure, to make sure graduating students are aware of the Louisiana Workforce Commission resources available to them at no cost that will help them more quickly to post graduate employment. This will enhance the quality of candidates in the HIRE system and afford a better value added opportunity that can then be presented to employers in order to entice them to actively engage in HIRE.
- Explore and identify industry sector pilot opportunities within the ULL structure by bringing together specific departments of the university with applicable industry leaders and associations. Assign targets to these pilot outcomes to which ULL Career Services, along with Business and Career Solutions Center assets.

Partnering with SLCC & LSUE:

- Collaborate with the SLCC Office of the Vice Chancellor for Business and Workforce, LSUE, as well as specific departments within the newly formed SLCC structure, to make sure graduating students that are not intending to transfer into a ULL four year program or other four year college or university program are aware of the Louisiana Workforce Commission resources available to them at no cost that will help them more quickly obtain post graduate employment, while facilitating higher level candidate enrollment into the HIRE system.
- Obtain regular and recurring reports from the SLCC Office of the Vice Chancellor for Business and Workforce about when student groups will be available in specific technical certificate and two year degree programs. This information will be used to communicate to the leaders in the employer community, industry associations, Chambers of Commerce, etc. to help better match supply and demand awareness.
- Explore and identify industry sector pilot opportunities within the SLCC structure by bringing together specific departments of the college with applicable industry leaders and associations, along with Business and Career Solutions Center assets.
- LWIA #40 and #41 have a strong working relationship with the local technical colleges and have been most recently involved in Freshman Orientation projects and job readiness training throughout the region in conjunction with the High Growth Emerging Industries (HGEI) Intermodal Transportation Grant award. Region IV will provide assistance in providing placement related services in order to help meet the objective for this program of placing more than 700 students. Partners and potential partners are continually being engaged.

Partnering with the proprietary schools:

- Collaborate with the career services leads in the regions proprietary technical and university to make sure graduating students are aware of Louisiana Workforce Commission resources available to them at no cost that will help them more quickly to post-graduate employment, while facilitating their enrollment into the HIRE system.
- Obtain regular and recurring reports from the respective career services departments that can be used to communicate to the employer community, industry associations, Chambers of Commerce, etc. about what student groups will be available in specific technical fields, or in specific degree related programs, as well as when they will be available.

Partnering with K-12 Education:

- Regularly promote the value of industry engagement into the K-12 system to industry leaders and industry groups. When possible, promote industry specific partnerships with high schools to help facilitate career awareness and promote hands on training suitable to industry needs in high demand fields. Support existing youth programs when possible to help enhance industry placement outcomes. Make career services staff within the high

school system aware of the services available through HIRE so they can use the system as part of their tool kit in providing career counseling to students.

Utilizing Local Media Outlets for Public Outreach:

- Foster ongoing relationships with local television and radio stations for free air time in order to help provide enhanced exposure that will help change the perception of the services offered by the areas workforce system. Help promote the perception that Business and Career Solutions Center offices throughout the region, as well as HIRE, offer valuable employment resources for both employers and job seekers. Also promote the concept that the system provides value for employers looking for more than just entry level employees, while promoting the same concept to higher levels of job seekers looking for tools to bolster their employment search.

Chamber of Commerce Partnerships:

- Actively participate in all local and regional chamber of commerce activities or be physically housed within the Chamber location. Give regular presentations to these groups on LWC and state business related services available to employers. Region IV works with the following Chamber of Commences:
 - ✓ Greater Lafayette Chamber of Commerce
 - ✓ Opelousas/St. Landry Chamber of Commerce
 - ✓ Eunice Chamber of Commerce
 - ✓ Ville Platte Chamber of Commerce
 - ✓ New Iberia Chamber of Commerce
 - ✓ St. Mary Chamber of Commerce
 - ✓ Crowley Chamber of Commerce
 - ✓ Vermilion Chamber of Commerce

Economic Development Partnerships:

- Actively participate in all local and regional economic development related activities or be physically housed part time within high profile economic development related locations. Give regular presentations to these groups on LWC and state business related services available to employers. Staff members interact with local economic development organizations on an on-going basis to best serve the needs of local workforce stakeholders. Effectively partner with highly successfully economic development workforce related programs, such as Louisiana Faststart, on ongoing and upcoming projects within the region.
- 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.
- The St. Landry Economic Industrial Development's (SLEID) business incubator has assisted businesses which have reduced costs and increased the likelihood of success for small start-up businesses.

Community Action Agencies

- WIB staff members have worked with local Community Action Agencies to provide opportunities and leverage resources to assist and provide additional programs.

Department of Children and Family Services

- The Region has partnered with the Department of Children and Family Services (DCFS) to provide wrap around services for low income and unemployed individuals. As a gold partner in Lafayette and bronze partner in the surrounding parishes all the services available to help job seekers stay in the workforce by meeting their family needs are accessible at the local Business and Career Solutions Center. By meeting the needs of the family the job seeker can concentrate on regaining employment and have the support needed to obtain employment utilizing current skills and not just a stop gap employment that will not provide self-sufficiency.

Agreements with Private Staffing Services:

- Actively foster working relationships that leverage business outreach capacities and create a positive synergy for both business relationship building and employee placement.

Leveraging Resources

Engagement of the regional partners has yielded leveraging opportunities for increased training and services. Region IV will continue to seek the maximum resources available to address the needs of the employers and job seekers. As in the past, Region IV will continue to seek and obtain grants to expand resources. Region IV will continue to coordinate and collaborate with governmental agencies, faith based and community based organizations, local economic development entities and private for profit organizations to improve services to our customers.

Region IV will coordinate services among a variety of funding sources including:

- WIA-Title I
- Wagner Peyser

- Veterans Programs
- Trade Adjustment Act
- Incumbent Worker Training Programs (IWTP)
- Small Business Employee Training (SBET)
- Pell Grants
- TOPS
- Louisiana Rehabilitation Services
- Louisiana Community and Technical College Systems
- Job Corps
- Louisiana School System-Adult Education
- Community Service Block Grants
- Louisiana Job and Employment Training (LaJET)
- Community Foundation of Acadiana Grant

Region IV will also continue to work with homeless shelters and Experienced Works, Inc. 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. The main purpose of coordinating services among a variety of funding services is to effectively and efficiently provide services to employers and jobseekers. Effective leveraging in Region IV is included in the following examples:

a) Centers are co-located at no additional cost:

- Evangeline Parish BCSC is housed within the Evangeline Parish Chamber of Commerce building.
- Morgan City BCSC is housed within the LWC building.
- St. Mary Parish BCSC is housed within the St. Mary Parish Government building.
- St. Martin Parish BCSC is housed within the City Government of St. Martinville building.
- Acadia Parish BCSC is housed within the City Government of Crowley building.
- Vermilion Parish BCSC is housed within the SLCC Gulf-Area Campus.

- b) LWIA #40 & 41 (Acadiana) piloted the Re-employment Pilot Phase One with participants entering the program from August 11, 2011 to February 2, 2012. Recipients of unemployment benefits in the pilot area, with limited exceptions for job-attachment, union status or out-of-state residency, were required to complete an online resume and set up a virtual recruiter within 2 weeks of their first benefit payment. After 10 weeks, those still receiving benefits were required to visit their local Business and Career Solutions Center for additional job search assistance. Anyone still receiving benefits after 18 weeks was required to return to their local center for maximum assistance.

Approximately 4% of the UI claimants in the pilot area were excluded from mandatory participation in the pilot due to job-attachment, union status or out-of-state residency. After the exclusion of these groups of claimants, 2,215 unemployment recipients of unemployment benefits participated in the initial phase of the pilot.

The pilot successfully reduced the average duration of an unemployment claim, as evidenced by two separate methods of calculating average duration. Average duration of claims, as measured by the Bureau of Labor and Statistics methodology, is calculated as the total number of weeks compensated for the month is divided by the number of first payments for the month showed a reduction in the pilot area of 7.8 weeks from the month before the pilot until its end (21.3 weeks in July to 13.5 weeks in February). The rest of the state, however, only reduced its duration by 1.0 weeks over this same time period (20.0 to 19.0). The pilot area shortened its average duration by 6.8 weeks more than the rest of the state.

The actual average duration of claims is calculated by dividing the actual number weeks claimed by pilot participants by the number of participants. For participants who have been in the pilot for at least 6 months, the current average duration of claims is 13.2 weeks.

The pilot's goal was to reduce the average duration of claims to shorter than 10 weeks. At over 13 weeks by both measures, the pilot missed this goal. Nonetheless, there was clear improvement in the pilot area. The reduction of benefits paid in the pilot area alone saved the Unemployment Trust Fund approximately \$2.6 million (2,215 participants reduced 6 weeks from claims at an average weekly benefit amount of \$197). Another way to measure the pilot's impact on the length of claims is through the exhaustion rate, which measures the percentage of claimants who exhaust all 26 weeks of their benefits. The exhaustion rate for the pilot program was 28%, a significant improvement over the statewide exhaustion rate of 47%. Region IV will continue the efforts of the Re-employment initiative and continue serving these individuals with the anticipation of helping them enter back into the workforce.

- c) 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.
- d) The Region IV WIB Monitor/EO Coordinator utilized by 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 Oversight /Monitoring Committee for the Lafayette Workforce Investment Board will continue to hold quarterly meetings to review the results and any findings of all monitoring reports that are completed by the Regional Monitor.

The Regional WIB Monitor/EO Coordinator in conjunction with the WIB #40 & #41 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. (Regional Monitor Handbook Attachment #18)

The Regional 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. The Regional 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.

e) Leveraging Community Partnerships

❖ Community Presentations

Deliver community presentations to civic groups, youth and business organizations or other related groups that could benefit from the knowledge gained from business related services.

❖ Representation on Regional Industry Entities

This could include both local and regional associations or industry groups that represent potential high growth, high demand industries as well as an aversion strategy in industries that may be targeted as fragile.

❖ Planning and Organizing Regional Workshops

Plan, organize, promote and coordinate Employer Workshops addressing Return to Work Programs, Entrepreneurship, Labor Market Information and the Americans with Disabilities Act, etc. that include partners from other agencies providing employer related service, such as LED and DOR.

❖ Prepare and Deliver Customized Labor Reports

Utilize LWC and ULL extensive resources to develop and deliver customized labor market reports for economic development organizations, employers and other related local and regional stakeholders.

❖ Promotion of a Quarterly Regional Business News Letter

Work with public, private and non-profit sector partners as needed to develop a regional newsletter that could include latest updates on the workforce and education system in the region, as well as specific industry and business news relevant to the hiring needs of businesses in the region.

❖ Regional Job Fair Promotion

Work with public, private and non-profit sector partners as needed to promote both physical and virtual job fairs in high demand industries or in customized workforce shortage types of scenarios.

❖ Focus Group Creation

When critical industry or specific skill shortages are identified, there will be a need to work with public, private and non-profit sector partners as appropriate

in order to promote creation of focus groups to help provide actionable solutions to these key workforce shortages.

❖ **Facilitating Regional Meetings**

Ensure regional business team meetings are facilitated on a monthly basis via conference call.

❖ **OJT Contract Development**

Promote the value of the job training contracts to individual employers and industry groups through the region. This should also include the promoting the awareness of LRS related OJT programs.

❖ **Customized Training Contracts**

Facilitate the number of customized training contract issued by quarter and providing technical assistance when possible.

❖ **SBET Contracts**

Facilitate the number of SBET contracts issued by quarter by aggressively promoting the value of the program and providing technical assistance when possible.

❖ **Work Opportunity Tax Credits Awarded**

Facilitate the number of Work Opportunity Tax Credits issued by quarter and providing technical assistance when possible.

Policy Alignment

LWIA #40 & #41 staff continue to work together to address the needs of employers and jobseeker 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 joint activities, including:

- Regionalization of the Business Advisory Committee (BAC).
- A joint checking account has been established for Region IV.
- Joint 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 including the Nation Emergency Grant Oil Spill funding.

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.

Branding initiatives undertaken at the state level have greatly assisted the ability of local Business and Career Solutions Centers to be easily identified by businesses and jobseekers. 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.

D. Desired Outcomes

Region IV will strive to meet the other key performance indicators, such as:

Employer Market Penetration

- Increase the number of new business customers
- Increase the number/percent of repeat business using workforce services (retention)
- Increase the number/percent of direct posted jobs in LWCs job board
- Increase the number/percent of employers posting multiple job vacancies

Employer Service Value

- Reduce the time to fill job vacancies
- Increase outreach to employers in regional demand industry sectors resulting in direct job postings
- Increase the number of employers utilizing employer based training

Employer Relevance

- Increase the percent of employers hires that result from staff assisted services
- Employer penetration rates in targeted industries

Unemployment Insurance Goals

- Increase facilitation of re-employment (Percentage of UI claimants who received a first payment in a calendar quarter who are reemployed in the subsequent quarter)
- Decrease of average UI duration

Region IV will be dependent on LWC collecting data reported by the region. It is anticipated that the LWC will provide the region's performance data of these other key performance indicators to aid the region in continuous improvement.

Section II. Local/Regional Operational Plan

A. Overview of the Workforce System

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 earning of participants, 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.

LWIB #40 & #41 have collaborated on regionally impacted events and opportunities. Through this regional collaboration of WIBs in this region, we are effective and impactful by allowing both local and regional workforce priorities and activities to be addressed and not compromised.

Organization and Structure of 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 and is liable for misuse of funds. The grant recipient or entity designated shall disburse grant funds for workforce investment activities at the direction of the local board if the direction does not violate a provision of the Workforce Investment Act of 1998.

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. AWI was identified as the service operator for adult and dislocated worker programs because of their demonstrated track record and three or more partners have co-located in the Opelousas, New Iberia and Crowley locations. Concerning WIA and ARRA activities, AWI was awarded as the Youth, Adult and Dislocated Worker service operators for the area through a procurement process that included Requests for Proposals (RFPs). The WIB consists of thirty-three (33) members.

The structure of Workforce Investment Board 40 has not significantly changed. The leadership has remained constant, with Brenda H. Thomas serving as Workforce Investment Board, Executive Administrator.

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 twenty-eight (28) members.

The Lafayette Consolidated City-Parish Government is the grant recipient and is liable for misuse of funds. The grant recipient or entity designated shall disburse grant funds for workforce investment activities at the direction of the local board if the direction does not violate a provision of the Workforce Investment Act of 1998. The structure of

Workforce Investment Board 41 has not significantly changed. The leadership has remained constant, with Glenn A. Dugas serving as Workforce Investment Board, Executive Administrator.

The boards were certified by the Louisiana Workforce Commission in 2011 for proper representation and concurrence.

The most recent WIB and Youth Council Rosters and Matrix for LWIA #40 and #41 are attached, identifying organizations and entities represented. (Attachment #9)

B. Operating Systems and Policies Supporting the State's Strategies

1. Local operating systems that support and coordinate implementation of state strategies:

Region IV continues to work together to ensure that the state and the regional visions are achieved. The investments made in the Acadiana people, continuing to bring jobs and families back home and providing employment and training services where customers are valued as key objectives for the partners in the region. LWIA #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.

In Region IV, social media resources such as Facebook are utilized to advertise opportunities for training, job vacancies and related initiatives. The use of social media networks has enhanced the ability to provide immediate communication on changing employer needs and available opportunities.

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-seven percent (27%). Businesses are encouraged to place not only entry-level job opportunities but also all opportunities available through the businesses on the HIRE website.

Region IV relies on the labor market information provided by the Louisiana Workforce Commission, Region IV Coordination Committee, Lafayette Workforce Investment Board Occupational Forecasting Committee, LSU Occupational

Forecasting, Picard Center and USDOL Statistics Bureau. Labor market information provided by the region's BSSs is also valued.

The HIRE; formerly 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. HIRE is utilized with standardized applications for service delivery in the Business and Career Solutions Centers.

2. Local policies that support the coordination and implementation of the state's strategies:

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.

Branding initiatives undertaken at the state level have greatly assisted the ability of local Business and Career Solutions Centers to be easily identified by businesses 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.

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. (ETPL Attachment #20)

- **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**
3. **The delivery of services to jobseeker customers and employer customers, including Registered Apprenticeship sponsors**

a) Integration of One-Stop Service Delivery

There has been an average 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. Activities including provision of tours to legislative staff, interaction with representatives, and letters of requested support have been undertaken.

New service delivery initiatives have been coordinated in conjunction with the Louisiana Workforce Commission. The Louisiana Employment Assistance Program (LEAP) which was established and received funding to assist as an extension of the Connections to Work pilot program established in the Lafayette area has been cut due to a decrease in funding which eliminated the TANF participants; however, services to SNAP participants continue through the Louisiana Job Employment and Training Program (LaJET). The intention is to move participants toward self-sufficiency with job readiness training and guidance. Additionally, the Reemployment Pilot in the Lafayette and Opelousas areas has proven to be very successful and saved the Unemployment Insurance Trust Fund approximately \$2.6 million dollars and reduced the average number of weeks of unemployment from 21.3 weeks in July to 13.5 weeks in February. This pilot was implemented statewide in April, 2012.

The addition of the Re-employment Assistance – Extended Unemployment Claim (REA-EUC) 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, 2012. The Lafayette Workforce Investment Area #41 has six (6) REA-EUC workers that are temporary Louisiana Workforce Commission staff and LWIA #40 has one (1).

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.

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

b) One-Stop Service Delivery Strategies

Region IV will coordinate services among a variety of sources including:

- WIA-Title I
- Wagner Peyser
- Veterans Programs
- Trade Adjustment Act
- IWTP
- SBET
- Pell Grants
- TOPS
- The addition of the Louisiana Rehabilitation Services to the Louisiana Workforce Commission
- Small Business Administration
- Department of Social Services
- Louisiana Community and Technical College System
- Job Corps
- Louisiana School System-Adult Education
- Community Services Block Grant
- Local Economic Development Agencies
- Faith Based and Community Based Organizations
- Louisiana Job Employment and Training Program (LaJET)
- Community Foundation of Acadiana Grant

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.

Counselors have been designated within the Business and Career Solutions Centers in Region IV to provide assistance to youth identified through the Membership Team triage. This region has identified and adopted several 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. Region IV will utilize the Worldwide Interactive Network (WIN) software as long as funding is available to local areas. WIN is designed to increase the employability skills and social skills to enhance the applicant pool that's available to employers in our region.

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 pilot program; What's Important Now (WIN), 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.

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, NCRS and NCCER are being emphasized. Additionally, designing and delivering enriching contextual learning opportunities with enriched classroom experiences are used to enhance the learning experience.

c) Support for Training

The South Louisiana Community College (SLCC) and Louisiana Technical College campus have merged and is now known as the single entity, South Louisiana Community College (SLCC). The merger will provide a more seamless approach to educating their students and preparing said students for the workforce. The purpose of the merger was to eliminate duplication of programs and be able to offer more programs. 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.

The 4.8 million dollar Intermodal Transportation Grant which was awarded to the South Louisiana Community 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 South Louisiana Community College.

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. Future Summer Youth programs will be coordinated and contingent based on funding.

An RFP was solicited to provide services to youth. The successful entity was Lafayette Consolidated Government Workforce Development division. Lafayette Consolidated Government acts as the Youth Service Navigator to provide and/or sub-contract youth services to assure that the ten (10) program elements are provided to our youth participants. One such sub-contractor is the South

Louisiana Community College System, Lafayette Campus, which provides the Keeping Youth Trained and Educated (KYTE) Program. KYTE is designed to help out-of-school youth between the ages of 16 and 21 reclaim their lives and become productive citizens of Lafayette Parish through the development of life, transition, job getting, job keeping, academic and occupation skills training. KYTE is also designed to provide the youth with the support services, soft skills training and career exploration opportunities that will enable them to get what they need to soar and achieve to their optimum potential. The targeted population is at-risk youth who currently are not enrolled in school and those who may have dropped out of previous out-of-school youth programs. The GED preparation and 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 SLCC and by modification of the delivery format.

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.

d) Business and Career Solutions Center Service Delivery System

The HIRE; formerly Louisiana Virtual One Stop (LAVOS), computer database tracking system has been utilized with standardized applications for service delivery in the Business and Career Solutions Centers. Hire 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.

When requested technical assistance has been provided. Additionally, webinar training sessions have been utilized with instruction on the usage of the Helping Individuals Reach Employment (HIRE); formerly known as Louisiana Virtual One Stop (LAVOS) system.

e) 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 HIRE 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, REA-EUC and other sources) will provide a triage for service. The goal is for these activities to be accomplished in a friendly, inviting, warm, supportive and 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.

A pilot program; What's Important Now (WIN), 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.

f) 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 (Return on Investment Policy Attachment #17). The scholarship process will be reviewed by the Scholarship Committee for final approval. The role of the committee will involve carefully assessing the merit of the applications. The committee will be responsible for approving scholarships in a consistent manner using a documentation process (Form ROI-SC-1 Attachment #17) based on specific criteria:

- Sector
- Occupation
- Wage/Salary
- Benefits
- Potential for Career Advancement
- School and Curriculum are on the Eligible Training Provider List
- Member eligibility based on funding stream criteria
- Past performance of Training Provider in term of completion and job placement
- "Green Job" opportunities

LWIA #40 has a policy and has established a scholarship funding amount for WIA eligible participants (attachment #17).

Policy for limiting Scholarships/ITAs, Training Funding

LWIA #41 reviews applications on an individual basis and determines an appropriate funding limitation based on obligations and available funding. The funding levels of scholarships may be awarded based on occupations that have the highest chance of providing higher wages, benefits and chance for career advancement. Limitations (CAP) may be implemented if complete funding is not available due to dwindling grant funds. The cap amount may be increased or decreased as a result of fluctuating grant funds. A cap amount may be set by the Local Area Coordinator with approval from the WIB Executive Administrator.

It is required that a training program meet the standards set forth by the Workforce Investment Council (WIC) for Eligible Training Providers (with specific regard to completion, wage at placement and employment rates) to obtain funding. The Lafayette Business and Career Solutions Center will also continue to follow the eligibility guidelines for members regarding specific funding stream requirements.

As previously described LWIA #40 has established a scholarship funding amount for WIA eligible participants.

LWIA #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.

g) Apprenticeship

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.

4. How the local will support and coordinate with WIA state rapid response activities to dislocated workers

State Rapid Response Coordination - Business services within the region will work closely with the state rapid response unit in both a proactive and reactive fashion. Proactively, the business services unit will stay on in front of trends with industries and with specific employers in the region in order identify early on if a company may be struggling and potentially need proactive assistance, which may include the state rapid response resources. Reactively, the business services group will work in unison with the state rapid response unit in the early identification of skill sets of employees impacted by company downsizing or closures and aggressively work towards job matching these workers with other companies in the region.

5. Common data-collection and reporting processes used for all programs and activities present in One-Stop Career Centers

The HIRE; formerly 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. HIRE is utilized with standardized applications for service delivery in the Business and Career Solutions Centers.

This new web-based system will expand our existing LAVOS technology into an integrated system delivering truly seamless services to employers, job seekers and claimants; and one that increases staff efficiency and eliminates many manual and repetitive processes. The new system will also allow for the strengthening of Louisiana's Trust Fund through improved payment accuracy and more efficient and fair tax reporting and collection.

This new automated system will be known as HIRE - - Helping Individuals Reach Employment. No longer will we have multiple names that denote "silo" systems such as LDOL, LAWATS, LAVOS, etc. Since all of the functions and processes mentioned above will be part of the new system it will be known simply as HIRE. HIRE will truly be one system delivering seamless services to all users.

6. Local performance accountability system developed for workforce investment activities to be carried out through the LWIA workforce investment system

Data validation is critical for providing accurate data and affects the overall performance of the program. To insure the integrity of the data all folders are reviewed by the Local Area Coordinator or WIA Coordinator to ensure that the data captured in the file is accurately reflected in LAVOS. All folders are submitted for review after enrollment in training to ensure that the files contain needed documentation, information was correctly entered in LAVOS and proper eligibility determination was made for the WIA funding source. If errors are found the staff member is informed and is required to make corrections or obtain needed documents.

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. (Attachment #15)

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. (Attachment #15)

7. Local strategies for collecting and using other information to measure the progress on local performance measures

The local area primarily utilizes follow up activities to measure the progress of local performance measures. This is used for adults, dislocated workers and youth participants. Member management can be used for individuals that are just receiving core services to determine if they are employed or in need of additional services. For those individuals enrolled in intensive and/or training activities a closer monitoring is performed by staff while enrolled in and participating in the activities. Once an individual completes or is exited from all activities a follow up for the three quarters following the exit quarter can be conducted. This can be conducted by phone, mail, email or in some cases in person. If an individual is deemed to need additional services during the follow up period they are encouraged to return to the center for follow up services in order to obtain or retain employment.

In addition, customer satisfaction surveys are obtained from individuals utilizing the services from the center. This is used to measure the overall satisfaction and effectiveness of services provided to clients that are members of the center and encompasses all of the various factions that make up the population of individuals using services provided by the center. Everyone who walks into the Business and Career Solutions Centers are required to sign in and check off the applicable as to why they are here. The sign in sheet is tabulated hourly and a report is generated. This report is referred to as the Traffic Report (Attachment #3).

C. Services to Employers

Workforce Investment Boards 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 #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 workforce relationship with state and local economic development agencies to obtain information on high growth, high demand industries and occupations projections of both new and existing industries. Through a Regional OJT MOU, 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. The single point of contact will provide information on all WIA and Louisiana Workforce Commissions.

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-seven percent (27%). Businesses are encouraged to place not only entry-level job opportunities, but also all opportunities available through the businesses on the HIRE website.

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.

Region IV will utilize the Worldwide Interactive Network (WIN) software as long as funding is available to local areas. WIN is designed to increase the employability skills and social skills to enhance the applicant pool that's available to employers in our region.

A special focus group of the Bringing Regional Initiatives in Greater Acadiana (BRING) committee provided a SurveyMonkey (Attachment #22) survey with feedback from members of the Acadiana Society of Human Resource Managers (ASHRM) on the impact that HIRE has had on their hiring efforts. Useful information for continuous improvement was obtained from the survey.

The Business and Career Solutions Centers in Region IV promote in-house job fairs to employers who may not have the space or would like to conduct job fairs and/or interviews at the Business and Career Solutions Centers. By allowing employers to utilize the centers at no cost creates a relationship between the Business and Career Solutions Centers and the employers throughout the region. The following is a list of some of the employers who have utilized the centers within Region IV since January 2012:

- ❖ WIS International
- ❖ Automation Personnel
- ❖ Sears Holdings
- ❖ Lowe's
- ❖ PTI
- ❖ AMI Staffing
- ❖ Weiser Security
- ❖ Coastal Staffing
- ❖ Vision Capital
- ❖ Family Dollar
- ❖ Rescare
- ❖ Pamera Bread
- ❖ Samson Rope
- ❖ Ambassador Limousine
- ❖ King Patin
- ❖ Drive-Line Retail
- ❖ South Louisiana Community College
- ❖ Ameriforce
- ❖ Bruce Foods
- ❖ Cameron
- ❖ Capital Staffing

- ❖ Coastal Staffing
- ❖ Columbian Chemical
- ❖ Coushatta Casino Resort
- ❖ Metal Shark
- ❖ PTI (Professional Transportation, Inc.)
- ❖ ResCare
- ❖ Satellite Country
- ❖ Schneider Trucking
- ❖ Securitas Security
- ❖ St. Mary Parish School Board
- ❖ U.S. Security

Region IV has also participated and will continue to participate in local job fairs in conjunction with economic development organizations, community colleges, universities, Louisiana Rehabilitation Services and employers throughout the region. Staff from Region IV operates the e-application room which consists of several laptops available for jobseekers to complete online applications as well as assist the jobseekers in completing the applications when necessary. Events and job fairs participated in annually by the region include:

- Job Fair for Persons with Disabilities
- LEDA Job Fair
- Remington College Job Fair
- SLCC Job Fair
- UL Spring Fair
- UL Fall Fair
- Career Reception
- Career Connections
- Job Fair held at Lafayette Crown Plaza (10-12 businesses attended)

Partners are becoming more engaged and efforts are underway to have regular meetings to discuss workforce challenges and solutions to better serve our employers. Region IV will collaborate and find solutions to better serve the employers by committing to do the following:

Community Presentations:

- Deliver community presentations to civic groups, youth and business organizations or other related groups that could benefit from the knowledge gained from business related services.

Representation on Regional Industry Entities:

- This could include both local and regional associations or industry groups that represent potential high growth, high demand industries as well as an aversion strategy in industries that may be targeted as fragile.

Planning and Organizing Regional Workshops:

- Plan, organize, promote and coordinate Employer Workshops addressing Return to Work Programs, Entrepreneurship, Labor Market Information and the Americans with Disabilities Act, etc. that include partners from other agencies providing employer related service, such as LED and DOR.

Prepare and Deliver Customized Labor Reports:

- Utilize LWC and ULL extensive resources to develop and deliver customized labor market reports for economic development organizations, employers and other related local and regional stakeholders.

Promotion of a Regional Business News Letter:

- Work with public, private and non-profit sector partners as needed to develop a regional newsletter that could include latest updates on the workforce and education system in the region, as well as specific industry and business news relevant to the hiring needs of businesses in the region.

Regional Job Fair Promotion

- Work with public, private and non-profit sector partners as needed to promote both physical and virtual job fair in high demand industries or in customized workforce shortage types of scenarios.

Focus Group Creation:

- When critical industry or specific skill shortages are identified, there will a need to work with public, private and non-profit sector partners as appropriate in order to promote creation of focus groups to help provide actionable solutions to these key workforce shortages.

Facilitating Regional Meetings:

- Ensure regional business team meetings are facilitated on a monthly basis.

OJT Contract Development:

- Promote the value of the job training contracts to individual employers and industry groups through the region. This should also include the promoting the awareness of LRS related OJT programs.

Customized Training Contracts:

- Facilitate the number of customized training contract issued by quarter and providing technical assistance when possible.

SBET Contracts:

- Facilitate the number of SBET contracts issued by quarter by aggressively promoting the value of the program and providing technical assistance when possible.

Work Opportunity Tax Credits Awarded:

Facilitate the number of Work Opportunity Tax Credits issued by quarter and providing technical assistance when possible.

D. Services to Local/Regional Specific Target Populations

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. Dislocated workers are key customers and will need to be targeted for the full array of services through the One-Stop System. 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 is also encouraged.

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 a Memorandum of Understanding with other regions across the State of Louisiana. In activities associated with the Disability Job Fair held in October, 2011, Lafayette led the state in participants and employer participation. Region IV is committed to helping, planning and participating in all of the Job Fairs for persons with disabilities in the future including the upcoming Job Fair in October of 2012.

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 Job and Employment Training (LaJET) 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.

The Re-employment model as piloted by Lafayette and St. Landry Parishes will be used to deliver services to those individuals that are receiving unemployment insurance benefits.

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

Region IV Reentry Coalition

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 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.

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 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.” The three parish coalitions in existence in Region IV are Iberia, Lafayette and St. Landry.

These coalitions were established and 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.

E. Trade Adjustment Assistance (TAA)

Region IV has integrated TAA services into the operational plan for the Business and Career Solutions Centers. In order to be in compliance with Training and Employment Guidance Letter No. 1-10, Region IV has adopted the following operational plan. It is our intent to comply with the requirement to have only state merit staff make final decisions regarding TAA benefits. However, additional staff members have been trained on basic TAA benefits and specific team members on the full array of services.

State merit staff will be assigned to assist with the TAA program; however additional local staff in each office will be trained to assist when there is a large TAA event.

The following services will be provided by staff:

- 103 Information on Training Providers
- 107 Provision of Labor Market Information
- 130 TAA Supportive Services Offering
- 131 TAA Financial Aid Information
- 187 Career Development Services or
- 188 Career Advancement Services
- 202 Career Guidance/Planning
- 220 Job Readiness Training
- 150-155 Waiver codes
- 156 Waiver Denied
- 157 ATAA Eligible
- 205 Development of Individual Employment Plan
- 216 TAA Supportive Service- Out of Area Job Search Assistance
- 217 TAA Supportive Service- TAA Relocation Assistance
- 218 TAA Travel Allowance While in Training

- 244 Remedial Training- TAA funded
- 245 Prerequisite Training- TAA funded
- 314 Enrolled in Apprenticeship Training
- 342 Occupational Skills Training- TAA funded
- 344 On the Job Training- TAA funded

Staff will be responsible for determining eligibility for TAA benefits (list of impacted workers from company) and completing TAA applications. Staff will also assist the participant in applying for TRA benefits, either on-line or with paper application. They will also be responsible for providing the documentation required such as the map quest printouts, cost comparison information for training, proof that training requested is in a demand occupation, job referrals and work search information. In addition, they will be responsible for processing the paper application requested for daily travel, relocation allowance and job search allowance. Staff will complete the financial plan and the ITA, and once proper signatures are obtained will submit for processing.

All TAA forms must be signed by a designated TAA staff person and they must be maintained in the participants' folders. All original documents, TAA and WIA, will be sent to the appropriate Business and Career Solutions Center to the attention of the TAA designee. This is where the "official" TAA folders will be maintained for both LWIA #40 and #41. All letters to participants such as a waiver denial or revocation, denial of training, etc. will be sent by state merit staff and a copy maintained in the folder.

Region IV – Moving Forward

Region IV is positioned to meet the workforce challenges in our area. We have a demonstrated track record and we are confident we will meet and exceed the needs of our employers and job seekers.

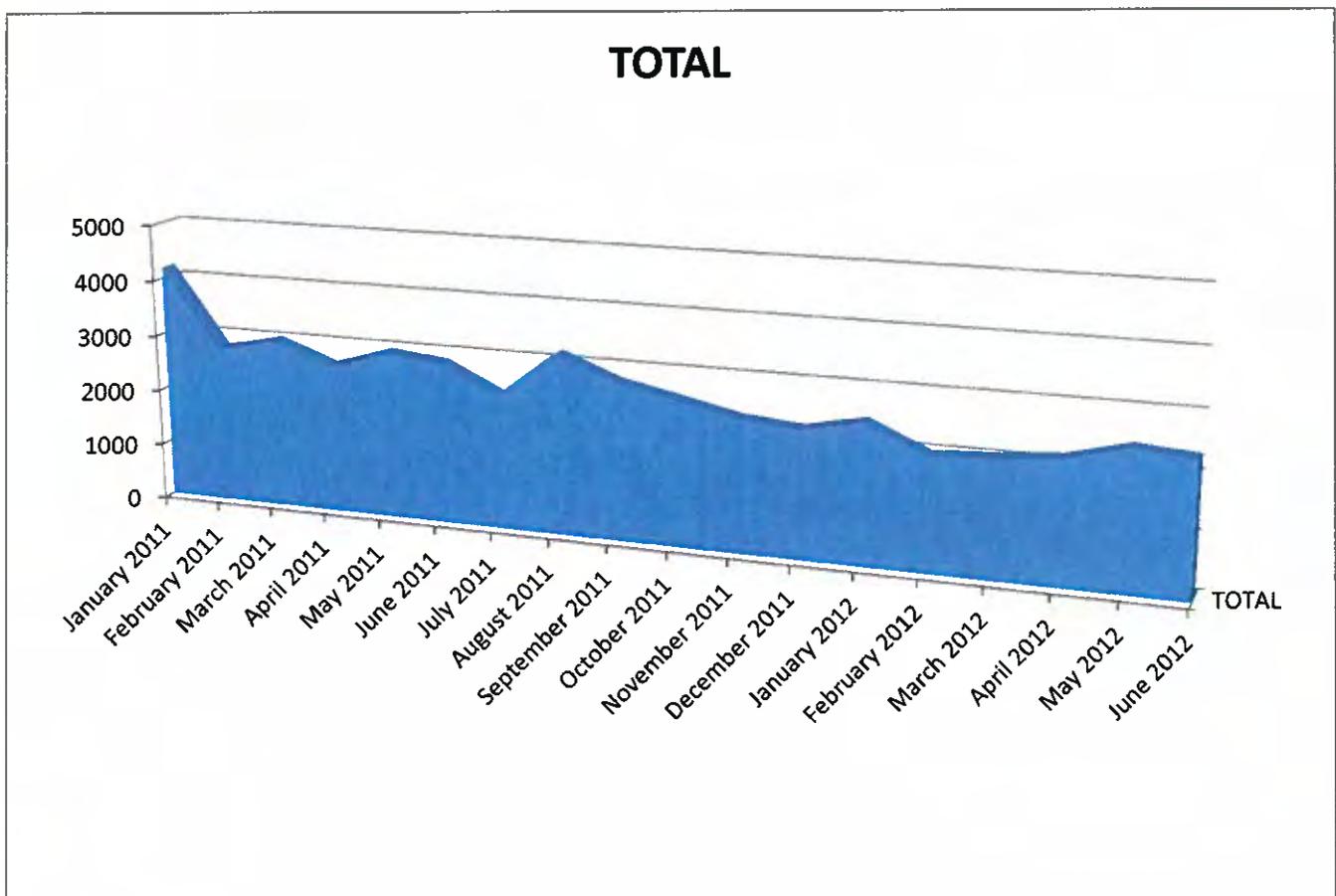
Attachment # 3

**Lafayette Business & Career
Solutions Center Traffic
1/1/2011-6/30/2012**

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Lafayette Business & Career Solutions Center - Traffic 1/1/2011-6/30/2012

Month	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	TOTAL	
January 2011	945	616	617	499	423	508	323	203	59	4193	
February 2011	638	399	395	364	280	295	221	156	39	2787	
March 2011	708	442	420	360	337	313	231	171	26	3008	
April 2011	531	388	447	333	280	281	191	146	40	2637	
May 2011	570	428	421	394	298	373	265	169	33	2951	
June 2011	569	447	433	334	280	325	272	156	32	2848	
July 2011	441	351	375	312	246	284	195	130	28	2362	
August 2011	618	523	492	393	296	394	246	158	57	3177	
September 2011	519	425	438	361	292	344	231	125	43	2778	
October 2011	460	431	414	327	299	288	186	115	41	2561	2011 Total
November 2011	445	380	366	285	238	281	195	107	36	2333	
December 2011	410	360	394	296	214	265	177	98	24	2238	33873
January 2012	462	408	477	311	220	238	187	115	40	2458	
February 2012	416	289	358	252	194	195	139	109	33	1985	
March 2012	425	305	349	256	221	208	155	86	43	2048	
April 2012	409	341	415	261	205	234	135	112	33	2145	2012 YTD
May 2012	478	391	446	305	249	229	157	126	33	2414	
June 2012	459	364	419	279	233	234	179	119	49	2335	13385



Lafayette Business & Career Solutions Center - Traffic 1/1/2011-6/30/2012

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	<i>Holiday</i>									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

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	<i>Holiday</i>									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
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	<i>Holiday</i>									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	11	13	13	11	10	16	10	5	2	91
TOTAL		104	100	85	95	68	75	59	39	8	633
5/30/2011	Monday	<i>Holiday</i>									0
5/31/2011	Tuesday	68	32	39	39	20	23	11	20	8	260
6/1/2011	Wednesday	29	26	33	27	27	31	18	14	0	205
6/2/2011	Thursday	28	16	22	18	14	6	7	0	0	111
6/3/2011	Friday	19	22	21	9	10	13	11	16	1	122
TOTAL		144	96	115	93	71	73	47	50	9	698
6/6/2011	Monday	54	37	25	29	21	15	21	15	3	220
6/7/2011	Tuesday	29	16	26	21	12	20	19	4	2	149

6/8/2011	Wednesday	18	16	19	10	13	12	15	8	3	114
6/9/2011	Thursday	26	14	15	11	15	8	4	0	0	93
6/10/2011	Friday	20	15	23	18	9	15	15	3	3	121
TOTAL		147	98	108	89	70	70	74	30	11	697
6/13/2011	Monday	43	17	24	19	7	10	14	7	1	142
6/14/2011	Tuesday	17	9	13	13	8	8	19	1	3	91
6/15/2011	Wednesday	16	11	13	12	14	15	9	9	1	100
6/16/2011	Thursday	12	13	14	6	10	16	3	0	0	74
6/17/2011	Friday	8	16	10	12	4	7	7	5	1	70
TOTAL		96	66	74	62	43	56	52	22	6	477
6/20/2011	Monday	66	36	28	19	18	32	18	12	4	233
6/21/2011	Tuesday	35	24	18	21	12	16	16	10	2	154
6/22/2011	Wednesday	20	30	23	11	13	11	13	13	1	135
6/23/2011	Thursday	25	35	14	10	11	21	4	0	0	120
6/24/2011	Friday	14	20	14	9	11	12	11	11	0	102
TOTAL		160	145	97	70	65	92	62	46	7	744
6/27/2011	Monday	38	24	35	21	20	15	17	15	1	186
6/28/2011	Tuesday	17	14	12	16	8	21	14	5	4	111
6/29/2011	Wednesday	20	21	15	11	14	13	12	8	2	116
6/30/2011	Thursday	15	15	16	11	9	8	5	0	0	79
7/1/2011	Friday	9	13	12	13	7	9	12	0	1	76
TOTAL		99	87	90	72	58	66	60	28	8	568
7/4/2011	Monday	<i>Holiday</i>									0
7/5/2011	Tuesday	33	27	25	20	17	25	16	9	3	175
7/6/2011	Wednesday	27	22	26	25	13	13	19	9	2	156
7/7/2011	Thursday	22	15	10	18	12	12	3	0	0	92
7/8/2011	Friday	17	19	14	15	11	15	13	10	1	115
TOTAL		99	83	75	78	53	65	51	28	6	538
7/11/2011	Monday	44	26	29	17	16	27	18	7	2	186
7/12/2011	Tuesday	23	18	32	17	18	12	16	8	1	145
7/13/2011	Wednesday	14	15	19	18	13	20	13	13	1	126
7/14/2011	Thursday	18	15	22	6	10	6	0	0	0	77
7/15/2011	Friday	10	7	17	13	19	14	11	6	3	100
TOTAL		109	81	119	71	76	79	58	34	7	634
7/18/2011	Monday	48	24	31	22	19	21	10	13	0	188
7/19/2011	Tuesday	23	18	22	15	10	19	9	8	0	124
7/20/2011	Wednesday	24	14	19	11	17	17	11	7	4	124
7/21/2011	Thursday	20	21	18	16	6	10	1	0	0	92
7/22/2011	Friday	18	18	13	16	8	12	5	9	2	101
TOTAL		133	95	103	80	60	79	36	37	6	629
7/25/2011	Monday	33	22	16	13	12	19	5	8	1	129
7/26/2011	Tuesday	21	13	11	11	8	4	10	6	3	87
7/27/2011	Wednesday	14	18	15	9	10	13	13	6	1	99
7/28/2011	Thursday	14	11	12	19	13	7	2	0	0	78
7/29/2011	Friday	9	15	12	18	7	9	8	11	3	92
TOTAL		91	79	66	70	50	52	38	31	8	485

8/1/2011	Monday	58	26	30	20	22	33	17	12	7	225
8/2/2011	Tuesday	29	19	24	10	13	13	17	8	4	137
8/3/2011	Wednesday	15	24	13	18	10	22	13	8	3	126
8/4/2011	Thursday	14	15	17	17	11	14	2	0	0	90
8/5/2011	Friday	19	8	16	7	10	11	6	2	0	79
TOTAL		135	92	100	72	66	93	55	30	14	657
8/8/2011	Monday	47	45	23	15	22	24	9	12	3	200
8/9/2011	Tuesday	32	22	22	22	7	25	18	11	1	160
8/10/2011	Wednesday	13	21	23	16	13	22	18	8	2	136
8/11/2011	Thursday	28	19	20	25	0	17	5	0	0	114
8/12/2011	Friday	18	18	19	18	16	12	13	5	0	119
TOTAL		138	125	107	96	58	100	63	36	6	729
8/15/2011	Monday	34	33	33	25	15	21	12	12	4	189
8/16/2011	Tuesday	28	21	26	15	22	16	11	13	2	154
8/17/2011	Wednesday	30	28	18	17	21	20	14	7	0	155
8/18/2011	Thursday	18	24	22	18	15	13	2	0	0	112
8/19/2011	Friday	20	14	13	13	9	5	9	5	2	90
TOTAL		130	120	112	88	82	75	48	37	8	700
8/22/2011	Monday	42	30	26	17	15	18	18	10	3	179
8/23/2011	Tuesday	15	28	25	9	12	17	10	11	2	129
8/24/2011	Wednesday	21	10	14	15	13	17	7	4	3	104
8/25/2011	Thursday	17	27	17	8	9	11	6	0	0	95
8/26/2011	Friday	25	23	14	9	10	8	9	2	3	103
TOTAL		120	118	96	58	59	71	50	27	11	610
8/29/2011	Monday	43	23	27	34	21	26	8	11	4	197
8/30/2011	Tuesday	31	26	24	24	6	14	15	12	13	165
8/31/2011	Wednesday	21	19	26	21	4	15	7	5	1	119
9/1/2011	Thursday	13	11	10	10	14	13	5	0	0	76
9/2/2011	Friday	11	17	16	17	11	12	10	7	0	101
TOTAL		119	96	103	106	56	80	45	35	18	658
9/5/2011	Monday	<i>Holiday</i>									0
9/6/2011	Tuesday	41	25	32	23	17	26	18	9	3	194
9/7/2011	Wednesday	26	27	32	13	16	20	14	10	3	161
9/8/2011	Thursday	16	9	13	13	11	16	5	0	0	83
9/9/2011	Friday	25	21	17	16	8	17	13	9	2	128
TOTAL		108	82	94	65	52	79	50	28	8	566
9/12/2011	Monday	34	21	19	23	13	23	21	12	2	168
9/13/2011	Tuesday	26	15	28	22	16	19	20	9	3	158
9/14/2011	Wednesday	20	27	21	17	13	15	14	9	2	138
9/15/2011	Thursday	17	13	26	11	18	7	2	0	0	94
9/16/2011	Friday	17	18	20	19	15	11	11	6	4	121
TOTAL		114	94	114	92	75	75	68	36	11	679
9/19/2011	Monday	29	21	20	26	16	29	11	8	7	167
9/20/2011	Tuesday	21	27	23	17	16	20	12	1	2	139
9/21/2011	Wednesday	56	19	15	24	17	26	9	7	3	176
9/22/2011	Thursday	19	24	25	16	11	13	2	0	0	110

9/23/2011	Friday	23	14	19	11	12	11	11	8	4	113
TOTAL		148	105	102	94	72	99	45	24	16	705
9/26/2011	Monday	36	34	31	27	19	17	17	8	1	190
9/27/2011	Tuesday	20	24	26	23	11	13	12	8	1	138
9/28/2011	Wednesday	17	14	15	12	15	17	16	6	3	115
9/29/2011	Thursday	25	23	19	15	8	8	0	0	0	98
9/30/2011	Friday	27	21	11	6	15	11	8	8	3	110
TOTAL		125	116	102	83	68	66	53	30	8	651
10/3/2011	Monday	39	18	30	17	19	16	19	7	3	168
10/4/2011	Tuesday	24	25	26	14	27	9	6	11	3	145
10/5/2011	Wednesday	22	12	21	14	18	12	12	5	2	118
10/6/2011	Thursday	24	26	20	17	18	15	4	0	0	124
10/7/2011	Friday	17	16	11	8	18	8	13	5	0	96
TOTAL		126	97	108	70	100	60	54	28	8	651
10/10/2011	Monday	21	31	20	26	9	14	9	6	3	139
10/11/2011	Tuesday	21	20	21	23	8	15	14	4	1	127
10/12/2011	Wednesday	20	12	20	7	22	7	12	4	1	105
10/13/2011	Thursday	15	19	10	12	12	12	3	0	0	83
10/14/2011	Friday	22	14	18	14	8	14	7	7	4	108
TOTAL		99	96	89	82	59	62	45	21	9	562
10/17/2011	Monday	26	19	20	20	21	15	13	13	7	154
10/18/2011	Tuesday	16	18	14	15	17	19	3	6	3	111
10/19/2011	Wednesday	34	22	12	19	18	19	6	4	2	136
10/20/2011	Thursday	16	27	21	11	6	9	6	0	0	96
10/21/2011	Friday	15	20	21	18	7	25	6	6	4	122
TOTAL		107	106	88	83	69	87	34	29	16	619
10/24/2011	Monday	29	34	29	18	17	12	14	10	1	164
10/25/2011	Tuesday	19	20	25	21	12	16	8	8	2	131
10/26/2011	Wednesday	19	18	22	11	7	11	11	6	3	108
10/27/2011	Thursday	17	20	14	15	10	6	0	0	0	82
10/28/2011	Friday	19	16	18	8	14	12	8	5	0	100
TOTAL		103	108	108	73	60	57	41	29	6	585
10/31/2011	Monday	25	24	21	19	11	22	12	8	2	144
11/1/2011	Tuesday	14	11	18	12	14	14	10	4	3	100
11/2/2011	Wednesday	20	21	23	17	12	15	7	4	2	121
11/3/2011	Thursday	11	19	11	13	14	17	6	0	0	91
11/4/2011	Friday	11	14	12	11	8	15	11	6	2	90
TOTAL		81	89	85	72	59	83	46	22	9	546
11/7/2011	Monday	35	29	15	13	16	19	18	6	3	154
11/8/2011	Tuesday	27	15	18	12	7	12	12	4	4	111
11/9/2011	Wednesday	34	17	25	16	13	12	15	4	4	140
11/10/2011	Thursday	19	28	18	15	8	11	3	0	0	102
11/11/2011	Friday	Holiday									0
TOTAL		115	89	76	56	44	54	48	14	11	507
11/14/2011	Monday	31	24	25	25	24	24	20	10	1	184
11/15/2011	Tuesday	22	23	23	8	8	20	8	6	2	120

11/16/2011	Wednesday	22	13	21	14	20	14	8	13	2	127
11/17/2011	Thursday	21	22	14	22	10	2	0	0	0	91
11/18/2011	Friday	18	17	18	9	10	19	7	5	1	104
TOTAL		114	99	101	78	72	79	43	34	6	626
11/21/2011	Monday	28	23	32	23	12	21	17	9	3	168
11/22/2011	Tuesday	22	19	14	13	9	5	7	8	0	97
11/23/2011	Wednesday	26	12	13	10	10	16	6	8	1	102
11/24/2011	Thursday	<i>Holiday</i>									0
11/25/2011	Friday	<i>Holiday</i>									0
TOTAL		76	54	59	46	31	42	30	25	4	367
11/28/2011	Monday	38	34	34	22	17	20	20	8	3	196
11/29/2011	Tuesday	18	17	15	12	12	15	9	9	5	112
11/30/2011	Wednesday	28	22	17	18	14	10	11	3	0	123
12/1/2011	Thursday	23	15	17	19	12	8	0	0	0	94
12/2/2011	Friday	18	24	29	16	10	22	14	8	0	141
TOTAL		125	112	112	87	65	75	54	28	8	666
12/5/2011	Monday	23	24	35	18	12	21	10	6	3	152
12/6/2011	Tuesday	26	10	17	19	16	12	14	6	4	124
12/7/2011	Wednesday	22	16	27	16	11	23	14	7	3	139
12/8/2011	Thursday	18	18	23	18	8	20	5	0	0	110
12/9/2011	Friday	23	13	13	15	9	17	13	7	1	111
TOTAL		112	81	115	86	56	93	56	26	11	636
12/12/2011	Monday	26	32	19	18	15	20	18	17	2	167
12/13/2011	Tuesday	21	23	23	14	9	15	10	7	2	124
12/14/2011	Wednesday	22	23	21	17	7	8	5	1	1	105
12/15/2011	Thursday	9	20	11	8	8	4	4	0	0	64
12/16/2011	Friday	8	17	15	10	9	4	5	5	3	76
TOTAL		86	115	89	67	48	51	42	30	8	536
12/19/2011	Monday	35	38	21	14	15	23	16	10	1	173
12/20/2011	Tuesday	19	15	12	11	16	16	11	3	0	103
12/21/2011	Wednesday	21	7	24	10	5	10	11	0	1	89
12/22/2011	Thursday	10	9	14	8	7	5	1	0	0	54
12/23/2011	Friday	6	3	8	3	<i>HOLIDAY</i>					20
TOTAL		91	72	79	46	43	54	39	13	2	439
12/26/2011	Monday	<i>HOLIDAY</i>									0
12/27/2011	Tuesday	25	19	14	23	16	17	8	7	2	131
12/28/2011	Wednesday	21	12	23	18	11	7	5	10	1	108
12/29/2011	Thursday	19	14	18	11	9	8	9	0	0	88
12/30/2011	Friday	15	8	10	10	9	5	4	4	0	65
TOTAL		80	53	65	62	45	37	26	21	3	392
1/2/2012	Monday	<i>HOLIDAY</i>									0
1/3/2012	Tuesday	16	14	35	28	17	13	20	10	6	159
1/4/2012	Wednesday	21	20	31	15	18	10	13	9	3	140
1/5/2012	Thursday	24	18	27	17	11	14	3	0	0	114
1/6/2012	Friday	21	19	23	19	6	8	10	2	2	110
1/2-1/6	TOTAL	82	71	116	79	52	45	46	21	11	523

1/9/2012	Monday	24	28	27	15	18	11	9	3	6	141
1/10/2012	Tuesday	23	14	21	14	12	14	10	3	3	114
1/11/2012	Wednesday	26	29	24	14	10	10	7	7	1	128
1/12/2012	Thursday	18	16	18	16	9	16	1	0	0	94
1/13/2012	Friday	19	9	18	11	10	11	6	9	0	93
1/9-1/13	TOTAL	110	96	108	70	59	62	33	22	10	570
1/17/2012	Monday	HOLIDAY									0
1/18/2012	Tuesday	25	33	28	26	11	18	14	4	1	160
1/19/2012	Wednesday	25	16	28	14	13	10	10	8	4	128
1/20/2012	Thursday	25	17	26	10	13	11	10	0	0	112
1/21/2012	Friday	18	8	22	12	12	10	8	14	0	104
1/17-1/21	TOTAL	93	74	104	62	49	49	42	26	5	504
1/23/2012	Monday	29	37	32	22	7	14	10	6	5	162
1/24/2012	Tuesday	31	22	20	13	12	9	12	8	1	128
1/25/2012	Wednesday	21	17	16	15	12	8	12	6	1	108
1/26/2012	Thursday	30	24	28	16	12	7	6	0	0	123
1/27/2012	Friday	18	19	11	11	5	8	8	12	2	94
1/23-1/27	TOTAL	129	119	107	77	48	46	48	32	9	615
1/30/2012	Monday	22	27	20	16	4	26	8	6	5	134
1/31/2012	Tuesday	26	21	22	7	8	10	10	8	0	112
2/1/2012	Wednesday	23	15	18	17	7	12	8	6	1	107
2/2/2012	Thursday	20	17	19	6	11	14	3	0	0	90
2/3/2012	Friday	19	19	12	16	5	6	3	7	2	89
1/30-2/3	TOTAL	110	99	91	62	35	68	32	27	8	532
2/6/2012	Monday	27	24	17	17	11	9	9	8	5	127
2/7/2012	Tuesday	27	16	16	9	13	9	7	9	0	106
2/8/2012	Wednesday	22	14	18	8	8	10	8	10	3	101
2/9/2012	Thursday	18	10	15	14	11	6	2	0	0	76
2/10/2012	Friday	14	8	17	7	6	8	7	4	2	73
2/6-2/10	TOTAL	108	72	83	55	49	42	33	31	10	483
2/13/2012	Monday	24	19	17	14	14	9	9	4	1	111
2/14/2012	Tuesday	23	17	11	15	12	14	7	12	1	112
2/15/2012	Wednesday	20	14	14	12	11	7	11	12	3	104
2/16/2012	Thursday	16	14	24	11	11	7	3	0	0	86
2/17/2012	Friday	17	13	20	4	5	10	6	1	1	77
2/13-2/17	TOTAL	100	77	86	56	53	47	36	29	6	490
2/20/2012	Monday	13	11	12	9	5	8	2	3	2	65
2/21/2012	Tuesday	HOLIDAY									0
2/22/2012	Wednesday	16	7	23	16	7	5	10	5	0	89
2/23/2012	Thursday	20	13	12	19	10	12	2	0	0	88
2/24/2012	Friday	19	13	18	8	12	6	9	5	1	91
2/20-2/24	TOTAL	68	44	65	52	34	31	23	13	3	333
2/27/2012	Monday	23	18	26	27	14	15	7	12	7	149
2/28/2012	Tuesday	25	16	29	13	7	11	12	7	2	122
2/29/2012	Wednesday	30	11	20	10	14	17	14	4	2	122
3/1/2012	Thursday	31	19	26	6	7	3	4	0	0	96

3/2/2012	Friday	14	14	14	11	14	4	7	4	2	84
2/27-3/2	TOTAL	123	78	115	67	56	50	44	27	13	573
3/5/2012	Monday	25	21	17	13	8	16	9	4	3	116
3/6/2012	Tuesday	27	15	10	15	6	7	5	4	0	89
3/7/2012	Wednesday	17	10	14	9	18	8	13	2	0	91
3/8/2012	Thursday	31	18	16	12	17	4	4			102
3/9/2012	Friday	12	7	15	11	6	5	6	3	2	67
3/5-3/9	TOTAL	112	71	72	60	55	40	37	13	5	465
3/12/2012	Monday	12	10	6	9	4	18	10	2	1	72
3/13/2012	Tuesday	17	19	13	18	15	11	9	5	2	109
3/14/2012	Wednesday	15	20	22	12	4	13	8	5	2	101
3/15/2012	Thursday	15	11	19	11	11	6	2	0	0	75
3/16/2012	Friday	18	10	15	11	11	17	6	9	3	100
3/12-3/16	TOTAL	77	70	75	61	45	65	35	21	8	457
3/19/2012	Monday	16	18	25	10	20	8	6	12	6	121
3/20/2012	Tuesday	23	11	13	12	11	14	14	6	3	107
3/21/2012	Wednesday	15	9	20	9	5	11	7	4	3	83
3/22/2012	Thursday	14	13	9	17	12	10	1	0	0	76
3/23/2012	Friday	17	6	15	16	6	7	13	2	1	83
3/19-3/23	TOTAL	85	57	82	64	54	50	41	24	13	470
3/26/2012	Monday	17	18	20	9	9	14	9	11	2	109
3/27/2012	Tuesday	24	19	11	10	14	12	1	6	7	104
3/28/2012	Wednesday	20	12	22	11	9	5	5	3	4	91
3/29/2012	Thursday	28	11	17	10	6	8	8	0	0	88
3/30/2012	Friday	17	14	10	14	8	7	8	4	2	84
3/26-3/30	TOTAL	106	74	80	54	46	46	31	24	15	476
4/2/2012	Monday	14	20	19	22	10	19	13	5	1	123
4/3/2012	Tuesday	17	22	21	18	16	7	4	6	4	115
4/4/2012	Wednesday	18	13	21	12	9	12	5	5	0	95
4/5/2012	Thursday	24	14	26	7	12	9	0	0	0	92
4/6/2012	Friday	HOLIDAY									0
4/2-4/6	TOTAL	73	69	87	59	47	47	22	16	5	425
4/9/2012	Monday	16	15	16	8	12	7	11	7	0	92
4/10/2012	Tuesday	22	22	17	9	15	15	9	5	0	114
4/11/2012	Wednesday	24	16	23	16	8	13	6	2	3	111
4/12/2012	Thursday	27	11	9	12	7	12	2	0	0	80
4/13/2012	Friday	23	14	23	12	10	8	7	5	2	104
4/9-4/13	TOTAL	112	78	88	57	52	55	35	19	5	501
4/16/2012	Monday	20	7	14	12	6	18	2	14	0	93
4/17/2012	Tuesday	26	19	12	15	6	12	13	7	1	111
4/18/2012	Wednesday	29	18	33	19	8	13	4	2	6	132
4/19/2012	Thursday	20	18	22	11	7	11	1	0	0	90
4/20/2012	Friday	17	18	28	11	8	10	5	6	2	105
4/16-4/20	TOTAL	112	80	109	68	35	64	25	29	9	531
4/23/2012	Monday	19	24	20	12	15	14	11	13	3	131
4/24/2012	Tuesday	15	15	23	16	12	11	8	12	4	116

4/25/2012	Wednesday	28	13	36	13	12	12	8	6	3	131
4/26/2012	Thursday	18	29	14	7	9	10	2	0	0	89
4/27/2012	Friday	18	14	19	14	12	10	9	4	1	101
4/23-4/27	TOTAL	98	95	112	62	60	57	38	35	11	568
4/30/2012	Monday	14	19	19	15	11	11	15	13	3	120
5/1/2012	Tuesday	17	17	14	11	8	11	8	3	1	90
5/2/2012	Wednesday	27	17	24	13	9	15	8	11	4	128
5/3/2012	Thursday	14	19	8	13	7		0	0	0	61
5/4/2012	Friday	33	13	15	6	14	15	8	5	0	109
4/30-5/4	TOTAL	105	85	80	58	49	52	39	32	8	508
5/7/2012	Monday	16	23	18	16	10	12	11	5	2	113
5/8/2012	Tuesday	19	22	18	21	11	5	11	2	4	113
5/9/2012	Wednesday	19	15	21	16	11	15	2	10	1	110
5/10/2012	Thursday	27	16	11	9	9	8	3	0	0	83
5/11/2012	Friday	17	6	20	4	10	3	3	6	2	71
5/7-5/11	TOTAL	98	82	88	66	51	43	30	23	9	490
5/14/2012	Monday	14	16	19	27	6	15	13	9	2	121
5/15/2012	Tuesday	21	30	16	21	18	15	4	6	2	133
5/16/2012	Wednesday	30	20	28	8	8	5	7	7	3	116
5/17/2012	Thursday	19	17	15	11	10	14	5	0	0	91
5/18/2012	Friday	28	11	26	12	17	13	6	6	0	119
5/14-5/18	TOTAL	112	94	104	79	59	62	35	28	7	580
5/21/2012	Monday	17	14	24	19	12	9	10	12	1	118
5/22/2012	Tuesday	21	21	23	21	11	10	10	8	3	128
5/23/2012	Wednesday	28	16	27	18	9	16	12	8	2	136
5/24/2012	Thursday	19	22	19	7	11	9	2	0	0	89
5/25/2012	Friday	22	13	26	10	10	14	6	11	2	114
5/21-5/25	TOTAL	107	86	119	75	53	58	40	39	8	585
5/28/2012	Monday	HOLIDAY									0
5/29/2012	Tuesday	27	29	17	10	19	9	19	12	2	144
5/30/2012	Wednesday	27	13	36	20	17	8	7	5	2	135
5/31/2012	Thursday	16	21	21	12	12	8	2			92
6/1/2012	Friday	28	16	23	11	3	3	11	6	5	106
5/28-6/1	TOTAL	98	79	97	53	51	28	39	23	9	477
6/4/2012	Monday	22	25	17	9	20	13	8	8	4	126
6/5/2012	Tuesday	14	18	16	17	14	9	9	10	1	108
6/6/2012	Wednesday	21	21	15	15	9	15	9	3	4	112
6/7/2012	Thursday	15	18	17	12	10	11	1	0	0	84
6/8/2012	Friday	14	17	21	12	7	15	14	3	4	107
6/4-6/8	TOTAL	86	99	86	65	60	63	41	24	13	537
6/11/2012	Monday	21	26	20	16	17	7	10	8	2	127
6/12/2012	Tuesday	22	16	18	22	1	7	6	4	1	97
6/13/2012	Wednesday	27	25	20	12	10	22	17	2	4	139
6/14/2012	Thursday	15	11	16	11	17	9	1	0	0	80
6/15/2012	Friday	29	7	21	9	7	17	9	10	4	113
6/11-6/15	TOTAL	114	85	95	70	52	62	43	24	11	556

6/18/2012	Monday	23	15	17	14	13	18	12	5	2	119
6/19/2012	Tuesday	18	15	18	16	15	7	8	6	4	107
6/20/2012	Wednesday	35	24	30	18	12	13	14	5	4	155
6/21/2012	Thursday	12	15	17	11	12	7	2	0	0	76
6/22/2012	Friday	26	12	32	12	8	10	6	11	1	118
6/18-6/22	TOTAL	114	81	114	71	60	55	42	27	11	575
6/25/2012	Monday	26	24	24	16	16	16	13	14	4	153
6/26/2012	Tuesday	21	18	17	16	15	10	15	12	5	129
6/27/2012	Wednesday	21	25	23	11	16	11	7	6	0	120
6/28/2012	Thursday	23	9	21	13	2	5	0	0	0	73
6/29/2012	Friday	26	7	16	6	9	9	7	6	0	86
6/25-6/29	TOTAL	117	83	101	62	58	51	42	38	9	561

Attachment # 3

**Lafayette Business & Career
Solutions Center Vets and
Youth Traffic**

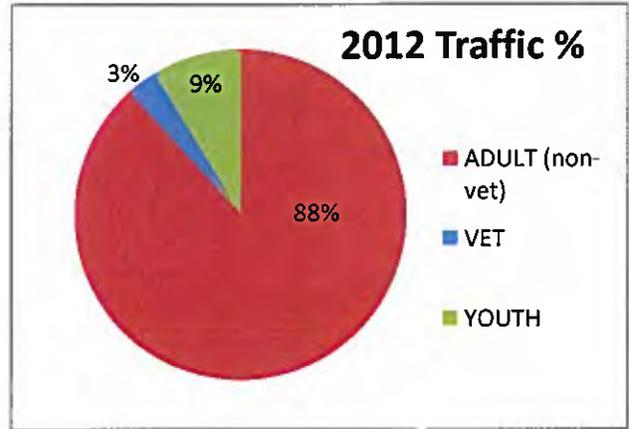
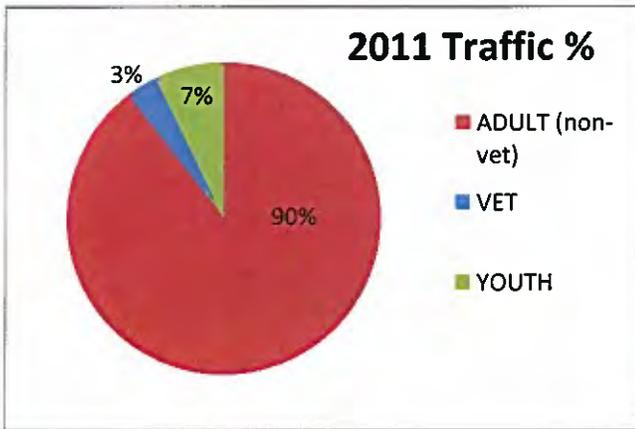
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Lafayette Business & Career Solutions Center Vets and Youth Traffic

VETS Monthly		
January 2011	191	
February 2011	104	
March 2011	130	
April 2011	99	
May 2011	96	
June 2011	100	
July 2011	103	
August 2011	115	
September 2011	94	
October 2011	97	2011
November 2011	85	Total
December 2011	72	1286
January 2012	73	
February 2012	54	
March 2012	43	
April 2012	78	2012
May 2012	68	Total
June 2012	105	421

YOUTH Monthly		
January 2011	*	
February 2011	*	
March 2011	*	
April 2011	*	
May 2011	*	
June 2011	215	
July 2011	173	
August 2011	264	
September 2011	204	
October 2011	209	2011
November 2011	233	Total
December 2011	183	1481
January 2012	216	
February 2012	182	
March 2012	191	
April 2012	260	2012
May 2012	222	Total
June 2012	261	1332

* Youth totals not available Jan 2011 - May 2011



6/15/2011	Wednesday	6
6/16/2011	Thursday	5
6/17/2011	Friday	2
Weekly	TOTAL	20
6/20/2011	Monday	9
6/21/2011	Tuesday	4
6/22/2011	Wednesday	3
6/23/2011	Thursday	3
6/24/2011	Friday	2
Weekly	TOTAL	21
6/27/2011	Monday	7
6/28/2011	Tuesday	6
6/29/2011	Wednesday	4
6/30/2011	Thursday	1
7/1/2011	Friday	0
Weekly	TOTAL	18
7/4/2011	<i>Holiday</i>	<i>0</i>
7/5/2011	Tuesday	5
7/6/2011	Wednesday	8
7/7/2011	Thursday	5
7/8/2011	Friday	5
Weekly	TOTAL	23
7/11/2011	Monday	8
7/12/2011	Tuesday	6
7/13/2011	Wednesday	5
7/14/2011	Thursday	5
7/15/2011	Friday	2
Weekly	TOTAL	26
7/18/2011	Monday	10
7/19/2011	Tuesday	3
7/20/2011	Wednesday	6
7/21/2011	Thursday	5
7/22/2011	Friday	7
Weekly	TOTAL	31
7/25/2011	Monday	9
7/26/2011	Tuesday	5
7/27/2011	Wednesday	5
7/28/2011	Thursday	3
7/29/2011	Friday	1
Weekly	TOTAL	23
8/1/2011	Monday	7
8/2/2011	Tuesday	5
8/3/2011	Wednesday	5
8/4/2011	Thursday	3
8/5/2011	Friday	6
Weekly	TOTAL	26
8/8/2011	Monday	12
8/9/2011	Tuesday	10

6/15/2011	Wednesday	6
6/16/2011	Thursday	8
6/17/2011	Friday	1
Weekly	TOTAL	29
6/20/2011	Monday	8
6/21/2011	Tuesday	9
6/22/2011	Wednesday	17
6/23/2011	Thursday	4
6/24/2011	Friday	6
Weekly	TOTAL	44
6/27/2011	Monday	18
6/28/2011	Tuesday	5
6/29/2011	Wednesday	5
6/30/2011	Thursday	13
7/1/2011	Friday	11
Weekly	TOTAL	52
7/4/2011	<i>Holiday</i>	<i>0</i>
7/5/2011	Tuesday	13
7/6/2011	Wednesday	4
7/7/2011	Thursday	8
7/8/2011	Friday	3
Weekly	TOTAL	28
7/11/2011	Monday	8
7/12/2011	Tuesday	3
7/13/2011	Wednesday	14
7/14/2011	Thursday	6
7/15/2011	Friday	6
Weekly	TOTAL	37
7/18/2011	Monday	19
7/19/2011	Tuesday	11
7/20/2021	Wednesday	11
7/21/2011	Thursday	4
7/22/2011	Friday	12
Weekly	TOTAL	57
7/25/2011	Monday	6
7/26/2011	Tuesday	7
7/27/2021	Wednesday	8
7/28/2011	Thursday	10
7/29/2011	Friday	9
Weekly	TOTAL	40
8/1/2011	Monday	24
8/2/2011	Tuesday	18
8/3/2011	Wednesday	7
8/4/2011	Thursday	5
8/5/2011	Friday	7
Weekly	TOTAL	61
8/8/2011	Monday	13
8/9/2011	Tuesday	11

8/10/2011	Wednesday	2
8/11/2011	Thursday	5
8/12/2011	Friday	3
Weekly	TOTAL	32
8/15/2011	Monday	10
8/16/2011	Tuesday	6
8/17/2011	Wednesday	7
8/18/2011	Thursday	5
8/19/2011	Friday	5
Weekly	TOTAL	33
8/22/2011	Monday	4
8/23/2011	Tuesday	2
8/24/2011	Wednesday	2
8/25/2011	Thursday	3
8/26/2011	Friday	2
Weekly	TOTAL	13
8/29/2011	Monday	4
8/30/2011	Tuesday	5
8/31/2011	Wednesday	2
9/1/2011	Thursday	2
9/2/2011	Friday	5
Weekly	TOTAL	18
9/5/2011	<i>Holiday</i>	0
9/6/2011	Tuesday	10
9/7/2011	Wednesday	5
9/8/2011	Thursday	0
9/9/2011	Friday	0
Weekly	TOTAL	15
9/12/2011	Monday	5
9/13/2011	Tuesday	8
9/14/2011	Wednesday	3
9/15/2011	Thursday	6
9/16/2011	Friday	4
Weekly	TOTAL	26
9/19/2011	Monday	6
9/20/2011	Tuesday	3
9/21/2011	Wednesday	5
9/22/2011	Thursday	6
9/23/2011	Friday	3
Weekly	TOTAL	23
9/26/2011	Monday	7
9/27/2011	Tuesday	3
9/28/2011	Wednesday	5
9/29/2011	Thursday	4
9/30/2011	Friday	4
Weekly	TOTAL	23
10/3/2011	Monday	6
10/4/2011	Tuesday	7

8/10/2011	Wednesday	4
8/11/2011	Thursday	8
8/12/2011	Friday	7
Weekly	TOTAL	43
8/15/2011	Monday	19
8/16/2011	Tuesday	21
8/17/2011	Wednesday	12
8/18/2011	Thursday	9
8/19/2011	Friday	12
Weekly	TOTAL	73
8/22/2011	Monday	15
8/23/2011	Tuesday	5
8/24/2011	Wednesday	5
8/25/2011	Thursday	10
8/26/2011	Friday	10
Weekly	TOTAL	45
8/29/2011	Monday	9
8/30/2011	Tuesday	17
8/31/2011	Wednesday	16
9/1/2011	Thursday	6
9/2/2011	Friday	12
Weekly	TOTAL	60
9/5/2011	<i>Holiday</i>	0
9/6/2011	Tuesday	12
9/7/2011	Wednesday	6
9/8/2011	Thursday	4
9/9/2011	Friday	0
Weekly	TOTAL	22
9/12/2011	Monday	9
9/13/2011	Tuesday	8
9/14/2011	Wednesday	7
9/15/2011	Thursday	1
9/16/2011	Friday	3
Weekly	TOTAL	28
9/19/2011	Monday	17
9/20/2011	Tuesday	12
9/21/2011	Wednesday	12
9/22/2011	Thursday	10
9/23/2011	Friday	11
Weekly	TOTAL	62
9/26/2011	Monday	38
9/27/2011	Tuesday	14
9/28/2011	Wednesday	7
9/29/2011	Thursday	8
9/30/2011	Friday	7
Weekly	TOTAL	74
10/3/2011	Monday	12
10/4/2011	Tuesday	16

10/5/2011	Wednesday	4
10/6/2011	Thursday	1
10/7/2011	Friday	6
Weekly	TOTAL	24
10/10/2011	Monday	6
10/11/2011	Tuesday	2
10/12/2011	Wednesday	3
10/13/2011	Thursday	1
10/14/2011	Friday	3
Weekly	TOTAL	15
10/17/2011	Monday	3
10/18/2011	Tuesday	3
10/19/2011	Wednesday	6
10/20/2011	Thursday	2
10/21/2011	Friday	5
Weekly	TOTAL	19
10/24/2011	Monday	6
10/25/2011	Tuesday	1
10/26/2011	Wednesday	5
10/27/2011	Thursday	5
10/28/2011	Friday	8
Weekly	TOTAL	25
10/31/2011	Monday	14
11/1/2011	Tuesday	2
11/2/2011	Wednesday	4
11/3/2011	Thursday	3
11/4/2011	Friday	4
Weekly	TOTAL	27
11/7/2011	Monday	3
11/8/2011	Tuesday	3
11/9/2011	Wednesday	6
11/10/2011	Thursday	5
11/11/2011	<i>Holiday</i>	<i>0</i>
Weekly	TOTAL	17
11/14/2011	Monday	6
11/15/2011	Tuesday	6
11/16/2011	Wednesday	5
11/17/2011	Thursday	3
11/18/2011	Friday	3
Weekly	TOTAL	23
11/21/2011	Monday	5
11/22/2011	Tuesday	7
11/23/2011	Wednesday	7
11/24/2011	<i>Holiday</i>	<i>0</i>
11/25/2011	<i>Holiday</i>	<i>0</i>
Weekly	TOTAL	19
11/28/2011	Monday	6
11/29/2011	Tuesday	4

10/5/2011	Wednesday	5
10/6/2011	Thursday	5
10/7/2011	Friday	12
Weekly	TOTAL	50
10/10/2011	Monday	3
10/11/2011	Tuesday	17
10/12/2011	Wednesday	1
10/13/2011	Thursday	11
10/14/2011	Friday	12
Weekly	TOTAL	44
10/17/2011	Monday	16
10/18/2011	Tuesday	12
10/19/2011	Wednesday	17
10/20/2011	Thursday	7
10/21/2011	Friday	11
Weekly	TOTAL	63
10/24/2011	Monday	6
10/25/2011	Tuesday	7
10/26/2011	Wednesday	11
10/27/2011	Thursday	1
10/28/2011	Friday	10
Weekly	TOTAL	35
10/31/2011	Monday	17
11/1/2011	Tuesday	9
11/2/2011	Wednesday	8
11/3/2011	Thursday	12
11/4/2011	Friday	3
Weekly	TOTAL	49
11/7/2011	Monday	24
11/8/2011	Tuesday	10
11/9/2011	Wednesday	9
11/10/2011	Thursday	13
11/11/2011	<i>Holiday</i>	<i>0</i>
Weekly	TOTAL	56
11/14/2011	Monday	24
11/15/2011	Tuesday	10
11/16/2011	Wednesday	3
11/17/2011	Thursday	11
11/18/2011	Friday	6
Weekly	TOTAL	54
11/21/2011	Monday	21
11/22/2011	Tuesday	12
11/23/2011	Wednesday	17
11/24/2011	<i>Holiday</i>	<i>0</i>
11/25/2011	<i>Holiday</i>	<i>0</i>
Weekly	TOTAL	50
11/28/2011	Monday	22
11/29/2011	Tuesday	8

11/30/2011	Wednesday	3
12/1/2011	Thursday	3
12/2/2011	Friday	3
Weekly	TOTAL	19
12/5/2011	Monday	7
12/6/2011	Tuesday	6
12/7/2011	Wednesday	2
12/8/2011	Thursday	1
12/9/2011	Friday	5
Weekly	TOTAL	21
12/12/2011	Monday	9
12/13/2011	Tuesday	3
12/14/2011	Wednesday	4
12/15/2011	Thursday	4
12/16/2011	Friday	3
Weekly	TOTAL	23
12/19/2011	Monday	3
12/20/2011	Tuesday	3
12/21/2011	Wednesday	4
12/22/2011	Thursday	1
12/23/2011	Friday	0
Weekly	TOTAL	11
<i>12/26/2011</i>	<i>Holiday</i>	<i>0</i>
12/27/2011	Tuesday	6
12/28/2011	Wednesday	1
12/29/2011	Thursday	1
12/30/2011	Friday	3
Weekly	TOTAL	11
1/2/2012	Holiday	0
1/3/2012	Tuesday	12
1/4/2012	Wednesday	5
1/5/2012	Thursday	6
1/6/2012	Friday	4
Weekly	TOTAL	27
1/9/2012	Monday	3
1/10/2012	Tuesday	2
1/11/2012	Wednesday	4
1/12/2012	Thursday	1
1/13/2012	Friday	1
Weekly	TOTAL	11
<i>1/16/2012</i>	<i>Holiday</i>	<i>0</i>
1/17/2012	Tuesday	2
1/18/2012	Wednesday	4
1/19/2012	Thursday	3
1/20/2012	Friday	4
Weekly	TOTAL	13
1/23/2012	Monday	5
1/24/2012	Tuesday	2

11/30/2011	Wednesday	11
12/1/2011	Thursday	10
12/2/2011	Friday	14
Weekly	TOTAL	65
12/5/2011	Monday	7
12/6/2011	Tuesday	11
12/7/2011	Wednesday	3
12/8/2011	Thursday	11
12/9/2011	Friday	14
Weekly	TOTAL	46
12/12/2011	Monday	16
12/13/2011	Tuesday	8
12/14/2011	Wednesday	14
12/15/2011	Thursday	7
12/16/2011	Friday	6
Weekly	TOTAL	51
12/19/2011	Monday	13
12/20/2011	Tuesday	9
12/21/2011	Wednesday	5
12/22/2011	Thursday	3
12/23/2011	Friday	5
Weekly	TOTAL	35
<i>12/26/2011</i>	<i>Holiday</i>	<i>0</i>
12/27/2011	Tuesday	6
12/28/2011	Wednesday	7
12/29/2011	Thursday	13
12/30/2011	Friday	1
Weekly	TOTAL	27
1/2/2012	Holiday	0
1/3/2012	Tuesday	16
1/4/2012	Wednesday	15
1/5/2012	Thursday	6
1/6/2012	Friday	14
Weekly	TOTAL	51
1/9/2012	Monday	11
1/10/2012	Tuesday	5
1/11/2012	Wednesday	3
1/12/2012	Thursday	5
1/13/2012	Friday	15
Weekly	TOTAL	39
<i>1/16/2012</i>	<i>Holiday</i>	<i>0</i>
1/17/2012	Tuesday	16
1/18/2012	Wednesday	7
1/19/2012	Thursday	12
1/20/2012	Friday	7
Weekly	TOTAL	42
1/23/2012	Monday	20
1/24/2012	Tuesday	17

1/25/2012	Wednesday	2
1/26/2012	Thursday	2
1/27/2012	Friday	3
Weekly	TOTAL	14
1/30/2012	Monday	2
1/31/2012	Tuesday	6
2/1/2012	Wednesday	1
2/2/2012	Thursday	0
2/3/2012	Friday	3
Weekly	TOTAL	12
2/6/2012	Monday	2
2/7/2012	Tuesday	5
2/8/2012	Wednesday	5
2/9/2012	Thursday	3
2/10/2012	Friday	2
Weekly	TOTAL	17
2/13/2012	Monday	2
2/14/2012	Tuesday	4
2/15/2012	Wednesday	2
2/16/2012	Thursday	3
2/17/2012	Friday	0
Weekly	TOTAL	11
2/20/2012	Monday	0
2/21/2012	<i>Holiday</i>	<i>0</i>
2/22/2012	Wednesday	6
2/23/2012	Thursday	4
2/24/2012	Friday	5
Weekly	TOTAL	15
2/27/2012	Monday	4
2/28/2012	Tuesday	2
2/29/2012	Wednesday	1
3/1/2012	Thursday	2
3/2/2012	Friday	2
Weekly	TOTAL	11
3/5/2012	Monday	3
3/6/2012	Tuesday	3
3/7/2012	Wednesday	2
3/8/2012	Thursday	1
3/9/2012	Friday	2
Weekly	TOTAL	11
3/12/2012	Monday	2
3/13/2012	Tuesday	4
3/14/2012	Wednesday	5
3/15/2012	Thursday	1
3/16/2012	Friday	2
Weekly	TOTAL	14
3/19/2012	Monday	2
3/20/2012	Tuesday	2

1/25/2012	Wednesday	9
1/26/2012	Thursday	5
1/27/2012	Friday	15
Weekly	TOTAL	66
1/30/2012	Monday	8
1/31/2012	Tuesday	10
2/1/2012	Wednesday	8
2/2/2012	Thursday	8
2/3/2012	Friday	8
Weekly	TOTAL	42
2/6/2012	Monday	15
2/7/2012	Tuesday	9
2/8/2012	Wednesday	9
2/9/2012	Thursday	5
2/10/2012	Friday	7
Weekly	TOTAL	45
2/13/2012	Monday	12
2/14/2012	Tuesday	8
2/15/2012	Wednesday	8
2/16/2012	Thursday	12
2/17/2012	Friday	0
Weekly	TOTAL	40
2/20/2012	Monday	2
2/21/2012	<i>Holiday</i>	<i>0</i>
2/22/2012	Wednesday	7
2/23/2012	Thursday	9
2/24/2012	Friday	7
Weekly	TOTAL	25
2/27/2012	Monday	22
2/28/2012	Tuesday	12
2/29/2012	Wednesday	14
3/1/2012	Thursday	6
3/2/2012	Friday	4
Weekly	TOTAL	58
3/5/2012	Monday	15
3/6/2012	Tuesday	8
3/7/2012	Wednesday	10
3/8/2012	Thursday	12
3/9/2012	Friday	12
Weekly	TOTAL	57
3/12/2012	Monday	5
3/13/2012	Tuesday	5
3/14/2012	Wednesday	15
3/15/2012	Thursday	7
3/16/2012	Friday	9
Weekly	TOTAL	41
3/18/2012	Monday	6
3/19/2012	Tuesday	16

3/21/2012	Wednesday	1
3/22/2012	Thursday	0
3/23/2012	Friday	4
Weekly	TOTAL	9
3/26/2012	Monday	1
3/27/2012	Tuesday	0
3/28/2012	Wednesday	2
3/29/2012	Thursday	2
3/30/2012	Friday	0
Weekly	TOTAL	5
4/2/2012	Monday	4
4/3/2012	Tuesday	8
4/4/2012	Wednesday	8
4/5/2012	Thursday	5
4/6/2012	Holiday	0
Weekly	TOTAL	25
4/9/2012	Monday	0
4/10/2012	Tuesday	6
4/11/2012	Wednesday	3
4/12/2012	Thursday	4
4/13/2012	Friday	1
Weekly	TOTAL	14
4/16/2012	Monday	2
4/17/2012	Tuesday	3
4/18/2012	Wednesday	1
4/19/2012	Thursday	2
4/20/2012	Friday	6
Weekly	TOTAL	14
4/23/2012	Monday	4
4/24/2012	Tuesday	4
4/25/2012	Wednesday	4
4/26/2012	Thursday	7
4/27/2012	Friday	3
Weekly	TOTAL	22
4/30/2012	Monday	3
5/1/2012	Tuesday	1
5/2/2012	Wednesday	2
5/3/2012	Thursday	3
5/4/2012	Friday	4
Weekly	TOTAL	13
5/7/2012	Monday	1
5/8/2012	Tuesday	3
5/9/2012	Wednesday	6
5/10/2012	Thursday	4
5/11/2012	Friday	1
Weekly	TOTAL	15
5/14/2012	Monday	6
5/15/2012	Tuesday	3

3/20/2012	Wednesday	7
3/21/2012	Thursday	4
3/22/2012	Friday	6
Weekly	TOTAL	39
3/26/2012	Monday	6
3/27/2012	Tuesday	12
3/28/2012	Wednesday	8
3/29/2012	Thursday	17
3/30/2012	Friday	1
Weekly	TOTAL	44
4/2/2012	Monday	6
4/3/2012	Tuesday	5
4/4/2012	Wednesday	12
4/5/2012	Thursday	16
4/6/2012	Holiday	0
Weekly	TOTAL	39
4/9/2012	Monday	8
4/10/2012	Tuesday	9
4/11/2012	Wednesday	15
4/12/2012	Thursday	10
4/13/2012	Friday	16
Weekly	TOTAL	58
4/16/2012	Monday	13
4/17/2012	Tuesday	14
4/18/2012	Wednesday	18
4/19/2012	Thursday	20
4/20/2012	Friday	21
Weekly	TOTAL	86
4/23/2012	Monday	17
4/24/2012	Tuesday	10
4/25/2012	Wednesday	10
4/26/2012	Thursday	13
4/27/2012	Friday	14
Weekly	TOTAL	64
4/30/2012	Monday	13
5/1/2012	Tuesday	4
5/2/2012	Wednesday	17
5/3/2012	Thursday	5
5/4/2012	Friday	9
Weekly	TOTAL	48
5/7/2012	Monday	11
5/8/2012	Tuesday	11
5/9/2012	Wednesday	8
5/10/2012	Thursday	3
5/11/2012	Friday	3
Weekly	TOTAL	36
5/14/2012	Monday	16
5/15/2012	Tuesday	10

5/16/2012	Wednesday	1
5/17/2012	Thursday	5
5/18/2012	Friday	6
Weekly	TOTAL	21
5/14/2012	Monday	3
5/15/2012	Tuesday	4
5/16/2012	Wednesday	3
5/17/2012	Thursday	2
5/18/2012	Friday	1
Weekly	TOTAL	13
5/28/2012	<i>Holiday</i>	<i>0</i>
5/29/2012	Tuesday	1
5/30/2012	Wednesday	4
5/31/2012	Thursday	4
6/1/2012	Friday	2
Weekly	TOTAL	11
6/4/2012	Monday	4
6/5/2012	Tuesday	5
6/6/2012	Wednesday	2
6/7/2012	Thursday	5
6/8/2012	Friday	5
Weekly	TOTAL	21
6/11/2012	Monday	3
6/12/2012	Tuesday	3
6/13/2012	Wednesday	6
6/14/2012	Thursday	3
6/15/2012	Friday	7
Weekly	TOTAL	22
6/18/2012	Monday	13
6/19/2012	Tuesday	5
6/20/2012	Wednesday	7
6/21/2012	Thursday	4
6/22/2012	Friday	7
Weekly	TOTAL	36
6/25/2012	Monday	4
6/26/2012	Tuesday	5
6/27/2012	Wednesday	8
6/28/2012	Thursday	4
6/29/2012	Friday	3
Weekly	TOTAL	24

5/16/2012	Wednesday	10
5/17/2012	Thursday	15
5/18/2012	Friday	18
Weekly	TOTAL	69
5/14/2012	Monday	4
5/15/2012	Tuesday	11
5/16/2012	Wednesday	7
5/17/2012	Thursday	29
5/18/2012	Friday	0
Weekly	TOTAL	51
5/28/2012	<i>Holiday</i>	<i>0</i>
5/29/2012	Tuesday	11
5/30/2012	Wednesday	12
5/31/2012	Thursday	8
6/1/2012	Friday	12
Weekly	TOTAL	43
6/4/2012	Monday	14
6/5/2012	Tuesday	5
6/6/2012	Wednesday	19
6/7/2012	Thursday	2
6/8/2012	Friday	14
Weekly	TOTAL	54
6/11/2012	Monday	17
6/12/2012	Tuesday	5
6/13/2012	Wednesday	17
6/14/2012	Thursday	4
6/15/2012	Friday	12
Weekly	TOTAL	55
6/18/2012	Monday	17
6/19/2012	Tuesday	13
6/20/2012	Wednesday	25
6/21/2012	Thursday	7
6/22/2012	Friday	7
Weekly	TOTAL	69
6/25/2012	Monday	23
6/26/2012	Tuesday	13
6/27/2012	Wednesday	20
6/28/2012	Thursday	6
6/29/2012	Friday	9
Weekly	TOTAL	71

Attachment # 3

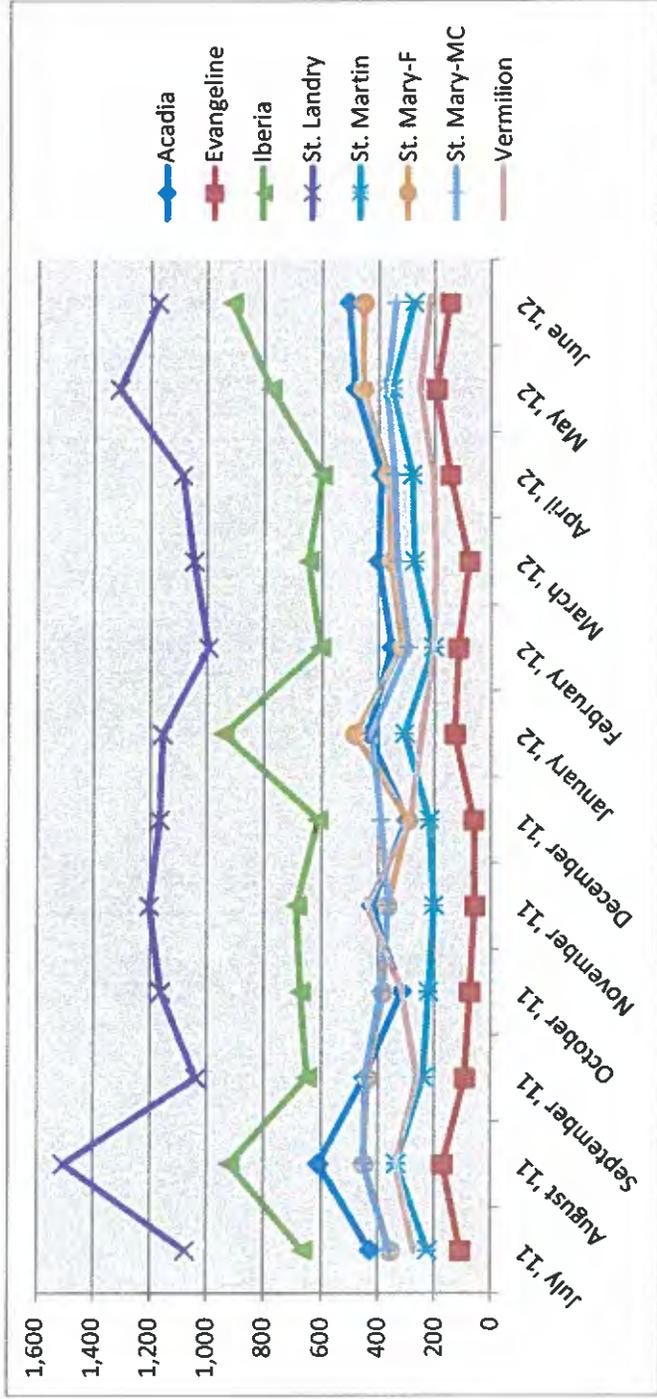
LWIA #40 Traffic 11-12

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LWTA 40

Traffic 11-12

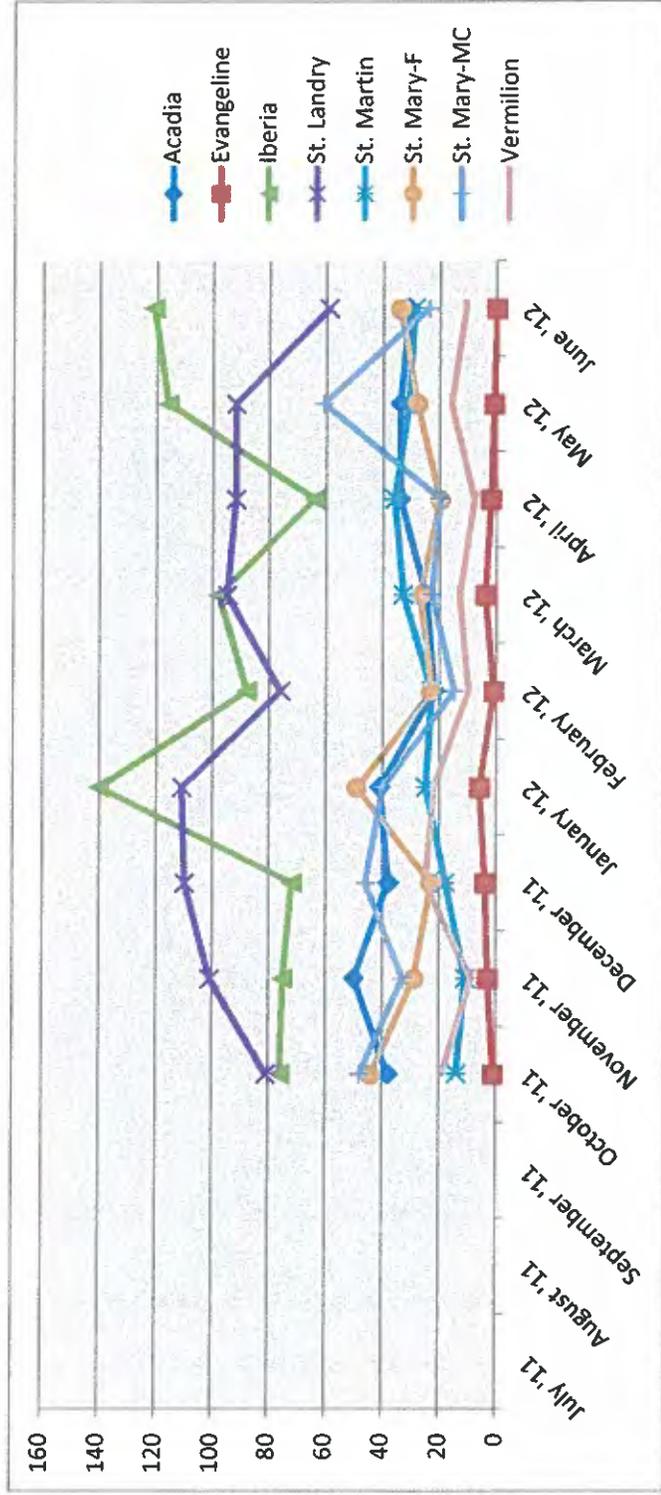
	Acadia	Evangeline	Iberia	St. Landry	St. Martin	St. Mary-F	St. Mary-MC	Vermilion	Grand Total
July '11	428	108	665	1,076	225	355	360	273	3,490
August '11	611	171	921	1,506	336	450	453	337	4,785
September '11	449	93	651	1,039	242	438	447	262	3,621
October '11	317	75	674	1,163	222	382	392	316	3,541
November '11	424	58	689	1,203	204	367	365	439	3,749
December '11	300	62	613	1,167	220	294	391	287	3,334
January '12	436	129	942	1,157	308	482	426	246	4,126
February '12	354	116	604	996	205	317	294	204	3,090
March '12	401	78	648	1,047	275	355	335	197	3,336
April '12	391	146	600	1,087	282	367	346	206	3,425
May '12	484	195	778	1,310	353	456	372	253	4,201
June '12	506	148	913	1,174	276	453	340	218	4,028
	5,101	1,379	8,698	13,925	3,148	4,716	4,521	3,238	44,726



LWTA 40

Veterans Traffic 11-12

	Acadia	Evangeline	Iberia	St. Landry	St. Martin	St. Mary-F	St. Mary-MC	Vermilion	Grand Total
July '11									0
August '11									0
September '11									0
October '11	38	1	76	81	14	44	48	19	321
November '11	50	3	75	101	11	29	33	9	311
December '11	38	4	72	110	18	23	46	25	336
January '12	41	6	140	111	25	49	40	22	434
February '12	22	1	88	76	23	23	15	10	258
March '12	25	4	98	95	33	27	23	13	318
April '12	34	2	64	92	36	20	20	8	276
May '12	34	1	116	92	31	28	61	16	379
June '12	31	0	121	59	29	34	24	11	309
	313	22	850	817	220	277	310	133	2,942



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Attachment # 4

**Regional Labor Market Area 4
Long Term Annual Demand for
Top Occupations to 2020 by
Career Cluster**

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Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermilion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
Agriculture/Natural Resources											
	Service Unit Operators, Oil, Gas, and Mining	7,750	230	170	400						
47-5013	Mining	2,110	80	40	120	3.1%	\$41,460	Less than high school	None	Moderate-term on-the-job training	
47-5071	Roustabouts, Oil and Gas	1,950	60	40	100	2.7%	32,186	Less than high school	None	Moderate-term on-the-job training	
19-4041	Geological and Petroleum Technicians	800	20	30	50	2.7%	62,420	Associate's degree	None	Moderate-term on-the-job training	
37-3011	Landscaping and Groundskeeping Workers	1,060	20	20	40	1.4%	21,216	Less than high school	None	Short-term on-the-job training	Cert. Avail.
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	740	10	20	30	1.1%	59,754	High school diploma or equivalent	None	Long-term on-the-job training	
47-5011	Derrick Operators, Oil and Gas	550	20	10	30	2.7%	46,732	Less than high school	None	Short-term on-the-job training	
47-5012	Rotary Drill Operators, Oil and Gas	540	20	10	30	2.8%	52,791	Less than high school	None	Moderate-term on-the-job training	
Architecture & Construction											
	Maintenance and Repair Workers, General	22,190	320	500	830						
49-9071	General	4,750	60	90	150	1.2%	33,914	High school diploma or equivalent	None	Moderate-term on-the-job training	
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	2,010	30	50	80	1.5%	64,017	High school diploma or equivalent	More than 5 years	None	
47-2031	Carpenters	2,200	30	50	80	1.3%	35,848	High school diploma or equivalent	None	Apprenticeship	Cert. Avail.
47-2141	Painters, Construction and Maintenance	2,400	20	50	80	1.0%	36,225	Less than high school	None	Moderate-term on-the-job training	Cert. Avail.
47-2073	Operating Engineers and Other Construction Equipment Operators	1,590	30	40	60	1.6%	38,012	High school diploma or equivalent	None	Moderate-term on-the-job training	Cert. Avail.
47-2111	Electricians	1,500	20	40	60	1.3%	46,420	High school diploma or equivalent	None	Apprenticeship	Lic. Req.
53-7021	Crane and Tower Operators	1,240	20	30	60	1.8%	40,981	Less than high school	None	Long-term on-the-job training	Cert. Avail.
49-9098	Helpers—Installation, Maintenance, and Repair Workers	1,020	10	50	60	1.0%	26,901	High school diploma or equivalent	None	Moderate-term on-the-job training	
47-2152	Plumbers, Pipefitters, and Steamfitters	1,120	20	30	50	1.5%	37,043	High school diploma or equivalent	None	Apprenticeship	Lic. Req.
47-2061	Construction Laborers	2,400	30	20	50	1.1%	29,406	Less than high school	None	Short-term on-the-job training	Cert. Avail.
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	510	10	10	20	2.4%	37,072	Postsecondary non-degree award	None	Long-term on-the-job training	Cert. Avail.
17-1022	Surveyors	430	10	10	20	2.5%	51,524	Bachelor's degree	None	None	Lic. Req.
47-3013	Helpers—Electricians	460	10	10	20	1.4%	24,461	High school diploma or equivalent	None	Short-term on-the-job training	
47-3012	Helpers—Carpenters	220	10	10	20	4.4%	20,826	Less than high school	None	Short-term on-the-job training	

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
13-1051	Cost Estimators	340	10	10	20	2.4%	51,520	Bachelor's degree	None	None	
Business, Management & Administration		37,160	350	730	1,060						
43-9061	Office Clerks, General	5,270	70	90	160	1.2%	23,696	High school diploma or equivalent	None	Short-term on-the-job training	
43-4051	Customer Service Representatives	3,110	30	90	120	1.0%	29,799	High school diploma or equivalent	None	Short-term on-the-job training	
43-4171	Receptionists and Information Clerks	2,590	40	80	120	1.4%	22,360	High school diploma or equivalent	None	Short-term on-the-job training	
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	2,780	40	70	110	1.3%	43,326	High school diploma or equivalent	1 to 5 years	None	Cert. Avail.
11-1021	General and Operations Managers	4,640	20	90	100	0.4%	104,903	Associate's degree	1 to 5 years	None	
43-6014	Secretaries, Except Legal, Medical, and Executive	5,820	30	80	100	0.4%	26,809	High school diploma or equivalent	None	Short-term on-the-job training	
43-3031	Bookkeeping, Accounting, and Auditing Clerks	4,250	50	50	100	1.2%	31,544	High school diploma or equivalent	None	Moderate-term on-the-job training	
43-5081	Stock Clerks and Order Fillers	2,900	0	70	70	0.0%	20,703	Less than high school	None	Short-term on-the-job training	
13-2011	Accountants and Auditors	1,480	30	30	60	1.6%	58,541	Bachelor's degree	None	None	Lic. Req.
43-6011	Executive Secretaries and Administrative Assistants	1,790	20	20	40	1.0%	36,991	High school diploma or equivalent	1 to 5 years	None	Cert. Avail.
43-5071	Shipping, Receiving, and Traffic Clerks	1,180	0	30	30	0.3%	29,501	High school diploma or equivalent	None	Short-term on-the-job training	
43-3021	Billing and Posting Clerks and Machine Operators	860	10	20	30	1.4%	30,278	High school diploma or equivalent	None	Short-term on-the-job training	
43-3051	Payroll and Timekeeping Clerks	490	10	10	20	1.3%	31,659	High school diploma or equivalent	None	Moderate-term on-the-job training	
Education & Training		1,180	10	20	40						
21-1012	Educational, Vocational, and School Counselors	630	10	10	20	1.4%	54,189	Master's degree	None	None	
25-2011	Preschool Teachers, Except Special Education	550	0	10	20	0.2%	27,303	Associate's degree	None	None	Cert. Avail.
Finance		3,960	50	110	160						
43-3071	Tellers	1,500	0	60	60	0.1%	22,204	High school diploma or equivalent	None	Short-term on-the-job training	
41-3021	Insurance Sales Agents	940	20	20	40	2.0%	44,562	High school diploma or equivalent	None	Moderate-term on-the-job training	
13-2072	Loan Officers	510	10	10	20	1.3%	49,073	High school diploma or equivalent	None	Moderate-term on-the-job training	
43-3011	Bill and Account Collectors	500	10	10	20	1.3%	30,181	High school diploma or equivalent	None	Moderate-term on-the-job training	

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
11-3031	Financial Managers	510	10	10	20	1.2%	83,489	Bachelor's degree	More than 5 years	None	None
Government & Public Administration		840	10	20	40						
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation											
13-1041	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	460	10	10	20	2.4%	52,535	Bachelor's degree	None	Moderate-term on-the-job training	None
43-4031	Court, Municipal, and License Clerks	380	0	10	20	1.0%	27,655	High school diploma or equivalent	None	Moderate-term on-the-job training	None
Health Science		19,570	550	360	910						
31-1011	Home Health Aides	3,260	180	40	220	4.5%	19,466	Less than high school	None	Short-term on-the-job training	Cert. Avail.
29-1111	Registered Nurses	4,800	120	90	210	2.2%	65,933	Associate's degree	None	None	Lic. Req.
29-2061	Licensed Practical and Licensed Vocational Nurses	3,510	70	90	170	1.9%	37,498	Postsecondary non-degree award	None	None	Lic. Req.
31-1012	Nursing Aides, Orderlies, and Attendants	3,340	60	40	100	1.7%	19,512	Postsecondary non-degree award	None	None	Lic. Req.
29-2041	Emergency Medical Technicians and Paramedics	1,070	30	20	50	2.4%	39,825	Postsecondary non-degree award	None	None	Lic. Req.
31-9092	Medical Assistants	1,070	30	20	40	2.4%	24,028	High school diploma or equivalent	None	Moderate-term on-the-job training	Cert. Avail.
29-1051	Pharmacists	680	10	20	30	1.8%	101,386	Doctoral or professional degree	None	None	Lic. Req.
29-2052	Pharmacy Technicians	660	20	10	30	2.2%	28,406	High school diploma or equivalent	None	Moderate-term on-the-job training	Lic. Req.
11-9111	Medical and Health Services Managers	450	10	10	20	1.6%	81,275	Bachelor's degree	None	None	Lic. Req.
29-2071	Medical Records and Health Information Technicians	300	10	10	20	2.8%	28,979	Postsecondary non-degree award	None	None	Cert. Avail.
31-9091	Dental Assistants	430	10	10	20	1.3%	26,481	Postsecondary non-degree award	None	None	Lic. Req.
Hospitality & Tourism		25,530	340	800	1,150						
35-3031	Waiters and Waitresses	3,860	60	190	250	1.4%	17,888	Less than high school	None	Short-term on-the-job training	None
35-2021	Food Preparation Workers	4,350	80	160	240	1.7%	17,937	Less than high school	None	Short-term on-the-job training	None
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	2,060	40	60	100	1.7%	17,286	Less than high school	None	Short-term on-the-job training	None
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	3,170	30	60	90	0.9%	21,242	Less than high school	None	Short-term on-the-job training	None
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	1,810	30	40	60	1.3%	29,626	High school diploma or equivalent	1 to 5 years	None	None

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
35-2014	Cooks, Restaurant	1,240	20	30	50	1.8%	23,246	Less than high school	Less than 1 year	Moderate-term on-the-job training	
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	630	10	40	50	1.0%	18,372	Less than high school	None	None	
35-3011	Bartenders	950	10	30	50	1.3%	17,985	Less than high school	None	Short-term on-the-job training	
37-2012	Maids and Housekeeping Cleaners	1,770	20	30	50	0.9%	17,379	Less than high school	None	Short-term on-the-job training	
35-2012	Cooks, Institution and Cafeteria	1,350	10	30	40	0.9%	19,094	Less than high school	None	Short-term on-the-job training	
35-9021	Dishwashers	640	10	30	40	1.1%	17,539	Less than high school	None	Short-term on-the-job training	
35-2015	Cooks, Short Order	970	10	20	30	0.8%	18,072	Less than high school	None	Short-term on-the-job training	
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	630	0	20	30	0.6%	17,323	Less than high school	None	Short-term on-the-job training	
35-2011	Cooks, Fast Food	1,240	0	30	30	0.2%	17,269	Less than high school	None	Short-term on-the-job training	
43-4081	Hotel, Motel, and Resort Desk Clerks	370	10	20	20	1.4%	19,190	High school diploma or equivalent	None	Short-term on-the-job training	
39-1021	First-Line Supervisors/Managers of Personal Service Workers	490	0	10	20	0.7%	39,890	High school diploma or equivalent	1 to 5 years	None	
Human Services		6,760	150	120	260						
39-9021	Personal and Home Care Aides	2,830	110	20	130	3.4%	17,166	Less than high school	None	Short-term on-the-job training	Cert. Avail.
39-9011	Child Care Workers	1,530	10	50	50	0.4%	17,734	High school diploma or equivalent	None	Short-term on-the-job training	Cert. Avail.
39-5012	Hairdressers, Hairstylists, and Cosmetologists	840	10	20	30	1.4%	24,000	Postsecondary non-degree award	None	None	Lic. Req.
21-1093	Social and Human Service Assistants	840	10	20	30	0.9%	27,629	High school diploma or equivalent	None	Short-term on-the-job training	
39-9032	Recreation Workers	720	10	10	20	0.6%	19,460	Bachelor's degree	None	None	
Information Technology		500	10	10	30						
15-1150	Computer Support Specialists	500	10	10	30	2.2%	46,648	Some college, no degree	None	Moderate-term on-the-job training	
Law, Public Safety & Security		3,900	50	80	130						
33-3051	Police and Sheriff's Patrol Officers	1,130	10	30	40	1.0%	36,773	High school diploma or equivalent	None	Moderate-term on-the-job training	
33-9032	Security Guards	1,160	20	20	40	1.5%	23,800	High school diploma or equivalent	None	Short-term on-the-job training	Lic. Req.
23-1011	Lawyers	1,150	10	20	30	0.9%	94,476	Doctoral or professional degree	None	None	Lic. Req.
33-2011	Fire Fighters	460	10	10	20	1.0%	27,697	Postsecondary non-degree award	None	Long-term on-the-job training	
Manufacturing		14,410	300	300	590						
51-4121	Welders, Cutters, Solderers, and Brazers	3,300	70	90	160	2.0%	40,467	High school diploma or equivalent	Less than 1 year	Moderate-term on-the-job training	Cert. Avail.

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
49-9041	Industrial Machinery Mechanics	1,900	70	40	100	3.1%	45,687	High school diploma or equivalent	None	Long-term on-the-job training	Cert. Avail.
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1,350	40	30	70	2.4%	42,925	High school diploma or equivalent	None	Moderate-term on-the-job training	Lic. Req.
51-4041	Machinists	1,630	20	30	50	1.3%	40,985	High school diploma or equivalent	None	Long-term on-the-job training	
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	1,720	20	20	40	1.0%	60,283	Postsecondary non-degree award	1 to 5 years	None	
51-9198	Helpers--Production Workers	1,210	20	20	40	1.4%	25,547	Less than high school	None	Short-term on-the-job training	
53-7051	Industrial Truck and Tractor Operators	850	10	20	30	0.9%	31,216	Less than high school	Less than 1 year	Short-term on-the-job training	
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	530	10	10	20	1.4%	50,361	High school diploma or equivalent	None	Long-term on-the-job training	
51-2041	Structural Metal Fabricators and Fitters	460	10	10	20	2.0%	39,320	High school diploma or equivalent	None	Moderate-term on-the-job training	Cert. Avail.
51-8031	Water and Liquid Waste Treatment Plant and System Operators	410	10	10	20	1.5%	30,502	High school diploma or equivalent	None	Long-term on-the-job training	Lic. Req.
51-2092	Team Assemblers	530	10	10	20	1.3%	28,990	High school diploma or equivalent	None	Moderate-term on-the-job training	
49-9043	Maintenance Workers, Machinery	520	10	10	20	1.0%	40,331	High school diploma or equivalent	None	Moderate-term on-the-job training	
Marketing, Sales & Service		31,150	350	1,030	1,370						
41-2011	Cashiers	10,120	90	460	550	0.9%	\$18,262	Less than high school	None	Short-term on-the-job training	Lic. Req.
41-2031	Retail Salespersons	7,620	110	220	340	1.4%	23,548	Less than high school	None	Short-term on-the-job training	Lic. Req.
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	4,480	70	110	170	1.4%	58,280	High school diploma or equivalent	None	Moderate-term on-the-job training	
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	4,310	30	100	130	0.6%	34,346	High school diploma or equivalent	1 to 5 years	None	
11-2022	Sales Managers	690	10	20	30	1.2%	80,727	Bachelor's degree	1 to 5 years	None	
41-2022	Parts Salespersons	580	10	20	30	1.4%	28,640	Less than high school	None	Moderate-term on-the-job training	
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	710	10	20	30	1.4%	64,878	Bachelor's degree	None	Moderate-term on-the-job training	
41-2021	Counter and Rental Clerks	730	10	20	30	1.2%	26,079	Less than high school	None	Short-term on-the-job training	
51-3022	Meat, Poultry, and Fish Cutters and Trimmers	510	10	20	20	1.1%	18,936	Less than high school	None	Short-term on-the-job training	

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth in New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience ¹⁰	Job Training	License Required or Certification Available ¹⁰
41-1012	First-Line Supervisors/Managers of Non-Retail Sales Workers	700	0	20	20	0.3%	56,619	High school diploma or equivalent	More than 5 years	None	
11-9141	Property, Real Estate, and Community Association Managers	700	0	20	20	0.3%	38,833	High school diploma or equivalent	1 to 5 years	None	
Scientific Research/Engineering & Math		1,450	40	30	70						
17-2171	Petroleum Engineers	590	20	10	30	2.5%	108,988	Bachelor's degree	None	None	Lic. Req.
17-2051	Civil Engineers	560	10	10	20	2.0%	83,730	Bachelor's degree	None	None	Lic. Req.
17-2141	Mechanical Engineers	300	10	10	20	1.9%	73,041	Bachelor's degree	None	None	Lic. Req.
Transportation, Distribution, & Logistics		24,710	380	670	1,040						
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	6,800	100	220	320	1.4%	24,921	Less than high school	None	Short-term on-the-job training	
53-3032	Truck Drivers, Heavy and Tractor-Trailer	3,910	70	80	140	1.6%	40,333	High school diploma or equivalent	1 to 5 years	Short-term on-the-job training	Lic. Req.
53-5021	Captains, Mates, and Pilots of Water Vessels	1,490	30	60	90	2.0%	77,106	Bachelor's degree	None	None	Lic. Req.
53-3033	Truck Drivers, Light or Delivery Services	2,400	30	50	80	1.2%	29,154	High school diploma or equivalent	None	Short-term on-the-job training	
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	1,450	20	40	50	1.0%	59,006	High school diploma or equivalent	1 to 5 years	None	
53-5011	Sailors and Marine Oilers	790	20	30	50	1.9%	43,860	Less than high school	None	Short-term on-the-job training	Lic. Req.
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,000	20	30	50	1.9%	41,565	High school diploma or equivalent	None	Long-term on-the-job training	
49-9096	Riggers	940	20	20	40	2.0%	33,762	High school diploma or equivalent	None	Short-term on-the-job training	
53-3031	Driver/Sales Workers	1,000	20	20	40	1.4%	30,386	High school diploma or equivalent	None	Short-term on-the-job training	
49-3023	Automotive Service Technicians and Mechanics	1,290	0	30	40	0.1%	34,294	High school diploma or equivalent	None	Long-term on-the-job training	Cert. Avail.
43-5052	Postal Service Mail Carriers	840	0	30	30	-1.0%	50,803	High school diploma or equivalent	None	Short-term on-the-job training	
53-1021	First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	560	10	10	30	2.2%	46,240	High school diploma or equivalent	1 to 5 years	None	
53-1031	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	740	10	20	20	1.2%	63,278	High school diploma or equivalent	1 to 5 years	None	
53-2012	Commercial Pilots	380	10	10	20	1.8%	67,909	Postsecondary non-degree award	None	None	

Lafayette - Acadiana - Regional Labor Market Area 4
 Long Term Annual Demand for Top Occupations to 2020 by Career Cluster
 Regional Labor Market Area 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, Vermillion

Standard Occupational Code (SOC) ¹	Occupational Title ²	2010 Occupational Employment Estimate ³	Annual Growth ⁴	Annual Replacement ⁵	Total Annual Demand ⁶	Annual % Growth In New Demand ⁷	2011 Average Annual Wage ⁸	Most Significant Source of Education or Training ⁹	Work Experience	Job Training	License Required or Certification Available ¹⁰
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	620	10	10	20	0.9%	41,293	High school diploma or equivalent	None	Long-term on-the-job training	Cert. Avail.
43-5061	Production, Planning, and Expediting Clerks	500	10	10	20	1.2%	43,120	High school diploma or equivalent	None	Moderate-term on-the-job training	

Occupations shaded in grey do not currently meet the criteria to be included on the "Top Demand" list, but are included in this report for additional information.

¹ Unique code assigned to each occupation describing knowledge, skills and abilities necessary to perform a variety of activities and tasks.
² Title of the occupation.
³ 2010 Average employment from employer payroll files, with estimates for self-employed and unpaid family workers.
⁴ Number of projected new jobs for the occupation.
⁵ Number of job needed to fill those workers retiring or leaving an occupation.
⁶ Annual job openings as a function of replacement demand (retirements + turnover) + new growth.
⁷ Annual percent growth in new demand for that occupation.
⁸ RLMA 4 annual average wage for workers in this occupation.
⁹ Most Significant Source of Education- Researched and designated by the Bureau of Labor Statistics (BLS).
 Long-Term Tng. & Exp. = Long-Term training and experience (more than 12 months of on-the-job training)
 Mod-term Tng. & Exp. = Moderate-term training and experience (1 to 12 months of combined on-the-job experience and informal training)
 Short-term Tng. & Exp. = Short-term training and experience (up to 1 month of on-the-job experience)
¹⁰ Louisiana Licensing Guide reference describing those occupations regulated by state boards, commissions or agencies.
<http://www.laworks.net/Downloads/LM/licensingguide.pdf>

Attachment # 4

Regional Labor Market Area 4

**Occupational Employment
and Wages 2011**

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Louisiana Occupational Employment and Wages (2011) Lafayette Regional Labor Market Area (RLMA 4)

Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes

Introduction to Occupational Wage Survey

[Find details about an occupation](#)

Dashes (---) indicate data are not available

Note: Due to the passage of Act 156 of the 2004 legislature, Louisiana's wage data can be used as evidence in legal proceedings.

SOC - Code	Standard Occupational Classification (SOC) - Group and Occupational Title	Estimated Employment	\$ Hourly			\$ Annual		
			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
Management Occupations								
11-1011	Chief Executives	80	91.24	56.55	>80.00	>80.00	189,781	
11-1021	General and Operations Managers	4,380	48.72	29.44	39.47	56.93	101,331	
11-1031	Legislators	180	---	---	---	---	20,065	
11-2011	Advertising and Promotions Managers	---	31.86	24.35	30.53	35.80	66,276	
11-2021	Marketing Managers	110	37.71	23.50	29.62	44.63	78,445	
11-2022	Sales Managers	620	36.57	25.86	32.29	42.52	76,067	
11-2031	Public Relations Managers	---	29.01	22.50	30.33	34.89	60,342	
11-3011	Administrative Services Managers	310	31.07	21.02	28.79	36.50	64,617	
11-3021	Computer and Information Systems Managers	170	37.88	27.05	32.32	42.32	78,797	
11-3031	Financial Managers	510	37.19	26.95	33.68	45.04	77,350	
11-3051	Industrial Production Managers	220	46.36	32.11	41.76	55.94	96,429	
11-3061	Purchasing Managers	90	31.35	23.70	28.36	34.55	65,209	
11-3071	Transportation, Storage, and Distribution Managers	150	31.89	23.28	29.96	37.74	66,331	
11-3111	Compensation and Benefits Managers	50	34.21	28.33	34.81	40.17	71,151	
11-3121	Human Resources Managers	70	33.36	29.19	32.76	36.44	69,397	
11-3131	Training and Development Managers	40	28.71	21.23	29.46	35.53	59,708	
11-9013	Farmers, Ranchers, and Other Agricultural Managers	---	23.30	20.83	23.12	26.17	48,454	
11-9021	Construction Managers	260	36.87	25.43	33.80	44.70	76,680	
11-9031	Education Administrators, Preschool and Child Care Center/Program	50	18.94	11.64	20.90	24.91	39,401	
11-9032	Education Administrators, Elementary and Secondary School	550	---	---	---	---	69,475	
11-9033	Education Administrators, Postsecondary	130	39.39	28.34	34.75	47.72	81,923	
11-9039	Education Administrators, All Other	---	22.74	16.96	19.40	22.40	47,296	
11-9041	Engineering Managers	280	57.36	38.87	47.78	72.03	119,315	
11-9051	Food Service Managers	130	24.02	17.27	24.57	29.15	49,952	
11-9071	Gaming Managers	---	16.64	15.80	16.76	17.72	34,618	
11-9081	Lodging Managers	50	18.40	13.81	18.22	20.99	38,276	
11-9111	Medical and Health Services Managers	400	37.12	29.73	34.97	43.77	77,215	
11-9121	Natural Sciences Managers	60	46.46	37.41	44.05	54.11	96,640	
11-9131	Postmasters and Mail Superintendents	60	31.54	26.30	31.61	37.93	65,596	
11-9141	Property, Real Estate, and Community Association Managers	300	17.98	9.45	14.60	21.04	37,393	
11-9151	Social and Community Service Managers	150	25.32	17.32	23.82	33.18	52,656	
11-9161	Emergency Management Directors	20	18.56	15.79	17.36	20.38	38,615	
11-9199	Managers, All Other	550	38.34	26.54	33.73	42.47	79,738	
Business and Financial Management Occupations								
13-1021	Purchasing Agents and Buyers, Farm Products	---	27.99	22.87	25.48	28.76	58,216	
13-1022	Wholesale and Retail Buyers, Except Farm Products	90	21.84	15.73	20.52	26.62	45,421	

Louisiana Occupational Employment and Wages (2011) Lafayette Regional Labor Market Area (RLMA 4)

Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermillion Parishes

Introduction to Occupational Wage Survey

[Find details about an occupation.](#)

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SOC - Code	Standard Occupational Classification (SOC) - Group and Occupational Title	Estimated Employment	\$ Hourly			\$ Annual		
			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	550	23.69	17.39	23.01	28.70	49,275	
13-1031	Claims Adjusters, Examiners, and Investigators	270	30.62	25.99	31.92	35.38	63,688	
13-1032	Insurance Appraisers, Auto Damage	---	20.95	19.45	20.98	22.52	43,582	
13-1041	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	390	24.11	17.30	22.30	29.22	50,154	
13-1051	Cost Estimators	270	26.68	19.97	24.72	30.59	55,503	
13-1078	Human Resources, Training, and Labor Relations Specialists, All Other	330	23.97	18.95	23.33	29.11	48,861	
13-1081	Logisticians	90	28.87	20.64	28.71	35.86	60,049	
13-1111	Management Analysts	200	37.76	24.12	32.30	39.98	78,550	
13-1121	Meeting and Convention Planners	---	20.55	18.43	21.19	22.94	42,738	
13-1141	Compensation, Benefits, and Job Analysis Specialists	60	21.27	16.81	20.62	24.60	44,245	
13-1151	Training and Development Specialists	220	25.89	17.55	22.92	33.32	53,847	
13-1161	Market Research Analysts	110	22.14	14.60	19.11	27.14	46,044	
13-1199	Business Operations Specialists, All Other	1,230	29.81	18.99	25.83	35.77	61,996	
13-2011	Accountants and Auditors	1,330	27.64	20.19	25.14	31.35	57,501	
13-2021	Appraisers and Assessors of Real Estate	---	52.31	53.61	57.52	61.43	108,814	
13-2031	Budget Analysts	---	21.83	17.04	19.29	24.45	45,400	
13-2041	Credit Analysts	30	23.85	15.92	23.25	27.27	49,598	
13-2051	Financial Analysts	100	30.18	19.55	26.58	36.74	62,769	
13-2052	Personal Financial Advisors	60	27.99	14.44	17.19	24.14	58,229	
13-2053	Insurance Underwriters	90	24.07	16.59	20.29	30.05	50,057	
13-2061	Financial Examiners	---	29.94	28.30	30.17	31.91	62,268	
13-2071	Loan Counselors	---	31.08	23.08	28.34	40.13	64,653	
13-2072	Loan Officers	420	23.22	15.63	21.28	28.86	48,294	
13-2081	Tax Examiners, Collectors, and Revenue Agents	50	22.65	13.47	18.54	30.49	47,121	
13-2082	Tax Preparers	220	13.77	8.74	11.03	16.69	28,649	
13-2099	Financial Specialists, All Other	80	19.52	14.77	17.97	21.53	40,609	
Computer & Mathematical Occupations								
15-1121	Computer Systems Analysts	170	27.69	21.20	26.86	33.64	57,592	
15-1131	Computer Programmers	260	26.19	20.22	24.86	30.32	54,467	
15-1132	Computer Software Engineers, Applications	60	25.12	20.79	23.76	29.04	52,258	
15-1133	Computer Software Engineers, Systems Software	60	34.21	27.11	32.24	40.09	71,160	
15-1141	Database Administrators	40	24.35	19.36	23.22	29.43	50,655	
15-1142	Network and Computer Systems Administrators	170	26.63	19.62	25.71	31.45	55,387	
15-1150	Computer Support Specialists	540	21.14	15.95	19.34	24.80	43,981	
15-1179	Information Security Analysts, Web Developers, and Computer Network Architects	70	26.10	19.76	24.55	31.68	54,287	
15-1799	Computer Occupations, All Other	100	28.19	15.25	21.74	40.47	58,637	
15-2031	Operations Research Analysts	50	25.78	19.58	23.40	31.73	53,622	



Louisiana Occupational Employment and Wages (2011) Lafayette Regional Labor Market Area (RLMA 4)

Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermillion Parishes

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			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
15-2041	Statisticians	----	40.19	38.31	40.63	42.94	83,595	
Architecture & Engineering Occupations								
17-1011	Architects, Except Landscape and Naval	150	33.89	26.82	32.00	41.53	70,492	
17-1012	Landscape Architects	----	20.32	19.38	20.50	21.63	42,274	
17-1021	Cartographers and Photogrammetrists	20	28.64	19.76	23.65	36.20	59,567	
17-1022	Surveyors	350	24.43	17.59	23.59	29.69	50,824	
17-2011	Aerospace Engineers	----	62.76	33.70	67.13	79.24	130,548	
17-2021	Agricultural Engineers	----	38.46	30.50	34.52	40.70	80,001	
17-2031	Biomedical Engineers	----	30.17	27.59	30.95	33.70	62,764	
17-2041	Chemical Engineers	100	58.59	40.84	47.87	63.32	121,872	
17-2051	Civil Engineers	530	47.99	30.11	41.69	53.06	99,826	
17-2061	Computer Hardware Engineers	----	32.68	30.71	33.05	35.39	67,968	
17-2071	Computer Engineers, Except Computer	120	34.06	23.15	31.92	43.59	70,839	
17-2072	Electronics Engineers, Except Computer	50	30.94	24.38	31.33	36.75	64,345	
17-2081	Environmental Engineers	100	35.14	28.33	34.11	40.97	73,089	
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	200	23.86	18.61	21.77	26.46	49,620	
17-2112	Industrial Engineers	170	39.13	27.78	35.72	47.50	81,400	
17-2121	Marine Engineers and Naval Architects	70	42.29	36.44	44.25	51.42	87,967	
17-2131	Materials Engineers	40	38.43	29.86	38.66	47.28	79,929	
17-2141	Mechanical Engineers	240	35.38	27.01	33.62	41.86	73,584	
17-2151	Mining and Geological Engineers, Including Mining Safety Engineers	----	40.19	38.31	40.63	42.94	83,595	
17-2171	Petroleum Engineers	520	45.53	35.09	41.24	50.15	94,697	
17-2199	Engineers, All Other	300	36.41	25.86	33.93	45.84	75,724	
17-3011	Architectural and Civil Drafters	100	22.07	16.67	19.76	26.04	45,910	
17-3012	Electrical and Electronics Drafters	20	26.46	21.81	27.04	30.55	56,034	
17-3013	Mechanical Drafters	170	20.38	17.11	20.20	23.07	42,383	
17-3019	Drafters, All Other	150	17.06	13.31	16.79	20.03	35,494	
17-3021	Aerospace Engineering and Operations Technicians	----	23.09	17.83	22.61	28.69	48,034	
17-3022	Civil Engineering Technicians	170	21.32	16.18	20.38	25.67	44,343	
17-3023	Electrical and Electronic Engineering Technicians	220	23.16	16.63	22.87	28.83	48,169	
17-3024	Electro-Mechanical Technicians	50	25.67	19.72	27.26	31.93	53,388	
17-3025	Environmental Engineering Technicians	70	16.84	14.07	16.33	19.61	35,027	
17-3026	Industrial Engineering Technicians	60	28.87	25.27	28.83	34.14	60,052	
17-3027	Mechanical Engineering Technicians	40	23.27	16.96	21.64	27.94	48,404	
17-3029	Engineering Technicians, Except Drafters, All Other	190	31.81	24.31	29.93	36.27	66,155	
17-3031	Surveying and Mapping Technicians	320	18.13	14.32	17.32	21.21	37,704	
Life, Physical, & Social Science Occupations								

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			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
19-1012	Food Scientists and Technologists	---	31.08	27.20	29.90	34.30	64,638	
19-1013	Soil and Plant Scientists	---	27.94	23.34	27.20	32.62	58,120	
19-1021	Biochemists and Biophysicists	---	24.76	21.38	24.49	27.77	51,498	
19-1022	Microbiologists	---	28.31	24.73	26.67	28.61	58,894	
19-1023	Zoologists and Wildlife Biologists	---	33.33	29.35	32.38	35.40	69,331	
19-1029	Biological Scientists, All Other	40	30.92	26.42	30.93	35.05	64,304	
19-1031	Conservation Scientists	30	37.25	29.79	36.93	43.40	77,479	
19-1041	Epidemiologists	---	23.89	18.00	21.78	27.08	49,681	
19-1042	Medical Scientists, Except Epidemiologists	---	25.89	23.01	25.78	29.19	53,845	
19-1099	Life Scientists, All Other	20	62.08	41.16	57.39	70.62	129,132	
19-2031	Chemists	60	29.15	20.62	24.87	36.16	60,636	
19-2041	Environmental Scientists and Specialists, Including Health	110	27.65	19.92	25.98	34.30	57,502	
19-2042	Geoscientists, Except Hydrologists and Geographers	140	45.58	32.24	44.04	60.86	94,798	
19-2043	Hydrologists	---	50.36	48.19	51.13	54.06	104,751	
19-2099	Physical Scientists, All Other	---	57.13	55.29	59.25	63.09	118,835	
19-3031	Clinical, Counseling, and School Psychologists	30	24.36	19.25	23.02	27.75	50,672	
19-3039	Psychologists, All Other	20	36.87	33.20	35.80	39.46	76,682	
19-3091	Anthropologists and Archeologists	---	32.58	31.20	33.05	34.90	67,773	
19-3092	Geographers	---	38.95	33.28	38.31	44.09	81,006	
19-3093	Historians	---	16.25	15.44	16.38	17.31	33,804	
19-3099	Social Scientists and Related Workers, All Other	20	26.69	11.67	26.77	39.39	55,525	
19-4011	Agricultural and Food Science Technicians	---	16.86	13.91	15.96	19.83	35,077	
19-4021	Biological Technicians	70	14.83	12.02	13.52	15.92	30,850	
19-4031	Chemical Technicians	210	22.27	15.17	21.82	29.08	46,318	
19-4041	Geological and Petroleum Technicians	750	28.20	21.74	28.39	33.46	58,657	
19-4091	Environmental Science and Protection Technicians, Including Health	40	24.29	20.80	24.13	29.10	50,515	
19-4093	Forest and Conservation Technicians	30	20.58	16.42	20.97	25.16	42,799	
19-4099	Life, Physical, and Social Science Technicians, All Other	140	18.48	9.34	18.02	26.29	38,430	
	Community & Social Services Occupations							
21-1011	Substance Abuse and Behavioral Disorder Counselors	60	14.55	11.78	14.31	17.18	30,265	
21-1012	Educational, Vocational, and School Counselors	640	25.82	22.39	25.78	29.54	53,710	
21-1013	Marriage and Family Therapists	---	17.67	14.68	18.48	20.76	36,753	
21-1014	Mental Health Counselors	260	14.08	11.78	13.81	16.25	29,289	
21-1015	Rehabilitation Counselors	100	17.57	12.58	18.72	22.08	36,539	
21-1019	Counselors, All Other	60	21.46	18.87	21.70	25.09	44,628	
21-1021	Child, Family, and School Social Workers	340	21.19	15.42	20.11	27.52	44,071	
21-1022	Medical and Public Health Social Workers	150	20.95	15.87	20.25	24.48	43,577	



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21-1023	Mental Health and Substance Abuse Social Workers	310	20.45	14.05	20.07	26.27	42,544	
21-1029	Social Workers, All Other	50	23.39	17.53	22.50	29.50	48,642	
21-1091	Health Educators	30	20.43	15.90	19.14	22.45	42,493	
21-1092	Probation Officers and Correctional Treatment Specialists	200	19.19	14.75	18.15	22.82	39,909	
21-1093	Social and Human Service Assistants	880	13.07	8.69	11.22	16.27	27,195	
21-1798	Community and Social Service Specialists, All Other	250	14.75	8.62	14.00	18.73	30,680	
21-2011	Clergy	---	22.64	20.41	22.18	25.02	47,082	
Legal Occupations								
23-1011	Lawyers	860	43.05	29.69	37.46	51.13	89,538	
23-1012	Judicial Law Clerks	40	16.44	15.04	16.94	18.42	34,186	
23-1021	Administrative Law Judges, Adjudicators, and Hearing Officers	20	11.04	7.64	8.04	9.30	22,966	
23-1022	Arbitrators, Mediators, and Conciliators	20	21.04	18.66	20.25	21.84	43,766	
23-1023	Judges, Magistrate Judges, and Magistrates	50	20.19	10.51	15.82	22.25	41,987	
23-2011	Paralegals and Legal Assistants	320	19.11	15.68	19.10	23.12	39,758	
23-2091	Court Reporters	130	15.46	12.25	15.77	18.90	32,162	
23-2093	Title Examiners, Abstractors, and Searchers	290	21.74	12.49	13.97	32.24	45,229	
23-2099	Legal Support Workers, All Other	---	19.70	17.88	19.75	21.63	40,975	
Education, Training, & Library Occupations								
25-1011	Business Teachers, Postsecondary	60	---	---	---	---	57,979	
25-1021	Computer Science Teachers, Postsecondary	20	---	---	---	---	83,171	
25-1022	Mathematical Science Teachers, Postsecondary	50	---	---	---	---	68,773	
25-1032	Engineering Teachers, Postsecondary	---	---	---	---	---	57,313	
25-1042	Biological Science Teachers, Postsecondary	40	---	---	---	---	50,630	
25-1052	Chemistry Teachers, Postsecondary	20	---	---	---	---	88,069	
25-1053	Environmental Science Teachers, Postsecondary	---	---	---	---	---	54,274	
25-1054	Physics Teachers, Postsecondary	20	---	---	---	---	60,266	
25-1061	Anthropology and Archeology Teachers, Postsecondary	---	---	---	---	---	81,956	
25-1063	Economics Teachers, Postsecondary	---	---	---	---	---	72,266	
25-1065	Political Science Teachers, Postsecondary	20	---	---	---	---	69,432	
25-1066	Psychology Teachers, Postsecondary	---	---	---	---	---	63,273	
25-1067	Sociology Teachers, Postsecondary	30	---	---	---	---	62,495	
25-1071	Health Specialties Teachers, Postsecondary	20	---	---	---	---	57,066	
25-1072	Nursing Instructors and Teachers, Postsecondary	110	---	---	---	---	65,725	
25-1081	Education Teachers, Postsecondary	60	---	---	---	---	48,794	
25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary	30	---	---	---	---	61,725	
25-1113	Social Work Teachers, Postsecondary	20	---	---	---	---	76,800	
25-1121	Art, Drama, and Music Teachers, Postsecondary	40	---	---	---	---	64,273	

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			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
25-1122	Communications Teachers, Postsecondary	30	---	---	---	---	72,567	
25-1123	English Language and Literature Teachers, Postsecondary	40	---	---	---	---	56,993	
25-1124	Foreign Language and Literature Teachers, Postsecondary	---	---	---	---	---	72,272	
25-1125	History Teachers, Postsecondary	30	---	---	---	---	69,063	
25-1191	Graduate Teaching Assistants	50	---	---	---	---	61,760	
25-1192	Home Economics Teachers, Postsecondary	---	---	---	---	---	63,482	
25-1193	Recreation and Fitness Studies Teachers, Postsecondary	20	---	---	---	---	86,945	
25-1194	Vocational Education Teachers, Postsecondary	240	28.58	21.93	26.77	33.51	59,455	
25-1199	Postsecondary Teachers, All Other	---	---	---	---	---	47,670	
25-2011	Preschool Teachers, Except Special Education	760	10.84	7.82	9.31	11.24	22,556	
25-2012	Kindergarten Teachers, Except Special Education	600	---	---	---	---	45,668	
25-2021	Elementary School Teachers, Except Special Education	3,380	---	---	---	---	46,441	
25-2022	Middle School Teachers, Except Special and Vocational Education	920	---	---	---	---	47,060	
25-2023	Vocational Education Teachers, Middle School	70	---	---	---	---	47,884	
25-2031	Secondary School Teachers, Except Special and Vocational Education	1,990	---	---	---	---	47,792	
25-2032	Vocational Education Teachers, Secondary School	370	---	---	---	---	51,209	
25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	600	---	---	---	---	45,096	
25-2053	Special Education Teachers, Middle School	300	---	---	---	---	45,925	
25-2054	Special Education Teachers, Secondary School	720	---	---	---	---	47,792	
25-3011	Adult Literacy, Remedial Education, and GED Teachers and Instructors	60	24.30	20.56	23.02	27.30	50,546	
25-3021	Self-Enrichment Education Teachers	160	21.74	19.26	21.97	24.33	45,210	
25-3999	All Other Teachers, Primary, Secondary, and Adult	320	---	---	---	---	45,205	
25-4012	Curators	---	15.44	10.57	14.17	19.01	32,105	
25-4013	Museum Technicians and Conservators	---	18.11	10.97	11.95	30.78	37,671	
25-4021	Librarians	320	23.29	20.45	23.99	26.74	48,448	
25-4031	Library Technicians	260	15.79	8.70	12.56	23.60	32,838	
25-9031	Instructional Coordinators	250	23.37	13.82	24.55	29.30	48,611	
25-9041	Teacher Assistants	2,410	---	---	---	---	18,529	
25-9099	Education, Training, and Library Workers, All Other	40	11.96	8.68	9.70	11.58	24,883	
Arts, Design, Entertainment, Sports, & Media Occupations								
27-1011	Art Directors	---	25.79	17.12	24.72	30.45	53,635	
27-1013	Fine Artists, Including Painters, Sculptors, and Illustrators	---	22.86	18.87	22.61	27.01	47,554	
27-1014	Multi-Media Artists and Animators	---	12.69	11.31	12.62	14.33	26,402	
27-1019	Artists and Related Workers, All Other	20	13.79	10.08	11.49	13.31	28,682	
27-1021	Commercial and Industrial Designers	20	27.60	14.06	25.19	39.86	57,414	
27-1023	Floral Designers	130	10.79	8.62	10.36	12.66	22,450	
27-1024	Graphic Designers	230	14.87	12.22	14.27	17.20	30,930	



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27-1025	Interior Designers	60	15.58	12.56	14.33	18.19	32,412	
27-1026	Merchandise Displayers and Window Trimmers	100	11.91	7.53	7.74	11.51	24,779	
27-1029	Designers, All Other	----	18.50	16.91	19.61	22.53	38,486	
27-2012	Producers and Directors	20	14.06	11.19	12.94	14.74	29,250	
27-2022	Coaches and Scouts	100	----	----	----	----	33,337	
27-2023	Umpires, Referees, and Other Sports Officials	40	----	----	----	----	26,684	
27-2031	Dancers	30	17.10	12.74	17.92	21.73	----	
27-2042	Musicians and Singers	----	15.84	14.09	15.77	17.83	----	
27-3011	Radio and Television Announcers	60	18.92	13.68	18.01	23.32	39,357	
27-3012	Public Address System and Other Announcers	20	9.87	7.88	9.75	11.49	20,530	
27-3021	Broadcast News Analysts	----	15.48	13.91	15.19	17.10	32,203	
27-3022	Reporters and Correspondents	50	15.74	12.26	13.53	15.98	32,736	
27-3031	Public Relations Specialists	130	19.06	12.81	17.24	24.67	39,653	
27-3041	Editors	40	16.79	11.20	15.83	20.62	34,928	
27-3043	Writers and Authors	30	13.15	8.54	9.91	14.41	27,360	
27-3091	Interpreters and Translators	----	13.04	12.37	13.13	13.88	27,133	
27-3099	Media and Communication Workers, All Other	30	16.93	13.06	14.91	18.07	35,205	
27-4011	Audio and Video Equipment Technicians	30	13.10	10.67	11.51	12.35	27,252	
27-4012	Broadcast Technicians	40	11.41	9.05	10.41	12.43	23,725	
27-4013	Radio Operators	----	11.40	10.30	11.16	12.50	23,720	
27-4014	Sound Engineering Technicians	----	11.61	10.38	11.50	13.00	24,156	
27-4021	Photographers	50	14.62	13.00	15.46	17.14	30,402	
27-4031	Camera Operators, Television, Video, and Motion Picture	30	11.77	10.20	11.16	13.13	24,488	
27-4032	Film and Video Editors	----	12.21	11.22	12.46	13.51	25,398	
27-4099	Media and Communication Equipment Workers, All Other	----	10.98	8.86	10.33	12.22	22,843	
Healthcare Practitioners & Technical Occupations								
29-1011	Chiropractors	30	49.61	25.57	31.83	>80.00	103,198	
29-1021	Dentists, General	30	70.26	66.64	75.04	>80.00	146,143	
29-1023	Orthodontists	----	78.92	76.13	>80.00	>80.00	164,154	
29-1029	Dentists, All Other Specialists	----	31.99	30.56	32.38	34.19	66,543	
29-1031	Dietitians and Nutritionists	90	25.28	20.74	24.50	29.02	52,577	
29-1041	Optometrists	20	47.10	26.88	29.61	36.17	97,978	
29-1051	Pharmacists	590	50.09	41.34	50.58	56.92	104,194	
29-1061	Anesthesiologists	90	94.60	70.32	>80.00	>80.00	196,768	
29-1062	Family and General Practitioners	130	82.76	51.66	64.67	>80.00	172,132	
29-1063	Internists, General	----	47.26	30.61	36.94	72.07	98,305	
29-1064	Obstetricians and Gynecologists	50	106.01	>80.00	>80.00	>80.00	220,503	

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29-1065	Pediatricians, General	110	71.73	49.80	54.25	>80.00	>80.00	149,203
29-1066	Psychiatrists	---	96.24	>80.00	>80.00	>80.00	>80.00	200,186
29-1067	Surgeons	30	114.45	>80.00	>80.00	>80.00	>80.00	238,051
29-1069	Physicians and Surgeons, All Other	460	91.35	63.60	>80.00	>80.00	>80.00	190,007
29-1071	Physician Assistants	160	31.42	23.48	30.26	36.20	65,354	
29-1081	Podiatrists	---	63.91	35.03	52.91	70.32	132,927	
29-1111	Registered Nurses	4,420	32.09	24.25	29.02	35.19	66,749	
29-1122	Occupational Therapists	100	31.87	22.91	30.57	40.14	66,282	
29-1123	Physical Therapists	240	34.50	26.99	32.82	41.64	71,766	
29-1124	Radiation Therapists	20	45.95	34.81	48.53	57.30	95,573	
29-1125	Recreational Therapists	70	18.19	14.67	17.40	21.68	37,835	
29-1126	Respiratory Therapists	290	23.57	20.02	23.12	27.22	49,027	
29-1127	Speech-Language Pathologists	150	26.96	21.80	25.79	30.29	56,078	
29-1128	Exercise Physiologists	---	23.56	23.08	25.06	27.05	49,002	
29-1131	Veterinarians	90	42.67	31.06	37.43	55.96	88,753	
29-1181	Audiologists	20	34.06	27.65	33.30	39.90	70,839	
29-1199	Health Diagnosing and Treating Practitioners, All Other	---	21.65	18.02	19.99	25.79	45,023	
29-2011	Medical and Clinical Laboratory Technologists	290	23.02	18.44	22.57	27.11	47,883	
29-2012	Medical and Clinical Laboratory Technicians	340	18.80	13.64	17.21	24.05	39,102	
29-2021	Dental Hygienists	270	28.81	21.51	28.19	36.56	59,919	
29-2031	Cardiovascular Technologists and Technicians	50	20.69	11.42	19.74	28.57	43,027	
29-2032	Diagnostic Medical Sonographers	100	24.51	19.96	25.64	31.12	50,979	
29-2033	Nuclear Medicine Technologists	40	30.23	26.64	30.79	34.47	62,880	
29-2037	Radiologic Technologists and Technicians	340	22.74	18.76	21.70	26.32	47,306	
29-2041	Emergency Medical Technicians and Paramedics	1,060	16.89	13.93	16.56	19.10	35,128	
29-2051	Dietetic Technicians	40	14.36	10.57	14.95	17.56	29,869	
29-2052	Pharmacy Technicians	710	13.77	11.74	13.97	16.12	28,644	
29-2053	Psychiatric Technicians	---	10.83	8.55	10.19	11.73	22,522	
29-2054	Respiratory Therapy Technicians	50	21.28	17.55	20.84	24.80	44,262	
29-2055	Surgical Technologists	160	17.68	14.35	16.90	20.52	36,778	
29-2056	Veterinary Technologists and Technicians	180	14.71	9.57	14.65	19.12	30,588	
29-2061	Licensed Practical and Licensed Vocational Nurses	3,910	17.97	15.51	17.42	19.80	37,377	
29-2071	Medical Records and Health Information Technicians	350	13.40	10.51	12.14	14.49	27,868	
29-2081	Opticians, Dispensing	60	12.05	10.31	11.63	13.74	25,058	
29-2799	Health Technologists and Technicians, All Other	200	15.68	12.30	14.17	18.05	32,607	
29-9011	Occupational Health and Safety Specialists	130	27.84	20.23	26.47	34.41	57,899	
29-9012	Occupational Health and Safety Technicians	50	22.27	16.48	21.56	28.21	46,315	



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29-9091	Athletic Trainers	130	27.54	16.38	24.59	35.59	46,562	
29-9799	Healthcare Practitioners and Technical Workers, All Other						57,284	
	Healthcare Support Occupations							
31-1011	Home Health Aides	2,350	8.94	7.91	8.61	9.36	18,593	
31-1012	Nursing Aides, Orderlies, and Attendants	3,730	9.24	7.97	8.83	9.88	19,227	
31-1013	Psychiatric Aides	140	9.36	8.17	9.06	10.66	19,463	
31-2011	Occupational Therapist Assistants	20	22.59	14.94	24.32	28.71	46,986	
31-2012	Physical Therapist Aides	----	12.74	10.12	11.83	13.69	26,491	
31-2021	Physical Therapist Assistants	110	17.18	11.89	16.64	21.64	35,742	
31-2022	Physical Therapist Aides	160	10.08	8.23	9.33	11.97	20,967	
31-9011	Massage Therapists	50	16.35	12.73	14.64	17.99	34,012	
31-9091	Dental Assistants	490	12.48	9.80	12.44	14.71	25,952	
31-9092	Medical Assistants	1,040	10.61	8.42	9.68	12.61	22,076	
31-9093	Medical Equipment Preparers	40	13.29	10.05	12.67	15.55	27,633	
31-9094	Medical Transcriptionists	170	13.29	11.18	13.11	15.38	27,649	
31-9095	Pharmacy Aides	130	10.24	8.82	10.20	11.42	21,305	
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	260	12.11	9.03	12.46	14.18	25,181	
31-9799	Healthcare Support Workers, All Other	340	12.12	9.51	11.34	14.06	25,208	
	Protective Service Occupations							
33-1011	First-Line Supervisors/Managers of Correctional Officers	80	21.47	17.62	20.87	24.43	44,664	
33-1012	First-Line Supervisors/Managers of Police and Detectives	210	26.65	21.57	26.18	30.31	55,430	
33-1021	First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	120	23.69	21.64	23.65	25.48	49,271	
33-1099	First-Line Supervisors/Managers, Protective Service Workers, All Other	40	21.65	18.48	21.23	24.42	45,036	
33-2011	Fire Fighters	460	14.40	11.27	14.24	17.68	29,953	
33-2021	Fire Inspectors and Investigators	30	21.43	19.06	23.04	26.08	44,564	
33-3011	Bailiffs	80	15.08	11.84	14.35	18.04	31,376	
33-3012	Correctional Officers and Jailers	940	14.00	10.97	12.96	16.40	29,125	
33-3021	Detectives and Criminal Investigators	360	19.11	15.28	17.71	20.74	39,758	
33-3031	Fish and Game Wardens	30	22.69	19.90	22.38	25.96	47,191	
33-3041	Parking Enforcement Workers	----	11.18	10.65	11.31	11.97	23,251	
33-3051	Police and Sheriff's Patrol Officers	1,230	15.73	12.30	14.68	18.87	32,709	
33-3052	Transit and Railroad Police	----	15.89	13.77	16.05	18.85	33,048	
33-9011	Animal Control Workers	40	11.85	8.89	11.60	14.00	24,652	
33-9021	Private Detectives and Investigators	50	19.25	15.49	18.20	22.69	40,049	
33-9031	Gaming Surveillance Officers and Gaming Investigators	----	16.77	12.89	16.77	20.31	34,891	
33-9032	Security Guards	1,060	11.50	8.35	9.88	12.93	23,928	
33-9091	Crossing Guards	190	9.20	7.67	8.36	9.32	19,143	



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			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	190	8.35	7.75	8.36	8.98	17,378	
33-9093	Transportation Security Screeners	20	20.00	18.44	20.13	21.81	41,593	
33-9099	Protective Service Workers, All Other	80	12.46	8.30	10.72	16.12	25,922	
	Food Preparation & Serving Related Occupations							
35-1011	Chefs and Head Cooks	120	13.95	11.25	13.33	15.32	29,009	
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	1,770	13.96	10.96	13.03	15.68	29,031	
35-2011	Cooks, Fast Food	1,250	8.18	7.65	8.15	8.85	17,008	
35-2012	Cooks, Institution and Cafeteria	1,260	9.26	7.97	8.88	10.02	19,254	
35-2014	Cooks, Restaurant	1,220	10.79	8.65	10.42	12.75	22,447	
35-2015	Cooks, Short Order	-----	8.67	7.93	8.57	9.22	18,033	
35-2019	Cooks, All Other	320	10.71	8.38	10.22	11.57	22,281	
35-3011	Food Preparation Workers	4,920	8.31	7.56	7.93	8.87	17,285	
35-3011	Bartenders	960	8.36	7.59	7.96	8.89	17,395	
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	1,520	8.48	7.74	8.35	8.99	17,645	
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	590	7.92	7.47	7.66	8.23	16,466	
35-3031	Waiters and Waitresses	3,560	8.90	7.72	7.72	9.42	18,518	
35-3041	Food Servers, Nonrestaurant	130	9.19	7.91	8.82	10.10	19,123	
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	680	8.33	7.64	8.18	8.87	17,326	
35-9021	Dishwashers	600	8.18	7.62	8.10	8.83	17,011	
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	660	8.82	7.76	8.57	9.72	18,340	
35-9099	Food Preparation and Serving Related Workers, All Other	130	8.11	7.78	8.32	8.85	16,877	
	Building & Grounds Cleaning, & Maintenance Occupations							
37-1011	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	270	14.72	12.04	13.95	16.56	30,609	
37-1012	First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers	60	17.53	14.28	16.49	18.47	36,470	
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2,890	10.21	8.13	9.40	11.56	21,230	
37-2012	Maids and Housekeeping Cleaners	1,550	8.17	7.63	8.12	8.83	17,003	
37-2019	Building Cleaning Workers, All Other	80	13.91	10.60	13.08	17.42	28,933	
37-2021	Pest Control Workers	240	13.90	10.46	12.59	17.03	28,921	
37-3011	Landscaping and Groundskeeping Workers	710	10.20	8.04	9.14	11.50	21,209	
37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation	60	11.42	8.29	9.73	14.93	23,756	
37-3013	Tree Trimmers and Pruners	60	10.60	9.00	10.28	11.68	22,040	
37-3019	Grounds Maintenance Workers, All Other	40	12.12	10.52	11.26	12.00	25,215	
	Personal Care & Service Occupations							
39-1011	Gaming Supervisors	20	20.60	15.54	20.58	25.79	42,849	
39-1012	Slot Key Persons	-----	18.11	12.50	18.25	22.75	37,660	
39-1021	First-Line Supervisors/Managers of Personal Service Workers	340	18.83	12.99	16.25	24.40	39,161	
39-2011	Animal Trainers	20	18.56	10.20	14.39	30.22	38,606	



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39-2021	Nonfarm Animal Caretakers	200	10.65	8.64	10.09	11.58	22,162	
39-3011	Gaming Dealers	230	16.22	11.82	16.78	20.73	33,740	
39-3012	Gaming and Sports Book Writers and Runners	---	10.37	9.87	10.43	11.00	21,562	
39-3021	Motion Picture Projectionists	30	8.42	7.60	8.19	9.08	17,518	
39-3031	Ushers, Lobby Attendants, and Ticket Takers	140	8.23	7.59	8.09	8.87	17,117	
39-3091	Amusement and Recreation Attendants	80	8.56	7.68	8.25	9.00	17,813	
39-3093	Locker Room, Coatroom, and Dressing Room Attendants	30	8.41	7.85	8.46	9.06	17,485	
39-3099	Entertainment Attendants and Related Workers, All Other	1,160	10.57	9.14	10.51	11.90	21,980	
39-4011	Embalmers	20	21.62	18.40	21.64	24.85	44,972	
39-4021	Funeral Attendants	60	10.88	9.60	10.86	12.08	22,625	
39-4831	Funeral Service Managers, Directors, Morticians, and Undertakers	80	18.31	13.06	16.24	23.63	38,080	
39-5012	Hairdressers, Hairstylists, and Cosmetologists	470	11.48	8.44	10.21	13.62	23,889	
39-5092	Manicurists and Pedicurists	20	8.30	7.82	8.37	8.92	17,264	
39-5094	Skin Care Specialists	---	18.69	15.32	17.72	22.14	38,879	
39-6011	Baggage Porters and Bellhops	---	8.93	7.63	8.19	9.40	18,568	
39-7011	Tour Guides and Escorts	20	8.69	7.45	7.62	7.80	18,080	
39-9011	Child Care Workers	740	8.51	7.73	8.39	9.05	17,711	
39-9021	Personal and Home Care Aides	2,420	8.33	7.67	8.31	9.02	17,333	
39-9031	Fitness Trainers and Aerobics Instructors	280	14.33	7.78	9.84	22.49	29,801	
39-9032	Recreation Workers	690	9.36	7.82	8.60	9.63	19,474	
39-9041	Residential Advisors	30	14.04	11.38	15.02	16.83	29,198	
39-9099	Personal Care and Service Workers, All Other	200	9.15	7.69	8.60	9.81	19,023	
Sales & Related Occupations								
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	3,400	15.89	12.45	14.88	18.23	33,052	
41-1012	First-Line Supervisors/Managers of Non-Retail Sales Workers	310	26.71	17.70	23.90	33.12	55,565	
41-2011	Cashiers	10,220	8.55	7.58	8.27	9.08	17,788	
41-2012	Gaming Change Persons and Booth Cashiers	90	12.21	10.29	12.28	14.03	25,387	
41-2021	Counter and Rental Clerks	740	11.45	8.22	10.25	13.17	23,813	
41-2022	Parts Salespersons	560	13.95	9.27	11.70	17.89	29,024	
41-2031	Retail Salespersons	7,950	10.87	7.91	9.10	11.65	22,614	
41-3011	Advertising Sales Agents	210	17.93	11.37	14.99	21.78	37,291	
41-3021	Insurance Sales Agents	780	21.87	14.07	19.08	25.66	45,496	
41-3031	Securities, Commodities, and Financial Services Sales Agents	190	38.57	14.84	26.09	57.52	80,225	
41-3041	Travel Agents	70	12.32	10.58	11.75	13.93	25,628	
41-3099	Sales Representatives, Services, All Other	410	25.70	14.54	19.79	32.34	53,455	
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	500	32.92	26.10	32.90	39.97	68,484	
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	3,980	26.95	18.48	24.98	32.89	56,060	



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				25th Percentile	50th Percentile	75th Percentile		
41-9011	Demonstrators and Product Promoters	40	20.63	14.97	22.37	26.03	42,912	
41-9021	Real Estate Brokers	20	39.39	18.70	48.72	53.34	81,940	
41-9022	Real Estate Sales Agents	140	17.51	13.43	16.49	21.23	36,415	
41-9031	Sales Engineers	----	34.48	30.68	34.92	39.50	71,728	
41-9041	Telemarketers	570	10.90	10.35	11.00	11.65	22,678	
41-9091	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers	20	10.30	7.67	8.69	10.89	21,416	
41-9799	Sales and Related Workers, All Other	110	14.48	8.53	10.49	14.85	30,111	
	Office & Administrative Support Occupations							
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	2,700	19.13	14.67	18.19	22.28	39,785	
43-2011	Switchboard Operators, Including Answering Service	500	10.76	7.86	10.02	12.95	22,373	
43-2021	Telephone Operators	20	8.69	7.44	7.57	7.71	18,074	
43-2099	Communications Equipment Operators, All Other	----	15.47	12.84	15.13	18.48	32,173	
43-3011	Bill and Account Collectors	350	13.39	10.67	12.63	15.05	27,845	
43-3021	Billing and Posting Clerks and Machine Operators	800	14.01	11.33	13.48	16.06	29,147	
43-3031	Bookkeeping, Accounting, and Auditing Clerks	4,280	14.93	11.74	14.81	17.89	31,051	
43-3041	Gaming Cage Workers	30	12.77	9.40	12.60	16.20	26,555	
43-3051	Payroll and Timekeeping Clerks	500	15.27	12.55	15.02	17.98	31,754	
43-3061	Procurement Clerks	100	15.03	9.31	14.84	18.47	31,260	
43-3071	Tellers	1,510	10.39	8.97	10.20	11.47	21,614	
43-4011	Brokerage Clerks	20	16.01	14.23	16.26	18.00	33,300	
43-4031	Court, Municipal, and License Clerks	420	13.24	9.95	12.45	15.83	27,531	
43-4041	Credit Authorizers, Checkers, and Clerks	140	10.39	9.27	10.37	11.42	21,614	
43-4051	Customer Service Representatives	4,070	13.78	10.16	12.94	15.86	28,667	
43-4061	Eligibility Interviewers, Government Programs	130	19.19	16.22	18.02	22.11	39,907	
43-4071	File Clerks	280	10.11	8.22	9.37	11.42	21,036	
43-4081	Hotel, Motel, and Resort Desk Clerks	360	9.41	8.22	9.04	10.58	19,573	
43-4111	Interviewers, Except Eligibility and Loan	230	12.48	10.19	12.50	14.44	25,961	
43-4121	Library Assistants, Clerical	80	10.08	8.52	9.63	11.39	20,963	
43-4131	Loan Interviewers and Clerks	250	12.40	10.07	12.04	14.59	25,787	
43-4141	New Accounts Clerks	50	11.46	10.06	11.05	12.66	23,839	
43-4151	Order Clerks	200	13.24	9.22	12.12	15.61	27,537	
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	250	15.79	12.48	15.04	18.26	32,851	
43-4171	Receptionists and Information Clerks	2,810	10.36	8.55	9.98	11.71	21,547	
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	90	12.10	10.81	12.36	13.60	25,158	
43-4199	Information and Record Clerks, All Other	280	13.77	9.72	12.91	17.12	28,643	
43-5011	Cargo and Freight Agents	30	17.80	14.58	17.12	20.69	37,028	
43-5021	Couriers and Messengers	170	9.52	7.90	8.97	10.81	19,798	



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43-5031	Police, Fire, and Ambulance Dispatchers	320	11.94	8.95	11.46	14.39	24,837	
43-5032	Dispatchers, Except Police, Fire, and Ambulance	770	17.40	11.81	14.94	21.73	36,188	
43-5041	Meter Readers, Utilities	---	15.26	12.65	14.65	17.38	31,743	
43-5051	Postal Service Clerks	130	25.06	23.81	25.45	27.10	52,118	
43-5052	Postal Service Mail Carriers	570	24.22	21.53	24.39	26.97	50,374	
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	170	22.51	20.50	24.32	26.53	46,813	
43-5061	Production, Planning, and Expediting Clerks	500	20.40	16.39	19.82	22.58	42,440	
43-5071	Shipping, Receiving, and Traffic Clerks	1,250	13.82	10.38	12.97	16.81	28,744	
43-5081	Stock Clerks and Order Fillers	2,980	9.91	8.02	8.92	10.80	20,611	
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	120	12.07	8.11	10.79	14.28	25,104	
43-6011	Executive Secretaries and Administrative Assistants	1,850	16.78	13.46	16.30	19.29	34,894	
43-6012	Legal Secretaries	550	16.35	13.58	15.87	18.74	34,017	
43-6013	Medical Secretaries	260	11.12	9.38	10.58	12.28	23,120	
43-6014	Secretaries, Except Legal, Medical, and Executive	5,300	12.47	9.76	11.90	14.70	25,934	
43-9011	Computer Operators	50	15.79	13.84	15.71	18.13	32,835	
43-9021	Data Entry Keyers	400	11.59	9.71	11.04	13.23	24,104	
43-9022	Word Processors and Typists	40	12.10	8.37	10.00	15.70	25,165	
43-9031	Desktop Publishers	---	14.21	12.80	13.94	15.65	29,556	
43-9041	Insurance Claims and Policy Processing Clerks	290	13.34	10.42	11.99	16.44	27,737	
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	30	10.83	8.65	9.85	12.25	22,529	
43-9061	Office Clerks, General	5,060	11.31	8.43	10.09	12.71	23,529	
43-9071	Office Machine Operators, Except Computer	20	12.86	10.32	11.74	14.65	26,763	
43-9111	Statistical Assistants	---	28.97	24.06	28.80	34.31	60,257	
43-9799	Office and Administrative Support Workers, All Other	210	17.39	13.67	15.90	21.48	36,161	
Farming, Fishing, & Forestry Occupations								
45-1011	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers	20	28.10	24.78	29.31	32.69	58,440	
45-2011	Agricultural Inspectors	20	21.54	17.51	20.61	24.93	44,804	
45-2041	Graders and Sorters, Agricultural Products	90	12.67	12.11	12.93	13.74	26,357	
45-2091	Agricultural Equipment Operators	---	16.10	14.32	16.03	18.13	33,492	
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	130	11.27	8.70	11.60	13.51	23,449	
45-2093	Farmworkers, Farm and Ranch Animals	60	11.77	9.71	11.16	13.38	24,474	
45-2099	Agricultural Workers, All Other	20	22.40	17.85	22.91	26.91	46,595	
45-4011	Forest and Conservation Workers	30	16.65	14.78	16.60	18.54	34,641	
45-4022	Logging Equipment Operators	---	16.52	15.69	16.64	17.59	34,365	
Construction & Extraction Occupations								
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	1,630	30.51	22.06	28.59	38.39	63,466	
47-2011	Boilermakers	30	21.69	14.11	17.28	29.95	45,122	



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47-2021	Brickmasons and Blockmasons	60	15.72	12.37	13.92	20.23	32,704	
47-2031	Carpenters	1,370	17.35	13.22	15.61	18.91	36,085	
47-2041	Carpet Installers	20	18.33	11.24	16.44	22.90	38,129	
47-2042	Floor Layers, Except Carpet, Wood, and Hard Tiles	---	18.40	11.71	15.91	24.77	38,273	
47-2043	Floor Sanders and Finishers	20	13.83	10.95	12.22	15.63	28,757	
47-2044	Tile and Marble Setters	40	14.82	10.70	14.40	19.53	30,816	
47-2051	Cement Masons and Concrete Finishers	270	14.67	11.99	13.86	16.91	30,513	
47-2061	Construction Laborers	1,890	13.52	9.67	12.04	14.98	28,116	
47-2071	Paving, Surfacing, and Tamping Equipment Operators	70	14.53	11.96	13.51	16.14	30,225	
47-2072	Pile-Driver Operators	30	20.24	15.49	17.54	22.33	42,097	
47-2073	Operating Engineers and Other Construction Equipment Operators	1,510	18.31	13.49	16.64	21.48	38,076	
47-2081	Drywall and Ceiling Tile Installers	150	14.90	12.67	15.36	17.18	30,984	
47-2111	Electricians	1,380	21.10	16.14	19.18	25.10	43,892	
47-2121	Glaziers	140	11.73	9.70	11.99	13.75	24,394	
47-2131	Insulation Workers, Floor, Ceiling, and Wall	20	17.00	12.79	14.08	19.54	35,355	
47-2132	Insulation Workers, Mechanical	100	25.08	16.45	23.35	31.68	52,163	
47-2141	Painters, Construction and Maintenance	1,240	16.15	12.39	15.09	18.19	33,597	
47-2151	Pipelayers	90	20.90	17.22	20.11	24.91	43,474	
47-2152	Plumbers, Pipefitters, and Steamfitters	1,340	18.34	14.99	18.29	21.63	38,149	
47-2161	Plasterers and Stucco Masons	---	15.13	13.57	15.34	16.93	31,469	
47-2161	Plasterers and Stucco Masons	20	15.33	13.56	14.59	15.63	31,880	
47-2171	Reinforcing Iron and Rebar Workers	50	15.12	12.93	15.26	17.41	31,447	
47-2181	Roofers	100	16.67	14.14	16.44	18.73	34,683	
47-2211	Sheet Metal Workers	220	15.83	12.20	14.44	18.20	32,927	
47-2221	Structural Iron and Steel Workers	---	11.04	8.51	10.07	12.89	22,969	
47-3011	Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters	210	9.80	8.15	9.08	11.72	20,388	
47-3012	Helpers--Carpenters	480	12.10	10.17	11.48	14.01	25,158	
47-3013	Helpers--Electricians	60	10.37	8.52	9.71	11.49	21,571	
47-3014	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	160	12.67	10.18	12.17	15.55	26,362	
47-3015	Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters	30	10.22	9.47	10.37	11.27	21,248	
47-3016	Helpers--Roofers	110	11.00	8.92	10.89	12.51	22,875	
47-3019	Helpers, Construction Trades, All Other	110	19.85	14.15	18.45	24.86	41,296	
47-4011	Construction and Building Inspectors	50	31.35	23.28	33.37	38.36	65,209	
47-4021	Elevator Installers and Repairers	130	10.47	9.97	10.54	11.11	21,777	
47-4031	Fence Erectors	130	16.11	12.59	15.12	18.56	33,513	
47-4041	Hazardous Materials Removal Workers	200	13.12	10.36	12.56	14.32	27,289	
47-4051	Highway Maintenance Workers	90	17.40	15.26	16.86	18.88	36,184	
47-4061	Rail-Track Laying and Maintenance Equipment Operators							



Louisiana Occupational Employment and Wages (2011) Lafayette Regional Labor Market Area (RLMA 4)

Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes

[Introduction to Occupational Wage Survey](#)

[Find details about an occupation](#)

Dashes (---) indicate data are not available

Note: Due to the passage of Act 156 of the 2004 legislature, Louisiana's wage data can be used as evidence in legal proceedings.

SOC - Code	Standard Occupational Classification (SOC) - Group and Occupational Title	Estimated Employment	\$ Hourly			\$ Annual		
			Mean/Average	25th Percentile	50th Percentile	75th Percentile	Mean/Average	
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners	150	13.53	12.05	13.19	14.38	28,151	
47-4799	Construction and Related Workers, All Other	210	11.55	8.14	8.98	11.57	24,019	
47-5011	Derrick Operators, Oil and Gas	490	22.16	19.24	21.89	25.13	46,095	
47-5012	Rotary Drill Operators, Oil and Gas	320	28.60	22.26	29.91	34.35	59,478	
47-5013	Service Unit Operators, Oil, Gas, and Mining	2,020	20.81	15.79	18.84	24.34	43,282	
47-5021	Earth Drillers, Except Oil and Gas	110	26.22	25.09	28.07	30.47	54,541	
47-5031	Explosives Workers, Ordnance Handling Experts, and Blasters	---	22.30	21.16	22.51	23.86	46,382	

Attachment # 4

Regional Labor Market Area 4

**Top 20 Highest Reported
Paying Occupations by Annual
Average Wage 2011**

Page 104

Top 20 Highest Reported Paying Occupations by Annual Average Wage 2011

Lafayette Regional Labor Market Area (RLMA 4)

Occupational Title	Annual Wage \$
Surgeons	238,051
Obstetricians and Gynecologists	220,503
Psychiatrists	200,186
Anesthesiologists	196,768
Physicians and Surgeons, All Other	190,007
Chief Executives	189,781
Family and General Practitioners	172,132
Orthodontists	164,154
Pediatricians, General	149,203
Dentists, General	146,143
Podiatrists	132,927
Aerospace Engineers	130,548
Life Scientists, All Other	129,132
Chemical Engineers	121,872
Engineering Managers	119,315
Physical Scientists, All Other	118,835
Appraisers and Assessors of Real Estate	108,814
Hydrologists	104,751
Pharmacists	104,194
Chiropractors	103,198

Attachment # 4

Regional Labor Market Area 4

**Top 20 Highest Reported
Estimated Employment 2011**

Page 105

Top 20 Highest Reported Estimated Employment 2011

Lafayette Regional Labor Market Area (RLMA 4)

Occupational Title	Est. Emp.
Cashiers	10,220
Retail Salespersons	7,950
Laborers and Freight, Stock, and Material Movers, Hand	7,030
Secretaries, Except Legal, Medical, and Executive	5,300
Office Clerks, General	5,060
Food Preparation Workers	4,920
Maintenance and Repair Workers, General	4,840
Registered Nurses	4,420
General and Operations Managers	4,380
Bookkeeping, Accounting, and Auditing Clerks	4,280
Customer Service Representatives	4,070
Sales Representatives, Wholesale and Manufacturing, Except Technical	3,980
Licensed Practical and Licensed Vocational Nurses	3,910
Nursing Aides, Orderlies, and Attendants	3,730
Waiters and Waitresses	3,560
First-Line Supervisors/Managers of Retail Sales Workers	3,400
Truck Drivers, Heavy and Tractor-Trailer	3,390
Elementary School Teachers, Except Special Education	3,380
Welders, Cutters, Solderers, and Brazers	3,190
Stock Clerks and Order Fillers	2,980

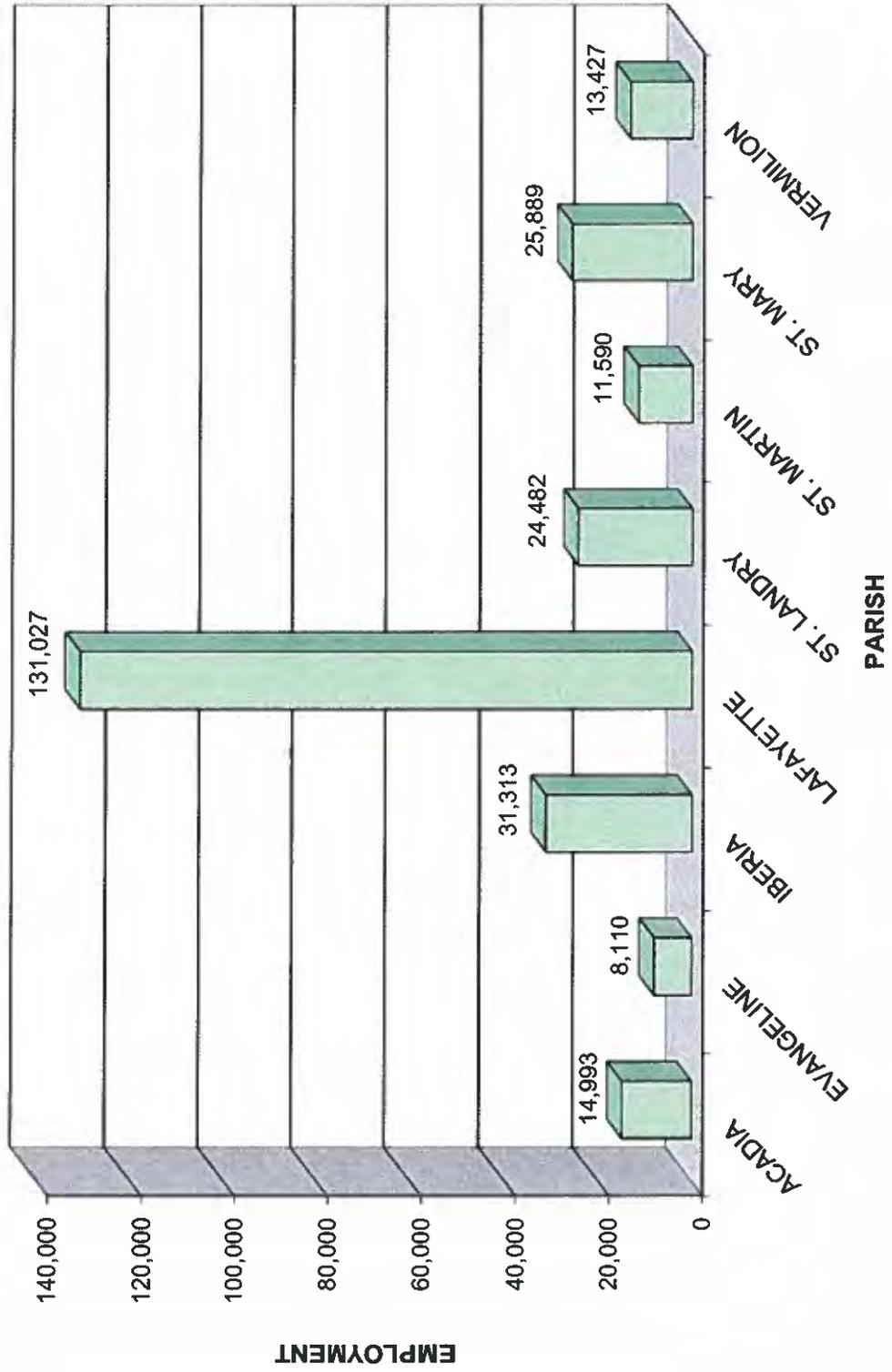
Attachment # 4

Regional Labor Market Area 4

**Employment Distribution by
Parish – 2010 Annual Average**

Page 106

**REGIONAL LABOR MARKET AREA 4
 EMPLOYMENT DISTRIBUTION BY PARISH - 2010 ANNUAL AVERAGE
 EMPLOYERS SUBJECT TO THE LOUISIANA EMPLOYMENT SECURITY LAW**



Attachment # 4

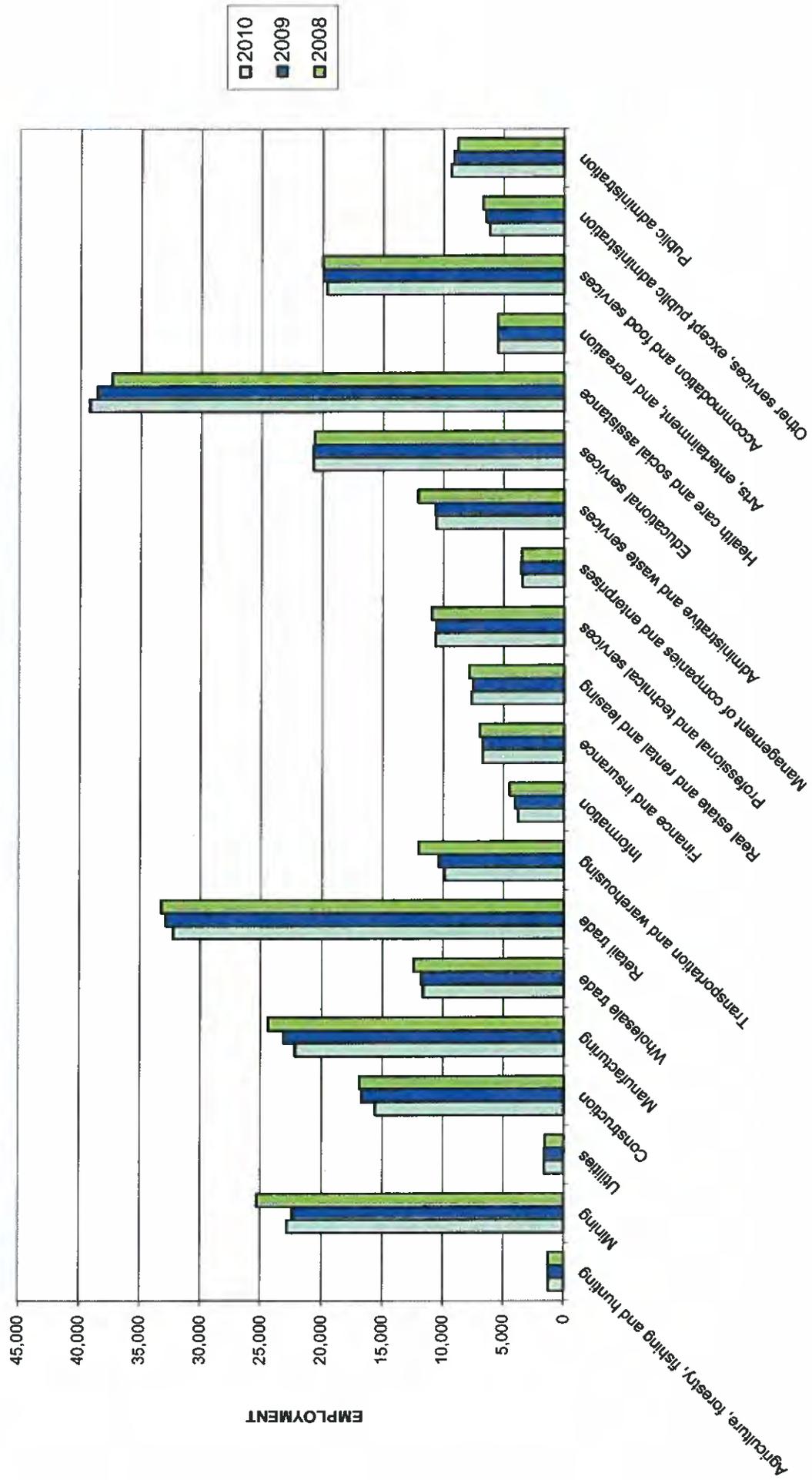
Regional Labor Market Area 4

Employment by NAICS Sector

2010, 2009 and 2008

Page 107

REGIONAL LABOR MARKET AREA 4
 EMPLOYMENT BY NAICS SECTOR - 2010, 2009, AND 2008 ANNUAL DATA
 EMPLOYERS SUBJECT TO THE LOUISIANA EMPLOYMENT SECURITY LAW



NAICS SECTOR

Attachment # 5

Lafayette & Louisiana

Unemployment

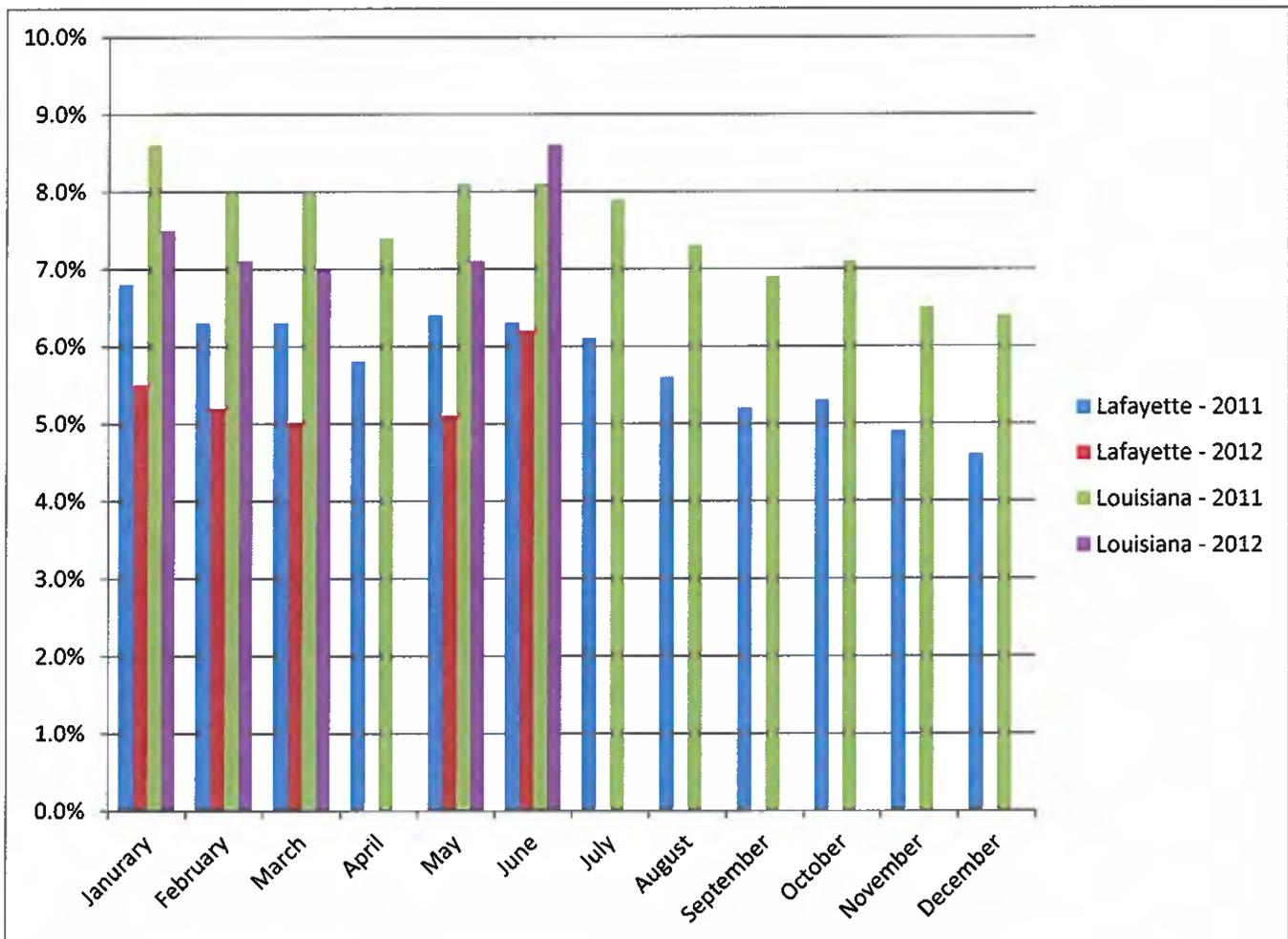
01/01/02011 – 06/30/2012

Page 108

**Lafayette & Louisiana
Unemployment
01/01/2011 - 06/30/2012**

Month	Lafayette - 2011	Lafayette - 2012	Louisiana - 2011	Louisiana - 2012
January	6.8%	5.5%	8.6%	7.5%
February	6.3%	5.2%	8.0%	7.1%
March	6.3%	5.0%	8.0%	7.0%
April	5.8%		7.4%	
May	6.4%	5.1%	8.1%	7.1%
June	6.3%	6.2%	8.1%	8.6%
July	6.1%		7.9%	
August	5.6%		7.3%	
September	5.2%		6.9%	
October	5.3%		7.1%	
November	4.9%		6.5%	
December	4.6%		6.4%	

* No map was published for April 2012



Attachment # 5

LWIA #40

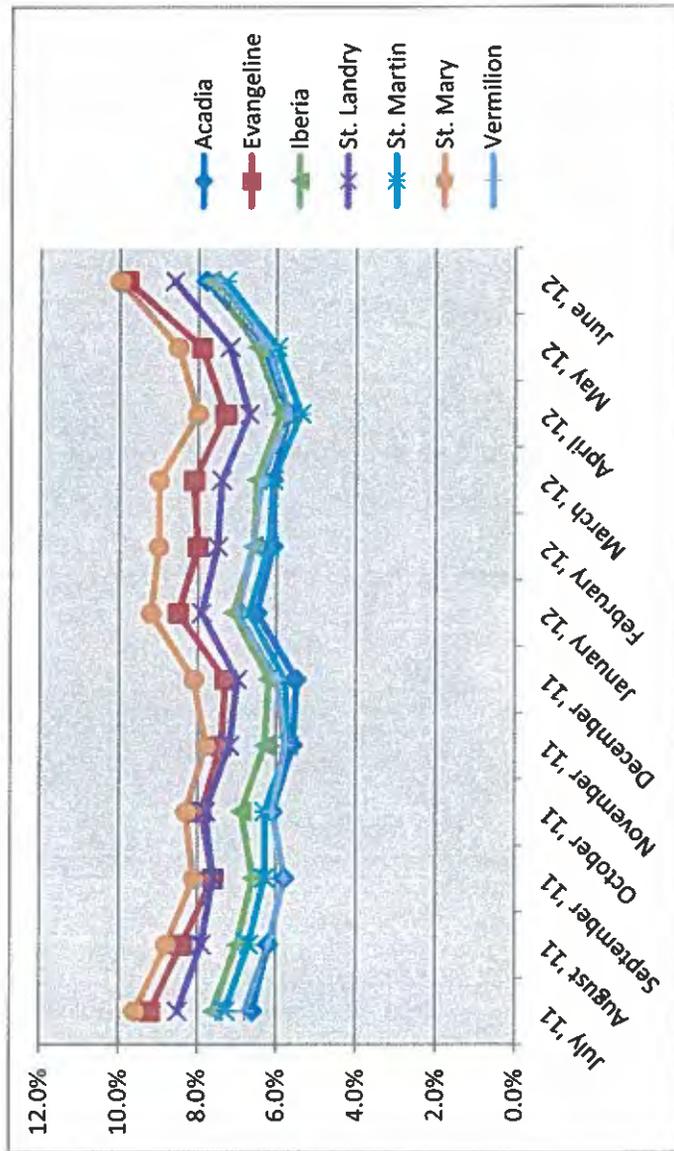
Unemployment Rate

2011-2012

Page 109

Unemployment Rate 11-12

	Acadia	Evangeline	Iberia	St. Landry	St. Martin	St. Mary	Vermilion
July '11	6.6%	9.2%	7.6%	8.5%	7.3%	9.6%	6.8%
August '11	6.2%	8.4%	7.0%	7.9%	6.7%	8.8%	6.2%
September '11	5.8%	7.6%	6.6%	7.6%	6.3%	8.1%	5.8%
October '11	6.1%	7.9%	6.9%	7.8%	6.3%	8.3%	6.1%
November '11	5.6%	7.4%	6.3%	7.2%	5.7%	7.8%	5.8%
December '11	5.5%	7.3%	6.2%	7.0%	5.8%	8.1%	6.0%
January '12	6.5%	8.5%	7.1%	7.9%	6.7%	9.2%	7.0%
February '12	6.1%	8.0%	6.6%	7.5%	6.2%	9.0%	6.6%
March '12	6.1%	8.1%	6.5%	7.4%	6.1%	9.0%	6.4%
April '12	5.7%	7.3%	5.9%	6.7%	5.4%	8.0%	5.7%
May '12	6.4%	7.9%	6.5%	7.2%	6.0%	8.5%	6.2%
June '12	7.8%	9.8%	7.7%	8.6%	7.3%	10.0%	7.5%



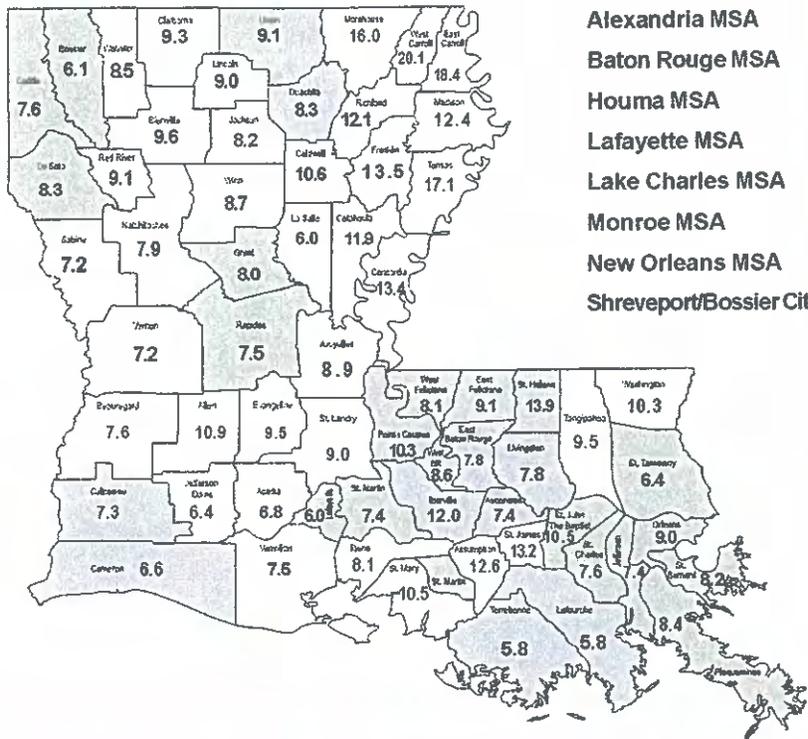
Attachment # 5

**Louisiana Unemployment Rates
Maps**

Page 110 – 126

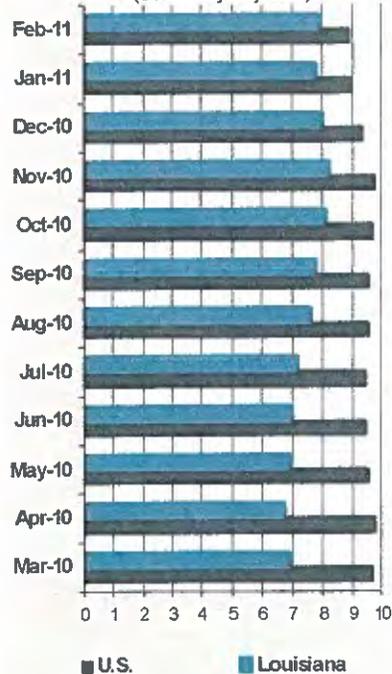
Louisiana Unemployment Rates (Not Seasonally Adjusted)

February 2011



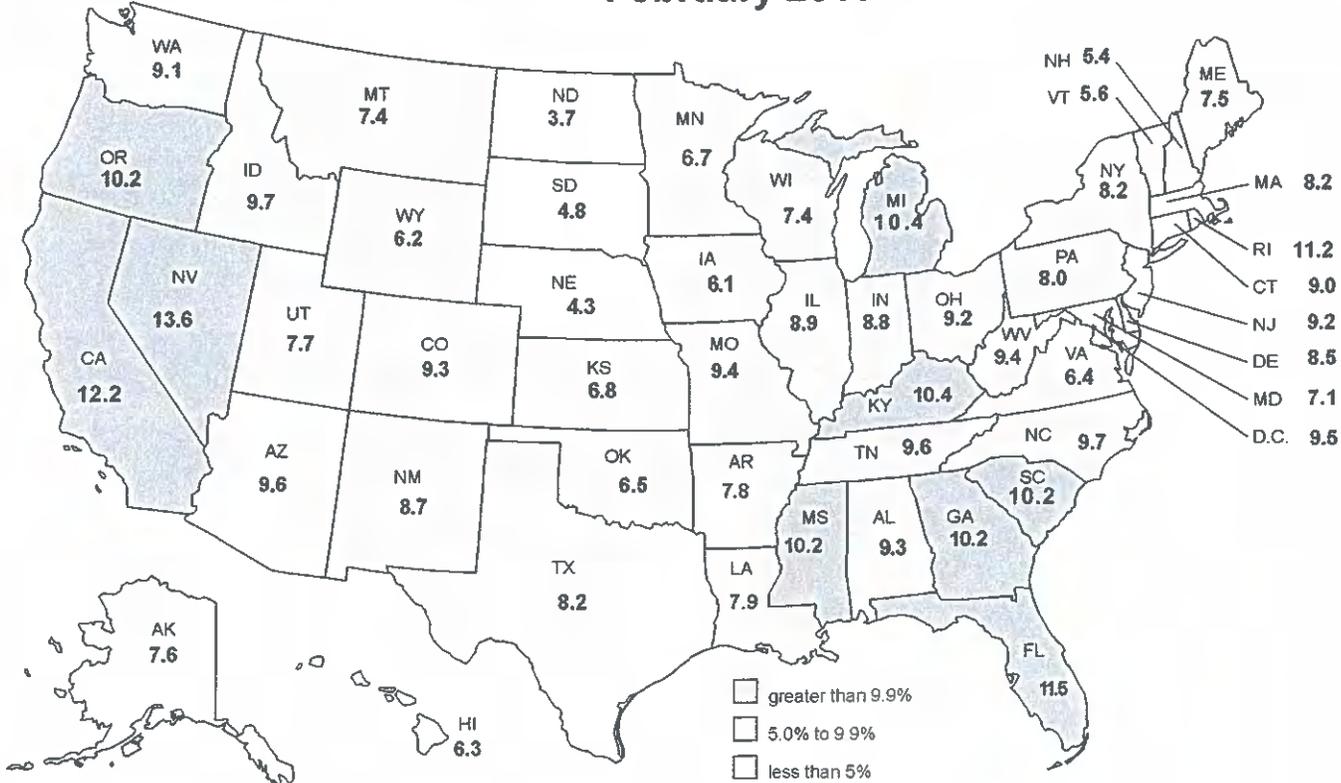
Statewide	Rate (%)
Statewide	8.0 %
Alexandria MSA	7.6 %
Baton Rouge MSA	8.1 %
Houma MSA	5.8 %
Lafayette MSA	6.3 %
Lake Charles MSA	7.3 %
Monroe MSA	8.4 %
New Orleans MSA	7.8 %
Shreveport/Bossier City MSA	7.2 %

United States - Louisiana
Unemployment Rates
(Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

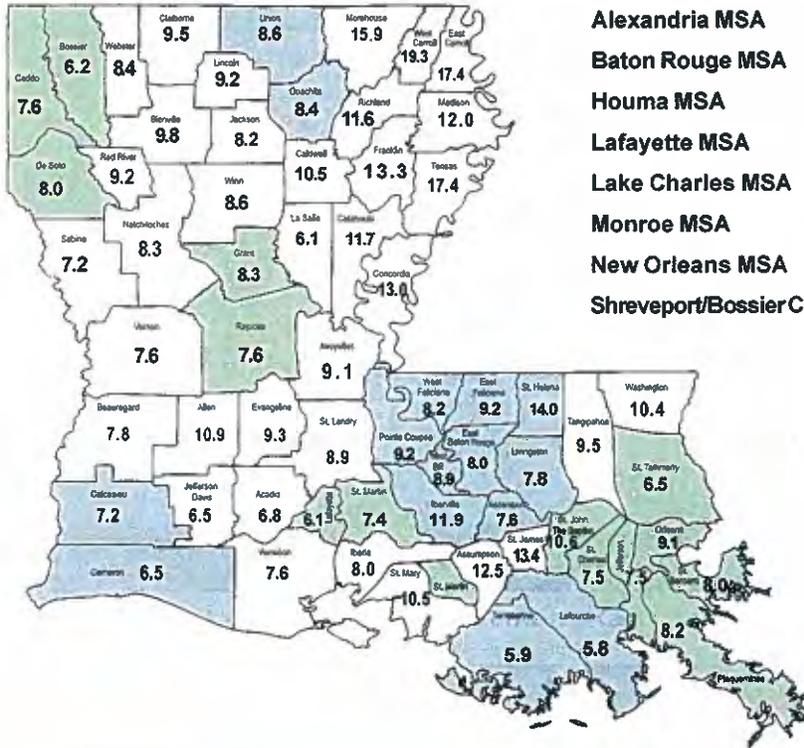
February 2011



United States Rate 8.9

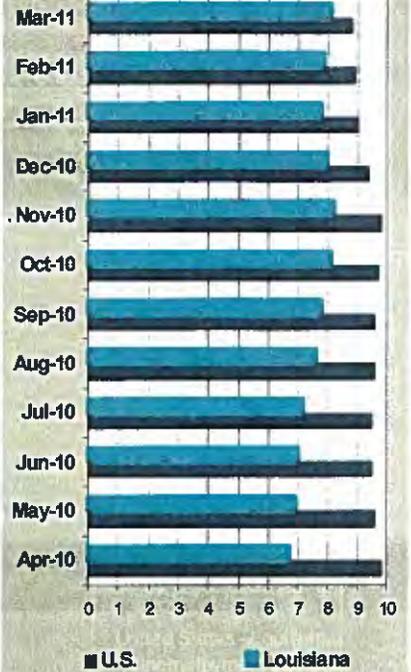
Louisiana Unemployment Rates (Not Seasonally Adjusted)

March 2011



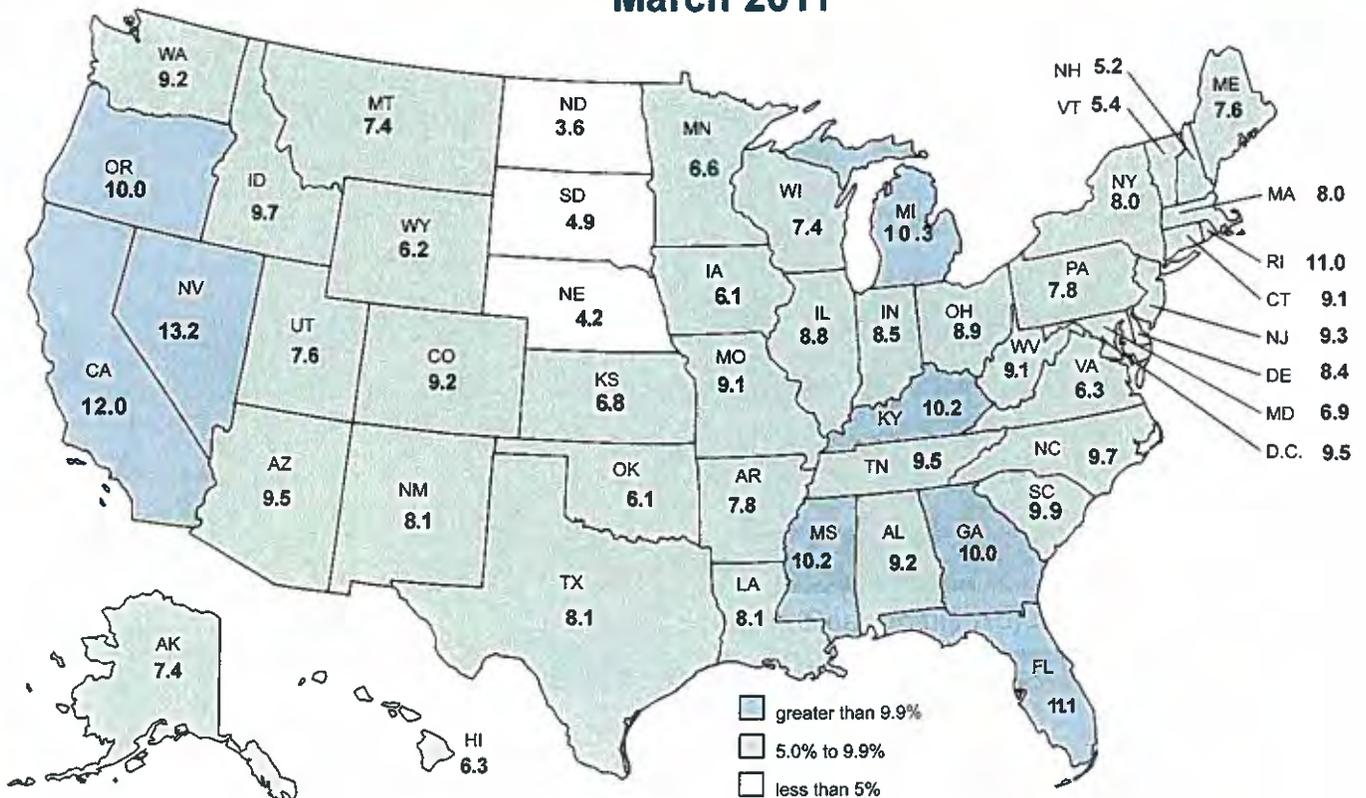
Statewide	8.0 %
Alexandria MSA	7.7 %
Baton Rouge MSA	8.2 %
Houma MSA	5.8 %
Lafayette MSA	6.3 %
Lake Charles MSA	7.2 %
Monroe MSA	8.4 %
New Orleans MSA	7.9 %
Shreveport/Bossier City MSA	7.2 %

United States - Louisiana Unemployment Rates (Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

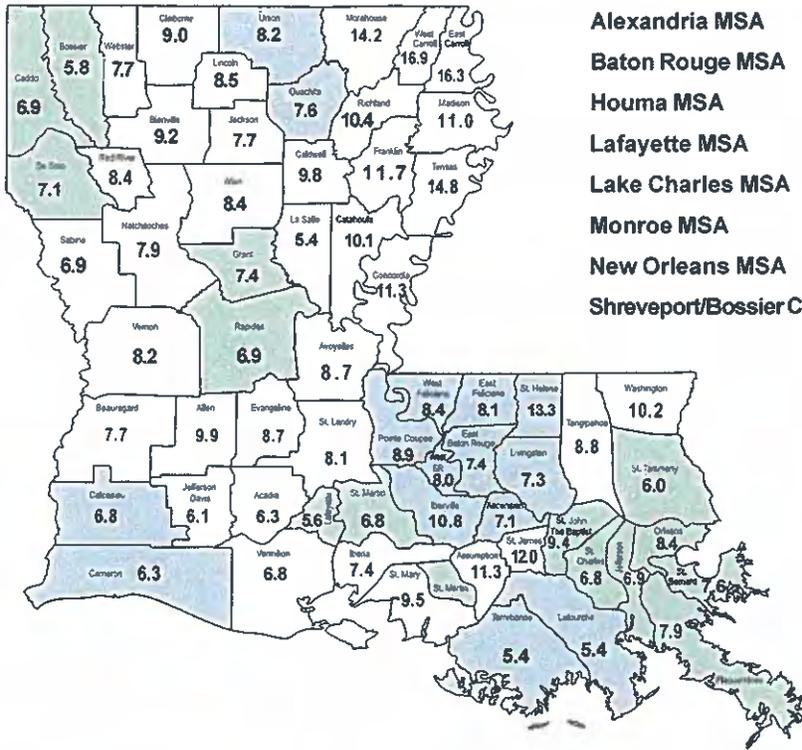
March 2011



United States Rate 8.8

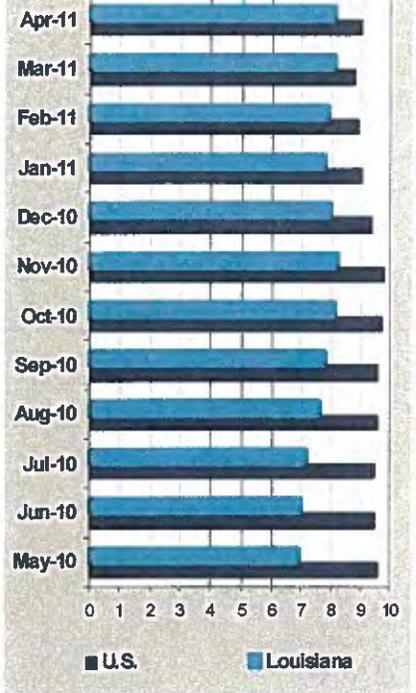
Louisiana Unemployment Rates (Not Seasonally Adjusted)

April 2011



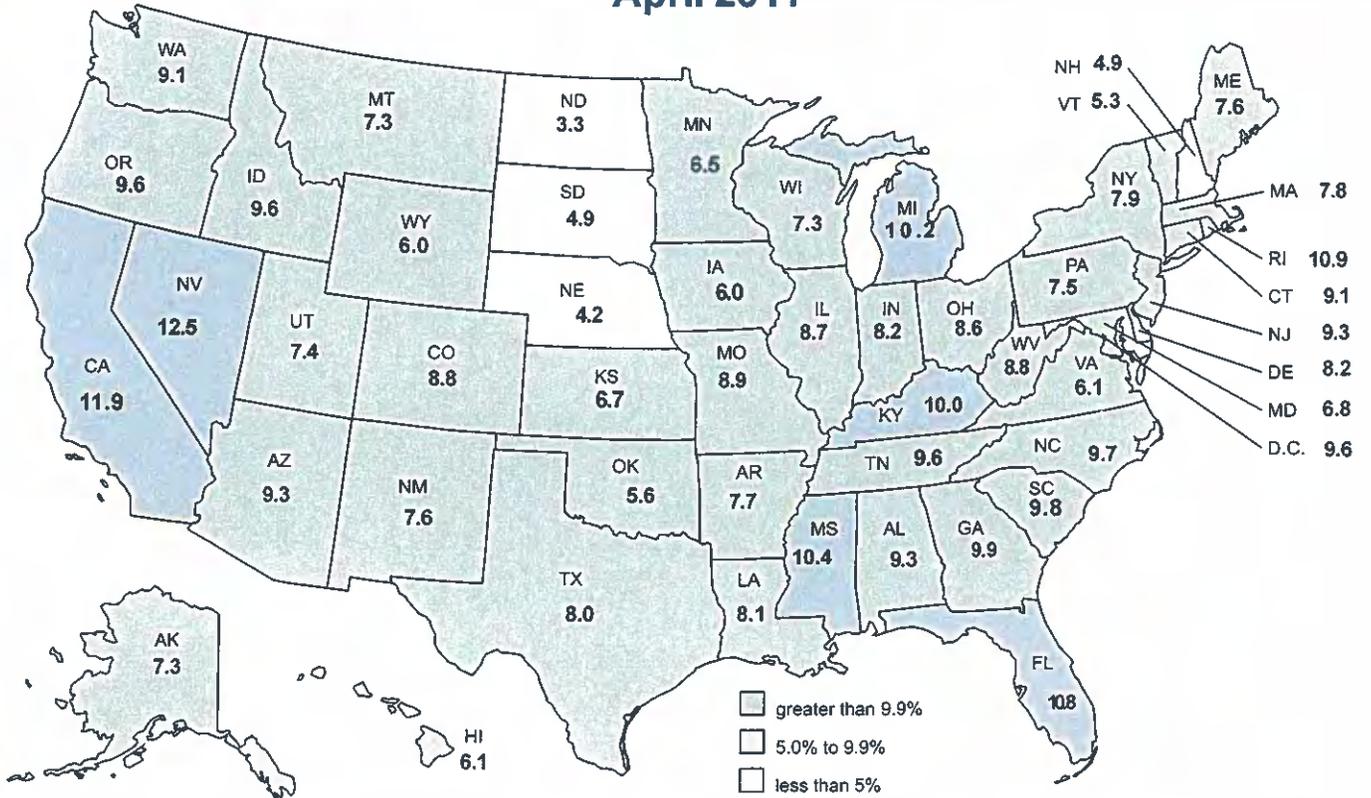
Statewide	Rate (%)
Statewide	7.4 %
Alexandria MSA	7.0 %
Baton Rouge MSA	7.6 %
Houma MSA	5.4 %
Lafayette MSA	5.8 %
Lake Charles MSA	6.8 %
Monroe MSA	7.6 %
New Orleans MSA	7.2 %
Shreveport/Bossier City MSA	6.6 %

United States - Louisiana Unemployment Rates (Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

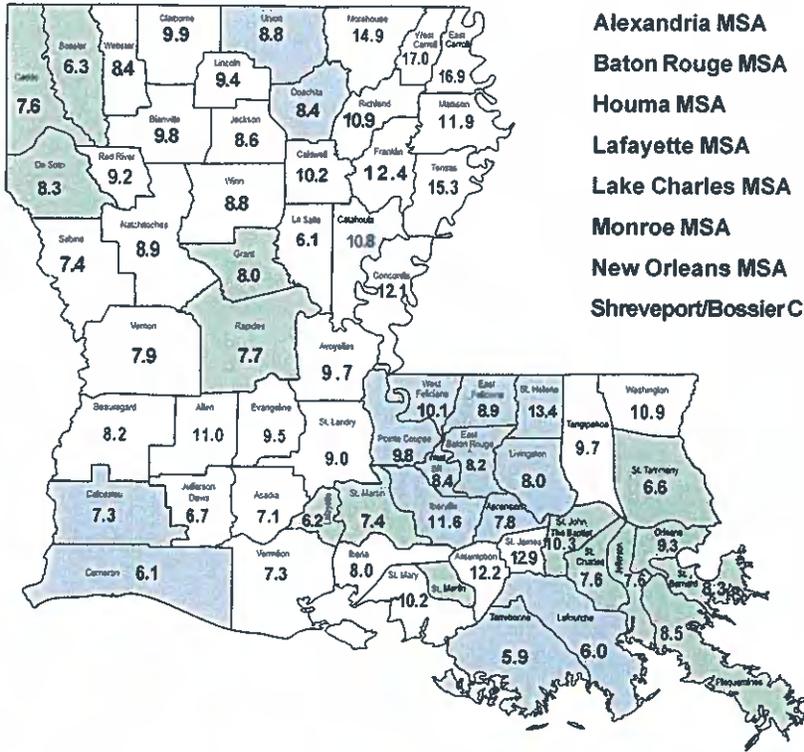
April 2011



United States Rate 9.0

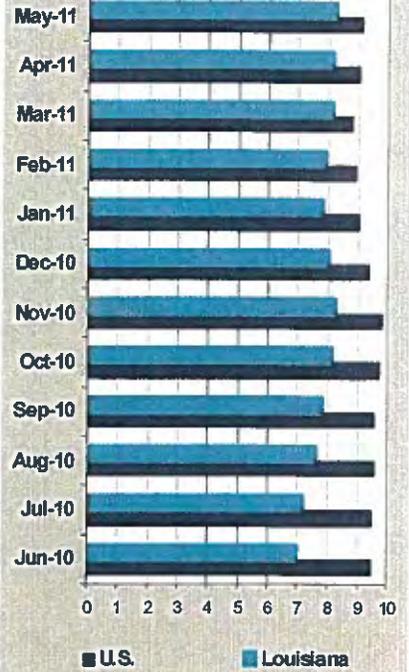
Louisiana Unemployment Rates (Not Seasonally Adjusted)

May 2011



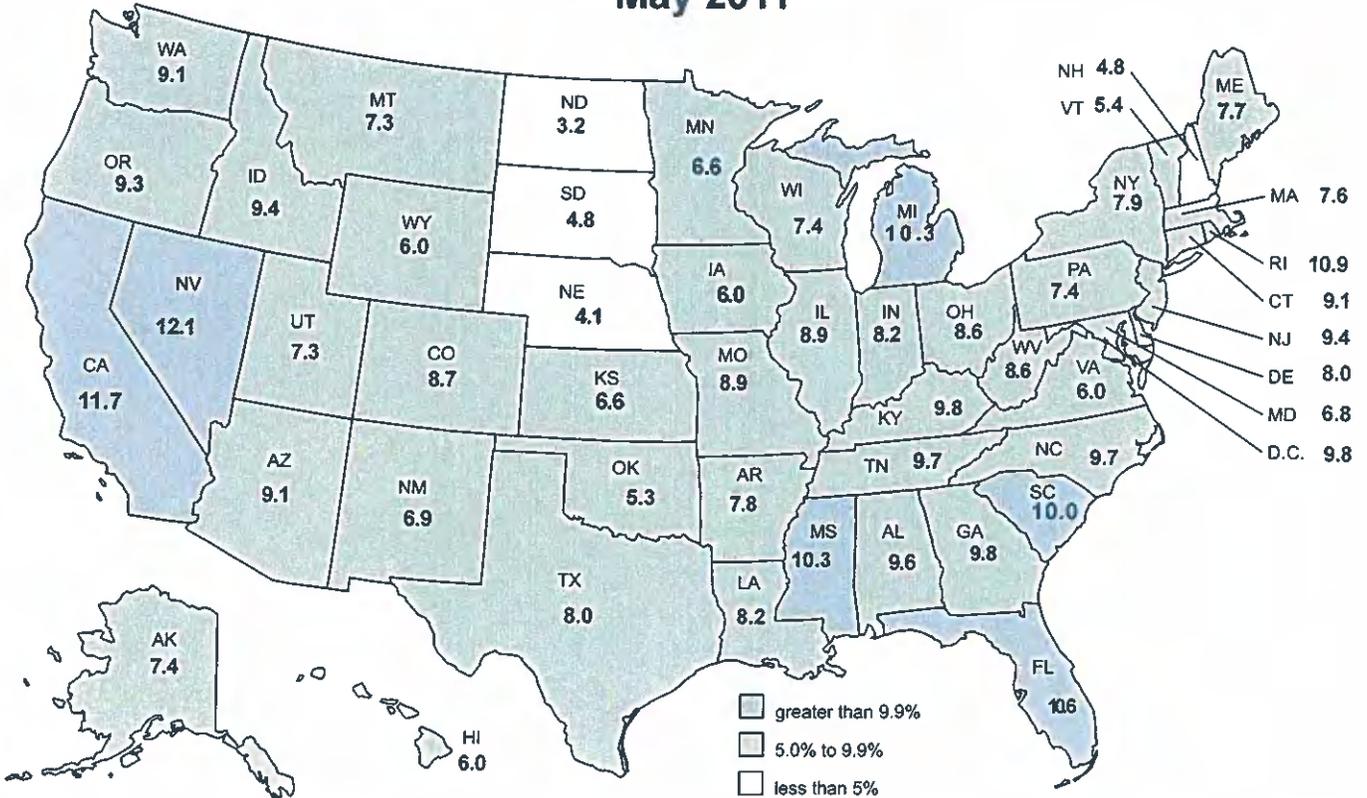
Statewide	8.1 %
Alexandria MSA	7.7 %
Baton Rouge MSA	8.4 %
Houma MSA	5.9 %
Lafayette MSA	6.4 %
Lake Charles MSA	7.2 %
Monroe MSA	8.5 %
New Orleans MSA	8.0 %
Shreveport/Bossier City MSA	7.3 %

United States - Louisiana Unemployment Rates (Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

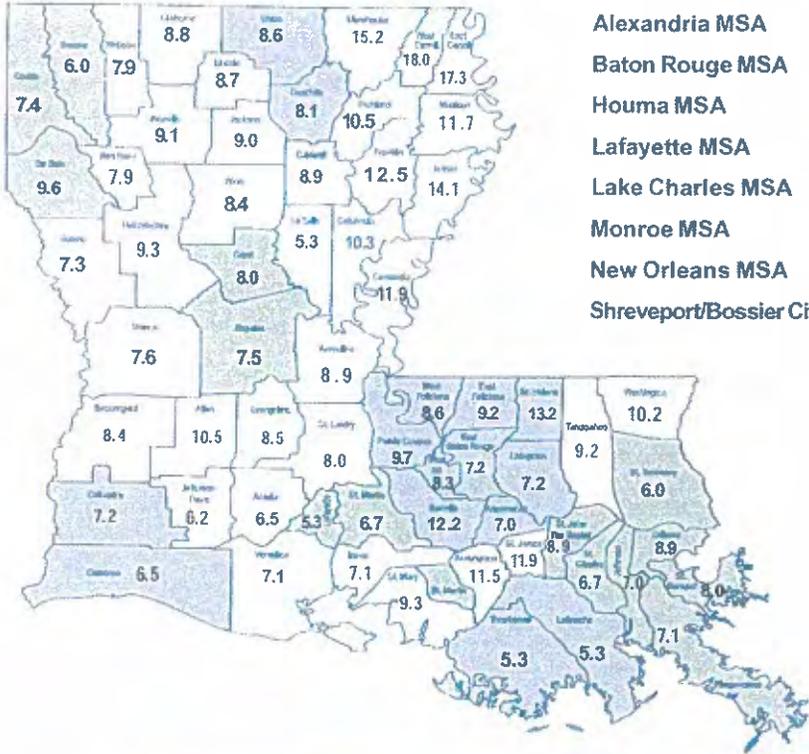
May 2011



United States Rate 9.1

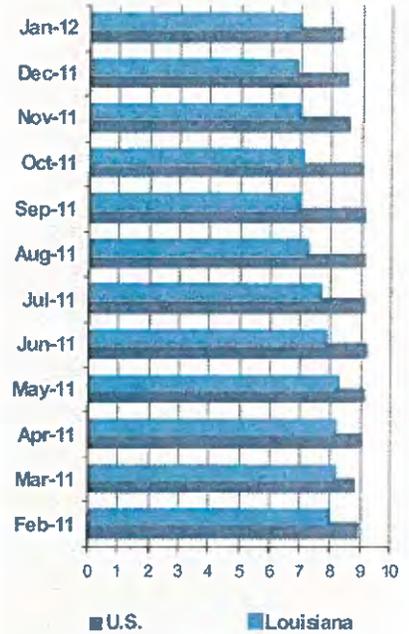
Louisiana Unemployment Rates (Not Seasonally Adjusted)

January 2012



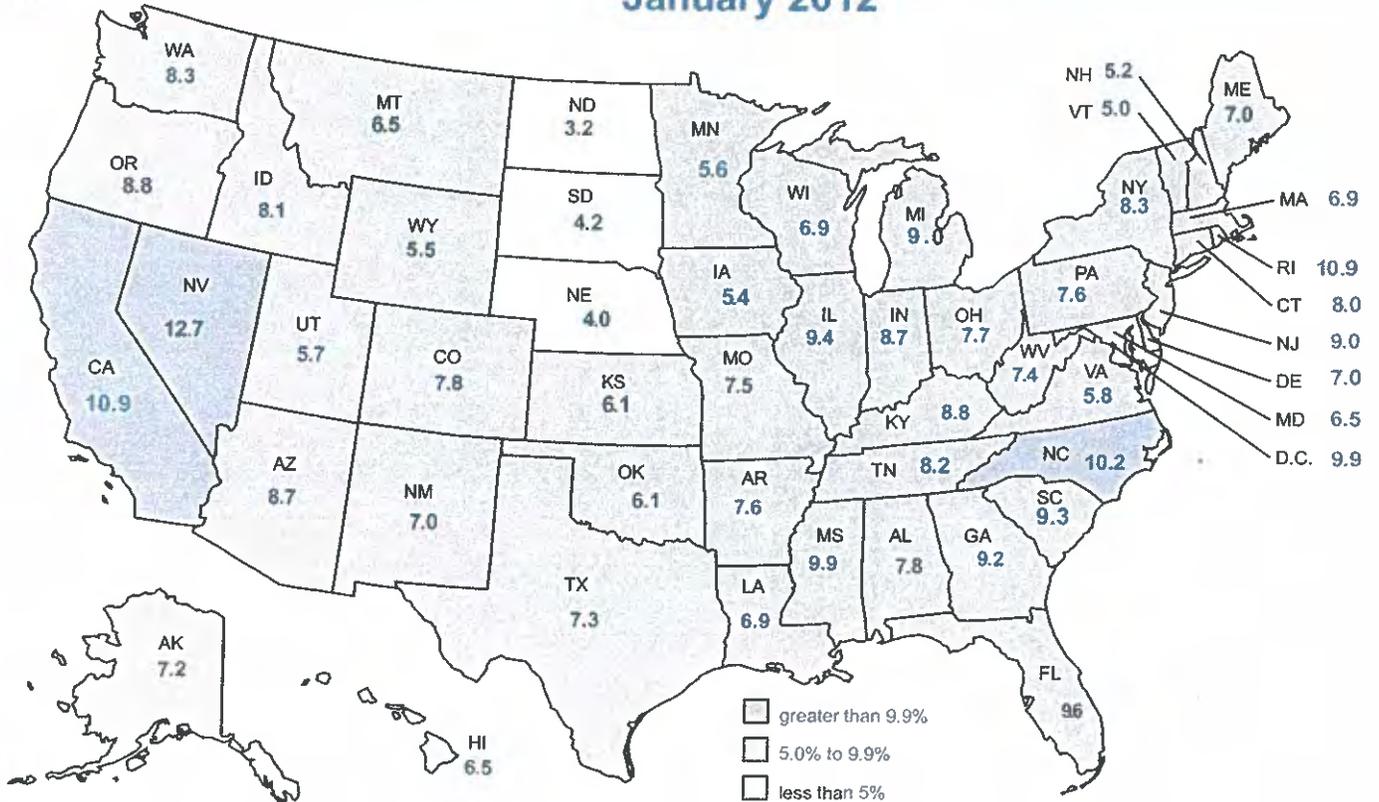
Statewide	7.5 %
Alexandria MSA	7.6 %
Baton Rouge MSA	7.6 %
Houma MSA	5.3 %
Lafayette MSA	5.5 %
Lake Charles MSA	7.1 %
Monroe MSA	8.2 %
New Orleans MSA	7.4 %
Shreveport/Bossier City MSA	7.1 %

United States - Louisiana
Unemployment Rates
(Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

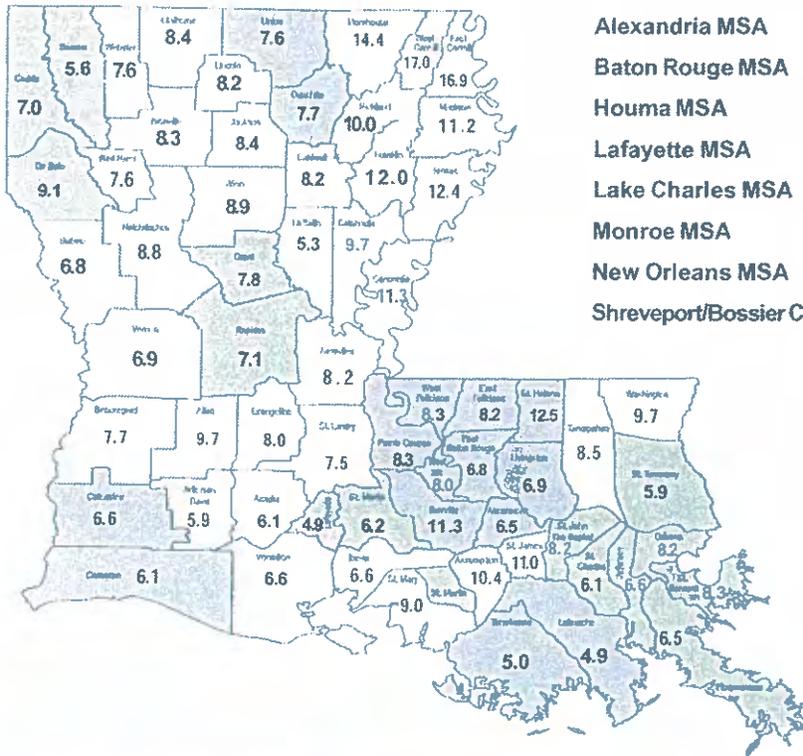
January 2012



United States Rate 8.3

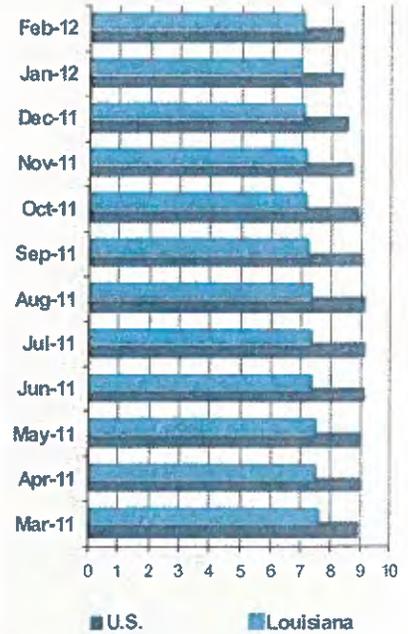
Louisiana Unemployment Rates (Not Seasonally Adjusted)

February 2012



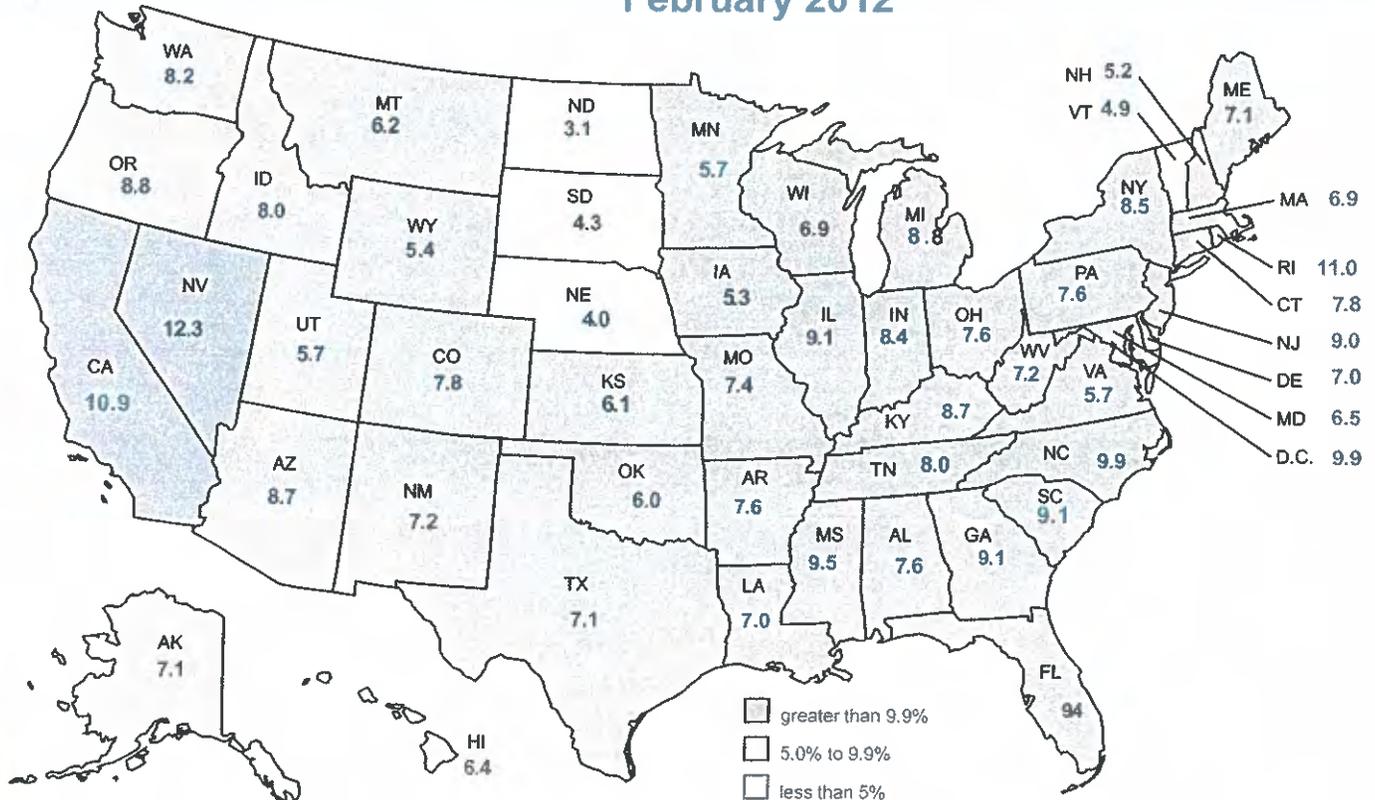
Statewide	7.1 %
Alexandria MSA	7.2 %
Baton Rouge MSA	7.1 %
Houma MSA	5.0 %
Lafayette MSA	5.2 %
Lake Charles MSA	6.5 %
Monroe MSA	7.7 %
New Orleans MSA	7.0 %
Shreveport/Bossier City MSA	6.7 %

United States - Louisiana
Unemployment Rates
(Seasonally Adjusted)



United States Unemployment Rates (Seasonally Adjusted)

February 2012



United States Rate 8.3

Attachment # 6

Region IV

Job Vacancy Survey

2011

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2011



Lafayette (Acadiana) Job Vacancy Survey

Second Quarter 2011, RLMA 4

The purpose of a Job Vacancy Survey (JVS) is to identify the number and types of jobs available in specific industries and regions of the state. The survey results provide a unique snapshot of the conditions in a given region and/or occupational labor market. This information assists educational institutions, employment and training providers, and local workforce councils in responding to industry needs. Regional Labor Market Area 4 (RLMA 4) is made up of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion parishes.

There were approximately 3,390 job vacancies in RLMA 4 during the second quarter of 2011, resulting in a vacancy rate of 1.3 percent. This means that for every 100 jobs, approximately one job was vacant. The number of job vacancies decreased by approximately 60 since the second quarter of 2010, a 2 percent decrease.

When looking at the results by Industry Group, **Education & Health Services** had the biggest number of job vacancies (approximately 1,100) while both **Education & Health Services** and **Construction** had the highest vacancy rate (1.8 percent). The largest number of job vacancies by Occupational Group was found in **Healthcare Practitioner & Technical** (approximately

460) while the highest vacancy rate (5.9 percent) was found in the **Arts, Design, Entertainment, Sports, & Media** group.

Overall, RLMA 4 employers were seeking employees with experience in 70 percent of the job vacancies. About 48 percent of the job vacancies required more than a high school education with 27 percent requiring vocational training, certification, or a two-year college degree.

Approximately 1 percent of all job vacancies offered a starting wage of \$8.55 per hour or less. Jobs paying \$6.56 – \$7.56 accounted for nearly 16 percent of vacancies. Additionally, 33 percent of vacancies were paying \$7.56 – \$10.96, 18 percent of vacancies were paying \$10.96 – \$12.00, 24 percent of vacancies were paying \$12.01 – \$18.00, and 10 percent of vacancies were paying over \$18.00 per hour. In addition, employers offered supplemented health insurance for 60 percent of all job vacancies.

The number of job vacancies in RLMA 4 for 2011 was nearly unchanged in comparison to the number of vacancies in 2010. Just nearly 17 percent of all job vacancies in the state were found in RLMA 4.

Employers' Responses to the Open-ended Question: In general, what is the greatest difficulty you have faced in filling job positions?

Difficulty	Number of Responses	Percent of Responses
No reported difficulty in filling vacancy.	165	31.9
We have been unable to find qualified applicants and/or applicants with experience.	125	24.2
We have been unable to find applicants with the specific experience, training, skills and/or certification that we are seeking.	63	12.2
The work ethic of people, once they are hired, is unacceptable. Comments included social skills, appearance, trustworthy, attitude, maturity, able to fit in with existing culture and dependability.	38	7.4
Finding people who want to work. Not enough applications submitted.	28	5.4
Finding people to pass a drug test or background check (such as driving record or credit checks) or pre-employment testing and screening.	23	4.4
Applicants' availability or location of job (may not have housing and/or transportation).	18	3.5
Qualified applicants will not work for the compensation package we offer. Low-paying job and/or competitive rates based on supply and demand.	17	3.3
Some aspect of the job is undesirable to applicants (such as shifts, weekends, nights, holidays, overtime, travel, environment, schedule changes, heavy lifting, on call, etc.)	13	2.5
Turnover—keeping people once they have been hired is the biggest problem.	13	2.5
Some other difficulty mentioned.	12	2.3
There is a shortage of people in the occupation.	2	0.4
Total	517	100%

These answers are not necessarily representative responses, but a compilation of similar responses

Industry Group vs. Occupational Group Explanation

An industry is a group of establishments categorized according to the goods or services they provide. For the purposes of this study, many of the industry sectors defined by the North American Industry Classification System (NAICS) are grouped together to provide summary information. For example, the industry sectors of Wholesale Trade, Retail Trade, Transportation and Warehousing, and Utilities are combined to form a summary industry group called Trade, Transportation, and Utilities.

An occupational group is a group of workers categorized according to the skills they have and the duties they perform. For example, Healthcare Practitioner and Technical Occupations is one occupational group that includes many different types of occupations such as Dentists, Optometrists, Therapists, Veterinarians, Diagnostic-related Technologists and Technicians, and Medical Records and Health Information Technicians. These are just a few of the occupations you can find in the occupational group.

Each industry contains a variety of occupations, and many occupations may be found in every industry. Using Health Care and Social Assistance (part of the summary industry group of Education and Health Services) as an example, you may find the following occupations in a hospital: doctors, therapists, office managers, medical records clerks, housekeepers, nurses, food preparation workers and maintenance workers.

Methodology

During the second quarter of 2011, a Job Vacancy Survey was conducted based on a probability proportional to size sample of Louisiana establishments covered by Louisiana unemployment insurance tax laws. The sample was stratified by RLMA and industry. The total sample size was 6,938 with an overall response rate of 41 percent. The Second Quarter 2011 Job Vacancy Survey reports for the state and eight RLMA's can be found on the Louisiana Workforce Commission's Website: www.laworkforce.com/employment/vacancies

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Lafayette (Acadiana) Job Vacancy Survey, Second Quarter 2011

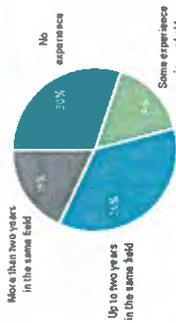


Occupational Group	Number of Vacancies	Employment in Occupation ¹	Percent Requiring at Least Some Work Experience	Percent Requiring More Than a High School Diploma	Median Length of Vacancy, Months	Median Hourly Wage ² (\$)	Vacancy Rate, Percent	Vacancies
Healthcare Practitioner & Technical	458	15,720	75.6	92.4	1-3 months	12.00	2.9	307
Sales & Related	444	30,335	30.5	6.0	< 1 month	7.25	1.5	180
Production	436	19,170	98.0	38.9	< 1 month	15.00	2.3	138
Construction & Extraction	390	19,530	80.8	56.7	1-3 months	12.50	2.0	134
Office & Administrative Support	389	41,839	77.1	41.5	1-3 months	9.59	0.9	113
Healthcare Support	223	9,050	18.8	87.2	1-3 months	8.00	2.5	
Business & Financial Operations	196	6,240	100.0	34.7	> 6 months	16.92	3.1	
Food Preparation & Serving Related	182	20,590	45.0	5.7	1-3 months	8.58	0.9	
Installation, Maintenance & Repair	150	18,010	96.4	84.7	1-3 months	13.39	0.8	
Community & Social Services	126	3,350	71.4	18.1	< 1 month	8.00	3.8	
Arts, Design, Entertainment, Sports & Media	81	1,390	100.0	100.0	< 1 month	13.00	5.8	
Personal Care & Service	72	7,310	61.2	0.0	< 1 month	8.00	1.0	
Transportation & Material Moving	58	24,140	47.7	11.0	< 1 month	7.25	0.2	
Architecture & Engineering	43	4,540	80.3	62.5	1-3 months	19.23	0.9	
Management	41	10,600	100.0	67.4	1-3 months	21.63	0.4	
Computer & Mathematical Science	41	1,520	96.3	100.0	< 1 month	19.05	2.7	
Protective Service	30	5,240	38.6	0.0	< 1 month	9.79	0.6	
Life, Physical & Social Science	12	1,790	0.0	0.0	< 1 month	11.13	0.7	
Education, Training & Library	10	14,570	92.2	78.5	1-3 months	19.44	0.1	
Building & Grounds Cleaning & Maintenance	9	5,960	33.5	0.0	< 1 month	7.50	0.2	
Non-Classifiable Occupations ³	9	NR	100.0	0.0	1-3 months	10.15	NR	
Legal	9	1,740	100.0	81.0	1-3 months	14.46	0.5	
Farming, Fishing, & Forestry Occupations	NR	370	NR	NR	NR	NR	NR	
Total	3,369	252,390	70.0	48.0	1-3 months	\$10.98	1.3	

1 2011 Occupational Employment
2 Occupational Codes could not be determined
3 Wage does not include tips
NR Not Reported



2011



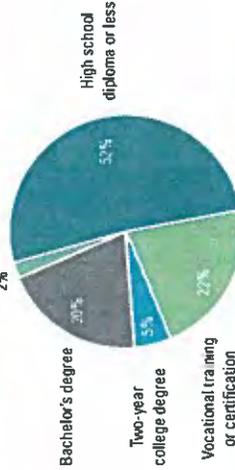
Experience Requirements of Vacancies

Employer Supplemented Health Insurance



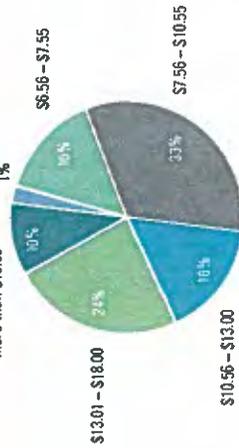
Educational Requirements of Vacancies

Advanced degree 2%



Hourly Wage of Vacancies

more than \$16.00 1%



Attachment # 7

**Acadiana's Top 50
Privately Held Companies**

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ACADIANA'S TOP 50 PRIVATELY HELD COMPANIES

Rank this year	Rank last year	Business Name	Business Type	Top Executives	Parish	Total Employees	Year Founded	2010 Revenues (\$M)	2011 Revenues (\$M)
1	8	Frank's Casing Crew & Rental Tools	Oil and gas services	Keith Mosing	Lafayette	3,659	1938	650	850
2	(1)	Dynamic Energy Services Int'l.	Offshore fabrication, commissioning and maintenance	Emile Dumesnil	Lafayette	2,300	1998	616	552
3	2	Schumacher Group	Emergency and hospital medicine staffing and management services	Dr. William C. "Kip" Schumacher	Lafayette	1,708	1994	439	550
4	3	Stuller Inc.	Jewelry manufacturer/distributor	Matthew Stuller	Lafayette	1,488	1970	387	448
5	5	Acadian Cos.	Medical services and transportation	Richard E. Zuschlag	Lafayette	3,573	1971	358	381
6	4	Louisiana Wholesale Drug Co.	Drug wholesale and distribution	Chad Gielen	St. Landry	63	1979	373	373
7	6	Sunland Construction and Affiliates	Oil and gas pipeline construction/electrical and instrumentation	Eddie Soliveau, Mark O'Rourke, Craig Meier and Sean Renfo	Acadia	1,500	1974	*310	*326
8	7	Doerle Food Services	Food service distributor	Carolyn Doerle	Lafayette	496	1950	292	321
9	10	Courtesy Automotive Group	Automotive dealership	Don R Hargroder	Lafayette	301	1987	223	298
10	9	Bruce Foods	Food manufacturing	J.S. "Si" Brown III	St. Martin	1,200	1928	*223	*246
11	13	The Lemoine Co.	Construction and general contractor	Leonard K. Lemoine	Lafayette	182	1975	171	197
12	11	Louisiana Rice Mill	Food manufacturing	Bobby Hanks	Acadia	150	1999	184	196
13	n/i	ATC Associates	Environmental consulting, engineering and materials testing	Bobby Toups	Lafayette	1,635	1982	182	194
14	12	McIlhenry Co.	Food manufacturing	Paul McIlhenry	Iberia	200	1868	*171	*173
15	16	C&C Technologies	Surveying and mapping	Thomas Chance and Jimmy Chance	Lafayette	600+	1992	122	143
16	15	Dupré Logistics	Transportation logistics	Reggie Dupré	Lafayette	1,100	1980	124	141
17	14	Giles Automotive	Automotive dealership	Robert Giles	Lafayette	259	1982	133	131
18	20	Hub City Ford	Automotive dealership	David E. Citron III	Lafayette	150	1943	104	125
19	18	Moss Motors	Automotive dealership	Sharon K. Moss	Lafayette	140	1979	108	123
20	17	Louisiana Crane Co.	Crane operator and pipeline construction	Logan C. Fournierat	St. Landry	850	2001	110	120
21	21	Synergy Outdoors	Outdoor industry feeds manufacturer (electronics and crossbows)	Ryan Busbica	Lafayette	295	2002	97	112
22	23	Kergan Brothers Inc./Sonic Drive-ins	Quick-service fast food/construction and real estate	Ted Kergan	Lafayette	3,529	1979	82	88
23	24	Doug Ashy Building Materials	Building materials	Doug Ashy Jr. and Stevan Ashy	Lafayette	305	1960	77	85
24	n/i	Imperial Management	Insurance holdings	H. Marcus Carter Jr.	St. Landry	300	1990	79	76
25	27	JP Oil Holdings	Oil and gas production/real estate	Chris Van Way	Lafayette	100	1986	59	75
26	26	Schilling Distributing Co.	Wholesale beverage distributor	Herbert E. Schilling II	Lafayette	180	1950	64	66
27	31	Quality Cos. USA	Oil and gas services	Troy Collins and Nathan Granger	Lafayette	800	2001	51	65
28	28	Home Furniture Co.	Retail furniture and bedding	Karol Fleming	Lafayette	300	1972	56	59
29	n/i	RLC	Offshore transportation services	Dru Milke	Lafayette	300	1990	81	59
30	30	Hit-n-Run Food Stores	Retail/convenience stores	R Brent Mouton	Lafayette	110	2000	51	56
31	34	Quality Equipment Co.	John Deere sales and service/farm and lawn equipment retail and repair	Raymond Hensgens, Joseph Darby and David Savoie	Acadia	102	1989	42	53
32	33	McDonald's of Acadiana	Quick-service restaurants	Ed Krampe, E.J. Krampe and Chris Krampe	Lafayette	1,236	1972	49	51
33	39	AGI Industries	Industrial pump distribution and repair/skid fabrication	David B. George	Lafayette	109	1965	36	51
34	40	CLM Equipment Co.	Industrial services and supply	Floyd Degueyter	Lafayette	80	1966	36	50
35	32	Butcher Air Conditioning	Sales, service and distribution air conditioning	Bobby Butcher, John Butcher and Mark Heydel	Lafayette	120	1949	50	49
36	35	Analytic Stress Relieving	Stress relieving (heat treating metal)	Patrick Gauthier	Lafayette	350	1979	39	48
37	29	Taylor's International Services	Remote and offshore catering	G.T. "Butch" Darce, Jon Murphy and Jamie Tarpley	Lafayette	650+	1996	55	46
38	38	Global Data Systems	Telecommunications, IT services and hosted computing	Chuck Vincent	Lafayette	104	1989	37	42
39	37	JohnPac	Manufacturer and distributor of industrial packaging, janitorial and sanitation supplies	Peter M. John, David M. John and Mary Ellen Henry	Acadia	135	1953	39	42
40	43	Louisiana Valve Source	Valve remanufacturing, sales and service	Jory Bernard, Brad Bergeron, David Ardom and Corey Vincent	Lafayette	181	1994	29	36
41	42	Tony Chachere's	Food manufacturing	Donald A. Chachere Jr.	St. Landry	78	1972	32	33
42	41	Fenstermaker	Engineering, surveying and mapping/environmental, advanced technologies	William H. Fenstermaker	Lafayette	300	1950	33	31
43	45	Sam Broussard Trucking Co.	Transportation	Sammy Broussard Jr.	Iberia	180	1952	25	30
44	47	Cajun Chef Products	Food processing	Jimmie Bulliard and Daniel Bulliard	St. Martin	120	1959	23	24
45	48	Fire & Safety Specialists	Fire protection/provider of safety products and services	Chad G. Meaux	Lafayette	140	2002	20	22
46	n/i	Apex Freight Services	Third-party logistics	Tracy J. Pellorin	Lafayette	34	2006	13	19
47	49	Savoie's Sausage Co.	Food manufacturing	Freddie Lafleur	St. Landry	125	1955	16	17
48	n/i	Manuel Builders	Residential construction	Greg Manuel	Lafayette	20	1963	11	14
49	50	Streva Distributing Co.	Wholesale/retail food & beverage	Jerry Streva and Carl Streva	Iberia	33	1933	14	14
50	n/i	Golfballs.com	Online retail/sporting goods (golf)	Tom Cox	Lafayette	51	1995	11	14

(n/i) Not listed. Companies ranked by annual revenues. Companies with slightly higher revenues before figures were rounded appear first; those with equal revenues are listed alphabetically. ABIZ assumes information provided by companies is accurate. In several instances, revenues for auto dealers include more than one dealership. *Approximate revenues and employment for companies that decline to release sales figures and other information are based on a variety of sources, including Dun & Bradstreet and industry trends and estimates for their type of business. (1) Dynamic was No. 1 on last year's list as Moreno Group.

Attachment # 8

Region IV

Parish Profiles of General
Population

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Parish Profiles of General Population

SEX AND AGE	Subject									
	Acadia Number	Evangeline Number	Iberia Number	Lafayette Number	St. Landry Number	St. Martin Number	St. Mary Number	Vermilion Number		
Total Population	61,773	33,984	73,240	221,578	83,384	52,160	54,650	57,999		
Under 5 years	4,669	2,560	5,484	15,669	6,354	3,821	3,797	4,293		
5 to 9 years	4,601	2,439	5,383	14,729	6,265	3,716	3,660	4,422		
10 to 14 years	4,775	2,577	5,614	14,830	6,288	3,810	3,912	4,265		
15 to 19 years	4,644	2,637	5,489	16,509	6,086	3,862	4,054	4,041		
20 to 24 years	3,985	2,251	4,815	20,173	5,114	3,312	3,609	3,496		
25 to 29 years	4,042	2,143	4,812	18,295	5,220	3,430	3,520	3,849		
30 to 34 years	3,718	2,084	4,523	15,723	4,794	3,277	3,273	3,671		
35 to 39 years	3,456	1,918	4,147	13,808	4,526	3,214	3,244	3,450		
40 to 44 years	3,949	2,216	4,768	13,950	5,142	3,568	3,523	3,811		
45 to 49 years	4,591	2,483	5,458	15,557	6,068	3,928	4,383	4,351		
50 to 54 years	4,519	2,345	5,550	15,892	6,091	4,057	4,246	4,344		
55 to 59 years	3,845	2,090	4,585	13,313	5,403	3,389	3,399	3,540		
60 to 64 years	3,093	1,751	3,698	10,343	4,581	2,690	2,978	2,958		
65 to 69 years	2,453	1,461	2,792	7,035	3,513	2,138	2,244	2,241		
70 to 74 years	1,951	1,125	2,198	5,451	2,869	1,539	1,855	1,797		
75 to 79 years	1,489	846	1,733	4,435	2,209	1,061	1,282	1,471		
80 to 84 years	1,097	628	1,174	3,262	1,619	729	945	1,052		
85 years and over	896	430	1,017	2,604	1,242	619	726	947		
Median age (years)	35.7	35.9	35.6	33.2	36.8	36.3	37.5	36.4		
16 years and over	46,799	25,892	55,645	173,389	63,261	40,052	42,502	44,203		
18 years and over	44,910	24,817	53,398	167,315	60,704	38,389	40,746	42,522		
21 years and over	42,233	23,321	50,252	155,630	57,392	36,307	38,491	40,236		
62 years and over	9,692	5,504	11,044	28,624	14,022	7,630	8,771	9,153		
65 years and over	7,886	4,490	8,914	22,787	11,452	6,086	7,052	7,508		
RACE										
Total population	61,773	33,984	73,240	221,578	83,384	52,160	54,650	57,999		
One Race	60,957	33,616	72,103	217,982	82,328	51,440	53,575	57,185		
White	49,127	23,439	45,551	153,706	46,615	34,313	32,406	46,922		
Black or African American	11,175	9,632	23,435	57,073	34,442	16,039	17,765	8,286		
American Indian and Alaska Native	163	99	269	746	275	222	994	209		
Asian	137	114	1,754	3,331	326	397	948	1,160		
Asian Indian	27	38	82	638	60	25	123	48		

Chinese	21	12	46	538	51	24	22	42
Filipino	18	23	53	243	42	11	37	30
Japanese	4	4	4	55	7	4	7	3
Korean	8	1	8	130	8	5	11	6
Vietnamese	37	22	381	1,199	115	216	718	968
Other Asian [1]	22	14	1,180	528	43	112	30	63
Native Hawaiian and Other Pacific Islander	6	3	20	81	8	3	29	5
Native Hawaiian	3	1	9	25	4	3	6	0
Guamanian or Chamorro	1	0	3	26	4	0	21	5
Samoa	1	1	2	6	0	0	1	0
Other Pacific Islander [2]	1	1	6	24	0	0	1	0
Some Other Race	349	329	1,074	3,045	662	466	1,433	603
Two or More Races	816	368	1,137	3,596	1,056	720	1,075	814
White: American Indian and Alaska Native [3]	142	59	148	501	119	118	255	164
White: Asian [3]	54	23	133	488	61	62	89	79
White: Black or African American [3]	379	157	427	1,169	403	229	354	297
White: Some Other Race [3]	128	49	132	575	139	144	159	148
Race alone or in combination with one or more other races: [4]								
White	49,881	23,759	46,503	156,798	47,463	34,951	33,319	47,654
Black or African American	11,645	9,862	24,091	58,912	35,153	16,397	18,290	8,654
American Indian and Alaska Native	377	201	525	1,677	576	421	1,361	422
Asian	209	150	1,979	3,983	426	487	1,099	1,287
Native Hawaiian and Other Pacific Islander	16	13	66	215	31	35	61	36
Some Other Race	508	415	1,331	3,937	945	676	1,658	793
HISPANIC OR LATINO								
Total population	61,773	33,984	73,240	221,578	83,384	52,160	54,650	57,999
Hispanic or Latino (of any race)	1,060	776	2,299	8,597	1,321	1,071	2,920	1,381
Mexican	674	501	1,391	4,099	781	629	1,851	899
Puerto Rican	40	28	99	484	71	41	153	80
Cuban	65	2	81	643	46	38	150	28
Other Hispanic or Latino [5]	281	245	728	3,371	423	363	766	374
Not Hispanic or Latino	60,713	33,208	70,941	212,981	82,063	51,089	51,730	56,618
HISPANIC OR LATINO AND RACE								
Total population	61,773	33,984	73,240	221,578	83,384	52,160	54,650	57,999
Hispanic or Latino	1,060	776	2,299	8,597	1,321	1,071	2,920	1,381
White alone	572	368	1,049	4,734	590	482	1,139	617

Black or African American alone	42	67	155	440	147	83	117	40
American Indian and Alaska Native alone	8	1	17	63	12	8	61	14
Asian alone	0	2	9	38	12	4	13	12
Native Hawaiian and Other Pacific Islander alone	1	0	2	24	4	0	18	1
Some Other Race alone	306	296	928	2,672	444	398	1,350	550
Two or More Races	131	42	139	626	112	96	222	147
Not Hispanic or Latino	60,713	33,208	70,941	212,981	82,063	51,089	51,730	56,618
White alone	48,555	23,071	44,502	148,972	46,025	33,831	31,267	46,305
Black or African American alone	11,133	9,565	23,280	56,633	34,295	15,956	17,648	8,246
American Indian and Alaska Native alone	155	98	252	683	263	214	933	195
Asian alone	137	112	1,745	3,293	314	393	935	1,148
Native Hawaiian and Other Pacific Islander alone	5	3	18	57	4	3	11	4
Some Other Race alone	43	33	146	373	218	68	83	53
Two or More Races	685	326	998	2,970	944	624	853	667

Attachment # 8

Region IV

Demographic Snapshot 2012
Report

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Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
Population		
2017 Projection	560,612	
2012 Estimate	552,789	
2000 Census	512,720	
1990 Census	463,305	
Growth 2012-2017	1.42%	
Growth 2000-2012	7.81%	
Growth 1990-2000	10.67%	
2012 Est. Pop by Single Race Class		
	552,789	
White Alone	376,076	68.03
Black or African American Alone	151,684	27.44
Amer. Indian and Alaska Native Alone	1,976	0.36
Asian Alone	7,399	1.34
Native Hawaiian and Other Pac. Isl. Alone	126	0.02
Some Other Race Alone	6,751	1.22
Two or More Races	8,777	1.59
2012 Est. Pop Hisp or Latino by Origin		
	552,789	
Not Hispanic or Latino	535,565	96.88
Hispanic or Latino:	17,224	3.12
Mexican	9,289	53.93
Puerto Rican	701	4.07
Cuban	1,155	6.71
All Other Hispanic or Latino	6,079	35.29
2012 Est. Hisp or Latino by Single Race Class		
	17,224	
White Alone	8,819	51.20
Black or African American Alone	990	5.75
American Indian and Alaska Native Alone	134	0.78
Asian Alone	82	0.48
Native Hawaiian and Other Pacific Islander Alone	34	0.20
Some Other Race Alone	5,796	33.65
Two or More Races	1,369	7.95

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Pop. Asian Alone Race by Cat	7,399	
Chinese, except Taiwanese	1,113	15.04
Filipino	428	5.78
Japanese	80	1.08
Asian Indian	928	12.54
Korean	234	3.16
Vietnamese	2,748	37.14
Cambodian	14	0.19
Hmong	0	0.00
Laotian	1,412	19.08
Thai	117	1.58
All Other Asian Races Including 2+ Category	325	4.39
2012 Est. Population by Ancestry	552,789	
Pop, Arab	1,911	0.35
Pop, Czech	169	0.03
Pop, Danish	312	0.06
Pop, Dutch	1,727	0.31
Pop, English	20,048	3.63
Pop, French (except Basque)	118,988	21.53
Pop, French Canadian	36,733	6.65
Pop, German	24,083	4.36
Pop, Greek	366	0.07
Pop, Hungarian	59	0.01
Pop, Irish	14,975	2.71
Pop, Italian	10,062	1.82
Pop, Lithuanian	9	0.00
Pop, United States or American	45,112	8.16
Pop, Norwegian	651	0.12
Pop, Polish	1,349	0.24
Pop, Portuguese	207	0.04
Pop, Russian	402	0.07
Pop, Scottish	2,385	0.43
Pop, Scotch-Irish	2,132	0.39
Pop, Slovak	48	0.01
Pop, Sub-Saharan African	1,012	0.18
Pop, Swedish	572	0.10
Pop, Swiss	274	0.05
Pop, Ukrainian	152	0.03
Pop, Welsh	253	0.05
Pop, West Indian (exc Hisp groups)	219	0.04
Pop, Other ancestries	203,915	36.89

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Population by Ancestry		
Pop, Ancestry Unclassified	64,664	11.70
2012 Est. Pop Age 5+ by Language Spoken At Home		
Speak Only English at Home	430,782	84.20
Speak Asian/Pac. Isl. Lang. at Home	5,462	1.07
Speak IndoEuropean Language at Home	63,390	12.39
Speak Spanish at Home	10,922	2.13
Speak Other Language at Home	1,070	0.21
2012 Est. Population by Sex		
Male	268,601	48.59
Female	284,188	51.41
2012 Est. Population by Age		
Age 0 - 4	41,163	7.45
Age 5 - 9	41,150	7.44
Age 10 - 14	39,556	7.16
Age 15 - 17	23,978	4.34
Age 18 - 20	23,596	4.27
Age 21 - 24	30,665	5.55
Age 25 - 34	82,191	14.87
Age 35 - 44	68,632	12.42
Age 45 - 54	79,585	14.40
Age 55 - 64	57,944	10.48
Age 65 - 74	34,997	6.33
Age 75 - 84	21,524	3.89
Age 85 and over	7,808	1.41
Age 16 and over	422,880	76.50
Age 18 and over	406,942	73.62
Age 21 and over	383,346	69.35
Age 65 and over	64,329	11.64
2012 Est. Median Age		
	34.28	
2012 Est. Average Age		
	36.10	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Male Population by Age	268,601	
Age 0 - 4	21,171	7.88
Age 5 - 9	21,076	7.85
Age 10 - 14	20,106	7.49
Age 15 - 17	12,297	4.58
Age 18 - 20	12,153	4.52
Age 21 - 24	15,251	5.68
Age 25 - 34	40,280	15.00
Age 35 - 44	33,198	12.36
Age 45 - 54	38,174	14.21
Age 55 - 64	28,002	10.43
Age 65 - 74	15,804	5.88
Age 75 - 84	8,728	3.25
Age 85 and over	2,361	0.88
2012 Est. Median Age, Male	33.01	
2012 Est. Average Age, Male	34.90	
2012 Est. Female Population by Age	284,188	
Age 0 - 4	19,992	7.03
Age 5 - 9	20,074	7.06
Age 10 - 14	19,450	6.84
Age 15 - 17	11,681	4.11
Age 18 - 20	11,443	4.03
Age 21 - 24	15,414	5.42
Age 25 - 34	41,911	14.75
Age 35 - 44	35,434	12.47
Age 45 - 54	41,411	14.57
Age 55 - 64	29,942	10.54
Age 65 - 74	19,193	6.75
Age 75 - 84	12,796	4.50
Age 85 and over	5,447	1.92
2012 Est. Median Age, Female	35.60	
2012 Est. Average Age, Female	37.20	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Pop Age 15+ by Marital Status	430,920	
Total, Never Married	137,977	32.02
Males, Never Married	71,754	16.65
Females, Never Married	66,223	15.37
Married, Spouse present	199,357	46.26
Married, Spouse absent	18,745	4.35
Widowed	27,868	6.47
Males Widowed	6,315	1.47
Females Widowed	21,553	5.00
Divorced	46,973	10.90
Males Divorced	19,341	4.49
Females Divorced	27,632	6.41
2012 Est. Pop. Age 25+ by Edu. Attainment	352,681	
Less than 9th grade	32,213	9.13
Some High School, no diploma	43,251	12.26
High School Graduate (or GED)	130,925	37.12
Some College, no degree	64,818	18.38
Associate Degree	16,551	4.69
Bachelor's Degree	47,790	13.55
Master's Degree	11,018	3.12
Professional School Degree	4,565	1.29
Doctorate Degree	1,550	0.44
2012 Est Pop Age 25+ by Edu. Attain, Hisp. or Lat	9,707	
Less than 9th grade	1,808	18.63
Some High School, no diploma	1,231	12.68
High School Graduate (or GED)	2,728	28.10
Some College, no degree	2,210	22.77
Associate Degree	361	3.72
Bachelor's Degree	874	9.00
Graduate or Professional Degree	495	5.10

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
Households		
2017 Projection	218,305	
2012 Estimate	212,693	
2000 Census	188,219	
1990 Census	162,416	
Growth 2012-2017	2.64%	
Growth 2000-2012	13.00%	
Growth 1990-2000	15.89%	
2012 Est. Households by Household Type	212,693	
Family Households	151,673	71.31
Nonfamily Households	61,020	28.69
2012 Est. Group Quarters Population	9,397	
2012 HHs by Ethnicity, Hispanic/Latino	6,173	2.90
2012 Est. HHs by HH Income	212,693	
Income Less than \$15,000	43,791	20.59
Income \$15,000 - \$24,999	27,994	13.16
Income \$25,000 - \$34,999	24,497	11.52
Income \$35,000 - \$49,999	31,835	14.97
Income \$50,000 - \$74,999	38,054	17.89
Income \$75,000 - \$99,999	20,965	9.86
Income \$100,000 - \$124,999	11,290	5.31
Income \$125,000 - \$149,999	5,394	2.54
Income \$150,000 - \$199,999	4,551	2.14
Income \$200,000 - \$499,999	3,519	1.65
Income \$500,000 and more	803	0.38
2012 Est. Average Household Income	\$53,795	
2012 Est. Median Household Income	\$39,742	
2012 Est. Per Capita Income	\$21,053	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

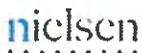
Description	Total County	%
2012 Median HH Inc by Single Race Class. or Ethn		
White Alone	46,547	
Black or African American Alone	22,878	
American Indian and Alaska Native Alone	36,826	
Asian Alone	50,000	
Native Hawaiian and Other Pacific Islander Alone	54,688	
Some Other Race Alone	40,989	
Two or More Races	40,390	
Hispanic or Latino	40,636	
Not Hispanic or Latino	39,708	
2012 Est. Family HH Type, Presence Own Children		
Married-Couple Family, own children	44,852	29.57
Married-Couple Family, no own children	61,627	40.63
Male Householder, own children	5,359	3.53
Male Householder, no own children	4,780	3.15
Female Householder, own children	21,739	14.33
Female Householder, no own children	13,316	8.78
2012 Est. Households by Household Size		
1-person household	54,045	25.41
2-person household	67,215	31.60
3-person household	40,611	19.09
4-person household	30,713	14.44
5-person household	13,330	6.27
6-person household	4,970	2.34
7 or more person household	1,809	0.85
2012 Est. Average Household Size		
	2.55	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Households by Presence of People	212,693	
Households with 1 or more People under Age 18:	77,413	36.40
Married-Couple Family	46,413	59.96
Other Family, Male Householder	5,702	7.37
Other Family, Female Householder	24,432	31.56
Nonfamily, Male Householder	500	0.65
Nonfamily, Female Householder	366	0.47
Households no People under Age 18:	135,280	63.60
Married-Couple Family	54,597	40.36
Other Family, Male Householder	3,912	2.89
Other Family, Female Householder	8,934	6.60
Nonfamily, Male Householder	32,588	24.09
Nonfamily, Female Householder	35,249	26.06
2012 Est. Households by Number of Vehicles	212,693	
No Vehicles	17,325	8.15
1 Vehicle	75,855	35.66
2 Vehicles	85,159	40.04
3 Vehicles	25,390	11.94
4 Vehicles	7,050	3.31
5 or more Vehicles	1,914	0.90
2012 Est. Average Number of Vehicles	1.70	
Family Households		
2017 Projection	155,792	
2012 Estimate	151,673	
2000 Census	134,321	
1990 Census	120,822	
Growth 2012-2017	2.72%	
Growth 2000-2012	12.92%	
Growth 1990-2000	11.17%	
2012 Est. Families by Poverty Status	151,673	
2012 Families at or Above Poverty	129,462	85.36
2012 Families at or Above Poverty with Children	63,646	41.96
2012 Families Below Poverty	22,211	14.64
2012 Families Below Poverty with Children	16,647	10.98



Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Pop Age 16+ by Employment Status	422,880	
In Armed Forces	553	0.13
Civilian - Employed	248,440	58.75
Civilian - Unemployed	15,553	3.68
Not in Labor Force	158,334	37.44
2012 Est. Civ Employed Pop 16+ Class of Worker	234,422	
For-Profit Private Workers	164,710	70.26
Non-Profit Private Workers	10,701	4.56
Local Government Workers	19,373	8.26
State Government Workers	10,722	4.57
Federal Government Workers	2,835	1.21
Self-Emp Workers	25,700	10.96
Unpaid Family Workers	381	0.16
2012 Est. Civ Employed Pop 16+ by Occupation	234,422	
Architect/Engineer	4,727	2.02
Arts/Entertain/Sports	2,581	1.10
Building Grounds Maint	9,339	3.98
Business/Financial Ops	7,532	3.21
Community/Soc Svcs	3,668	1.56
Computer/Mathematical	1,953	0.83
Construction/Extraction	19,724	8.41
Edu/Training/Library	13,562	5.79
Farm/Fish/Forestry	1,488	0.63
Food Prep/Serving	11,227	4.79
Health Practitioner/Tec	12,413	5.30
Healthcare Support	5,463	2.33
Maintenance Repair	10,642	4.54
Legal	2,622	1.12
Life/Phys/Soc Science	1,510	0.64
Management	19,381	8.27
Office/Admin Support	35,346	15.08
Production	14,976	6.39
Protective Svcs	5,098	2.17
Sales/Related	27,611	11.78
Personal Care/Svc	8,397	3.58
Transportation/Moving	15,162	6.47

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. Pop. 16+ by Occupation Classification	234,422	
Blue Collar	60,504	25.81
White Collar	132,906	56.70
Service and Farm	41,012	17.49
2012 Est. Workers Age 16+, Transp. To Work	229,997	
Drove Alone	193,824	84.27
Car Pooled	22,036	9.58
Public Transportation	1,076	0.47
Walked	4,024	1.75
Bicycle	986	0.43
Other Means	2,678	1.16
Worked at Home	5,373	2.34
2012 Est. Workers Age 16+ by Travel Time to Work *		
Less than 15 Minutes	73,693	
15 - 29 Minutes	82,851	
30 - 44 Minutes	40,752	
45 - 59 Minutes	11,586	
60 or more Minutes	15,892	
2012 Est. Avg Travel Time to Work in Minutes	25.82	
2012 Est. Tenure of Occupied Housing Units	212,693	
Owner Occupied	149,253	70.17
Renter Occupied	63,440	29.83
2012 Owner Occ. HUs: Avg. Length of Residence	19	
2012 Renter Occ. HUs: Avg. Length of Residence	8	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

LAFAYETTE-ACADIANA CSA, County, (see appendix for geographies), aggregate

Description	Total County	%
2012 Est. All Owner-Occupied Housing Values	149,253	
Value Less than \$20,000	9,886	6.62
Value \$20,000 - \$39,999	12,227	8.19
Value \$40,000 - \$59,999	14,535	9.74
Value \$60,000 - \$79,999	13,749	9.21
Value \$80,000 - \$99,999	13,517	9.06
Value \$100,000 - \$149,999	32,767	21.95
Value \$150,000 - \$199,999	19,440	13.02
Value \$200,000 - \$299,999	20,688	13.86
Value \$300,000 - \$399,999	6,085	4.08
Value \$400,000 - \$499,999	2,811	1.88
Value \$500,000 - \$749,999	2,163	1.45
Value \$750,000 - \$999,999	697	0.47
Value \$1,000,000 or more	688	0.46
2012 Est. Median All Owner-Occupied Housing Value	\$116,346	
2012 Est. Housing Units by Units in Structure	234,921	
1 Unit Attached	2,615	1.11
1 Unit Detached	159,388	67.85
2 Units	4,892	2.08
3 or 4 Units	7,252	3.09
5 to 19 Units	10,950	4.66
20 to 49 Units	3,378	1.44
50 or More Units	3,576	1.52
Mobile Home or Trailer	42,240	17.98
Boat, RV, Van, etc.	630	0.27
2012 Est. Housing Units by Year Structure Built	234,921	
Housing Unit Built 2005 or later	15,556	6.62
Housing Unit Built 2000 to 2004	22,830	9.72
Housing Unit Built 1990 to 1999	35,856	15.26
Housing Unit Built 1980 to 1989	39,395	16.77
Housing Unit Built 1970 to 1979	44,708	19.03
Housing Unit Built 1960 to 1969	27,798	11.83
Housing Unit Built 1950 to 1959	22,999	9.79
Housing Unit Built 1940 to 1949	11,050	4.70
Housing Unit Built 1939 or Earlier	14,729	6.27
2012 Est. Median Year Structure Built **	1979	

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

*This row intentionally left blank. No total category data is available.

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

Pop-Facts: Demographic Snapshot 2012 Report

Lafayette-Acadiana CSA

Appendix: Area Listing

Area Name: LAFAYETTE-ACADIANA CSA

Type: List - County

Reporting Detail: Aggregate

Reporting Level: County

<u>Geography Code</u>	<u>Geography Name</u>	<u>Geography Code</u>	<u>Geography Name</u>
22001	Acadia Parish, LA	22045	Iberia Parish, LA
22055	Lafayette Parish, LA	22097	St. Landry Parish, LA
22099	St. Martin Parish, LA	22113	Vermilion Parish, LA

Project Information:

Site: 3

Order Number: 970860796

Attachment # 9

**Lafayette Workforce
Investment Board
Membership Matrix**

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Local Workforce Investment Board Membership Matrix

LWIB Name: Lafayette Workforce Investment Board (LWIB #41)

Date Submitted: 7/09/2012

Please add or delete rows in each category as needed.

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%						
<i>Board Chair must be a business representative and listed as the first entry. Not less than one-half should be small businesses.</i>						
Allen, Aaron Chairperson, Attorney	Allen Law Office	3	Lafayette	Professional Services	10/01/2011	09/30/2016
Chamblin, Joshua Workforce Development Supervisor	Acadian Ambulance Services, Inc.	3,599	Lafayette	Healthcare	04/11/2012	09/30/2017
Crawford, Syd CFO, Secretary/Treasurer	CLM Equipment Company, Inc.	71	Lafayette	Wholesale/Construction	10/01/2009	09/30/2012
Dailey, Michael Chief Operating Officer	Revolution Training Technologies, Inc.	3	Lafayette	Professional Services	04/11/2012	09/30/2017
Dartez, Helen Human Resources Development Manager	America's Pizza Company, LLC	2,900	Lafayette	Food Services	10/01/2009	09/30/2012
Dayries, Danielle Owner	Danielle M. Dayries & Associates	1	Lafayette	Professional Services	10/01/2011	09/30/2015
Duhon, Liz Customer Service Manager	ENERGY	60	Lafayette	Utilities	10/01/2011	09/30/2013
Feibus, Daniel "Dan" Chief Executive Officer	Zagis USA	75	Lafayette	Manufacturing/Textiles	07/09/2012	09/30/2014

Garrery Human Resource Manager	Acadiana Bottling Company, Inc.	180	Lafayette	Wholesale/Retail	07/09/2012	09/30/2015
Hanks, Michelle Executive Vice- President	Acadiana Computer Systems	280	Lafayette	Information Technology Services	10/01/2009	09/30/2014
Hebert, Brent Director of Leadership & Organizational Development	Dupre' Logistics, LLC	1,100	Lafayette	Transportation	04/11/2012	09/30/2015
Hetherington, Dennis Training & Safety Manager	High-Tech Components, Inc.	297	Lafayette	Manufacturing	04/11/2012	09/30/2015
LeBlanc, Joey Vice President of Administration	Cochrane Technologies	45	Lafayette	Oil and Gas Industry	07/09/2012	09/30/2013
McDonald, Marilyn Realtor/Property Manager	Caffery Real Estate, Inc.	30	Lafayette	Real Estate Services	07/09/2012	09/30/2016
Riser, Charlie Owner	Metro Electric and Air Conditioning	10	Lafayette	Electrical/Construction	10/01/2009	09/30/2013
Snyder, Kenneth "Trey" Director - Operational Finance	Schumacher Group	1,600	Lafayette	Healthcare	04/11/2012	09/30/2014

N & 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						
Castille, Terry President	Acadiana Central Labor Council		Lafayette		10/01/2011	09/30/2016
C. EDUCATION REPRESENTATIVES - Minimum of 2						
Required Partners: Entities providing Adult education and literacy activities; Post-Secondary educational institutions (Post-secondary vocational 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).						
Harder, Natalie Dean/Chancellor	Louisiana Community & Technical College System		Lafayette		04/11/2012	09/30/2017
Villemarette, Ken Supervisor-Adult Education	Lafayette Parish School Board		Lafayette		10/01/2009	09/30/2012
D. ECONOMIC DEVELOPMENT REPRESENTATIVES - Minimum of 2						
Guidry, Rob Chief Executive Officer/President	Greater Lafayette Chamber of Commerce		Lafayette		10/01/2011	09/30/2016
LaGrange, Ryan Director of Workforce Development	Lafayette Economic Development Authority		Lafayette		10/01/2011	09/30/2016
E. COMMUNITY BASED ORGANIZATIONS - Minimum of 2						
Lye, Bruce	Affiliated Blind of Louisiana		Lafayette		10/01/2011	09/30/2015
Matveaux, Phyllis Board Member	SMILE Community Action Agency		Lafayette		10/01/2009	09/30/2012

REQUIRED ONE-STOP CAREER CENTER PARTNERS - One-Stop Career C

partners may represent more than one funding stream

F. WIA Title 1			
Johnstone, Tina Local Area Coordinator	Lafayette Business & Career Solutions Center	Lafayette	10/01/2009 09/30/2014
G. WAGNER-PEYSER			
Johnstone, Tina Local Area Coordinator	Lafayette Business & Career Solutions Center	Lafayette	10/01/2009 09/30/2014
H. UNEMPLOYMENT INSURANCE			
Johnstone, Tina Local Area Coordinator	Lafayette Business & Career Solutions Center	Lafayette	10/01/2009 09/30/2014
I. CHAPTER 41 OF TITLE 38 (DVOP/LVER)			
Johnstone, Tina Local Area Coordinator	Lafayette Business & Career Solutions Center	Lafayette	10/01/2009 09/30/2014
J. TRADE ADJUSTMENT ASSISTANCE			
Johnstone, Tina Local Area Coordinator	Lafayette Business & Career Solutions Center	Lafayette	10/01/2009 09/30/2014
K. POST-SECONDARY VOCATIONAL EDUCATION			
Harder, Natalie Dean/Chancellor	Louisiana Community & Technical College System	Lafayette	04/11/2012 09/30/2017
L. VOCATIONAL REHAB PROGRAMS			
Aymond, Deborah LRS Regional Manager	Louisiana Rehabilitation Services	Lafayette	10/01/2009 09/30/2013
Lye, Bruce	Affiliated Blind of	Lafayette	10/01/2011 09/30/2015

Louisiana				
M. TITLE V OLDER AMERICANS				
Armand, Colleen Employment & Training Coordinator	Experience Works	Lafayette	10/01/2009	09/30/2013
N. JOB CORPS*				
N/A				
O. NATIVE AMERICAN PROGRAMS*				
N/A				
P. COMMUNITY SERVICE BLOCK GRANT EMPLOYMENT & TRAINING*				
Malveaux, Phyllis Board Member	SMILE Community Action Agency	Lafayette	10/01/2009	09/30/2012
Q. HOUSING AND URBAN DEVELOPMENT EMPLOYMENT & TRAINING*				
N/A				

R. OTHER (add rows as needed)				
Granger, Paula Executive Director	1 st Years Children First Resource & Referral Service	Lafayette	10/01/2009	09/30/2012
Lucito, Richard Regional Administrator/Direct.	Department of Children and Family Services	Lafayette	10/01/2009	09/30/2014

* If represented in the area.

Attachment # 9

**Lafayette Workforce
Investment Board Youth
Council Membership Matrix**

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Youth Council Appointment Form

Revised: 06/18/2012

Lafayette Parish/SDA #41 - Louisiana Workforce Investment Act (LWIA)

<u>Nominee's Name</u>	<u>Business or Agency</u>	<u>Address</u>	<u>Phone and Fax Numbers</u>	<u>Representing</u>	<u>Term Beginning Date</u>	<u>Term Ending Date</u>
Ken Villemarette (Chairperson)	Lafayette Parish School Board	P. O. Drawer 2158 Lafayette, LA 70502	337/521-7266 Fax: 337/264-1473 ckvillemarette@lpssonline.com	Categories #1, #2, & #7 WIB Member	01/10/2010	01/12/2017
Joshua Chamblin	Acadian Ambulance Services, Inc.	130 E. Kaliste Saloom Road, Lafayette, LA 70508	337/521-3522 Fax: 337/521-6321 jchamblin@acadian.com	Category #1 WIB Member	05/01/2012	09/30/2017
Debbie Burkheiser	Acadiana Technical College -Lafayette Campus	1101 Bertrand Drive Lafayette, LA 70501	337/262-5962 or 262-4902 Fax: 337/262-5122 dburkheiser@acadiana.edu	Category #5 Organization with special interest youth	02/09/2010	02/09/2014
Desiree Huggins	Lafayette Tech Prep	P. O. Box 4909 Lafayette, LA 70502 1101 Bertrand Drive Lafayette, LA 70501	337/262-1255 Ext. 104 Fax: 337/262-5122 dhuggins@acadiana.edu	Category #5 Youth Services Agency	02/09/2010	02/09/2014
Richard Lucito	Office of Family Support	825 Brandywine Bldg. III Lafayette, LA 70508	337/262-2061 337/942-0146 Cell: 337/277-8121/298-1748 Fax: 337/262-5988 Richard.Lucito@la.gov	Categories #1 & #7 WIB Member	01/12/2010	01/12/2015
Sydney Crawford	CLM Equipment Co., Inc	3155 US. Hwy 90 East Broussard, LA 70519	337/837-6693 Fax: 337-837-2384 svdc@clmequipment.com	Category #1 WIB Member	01/12/2010	01/12/2015

Youth Council Appointment Form

Issued: 06/18/2012

Lafayette Parish/SDA #41 - Louisiana Workforce Investment Act (LWIA)

<u>Nominee's Name</u>	<u>Business or Agency</u>	<u>Address</u>	<u>Phone and Fax Numbers</u>	<u>Representing</u>	<u>Term Beginning Date</u>	<u>Term Ending Date</u>
Jody Powell	Department of Social Services Office of Community Services	825 Kaliste Saloom Rd. Brandywine I, Suite 218 Lafayette, LA 70508	337/262-5947 Fax : 337/262-1092 jpowell@la.gov	Category #7 Youth Services Agency	05/12/2012	01/12/2015
Dixie Guilbeau	Lafayette Parish School Systems/Northside High	301 Dunand Street Lafayette, LA 70501	337/232-0681 Fax: 337/235-5443 dguilbeau@lpssonline.com	Category #2 School Board Representative	05/01/2012	09/30/2017
Michelle Hanks	Acadiana Computer Systems, Inc.	324 Dulles Drive Lafayette, LA 70506	337/981-2494 Fax: 337/984-6265 mhanks@acsmd.net	Category #1 WIB Member	01/12/2010	01/12/2015
Sherry Moore	Louisiana Rehabilitation Services	825 Kaliste Saloom Road, Brandywine #6 Suite 350 Lafayette, LA 70508	337/291-9265 Fax: 337/262-5353 Smorel@lwc.la.gov	Categories #2 & #7 Representative of youth with special disabilities	05/01/2012	09/30/2017
Michael Daily	Revolution Training Technologies, Inc.	110 Travis Street, Suite 224 Lafayette, LA 70503	337/322-7453 Fax: N/A mtdailey@yahoo.com	Category #1 WIB Member	05/01/2012	09/30/2017
Dennis Hetherington	High-Tech Components, Inc.	100 Easement Road Broussard, LA 70518	337/837-5047 Fax: 337/837-3822 Cell: 337/552-4908 cndennits@cox.net	Category #1 & #5 WIB Member & Apprenticeship Advocate	05/01/2012	09/30/2015

Youth Council Appointment Form

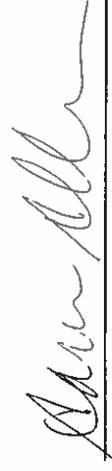
Revised: 06/18/2012

Lafayette Parish/SDA #41 - Louisiana Workforce Investment Act (LWIA)

<u>Nominee's Name</u>	<u>Business or Agency</u>	<u>Address</u>	<u>Phone and Fax Numbers</u>	<u>Representing</u>	<u>Term Beginning Date</u>	<u>Term Ending Date</u>
Cassandra "Cassy" McZeal Gardiner	Office of Juvenile Justice	130 Chappuis Drive Lafayette, LA 70501	337/262-5662 Fax: 337/262-1072 Cassandra.gardiner@la.gov	Category #2 Office of Juvenile Justice	02/11/2011	02/11/2016
Paula Granger	1 st Years Child Care Resource & Referral Agency	112 Washington Street Breaux Bridge, LA 70517	337/332-8551 Fax: 337/332-0310 paula@1styears.org	Category #2 Early Childhood Development	02/11/2011	02/11/2016
John Hotard	St. Landry DCFS	212 Meadow Circle Opelousas, LA 70570	Home: 337/948-9197 Work: 337/942-0050 Fax: 337/948-0233 john.hotard@la.gov	Category #7 Department of Child and Family Service	04/11/2011	04/14/2017
Spencer Norman	Past Youth Participant	1512 Louisiana Avenue, Apt 811 Lafayette, LA 70501	337/326-9329 Fax: N/A pepprt@yahoo.com	Category #5 Former Participant	05/01/2012	09/30/2014

Individuals listed above were appointed to LWIA #41 (Lafayette) Youth Council pursuant to WIA § 117 (h)


CEO Signature


WIB Chairman Signature

Attachment # 9

Local Workforce Investment

Board #40

Membership Matrix

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Local Workforce Investment Board Membership Matrix

LWIB Name: LWIA #40 Date Revised: (July 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.						
Hank Capel, Owner	Capel's Supplies	1	Acadia	Retail (part / supplies)	06/12/2012	06/12/2015
Wayne Taylor, Real Estate Developer	Taylor's Development	1	St. Martin	Real Estate Developer	06/30/2010	06/30/2013
Howard Austin, Board Treasurer	Williams Progressive Life Insurance Company	47	St. Landry	Insurance Company	03/18/2010	03/18/2013
Paul Fair, Administrator	Toups / Fair	2	Iberia	Consultant	02/26/2010	02/26/2013
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	06/27/2011	06/27/2014
Brad Jackson, Owner	A Country Mile, LLC	1	St. Landry	Computer repair and troubleshooting	02/01/2010	02/01/2013
Dale Broussard, Owner	Broussard's Farm	3	Vermilion	Cattle Farm	06/12/2012	06/12/2015
Marcus Macip, Chief Administrative	LHC Group	160 home office 4,000 company	St. Landry	Health Care	05/20/2010	05/20/2013
Bob Manuel, Owner	Bob's Electric	9	Evangeline	Electrical Sales	06/12/2012	06/12/2015

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	06/12/2012	06/12/2015
Catherine G. Watson, Director	Action for Children	3	St. Landry	Childcare	12/17/2010	12/17/2013
Thomas Leblanc	Diversified Enviro Products	13	St. Mary	Retail (Safety Equipment / Supplies)	10/24/2011	10/24/2014
Mark Muller, Owner	Muller Electric Company	9	St. Landry	Electric Company	03/07/2011	03/07/2014
Mike Ortego, President / CEO	Ortego Oil	21	St. Landry	Oil Company	07/12/2011	07/12/2014
Nelda Dural	Iberia Cosmetology Institute	2	Iberia	Nomination pending		
Candy Gerace, Owner	Gerace Construction Company	9	St. Landry	Concrete Supplier	06/12/2012	06/12/2015

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						
Shonia Pipes	Acadiana Central Teachers Council – St. Landry Parish		St. Landry		08/14/2012	08/14/2015
Greg Hulin, Business Representative	Louisiana AFL-CLO		Multi-Parish		09/16/2010	09/16/2013
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		06/12/2012	06/12/2015
Willie Smith, Associate Dean (5 year term)	South Louisiana Community College		Multi-Parish		01/15/2010	01/15/2015
D. Economic Development Representatives – Minimum of 2						
Beth Guidry, Executive Director	St. Martin Economic Development		St. Martin		12/17/2010	12/17/2013
Van Landry, President	Acadiana Management & Financial Services, LTD		Acadia		07/12/2011	07/12/2014
Stan McGee, CAO	Acadiana Regional Development District AWI Board		Multi-Parish		06/12/2012	06/12/2015

Name & Title	Organization or Agency Name	Numbr of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
E. Community Based Organizations – Minimum of 2						
Donald Robinson	Community Action Agency		St. Landry		04/30/2010	04/30/2013
Don Fontenot, County Agent	St. Mary Parish Farm Bureau		St. Mary		07/08/2010	07/08/2013
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		Multi-Parish		06/12/2012	06/12/2015
G. Wagner-Peyser						
Randall Domingue	Louisiana Workforce Commission – Office of Workforce Development		Multi-Parish		08/03/2012	08/03/2015
H. Unemployment Insurance						
Randall Domingue	Louisiana Workforce Commission – Office of Workforce Development		Multi-Parish		08/03/2012	08/03/2015

Name & Title	Organization or Agency Name	Numb of Employees	Parish	Type of Business or Industry Represented	Term Start Date	Term End Date
I. Chapter 41 of Title 38 (DVOP/LVER)						
Randall Domingue	Louisiana Workforce Commission – Office of Workforce Development		Multi-Parish		08/03/2012	08/03/2015
J. Trade Adjustment Assistance						
Randall Domingue	Louisiana Workforce Commission – Office of Workforce Development		Multi-Parish		08/03/2012	08/03/2015
K. Post-Secondary Vocational Education						
Willie Smith, Associate Dean *(5 year term)	South Louisiana Community College		Multi-Parish		01/15/2010	01/15/2015
L. Vocational Rehab Programs						
Randy Doucet, Rehabilitation Counselor *(5 year term)	Louisiana Rehabilitation Services		Multi-Parish		06/27/2011	06/27/2016
M. Title V Older Americans						
Colleen Armand, Employment & Training Coordinator *(5 year term)	Experience Works, Inc.		Multi-Parish		06/30/2010	06/30/2015

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		06/12/2012	06/12/2015
P. Community Service Block Grant Employment & Training*						
Donald Robinson, Executive Director	St. Landry Community Action Agency		St. Landry		04/30/2010	04/30/2013
Q. Housing And Urban Development Employment & Training*						
Not represented in Area						
Other (add rows as needed)						
Migrant & Seasonal						
Delia Garza, Client Service Rep. 1 *(5 year term)	Motivation, Education & Training, Inc. (MET)		Iberia		07/08/2010	07/08/2015

TA

Richard Lucito, Family Support Regional Administrator * (5 year term)

Department of Social Service,
Office of Family Support

St. Landry

03/07/2011

03/07/2016

- * If represented in the area.

Attachment # 9

**Local Workforce Investment
Board #40 Youth Council
Membership Matrix**

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YOUTH COUNCIL MEMBERSHIP MATRIX

Local Workforce Investment Area #40

Nominee's Name	Business or Agency	Address (Physical and E-mail)	Phone and Fax Number
Dale Broussard	Broussard's Farm	1400 E. Villien Abbeville, LA 70511 fabianbroussard@cox.net	Phone: 337-893-3816 Fax: N/A
Yvonne Normand	St. Landry Parish School Board	P.O. Box 310 Opelousas, LA 70571 cln7709@slp.k12.la.us	Business: 337-948-3657 ext. 242
Alvin Bailey	St. Landry Parish Federation of Teachers	P.O. Box 1408 Opelousas, LA 70571 asofteacher@aol.com	Home: 337-826-0037
Randy Doucet	Louisiana Rehabilitation Services	825 Kaliste Saloom Brandy Wine VI – Suite 350 Lafayette, LA 70508 rdoucet@dss.state.la.us	Business: 337-262-5353 Fax: 337-262-5727
Sherry Frye	16 th Judicial District Children Youth Planning Board	772 Oak Pope Drive Carencro, LA 70520 fryefrank@aol.com	Business: 337-369-1506 Fax: 337-369-3034
Lisa Hebert	Acadiana Works, Inc. St. Martin Parish	215 Evangeline Blvd. St. Martinville, LA 70582 lhebert@lwc.la.gov	Business: 337-394-2205 Fax: 337-394-1833

Nominee's Name	Business or Agency	Address (Both Physical and E-mail)	Phone and Fax Number
LaVonya Malveaux	Opelousas City Court	P.O. Box 1999 Opelousas, LA 70571	Business: 337-948-2570 ext 101 Fax: 337-948-2067
Leah Delahoussaye	Youth	11630 Gabriel Rd. Erath, LA 70533 Ldbg5611@yahoo.com	Phone: 337-344-5948 Fax: N/A
Randy Broussard	Louisiana Rehabilitation Services	825 Kaliste Saloom Brandy Wine VI – Suite 350 Lafayette, LA 70508 Rbroussard3@dss.state.la.us	Business: 337-262-5353 Fax: 337-262-5727
Jeigh Touchet	Youth	316 Northwood Road Arnaudville, LA 70512 tjeigh@yahoo.com	Phone: 337-351-2068 Fax: N/A

Attachment # 10

**By-Laws of the Lafayette
Workforce Investment Board**

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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 should 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 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 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.

Attachment # 10

By-Laws of Workforce
Investment Board #40

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**BY-LAWS
OF WORKFORCE INVESTMENT BOARD
AMENDED SEPTEMBER 2011**

ARTICLE 1:

Name: the name of this organization is: Workforce Investment Board for Local Workforce Investment Area #40, Inc.

ARTICLE II:

Purpose: The purpose of the Workforce Investment Board (WIB) shall be to provide policy guidance for and exercise oversight with respect to activities under the Workforce Investment Act in partnership with the parish governing bodies in Acadia, Evangeline, Iberia, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

ARTICLE III:

Membership:

Section 1: This Board shall be comprised of members representing two sectors: the private sector, which shall constitute a majority of the membership of the Board and who shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibilities; and the public sector, consisting of organized labor, educational entities, rehabilitation agencies, community based organizations, economic development agencies, the public employment service, and public assistance agencies.

Section 2: Private sector representatives on the Board shall be nominated by local business organizations and business trade associations.

Section 3: Education representatives shall be nominated by local educational agencies and/or institutions from within Workforce Investment Area #40.

Section 4: Labor representatives shall be nominated by recognized state and/or local labor federations.

Section 5: Representatives from Community Based Organizations shall be nominated by organizations representing individuals with disabilities and veterans for the area in which such organizations are present.

Section 6: Representatives from Economic Development Agencies shall be nominated by economic development entities and Chambers of Commerce.

Section 7: Representatives of public employment services funded through the Wagner Peyser Act.

Section 8: Representatives of each of the one-stop partners.

- WIA Title One (Adult, Dislocated Worker and Youth Programs)
- Vocational Rehabilitation, sec 403 (a) (5) of the Social Security Act,
- Title V of the Older Americans Act
- TAA (Trade Adjustment Assistance),
- Veterans,
- Community Service Block Grant (if that program is expending grant funds for employment and training activities)
- Housing and Urban Development Programs (if those programs are expending grant funds for employment and training activities)
- At least one WIA Title I National Program Operator for each of the following categories (if they are present in the local labor market):
 - Native American Programs
 - Migrant & Seasonal Farm Worker Programs
 - Job Corps

The chief elected official within the Workforce Investment Area (WIA) shall appoint board members from among those nominated. **Members' terms shall be two (2) to three (3) years for private sectors and can be up to five (5) years for public sector.** All members shall continue to serve until their successors are appointed. Any vacancy in the membership of the board will be filled in the same manner as the original appointment.

Three (3) consecutive absences from regularly scheduled meetings of the Board without valid reason shall constitute de facto resignation of the WIB member. A majority vote of those Board members present and voting is required for the removal of a member for cause (cause to be determined by the Board).

ARTICLE IV:

Meetings: Regular meetings of the WIB will be convened at least quarterly on the second or third Thursday in March, June, September, and December. Regular meetings begin at 9:00 a.m. or 10:00 a.m. Special meeting may be called by the Chairman at his discretion. A written notification and agenda will be provided to Board members at least three (3) days prior to the meeting date.

ARTICLE V:

Quorum Requirements: a simple majority of the members of the Board shall constitute a quorum. Proxy representation and proxy voting shall not be permitted.

ARTICLE VI:

Officers: The WIB will have the following officers who must be members of the Board:

- 1) Chairman
- 2) Vice-Chairman
- 3) Parliamentarian / Secretary

Officers will be elected each December for a one year period by a simple majority of Board members present and voting. In the event that an election is not called timely, the elected officers will continue to serve until an election is called.

Duties of Officers:

- 1) The Chairman will preside at all meetings, prepare agendas, function as principal liaison with area political entities, make committee appointments, and coordinate the work of the committees.
- 2) The Vice-Chairman shall act as principal aide to the Chairman and perform duties of the Chairman in the absence of the Chairman.
- 3) The Parliamentarian/Secretary will assist the Chairman in maintaining order and decorum during meetings by ruling on questions of parliamentary procedures. The basis for this authority will be Robert's Rules of Order will also be responsible for minutes, records and correspondence.

ARTICLE VII:

Committees: One standing committee shall be appointed by the Chairman.

- 1) Executive – the Executive Committee, on which officers of the board shall serve along with other members chosen by the Chairman of the WIB, will be empowered to conduct business of the board at intervals between regular meetings.

The Executive Committee shall meet when called by the Chairman of the WIB. The actions approved by the Executive Committee shall be binding on the Board, and shall be reported to the general membership at the next board meeting. A majority of the committee members shall be needed for a quorum. The Executive Committee may, on its own motion, seek confirmation from the general membership of the board by written vote (a fax will suffice), and if such confirmation is requested the action of the Executive Committee will not go into effect until approved in writing by a majority of the board members. Three consecutive absences or six absences in a calendar year from committee meetings by any member shall be grounds for dismissal from the committee at the discretion of the WIB Chairman. Otherwise, committee members shall serve until December of each year. If no action is taken at the December WIB meeting to replace a member or if the member is not removed for excessive absences he shall continue to serve until the next December WIB meeting. The regular meeting date for the Executive Committee shall be the last Friday of the month, except for the months when the WIB meets, when the Executive Committee will meet on the same day as the WIB prior to the WIB meeting.

Special committees may be appointed from time to time at the discretion of the Chairman. The Chairman of the WIB shall select the Chairman of the Executive Committee. The Chairman of the WIB shall be a full member of the Executive Committee, and an Ex-Officio member of all other committees. He shall only be entitled to vote in case of a tie, except for the Executive Committee, where he shall vote on all issues. In determining whether there is a quorum present, the Chairman and Vice Chairman shall be counted as any other member. Each Committee shall elect a Chairman and Vice-Chairman to serve for a one year term, or until replaced.

ARTICLE VIII:

Indemnification: The Board will indemnify any member in good faith who is found to be liable for actions in the performance of his or her duties as a Board member, except for liability arising from fraud, willful misconduct, discrimination or any cause for which indemnification is prohibited by WIA laws and regulations, state or federal. Indemnity shall be limited to actual damages paid, plus the cost of defending the claim.

Amendments: These by-laws may be amended at any regular or special meeting of the board by a 2/3 vote of members present and voting, provided that written notice of the proposed amendments shall be given to Board members at least three (3) days prior to the meeting.

ARTICLE IX:

Section 1: Conflicts of Interest:

§ 1112. Participation in certain transactions involving the governmental entity

- A. No public servant, except as provided in R.S. 42:1120, shall participate in a transaction in which he has a personal substantial economic interest of which he may be reasonably expected to know involving the governmental entity.
- B. No public servant, except as provided in R.S. 42:1120, shall participate in a transaction involving the governmental entity in which, to his actual knowledge, any of the following persons has a substantial economic interest:
 - 1) Any member of his immediate family.
 - 2) Any entity in which he has a substantial economic interest of which he may reasonably be expected to know.
 - 3) Any entity of which he is an officer, director, trustee, partner, or employee.
 - 4) Any entity with whom he is negotiating or has an arrangement concerning prospective employment.
 - 5) Any entity who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, and who by reason thereof is in a position to affect directly the economic interest of such public servant.
- C. Every public employee, excluding an appointed member of any board or commission, shall disqualify himself from participating in a transaction involving the governmental entity when a violation of this Part would result. The procedures for such disqualification shall be established by regulations issued pursuant to R.S. 42:1134(A)(1).

- D. No appointed member of any board or commission, except as otherwise provided in R.S. 42:1120.1 or 1120.4, shall participate or be interested in any transaction involving the agency when a violation of this Part would result.

Acts 1979, No.443, §1, eff. April 1, 1980; acts 1983, No.697, §1; Acts 1985, No.426, §2; Acts 1987, No. 370, §1; Acts 2006, No. 798, §1, eff. June 30, 2006; Acts 2008, no. 685, §1.

The members of the WIB and their agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Neither the WIB, nor any member thereof, shall select, reject, or promote an applicant based on that applicant's political affiliation or beliefs. Members are required to disclose any conflict which may exist.

Section 2: Nepotism – State law prohibits any member of the immediate family of any agency head to be employed by the agency. No member of the immediate family of any WIB member shall be entitled to receive a training contract from the WIB, nor shall such family members be eligible for employment by the WIB. “Immediate family” as the term relates to a public servant means his children, the spouses of his children, brothers, sisters, spouse, and the parents of his spouse. Nothing in this section shall prohibit the WIB from approving a training contract with a public body, e.g. school board or state technical college, merely because a member or someone in his immediate family is employed by the public body. However, the member is so employed and he should refrain from voting on any proposal by that body.

ARTICLE X:

Youth Council:

Section 1: The Youth Council will serve as an advisory group only, recommending policy to the Workforce Investment Board.

Section 2: The members of the Youth Council will be appointed by the Chairman of the Workforce Investment Board in cooperation with the Chief Elected Official.

Section 3: The Youth Council has the following responsibilities:

- a) Developing parts of the local plan relating to eligible youth.
- b) Recommending eligible service providers to be awarded contracts on a competitive basis to carry out youth activities under the Workforce Investment Act.
- c) Conducting oversight of eligible providers of youth services.
- d) Coordinating youth activities.

Section 4: Membership on the Youth Council should include WIB members, non-WIB members and members who are youth. The members of the Youth Council should include:

- a) Representatives of youth service agencies, including juvenile justice and local law enforcement agencies.
- b) Representatives of local public housing authorities.
- c) Parents of eligible Title I youth.
- d) Individuals, including former participants and representatives of organizations that have youth activity experience.
- e) Workforce Investment Board (WIB) member(s) with special interest in youth.
- f) Others identified by WIB chairman, in cooperation with the Chief Elected Official.

Section 5: The Youth Council shall meet at the call of the Chair to conduct its business. A majority of the appointed members constitutes a quorum. Membership will schedule two (2) face to face meetings a year.

ARTICLE XI:

These articles adopted in current amended form on this 29th day of September, 2011.



Hank Capel, WIB Chairperson



Alvin Bailey, WIB Secretary

Attachment # 11

**Lafayette Parish Workforce
Investment Area One-Stop
Operator Agreement**

Page 183 – 193

**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

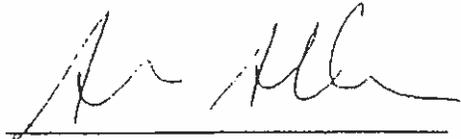
Now, therefore, it is agreed by and between the Lafayette Workforce Investment Board and the undersigned consisting of a minimum of three (3) or more of the One-Stop partners described in Section 121 (b)(1) of the Workforce Investment Act, who are members of the Lafayette Parish One-Stop Delivery System, 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

A handwritten signature in black ink, appearing to be 'A. Allen', written over a horizontal line.

Bv. WIB Chairperson

CONSORTIUM OF ONE-STOP PARTNERS



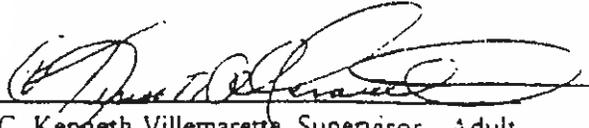
Glenn Dugas, JTPA (WIA) Manager
LAFAYETTE CONSOLIDATED
GOVERNMENT

CONSORTIUM OF ONE-STOP PARTNERS

Brenda Pourciau

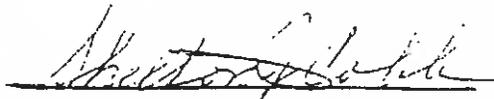
Brenda Pourciau, Director, Senior
Community Service Employment Program
LAFAYETTE COUNCIL ON AGING

CONSORTIUM OF ONE-STOP PARTNERS



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

CONSORTIUM OF ONE-STOP PARTNERS



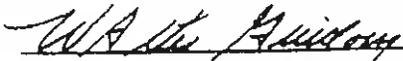
Shelton Cobb, Director, LTC - Lafayette
LOUISIANA COMMUNITY &
TECHNICAL COLLEGE SYSTEM

CONSORTIUM OF ONE-STOP PARTNERS



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

CONSORTIUM OF ONE-STOP PARTNERS



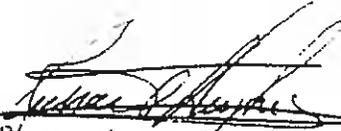
Walter Guillory, Executive Director,
U S DEPARTMENT OF HOUSING
& URBAN DEVELOPMENT

CONSORTIUM OF ONE-STOP PARTNERS

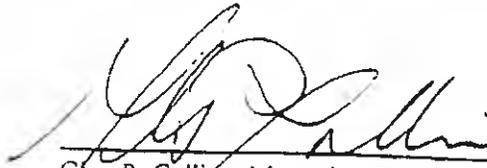
Dale Cleveland

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

CONSORTIUM OF ONE-STOP PARTNERS


Ricardo Hugnes, Regional Manager
LOUISIANA REHABILITATION
SERVICES

CONSORTIUM OF ONE-STOP PARTNERS
Additional Partners



Glen P. Collins, Managing Director
EVANGELINE ECONOMIC AND
PLANNING DISTRICT

Attachment # 11

**Lafayette Parish Workforce
Investment One-Stop Operator
Resolution**

Page 194 - 195

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

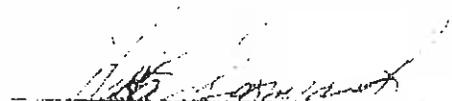
Whereas, the Lafayette Parish Workforce Investment Area One-Stop Consortium, comprised of the Lafayette City-Parish Consolidated Government Workforce Investment Area, along with mandated One-Stop Partners and other partners who provide vital workforce services, that at a minimum, includes three (3) or 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

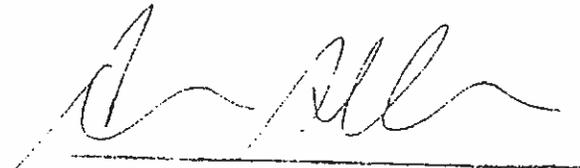
Operator as specified in the Workforce Investment Act of 1998, and.

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 Officer



WIB Chairperson

Attachment # 12

LWIA #41

MOU/CAP

Page 196 – 212

**AMENDED AND RESTATED
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE
LAFAYETTE BUSINESS AND CAREER SOLUTIONS CENTER 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) of 1998** 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** and have agreed to locate the "One-Stop Center" in the Lafayette Business and Career Solutions Center located at 706 E. Vermilion Street in Lafayette, Louisiana.

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

A. PURPOSE

The purpose of the One-Stop system is to provide a comprehensive system for anyone seeking workforce development 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, or 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
- 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 areas of expertise that can be utilized to provide core services to customers at the one-stop. Wagner-Peyser Act continues to provide labor exchange services to job seekers and employers. Cross training of WIA partners to utilize the online data entry display system (ODDS) has allowed access for skills matching of job seekers and employers by more one-stop staff members. Cross training of staff has played 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 work groups 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, 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 should 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

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 CFR 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 through being co-housed or through the use of technology at the 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
Location: 706 E.Vermilion Street, Lafayette, Louisiana**

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.

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, and follow-up for up to 12 months.

c. Intensive Services: Comprehensive and specialized assessment of skill levels; development of individual employment plan (IEP); 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 WORKFORCE COMMISSION

Location: 706 E. Vermilion Street, Lafayette, LA

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; 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; 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 TAA 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; 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

e. Other Services: N/A

5. LOUISIANA WORKFORCE COMMISSION (LWC), 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. EXPERIENCE WORKS, INC. :

**1. Agency or Program: Senior Community Service Employment Program (SCSEP);
Title V of the Older American Act
Satellite Location: 160 Industrial Parkway, Lafayette, LA**

a. Core Services: Outreach, eligibility assessment for individuals 55 and older, and orientation and referral of Older Workers to the One Stop system.

b. Intensive Service: Assistance with establishment of employment goals, assessment of training needs, and Individual Employment Plans for qualified individuals 55 and older.

c. Training Service: On-the-Job training in community service assignments, and other specialized and/or classroom training; job search skills development, job search assistance and follow-up services.

d. Supportive Services: Housing assistance, eyeglasses, transportation assistance incidentals such as tools, uniforms, etc. offered subject to availability of funds and referrals to other social services agencies.

e. Other Services: Experience Works provides qualified public and non-profit agencies community service assistance by assigning program participants to

serve in these agencies for up to 20 hours per week at no cost to the agency in return for meaningful training through work experience and job skills development for Experience Works participants.

**D. LOUISIANA REHABILITATION SERVICES
(LRS)/LOUISIANA WORKFORCE COMMISSION (LWC):**

**1. Agency or Program: Louisiana Rehabilitation Service
Location: Brandywine VI, Suite 350, 825 Kaliste Saloom Road, Lafayette, La 70508**

Vocational Rehabilitation Services 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. When eligible individuals cannot be served, they are placed on a waiting list. All services are designed to assist individuals with disabilities obtain or maintain competitive employment in the community.

a. Core Services: Vocational Guidance and Career Counseling, Physical and Mental Restoration, Training (see c. below), Job Development and Placement and Rehabilitation Technology (includes assistive technology services, assistive technology devices and rehabilitation engineering) these services can also include Van Modifications and Home Modifications.

b. Intensive Services: Job Development and Placement

c. Training Services: College Training, Vocational/Technical Training; On-the-Job Training (OJT), Job Readiness Training, Supported Employment and On-Site Training.

d. Supportive Services: Childcare, transportation, books and supplies, training tools and equipment, and occupational tools and equipment. Personal assistance services such as scribe, readers, personal care attendant and interpreter services.

e. Other Services: Employer services including referral of qualified job ready applicants, information regarding On the Job Training, tax incentives (WOTC), and job site accommodation information.

E. LAFAYETTE PARISH SCHOOL BOARD:

**1. Agency or Program: Adult Education and Literacy
Location: 200 Eighteenth Street, Lafayette, LA**

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

e. Other Services: N/A

F. SOUTH LOUISIANA COMMUNITY COLLEGE

1. Agency: Community College

Location: 1101 Bertrand Drive, Lafayette, LA

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.

e. Other Services: N/A

G. Community Action Program – SMILE (CSBG)

1. Agency: SMILE Community Action Agency

Location: 501 St. John Street, Lafayette, LA

a. Core Service: Outreach, intake, eligibility determination, information on supportive services available.

b. Intensive Services: N/A

c. Training Services: N/A

d. Supportive Services: LIHEAP (Low-income Home Energy Assistance Program), emergency assistance (rent/mortgage, utility, food, prescription), transitional housing, transportation, weatherization, Head Start/Early Head Start, housing search & placement referral, comprehensive housing counseling.

e. Other Services: N/A

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 partners as to when a modification to the CAP is necessary.

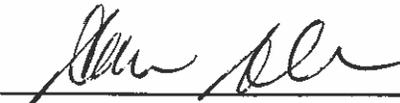
B. Equipment/Property Tagging and Inventory:

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 OneStopCenter. 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 19th day of July, 2012.

Lafayette Workforce Investment Board

 7-19-2012
Date
Aaron Allen
WIB Chairperson

Experience Works, Inc.

 7-10-12
Date
Rebecca Scott
Director *By Command*

**Lafayette Parish School System
Adult Education Program**

 7-19-2012
Date
Kenneth Villemarette
Adult Education Supervisor

South Louisiana Community College

 7-2-12
Date
Dr. Natalie Harder
Chancellor

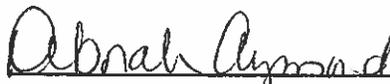
**Lafayette Consolidated Government
Department of Community Development
Workforce Development Program**

 7-9-12
Date
Christina Johnstone
Local Area Coordinator

SMILE Community Action Agency Inc.

 7/18/12
Date
Alvin Wiltz
Executive Director

**Louisiana Department of Social Services
Louisiana Rehabilitation Services**

 6/25/12
Date
Deborah Aymond
Regional Manager

Louisiana Workforce Commission

 7/18/12
Date
Barbara Prejean
Workforce Development
Specialist 6

**Attachment #1
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 desired and willingness to cooperate and collaborate in providing a comprehensive system for anyone seeing workforce development services and resources. This Cost Allocation Plan (CAP) expands upon the specific services being provided by each partner and addresses each partner's contribution to the Lafayette Business and Career Solutions Center in terms of staff, financial and in-kind contributions.

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

Agency:	WIA Title I
# of Full-time Staff:	Ten (10)
# of Part-time Staff:	Five (5)
# Hours/Week FT Staff:	400
# Hours/Week PT Staff:	184
Annual Salary Total:	\$485,888.00
Other Services:	See Attached Inventory Spreadsheet

Total OneStop Contributions: \$ 792,369.00

Agency:	Wagner-Peyser
# of Staff:	Three (3)
# Hours/Week:	115
Salary:	\$143,439.79
Supportive Services:	N/A
Other Services:	See Attached Inventory Spreadsheet

Total One-Stop Contributions: \$303,394

Agency:	TAA/NAFTA
# of Staff:	One (1)
# Hours/Week:	Five (5)
Salary:	\$7,574.33
Supportive Services:	N/A

Total One-Stop Contributions: \$7,574

Agency: VA Employment
of Staff: One (1)
Hours/week: Forty (40)
Salary: \$57,503.30
Other Service: N/A

Total One-Stop Contributions: \$57,503

NOTE: The Louisiana Department of Labor's (LDOL) agencies shown above (Wagner-Peyser, TAA/NAFTA, and VA Employment) also provide the physical facility that houses the Lafayette Business and Career Solutions Center. Therefore, in addition to the services enumerated above, attached is a listing of the occupancy services.

Agency: Community Action Program – SMILE (CSBG)
Services: Technologically linked to the Lafayette Business and Career Solutions Center

Total One-Stop Contribution: \$5,000

Agency: Louisiana Rehabilitation Services
of Staff: One (1)
Hours/week: Four (4)
Salary: \$5,320.64
Services: Technologically linked to the Lafayette Business and Career Solutions Center

Total One-Stop Contribution: \$10,532.64

Agency: Adult Education and Literacy
Services: Brochures
Technologically linked to the Lafayette Business and Career Solutions Center

Total One-Stop Contribution: \$5,100

Agency: Experience Works, Inc.
Services: Technologically linked to the Lafayette Business and Career Solutions Center

Total One-Stop Contribution: \$5,000

Agency: South Louisiana Community College
Services: Two (2) Computers
Brochures
Technologically linked to the Lafayette Business and Career Solutions Center

Total One-Stop Contribution: \$7,090

Optional One-Stop Partner

Agency: LA Department of Children and Family Services
Services: Four (4) Computers
Paper Applications
Information about the Applications
Voter Registration Forms
Misc Programs Brochures
Business Reply Envelopes
Postage (Bulk Rate Mail)
Technologically linked to the Lafayette Business and Career Solutions Center

Supportive Services: Training/Staff Development/Orientations: 2 xs's a year

Total One-Stop Contribution: \$ 5,659.00

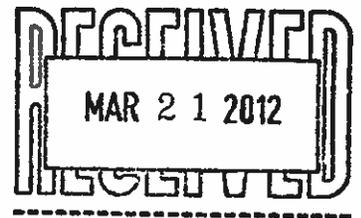
Attachment # 12

LWIA #40

MOU/CAP

Page 213 – 244

LWIA #40



Satellite
Memorandum of Understanding and Cost Allocation Plan
for One-Stop Partners in Acadiana
for
Acadia 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 of 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 Acadia Parish Career Solutions Center include:

- LWIA #40 – Represented by Brenda Hubbard (paying partner)
- LWC – Represented by Randall Domingue (paying partner)
- AWI – Represented by Mike Morris (paying partner)
- ASSIST Agency – Represented by Sharon Clement (non paying partner)
- Crowley Chamber of Commerce (non paying partner)
- Experience Works (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 jobseeker 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. Shared equipment will be tagged and inventoried by AWI once notified by partners at the one-stop.
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, LWC, and Acadiana Works, Inc. to share cost in Acadia parish shall be as follows:
 - a. Salaries and Fringe Benefits – LWIA #40, LWC, and Acadiana Works, Inc. will be responsible for paying their individual direct staff costs and fringe benefits.
 - b. Equipment – Each partner will be responsible for paying their own direct equipment cost.
 - c. Equipment Maintenance or Rental - Each partner will be responsible for paying their own direct equipment maintenance cost.
 - d. Supplies – Each partner will be responsible for paying their own direct supplies cost.
 - e. Insurance – Each partner will be responsible for paying their own direct insurance cost.
 - f. Travel – Each partner will be responsible for paying their own direct travel cost.

This cost allocation plan is to define the method by which costs will be shared by partners occupying space within the Acadia Parish One-Stop Center.

Parties to this Cost Allocation Plan include The Louisiana Workforce Commission, Acadiana Works, Inc., and LWIA #40.

The parties to this plan reviewed all possible allocation bases and agreed that the number of full time staff per entity, occupying space within the center would be the most equitable basis for cost allocation.

Cost to be Allocated

The parties occupying space in the Acadia Parish One-Stop Center agree that they will pay for both direct and indirect costs listed in Table 1 according to the corresponding bases.

TABLE 1	
Cost Item	
Rent	Each partner will be responsible for paying their own lease, until such time as a new lease has 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.
Utilities	Each partner will be responsible for paying their own utilities, until a new lease is signed.
Janitorial Services	Each partner will be responsible for paying their own janitorial services, until a new lease is signed.
Waste Management	Each partner will be responsible for paying for their waste management, until a new lease is signed.
Telephone	AWI and LWC will share the cost of the telephone system and long distance charges. The Assist Agency owns part of the telephone system and will pay a portion of the phone calls. Any calls made to the Assist Agency will be routed directly to that agency as opposed to the calls going to the Career Solutions Operator.

Allocation Basis

Table 2 defines the number of permanent staff per entity which determines the percentage of each partner's share of agreed upon allocable costs.

TABLE 2		
	Number of Permanent Staff	Percentage
LWC	2	.40%
Acadiana Works, Inc.	3	.60%
Total	5	100.00%

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

LOCAL WORKFORCE INVESTMENT AREA #40

BY: Brenda Hubbard
Brenda Hubbard

DATE: 2/22/2012

LDOL

BY: Randall Domingue
Randall Domingue

DATE: 3/15/12

ACADIANA WORKS, INC

BY: Mike Morris
Mike Morris

DATE: 2/22/2012

LWIA #40

Satellite
Memorandum of Understanding and Cost Allocation Plan
For
One-Stop Partners

Evangeline 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 of the locations:

The effective date of the MOU is August 1, 2012 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 Evangeline Parish Career Solutions Center include:

LWIA #40 – Represented by Brenda Hubbard, Administrator (paying partner)

AWI – Represented by Mike Morris, Director (paying partner)

City of Ville Platte – Represented by Jennifer Vidrine, Mayor (paying partner)

Agree to the following terms and conditions:

1. The City of Ville Platte will provide 762.25 sq. ft. of space to house the Business & Career Solution Center staff, represented by AWI at the Ville Platte Chamber of Commerce, 306 W. Main St. Ville Platte, LA 70586 at no cost to LWIA # 40.
2. AWI will be responsible for painting the donated space, making modifications to the door/rear entrance, and replacing and maintaining light bulbs.
3. Amendments to the agreement may be done at any time provided all paying partners and LWIA #40 are in agreement.
4. Each partner will tag and maintain an inventory of its own personal equipment purchased by the agency.
5. The one-stop operator for Workforce Investment Area #40 is Acadiana Works, Inc.

6. 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 assigned to 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 benefitting 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. Costs are identified in #8.
- 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 location may agree to accept in-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.

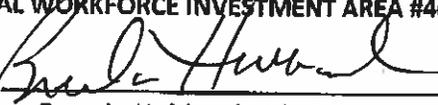
7. If applicable Acadiana Works, Inc. will invoice the partners for their share of all allocable costs on not less than a quarterly basis. The partners further agree that they will reimburse Acadiana Works, Inc. for the total amount of their share of costs through cash payments.
8. Specific cost allocation plan formula for LWIA #40, Acadiana Works, Inc., City of Ville Platte, and City of Ville Platte Chamber of Commerce to share cost in Evangeline Parish shall be as follows:
 - a. Salaries and Fringe Benefits: Each partner will be responsible for paying their own individual direct staff costs and fringe benefits.
 - b. Rent: City of Ville Platte agrees to provide space for AWI staff at no cost to AWI and LWIA #40.
 - c. Utilities: Utilities, including water, will be prorated 50/50 between the Chamber of Commerce and AWI based on square-footage; and any and all other cost of utilities in comparison to the past will be paid by AWI.
 - d. Telephone/Internet Service Providers: Each partner will be responsible for paying their own direct telephone and internet service.
 - e. Janitorial Services: Each partner will be responsible for paying their own janitorial cost.
 - f. Equipment: Each partner will be responsible for paying their own direct equipment cost.
 - g. Equipment Maintenance: Each partner will be responsible for paying their own direct equipment maintenance cost.
 - h. Supplies: Each partner will be responsible for paying their own direct supplies cost.
 - i. Insurance: Each partner will be responsible for paying their own direct insurance cost. AWI will maintain insurance, which includes: worker's compensation, medical expenses for employees, and liability insurance at the Ville Platte location.
 - j. Waste Management: AWI and Chamber of Commerce will be responsible for their own waste management cost.
 - k. Travel: Each partner will be responsible for paying their own direct travel cost.

This cost allocation plan is to define the method by which costs will be shared by partners occupying space within the Evangeline Parish One-Stop Center.

Parties to this Cost Allocation Plan include City of Ville Platte, City of Ville Platte Chamber of Commerce, Acadiana Works, Inc., and LWIA #40.

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

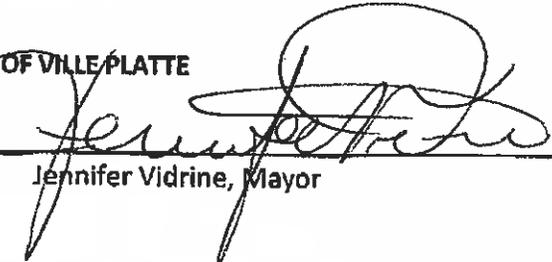
LOCAL WORKFORCE INVESTMENT AREA #40

BY:  DATE: 8/14/12
Brenda Hubbard, Administrator

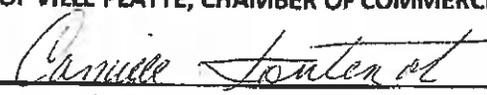
ACADIANA WORKS, INC.

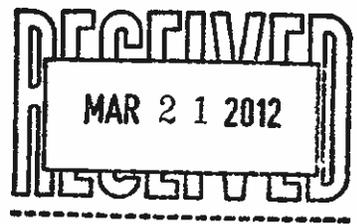
BY:  DATE: 8/14/12
Mike Morris, Director

CITY OF VILLE PLATTE

BY:  DATE: 8-14-12
Jennifer Vidrine, Mayor

CITY OF VILLE PLATTE, CHAMBER OF COMMERCE

BY:  DATE: 8-14-12
Camille Fontenot



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 Brenda Hubbard (paying partner)
- LWC – Represented by Randall Domingue (paying partner)
- AWI – Represented by Mike Morris (paying partner)
- LWC - Veterans Program – Represented by Randall Domingue
- MET – Represented by Delia Garza (paying partner)
- Experience Works (non paying partner)
- Institute for Indian Development Rep. (non paying partner)
- Office of Workforce Development

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:

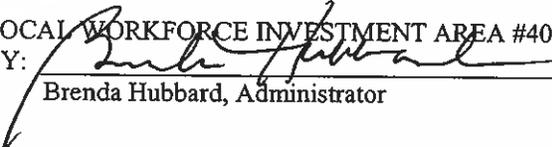
- a. Shared costs and exclusive costs will be determined according to the cost sharing formula. (identified in #9)
- b. Cost of partners who are not co-located at the one-stop, but provide services at the one-stop will not be responsible for any costs as long as the number of hours present at the one-stop 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, LWC, Acadiana Works, Inc., LWC-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, LWC, 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.

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

LOCAL WORKFORCE INVESTMENT AREA #40

BY: 
Brenda Hubbard, Administrator

DATE: 2/22/2012

LDOL

BY: 
Randall Domingue, Workforce Development Manager III

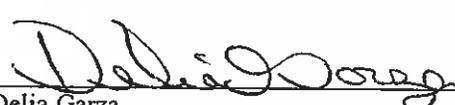
DATE: 3/15/12

ACADIANA WORKS, INC.

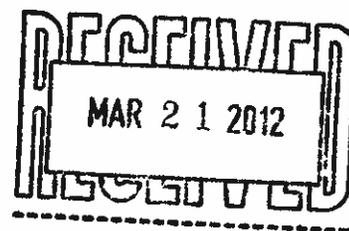
BY: 
Mike Morris, Director

DATE: 2/20/2012

MET

BY: 
Delia Garza

DATE: 4-12-2012



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 Brenda Hubbard (paying partner)
LWC including Veterans Program Representative and Wagner Peyser
Representatives – Represented by Randall Domingue (paying partner)
AWI – Represented by Michael Morris (paying partner)
Community Service Block Grant (CSBG) (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

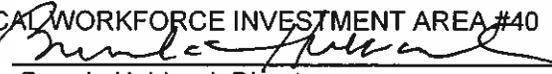
monthly basis. Partners will review the cost allocation plan on a quarterly basis.

- 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, LWC, 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, LWC, and Acadiana Works, Inc. will be responsible for paying their own individual direct staff cost and fringe benefits.
 - b. Rent – Although LWC is provided space at the facility in St. Landry Parish, LWC will not have to pay rent, utilities, and garbage disposal because LWC 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 LWC 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.

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

Revised January 2011

LOCAL WORKFORCE INVESTMENT AREA #40

BY: 
Brenda Hubbard, Director

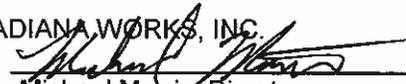
DATE: 2/22/2012

LWC
BY:


Randall Domingue, Workforce Development Manager III

DATE: 3/15/12

ACADIANA WORKS, INC.

BY: 
Michael Morris, Director

DATE: 2/22/2012

LWIA #40

Satellite

Memorandum of Understanding and Cost Allocation Plan for One-Stop Partners in Acadiana for St. Martin 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 location 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 St. Martin Parish Career Solutions Center include:

LWIA #40 – Represented by Brenda Hubbard
AWI, Inc. – Represented by Mike Morris

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 partners (s) to meet the individual needs. Verbal, written or electronic referrals will be used. 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. Costs are 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. 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. If applicable 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 and Acadiana Works, Inc. to share cost in Evangeline and St. Martin 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%

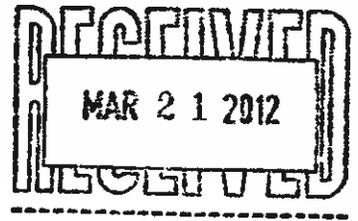
LWIA #40 and Acadiana Works, Inc. have agreed to the aforementioned terms and conditions regarding the MOU and the Cost Allocation Plan. Both entities agree to allow Experience Works to provide in-kind services to AWI in lieu of paying rent.

LOCAL WORKFORCE INVESTMENT AREA #40
BY: Brenda Hubbard
Brenda Hubbard, Administrator

DATE: 2/22/2012

ACADIANA WORKS, INC.
BY: Mike Morris
Mike Morris, Director

DATE: 2/22/2012



LWIA #40

Satellite
Memorandum of Understanding and Cost Allocation Plan for One-Stop Partners in Acadiana
for
St. Mary Parish (Franklin)

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 St. Mary Parish Career Solutions Center (Franklin) include:

LWIA #40 – Represented by Brenda Hubbard (paying partner)
AWI – Represented by Mike Morris (paying partner)
LWC - Represented by Randall Domingue (paying partner)
Experience Works (non-paying partner)
Louisiana Rehabilitation Services (non-paying partner)
Senator –Brett Allain (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 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, Acadiana Works, Inc., and LDOL to share cost in St. Mary parish shall be as follows:
 - a. Salaries and Fringe Benefits – LWIA #40, LDOL, and AWI will be responsible for paying their own individual direct staff costs and fringe benefits. Work Experience positions will be utilized for the positions of Receptionist and Career Center Assistant.
 - b. Rent – LWIA #40 will be responsible for paying the lease and will provide space for one LDOL staff person at no cost. In return LDOL will provide space for one AWI person in Morgan City at no cost to AWI.
 - c. Utilities – AWI will be responsible for paying their own utilities, which is included in each lease and will pay utilities for one LDOL staff person as previously described in rent.
 - d. Janitorial Services – As described in rent.
 - e. Equipment – Each partner will be responsible for paying for 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 – As described in rent.
 - j. Travel – Each partner will be responsible for paying their own direct travel cost.

Modification 1 (2007)

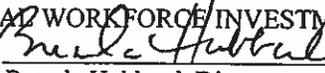
- a. Department of Labor will pay phone costs for AWI Staff at the Morgan City and Iberia one-stop locations.
- b. Acadiana Works Inc. will pay phone costs for DOL Staff at the Franklin and St. Landry one-stop locations.

This cost allocation plan is to define the method by which costs will be shared by partners occupying space within the St. Mary Parish (Franklin) One-Stop Center.

Parties to this Cost Allocation Plan include The Louisiana Department of Labor, Acadiana Works, Inc., and LWIA #40.

The parties to this plan reviewed all possible allocation bases and agreed that the number of full time staff per entity, occupying space within the center would be the most equitable basis for cost allocation.

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: 1/17/2012
Brenda Hubbard, Director

ACADIANA WORKS, INC.
BY:  DATE: 1/28/2012
Mike Morris, Acting Director

LDOL
BY:  DATE: 3/15/12
Randall Domingue, Workforce Development Manager III

LWIA #40

Satellite
Memorandum of Understanding and Cost Allocation Plan
for One-Stop Partners in Acadiana
for
St. Mary Parish (Morgan City)

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 St. Mary Parish Career Solutions Center (Morgan City) include:

LWIA #40 – Represented by Brenda Hubbard (paying partner)
AWI – Represented by Mike Morris (paying partner)
LWC – Represented by Randall Domingue (paying partner)
Experience Works (non-paying partner)
Louisiana Rehabilitation Services (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 bill, 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, Acadiana Works, Inc., and Louisiana Workforce Commission (LWC) to share cost in St. Mary parish shall be as follows:
- a. Salaries and Fringe Benefits – LWIA #40, AWI, and LWC, 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 – LWC will be responsible for paying the lease and will provide space for one AWI staff person at no cost. In return AWI will provide space for one LWC person in Franklin at no cost to LWC.
 - c. Utilities – LWC will be responsible for paying their own utilities, which is included in each lease and will pay utilities for one AWI staff person as previously described in rent.
 - d. Janitorial Services – as described in rent.
 - e. Equipment – Each partner will be responsible for paying for 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 – as described in rent.
 - j. Travel – Each partner will be responsible for paying their own direct travel cost.

Modification 1 (2007)

- a. Louisiana Workforce Commission will pay phone costs for AWI Staff at the Morgan City and Iberia one-stop locations.
- b. Acadiana Works Inc. will pay phone costs for LWC Staff at the Franklin and St. Landry one-stop locations.

This cost allocation plan is to define the method by which costs will be shared by partners occupying space within the St. Mary Parish (Morgan City) One-Stop Center.

Parties to this Cost Allocation Plan include Louisiana Workforce Commission, Acadiana Works, Inc., and LWIA #40.

The parties to this plan reviewed all possible allocation bases and agreed that the number of full time staff per entity, occupying space within the center would be the most equitable basis for cost allocation.

LWIA #40, Acadiana Works, Inc., and Louisiana Workforce Commission (LWC) 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: Brenda Hubbard
Brenda Hubbard, Director

DATE: 8/15/12

ACADIANA WORKS, INC.

BY: Mike Morris
Mike Morris, Director

DATE: 8/15/12

LOUISIANA WORKFORCE COMMISSION (LWC)

BY: Randall Domingue
Randall Domingue, Workforce Development Manager III

DATE: 8/15/12

LWIA #40

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

Vermilion 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 of the locations:

The effective date of the MOU is July 1, 2012 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 Vermilion Parish Career Solutions Center include:

LWIA #40 – Represented by Brenda Hubbard, Administrator (paying partner)
AWI – Represented by Mike Morris, Director (paying partner)
South Louisiana Community College – Represented by Natalie Harder, Chancellor
(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. AWI will maintain a list of individuals who utilize services at the one-stop location. 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 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. Costs are 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 location 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.
 - f. One-Stop Partners will review the cost allocation plan on a quarterly basis.
8. If applicable 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 and Acadiana Works, Inc. to share cost in Vermilion Parish 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. Telephone/Internet Service Providers - AWI responsible for 100%
 - e. Janitorial Services - AWI responsible 100%
 - f. Equipment - AWI responsible 100%
 - g. Equipment Maintenance - AWI responsible 100%
 - h. Supplies - AWI responsible 100%
 - i. Insurance - AWI responsible 100%
 - j. Waste Management - AWI responsible 100%
 - k. Travel - Each partner will be responsible for paying their own direct travel cost.

This cost allocation plan is to define the method by which costs will be shared by partners occupying space within the Vermilion Parish One-Stop Center.

Parties to this Cost Allocation Plan include Acadiana Works, Inc. and LWIA #40.

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

LWIA #40 and Acadiana Works, Inc., 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: Brenda Hubbard DATE: 8/15/12
Brenda Hubbard, Administrator

ACADIANA WORKS, INC.

BY: Mike Morris DATE: 8/15/12
Mike Morris, Director

SOUTH LOUISIANA COMMUNITY COLLEGE – GULF AREA CAMPUS

BY: Natalie Harder DATE: 8/15/12
Dr. Natalie Harder, Chancellor

Attachment # 13

**Lafayette Business & Career
Solutions Center Office Policies
and Procedures Manual**

Page 245 - 271

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 policies 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. 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 Veteran 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.

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 Regional Manager and 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 worked 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 the 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.
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 or Special Event Attire:

Jeans Day or Special Event Attire may be occasionally declared by the WIB Executive Administrator. The WIB Executive Administrator must approve Jeans Day or Special Event Attire 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 or the employee is not eligible for 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

Revised 12/19/11

A. Local Staff:

The following is a list of 2012 Holidays for Local Staff:

New Year's Day	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16
Mardi Gras Day	Tuesday, February 21
Good Friday	Friday, April 6
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving Day	Thursday, November 22
Acadian Day	Friday, November 23
Christmas Eve (Afternoon)	Monday, December 24
Christmas Day	Tuesday, December 25

B. State Staff:

The following is a list of 2012 Holidays for State Staff:

New Year's Day	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16
Mardi Gras Day	Tuesday, February 21
Good Friday	Friday, April 6
Memorial Day	Monday, May 28 <u>must be declared by the Governor</u>
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Election Day	Tuesday, November 6
Veteran's Day	Monday, November 12
Thanksgiving Day	Thursday, November 22
Acadian Day	Friday, November 23 <u>must be declared by the Governor</u>
Christmas Eve	Monday, December 24 <u>must be declared by the Governor</u>
Christmas Day	Tuesday, December 25
New Year's Eve	Monday, December 31 <u>must be declared by the Governor</u>

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.
4. Determination of office closures during normal business hours shall be made by the Local Area Coordination, in consultation with the WIB Executive Administrator.

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 LDOL, now 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 LDOL, now 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 discipline its employees in accordance with established state policies and procedures. 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 non-management staff (except as approved by the Lafayette WIB Executive Administrator) 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, cubicles 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 yourself when having to answer a 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, Community Development Department Director for general media contact and the Louisiana Workforce Commission Public Relations Department for oil spill related media contact.

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 and the Community Development Director. If oil spill related permission must also be obtained from the LWC Public Relations Department.

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. If as a result of the emergency situation staffing is not sufficient; the Local Area Coordinator, in consultation with the WIB Executive Administrator, will decide whether the office should be closed and staff continues to work behind closed doors or take annual leave.

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 or obstructing any walkway.

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 or side of the building located @ 706 E. Vermilion Street. Employees must smoke in the designated smoking area in the back of the building.

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

Integrated Staff Chart

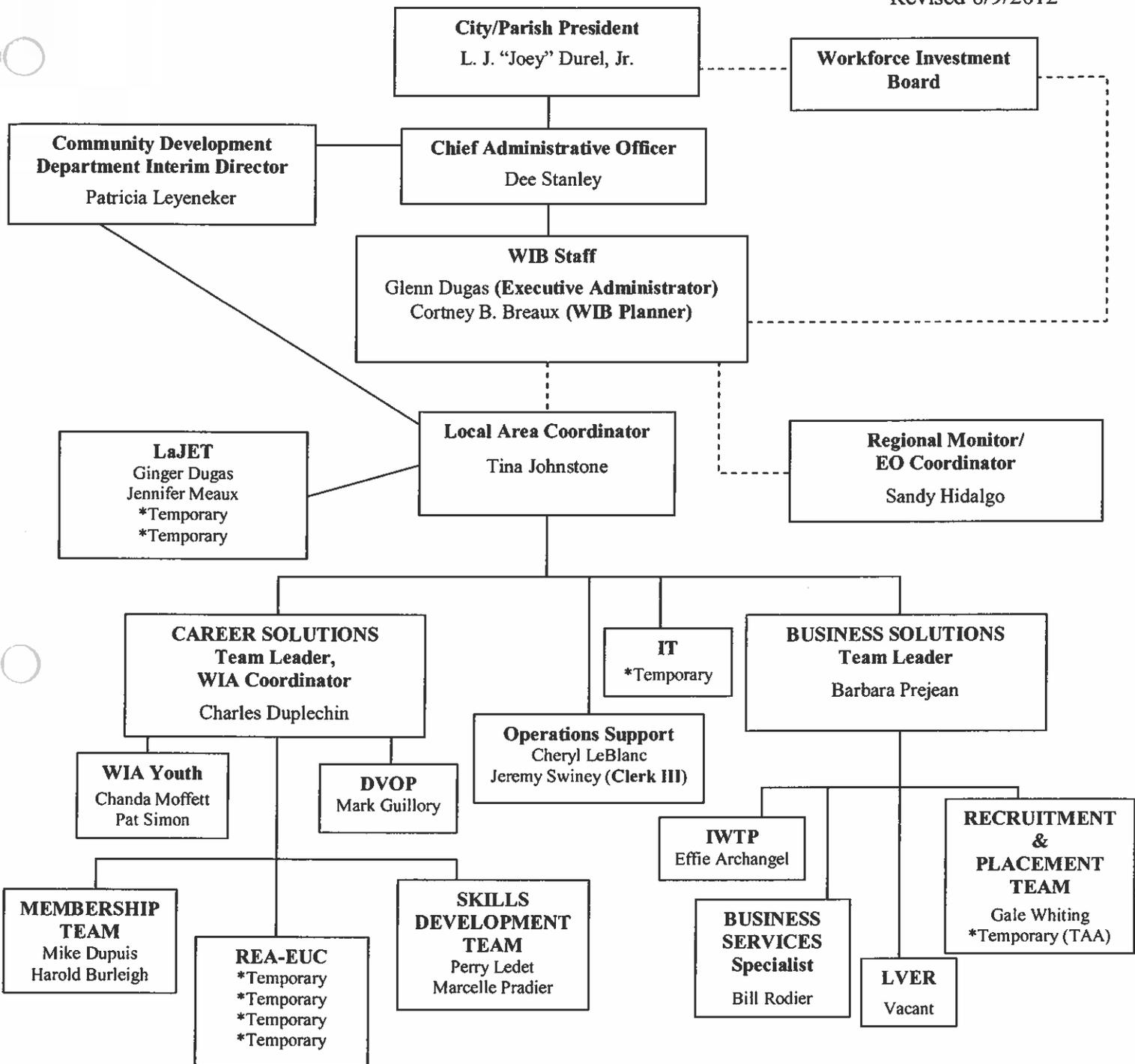
Corrective and Disciplinary Steps for State Funded Staff

Progressive Disciplinary Policy for Lafayette Consolidated Government Employees

Progressive Disciplinary Policy for Lafayette Consolidated Government Operations Support, STEP and WIA Youth Program Employees

FUNCTIONAL STAFFING CHART

Revised 8/9/2012



KEY

- Disabled Veteran Outreach Program (DVOP)
- Incumbent Worker Training Program (IWTP)
- Local Veteran Employment Representative (LVER)
- Louisiana Job Employment Training (LaJET)
- Re-employment Assistance - Extended Unemployment Compensation (REA-EUC)
- Temporary Staff (*)
- Trade Adjustment Assistance (TAA)
- Workforce Investment Act (WIA)
- Workforce Investment Board (WIB)
- Non-direct Supervision (- - -)
- Direct Supervision (_____)

Attachment # 13

LWIA #40

Policies

Page 272 – 293

Workforce Investment Act

LWIA #40 Policies

LWIA #40 will adhere to all policies set forth by the State of Louisiana regarding WIA Title I. In addition, the following local policies will also be observed.

General Eligibility for Services

A. Core Services

1. Core Services will be recorded for all customers.

B. Intensive Services

1. Customer must have received one Core Service prior to receiving an Intensive Service.
2. Only those customers that reside in LWIA #40 may be eligible for Intensive Services. Exceptions – OJT or pilot program customers must reside in Region IV.
3. Individual Service Strategy will be developed for customers receiving intensive services.
4. Priority for intensive services will be given to qualifying Veterans first.

C. Training Services

1. All customers must have received a minimum of one core and one intensive service to be eligible for Training Services.
2. Individual Service Strategy will be maintained for customers receiving training services.
3. Priority for training services will be:
 - a. Critical medical demand occupations
 1. Veterans
 2. Low-income individuals
 3. All other individuals
 - b. Demand occupations (updated annually)
 1. Veterans
 2. Low-income individuals
 3. All other individuals

ITA Policy

A. Occupational Information

1. Customers will be offered assistance in the One-Stop on how to access the Demand Occupation List as provided on the LWC website.
2. A Regional Demand Occupation List is provided to all regions by LWC and is available to all customers.
3. To ensure that customers trained do not exceed labor market demand, LWIA 40 will utilize LWC's occupational demand list. LWIA 40 may recognize additional occupations in demand by utilizing employer surveys, newspaper ads, job orders, etc.

B. Training Provider Information

1. Computers with Internet access will be made available to customers visiting the One-Stop.
2. Customers expressing an interest in viewing the eligible training provider list shall be given instructions on how to access the state web site. Customers having difficulty in accessing/navigating the web site will be provided assistance.

C. Referrals & Co-ordination of Other Funding Sources

1. PELL
 - a. All customers requesting training funds must apply for a PELL grant and provide documented results before an ITA can be issued.
 - b. If any semester/quarter in a PELL fiscal year is not funded by PELL, a letter stating which semester/quarter was not funded must be obtained from the training provider. WIA may fund semesters/quarters not funded by PELL.
 - c. Customer must supply documentation of PELL status each fiscal year.
 - d. Customers requesting training services, who are in default of a student loan or on probation with PELL, academic or otherwise, will be denied training services until issues are resolved.
2. TAA/TRA
 - a. Customers that are TAA/TRA eligible must apply for TAA/TRA before an ITA can be issued. Proof must be provided.
 - b. *For Training Providers that bill monthly or by semester* - after customer has applied for TAA, customer is required to submit TAA form 103 to AWI. WIA funds may be utilized for first semester pending approval of TAA benefits. Funding limits apply.
 - c. *For Training Providers requiring payment in advance* - customer is required to submit TAA form 103 to the AWI staff, who will note "Payment in the amount of \$_____ will be rendered by WIA if TAA approval is not received by the payment due date" on TAA form 103. To prevent undue burden on the

customer, WIA funds may be utilized for the WIA limited amount if TAA approval is not received by the payment due date.

3. Louisiana Rehabilitation Services (LRS)
 - a. Customers with substantial disabilities must be referred to LRS for an assessment of job-related capabilities and possible funding for training.
 - b. LRS has identified disabilities that are not funded and customers with these disabilities would not have to be referred.
 - c. If LRS denies funding assistance, the customer must present a letter of denial and a copy of LRS assessment.
 - d. Disabled customers may be eligible for training funds if the Career Advisor deems that the request for training is appropriate and assessment supports a job match with choice of training. Customers with a physical, mental, or learning disability may be enrolled into services exceeding those offered to non-disabled customers.
 - e. If customer's disability is not substantial enough for an assessment from LRS, the customer will be required to obtain a letter from their physician stating that they can work full time in a training-related occupation.
4. Grants - Customers must disclose funding amounts of any grants that they are eligible to receive before an ITA can be issued.
5. Other Sources - Customers may be referred to funding sources other than those specifically listed.

D. Pre-ITA Criteria

1. Colleges, Universities, & Applicable Proprietary Schools
 - a. Customers are required to complete 60 credit hours towards degree/diploma prior to ITA issuance. Documentation required. Required 60 credit hours may be waived for medical curriculum upgrades of participants successfully completing prior medical curriculum. (Ex. LPN to RN)
 - b. Customers must have a 2.0 last semester GPA.
 - c. Masters degrees are allowable for demand occupations based on the availability of funds.
2. Other Training Providers
 - a. Customers enrolled in training programs without GPA grading system must have satisfactory progress and an 85% attendance rate.
3. Repeat Customers

For customers previously enrolled, follow-up data will be considered. Customer may be denied training services for responses to questions below. Customer will still be eligible for core and possibly intensive services.

 - a. Did they cooperate?
 - b. Were you able to contact them?
 - c. Was the job training related?

E. ITA Issuance

1. ITA will be issued by the career advisor by completing an ITA balance sheet
2. Maximum ITA amount shall not exceed the State/WIB approved total cost of training.
3. Generally, a \$500 annual funding maximum for WIA tuition, books/supplies, support services, and/or childcare combined shall be observed. Exceptions may be made, based on need at the discretion of the WIB Administrator or Local Area Coordinator. There are no limits for National Emergency Grants (NEG).
4. ITA may only be used to satisfy tuition and books/supply costs as stated in provider application.
5. A financial plan will be created for the customer.
6. Obligations for the ITA will be entered in the local database for financial tracking purposes.
7. Customer will be given a copy of ITA balance sheet and Rights and Benefits packet, which outlines policies and procedures.

F. ITA Maintenance

1. Disbursement of funds – methods of disbursement of funds are as follows but are not limited to:
 - a. Disbursement of \$500 annual cap shall be made anytime during the fiscal year.
 - b. Customer reimbursement for expenses incurred. An invoice accompanied by a receipt of payment is required for reimbursement.
 - c. Charge accounts with training providers/vendors. Customer must have prior approval.
 - d. Expenditures shall be deducted from the balance of the ITA.
2. Customer requirements
 - a. Grades – Customer is required to submit grades upon completion of each semester. Customer must maintain a 2.0 GPA each semester. Failure to maintain required GPA will result in probationary status and suspension of all funds until GPA requirements are met. Satisfactory progress and 85% attendance rate is required in lieu of GPA for training providers that use progress reports. Probationary status and suspension of all funds will apply until progress and attendance are satisfactory.
 - b. Customer is required to submit a class schedule each semester.
 - c. Customer must apply for PELL and submit documentation of other funding sources annually.

3. Customer Options
 - a. Customers may request, at any time, a copy of ITA account balance sheet.
 - b. Customers may change training with the approval of AWI staff. Customer request for change must identify new course, reason for change, and date proposed change would occur.
4. Exclusions - Items not funded may include:
 - a. Tuition and books for repeat courses.
 - b. Supplies for elective courses (ex: cameras, golf clubs, bikes, etc.)
5. Financial plan - will be completed by the career advisor for customers each fiscal year. Financial plan will reflect other sources of funding that will be applied prior to use of WIA funds.
6. ITA Modification –
 - a. To reflect training increases - ITAs may be modified to reflect increases to total cost of training as approved by State/WIB.
 - b. To reflect course change
 1. If the online cost of the new course exceeds the original online cost of the old course, the difference must be added as a modification to the current balance of the ITA.
 2. If the online cost of the new course is less than the original online cost of the old course, the difference must be subtracted as a modification to the current balance of the ITA. For training providers with advanced payment policies, the training provider shall be notified by AWI that the customer will be responsible for the portion of training costs not funded by WIA.

G. Additional Training

1. Customer may seek additional training upon successful completion of course.
2. A written request from the customer is required stating what course is being requested and why further training is needed.
3. The course must build on the previous training.
4. Change will be limited to certain demand occupations. EXAMPLE: CNA to LPN, LPN to RN, etc.
5. A new ITA will be issued.

Support Services Policy

Support Services may be given to WIA and NEG eligible participants. The annual limit will apply for WIA. With regards to NEG, no limits will apply other than the statute regulations, and federal or state requirements. Support Services may include reimbursement for meals and/or travel, child care, safety supplies and/or uniforms, medical costs, or other items required whether work experience or “on the job training.”

A. Meals and/or Transportation

1. Meal allowances shall not exceed \$10 per day.
2. Transportation reimbursement shall adhere to the state reimbursement rate for mileage.

B. Childcare

1. Childcare reimbursements shall not exceed \$15.00 per day for a licensed daycare or \$9.00 per day for a non-licensed daycare, and will only be utilized after other sources have been exhausted or no longer available.

C. Safety Supplies, Supplies, Tools, and/or Uniforms

1. Safety supplies, supplies, tools, and/or uniforms required to enroll into training and/or obtain employment may be reimbursed up to \$500. Documentation from the training provider, employer, or vendor is required for reimbursement.

D. Medical Costs

1. Medical costs required to enroll into training and/or obtain employment may be reimbursed. Documentation from the training provider, employer, or vendor is required for reimbursement. Allowed costs may include immunizations, drug screens, physicals etc. Only satisfactory drug screens will be reimbursed.

Youth Incentive Policy

Incentives may be paid to WIA Youth participants who are basic skills deficient and have obtained at least a one level increase in the educational functioning level, or receive a GED. The TABE or other generally acceptable assessment will be utilized for basic skills attainment.

A. Awards

1. Participants may receive a \$40 award for obtaining at least a one level increase in the educational functioning level in reading or math. Additional awards may be received in each subject with an increase up to the participant becoming efficient in the subject. A pre and post test must be given to record increases.
2. Participants may receive a \$400 award for obtaining a GED.

OJT Policy

A. What is On-the-Job Training?

On-the-Job Training (OJT) is a work-based training opportunity for adults, dislocated workers, and youth customers who are eighteen years of age or older that leads to full-time employment. OJT is only offered if a WIA participant is eligible for training services provided through the Workforce Investment Act or National Emergency Grant. OJT contracts encourage employers to provide occupational training that results in hiring unemployed, underemployed, or dislocated persons. OJT contracts:

- Provide training for the WIA participant in exchange for a reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs for training a worker who has an identified skills gap.

Note: LWIA 40 has been granted a waiver from the US Department of Labor to allow the reimbursement of OJT employers on a sliding scale based upon the number of employees at an employer's single location. Up to 90% of the participant's wage rate may be reimbursed to employers with 50 or fewer employees and up to 70% of the participant's wage rate may be reimbursed to employers with 51-250 employees. Employers with more than 250 employees are limited to the standard WIA cap of 50% wage reimbursement. The OJT sliding scale waiver applies to the Oil Spill National Emergency Grant (NEG-O) and is in effect through June 30, 2012.

- Are contracted for a limited period of time for a participant to become proficient in the occupation for which the training is being provided.
- Are developed with employers in the public, private, or non-profit sector. Note: NEG-O does not allow public sector OJT.
- Require that participants uphold the standards of the Hatch Act. A participant cannot participate in any activity that is considered a political activity during working hours. This includes the following: soliciting, transporting voters, distributing campaign materials, working on or developing campaign materials, etc.
- Will not employ participants to carry out the construction, operation, or maintenance of any part of a facility that is used or will be used for sectarian instruction or as a place for religious worship, nor will the participant be required to participate in religious activities.
- Must be conducted at the employer's place of business or a related location. An employer may not subcontract the OJT to another organization.

No individual (neither new hire nor incumbent) may enter an OJT position if a member of their family is engaged in an administrative capacity with the OJT employer, including a person with selection, hiring, placement, or supervision responsibilities for the OJT trainee.

The OJT employer will maintain and make available for review all time and attendance, payroll, and other records to support amounts reimbursed under OJT contracts. Records must be maintained and available for review for a period of three years from the completion date of the contract.

B. WIA Service Provider OJT Coordination

In LWIA 40, Acadiana Works, Inc. employs both Business Service Representative (BSR) and career counselors (case managers). Both have a role to play in OJT services.

Generally, the BSR conducts employer outreach/marketing and recruitment of OJT participants, negotiates the OJT contract (including development of training plan in conjunction with employer), maintains employer contact for the duration of the OJT contract (including collection of invoices and timesheets), and ensures that an employer file is maintained at the worksite and is available for review.

The career counselor determined participant eligibility, maintains a relationship with the participant throughout and beyond the contact period, and maintains participant records. As appropriate, the career counselor may assist the participant with supportive services.

The BSR and career counselor collaborate on the selection of a suitable candidate for a specific OJT, coordinate contact with the employer and participant throughout the contract period, and confer with one another to determine appropriate course of action when either identifies a potential problem. The Workforce Investment Board (WIB) monitor conducts at least one formal on-site OJT monitoring review of a percentage of OJT contracts.

Acadiana Works, Inc. is to maintain a written plan, for the specific delineation of duties to ensure proper coordination and non-duplication of services. Acadiana Works, Inc. is responsible for appropriate outreach and recruitment of OJT participants as well as employer marketing strategies that best meets the needs of the service area.

C. Choosing the Right Employer

An OJT contract has certain criteria that an employer must meet in order to be eligible to receive WIA funds to reimburse extraordinary training costs. If an employer has "exhibited a pattern of failing to provide prior OJT participants with continued long-term employment, wages, benefits, and working conditions, a contract cannot be developed."(663.700) The WIB has established the following policy for complying with this provision:

1. A performance review will be used which requires the review of retention patterns of employers who have had previous OJT contracts under WIA during the past two years. (Active contracts do not require review but must be noted in that section of contract.)
Where a pattern of failure to hire without just cause is apparent, an OJT contract cannot be developed.
2. OJT contracts will specify that successful OJT participants will be offered long term employment with wages, benefits, and working conditions equal to those provided to regular employees with similar experience and responsibility. No OJT contract will be developed with an employer who has previously exhibited a pattern of failing to meet this requirement.

The Workforce Development Board also provides guidance regarding review of relocating new and expanding industries:

- Acadiana Works, Inc. will not solicit a company or use funds to entice a company to relocate to or expand in the service area.
- For a business that is relocating to the area, the employer must certify that no person was displaced as a result of the relocation of the current business within the 120 days immediately preceding contract agreement date.

No participant shall be employed or job opening filled when:

- Any other individual is on layoff from the same or any substantially equivalent job, or
- When the employer has otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages is subsidized under the act.

D. OJT Employer Performance Expectations

The goal of on-the-job training is that the employer retains the OJT trainee as a regular employee following the successful completion of training. If an employer has had previous OJT contracts, Acadiana Works, Inc. staff is expected to access the employer's past performance in training employees under OJT. Acadiana Works, Inc. will not develop an OJT contract with an employer who has repeatedly failed to meet performance standards. The employer must exhibit a history of long-term employment of trainees as regular employees with wages and similar working conditions at the same level. Completion and retention rates of at least 75% are expected. Retention is defined as continued employment of at least three months following the completion of the OJT contract.

E. Conditions Governing OJT Payments to Employers

1. OJT payment is deemed to be compensation for the extraordinary training costs and lower productivity of the OJT participant.
2. Employers may be reimbursed up to 50% of the wage rate of an OJT participant for these extraordinary training costs and their associated additional supervision requirements. (See Note for sliding scale waiver.)
3. Employers are not required to document such extraordinary costs. (663.710)

F. Determining the Length of the Contract: Employer Agreement

The Specific Vocational Preparation or SVP data found in the O*NET Online database for that particular occupation will be used and will be adjusted to determine the length of training necessary to acquire the needed skills for each OJT participant. The SVP, published by the US Department of Labor, provides guidance in calculating training time based on the type of occupation. The higher the SVP code, the higher skilled or more complex the occupation; therefore, a longer training time would be expected. Under WIA

legislation, OJT contracts can be developed for occupations with SVP levels from 3 to 5. Other occupations are excluded because the training is considered to be either too simple or too complex.

The following chart reflects the OJT time allowed for each Specific Vocational Preparation (SVP) Level:

<u>SVP Level</u>	<u>Hours of Training Permitted</u>
3	Over 1 month up to and including 3 months (Three months equal 520 work hours)
4	Over 3 months up to and including 6 months (Six months equal 1,040 work hours)
5	Over 6 months up to and including 1 year (One year equals 2,080 work hours)

NOTE: WIA OJT training period cannot exceed 6 months/1040 hours

*Some of the training time could be lower due to the amount of the hourly wage and reimbursement limits.

In every case, training hours are defined as time worked. Work time is to be recorded in terms of hours.

The following example illustrates the computation of maximum OJT costs:

Credit Clerk: DOT Code 205-367-022, SVP level 4 has negotiated training time of 800 hours.

Starting wage rate - \$8.00

One-half starting wage rate per training. $\$8.00 \times 800 \text{ hours} = \$6,400.00$

Divided by 2 = \$3,200.00

The SVP Chart shows that an SVP level of four has a maximum training time of 1040 hours. In this example, the employment representative accrued a savings of \$960.00 by negotiating the OJT contract for fewer than the maximum hours permitted. The employer got a reasonable training time by negotiation, and the accrued savings can be used to help fund an OJT slot for another participant.

When determining the period of time needed for a WIA OJT participant to acquire the necessary skills for the identified job tasks, consideration is to be given to recognized reference data including, but not limited to, the O*NET Online database "Dictionary of Occupational Titles." In addition, a participant's Individual Employment Plan, education, skills, and prior work experience are all to be taken into consideration.

NOTE: Employer negotiations must include a reasonable amount of time for orientation, coaching, and counseling activities by Acadiana Works, Inc. staff since these activities are frequently critical to the success achieved by many participants. These sessions may be most reasonably conducted at the participant's worksite, but are to be managed in such a way that maximizes confidentiality, that does not call undue attention to the

participant's WIA status, and does not distract from productivity. Conducting these sessions during a scheduled break or immediately preceding or following scheduled work hours are viable options.

G. Providing Upgrading and Retraining Through OJT

Training a participant in the same occupation for virtually or nearly the same work from which the participant had been laid off or separated from is not allowable when the participant already has the skills required for the job. In order to conduct skill upgrading and retraining, conditions for eligibility and participation must be met and there must be a demonstrable difference between the job and skill requirements of the upgraded job for which the participant is being trained and those of current or prior employment. Acadiana Works, Inc. will refer to the SVP and assessment results to determine prior skills of the participant.

H. Occupations that are Eligible for OJT Contracts?

OJT may only be offered in those occupations which provide opportunities not otherwise available, lead to economic self-sufficiency, and provide stable employment. Occupations that are eligible for WIA funding include:

1. Occupations which offer a reasonable expectation of continued employment in the occupation for which training is offered.
2. Occupations which are sufficiently skilled to require a SVP level of 3 or above. Refer to Section F.
3. Occupations that meet prevailing standards with respect to wage, hours, and conditions of employment.
4. Occupations on a promotional line that do not infringe in any way upon the promotional opportunities of currently employed individuals.

For all customers, training must be in an occupation which provides new skills distinct from those already possessed by the customer.

I. Occupations that are Not Eligible for OJT Contracts

Occupations for which training will not be approved include, but are not limited to:

1. Occupations that have not traditionally required specific occupational training as a requirement for employment.
2. Occupations dependent on commission as the primary source of income. (This does not exclude those jobs which have a guaranteed base wage of at least the federal minimum wage in addition to commission pay and such guaranteed wage will continue after the training period.)
3. Intermittent seasonal occupations.
4. Occupations requiring less than a SVP level of 3 or higher than a SVP level of 5.

5. Part-time occupations. (For definition purposes, full-time employment is the 40 hour week, except where fewer hours are normal to the occupation, but in NO case less than thirty-two (32) hours per week.)
6. Occupations that are currently, or will be, included under an employee-leasing contract whereby job openings for a particular occupation at a business facility are filled by staff of the leasing contractor.
7. Occupations where adequate supervision and/or monitoring are not available.

J. Length of Training

Under normal funding conditions, refer to section F - Determining the Length of the Contract: Employer Agreement.

Under limited funding conditions, a dollar amount is allocated per slot.

NOTE: The SVP level is necessary to be included on the training plan, but it may not necessarily pertain to the actual training time where limited funding conditions is a factor.

K. Participant Wages

In no event will wages paid to WIA OJT participants be less than the highest of the following:

- The federal minimum wage
- The State or local minimum wage
- Prevailing wage rates provided to individuals in similar positions
- Minimum entrance wage rate for inexperienced workers in the same occupation
- The wage rate required by applicable collective bargaining agreements. See Section U.
- Prevailing rate established by the Davis-Bacon Act

When an OJT participant works overtime, reimbursements are made to the employer at the regular hourly rate. The additional half-time rate cannot be reimbursed. The amount of the reimbursement is the total number of hours worked times the reimbursement rate. For example, if a participant works 40 hours per week at \$8.00 per hour, the reimbursement is \$160.00 (40 x \$8.00 divided by 2). If that participant works 60 hours in one week, the total reimbursement payment is still based on \$8.00/hr for 60 hours rather than \$8.00/hr for 40 hours plus \$12.00/hr for the additional 20 hours. The additional 20 hours of overtime work is calculated into the total number of training hours to be reimbursed.

L. OJT Contract/Employer Agreement Modifications

A change or modification can be made to the OJT contract/employer agreement during the training period, if necessary. A modification is necessary to increase the OJT contract amount, to change the contract closing date, to increase the number of training slots, or to change the trainers, supervisors, etc. Acadiana Works, Inc. and the OJT employer must

mutually agree upon the modification. Authorized signatures of both parties must be on the modification.

M. Skills Gap Analysis/Training Plan Development

An individualized OJT Training Plan must be developed for the acquisition of skills that the trainee does not already possess. This plan will contain occupationally specific skills that the employer requires for competency in the OJT occupation. An analysis of the trainee's prior work history and the job skills already possessed must be compared to the job skills/job description the employer requires in the OJT occupation. The resulting gap in skills will be the basis for the development of the Training Plan. The Specific Vocational Preparation(SVP) data found in the O*NET Online database for that particular occupation will be used and adjusted to determine the length of training necessary to acquire the needed skills. Each skill description needs to be concise, yet comprehensive, and the individual tasks must be measurable and observable. The specific types and sources of information used to identify the scope of the skills gap must be included in the participant's case file.

Youth customers will be required to have reading and/or math scores on file, if the customer is referred by an employer for OJT.

The training plan will identify the individual who will provide training. The training plan is normally completed with the assistance of a representative of company and is always reviewed with both the employer and participant before the contract is signed. The participant is to be given a copy of the training plan. Acadiana Works, Inc. is responsible for maintaining close contact with the trainee, the employer, and the person(s) assigned to train the participant to ensure that proper skills are being obtained as outlined in the training plan. It is the mutual responsibility of Acadiana Works, Inc.'s business services representatives and the participant's career counselor to maintain close coordination to identify any potential areas of concern regarding progress toward skill development and/or individual counseling/coaching services needed.

The OJT contract is completed following negotiations of contract terms. The contracts must contain the employer's name, address, phone number, IRS number, unemployment insurance number, worker's compensation carrier name, policy number, and expiration date. The contract must also include reimbursement amount, start date, and termination date of the contract. The job description and training plan for each individual participant are to be attached to the contract (copies in both the employer and customer file).

It is incumbent upon Acadiana Works, Inc. to be aware of any problems that arise during the training period and to assume primary responsibility for working with both the employer and the participant to resolve these issues. Problem-solving dialogue may include the WIA Business Services Representative and/or career counselor and may include the WIB Monitor. It is Acadiana Works, Inc. responsibility to cultivate and maintain positive working relationships with both employer and participant and to ensure

that both are following through on their responsibilities and doing their best to carry out the objectives of the plan.

The trainee's progress under an OJT contract will be officially monitored at least once during the training period by WIB Monitor or designee who has not been involved in the development or implementation of the OJT.

N. How to Complete OJT Invoices

OJT invoices are used to document the number of hours and rate of reimbursement to the employer. OJT employers are expected to complete the invoice on a monthly basis. The assigned employer representative is expected to complete and sign the invoice. Any comments from the employer may be made in the remarks section. Copies of OJT invoices are to be maintained in both the employer file and the OJT participant's customer file.

Invoices are due between the first and fifth of each month and are to be mailed to the assigned local office. Acadiana Works, Inc. completes the invoices following receipt of all required employer documentation, as designated in the OJT contract.

Acadiana Works, Inc. will have a system for ensuring the receipt of OJT invoices from employers in a timely manner for processing by the Accounting Department.

Reasonableness of Cost: The Act provides that each contract "specify the types and duration of on-the-job training and other services to be provided in sufficient detail to allow for a fair analysis of the reasonableness of proposed costs..." WIA regulations prohibit the imposition of a requirement on employers to document extraordinary costs. Such a record-keeping burden would unnecessarily make OJT a less desirable training option. WIA regulations require no more record keeping of an employer that is already required of the employer for other purposes, (e.g. an employer would have to maintain payroll records to demonstrate that a participant worked the number of hours that were billed, but payroll records are already required to be kept for a variety of other federal and state purposes).

O. Termination of Employees

The termination of employees does not require Acadiana Works, Inc. approval. The OJT employer's right to discipline, suspend, or discharge employees shall be in accordance with the OJT employer's established rules and regulations and with any applicable collective bargaining agreement. The employer shall notify, in writing, the effective date of termination and the reason for termination no later than thirty days from termination.

P. Disputes

Except as otherwise provided, any dispute concerning a question or fact arising under this contract which is not disposed of by agreement, shall be decided by the contracting officer, who shall reduce their decision to writing and mail or otherwise furnish a copy to the OJT employer. The decision of the LAC shall be final, unless within thirty days from the date of receipt of such copy, the OJT employer mails or otherwise furnishes to the

LAC a written appeal addressed to Acadiana Works, Inc. The decision of Acadiana Works, Inc. or its duly authorized representative for the determination of such appeals shall be final unless determined by a court or competent jurisdiction to have been fraudulent, capricious or arbitrary, or so grossly erroneous as to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the OJT Vendor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision or dispute hereunder, the OJT Vendor shall proceed diligently with performance of this contract and in accordance with the contracting officer's decision.

This dispute clause does not preclude consideration of law questions in connection with a decision provided for in paragraph above. Nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

Q. Termination for Default

The performance of work under the contract may be terminated by Acadiana Works, Inc. in accordance with this clause in whole in part, whenever the OJT employer shall default in performance or endanger performance of this contract in accordance with its terms, and the OJT employer shall fail to cure such default within a ten day period after receipt of notification specifying the default.

R. Laws Applicable

The OJT employer will perform their duties in accordance with the Workforce Investment Act, regulations, procedures, and standards promulgated thereunder. The OJT employer will comply with all applicable federal, state, and local laws, rules, and regulations which deal with or related to the employment of persons who perform work or are trained under this contract.

S. Equal Opportunity

The OJT employer agrees to comply with all federal and state acts pertaining to Equal Opportunity (EEO) and non-discrimination. Failure to do so will be justification for cancellation of the contract by Acadiana Works, Inc.

T. Disclosure of Confidential Information

The OJT employer agrees to maintain the confidentiality of any information regarding applicants, project participants, or their families which may be obtained through application forms, interviews, tests, report from public agencies or counselors, or any other source. Without the permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the performance of evaluation of the contract and to the person having responsibilities under the contract.

U. Collective Bargaining Agreement

The OJT employer certifies that if a collective bargaining agreement is in effect during this contract period covering occupations in which training will take place, the OJT employer has either obtained verbal or written concurrence from the collective bargaining

agent or has not received a response from the collective bargaining agent within three (3) days after notification to the collective bargaining agent. The OJT employer shall maintain written evidence of the notification to and all the concurrence of the collective bargaining agent.

V. Private/Membership Only Club

Private and members only organizations wanting to participate in WIA funded OJT must submit proof of non-discrimination in both its membership and employment practices and must abide with section 167(A)(1) of the act, the equal opportunity assurance by cooperating organization certification, and the equal opportunity, Section S.

W. Repayment of Disallowed Costs

Should it be determined that any payments made under a contract are in violation of appropriate federal or state statutes, regulations, or guidelines, such payments shall be refunded and repaid to Acadiana Works, Inc by the OJT employer. If a contract or any modifications are still in effect, funds or monies owed the OJT employer shall be withheld by Acadiana Works, Inc. from allowable payment requests of the OJT employer.

X. Availability of Funds Clause

Acadiana Works, Inc. in administering the Workforce Investment Act OJT contract shall not be obligated to reimburse the employer for costs incurred in excess of the amount currently obligated under the contract. While Acadiana Works, Inc. obligation under the contract is limited to funds as shown on the face sheet, the contracting officer has the right issue unilateral modification(s) adding or deleting funds to this contract as necessary to comply with federal or state law or directives from the Louisiana Department of Labor Grant Officer.

Work Experience Policy

A. What is Work Experience?

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.

Work experiences are designed to enable WIA participants to gain exposure to the working world and its requirements and should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the participant. Instruction in employability skills or generic workplace skills should be addressed by staff and worksites during a work experience. Work experiences may also provide exposure to various aspects of an industry and include progressively more complex tasks.

B. Length of Work Experience

The general length of a work experience shall be \$1,000. As appropriate and approved by the Local Area Coordinator, a work experience may be extended, however not past 1040 hours. Hours per week should be determined as most appropriate for the participant and the worksite.

C. Timesheets/Wage and Hour

During a work experience, the participant becomes an employee of Acadiana Works, Inc. and wages are paid from WIA funding.

Wages are based on the employer's entry wage for that particular position; however, wages shall not be paid less than minimum wage. Overtime is not allowed. Holidays and other absences will not be paid. Staff must ensure proper tax forms and I-9's are also completed. Participants must not be assigned or work more than forty (40) hours each week or a total of eighty (80) hours in the two-week pay period.

WIA work experience wages are not eligible for unemployment insurance benefits as the activity is considered a component of a workforce development training program. Participants receiving public assistance should inquire with the appropriate agency regarding the possible impact on their benefits due to earnings received from the work experience.

Timesheets must be completed to reflect the number of hours working at the worksite on the actual days the work is completed. Timesheets must reflect all absences, including holidays and sickness. Participants cannot sign timesheet in advance. Staff must assist participants and worksites in keeping timesheets completed accurately; ensuring they are reviewed and signed by the participant and worksite Supervisors; and by staff prior to submitting them for payment.

By law, employees' ages 14-15 must get a 30-minute break from all work duties after five consecutive hours of work. Those employees 16 and older are not required by law to have designated breaks, however, it is encouraged that participants who work six or more hours receive a designated minimum 30-minute unpaid lunch break.

D. Workplace Safety and Child Labor Laws/Work Permits

General workplace safety is to be monitored by staff and worksite Supervisors. Any identified issues must be addressed immediately by the staff. Worksites must ensure that, if applicable, they will adhere to Child Labor Laws established by the Department of Labor and ensure safe and sanitary working conditions.

Acadiana Works, Inc. will provide appropriate Workers Compensation Insurance on each participant.

Any workplace accident must be reported immediately by the participant to their worksite Supervisor and to Acadiana Works, Inc. Acadiana Works, Inc. is responsible to ensure that all reporting is done in a timely accurate manner.

Work Permits must be obtained by the worksite (even though they are not the employer of record, they are benefiting from the worker) for youth 14-17 years old except for those placed at a government or agriculture worksite. Work permits must be maintained at the worksite and in the participant file.

E. Choosing the Right Employer/Worksite Expectations

Matching the participant with the right employer is essential to making a work experience successful for the participant and employer. Employers need to have a clear understanding and expectation of the attitudes and habits that a participant may exhibit. They also need to be prepared to spend adequate, quality time with the participant and provide appropriate supervision.

It is also expected that the worksite Supervisors will perform evaluations periodically; notify the staff of potential issues and/or exceptional performance; and review and approve the participant timesheet to be submitted for payment to staff. The staff and worksite must develop a job description individualized to the particular position being filled and complete a worksite agreement.

It is required that:

- Worksites must ensure that the participant does not displace a current worker or fills the exact position of a vacancy due to a layoff status;
- Participants may not be involved in religious sectarian instruction or activities while on the job.

No participant may enter a work experience if a member of their family is engaged in an administrative capacity with the employer of the worksite, including an employee with selection, hiring, placement, or supervision responsibilities for the participant.

Participants are expected to receive training in basic work skills. Worksites that provide training in academic and occupational skills that may help them in their career choices and preparation are encouraged.

In summary, it is expected that worksite Supervisors will:

- Provide on-going supervision
- Serve in a mentoring and learning environment
- Ensure that there is meaningful adequate work and provide needed tools/equipment to perform the job
- Notify Acadiana Works, Inc. staff of potential issues and/or exceptional performance
- Review and approve the participant timesheet to be submitted for payment
- Develop a job description individualized to the particular position being filled
- Complete a worksite agreement identifying beginning and ending dates
- Communicate with Acadiana Works, Inc. staff
- Maintain a participant file at the worksite
- Adhere to Child Labor Laws and OSHA compliance
- Contact Acadiana Works, Inc. staff immediately in the case of an accident

F. Acadiana Works, Inc. Staff Expectations

Acadiana Works, Inc. staff will determine eligibility of participants; provide placement of participants; will be available to address worksite concerns or issues; provide career counseling and training for participants; and maintain detailed participant files. Staff will submit participant timesheets for payroll processing.

Staff must ensure that all workplace accidents are reported immediately to the Accounting Department.

G. Termination

A work experience can be terminated by the worksite or staff if expectations are not being met. If it is determined that a participant does not have adequate, supervised work; staff will discuss this with the worksite Supervisor to correct the situation. If the situation cannot be resolved, a new worksite should be pursued. If the participant displays disciplinary problems, staff and worksite Supervisors will address this with the participant in an attempt to correct the behavior. If issues and/or behavior cannot be corrected, the work experience will be terminated.

H. Funding/Restrictions

All activities related to the WIA work experience are contingent upon funding availability. If at any point funding is determined limited, activities may be shortened, suspended, or ended.

In the event that special funding is received, additional rules/guidance may be required to meet the expectations of the additional funding source.

LWIA #40 Dislocated Worker Policy

(9) Dislocated worker.--The term "dislocated worker" means an Individual who--

(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;

(ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or

(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and

(iii) is unlikely to return to a previous industry or occupation;

(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

(D) is a displaced homemaker.

The definition does not include Long Term Unemployed as criteria. On the other hand, the preamble does mention that, in order to avoid redundancy, individuals referred from the Worker Profiling and Reemployment Services initiative, should automatically be eligible. It further states the following: Acceptance of profiled and referred Unemployment Insurance (UI) claimants as eligible dislocated workers is a decision to be made by the Governor and Local Boards consistent with the definition of WIA Section 101(9).

Therefore, for ease of eligibility determination of dislocated workers, a Local Policy could state that the following UI claimants that have been referred by LWC to the Business and Career Solution Centers to receive reemployment services are automatically eligible for the Dislocated Worker Program and no further documentation will be needed to establish the "unlikely to return" criterion of WIA section 101(9)(A)(iii). General eligibility requirements will still apply.

- 1. UI Job Seekers receiving 8 weeks of paid benefits**
- 2. EUC REA Tier I & II**
- 3. UI Job Seekers profiled at 5th week of claim**

Long Term Unemployed -The term "Long Term Unemployed" means an individual who-

(A) has been unemployed for seven (7) consecutive weeks.

Attachment # 14

LWIA #41

**Procurement Policies and
Procedures**

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**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 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. 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

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 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 to which a WIA grant is awarded directly from the U.S. 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. For WIA grants under Title I the state is the recipient.

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 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;
5. Counseling, delinquency prevention;

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 the Code of Federal Regulations.
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 nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees or parties of subagreements.
 6. 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.
 7. 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, or 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.

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 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.

The Direct Payment Requisition is to be used to acquire those miscellaneous goods and services of \$2,500 or less

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) Purchases of more than \$2,500 should be anticipated and must be submitted to the Purchasing Division using the Purchase Requisition form.

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.

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.

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. Purchases regulated by the bid laws of the State of Louisiana are as follows:

- 1. 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.
- 2. 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)

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.

- 3. 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.

4. 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.
5. 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.
6. 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 Public Bid Law.
 - c) A recommendation to seek additional funding where all bids exceed budgeted funds and the user department determines that bid prices are reasonable and the projects should continue.
7. 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.

8. 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:
 - a) The list of potential bidders notified of the pending purchases or project and whether advertisements for bids were made.
 - b) The account number(s) and name(s) to be charged.
 - c) The cost or estimated cost of the quotation or the bid being recommended.
9. 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.
10. 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.
11. 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.
12. 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 project, and date of notification thereof to the Council.

13. 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.
14. 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, 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.
15. 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 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.
16. Blanket Purchase Agreements
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:

- a) 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.
- b) Use of this procedure would avoid the writing of a large volume of purchase orders.

After determining a BPA would be advantageous, the Purchasing Division shall:

- a) Establish the parameters to limit purchases to individual items of commodity groups or classes, or permit the supplier to furnish unlimited supplies or services; and
- b) Consider suppliers whose past performance has shown them to be dependable and who offer quality supplies.

Blanket purchase agreements may be established with:

- a) More than one supplier for supplies or services of the type to provide maximum practicable competition;
- b) A single firm from which numerous individual purchases will likely be made in a given period.
- c) The use of a BPA does not authorize purchases that are not otherwise authorized by statute, regulations or PPM.
- d) The existence of a BPA does not justify purchasing from only one source or avoiding small business.
- e) 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.
- f) 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 review at least annually and updated at that time.

- 3) Maintain awareness of changes in the market conditions, sources of supply, and other pertinent factors that may warrant making new arrangements with different suppliers or modify existing arrangements.

17. 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 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 manufacturing or supplier is the only source for such items;
 - 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.

18. 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 form 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 sure federal funds to lobby Congress. All contractors and subcontractors participating in contracts exceeding \$100,00 funded in whole or in part by federal funds shall submit certification prior to award of the contract.

17. 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 susceptible 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 may 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. WIA 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, 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 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 or private for profit 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 than 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 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 low 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 applicable 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 offeror 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 offeror'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)

Attachment # 14

LWIA #40

**Procurement Policies and
Procedures**

Page 337 - 351

**LOCAL WORKFORCE INVESTMENT AREA #40
(LWIA #40)**

PROCUREMENT POLICIES AND PROCEDURES

Revised December 19, 2011
Revised September 21, 2011
Revised September 20, 2011
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Revised July 26, 2006
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Revised March 2002
APPROVED July 12, 2001

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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 NEG 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, sub recipients, 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 NEG 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 \$5,000 or more per unit. All purchases of equipment with a unit cost of \$5,000 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 \$5,000 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 WIA or NEG 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 NEG 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 NEG 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.

General Policies

F. Duplication

LWIA #40 and subrecipients shall not use funds provided under WIA or NEG to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources.

G. 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.

H. 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 NEG 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 NEG 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 NEG 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.

I. Necessary Procurement

Procurements shall be for necessary items and not for unnecessary items.

J. 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.

K. 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 \$1,000. No competitive bidding is required.

METHOD OF PROCURMENT:

Purchases up to \$1000.00 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 \$1,000 not to exceed \$5,000 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 \$5,000 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 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 offerers 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.

L. Oversight

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 NEG 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. Award provisions, LWIA #40 subrecipients, contractor agreements shall:

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 level. 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 NEG, 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.

L. Closeout

Grants/Contracts

1. LWIA # 40 shall not be obligated to make any further payments to contractor/service provider for performance rendered pursuant to agreement for invoices received after 60 calendar days from the end of training.
2. Service provider/contractor shall be notified in writing prior to 30 calendar days of the expiration of agreement.
3. At closeout of a grant or contract any equipment purchased shall be handled according to grantor's instructions.

Attachment # 15

**Lafayette Business & Career
Solutions Center Equal
Opportunity Rights & Benefits**

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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, 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:

**Sandra Hidalgo,
Region IV Monitor and
Equal Opportunity Coordinator**

Address: (physical) 230 W. Bellevue St.
Opelousas LA 70570
(mailing) P. O. Box 2046
Opelousas LA 70571-2046

Phone: (337) 942-2678
Email: smshildalgo@aol.com
Fax: (337) 942-9654

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, whichever 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

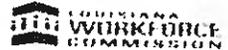
Program Complaint includes:

- 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)
- C-SBG
- 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 07/18

10. Why do you believe these events occurred?

14. Do you have an attorney?

Yes No

If yes, please provide name, address and phone:

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

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: _____

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:

Table with 3 columns: Name, Address, Telephone Number. Includes multiple rows for listing contacts.

Agency: _____

Date Filed: _____

Case or Docket #: _____

Date of Trial or Hearing: _____

Location of agency or Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

Signed (Complaint NOT VALID unless signed)

Date

Attachment # 15

LWIA #40

Rights and Benefits

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ACADIANA WORKS, INC.

Workforce Investment Act

RIGHTS AND BENEFITS

Non-Discrimination

No Individual shall be excluded from participation in, denied the benefits of, be subjected to discrimination under, or denied employment in, the administration of or in connection with any program or activity funded under the Act because of race, color, religion, sex, national origin, age, citizenship or participation, nor will the Contractor permit its agents, employees, subcontractors, or program participants to engage in such discrimination. Contractor will foster a policy of Equal Employment Opportunity and Affirmative Action and hereby agrees that during the performance of this contract, contractor shall not discriminate against any employee, including WIA participants and beneficiaries of workforce investment activities because of race, color, sex, religion, disability, political affiliation, or national origin. Contractor will take affirmative action to ensure that applicants and program beneficiaries are treated during the contract without regard to race, color, sex, religion, disability, political affiliation or national origin. Such affirmative action shall include, but not be limited to upgrading employment, demotion and transfer, recruitment and advertising, and selection of training. Contractor agrees to post in a conspicuous place available to employees and participants, if applicable, notice setting forth the provisions of the non-discrimination clause.

No individual will be intimidated, threatened, coerced, or otherwise discriminated against because he/she has filed a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing (29 CFR 34.8).

The Local Workforce Investment Area #40 has an Equal Opportunity Officer. Any grievance or complaint should be submitted in writing to the attention of **Sandra Hidalgo at 230 W. Bellevue St., Opelousas, LA 70570**. Any questions or comments regarding procedure may be directed to **Sandra Hidalgo at (337) 942-5678**.

“Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities.” TDD Relay System (800) 548-2547

The following applies to **TRAINING CUSTOMERS**:

I. Pell Grant

The student **MUST APPLY** for **Pell Grant** every program year. He/she is responsible for notifying his/her local WIA representative of benefits **received** from Pell Grant. Services and payments may be adjusted to conform to applicable requirements. Failure to report receipt of Pell Grant benefits may result in the student having to **repay** duplicate payments. The student must also inform the school that he/she has been accepted on WIA.

II. Other Funding Sources

The student must apply for all other funding sources available. Acadiana Works, Inc. must be notified of results.

III. Individual Training Accounts (ITA) and Other Expenses

For eligible individuals, Acadiana Works, Inc. may pay up to the maximum allowable cost for the fiscal year for services, providing ITA/YTA total is not exceeded, unless otherwise approved by the WIB, based on the availability of funds. Services may be combined, but may not exceed the maximum allowable cost per year (year runs from July 1 through June 30 for those training providers with semesters or quarters, all others run according to calendar year beginning with enrollment date). Services may include Tuition, Books, Supplies, and Childcare. Acadiana Works, Inc. will not purchase any items that are not mandatory for **ALL** students. This applies to only those costs incurred after enrollment into WIA training, and such cost is not covered by another funding source. Once funds are depleted for the year, the student will be responsible for covering any costs remaining.

Payments for tuition can be charged to Acadiana Works, Inc. with Career Advisor approval. Limits may be placed on the amount of tuition that may be charged. Students will pay for books, supplies and childcare expenses. Reimbursement by Acadiana Works, Inc. will be made to the student when proper receipts, attendance records, or documentation required are submitted. Students have 90 days from the receipt date to submit receipts and supporting documentation for reimbursement. Any bills dated before July 1 must be turned in to Acadiana Works by July 8.

Return Policy for Books and Supplies

Any books, supplies, tools or uniforms purchased by Acadiana Works will be awarded to the student if the student successfully completes the training or the student drops from school because they have a training related job.

Acadiana Works may require students to return all books and supplies if they drop for any other reason than listed above. This does not include workbooks, used uniforms and shoes. Students may be required to reimburse Acadiana Works for the cost of books and supplies that are not returned.

Applying for Late Payments

Any member requesting reimbursement for any expense that they incurred while enrolled in training, but failed to submit by the deadline date, shall adhere to the following procedure:

- A. Complete a "Reimbursement for Late Payment Request" form. This form is available per request.
- B. Your Receipt/Invoice must be date stamped and initialed by a member of the CSC staff.
- C. Attach the completed "Reimbursement for Late Payment Request" form to the receipt and invoice and submit to CSC.
- D. For consideration of reimbursement you will be required to attend and appear before the Acadiana Works Board at their next scheduled meeting to answer any questions as to why the receipt was submitted after the deadline.
- E. The CSC staff will notify you with the date, place and time of the Board meeting that you are scheduled to attend.
- F. Deadline to apply and submit for late payment reimbursements is within 30 days of the deadline date.
- G. No one may apply for late payments after 30 days of the deadline date.
- H. If you submit an invoice for payment after the deadline date due to classes starting beyond the normal semester start date or if your books, supplies or fee payments are beyond the normal deadline date due to the training provider:
 1. The receipt that is attached to your invoice should reflect the date of purchase or fee payment. Your receipts are due no later than 2 weeks past that date. If you are delinquent you will follow steps a-g.

V. Youth Classroom Training (YTA)

Youth customers (Ages 16 – 21) are subject to the above policies. A syllabus and/or book list is required to prove that all customers are mandated by the Training Provider to purchase said books and supplies.

VI. Support Services

Support Services offered while in training: Meal Allowance, Transportation, Child Care, and Tutoring. All services are subject to availability of funds.

VII. Inactive Status

The student must get approval from the Acadiana Works, Inc. Career Advisor before a leave of absence may be granted. **NO SERVICE** shall be provided to those customers in inactive status as a result of a leave of absence. Any student not getting approval from the local office can be terminated from Acadiana Works, Inc. and would not be eligible for Acadiana Works, Inc. services for at least one calendar year. A student in inactive status may be required to turn in course materials, tools, uniforms, etc. until the authorized leave ends.

VIII. Probation / Termination

A student may be placed on probation by Acadiana Works, Inc. for a period not less than one full-time semester for attendance problems, academic reasons, attitude problems or lack of progress.

Requirements:

- A. Maintain a 2.0 GPA for each semester.
- B. Submit grades at the end of each semester to AWI.
- C. Maintain a full-time schedule unless circumstances prevent it. Prior approval by your Acadiana Works' Career Advisor will be required.
- D. Submit a copy of your class schedule each semester to AWI.

Action:

1. Anyone that does not maintain a 2.0 GPA shall be put on probation and all funding shall stop until the customer's GPA is satisfactory.
2. A copy of your final grades must be submitted to AWI at the end of each semester for approval of funding for the next quarter/semester. If your academic progress is a 2.0 or above, you may be given a letter to submit to the school for tuition for the next semester, provided you have funds available. If you fail to submit your grades in a timely manner, AWI shall not be responsible for any payments on your behalf.

The customer may be terminated from Acadiana Works, Inc. at the end of 180 days from the date placed on probation if problems have not been resolved. The Acadiana Works, Inc. reserves the right to refuse future services to any customer whom must be terminated in this fashion.

IX. Failure to Cooperate

A student may be terminated for failure to cooperate with Acadiana Works, Inc. staff concerning submission of required documents, or for refusal to participate in required remedial classes for upgrading of basic skills or making good faith effort to meet performance.

X. Notice to Apply for Approved Training

Regulation 36 of the State of Louisiana Unemployment Insurance Law requires that all persons receiving unemployment insurance (U.I.) Benefits who wish to continue drawing U.I. while attending training must apply and have approval from the Administrator of the Louisiana Department of Labor. Failure to apply for approved training could result in an over payment of U.I. funds, which you could be required to repay.

The following applies to **ON-THE-JOB TRAINING CUSTOMERS**:

I. Compensation for Customers

Customers in programs for which wages are paid shall be paid at a wage rate of not less than the minimum wage standards specified in Section (a) (1) of the Fair Labor Standards Act of the prevailing rates of pay for individuals employed in similar occupations by the same employer.

II. Benefits and Working Conditions for Customers

- A. Every customer must be informed prior to entering employment of rights and benefits in connection with employment, of the employer name, and the complaint and hearing procedure.
- B. Conditions of employment and training shall be appropriate and reasonable in light of such factors as the type of work, geographical region, and proficiency of the customer.
- C. The customer must meet and abide by the employer's work standards including but not limited to standards of attendance, punctuality, work performance, safety, cleanliness, etc. The employer maintains all hire and fire privileges. Employer hire and fire practices must comply with all legislation prohibiting against discrimination because of disability, age, sex, race, creed, color or national origin.
- D. Customers are provided worker's compensation coverage with respect to injuries incurred while on the job by the On-The-Job Training employer.
- E. Customers will be provided 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.
- F. Customers shall NOT be required to pay the On-The-Job Training employer a fee or cash payment in return for being employed as a trainee on the program. Customers should report attempts to collect such payments to program staff.

III. Notification to Unemployment Insurance

Customers enrolled as trainees in the On-The-Job Training (OJT) program who are receiving unemployment insurance (U.I.) benefits must report their employment to the unemployment insurance unit. Failure to report this OJT employment could result in an overpayment of U.I. funds which customers could be required to repay.

IV. Inactive Status

In the event that a customer should drop out of training on a temporary basis because of illness, accident, or some other approved reason, an authorized leave of absence may be granted. NO service shall be provided to those customers in inactive status as a result of a leave of absence.

The following applies to **SUMMER YOUTH AND WORK EXPERIENCE CUSTOMERS**:

I. Compensation for Customers

Customers in those Acadiana Works, Inc. programs for which wages are paid shall be paid at a wage rate of not less than the minimum wage standards specified in Section (a) (1) of the Fair Labor Standards Act.

II. Benefits and Working Conditions for Customers

- A. Each customer shall be assured of worker's compensation at the same level and to the same extent as other employees of the subgrantee who are similarly employed.
- B. Every customer must be informed prior to entering employment of his or her rights and benefits in connection with their employment, of the employer's name, and the complaint and hearing procedure.
- C. No customer will be required or permitted to work in buildings or surroundings or under working conditions that are unsanitary, hazardous, or dangerous to their health or safety. Customers employed in jobs inherently dangerous, for example, fire or police jobs, shall be assigned work in accordance with reasonable safety practices.
- D. Customers will be paid according to the actual number of hours worked. They are not entitled to Holiday pay or payment for closures related to weather or any other non-predictable circumstances.
- E. Customers may make-up time missed only within the same week that they were absent, never to exceed 40 hours in one week.
- F. Customers will not be paid for Lunch Breaks.
- G. Customers 14 to 17 years of age must be given at least one 30 minute break after 5 consecutive hours of work.
- H. Customers are allowed, but are not mandated to receive 2 breaks daily (15 minutes each), when working 8 hours per day.

The following applies to **ALL PROGRAMS**:

I. Grievance Procedure

Scope and Purpose

This policy establishes the procedures to receive, investigate and resolve grievances, and conduct hearings alleging a violation of the Act, Regulations, or State Rules made by Acadiana Works, Inc. participants, applicants for participation, or others required by the ACT [Section 144 (a) (b) (c) and CFR 629.52 (b) (1)].

A. Coverage and Provision

1. Any participant, subgrantee, subcontractor or other interested person may file a grievance alleging a violation of the Act, Regulation or other agreements under the Act.
2. Grievances alleging intimidation, coercion or retaliation may be exempted from the “exhaustion of local remedies” rule and filed directly at the Federal level.
3. These procedures also provide for resolution of grievances arising from actions, such as audit disallowance’s or the imposition of sanctions, taken by the Governor with respect to audit findings, investigations or monitoring reports.
4. Any grievance procedure established by the Contractor shall provide for, upon request by the grievant, a review of a contractor’s decision by the LWIA grant recipient and the Governor.
5. Upon enrollment into an Acadiana Works, Inc. program, each participant shall be provided with a written description of the grievance procedure. Documentation is maintained in each participant’s folder.

B. Structure and Timetables

1. All grievances, with the exception of grievances alleging fraud or criminal activity, must be made within one year.
2. Hearings on any grievance shall be conducted within 30 days of filing a grievance and a decision will be rendered within 60 days except in cases alleging fraud or criminal activity.
3. At a minimum, the following steps shall be followed in regard to grievances:

STEP 1

- a) Any participant, subgrantee, subcontractor or other interested person shall present the grievance to the LWIA grant recipient and/or administrative entity.

- b) The grievance shall be acknowledged by the LWIA grant recipient and/or administrative entity and a hearing scheduled within thirty (30) days.
- c) The hearing procedure shall include:
 - 1) Written notice of the date, time and place of the hearing, the manner in which it will be conducted and the issues to be decided;
 - 2) Opportunity to be represented by an attorney or other representative of the complainant's choice;
 - 3) Opportunity to bring witnesses and documentary evidence;
 - 4) Opportunity to question any witnesses or parties;
 - 5) The right to an impartial hearing officer;
 - 6) A written decision from the hearing officer;
- d) The LWIA grant recipient and/or administrative entity receiving the grievance shall provide the grievant with a written decision with (60) days of the filing of the grievance. This decision should include the name and address to which an appeal may be made at the State level. Appeals should be filed with the Director, Federal Training Programs, Louisiana Department of Employment and Training, Post Office Box 94094, Baton Rouge, Louisiana 70804-9094.

STEP 2

- a) If the grievant does not receive a decision at the LWIA level with sixty (60) days or receive an unsatisfactory decision, the grievant then has a right, within the next 10 days, to request a review of the grievance by the Governor or his designee.
- b) The Governor or his designee shall issue a written decision within thirty (30) days of the request for review. The Governor's decision is final.

STEP 3

- a) If the grievant does not receive a decision from the Governor, the grievant may request of the Secretary, U.S. Department of Labor, that a determination be made on whether there is a probable cause to believe that a violation of the Act, Regulations or other related agreements have occurred.
- b) The grievant shall make the request for review to the Secretary no later than ten (10) days from the date on which the decision should be received. The request from the grievant should contain the following:
 - 1) The full name, telephone number (if any) and address of the person making the grievance.
 - 2) The full name and address of the respondent against whom the grievance is made.

- 3) A clear and concise statement of the facts including pertinent dates, constituting the alleged violation;
- 4) The provisions of the Act, Regulations, Grant or other agreements under the Act believed to have been violated;
- 5) A statement disclosing whether proceedings involving the subject of the request have been commenced or concluded before any Federal, State, or local authority, and if so, the date of such commencement or conclusion, the name and address of the authority and the style of case; and
- 6) A statement of the date the complaint was filed with the Governor, the date on which the Governor should have issued a decision and attestation that no decision was issued.

II. Complaint Procedure

Scope and Purpose

This policy establishes the procedures to resolve complaints alleging violation of civil rights in accordance with the U.S. Department of Labor, Directorate of Civil Rights Office as required by 29 CFR Parts 31 & 32. These procedures provide that:

A. Coverage and Provisions

1. Discrimination against beneficiaries, applicants, and employees on the basis of race, color, religion, national origin, sex, age, disability, political affiliation, or belief, citizenship (beneficiaries only), or participation in WIA is prohibited under section 167 of WIA;
2. Complaints should be filed within 180 days of the date of the alleged violation, unless the time is extended by the Director, Directorate of Civil Rights, for good cause shown;
3. All complaints, except those alleging discrimination on the basis of disability, should be filed with the Directorate of Civil Rights, 200 Constitution Avenue, Northwest, Room N4123, Washington, D.C. 20210; and
4. Complaints of discrimination based on disability must be filed at the recipient level, the Louisiana Department of Employment and Training, Office of Equal Opportunity and Compliance, subsequent to filing to the U.S. Department of Labor's Directorate of Civil Rights Office;
5. Upon enrollment into a WIA program, each participant is provided with a written description of the complaint procedure. Documentation verifying receipt of the complaint procedure is to be maintained in each participant's folder.

B. Structure and Timetables

1. A complaint of discrimination (except for those of the disabled) may be filed directly with the U.S. Department of Labor's Directorate of Civil Rights. A copy of any

complaint filed directly with the U.S. Department of Labor should be forwarded to the Louisiana Department of Labor's Office of Equal Opportunity and Compliance.

2. All discrimination complaints including handicapped complaints should be filed within 180 days of the date of the alleged violation, unless the time is extended by the Director, Directorate of Civil Rights, for good cause shown.
3. Complaints alleging intimidation, coercion, or retaliation may also be filed with the Directorate of Civil Rights.
4. Persons wishing to file a complaint must complete the U.S. Department of Labor's Complaint Information Form (CIF) which is available in both English and Spanish.
5. At a minimum, the following steps shall be followed in regard to complaints to discrimination based on disability:
 - a) Complaints must be completed on the U.S. Department of Labor's Complaint Information Form. The complaint must be signed and the following information must be included:
 - 1) Name, address and telephone number of complainant;
 - 2) Name, address, and telephone number of the recipient or sub-grantee who committed the alleged violation;
 - 3) A description of the act (s) considered to be a violation;
 - 4) A statement that the individual is handicapped or has a history of a disability or other documentation of impairment or was regarded by the recipient as having impairment; and
 - 5) Other pertinent information available which will assist in the investigation and resolution of the complaint.
 - b) The complaint shall be acknowledged by the designee in the level receiving the complaint and a hearing scheduled within 30 days of receipt. The hearing procedure shall include:
 - 1) Written notice of the date, time and place of the hearing, the manner in which it will be conducted, and the issues to be decided;
 - 2) Opportunity to be represented by an attorney or other representative of the complainant's choice;
 - 3) Opportunity to bring in witnesses and documentary evidence. The Acadiana Works, Inc. staff, WIA recipients or their subrecipients shall cooperate in making available any persons under their control or employ to testify, if such persons are requested to testify by the complainant, and to release requested documents;

- 4) Opportunity to question any witnesses or parties;
 - 5) The right to an impartial hearing officer;
 - 6) A verbatim record of the proceedings; and
 - 7) A written decision by the hearing examiner.
- c) The complainant shall be provided with a final decision in writing within 60 days of the filing or referral or the complaint.
 - d) If the complainant does not receive a decision at the level receiving the complaint or receives a decision which is unsatisfactory, the complainant may file a complaint with the Directorate of Civil Rights (DCR) within 30 days of the recipient level decision or 90 days from the date of filing the complaint, whichever is greater. Information required for the complaint at this level is the same as in item 4 (a).
 - e) Exhaustion of recipient level procedures shall be required except where:
 - 1) The recipient has not acted within the time frame specified in b and c;
 - 2) The recipient's procedure is not in compliance with this section (29 CFR Part 32.45); and
 - 3) An emergency situation is determined by the Secretary, U.S. Department of Labor.
 - f) Any records associated with the complaint will be maintained on file for not less than three years and confidentiality will be taken regarding all actions taken by the recipient that is "reasonable" within the scope of the investigation.

ACADIANA WORKS, INC.

Workforce Investment Act

CUSTOMER CERTIFICATION

This is to certify that I have received a copy of my "Rights and Benefits" which includes the grievance and complaint procedures as a customer in the WIA Program.

I also understand that all services are subject to availability of funds.

I understand that funds spent on books, supplies, tools or uniforms may be collected if student does not adhere to the Return Policy stated in this Rights and Benefits.

I have also been advised of my responsibility to report to the Job Service Office to apply for approved training.

DATE

SIGNATURE

Attachment # 16

Regional

On the Job Training (OJT)

MOU

Page 372

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.

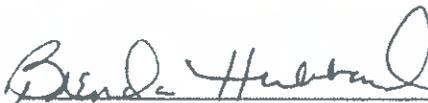
Workforce Investment Boards #31, #40, and #41 will utilize employer forums that encourage business participation in the workforce system and allows businesses to have input regarding their needs.

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 Louisiana Workforce Commission 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 contract on a regional basis with employers who pay a minimum of \$8.00 or more, per hour, with adjustments made to meet local factors and local WIB requirements. The Workforce Investment Board serving as the single point of contact will conduct monitoring activities on behalf of all the Boards. The attached regional 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, agree to provide the aforementioned services to benefit employers and job seekers in South Louisiana.


Brenda Hubbard
LWIA #40


Frank Lewis
LWIA #31


Glenn Dugas
LWIA #41

Attachment # 16

Regional OJT Contract

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Region 3 & 4 Business and Career Solutions Centers

1305 Diesi Street Opelousas, LA 70570	706 E. Vermilion Street Lafayette, LA 70501	807 Barrow St. Houma, LA 70360
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OJT/CUSTOMIZED TRAINING CONTRACT

Funding Source:	<input type="checkbox"/> NEG	<input type="checkbox"/> Adult	<input type="checkbox"/> Dislocated Worker	<input type="checkbox"/> Youth
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	Mail Invoice to:
For Prompt Invoice Processing	
Submit Invoice Within ten (10)	
Days after Billing Period Ends	
	Telephone:

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	<input type="checkbox"/> yes <input type="checkbox"/> no
	OJT		

Contract is for a	<input type="checkbox"/> New Employee	<input type="checkbox"/> Skill Upgrade of Existing Employee
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Authorized to Sign Invoices

Payroll Schedule	Biweekly
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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	<input type="checkbox"/> yes <input type="checkbox"/> no
--	--

IRS Number	U. I. Number	W. C. Number
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Carrier	Date of Policy Expiration
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Region 3 & 4 Business and Career Solutions Centers

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

<u>DESCRIPTION</u>	<u>HOURS</u>
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See attached Customized/OJT Training Plan.

Region 3 & 4 Business and Career Solutions Centers

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

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

Attachment # 16

Regional OJT Invoice

Page 379

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

OJT PROGRAM INVOICE

Funding Source	<input type="checkbox"/> Adult	<input type="checkbox"/> NEG	Account Number
	<input type="checkbox"/> Youth	<input type="checkbox"/> Other		

Billing Period	_____	Fiscal Year	_____
----------------	-------	-------------	-------

Employer's Name	_____
Employer's Mailing Address	_____
Employee's Name	_____
Employee's SS Number	_____
Employee's Hourly Rate	\$ _____ per hour
Reimbursement Rate	\$ _____ for _____ hours

Employee's Payroll Record:

	<u>Pay Period Ending</u>	<u>Hourly/Salary Periods Worked</u>	<u>Gross Check Amount</u>	<u>Payroll Check Number</u>	<u>Date of Check</u>
1st	_____	_____	_____	_____	_____
2 nd	_____	_____	_____	_____	_____
3rd	_____	_____	_____	_____	_____
4th	_____	_____	_____	_____	_____
5th	_____	_____	_____	_____	_____

Total Hours/Salary Periods Worked: _____ .

I, _____, certify that I have worked and received training for the number of hours/periods indicated above.

Employee's Signature

Amount Invoiced this period:

_____	Hours/salary periods @	_____	p/h or p/p = \$	_____
-------	------------------------	-------	-----------------	-------

The above named employee has trained the hours/salary periods indicated and reimbursement is due in the amount indicated.

Approval For Payment: _____

Employer's Authorized Signature

Counselor Approval: _____

Coordinator Approval: _____

Worker's Compensation Insurance Current: _____ Yes _____ No

Attachment # 17

**Lafayette Workforce
Investment Board Return on
Investment (ROI) Policy**

Page 380 - 389

1. **Return on Investment Policy**

A. **Return on Investment Policy Overview:**

The Lafayette WIB is obligated to issue policy to its designated One Stop Operator that delineates the guidelines to be applied to workforce investment grant applications when determining funding for Scholarships and On the Job Training (OJT). 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 2010-2020, 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 career advancement requirements for Scholarships and OJT. The specific levels of workforce development funding offered to employers and members will directly correlate to the return of investment (in terms of self-sufficient wages, medical benefits, retention and career advancement) 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 members and increasing occupational skill attainment by members, 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 involve carefully assessing the merit of the applications. The committee will be responsible for approving Scholarships in a consistent manner using a documentation process (Form ROI-SC-1) based on specific criteria:

- Sector
- Occupation
- Wage/salary
- Benefits
- Potential for Career Advancement
- School and Curriculum are on the Eligible Training Provider List
- Member eligibility based on funding stream criteria
- Past performance of Training Provider in term of completion and job placement
- “Green Job” opportunities

The majority of Scholarships granted should represent occupations that are in or in support of the six (6) major sectors: Healthcare, Retail Trade, Education Services, Construction, Mining and Manufacturing, including careers identified as “Green Jobs”. Scholarships should be awarded to the occupations that appear listed as short and long term high demand occupations, including “Green Jobs”. The Scholarship Committee will determine approval or denial of Scholarship applications according to sectors, occupations and high demand status of the occupation. 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 career advancement. Priority will be given to Scholarships that will allow members to make a minimum of \$10.00 per hour and the potential for health insurance. If a provider is training individuals and only meets the minimum specific criteria for award, a partial Scholarship may be granted. The funding levels of Scholarships may be awarded based on occupations that have the highest chance of providing higher wages, benefits and chance for career

advancement. Limitations (CAP) may be implemented if complete funding is not available due to dwindling grant funds. The cap amount may be increased or decreased as a result of fluctuating grant funds. A cap amount may be set by the Local Area Coordinator with approval from the WIB Executive Administrator.

It is required that a training program meet the standards set forth by the Workforce Investment Council (WIC) for Eligible Training Providers (with specific regard to completion, wage at placement, and employment rates) to obtain funding. The Lafayette Business and Career Solutions Center will also continue to follow the eligibility guidelines for members regarding specific funding stream requirements.

C. On the Job Training

The On the Job Training award process will be reviewed by the OJT Review Committee for final approval. The role of the committee will involve carefully assessing the merit of the applications. The committee will be responsible for approving training opportunities in a consistent manner using a documentation process (Form ROI-OJT-1) based on specific criteria:

- Sector

- Occupation
- Wage/salary
- Benefits
- Potential for Career Advancement
- Training Outline
- Member eligibility based on funding stream criteria
- Past performance of employer in term of completion of training and retention
- “Green Job” opportunities

The OJT offered through the Lafayette Business and Career Solutions Center is subject to the guidelines established for sectors and occupations—meaning the majority of contracts granted should represent occupations in or in support of the six (6) major sectors: Healthcare, Retail Trade, Education Services, Construction, Mining and Manufacturing, including careers identified as “Green Jobs”. OJT contracts should be awarded first to the occupations that are identified by O*Net and/or through the www.laworks.net website as being high demand, high growth and/or “Green Job” opportunities. The OJT Review

Committee will use labor market information available to determine the prevailing wage offered by companies applying for On the Job Training.

If the wage offered falls short of the occupational wage scale, training reimbursement may be reduced. Companies who fall within the accepted wage range or exceed the range may be given a higher percentage of reimbursement, but shall not exceed 50% of wages paid while in training.

OJT contracts will also be reviewed on their occupational potential to provide self-sufficient wages/salaries, benefits and career advancement.

OJT contracts should be written when the training enables members to make a minimum of \$10.00 per hour and offers or contributes to health insurance coverage. If the OJT contract enables a member to make less than \$10.00 per hour, approval is required from the WIB Executive Administrator. If an OJT employer is training individuals in an occupation which only meets the minimum specific criteria, less than a 50% reimbursement may be awarded. Limitations (CAP) may be implemented if complete funding is not available due to dwindling grant funds. The cap amount may be increased or decreased as a result of fluctuating grant funds. A cap amount may be set by the Local Area Coordinator with approval from the WIB Executive Administrator. The Local Area

Lafayette Workforce Investment Board
Return on Investment Policy
Page 8 of 8

Coordinator shall review and sign all Scholarship agreements and OJT contracts as final authorization for funding.

OJT Committee Review Check List

- Occupation / Sector
- Wage / Salary / Benefits
- Potential for Career Advancement
- Training Outline
- Member Eligibility Based on Funding Stream Criteria
- Past Performance of Employer in Term of Completion & Retention
- Green Job Opportunity

NOTES:

Scholarship Committee Review Check List

- Occupation / Sector
- Wage / Salary / Benefits
- Potential for Career Advancement
- School and Curriculum Listed on Eligible Training Provider List
- Participant Eligibility Based on Funding Stream Criteria
- Past Performance of Training Provider in Term of Completion & Job Placement
- Green Job Opportunity

NOTES:

Attachment # 17

**LWIA #40 Individual Training
Accounts (ITAs) & Youth
Training Accounts (YTAs)
Waiting List Instructions**

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**WIA
ITA & YTA- Waiting List Instructions**

I. ITA/YTA Approved and Level 1 Demand

II. Graduates-Must Graduate on or before June 30, 2013

All policies apply, such as: must meet eligibility criteria, 2.0 GPA, 60 credit hours, not in default, etc...

a. Veterans – First Priority

b. LPN & RN

c. Remaining slots will be filled with any occupations listed below: These occupations are listed on the Region 4 Local Demand List, Level 1 only and/or demonstrated track record.

1. Selection will be prioritized by application date.

2. All policies apply.

- **Automotive Technicians**
- **Aviation Mechanics**
- **Bookkeeping/Accounting/Auditing Clerks**
- **Computer Network Specialist**
- **Diesel Mechanics**
- **Drafting**
- **Electricians**
- **Elementary School Teachers**
- **Emergency Medical Technicians and Paramedics**
- **Engineering**
- **Executive Secretaries/Administrative Assistants**
- **Industrial Machinery Mechanics**
- **Machinists**
- **Maintenance and Repair Workers, General (Carpentry)**
- **Management**
- **Marine**
- **Medical and Clinical Laboratory Technologists and Technicians**
- **Metal Fabricators/Fitters**
- **Non-Destructive Testing**
- **Police & Sheriffs Patrol Officers**
- **Radiologic Technologists and Technicians**
- **Respiratory Therapists**
- **ROV (Robotics)**
- **Surgical Technologists**
- **Truck Drivers**
- **Welding**

NOTES:

- At least 51% of adults must be low-income
- Youth In-School/Out-Of School Ratio must be 50:50
- For new enrollments once your waiting list has been reviewed, you should consider the various levels of demand for all occupations.

Revised 07/24/12

Attachment # 18

Regional Monitoring MOU

Page 391 - 398

**MEMORANDUM OF UNDERSTANDING
BETWEEN LAFAYETTE CITY-PARISH CONSOLIDATED
GOVERNMENT, THROUGH THE LOCALWORKFORCE
INVESTMENT AREA #41 (LWIA #41), AND THE LOCAL WORKFORCE
INVESTMENT AREA #40 (LWIA #40) IN ORDER TO ESTABLISH AND
OUTLINE INTEGRATED SERVICES OF THE REGIONAL MONITOR
WHICH WILL PROVIDE SERVICES FOR BOTH LOCAL
WORKFORCE INVESTMENT AREAS**

MODIFICATION NUMBER: One (1)

**Lafayette City-Parish Consolidated Government
Local Workforce Investment Area #41
706 E. Vermilion Street
Lafayette, LA 70501
Attn: Glenn Dugas**

**Local Workforce Investment Area #40
P. O. Box 2046
Opelousas, LA 70511
Attn: Brenda Hubbard Thomas**

This MOU Modification is being executed to extend the term of this MOU to June 30, 2013 and to increase the total amount obligated. The MOU amount will increase by a total amount of \$21,166.60 to cover the extended duration of the MOU for providing monitoring activities from July 1, 2012 to June 30, 2013.

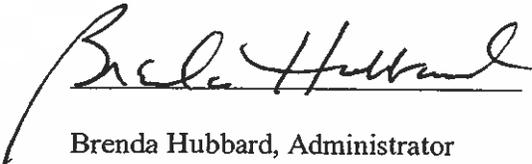
All original MOU clauses and terms and conditions will remain the same and in effect with the exception of modifying the "Term of MOU" clause to extend the duration of monitoring activities provided to cover a period of one year beginning July 1, 2012 and ending June 30, 2013.

The "Payment for Services" clause shall be modified to increase the total cost per this contract to LWIA#41, on a fee for service basis, not to exceed Twenty-One Thousand One Hundred Sixty-Six and 60/100 (\$21,166.60) Dollars.

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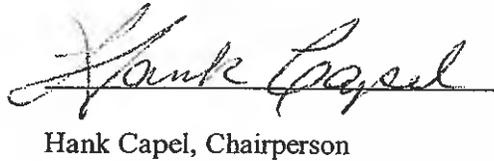
JUL 11 2012

AUTHORIZING SIGNATURES:


Brenda Hubbard, Administrator

7-20-12
Date

LWIA #40


Hank Capel, Chairperson

7-20-12
Date

Workforce Investment Board #40

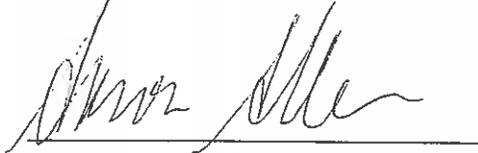

Lafayette City-Parish Consolidated

7/17/12
Date

Government LWIA #41

L. J. "Joey" Durel, Jr.

Lafayette City-Parish President


Aaron Allen, Chairperson

7/17/12
Date

Workforce Investment Board #41

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**MEMORANDUM OF UNDERSTANDING
BETWEEN LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT,
THROUGH THE LOCALWORKFORCE INVESTMENT AREA #41 (LWIA #41),
AND THE LOCAL WORKFORCE INVESTMENT AREA #40 (LWIA #40) IN
ORDER TO ESTABLISH AND OUTLINE INTEGRATED SERVICES OF THE
REGIONAL MONITOR WHICH WILL PROVIDE SERVICES FOR BOTH
LOCAL WORKFORCE INVESTMENT AREAS**

PARTIES TO THE MOU

This Memorandum of Understanding ("MOU") is made and entered into by and between the Lafayette City-Parish Consolidated Government ("LCG"), through the Local Workforce Investment Area #41 ("LWIA #41"), represented by the Lafayette City-Parish President, L. J. "Joey" Durel, Jr., and the Local Workforce Investment Area #40 ("LWIA #40"), represented by its Administrator, Brenda Hubbard.

PURPOSE

The purpose of this MOU is to establish and outline integrated services of a regional monitor. In the spirit of coordination and regionalization, the aforementioned parties agree to work together and to utilize the monitor presently employed by LWIA #40 as a regional monitor for both LWIAs ("Regional Monitor").

DUTIES OF THE REGIONAL MONITOR

Whereas, the parties agree that the Regional Monitor will spend approximately twenty (20%) percent of his/her time conducting monitoring reviews and activities for LWIA #41. The Regional Monitor, with assistance from the administrators of LWIA #40 and LWIA #41 ("Administrators"), local area coordinators will develop a monitoring schedule. The monitoring schedule shall be reviewed and approved by the Administrators. The Regional Monitor will utilize Region IV's monitoring handbook and forms. There will be an oversight regional monitoring committee, consisting of members from LWIA #40 and LWIA #41, appointed by the chairman of each Workforce Investment Board who will review monitoring reports and report to LWIA #40 and LWIA #41.

PAYMENT FOR SERVICES

The parties agree that LWIA #41 will reimburse LWIA #40 for the services of the Regional Monitor. The total cost per this contract to LWIA #41, on a fee for services basis, is not to exceed Thirteen Thousand Nine Hundred Seventy-Seven and 95/100 (\$13,977.95) Dollars— invoiced monthly at a rate of Three Hundred Ninety-Nine and 37/100 (\$399.37) Dollars per day for each day that the Regional Monitor conducts monitoring reviews and activities for LWIA#41

INDEPENDENT CONTRACTOR

It is understood and agreed by the parties hereto, that at all times the Regional Monitor shall be deemed to be an independent contractor of LCG and shall perform all of his/her duties under this MOU as an independent contractor. At no time during the term of this MOU shall the Regional Monitor be deemed

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or considered to be an employee of LCG, nor shall the Regional Monitor be permitted to participate in any benefits provided to employees of LCG, including, but not limited to, sick leave, retirement benefits, health and hospitalization benefits, vacation, holiday benefits and annual leave benefits. The Regional Monitor will at all times remain an employee of LWIA #40, which is responsible for Regional Monitor's salary, fringe benefits, Worker's Compensation insurance, overhead cost, travel, vacation, holidays, and sick leave.

INSURANCE

Standard Workmen's Compensation Insurance. LWIA #40 shall also, at its expense, take out and maintain at all times Workers' Compensation Insurance which shall include Full Statutory Liability for the State of Louisiana, with Employer's Liability coverage of One Million and no/100 (\$1,000,000.00) Dollars minimum per occurrence, with waiver of subrogation in favor of Lafayette City-Parish Consolidated Government. LWIA #40 and LWIA #41 acknowledge and agree that the Regional Monitor is not an employee of LCG.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

LWIA #40 will indemnify and hold harmless LCG and LCG'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 Regional Monitor.

LWIA #41 will indemnify and hold harmless LWIA #40 and LWIA #40'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 LWIA #41's staff.

TERM OF MOU

The duration of this MOU is for a period of approximately six (6) months, with the effective date beginning, January 1, 2012 and ending June 30, 2012. This MOU may be extended by agreement of both parties.

TERMINATION OF MOU

LWIA #40 and LWIA #41 may terminate the MOU at any time after thirty (30) days' written notice has been sent to the other party.

NON-APPROPRIATION OF FUNDS

Notwithstanding anything to the contrary in this MOU, the continuation of this MOU into a new fiscal year is contingent upon the appropriation of funds to fulfill the requirements of this MOU. If LCG, after a diligent and good faith effort, fails to appropriate sufficient monies to provide for payments under this MOU, the obligation to make payment under this MOU shall terminate on the last day of the fiscal year for which funds were appropriated.

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BUDGETED FUNDS

Notwithstanding anything to the contrary in this MOU, the parties agree that the maximum amount payable under this MOU shall be that which is the amount budgeted by the LCG for said MOU. In the event the total amount of this MOU is increased by reason of additional quantities or any other reason, so as to exceed the amount budgeted, the parties agree that LCG shall not be liable for the amount of such increase until and unless said budget is amended as provided for by the LCG Home Rule Charter to allow for such an increased amount.

NOTICE

Unless otherwise provided in writing by the parties, all reports or notices called for or contemplated hereunder shall be in writing and shall be given by personal delivery, regular mail or by certified mail, return receipt requested, postage prepaid and addressed as set forth below:

Lafayette City-Parish Consolidated Government,
Through the Local Workforce Investment Area #41
Attn: Glenn Dugas, 706 E. Vermilion St., Lafayette, LA 70501

or

Local Workforce Investment Area #40
Attn: Brenda Hubbard Thomas, P. O. box 2046, Opelousas, La 70511-2046

In witness whereof, the parties to this MOU, through their duly authorized representatives, as well as the Chairpersons of the LWIAs, have executed this MOU on the days and dates set out below, and certified that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Representatives of the following parties agree to the terms and conditions of the Memorandum of Understanding (MOU).

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JUL 11 2012

Lafayette Consolidated Governmen
Dept of Administrative Services

AUTHORIZING SIGNATURES:

Brenda Hubbard

Brenda Hubbard, Administrator

LWIA #40

12-19-11

Date

Hank Capel

Hank Capel, Chairperson

Workforce Investment Board #40

12-19-11

Date

L. J. "Joey" Durel, Jr.

Lafayette City-Parish Consolidated

Government LWIA #41

L. J. "Joey" Durel, Jr.

Lafayette City-Parish President

12-15-11

Date

Aaron Allen

Aaron Allen, Chairperson

Workforce Investment Board #41

7-12-11

Date

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Lafayette Consolidated Governme
Dept of Administrative Services



**WORKERS COMP & EMPLOYERS LIABILITY
INSURANCE POLICY**

Policy Number	Policy Period	
	From	To
WCV 0081633 02	01/01/2011	01/01/2012
12:01 A.M. Standard Time at the described location		

Transaction			
RENEWAL DECLARATION			
Named Insured and Address		Agent	
WORK FORCE INVESTMENT BOARD OFFICE P.O. BOX 2046 OPELOUSAS LA 70571-2046		MICHAEL LACOMBE INSURANCE MICHAEL LACOMBE 158 GOLDEN ROD DR. MANSURA, LA 71350-0000 Telephone: 318-253-0087	
Carrier # 33006	FEIN #	Risk ID #	Entity of Insured GOVERNMENT ENTITY

Additional Locations:

2. The Policy Period is from 01/01/2011 to 01/01/2012 12:01 a.m. Standard Time at the Insured's mailing address.
3. A. Workers Compensation Insurance: Part ONE of the policy applies to the Workers Compensation Law of the states listed here: Louisiana
- B. Employers Liability Insurance: Part TWO of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part TWO are:

Bodily Injury by Accident	\$	1,000,000	each accident
Bodily Injury by Disease	\$	1,000,000	policy limit
Bodily Injury by Disease	\$	1,000,000	each employee
- C. Other States Insurance: Part THREE of the policy applies to the states, if any, listed here:
- D. This policy includes these endorsements and schedules: See attached schedule.
4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

SEE EXTENSION OF INFORMATION PAGE

Minimum Premium	\$	1,400	Total Estimated Annual Premium	\$	1,663
Assessments and Taxes	\$		Expense Constant	\$	200
			Amount Due	\$	1,863
			Security Deposit	\$	

Premium Adjustment Period: Annual; Semiannual; Quarterly; Monthly

Countersigned by:
Issue Date: 12/14/2010
Issuing Office: Stonetrust Commercial Insurance Company

Timothy W. Leticich

Authorized Representative



STONETRUST COMMERCIAL INSURANCE COMPANY
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY POLICY

Insured Name: WORK FORCE INVESTMENT BOARD	Policy Number: WCV 0081633 02
Endorsement Effective Date: 10/27/2011	Carrier Code: 33006

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated above.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

LAFAYETTE CONSOLIDATED GOVT.
P. O. Box 4017-C
Lafayette LA 70502

WC 00 03 13

ISSUE DATE: 01/01/2011

© 1983 National Council on Compensation Insurance.

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Lafayette Consolidated Governme
Dept of Administrative Services

Attachment # 18

**Regional Monitoring Handbook
and Monitoring Forms**

Page 399 – 419



LWIA #40 / LWIA #41

REGIONAL

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

This handbook has been prepared for use by (LWIA) grant recipients, the Regional Monitors of Lafayette Consolidated Governments (LWIA #41) and LWIA #40, and members of its Workforce Investment Boards (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 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 systemic 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.

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 disbursement of and account 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.

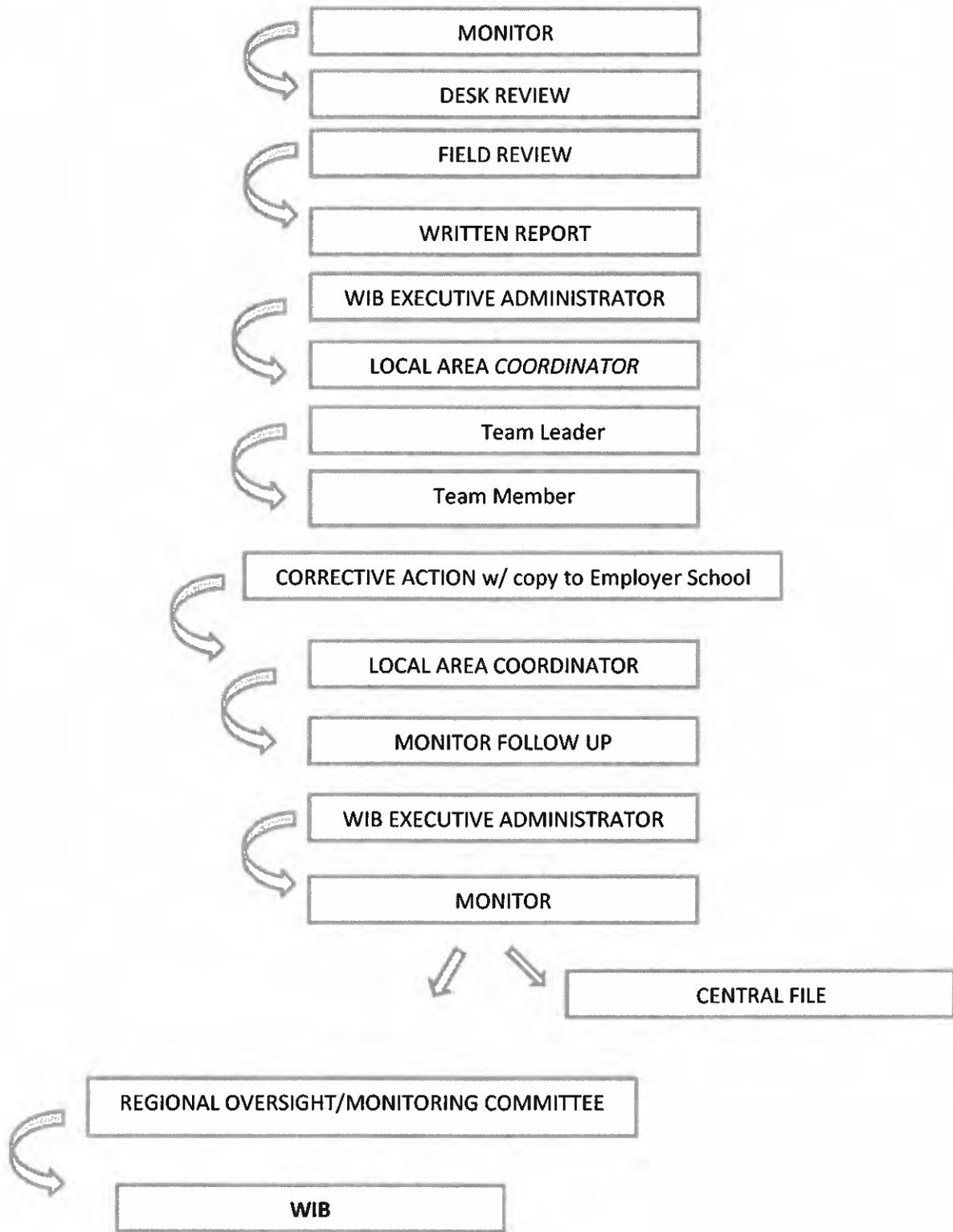
Oversight/Monitoring will include, but not be limited, to areas related to:

- 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
- Federal Acquisition Regulation (FAR) at 48CFR Part 31—Allowable cost 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

Monitoring Process Chart (Revised 8-13-2012)



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.

1. Compliance Monitoring

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.

Financial monitoring is a special case of compliance monitoring since it focuses on compliance to requirements for financial systems, cost limitations, and expenditure rates.

The best format for overall compliance monitoring is the checklist format. The checklist format provides for a systematic assessment of compliance items and can be used to guarantee that certain questions and data will be reviewed.

2. Performance Monitoring

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 level of performance as opposed to quality of performance.

3. Operations Monitoring

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 of problems and discrepancies. A copy is forwarded by the appropriate team member to the contractor for corrective action on their part. The Monitoring Report Routing Slip on page 12 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.

LWIB #41 Monitoring Report

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

**Region IV
MONITORING REPORT ROUTING SLIP**

(Original report must be returned to monitor for filing in the central file along with corrective action report if done.)

Monitor _____ Date: _____

Report Subject: _____

REVIEWED BY: (Please initial appropriate blank before forwarding)

Please initial below:

Please Print Name Below:

1. _____ **WIB Executive Administrator:** _____ Date Received: _____

Comments: _____

2. _____ **Local Area Coordinator:** _____ Date Forwarded: _____

Comments: _____

3. _____ **Team Leader:** _____ Date Forwarded: _____

Comments: _____

4. _____ **Team Member:** _____ Date Forwarded: _____

Comments: _____

5. _____ **Contractor:** _____ Date Delivered to Contractor: _____

CORRECTIVE ACTION REPORT (Please complete only if Corrective Action is required):

Initials:

Please Print Name Below:

6. _____ **Team Member:** _____ Date Corrective Action Report Rec.: _____

7. _____ **Local Area Coordinator** _____ Date C.A. report received: _____

Comments: _____

8. _____ **Monitor Initials:** _____ Date Corrective Action Report received: _____

Comments: _____

9. _____ **WIB Executive Administrator / Date C.A. Report Reviewed / Forwarded to Monitor:** _____

Comments: _____

10. **WIB Oversight Committee:** _____ Date Received: _____

11. **Monitoring Report Presented at WIB Meeting (Date)** _____

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 initial notification by letter. An extension, if viewed as necessary, is granted by the LWIA WIB Administrator for a maximum of up to sixty (60) days.

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 WIB Administrator 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 Local Area Coordinator (LAC) 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.

INCIDENT REPORT PROCEDURES

In accordance with state instructions, 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 LAC shall be responsible for incident reporting and any necessary actions on follow-up until the incident is resolved.

INCIDENT REPORTING PROCEDURES

In accordance with state instruction, an incident report is filed to report known or suspected incidents of fraud, misfeasance, nonfeasance, or malfeasance, misappropriation, or 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 Local Area Coordinator (LAC) shall be responsible for incident reporting and any necessary actions on follow-up until the incident is resolved.



INTERNAL MEMORANDUM

TO: B. Hubbard-Thomas, Executive Director

FROM: Wil E. Giron, Local Monitor 

DATE: June 30, 2012

Re: Tentative Monitoring Schedule (2012-2013)
July 1, 2012 – June 30, 2013

- ITA's: Will monitor on an "as needed" basis and at a minimum at least 10% of participants during contact period.
- OJT's: Will monitor on an "on-going /constant" basis and at a minimum at least 10% of participants during contract period.
- Work Experience: Will monitor on an "as needed" basis and at a minimum at least 10% of participants during contract period.
- Special Projects: Will monitor on an "as needed" basis.



Internal Memorandum

Administrative Services Department
Workforce Investment Board (2120)

TO: Glenn Dugas, LWIA #41 **DATE:** July 1, 2012
FROM: Sandra Hidalgo, LWIA #41 Monitor
SUBJ: Tentative Monitoring Schedule
July 1, 2012 – June 30, 2013

ITA's/Classroom Training: 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 during.


Sandy Hidalgo
Regional Monitor

**U. S. DEPARTMENT OF LABOR
MANUAL SERIES**

Attachment C

DLMS – 8

AUDITS AND INVESTIGATIONS



Chapter 700 - Allegations of Wrongdoing or Misconduct, Incident Reporting, and Whistleblower Protection

ETA INSTRUCTIONS FOR OIG 1-156 INCIDENT REPORT (IR)

1. Using the Incident Report Form: The OIG 1-156 Incident Report Form should be used for filing:

(a) **Initial Incident Report:** Form OIG 1-156 is designed primarily as an initial report to inform the Employment and Training Administration's (ETA) Office of Financial and Administrative Management (OFAM) and the Office of the Inspector General (OIG) that a violation or apparent violation has occurred. It should also be used to inform OFAM and OIG of cases involving ETA employees, programs, and operations being investigated by or reported to other investigative agencies.

(b) **Supplemental Incident Report:** Once the initial Form OIG 1-156 has been filed Form OIG 1-156 should be used:

- (1) To provide supplemental information not available at the time of the original report.
- (2) If the matter cannot be resolved at the agency level and the case goes to litigation or arbitration at another level, supplemental reports will be submitted without awaiting results of adjudication or arbitration.

(c) **Final Incident Report:** Form OIG 1-156 should be used when:

- (1) An incident is resolved, or otherwise settled.
- (2) Adjudication and arbitration results are known and all requirements of such adjudication or arbitration have been completed.

2. Completing the Incident Report Form:

The agency designation code requested in block 2 is assigned by the office preparing the form and should include the fiscal year in which the report is being submitted, the agency acronym, and a number to indicate the chronological sequence of the report (for example, 09-CHI-ETA-01 would show that the report was submitted in Fiscal Year (FY) 2009, by Chicago, ETA, and was the first report they submitted in FY 2009, and 09-OWI-ETA-02 would show that the report was submitted in FY 2009 by the Office of Workforce Investment (OWI), ETA/NO, and was the second report OWI submitted in FY 2009).

Block 16 should be signed on all copies by the responsible official for the office unless the employee believes he/she should send the form directly to the OIG and OFAM.

Entries requiring additional space may be continued at the end of the synopsis entry in Block 14 or on a separate sheet(s) of bond paper. Head each additional sheet "Continuation" and give the Agency Identification Code from Block 2.

3. Transmitting the Completed Incident Report Form:

For IRs originating in a region or concerning a regional office (RO) program, the Regional Administrator/Regional Apprenticeship Director (RA/RD) should send the original signed OIG 1-156 via a transmittal memorandum to the Special Agent-In Charge (SAC) of the OIG's Regional Office of Labor Racketeering and Fraud Investigations within two days of discovery or receipt of the incident report and simultaneously forward copies to OFAM and the Office of Regional Management (ORM) or the Office of Apprenticeship (OA).

For IRs originating in the national office (NO) or concerning an NO program, the originating office should send the original signed OIG 1-156 to OFAM within two days of discovery or receipt of the incident report and simultaneously forward copies to ORM or OA. OFAM will send the original IR to the OIG within two working days of receipt.

See Attachment E for SAC and other OIG addresses.

Mail ETA NO copies to:

Office of Financial and Administrative Management
200 Constitution Avenue, N.W., Room N-4653
Washington, D.C. 20210
ATTENTION: OGM

Office of Regional Management
200 Constitution Avenue, N.W., Room C-4517
Washington, D.C. 20210

or

Office of Apprenticeship
200 Constitution Avenue, N.W., Room N-5311
Washington, D.C. 20210

Note: If the report concerns Department of Labor staff, the copies for the ETA NO should be sent in a sealed envelope addressed to the Administrator of OFAM with a notation on the envelope "TO BE OPENED BY ADDRESSEE ONLY."

Incident Report

U.S. Department of Labor

Office of Inspector General



For Official Use Only (When filled in)

1. Date of report

2. Agency designation code (Yr.) (Agency) (Report No.)

3. File Number (For IG use)

4. Type of report

Initial Supplemental Final Other (Specify) _____

5. Type of incident

Conduct violation Criminal violation Program violation

6. Allegation against

DOL Employee Contractor Grantee Other (Specify) _____

Given name and position of employee(s), contractor(s), grantee, etc. List telephone number, OWCP or other Claim File Number, if applicable, and other identifying data:

7. Location of incident (Give complete name(s) and addresses of organization(s) involved)

8. Date and time of incident/discovery

9. Source of complaint

Public Contractor Grantee Program Participant Audit

Investigative Law Enforcement Agency (Specify)

Other (Specify)

Give name and telephone number so additional information can be obtained.

10. Contacts with law enforcement agencies (Specify name(s) and agency contacted and results)

11. Expected concern to DOL

Local Regional National Media interest Executive interest GAO/Congressional interest

Other (Specify) _____

12. DOL Agency involved

SECY ESA ETA ILAB LMSA MSHA OASAM OIG
 OSHA SOL ASP BLS NCEP WB OIPA
 Other (Specify) _____

Amount of grant or contract (If known)

\$

Amount of subgrant of subcontract (If known)

\$

13. Persons who can provide additional information (Include custodian of records)

Name	Grade	Position or job title	Employment ¹	Local Address (Street, City, & State) or organization, if employed and telephone number
------	-------	-----------------------	-------------------------	---

¹Enter one of these codes:

U - Unemployed

G-Grantee

C-Contractor

D - DOL

F-Other Federal Employee

P - Program Participant or
claimant

(Complete page 2 of this form)

DL 1-156
8/83

For Official Use Only (When filled in)

14. Details of Incident (Describe the Incident)

If more room is needed attach additional sheets.

15. Typed name and title of DOL employee

16. Signature of DOL employee

17. Copies furnished to:

18. Attachments: (List)

Attachment # 19

**Lafayette Workforce
Investment Board Legal Journal
for Advertisement of
Local/Regional Integrated Plan
2012-2017**

Page 420

TO RUN FOR ONE DAY - Sunday, August 26, 2012

LEGAL NOTICE

The Lafayette Consolidated City-Parish Government and the Lafayette Workforce Investment Board for Workforce Investment Board Area #41 are making available for public review and comment for a thirty (30) day period beginning August 27, 2012, a draft copy of the Lafayette City-Parish Government/Lafayette Workforce Investment Board's Local/Regional Integrated Workforce Plan. The plan's effective dates are July 1, 2012 through June 30, 2017 for Workforce Investment Act funding.

The plan will be made available for review between the hours of 8:00 AM to 4:00 PM, Mondays, Tuesdays, Wednesdays, and Fridays, and 8:00 AM to 2:30 PM on Thursdays, at the Lafayette Business and Career Solutions Center located at 706 E. Vermilion Street, Lafayette, Louisiana 70501. In addition, the plan will also be made available online on the Lafayette Consolidated Governments website at lafayettela.gov under the following tabs; Government, Administrative Services, and Lafayette Workforce Investment Board.

Any comments concerning the Local/Regional Integrated Workforce Plan are to be directed to Cortney Boutte'-Breux at 706 E. Vermilion Street, Lafayette, Louisiana 70501, by calling (337) 262-1136 or TDD (800) 947-5277 or by email at cortneyb@lwia41.org.

The Lafayette City-Parish Government Workforce Investment Area #41 is an Equal Opportunity Employer/Program and Auxiliary Aids and Services are available upon request to individuals with disabilities.

L. J. "Joey" Durel, Jr.

City-Parish President

Lafayette Consolidated Government

Please submit payment to the following:

DPR#725520

**Cortney Boutte'-Breux, WIB Planner
Lafayette Consolidated Government
706 E. Vermilion Street
Lafayette, Louisiana 70501**

Attachment # 19

**LWIA #40 Legal Journal for
Advertisement of
Local/Regional Integrated Plan
2012-2017**

Page 421

Local Workforce Investment Area #40

**P. O. Box 2046
Opelousas, LA 70571-2046**

PLEASE CONFIRM E-MAIL

(Notice to run in Daily World and The Advertiser)

LEGAL NOTICE

The Local Workforce Investment Board for Local Workforce Investment Area #40 will submit a Local/Regional Integrated Workforce Plan to the Louisiana Workforce Commission.

The plan's effective dates are July 1, 2012 through June 30, 2017 for Workforce Investment Act funding.

The plan will be available for public review between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday at the Workforce Investment Board Office located at 230 West Bellevue Street, Opelousas, LA 70570. The plan will also be made available on the internet at www.acadianacbank.org.

Comments concerning the plan are to be directed to:

**Sandra Hidalgo
Workforce Investment Area #40
230 West Bellevue Street
Opelousas, LA 70570
(337) 942-5678
E-mail: smshidalgo@aol.com**

**Mr. Bryan Vidrine, Chief Elected Official
LWIA #40**

**Brenda Hubbard, Director
LWIA #40
P. O. Box 2046
Opelousas, LA 70571-2046**

"Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities." TDD Relay Systems Number (800) 548-2547

RUN DATE: Sunday, August 26, 2012

Attachment # 20

**Region IV Eligible Training
Provider List (ETPL) 2012**

Page 422 – 428

4th Regional Labor Market Area, Lafayette

<u>Institution</u>	<u>Program / Certification</u>	<u>CipCode/Ext</u>	<u>Comp %</u>	<u>Emp % Wage</u>	<u>Date Sent</u>	<u>Date Approved</u>
ACADEMY OF ACADIANANUEW IBERIA	Dental Assistant/Cert. or Diploma 3 months to 6 months	510601/AA	New Program		1/3/2012	1/20/2012
	EKG Techn/Cert. or Diploma 3 months to 6 months	510902/AA	New Program		1/3/2012	1/20/2012
	Medical Insurance & Coding/Cert. or Diploma 3 months to 460414/AA		New Program		1/3/2012	1/20/2012
	Medical Office Assistant/Cert. or Diploma 3 months to 6 m 510710/AA		New Program		1/3/2012	1/20/2012
	Orthodontic Assistant/Cert. or Diploma 3 months to 6 mon 512805/AA		New Program		1/3/2012	1/20/2012
	Pharmacy Technician/Cert. or Diploma 3 months to 6 mon 510805/AA		New Program		1/3/2012	1/20/2012
	Phlebotomy Technician/Cert. or Diploma 3 months to 6 mt 511009/AA		New Program		1/3/2012	1/20/2012
	Physical Therapy Technician/Cert. or Diploma 3 months to 6 mt 512308/AA		New Program		1/3/2012	1/20/2012
	Center for Entrepreneurial Training Small Business/Entrej 520101 /AA		100	51.85 \$10.50	1/12/2012	4/19/2012
	Youth Entrepreneur Training 080301/AA		New Program		1/3/2012	1/20/2012
ACADIANA SAFETY ASSOCIATION	Core Competency in Safety/Short Term Non Credit 320107/AA		No Info		1/12/2012	1/20/2012
	Air Conditioning and Refrigeration/Technical Diploma 470201 /AA		71.4	63.3 \$10.63	1/3/2012	1/20/2012
	Business Office Technology - Accounting Concentration/D 520301/AA		New Program		1/3/2012	1/20/2012
	Business Office Technology - General Office Concentratio 520408/AA		New Program		1/3/2012	1/20/2012
	Business Office Technology - Medical Office Concentratio 510710/AA		New Program		1/3/2012	1/20/2012
	Diesel Powered Equipment Technology/Technical Diploma: 470605 /AA		87.1	90.3 \$12.53	1/12/2012	1/20/2012
	Drafting and Design Technology/Diploma 480101/AA		68.2	77.3 \$12.64	1/12/2012	1/20/2012
	Electrician/Technical Diploma 460302 /AA		97	63.6 \$13.94	1/12/2012	1/20/2012
	Industrial Electronics Technology/Associate of Applied Tec 470105 /AA		92.3	76.9 \$11.99	1/12/2012	1/20/2012
	Info Comm Technology - Computer Network Specialist/As 110901 /AA		New Program		1/12/2012	1/20/2012
SOUTH LA COMMUNITY COLLEGE - T. H. Harris C	Machine Tool Technology/Technical Diploma 480501 /AA		59.1	72.7 \$13.77	1/12/2012	1/20/2012
	Nondestructive Testing/Technical Diploma 410204 /AA		84.8	81.8 \$20.22	1/23/2012	1/23/2012
	Nurse Assistant/Employment and Training Completers 511614/AA		100	100 \$9.67	1/12/2012	1/20/2012
	Patient Care Technician/Certificate 2;1 to 2 yrs. 512601/AA		94.7	84.2 \$11.19	1/12/2012	1/20/2012
	Practical Nurse/Technical Diploma 511613 /AA		83.1	62.7 \$12.51	1/12/2012	1/20/2012
	Welding /Technical Diploma 480508 /AA		82.8	69 \$13.42	1/12/2012	1/20/2012
	Air Conditioning and Refrigeration/Technical Diploma 470201 /AA		80.8	61.5 \$15.00	1/12/2012	1/20/2012
	Automotive Technology/Diploma 470604/AA		81.8	72.7 \$9.85	1/12/2012	1/20/2012
	Aviation Maintenance Technology/Associate of Applied Sc 470608 /AA		75	87.5 \$11.96	1/12/2012	1/20/2012
	Barber-Styling/Technical Diploma 120402 /AA		8.3	33.3 \$8.53	1/12/2012	1/20/2012
SOUTH LA COMMUNITY COLLEGE - T.D. Ardoin L	Business Office Administration/Accounting Technology/As 520302 /AA		77.8	83.3 \$9.84	1/12/2012	1/20/2012
	Civil, Surveying and Mapping/Associate of Applied Sciencr 151102/AA		New Program		1/24/2012	3/26/2012
	Clinical Laboratory Technician/Associate of Applied Sciencr 510802 /AA		68.4	89.5 \$15.29	1/23/2012	1/23/2012
	Culinary Arts and Occupations/Associate of Applied Sciem 120503 /AA		66.7	50 \$8.43	1/12/2012	1/20/2012
Drafting and Design Technology/Associate of Applied Scie 151399/AA		80	60 \$23.02	1/12/2012	1/20/2012	

Electrician/Diploma	460302/AA	43.2	67.6	\$12.54	1/12/2012	1/20/2012
Graphic Communications / Desktop Publishing/Associate	480212 /AA	75	75	\$8.98	1/23/2012	1/20/2012
ICT Computer Network Specialist/Associate of Applied Sc	521204 /AA	84.2	73.7	\$16.00	1/12/2012	1/20/2012
Industrial Electronics Technology/Technical Diploma	470105/AA	75	80	\$13.36	1/12/2012	1/20/2012
Machine Tool Technology/Diploma	480501/AA	80.8	76.9	\$11.00	1/12/2012	1/20/2012
Pharmacy Technician/Certificate 2; 1 to 2yrs	510805/AA	New Program			1/12/2012	1/20/2012
Practical Nursing/Technical Diploma	511613 /AA	87.5	73.5	\$9.88	1/12/2012	1/20/2012
Surgical Technology/Associate of Applied Science	510909 /AA	64	92	\$12.96	1/12/2012	1/20/2012
Welding/Diploma	480508/AA	95.5	63.6	\$16.69	1/12/2012	1/20/2012
Cosmetology/Diploma	120403/AA	No Info				
600-Hour Massage Therapist Program/Diploma	513501/AA	Not Active/No Data				
COASTAL COLLEGE TRUCK DRIVING-LAFAYETTE	1490205 /AA	96.9	72.2	\$13.55	1/12/2012	1/20/2012
Class B Entry Level Tryuck Driver Training	490205 /AA	New Program			1/3/2012	1/20/2012
Medical Assistant/Technical Diploma	510801/AA	61.8	76.5	\$9.66	1/12/2012	1/20/2012
Class A Entry Level Truck Driver Training/Class A Entry	1490205 /AA	60	66.7	\$10.58	1/12/2012	1/20/2012
Medical Office Administration, Insurance Billing & Coding/	510716/AA	79.2	90.6	\$13.76	1/12/2012	1/20/2012
Practical Nurse/Technical Diploma	511613/AA	New Program			1/3/2012	1/20/2012
Administrative Office Specialist/Cert. or Diploma less than	520401/AA	New Program			1/3/2012	1/20/2012
Computer Office Specialist/Cert. or Diploma 3 months to 6 m	110199/AA	New Program			1/3/2012	1/20/2012
CPR Skills Training/Cert. or Diploma less than 3 months	510000/AA	Intensive			1/3/2012	1/20/2012
Medical Assistant/Diploma	510801/AA	New Program			1/3/2012	1/20/2012
Medical Insurance Billing and Coding Specialist/Diploma	510713/AA	New Program			1/3/2012	1/20/2012
Medical Office Assistant/Cert. or Diploma 3 months to 6 m	510710/AA	New Program			1/3/2012	1/20/2012
Microsoft Access/Cert. or Diploma less than 3 months	119999/AA	Intensive			1/3/2012	1/20/2012
Microsoft Excel/Cert. or Diploma less than 3 months	119999/AB	Intensive			1/3/2012	1/20/2012
Microsoft PowerPoint/Cert. or Diploma less than 3 months	110101/AA	Intensive			1/3/2012	1/20/2012
Microsoft Word/Cert. or Diploma less than 3 months	119999/AC	Intensive			1/3/2012	1/20/2012
Nursing Assistant	513902/AA	New Program			1/3/2012	1/20/2012
Pharmacy Technician/Diploma	510805/AA	New Program			1/3/2012	1/20/2012
Phlebotomy Technician/Diploma	511009/AA	New Program			1/3/2012	1/20/2012
Physical Therapy Aide	510806/AA	New Program			1/3/2012	1/20/2012
SOUTH LA COMMUNITY COLLEGE - Acadian Cam	470604 /AA	New Program			1/12/2012	1/20/2012
Automotive Technology/Technical Diploma	502408/AA	New Program			1/3/2012	1/23/2012
Business Office Technology - General Office Concentratio	502408/AA	100	83.6	\$15.04	1/12/2012	1/23/2012
CDL for Business I (For Persons with a Learner's Permits)	490205/AA	New Program			1/3/2012	1/23/2012
COMMERCIAL VEHICLE OPERATIONS/Certificate 1; <1,490205/AA		86.7	66.7	\$11.49	1/12/2012	1/20/2012
Diesel Powered Equipment Technology/Technical Diploma:	470605 /AA	86.7	66.7	\$8.59	1/12/2012	1/20/2012
Drafting and Design Technology/Technical Diploma	151301 /AA	57.1	85.7	\$14.49	1/12/2012	1/20/2012
Machine Tool Technology/Technical Diploma	480501 /AA					

Medical Assistant/Certificate 1; <1yr	510801/AA	New Program	1/3/2012	1/23/2012
Medication Attendant Certified/Cert. or Diploma 3 months	511614/AA	New Program	1/3/2012	1/23/2012
Nurse Assistant/Cert or Diploma less than 3 months	511614/AA	100	82.2 \$10.76	1/20/2012
Patient Care Technician/Cert. or Diploma 6 months to 1 yr	512601/AA	New Program	1/1/2012	1/20/2012
Pharmacy Technician/Certificate 2; 1 to 2yrs	510805/AA	93.8	87.5 \$9.45	1/20/2012
Phlebotomy/Certificate 1; <1yr	511009/AA	New Program	1/3/2012	1/23/2012
Practical Nursing/Technical Diploma	511613/AA	100	77.3 \$12.20	1/20/2012
Welding/Technical Diploma	480508/AA	89.5	57.9 \$13.78	1/23/2012
Automotive Technology/Technical Diploma	470604/AA	66.7	66.7 \$12.13	1/23/2012
BOT - General Office Concentration/Diploma	520401/AA	100	50 \$10.07	1/23/2012
BOT-Accounting/Diploma	520401/AB	100	72.7 9.78	1/23/2012
BOT-Medical Office Concentration/Diploma	520401/AC	New Program	1/3/2012	1/23/2012
Electrician/Diploma	460302/AA	New Program	1/3/2012	1/23/2012
Medical Assistant/Cert. or Diploma 1 year to 2 years	510801/AA	41.7	62.5 \$9.30	1/23/2012
Patient Care Technician/Cert. or Diploma 1 year to 2 years	512601/AA	57.8	68.9 \$9.16	1/23/2012
Pharmacy Technician/Certificate 1; <1yr	510805/AA	New Program	1/3/2012	1/23/2012
Practical Nursing/Technical Diploma	511613/AA	73	89.2 \$12.44	1/23/2012
Welding/Technical Diploma	480508/AA	93.5	80.6 \$14.20	1/23/2012
Business Office Technology - Medical Office Assistant	510716/AA	7.4	63 \$10.71	1/23/2012
Care and Development of Young Children/Cert. or Diploma	190709/AA	41.7	66.7 \$8.84	1/20/2012
Carpentry/Cert. or Diploma greater than 2 years	460201/AA	100	50 0	1/20/2012
Collision Repair Technology/Diploma	470603/AA	44.4	55.6 \$9.17	1/20/2012
Nursing Assistant/Technical Diploma	511614/AA	100	65.1 \$9.94	1/20/2012
Patient Care Tech/Certificate 1; <1yr	512601/AA	44.9	77.6 \$9.72	1/20/2012
Practical Nursing/Technical Diploma	511613/AA	45.5	72.7 \$14.40	1/20/2012
Welding/Technical Diploma	480508/AA	29.4	64.7 \$15.65	1/20/2012
Business Office Technology - Accounting Technology	520302/AA	83.3	72.2 \$9.23	1/20/2012
Business Office Technology - General Office Concentration	520401/AA	63.2	57.9 \$8.94	1/20/2012
Business Office Technology - Medical Office Assistant	510716/AA	45.8	45.8 \$9.19	1/20/2012
Computer Technology/Associate of Applied Science	470104/AA	63.6	54.5 \$10.86	3/26/2012
Cosmetology/Diploma	120401/AA	92.6	74.1 \$8.61	1/20/2012
Drafting and Design Technology/Technical Diploma	151301/AA	75	100 \$10.41	1/20/2012
Electrician/Cert. or Diploma 1 year to 2 years	460302/AA	81.1	62.2 \$11.52	1/20/2012
Industrial/Agriculture Mechanics Technology/Cert. or Diplo	470303/AA	76.9	76.9 \$14.17	1/20/2012
Medical Assistant/Cert. or Diploma 1 year to 2 years	510801/AA	63.2	76.3 \$9.56	1/20/2012
Nursing Assistant-Certification/Diploma	511614/AA	100	79.2 \$9.97	1/20/2012
Patient Care Technician/Certificate 1; <1yr	512601/AA	56.3	59.4 \$11.35	1/20/2012

SOUTH LA COMMUNITY COLLEGE - CHARLES B.

SOUTH LA COMMUNITY COLLEGE - EVANGELINE

SOUTH LA COMMUNITY COLLEGE - GULF AREA

Practical Nursing/Diploma	511613/AA	76.7	73.3	\$16.06	1/12/2012	1/20/2012
Welding/Technical Diploma	480508/AA	93.9	54.5	\$15.93	1/12/2012	1/20/2012
Air Conditioning and Refrigeration/Technical Diploma	470201/AA	75	60	\$12.40	1/12/2012	1/20/2012
Business Office Technology/Diploma	520401/AA	60.9	60.9	\$8.67	1/12/2012	1/20/2012
Carpentry/Diploma	460201/AA	85.7	42.9	\$12.46	1/12/2012	1/20/2012
Drafting and Design Technology/Diploma	151301/AA	65.2	80.4	\$12.08	1/12/2012	1/20/2012
Electrician/Technical Diploma	460302/AA	66.7	72.7	\$12.01	1/12/2012	1/20/2012
Heavy Equipment Operator	490299/AA	New Program			1/3/2012	1/20/2012
Industrial Electronics Technology/Technical Diploma	470105/AA	69.6	87	\$15.50	1/12/2012	1/20/2012
Industrial/Agriculture Mechanics Technology/Technical Diploma	470303/AA	50	68.8	\$21.59	1/12/2012	1/20/2012
Info Comm Tech: Computer/Networking Support/Associate	111001/AA	40	60	\$14.31	1/12/2012	1/20/2012
Machine Tool Technology/Technical Diploma	480501/AA	67.7	80.6	\$11.87	1/12/2012	1/20/2012
Nurse Assistant/Cert or Diploma 1 to 2 years	511614/AA	100	82.4	\$10.39	1/12/2012	1/20/2012
Patient Care Technician/Cert or Diploma 1 to 2 years	512601/AA	88.9	72.2	\$9.90	1/12/2012	1/20/2012
Pharmacy Technician/Certificate 1;<1yr	510805/AA	75	87.5	9.29	1/12/2012	1/20/2012
Practical Nursing/Diploma	511613/AA	97.7	74.4	\$11.88	1/12/2012	1/20/2012
Welding/Technical Diploma	480508/AA	87.5	50	\$13.83	1/12/2012	1/20/2012
Able Seaman/Cert. Or Diploma less than 3mths	490309/AA	Intensive			1/3/2012	1/20/2012
Air Conditioning and Refrigeration/Technical Diploma	470201/AA	90	55	\$10.39	1/12/2012	1/20/2012
Associate of Applied Science(AAS)- Accounting Technol	520302/AA	100	72.7	\$11.46	1/12/2012	1/20/2012
Associate of Applied Science(AAS) -Office Systems Techn	520401/AA	76.9	69.2	\$11.26	1/12/2012	1/20/2012
Automotive Technology/Technical Diploma	470604/AA	83.3	66.7	\$24.94	1/12/2012	1/20/2012
Business Office Technology Accounting/Diploma	520301/AA	73.3	80	\$15.99	1/23/2012	1/23/2012
Carpentry/Technical Diploma	460201/AA	80	60	\$24.10	1/12/2012	1/20/2012
Commercial Diving/Technical Diploma	490304/AA	58.6	63.8	\$23.30	1/12/2012	1/20/2012
Communications Electronics/Technical Diploma	470103/AA	57.1	85.7	\$15.91	1/12/2012	1/20/2012
Drafting and Design Technology/Diploma	480101/AA	57.9	68.4	\$13.29	1/12/2012	1/20/2012
Electrician/Diploma	460302/AA	93.3	60	\$16.19	1/12/2012	1/20/2012
Info Comm Technology: Network Specialist- AAS/Associat	110901/AA	100	100	21.55	1/12/2012	1/20/2012
Marine Operations/Cert. or Diploma less than 3 months	490309/AA	100	61.6	\$27.58	1/3/2012	1/20/2012
Medical Office Assistant/Certificate 1;<1yr	510710/AA	18.3	63.3	\$9.84	1/12/2012	1/20/2012
Nursing Assistant/Diploma	511614/AA	100	48.3	\$0.00	1/12/2012	1/20/2012
Patient Care Technician/Certificate 1; <1yr	512699/AA	97.3	73	\$8.83	1/3/2012	1/20/2012
Practical Nursing/Technical Diploma	511613/AA	87.9	59.1	\$12.14	1/12/2012	1/20/2012
Welding/Technical Diploma	480508/AA	94.7	36.8	\$10.95	1/12/2012	1/20/2012
LAFAYETTE ELECTRICAL JATC		No Info				
LAFAYETTE GENERAL MEDICAL CTR-RADIOLOG		80	100	\$14.60	1/12/2012	1/20/2012
LAFAYETTE GENERAL MEDICAL CTR-RADIOLOG						

LAFAYETTE GENERAL SCH OF HEALTH SCIENCE	Intravenous Therapy Certification Course (IV Therapy)/Cei511613/AA	New Program				1/20/2012
	LPN Refresher Course/Employment and Training Complet511613/AA	New Program	100			1/20/2012
	Practical Nursing Program/T technical Diploma			92.3	\$14.33	1/20/2012
LOUISIANA STATE UNIVERSITY-EUNICE	Arts (TRANSFER DEGREE)/Associate's Degree		73.3	66.7	\$10.36	1/20/2012
	Computer Information Technology/Associate's Degree		28	68	\$11.60	1/20/2012
	Criminal Justice/Associate's Degree		14	79.1	\$12.48	1/20/2012
	Diagnostic Medical Sonography/Cert. or Diploma 1 year to 510910/AA		37.5	62.5	17.05	1/20/2012
	Early Childhood Education/Associate's Degree	New Program	55	65	\$9.82	1/20/2012
	Elementary Education/Bachelor's Degree					1/20/2012
	Fire Science/Associate's Degree		61.7	78.7	\$24.93	1/20/2012
	General Office Admini/Associate's Degree		22.2	77.8	\$8.97	1/20/2012
	General Studies/Associate's Degree		36.4	70.5	\$13.63	1/23/2012
	Management/Associate's Degree		39.3	73.8	\$14.82	1/23/2012
	Nursing/Associate's Degree		100	91.3	\$21.48	1/20/2012
	Paralegal Studies/Associate's Degree		85.7	85.7	\$10.74	1/20/2012
	Radiologic Technology/Associate's Degree		95.2	90.5	\$11.67	1/20/2012
	Respiratory Care/Associate's Degree		90.9	90.9	\$17.92	1/20/2012
	Associate of Arts in Liberal Arts/Associate's Degree		39.3	67.9	\$11.94	1/20/2012
SOUTH LA COMMUNITY COLLEGE - IBERIA	Associate of Science in General Business	New Program				3/26/2012
	Business Technology/AA/AS Degree	New Program				3/26/2012
	Care & Development of Young Children/Associate's Degree		18.2	81.8	\$10.41	1/23/2012
	Criminal Justice/AA/AS Degree		31.1	77.8	\$11.47	3/26/2012
	Early Childhood Education/Associate's Degree		100	100	\$13.12	1/23/2012
	Emergency Medical Technology Paramedic/Certificate 2;1 510904/AA		100	99	\$21.53	1/23/2012
	Industrial Technology/Associate's Degree		41.1	78.6	\$21.41	1/23/2012
	Associate of Arts in Liberal Arts/Associate's Degree		39.3	67.9	\$11.94	1/23/2012
	Early Childhood Education/Associate's Degree		100	100	\$13.12	1/23/2012
	Emergency Medical Technology Paramedic/Certificate 2;1 510904/AA		100	99	\$21.53	1/23/2012
	Associate of Arts in Liberal Arts/Associate's Degree		39.3	67.9	\$11.94	1/23/2012
	Criminal Justice/AA/AS Degree		31.1	77.8	\$11.47	3/26/2012
	Early Childhood Education/Associate's Degree		100	100	\$13.12	1/23/2012
	Emergency Medical Technology Paramedic/Certificate 2;1 510904/AA		100	99	\$21.53	1/23/2012
	General Studies - Associate/Associate's Degree		98.9	75.8	\$15.00	1/23/2012
	Industrial Technology/Associate's Degree		41.1	78.6	\$21.41	1/23/2012
THOMAS TRAINING & DEVELOPMENT CTR, INC	Truck Drivers Tractor Trailer Driver, Bus Driver/Cert. or Dji490205/AA		100	50	\$14.21	1/20/2012
UNITECH TRAINING ACADEMY - LAFAYETTE	Administrative Medical Assistant/Technical Diploma		91.7	75	\$9.93	1/20/2012
	Computer Information Systems		100	75	\$0.00	1/12/2012

Concepts in Fashion Merchandising/Diploma	521902/AA	New Program	1/3/2012	1/20/2012
Dental Assisting/Diploma	510601/AA	New Program	1/3/2012	1/20/2012
Diagnostic Ultrasound Sonography	510910/AA	92.3	69.2 \$8.96	3/26/2012
EKG/Phlebotomy Technician/Diploma	511099/AA	100	80 \$9.54	3/26/2012
Electrocardiograph Technician/Diploma	511099/AB	New Program	1/3/2012	1/20/2012
Massage Therapy/Diploma	513501/AA	100	100 \$0.00	1/12/2012
Medical Assistant/Diploma	510801/AA	100	100 \$8.81	1/20/2012
Pharmacy Technician Preparedness/Diploma	510805/AA	94.1	88.2 \$9.77	1/20/2012
Physical Therapy Technician/Diploma	510806/AA	100	78.3 \$11.17	1/12/2012
University of Louisiana at Lafayette - CONT. E Paralegal Certificate Program/Cert or Diploma less than 3	220103/AA			
Accounting/Bachelor's Degree	520301/AA	53.4	78.4 \$15.93	1/20/2012
Agriculture Education Grades 6-12/Bachelor's Degree	131301/AA	100	100 \$26.45	1/20/2012
Apparel Design and Merchandising/Bachelor's Degree	521902/AA	68.4	73.7 \$11.72	1/20/2012
Art/Bachelor's Degree	500701/AA	46.5	68.7 \$11.94	1/20/2012
Athletic Training/Bachelor's Degree	510913/AA	60	90 \$11.80	1/20/2012
Biology Education Grades 6-12/Bachelor's Degree	131322/AA	62.5	87.5 \$17.85	1/20/2012
Biological/Bachelor's Degree	260101/AA	58.4	56.4 \$12.12	1/20/2012
Business Admin.-Health Care/Master's Degree	510701/AA	16.7	66.7 \$18.41	1/12/2012
Business Education Grades 6-12/Bachelor's Degree	131303/AA	New Program	1/12/2012	1/20/2012
Chemical Engineering/Bachelor's Degree	140701/AA	71.9	75 \$22.62	1/20/2012
Child and Family Studies/Bachelor's Degree	131323/AA	New Program	1/12/2012	1/20/2012
Civil Engineering/Bachelor's Degree	190701/AA	60.8	75.7 \$10.47	1/20/2012
Civil Engineering/Bachelor's Degree	140801/AA	36.4	77.3 \$24.27	1/20/2012
Computer Engineering/Bachelor's Degree	140901/AA	38.5	46.2 \$11.30	1/12/2012
Computer Science/Bachelor's Degree	110701/AA	34	83 \$14.10	1/20/2012
Counselor Education/Master's Degree	131101/AA	59.4	71.9 \$19.14	1/20/2012
Criminal Justice/Bachelor's Degree	430104/AA	58.8	80 \$12.84	1/20/2012
Curriculum & Instruction/Master's Degree	130301/AA	35.7	85.7 \$21.20	1/20/2012
Dental Hygiene/Bachelor's Degree	510602/AA	46.2	92.3 \$18.55	1/20/2012
Electrical Engineering - Telecommunications/Master's Degree	141001/AA	40	76 \$16.97	2/17/2012
Elementary Education - Grades 1 - 5/Bachelor's Degree	131202/AA	57.3	77.5 \$12.72	1/12/2012
English/Bachelor's Degree	230101/AA	55.4	69.6 \$13.03	1/20/2012
Environmental and Sustainable Resources/Bachelor's Degree	039999/AA	50	85 \$24.36	1/20/2012
Family/Consumer Science Education Grades 6-12/Bachelor's Degree	131308/AA	50	100 13.93	1/20/2012
Finance/Bachelor's Degree	520801/AA	76.8	77.7 \$13.19	1/12/2012
French Education Grades 6-12/Bachelor's Degree	131325/AA	New Program	1/12/2012	1/20/2012
General Studies/Bachelor's Degree	240102/AA	60.8	72.8 \$12.79	1/12/2012

University of Louisiana at Lafayette - CONT. E
UNIVERSITY OF LOUISIANA AT LAFAYETTE

Geology/Bachelor's Degree	400601 /AA	41.7	79.2	\$13.58	1/12/2012	1/20/2012
Health Information Management/Bachelor's Degree	510706 /AA	44.1	85.3	\$13.02	1/12/2012	1/20/2012
History/Bachelor's Degree	540101 /AA	54.3	58.7	\$9.06	1/12/2012	1/20/2012
Hospitality Management/Bachelor's Degree	520901 /AA	62.5	85	\$10.37	1/12/2012	1/20/2012
Industrial Technology/Bachelor's Degree	150612 /AA	70.7	90.2	\$20.24	1/12/2012	1/20/2012
Interior Design/Bachelor's Degree	040501 /AA	78.9	78.9	\$12.61	1/12/2012	1/20/2012
Interpersonal and Organizational Communication/Bachelor's Degree	090101 /AA	57.1	52.4	\$10.99	1/12/2012	1/20/2012
Kinesiology Grades K-12/Bachelor's Degree	131314 /AA	58.1	78.7	\$11.81	1/12/2012	1/20/2012
Management/Bachelor's Degree	520201 /AA	66	73.4	\$14.37	1/12/2012	1/20/2012
Marketing/Bachelor's Degree	521401 /AA	69	74.4	\$14.43	1/12/2012	1/20/2012
Mass Communication/Bachelor's Degree	090102 /AA	55.6	88.9	\$10.68	1/12/2012	1/20/2012
Mathematics Education Grades 6-12/Bachelor's Degree	131311 /AA	22.2	55.6	\$12.16	1/12/2012	1/20/2012
Mechanical Engineering/Bachelor's Degree	141901 /AA	60.8	74.5	\$18.42	1/12/2012	1/20/2012
Middle School Grades 4-8/Bachelor's Degree	131203 /AA	59.1	86.4	\$12.94	1/12/2012	1/20/2012
Nursing/Bachelor's Degree	511601 /AA	100	92.9	\$18.05	1/12/2012	1/20/2012
Performing Arts/Bachelor's Degree	500101 /AA	66.7	85.2	\$10.99	1/12/2012	1/20/2012
Petroleum Engineering/Bachelor's Degree	142501 /AA	59.4	56.3	\$27.17	1/12/2012	1/20/2012
Philosophy/Bachelor's Degree	380101 /AA	50	50	\$9.78	1/12/2012	1/20/2012
Political Science/Bachelor's Degree	451001 /AA	40.9	66.7	\$10.11	1/12/2012	1/20/2012
Psychology/Bachelor's Degree	420101 /AA	53.5	77.5	\$12.01	1/12/2012	1/20/2012
Public Relations/Bachelor's Degree	090902 /AA	72.3	80.9	\$11.71	1/12/2012	1/20/2012
Social Studies Education Grades 6-12/Bachelor's Degree	131318 /AA	47.8	82.6	\$11.35	1/12/2012	1/20/2012
Sociology/Bachelor's Degree	451101 /AA	62.7	70.6	\$10.86	1/12/2012	1/20/2012
Spec Ed-Early Intervention Birth-Age 5/Bachelor's Degree	131015 /AA	New Program	71.4	\$11.98	1/12/2012	1/20/2012
Sustainable Agriculture/Bachelor's Degree	010000 /AA	82.1	100	\$13.13	1/12/2012	1/20/2012
Vocal Music Education Grades K-12/Bachelor's Degree	131312 /AA	50			1/12/2012	1/20/2012

Attachment # 21

**Greater Lafayette Chamber of
Commerce Workforce
Development Survey of Success
Skills**

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GREATER LAFAYETTE CHAMBER OF COMMERCE WORKFORCE DEVELOPMENT – SUCCESS SKILLS

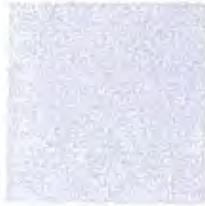
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit situation; able to deal with frequent changes, delays, or unexpected events
- **Dependability:** Follows instructions; responds to management directions; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time
- **Honesty:** Straightforward; adheres to the facts; acts with integrity; truthful; refuses to steal, cheat, or deceive
- **Decision-Making:** Identifies goals; generates alternatives and gathers information about goals; weighs pros and cons; chooses best alternative; plans how to carry out choice; displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process
- **Cooperation:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; volunteers readily; asks for and offers help when needed
- **Self-Discipline:** Acts responsibly; works hard to reach goals, even if task is unpleasant; does quality work; displays high standard of attendance, energy, and optimism; reacts well under pressure; accepts responsibility for own actions; follows through on commitments
- **Self-Motivation:** Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence
- **Good Hygiene/Personal Appearance:** Practices cleanliness which is conducive to good health; wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment
- **Courteousness:** Shows understanding; respects feelings of others; asserts oneself when appropriate; takes an interest in what people say and why they think and act as they do; keeps commitments; inspires the trust of others; works with integrity; upholds organizational values; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position
- **Effective Communication:** Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience, including language, tone of voice and appropriate gestures
- **Drug Free:** Does not use illegal drugs and alcohol; refrains from the use of prescription medication of others; does not use own medication for purposes other than those specifically prescribed



Attachment # 22

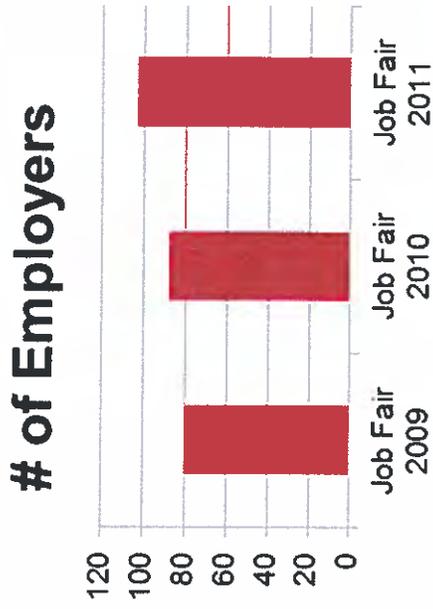
Lafayette Economic
Development Authority (LEDA)
2011 Job Fair Attendance

Page 430 - 432

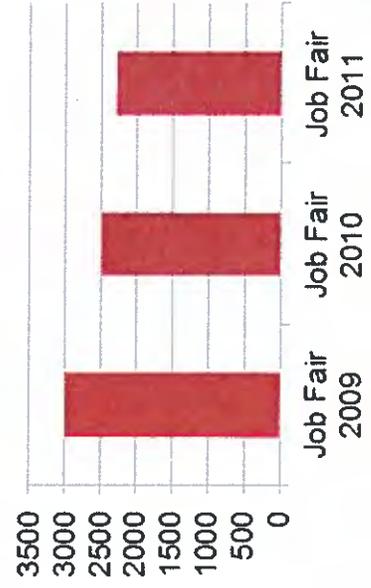


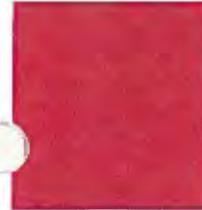
Job Fair Attendance

Employer Booths 103



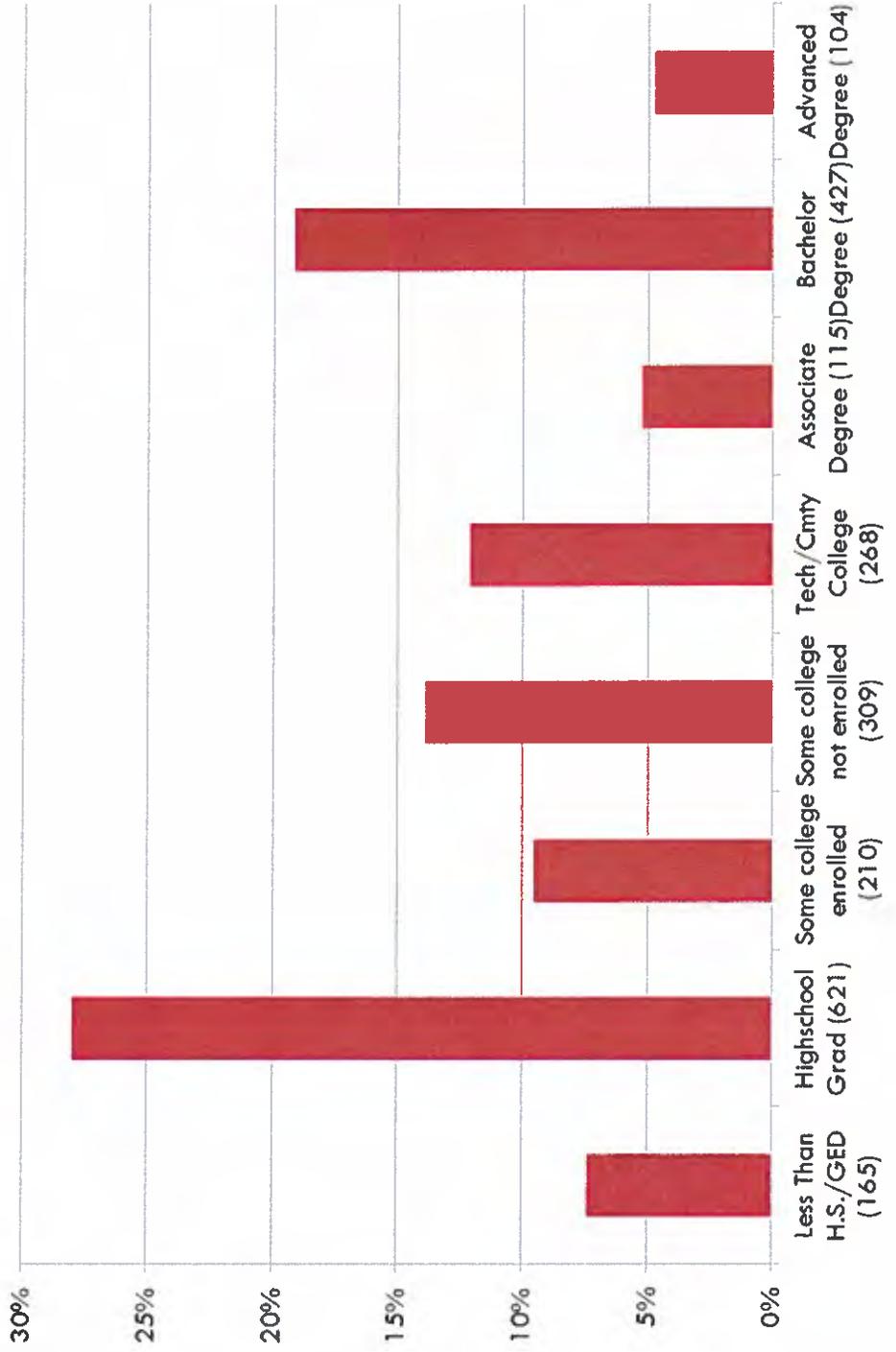
Jobseekers 2,300





Jobseeker Demographics

Highest Education Level



Industries Represented

Top Industries at Job Fair

1. Oil & Gas
2. Manufacturing
3. Health Care
4. Insurance & Finance
5. Retail/Service
6. Food Service

Acadiana Industry Employment Projections

1. Healthcare & Social
2. Retail Trade
3. Mining (includes Oil & Gas)
4. Manufacturing
5. Education Services
6. Accommodations & Food Services

Attachment # 22

LA Works Survey 2010 Results

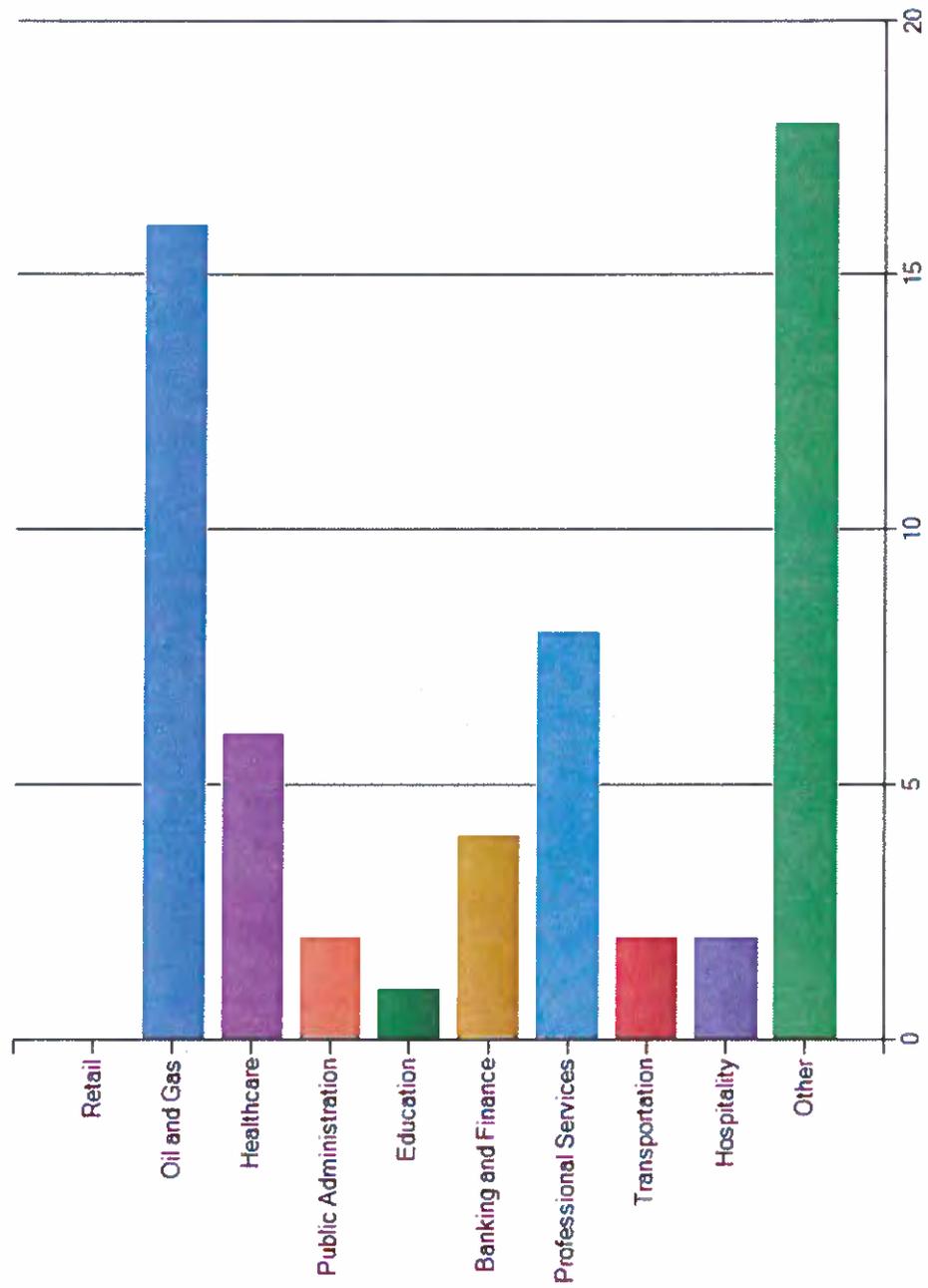
Page 433 – 461

LA Works Survey 2010 Results

Presented By:
Pamela Harrington, SPHR
Debra Hernandez
Michele Newman, PHR

LA Works Survey 2010 Results

Which industry is your company in?



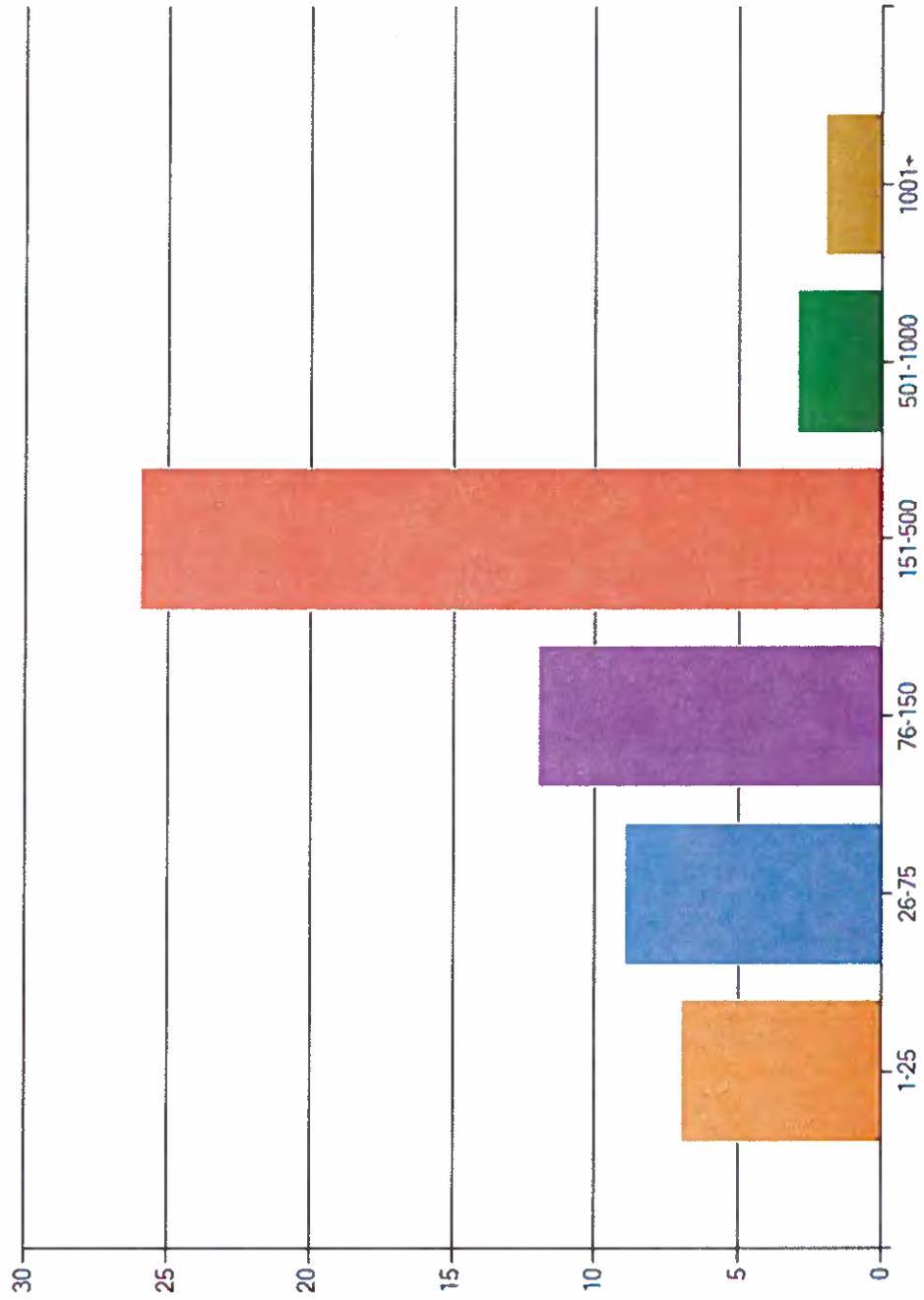
LA Works Survey 2010 Results

Other Industries:

- staffing
- Lifeboat Manufacturer
- Law Firm
- Staffing
- Non-profit Community Support Services
- MANUFACTURING
- Textile
- Law Firm
- Non-profit Human Services
- Entertainment/Sports
- Beverage
- aircraft refurbishment/manufacturing
- Manufacturing
- Government Defense Contracting
- Telecommunications Contractor
- Manufacturing
- assisted living
- Corp office to enviromental consulting
- Food Manufacturing
- Distribution of Wholesale Nonalcoholic Beverages
- Telecommunications

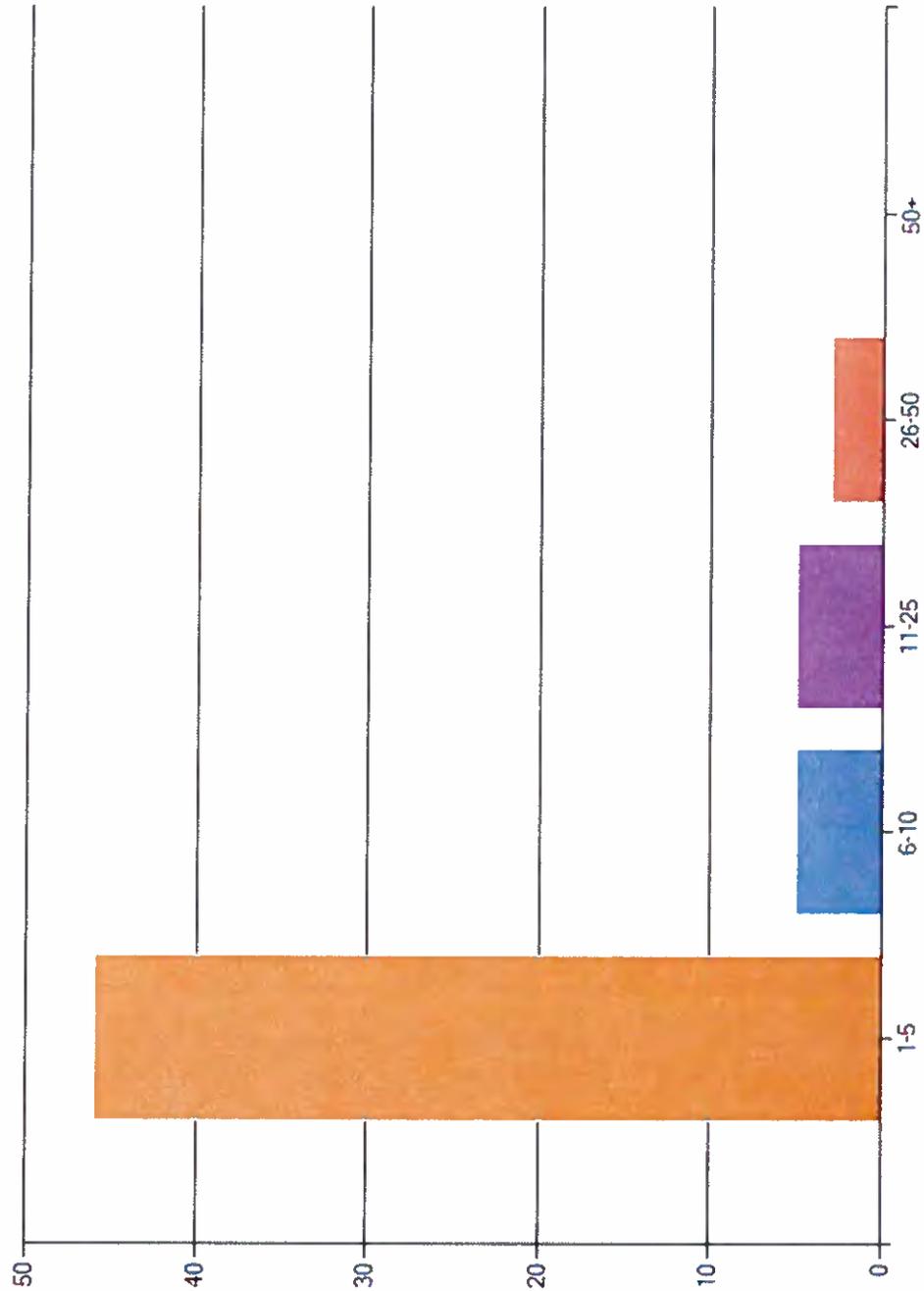
LA Works Survey 2010 Results

How many of your company's employees are located in Louisiana?



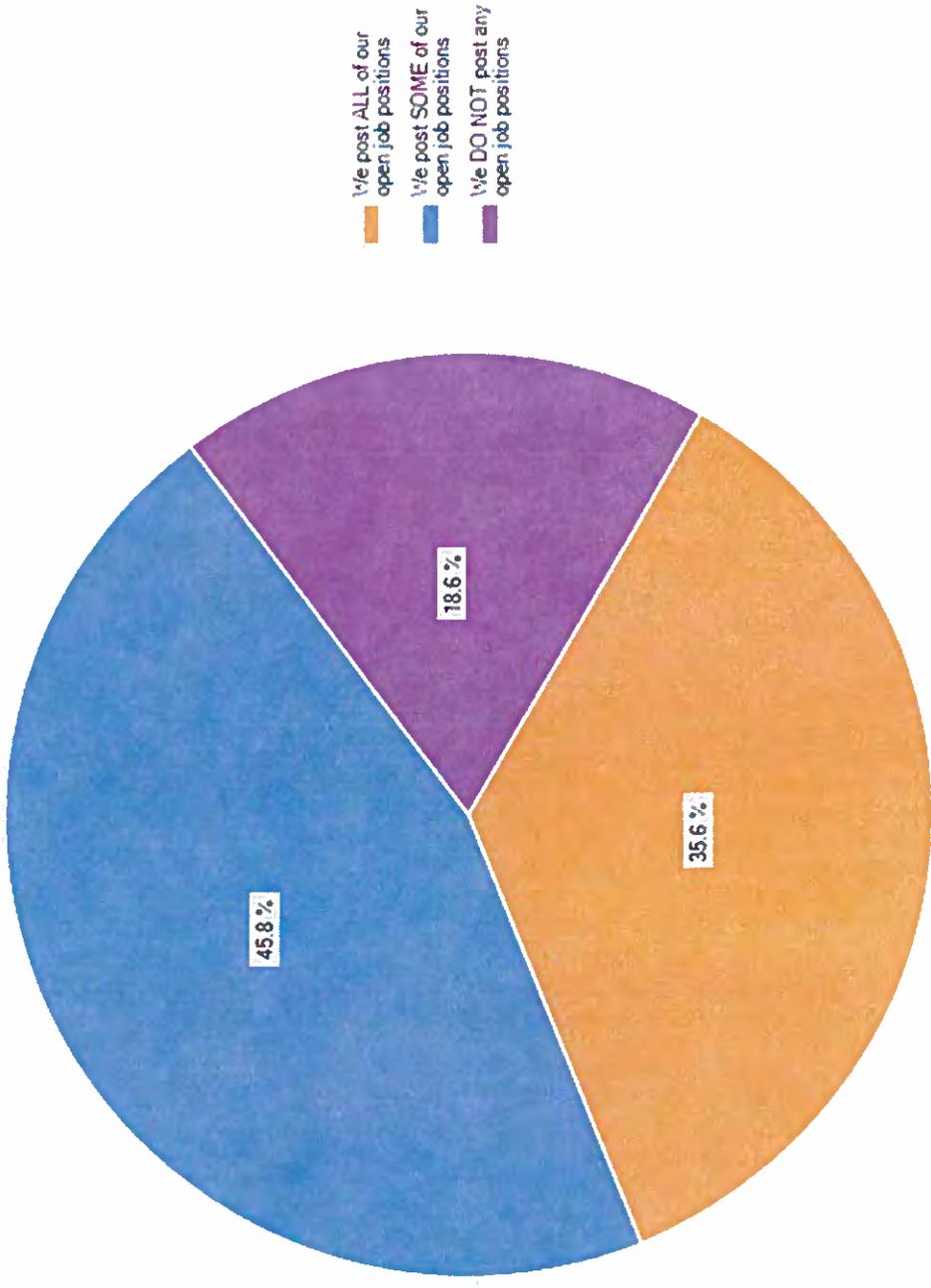
LA Works Survey 2010 Results

How many work locations does your company have in Louisiana?



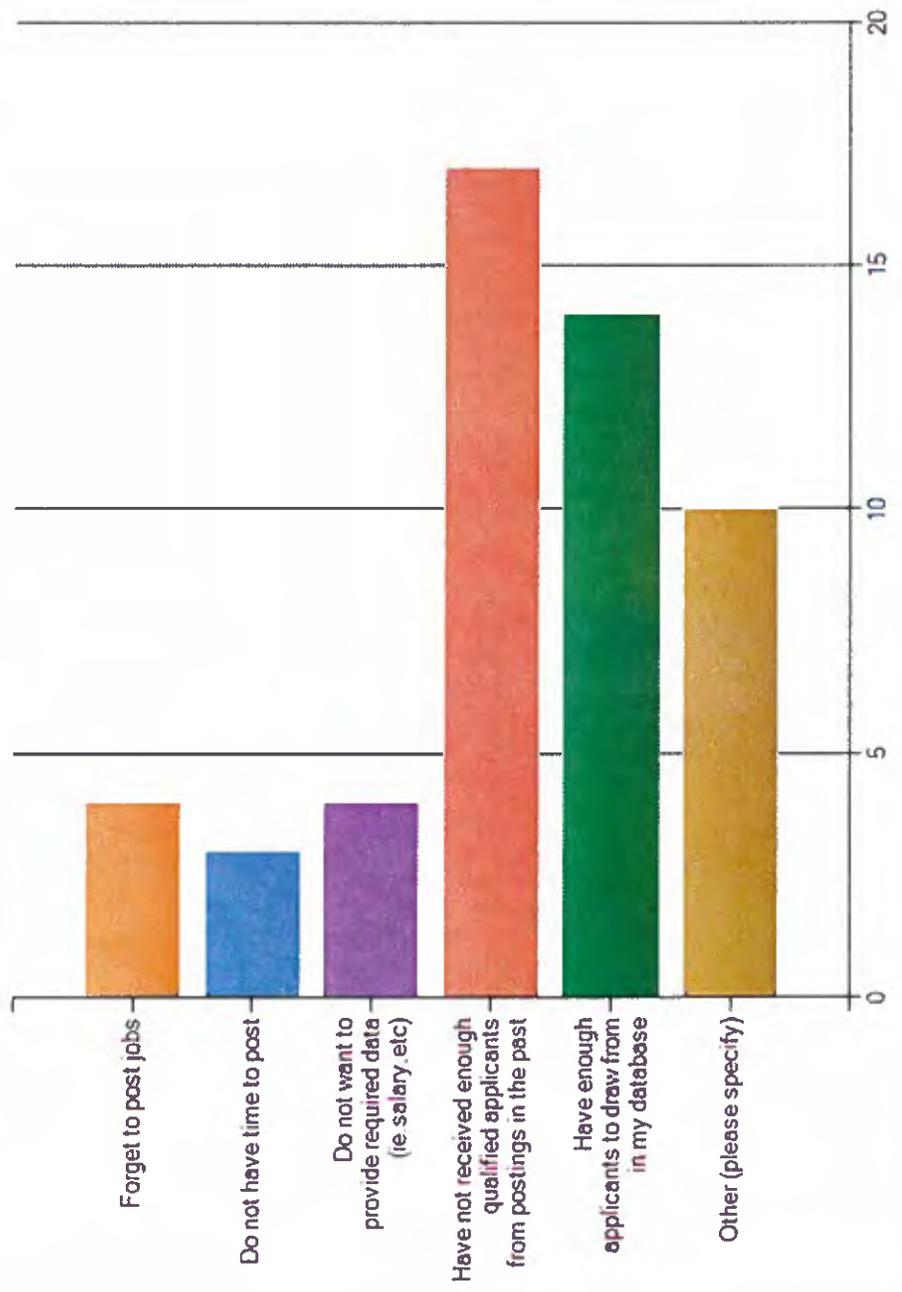
LA Works Survey 2010 Results

Does your company use the LA Works Website to post open jobs?



LA Works Survey 2010 Results

Please indicate the reason(s) why your company does not post ALL open job positions on LA Works website.



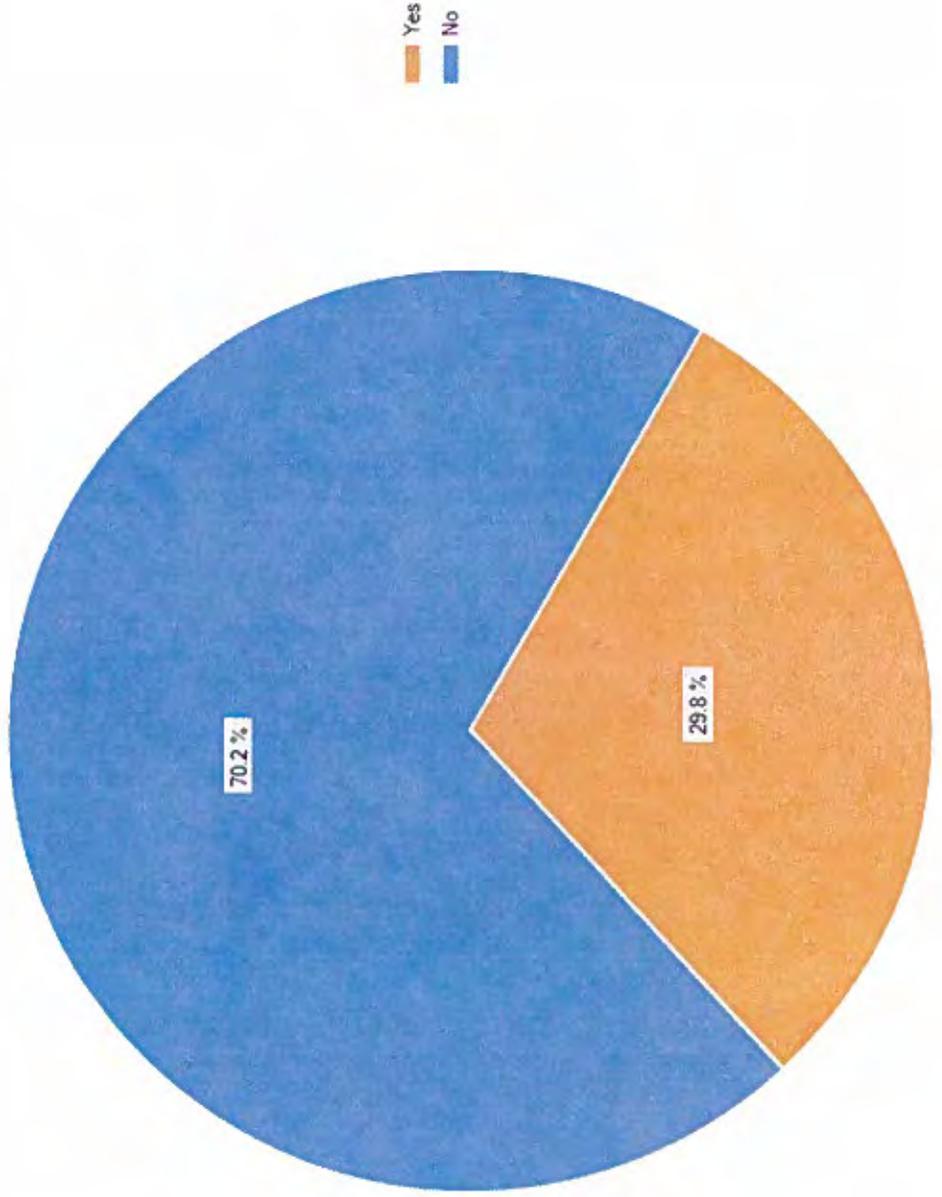
LA Works Survey 2010 Results

Responses for Other Reason “why your company does not post ALL Open Job Positions on LA Works website:

- Candidates come in to bank to apply more often than not.
- Typically, we're looking for specialized positions.
- Usually fill by word of mouth, or employee referral
- We need specialized, experienced Attorneys.
- Specific job sites relate better to some job qualifications
- third party handles job postings
- Some of a higher lever and require specific experience and education
- Post professional positions on careerbuilder
- Do not know
- We sometimes use a staffing agency

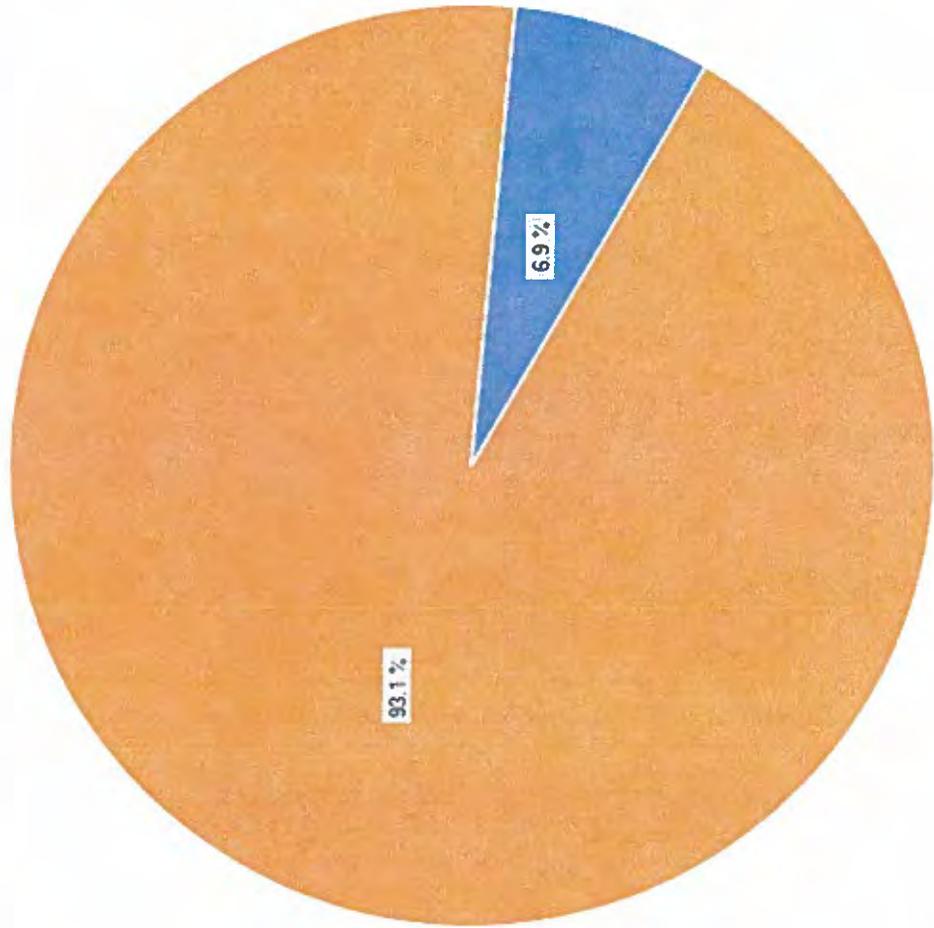
LA Works Survey 2010 Results

Do you use the resume database on LA Works?



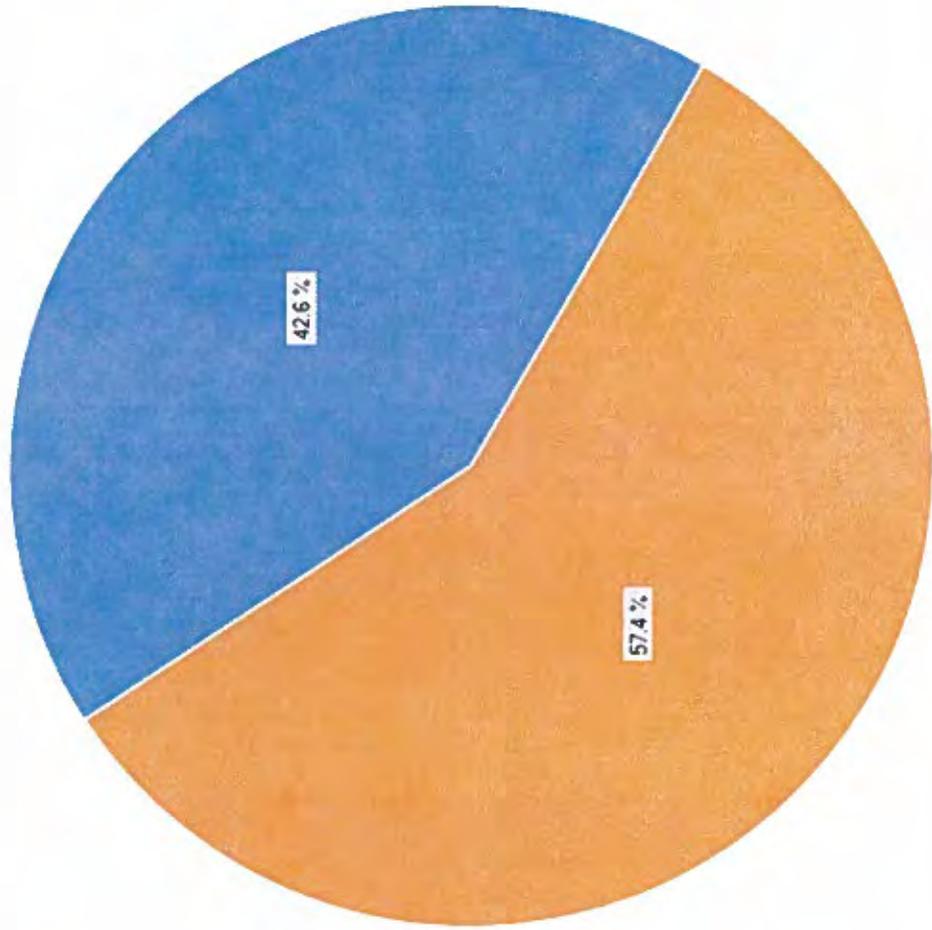
LA Works Survey 2010 Results

Does your company have a website?



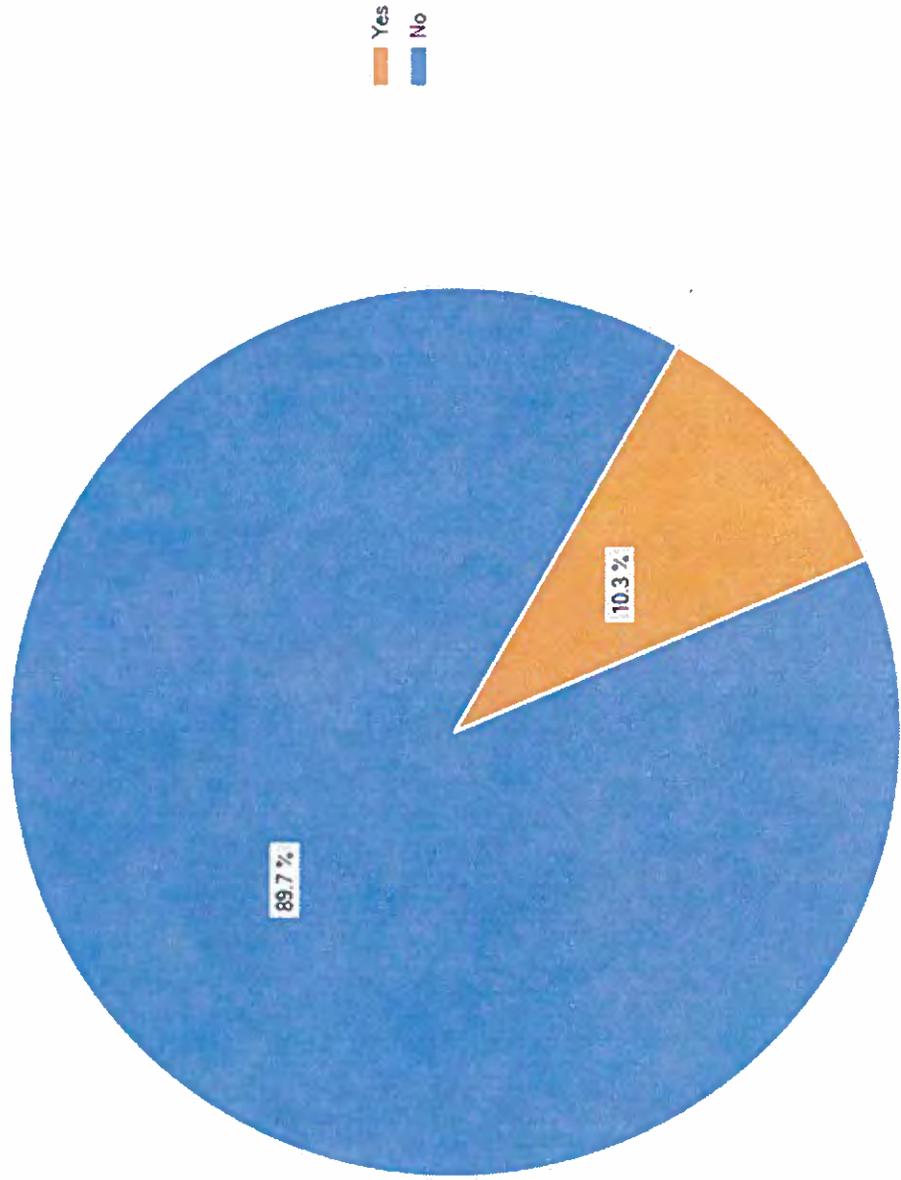
LA Works Survey 2010 Results

Does your company post open positions on its website?



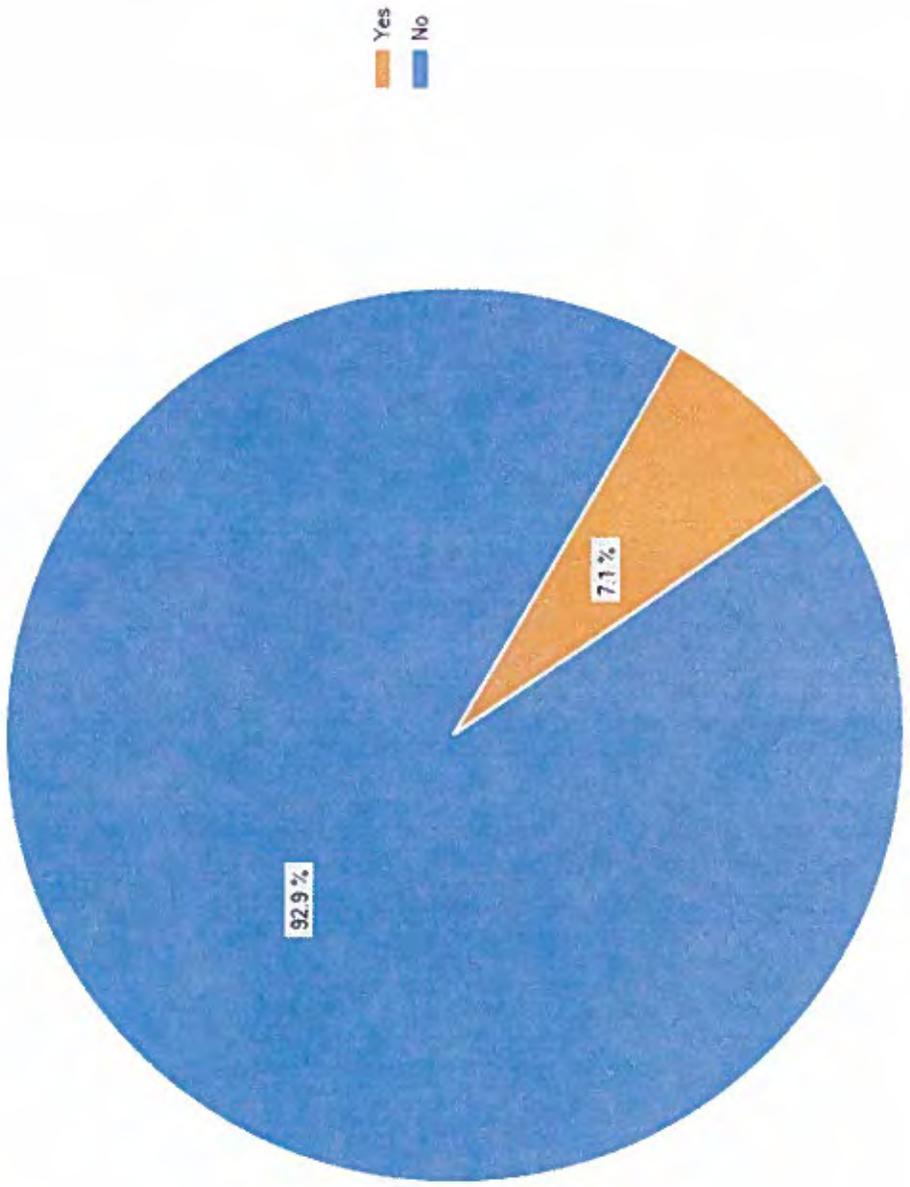
LA Works Survey 2010 Results

Does LA Works automatically pull the posted jobs off of your company's website to post them on the LA Works website?



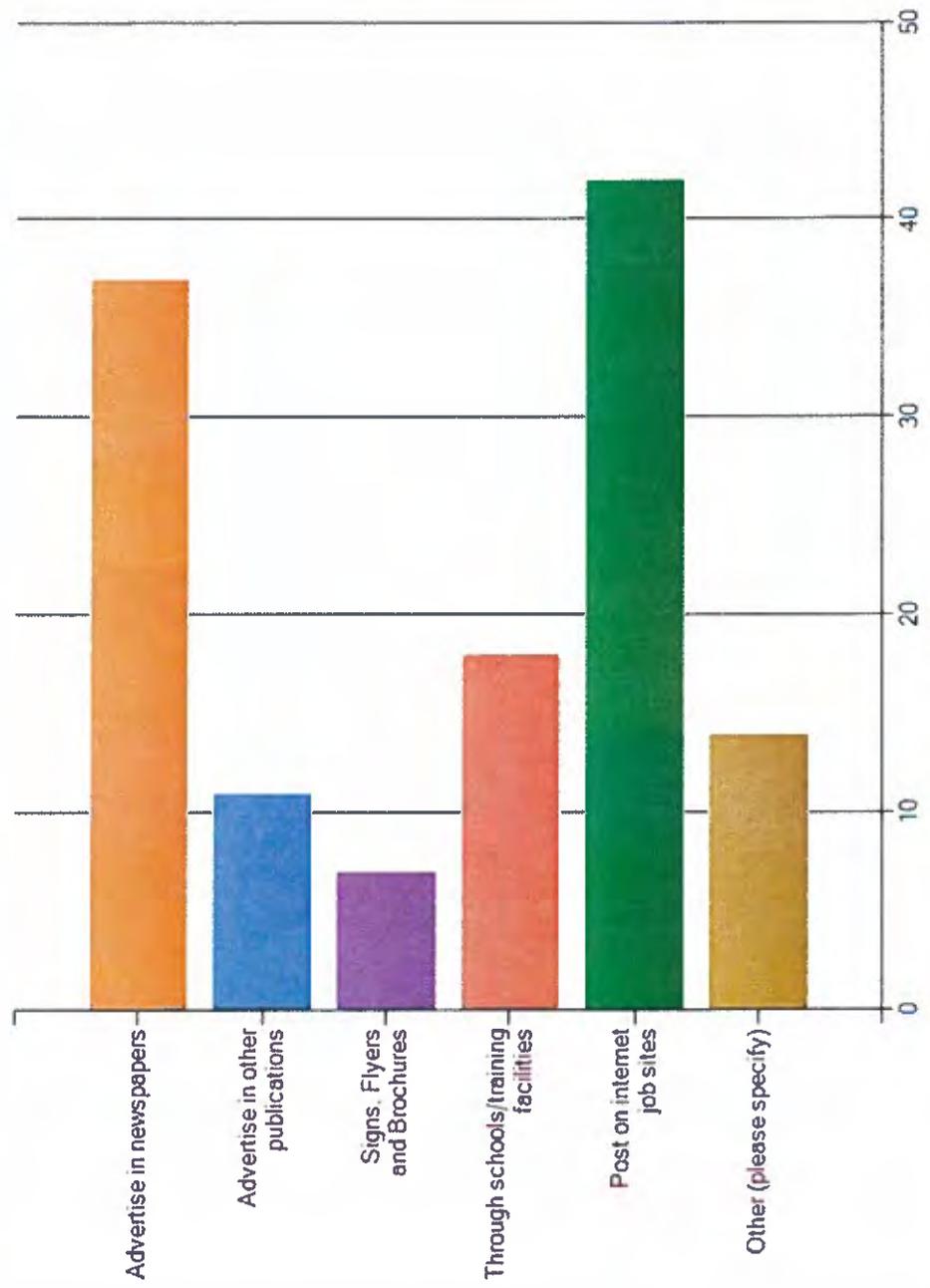
LA Works Survey 2010 Results

Were you aware that LA Works can automatically pull the posted jobs on your company's website to post them on the LA Works website?



LA Works Survey 2010 Results

Please indicate the other way(s) your company advertises open job positions.



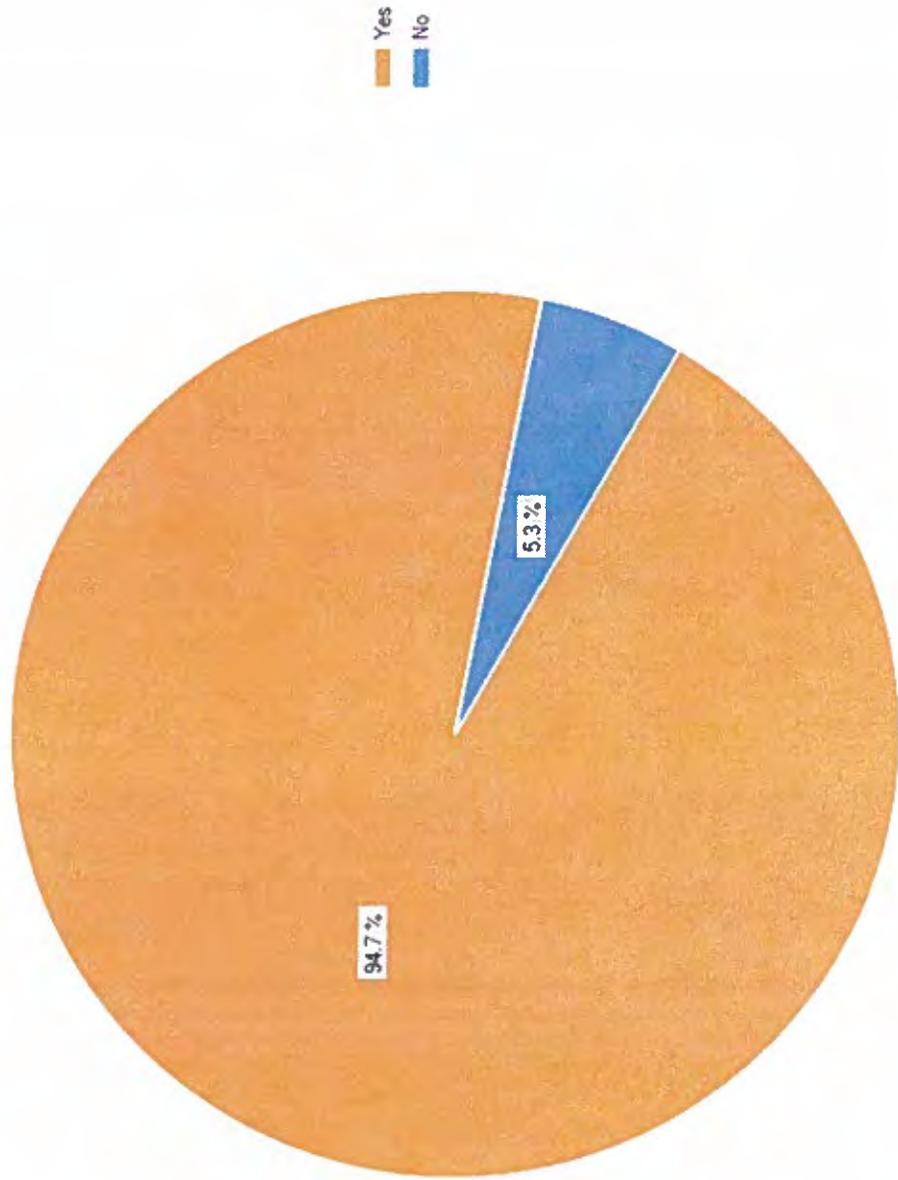
LA Works Survey 2010 Results

Responses for Other ways your company advertises
Open Job Positions:

- Staffing Companies
- Employee Referral
- Staffing agencies
- Word of mouth -- Employee referral
- Radio Ads
- Job Fairs
- Word of mouth
- Career Fairs
- word of mouth
- employee referrals
- Do not post
- Staffing Agency
- other recruiting sources

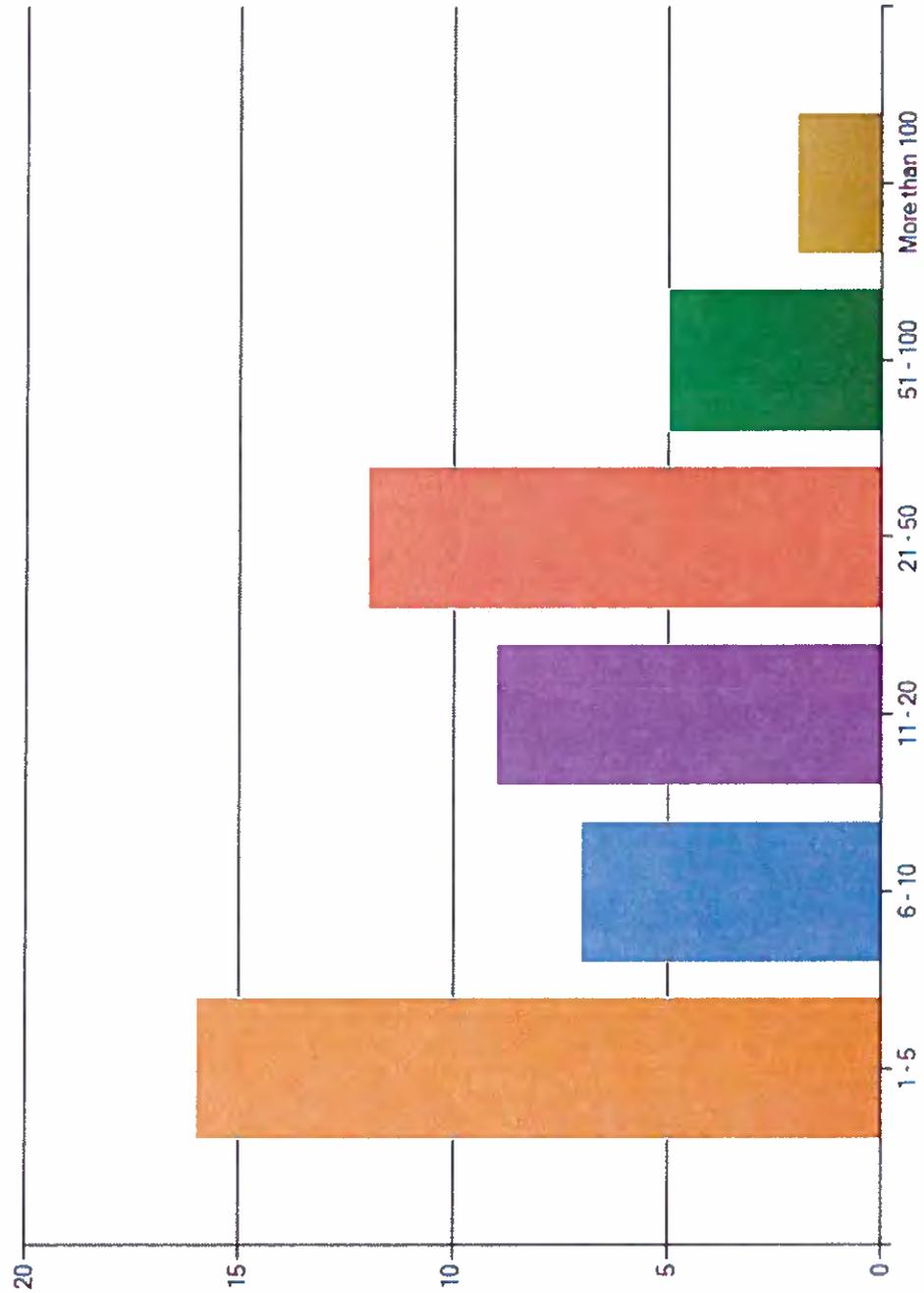
LA Works Survey 2010 Results

Did your company attempt to fill open job positions located in Louisiana within the last 12 months?



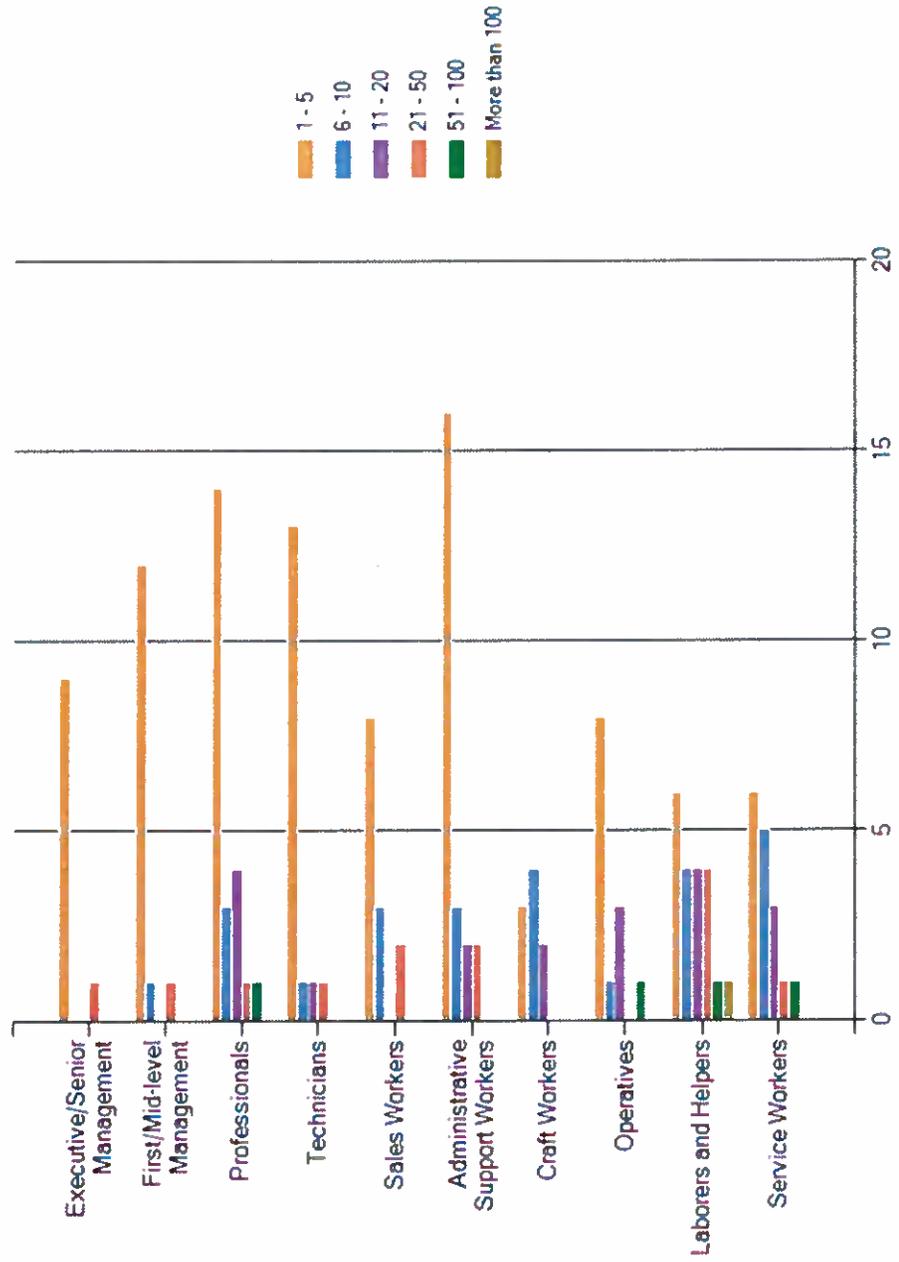
LA Works Survey 2010 Results

How many open job positions did you have?



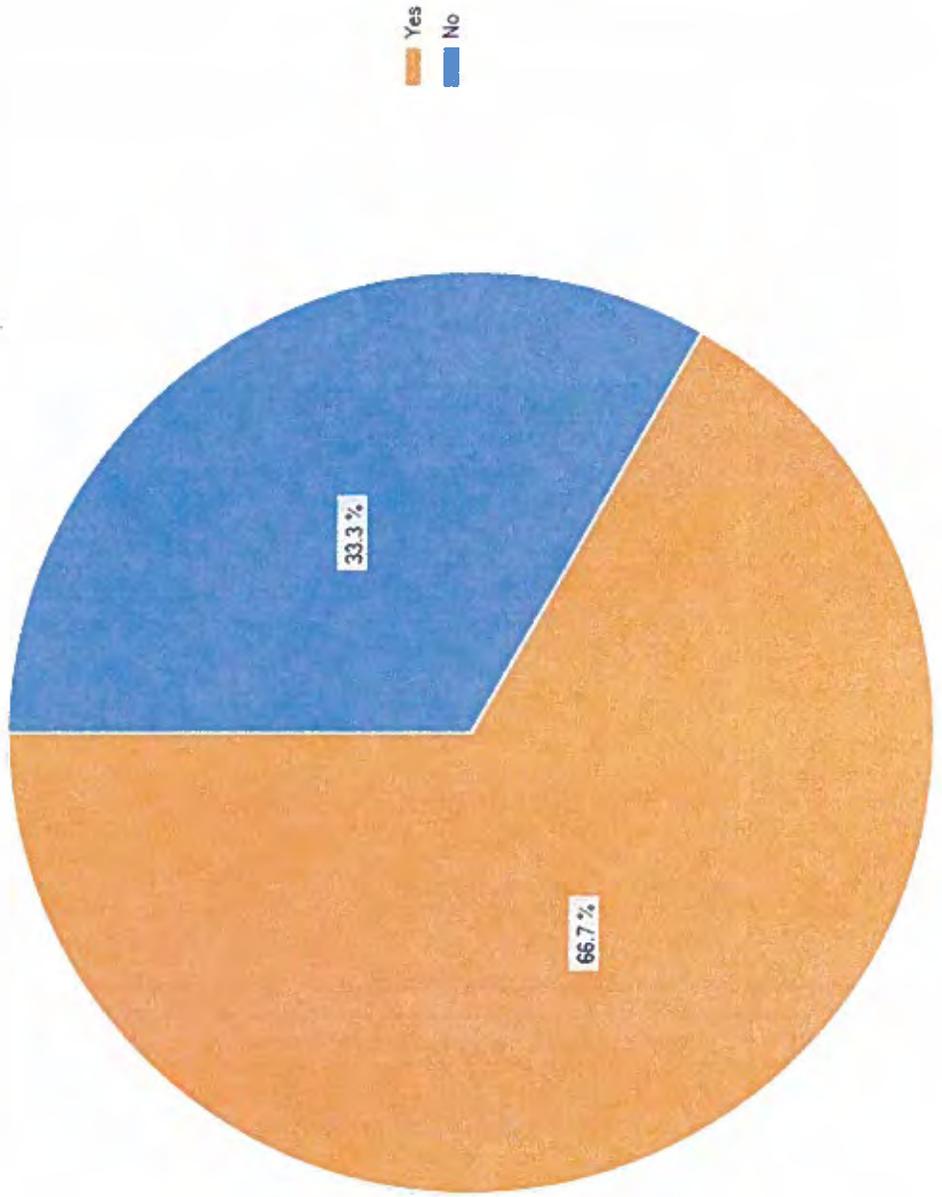
LA Works Survey 2010 Results

Please indicate the number of open job positions by EEO Job Classifications.



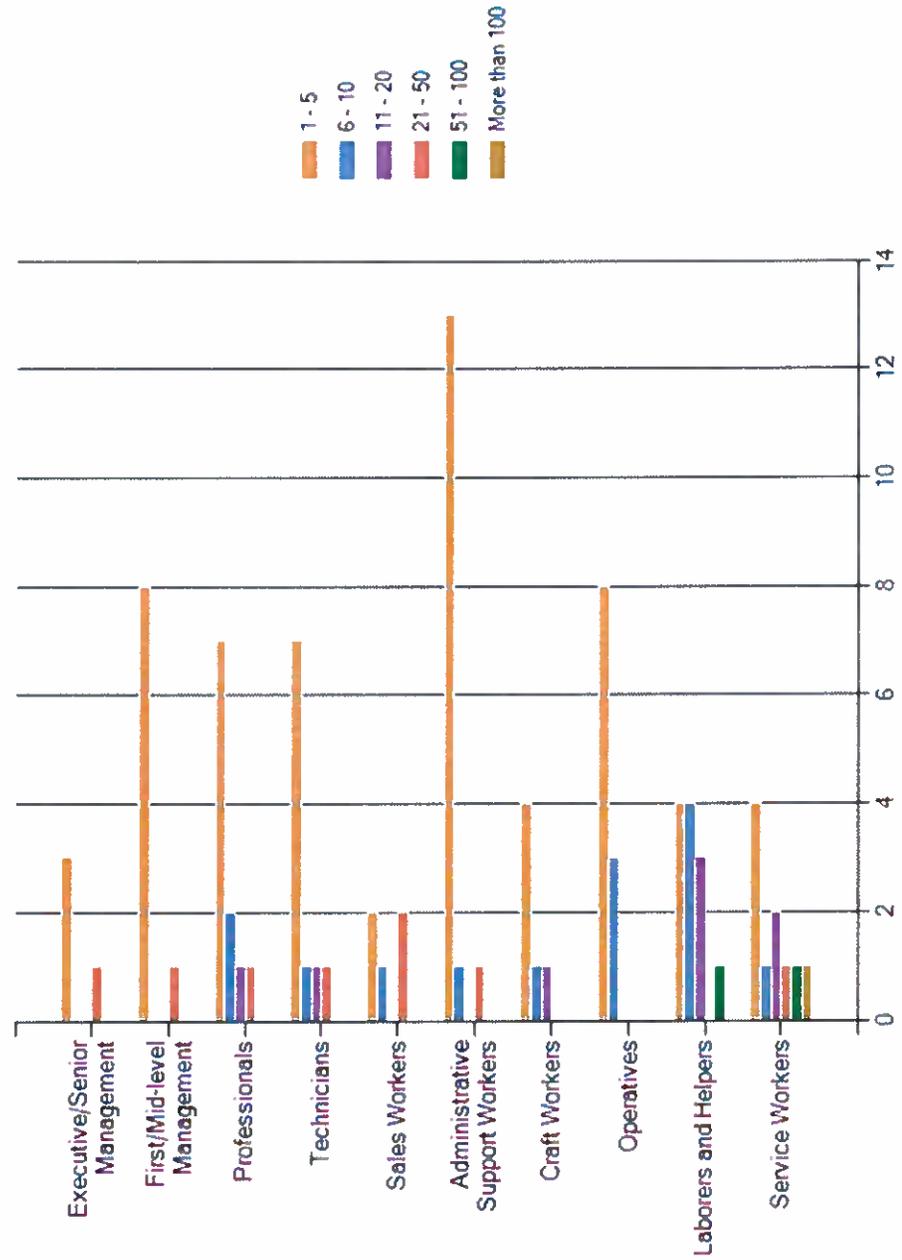
LA Works Survey 2010 Results

Did you post any of THESE open job positions on the LA Works website?



LA Works Survey 2010 Results

Please indicate the number of open job positions by EEO Job Classifications that were posted on the LA Works website.



LA Works Survey 2010 Results

Please indicate the best answer in regards to the QUANTITY of applicants.

	More than Expected	About as Expected	Less than Expected	Received no applicants
Executive/Senior Management	0	2	1	3
First/Mid-level Management	1	7	0	1
Professionals	1	9	1	4
Technicians	4	5	5	0
Sales Workers	0	5	2	1
Administrative Support Workers	8	6	3	2
Craft Workers	1	2	6	0
Operatives	3	3	4	2
Laborers and Helpers	2	6	2	0
Service Workers	3	3	4	1

LA Works Survey 2010 Results

Please indicate the best answer in regards to the QUALITY of applicants.

	Most were Qualified	Some were Qualified	Few were Qualified	None were Qualified
Executive/Senior Management	1	0	1	0
First/Mid-level Management	2	2	4	0
Professionals	3	1	4	2
Technicians	0	6	7	0
Sales Workers	1	4	0	1
Administrative Support Workers	2	7	6	0
Craft Workers	0	4	5	0
Operatives	3	1	3	2
Laborers and Helpers	1	6	4	0
Service Workers	2	8	0	0

LA Works Survey 2010 Results

Please indicate the best answer in regards to the STATUS of applicants.

	Interviews conducted and hire made	Interviews conducted but no hire made	No interviews conducted
Executive/Senior Management	1	1	0
First/Mid-level Management	2	3	2
Professionals	3	2	5
Technicians	4	4	4
Sales Workers	4	0	1
Administrative Support Workers	7	5	1
Craft Workers	3	2	3
Operatives	7	1	2
Laborers and Helpers	5	3	1
Service Workers	6	3	0

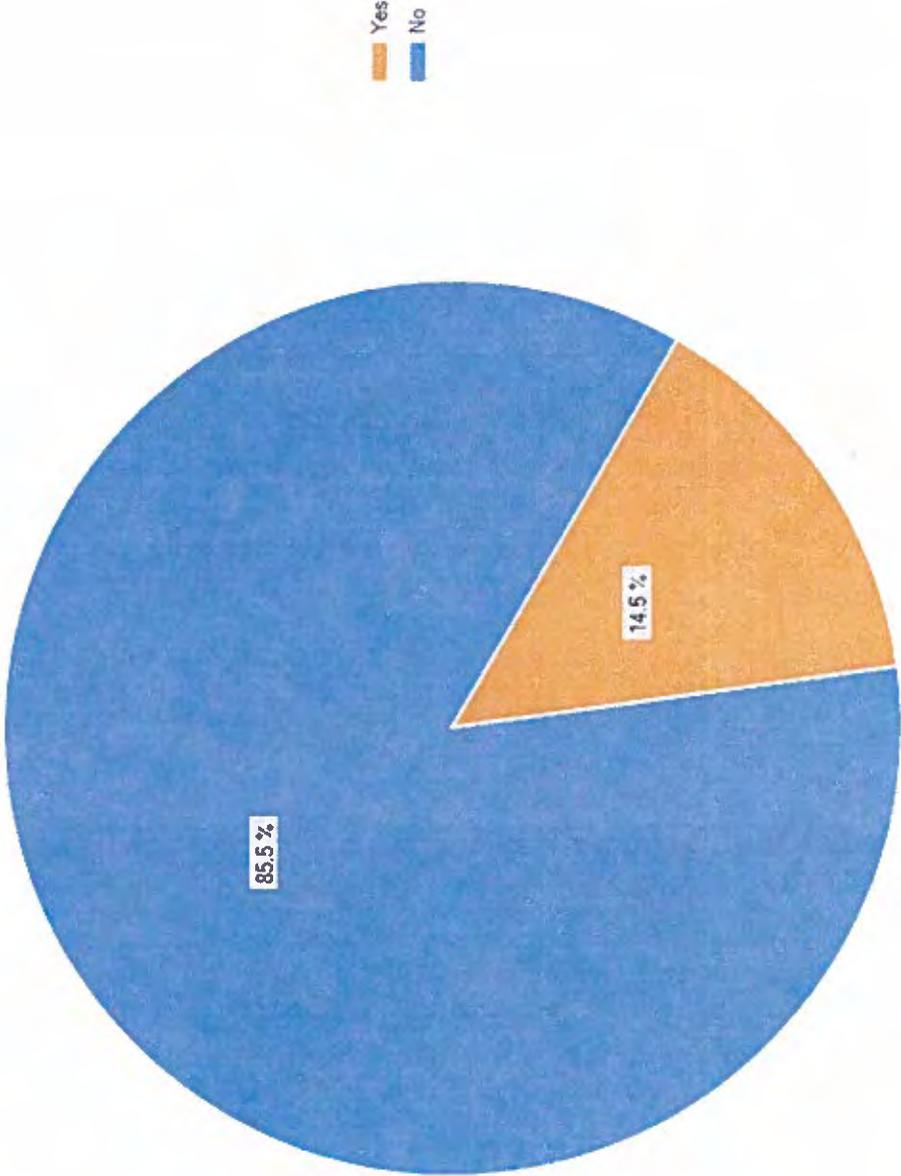
LA Works Survey 2010 Results

How likely is it that you would recommend LA Works to a colleague to post Openings for the following types of positions:

	Extremely Likely	Likely	Undecided	Unlikely	Extremely Unlikely
Executive/Senior Management	5	9	7	8	12
First/Mid-level Management	5	12	8	8	8
Professionals	5	16	7	9	8
Technicians	7	20	5	4	5
Sales Workers	9	13	6	4	8
Administrative Support Workers	10	22	9	1	4
Craft Workers	9	19	5	2	4
Operatives	8	20	7	0	4
Laborers and Helpers	14	18	4	1	4
Service Workers	11	21	3	2	4

LA Works Survey 2010 Results

Would you like for a La Workforce Commission representative to contact you in regards to helping your company better utilize the LA Works website?



LA Works Survey 2010 Results

Other Comments:

- I perception of LaWorks is still an unemployment office and not a career center. It's hard to change someones mind set. I would like to help any way I can. It's not the first place I think about going to to post a job. I know if free!!! Maybe advertise more. the people are more then helpful when you go!
- Applicants with no experience in a particular job apply because they are required to. I had applicants apply from New York to California, had to spend time looking at about 500 applicants, and only hired 2. Lot of time invloved in screening for qualified applicants.
- The one thing I don't like about LA Works is that it lets candidates apply to a job posting without having a resume, employment history or any qualifications completed. I get a lot of applicants, but all they have is a name and phone. I usually reject them, because I don't have the time to contact each one and ask for a resume.

LA Works Survey 2010 Results

Other Comments:

- Unless the applicant has completed your online resume, I don't think they should be able to apply online. Lots of people apply, but we are unable to tell if they are qualified because information is not posted and available on them. I won't waste my time contacting each of them if I don't know if they are qualified.
- Make it better not user friendly, poor database of candidates (experience, education, etc)
- Healthcare workers generally do not source through unemployment.
- System needs to be more user friendly. I get posting from people who are just looking at the job...no resume or information. It is frustrating to sort through these and eliminate from the rest.

LA Works Survey 2010 Results

Other Comments:

- We have been very satisfied with their Customer Service!
- I just need to learn more about it. We went a long stretch without any hiring. Just started having the need in the last month.
- I love the site. Our company has locations in 5 states and LA is by far the better site. Business Representatives come out to your location to help with site and advise. Advise every business to visit the site.
- Would like to utilize the website more in the future for our recruiting purposes if we feel it has the potential to provide us with qualified candidates.
- I will check out the website.

**LA Works Survey
2010 Results**

Thank You!

Attachment # 23

Lafayette Parish School System
Turnaround Plan

“100% In... 100% Out”

Page 462 – 464

Section 5

Lafayette Parish School System Turnaround Plan "100% In...100% Out"

LPSS is poised to achieve the excellence in programming, community partnerships, academic rankings, and development of the whole child that the community desires. Over the next 6 years Superintendent Dr. Pat Cooper has set specific goals for our schools to help them become World Class. In the next two years, "D" schools will become "C" schools, "C" schools will become "B" schools, and "B" schools will become "A" schools. During the following two years schools will be expected to improve by another grade level. By the end of year six, schools will be expected to improve by another grade level where applicable.

How is this achieved?

METHODOLOGY OF PLAN

- a. Research-based
- b. Results oriented
- c. Flexible to meet emerging needs and issues
- d. Accountable in an honest and clear manner to public
- e. Data Driven

At the core of this turnaround plan, schools will analyze their school's data and deciding what additional supports they need in order to become successful and meet the Superintendent's expectations. This is conducted under the guidance and leadership of the principal. "Site-Based" Management will be the focus

In addition, task forces are in place and will be subject continuous review to determine if progress has been made or mid-course corrections are needed.

OVERARCHING GOAL: 100% IN.....100% OUT

TASK FORCE ONE----Health & Wellness

- The Health & Wellness Task Force will develop a process designed to improve access to quality health care and mental health care for LPSS students and staff in order to improve academic achievement.

TASK FORCE TWO----Academics (with 8 SUBCOMMITTEES)

- Early Childhood
 - ALL children enter Kindergarten ready to learn.
- Regular Education Enhancement
 - The Lafayette Parish School System will implement, with fidelity, quality research-based programs and initiatives aligned to the Common Core State Standards and the Louisiana Comprehensive Curriculum designed to meet the needs of its diverse learners as evidenced by improved scores on state assessments.
- Art

- The LPSS will implement quality, research-based arts programs/initiatives for 100% of its K-12 students that will:
 - meet provisions of LA legislative Act 175 and BESE requirements
 - provide visual and performing arts instruction and experiences
 - be aligned with state standards
 - fully develop students' creative and critical thinking abilities for broad application in their endeavors in school and life.
- Alternative Education--Opportunity School
 - To provide an innovative curriculum with instructional strategies, psychosocial and wellness support to better meet the diverse, ever-changing needs of students for whom traditional settings have been ineffective.
- Academic Opportunity –
 - To provide recommendations to the Superintendent as they relate to quality remediation and mentoring programs to promote growth in student achievement as evidenced by improved formative and summative test results for all students in need of academic assistance.
- Technology –
 - Support educators and administrators in acquiring, installing, training, maintaining, tracking, and maximizing the impact of technology on teacher effectiveness, administrative efficiency, and educational outcomes.
- School to Career –
 - One hundred percent of the 6th, 7th, and 8th grade students will be proficient in applying career exploration skills, and recognizing the relationship between their interests, abilities, and career choices.
 - One hundred percent of Lafayette Parish high school students will complete high school college and career ready --ready to succeed in entry-level, credit bearing academic college courses or in workforce training programs.
 - Lafayette Parish School System's Early College Academy will graduate 100% of their students career ready with a core four high school diploma and General Studies Associate's Degree.
 - Lafayette Parish School System career academies will engage students in rigorous and relevant learning by offering a program of study aligned to Louisiana's diploma pathways that connects challenging academic coursework with relevant career and technical coursework.
 - David Thibodaux Career and Technical High School will transform into a world-class Science, Technology, Engineering, and Mathematics 6-12 comprehensive magnet school. The STEM school will provide students with opportunities to participate in STEM related career pathways.
 - W. D. and Mary Baker Smith Career Center will provide an opportunity for 100% of their students to earn industry based certification, articulated credit and/or dual enrollment with post-secondary certification programs.
- Professional Development –
 - In order to build Professional Learning Communities that support cultural change, Lafayette Parish School System will provide pre-service, in-service, and job-embedded professional development that is based on data for the purpose of annual sustained academic growth for the district as well as individual schools thereby meeting the needs of state and federal student achievement requirements for all sub-groups.

TASK FORCE THREE---Facilities & Grounds

- To have clean, safe, healthy school environments that provide children every opportunity to learn and achieve at their fullest potential.
 - Develop and implement an effective and efficient system for maintaining, cleaning, and renovating buildings and for maintaining grounds.
 - Re-visit the Master Plan to develop a strategy for refurbishing/re-building facilities for the long term.
 - Increase student performance and teachers' ability to instruct through environmental improvements.

TASK FORCE FOUR---Community Collaboration, Outreach, Partnerships

- To support and advance the efforts of the Task Forces by providing easy access to clear, accurate and complete information about those efforts; to improve the ease with which parents and other stakeholders can access and use information about the district.

TASK FORCE FIVE----Reorganization LPSS

Section 5 Input Challenges in attaining education

All but two of Louisiana's public colleges are to raise tuition beginning in the fall. Only LSU at Eunice and Southern University at Shreveport did not meet the standards set forth in the 2010 LA GRAD Act which ties student performance to tuition raising authority. The 10 percent tuition hike is all but certain at the state's other public colleges. Management board for the LSU, University of Louisiana and Louisiana Community and Technical College systems have already voted to approve increases for the fall semester.

The GRAD Act is made up of several dozen benchmarks based predominantly on student success. The law allows colleges to increase tuition by up to 10 percent a year, if they meet those performance goals. Additionally, the state's performance-based funding formula ties 15 percent of overall state funding for each college on meeting the GRAD Act goals.

Attachment # 24

SLCC & LWIA41/WIB41

HGEI Transportation Grant

MOU

Page 465 – 467

SOUTH LOUISIANA COMMUNITY COLLEGE/
HGEI TRANSPORTATION GRANT
AND LWIA41/WIB41

RECEIVED

JUL 31 2012

Memorandum of Understanding
Amended

Lafayette Consolidated Government
Chief Administrative Officer

Subject: LWIA41/WIB41 Staff Providing Instructors for Freshman Seminar, Jobs Seeking Skills, Placement, Retention, and Job Fairs for South Louisiana Community College (SLCC) Campuses in the Service Area

Effective Date: Immediately Upon Signature of All Parties

Closeout Date: June 30, 2013

The purpose of this Memorandum of Understanding is set to establish the terms and conditions between LWIA41/WIB41 and South Louisiana Community College/HGEI Transportation Grant for LWIA41/WIB41 providing instructional services for Freshman Seminar and Jobs Seeking Skills.

South Louisiana Community College/HGEI Transportation Grant and LWIA41/WIB41 agree to the following:

1. Qualified staff of the Career Solutions Centers in Lafayette agrees to provide training for the South Louisiana Community College's Freshman Seminar class (ORNT 1000) for 15 hours (2.5 days approximately) immediately prior to the beginning of each semester (fall, spring, and summer). The Student Personnel Services Officer at the local SLCC campus will work with the Career Solutions Center staff to schedule the exact dates and times of the classes.
2. Qualified staff of the Career Solutions Centers in Lafayette agrees to provide training for the Job Seeking Skills class (JOBS 2450) for 30 hours (5 days approximately) at the beginning of each semester (fall, spring, and summer). The Student Personnel Services Officer at the local SLCC campus will work with the Career Solutions Center staff to schedule the exact dates and times of the classes.
3. The Career Solutions Centers in LWIA41/WIB41 (Lafayette) agrees to provide WorkKeys testing, utilizing South Louisiana Community College's account, within the Jobs Seeking Skills class (JOBS 2450).
4. The LWIA41/WIB41 will provide resumes to the Chief Academic Officer in order to determine if the individuals meet the job requirements for those who will be teaching both Freshman Seminar (ORNT 1000) and Job Seeking Skills (JOBS 2450). The Chief Academic Officer at SLCC will determine if the individual is eligible for credentialing.

5. The SLCC's Chief Academic Officer will schedule training for individuals who will be teaching both Freshman Seminar (ORNT 1000) and Jobs Seeking Skills (JOBS 2450) prior to the beginning of each semester. All newly credentialed individuals who are teaching these courses must attend these training sessions and adhere to SLCC Syllabi for courses.
6. The LWIA41/WIB41 will provide and conduct three (3) job fairs in various areas of the region.
7. LWIA41/WIB41 will enroll eligible students as participants in LWIA41/WIB41.
8. South Louisiana Community College, through the HGEI Transportation Grant, agrees to pay the LWIA41/WIB41 as follows:
 - a. \$82.50 an hour to provide instruction for the 15 hour Freshman Seminar (ORNT 1000) class
 - b. \$82.50 an hour to provide instruction for the 30 hour Job Seeking Skills (JOBS 2450) class. Included in this fee is the cost of the WorkKeys examination provided by LWIA41/WIB41.
 - c. \$55 (successful completers) per student for placement information provided by LWIA41/WIB41. Placement is defined as individuals who were not employed at the time of program participation that received employment in the first quarter after they completed. A promotion (or increase of salary) can also be considered as a placement within a training-related area.
 - d. \$55 per student (successful completers) for retention data on students who work six months after program completion. Retention is defined as individuals who maintain employment both the second and third quarters after they complete.
 - e. Maximum of \$5,000 per job fair. Itemized invoices, receipts, and sign in sheets for participants must be turned in to receive reimbursements.

The grant funding will end June 30, 2013, but placement and retention must be conducted the quarter after the closeout date, therefore all invoices and estimated invoicing must be submitted by June 15, 2013 for the final drawdown.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.



Natalie J. Harder, PhD
Chancellor
South Louisiana Community College

7/27/12

Date



L. J. "Joey" Durel, Jr.
Lafayette Consolidated Government
City-Parish President

8/9/12

Date

Attachment # 24

**SLCC & Acadiana Works, INC.
HGEI Transportation Grant
MOU**

Page 468 – 470

**SOUTH LOUISIANA COMMUNITY COLLEGE,
AND ACADIANA WORKS, INC.**

**Memorandum of Understanding
For HGEI Transportation Grant
Amended**

Subject: Acadiana Works, Inc. Staff Providing Instructors for Freshman Seminar, Jobs Seeking Skills, Placement, Retention, and Job Fairs for South Louisiana Community College (SLCC) Campuses in the Service Area.

Effective Date: Immediately Upon Signature of All Parties

Closout Date: June 30, 2013

The purpose of this Memorandum of Understanding is set to establish the terms and conditions regarding the HGEI Transportation Grant between Acadiana Works, Inc. and South Louisiana Community College for providing instructional services for Freshman Seminar and Jobs Seeking Skills.

South Louisiana Community College and Acadiana Works, Inc. agree to the following terms regarding the HGEI Transportation Grant:

1. Qualified staff of Acadiana Works, Inc. in Crowley, Abbeville, St. Martinville, Ville Platte, New Iberia, and Opelousas agree to provide training for the South Louisiana Community College's Freshman Seminar class (ORNT 1000) for 15 hours (2.5 days approximately) immediately prior to the beginning of each semester (fall, spring, and summer). The Student Personnel Services Officer at the local SLCC campus will work with Acadiana Works, Inc. staff to schedule the exact dates and times of the classes.
2. Qualified staff of Acadiana Works, Inc. in Crowley, Abbeville, St. Martinville, Ville Platte, New Iberia, and Opelousas agree to provide training for the Job Seeking Skills class (JOBS 2450) for 30 hours (5 days approximately) immediately preceding the end of each semester (fall, spring, and summer). The Student Personnel Services Officer at the local SLCC campus will work with Acadiana Works, Inc. staff to schedule the exact dates and times of the classes.
3. Acadiana Works, Inc. (Crowley, Abbeville, St. Martinville, Ville Platte, New Iberia, and Opelousas) agree to provide WorkKeys testing within the Jobs Seeking Skills class (JOBS 2450). Acadiana Works, Inc. will provide WorkKeys utilizing South Louisiana Community College's account.
4. Acadiana Works, Inc. will provide resumes of its staff members to the Chief Academic Officer in order to determine if the individuals meet the job

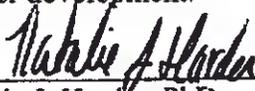
- requirements for those who will be teaching both Freshman Seminar (ORNT 1000) and Job Seeking Skills (JOBS 2450). The Chief Academic Officer at SLCC will determine if the individual is eligible for credentialing.
5. The SLCC's Chief Academic Officer will schedule training for individuals who will be teaching both Freshman Seminar (ORNT 1000) and Jobs Seeking Skills (JOBS 2450) prior to the beginning of each semester. All newly credentialed individuals who are teaching these courses must attend these training sessions and adhere to SLCC Syllabi for courses.
 6. Acadiana Works, Inc. will provide and conduct three (3) job fairs in various areas of the region.
 7. Acadiana Works, Inc. may enroll students into WIA if they meet eligibility requirements.
 8. South Louisiana Community College, using funds from the HGEI Transportation Grant, agrees to pay the Acadiana Works, Inc. as follows:
 - a. Will pay Acadiana Works, Inc. \$82.50 an hour to provide instruction for the 15-hour Freshman Seminar (ORNT 1000) class
 - b. Will pay Acadiana Works, Inc. \$82.50 an hour to provide instruction for the 30-hour Job Seeking Skills (JOBS 2450) class. Included in this fee is the cost of the WorkKeys examination provided by Acadiana Works, Inc.
 - c. Will pay Acadiana Works, Inc. \$55 (successful completers) per student for placement information provided by Acadiana Works, Inc. Placement is defined as individuals who were not employed at the time of program participation that received employment in the first quarter after they completed. A promotion (or increase of salary) can also be considered as a placement within a training-related area.
 - d. Will pay Acadiana Works, Inc. \$55 per student (successful completers) for retention data on students who work six months after program completion. Retention is defined as individuals who maintain employment both the second and third quarters after they complete.
 - e. Maximum of \$5,000 per job fair. Itemized invoices, receipts, and sign in sheets for participants must be turned in to receive reimbursements.

The grant funding will end June 30, 2013, but placement and retention must be conducted the quarter after the closeout date, therefore all invoices and estimated invoicing must be submitted by June 15, 2013 for the final drawdown.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

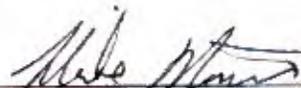
On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.



Natalic J. Harder, PhD
Chancellor
South Louisiana Community College

7/27/12

Date



Mike Morris
Acadiana Works, Inc.

7/30/12

Date

Attachment # 25

**LWIA #41 PY 12 WIA
Performance Negotiations**

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PY 12 WIA Indicators for Local Performance Negotiated for LWIA#41

AREA	Description	Adult			Dislocated Worker			Youth		
		Entered Employment Rate	Employment Retention	Average Earnings	Entered Employment Rate	Employment Retention	Average Earnings	Placement in Emp. Or Education	Attainment of Degree of Cert.	Literacy & Numeracy Gains
Statewide	PY Negotiated	56%	70%	\$12,100	68%	72%	\$13,900	57%	52%	44%
	PY 11 Q3 Actual	58.9%	77.9%	\$13,724	66%	82.3%	\$17,569	66.1%	60.1%	51.1%
	PY 12 Regression Target	57.20%	78%	\$13,126	61.9%	82.7%	\$18,044	63.6%	65.4%	61.3%
	Diff (PY 11 Q3 Actual - PY 12 Target)	1.7%	-0.1%	\$598	4.1%	-0.4%	-\$475	2.5%	-5.3%	-10.2%
	Range 80% of Target	45.80%	62.4%	\$10,501	49.5%	66.2%	\$14,435	50.9%	52.3%	49%
41	PY 11 Q3 Actual	58.8%	79.6%	\$13,491	94.4%	78.6%	\$18,523	43.5%	42.9%	61.1%
	PY 12 Regression Target	56.2%	78.4%	\$13,938	82.1%	86.0%	\$20,790	55.2%	63.6%	95.6%
	Diff (PY 11 Q3 Actual - PY 12 Target)	2.6%	1.2%	-\$447	12.3%	-7.4%	-\$2,267	-11.7%	-20.7%	-34.5%
	Range 80% of Target	45.0%	62.7%	\$11,150	65.7%	68.8%	\$16,632	44.2%	50.9%	76.5%
	Negotiated Goal	56.20%	78.40%	\$13,491	82.10%	78.60%	\$18,523	43.50%	42.90%	61.10%

Attachment # 25

**LWIA #40 PY 12 WIA
Performance Negotiations and
Justifications**

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PY 12 WIA Indicators for Local Performance Negotiated for LWIA#40

AREA	Description	Adult			Dislocated Worker			Youth			Literacy & Numeracy Gains
		Entered Employment Rate	Employment Retention	Average Earnings	Entered Employment Rate	Employment Retention	Average Earnings	Placement in Emp. Or Education	Attainment of Degree of Cert.		
Statewide	PY Negotiated	56%	70%	\$12,100	68%	72%	\$13,900	57%	52%	44%	
	PY 11 Q3 Actual	58.9%	77.9%	\$13,724	66%	82.3%	\$17,569	66.1%	60.1%	51.1%	
	PY 12 Regression Target	57.20%	78%	\$13,126	61.9%	82.7%	\$18,044	63.6%	65.4%	61.3%	
	Diff (PY 11 Q3 Actual - PY 12 Target)	1.7%	-0.1%	\$598	4.1%	-0.4%	-\$475	2.5%	-5.3%	-10.2%	
	Range 80% of Target	45.80%	62.4%	\$10,501	49.5%	66.2%	\$14,435	50.9%	52.3%	49%	
40	PY 11 Q3 Actual	60.5%	78.3%	\$14,233	69.2%	82.0%	\$17,527	59.4%	61.0%	26.1%	
	PY 12 Regression Target	58.6%	79.9%	\$14,567	62.1%	80.3%	\$17,803	76.2%	52.9%	68.6%	
	Diff (PY 11 Q3 Actual - PY 12 Target)	1.9%	-1.6%	-\$333	7.1%	1.7%	-\$276	-16.8%	8.1%	-42.5%	
	Range 80% of Target	46.9%	63.9%	\$11,653	49.7%	64.2%	\$14,243	61.0%	42.3%	54.9%	
	Negotiated Goal	58.6%	78.3%	\$14,233	52.1%	80.3%	\$17,803	59.4%	52.9%	26.1%	

Note: LWIA #40 request the lowest possible performance goals due to the following justification:

LWIA # 40 consists of seven large rural parishes that lack infrastructure in comparison to urban areas/metropolitan areas. Furthermore, our rural parishes do not have a high numbers of large employers that employ numerous employees. Additionally, our area has experienced a spike in unemployment rates and several parishes have higher than the state average poverty and drop out rates. These demographics justify an adjustment to the LWIA # 40 negotiated performance standards.

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 8	4.5	17	0.3	1	0.3	1	1.4	4	0.0	0	0.0	0
Grade 9	16.3	94	13.2	72	8.8	32	5.6	20	3.0	10	1.8	6
Grade 10	6.8	22	4.5	12	5.6	17	1.0	3	7.5	23	2.1	6
Grade 11	5.4	15	4.8	12	9.9	33	11.7	45	15.3	58	5.2	15
Grade 12	7.8	16	2.3	6	8.5	23	8.0	18	4.5	11	2.7	7
Grades 7 - 12	7.8	171	5.2	103	5.5	107	5.1	97	5.6	102	2.0	34
Grades 9 - 12	10.6	147	7.7	102	8.3	105	6.8	86	8.0	102	2.9	34
005 - Avoyelles Parish												
Grade 7	2.5	14	1.0	5	1.1	6	1.7	9	1.3	6	0.7	3
Grade 8	5.6	33	1.9	9	0.4	2	4.6	24	2.5	13	4.1	23
Grade 9	12.2	91	12.5	93	12.8	83	10.1	63	9.3	55	6.1	32
Grade 10	5.8	27	6.8	30	8.0	36	7.9	35	5.2	24	4.9	19
Grade 11	6.7	31	8.7	36	3.9	16	5.5	20	4.3	16	3.5	15
Grade 12	7.9	36	5.4	18	2.5	8	4.6	17	3.5	11	2.4	8
Grades 7 - 12	7.1	232	6.5	191	5.3	151	5.9	168	4.6	125	3.7	100
Grades 9 - 12	8.7	185	9.2	177	7.8	143	7.5	135	6.1	106	4.4	74
006 - Beauregard Parish												
Grade 7	0.2	1	0.2	1	0.2	1	0.0	0	0.0	0	0.0	0
Grade 8	0.7	4	0.3	2	0.5	3	0.2	1	0.0	0	0.0	0
Grade 9	2.7	15	0.4	2	0.7	4	0.9	5	0.6	3	0.3	2
Grade 10	2.3	12	0.7	3	0.4	2	0.8	4	0.4	2	0.9	4
Grade 11	2.0	8	0.7	3	1.3	5	0.5	2	0.2	1	0.5	2
Grade 12	2.8	12	0.3	1	1.0	4	1.9	7	0.0	0	1.6	7
Grades 7 - 12	1.7	52	0.4	12	0.7	19	0.7	19	0.2	6	0.5	15
Grades 9 - 12	2.5	47	0.5	9	0.8	15	1.0	18	0.3	6	0.8	15
007 - Bienville Parish												
Grade 7	2.2	5	1.1	2	1.6	3	0.0	0	1.7	3	0.5	1
Grade 8	2.9	7	0.9	2	5.9	12	2.9	6	1.5	3	3.3	6
Grade 9	3.4	7	8.7	20	4.3	8	4.5	8	4.9	9	6.7	13
Grade 10	3.4	6	3.6	7	3.3	6	3.2	5	3.4	5	3.7	6
Grade 11	5.6	9	4.4	7	2.9	5	3.6	6	1.4	2	2.1	3
Grade 12	2.9	5	5.4	8	5.3	8	3.2	5	0.6	1	4.2	6
Grades 7 - 12	3.3	39	4.1	46	3.9	42	2.9	30	2.3	23	3.3	35
Grades 9 - 12	3.8	27	5.8	42	3.9	27	3.7	24	2.7	17	4.3	28
008 - Bossier Parish												
Grade 7	0.4	6	0.3	5	0.1	2	0.0	0	0.1	2	0.2	3
Grade 8	2.0	39	1.6	26	1.4	22	0.9	14	0.2	3	0.6	10
Grade 9	3.2	55	4.9	85	4.8	83	5.0	83	2.7	46	1.0	18

State of Louisiana

District and State-level Dropout

Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 10	3.7	54	4.5	64	3.8	55	4.3	60	1.7	24	0.5	8
Grade 11	3.8	48	4.8	59	3.3	41	4.4	56	2.3	30	2.2	28
Grade 12	5.0	66	6.1	74	4.4	51	4.1	49	3.0	37	1.9	23
Grades 7 - 12	2.9	268	3.5	313	2.9	254	3.0	262	1.6	142	1.0	90
Grades 9 - 12	3.9	223	5.0	282	4.1	230	4.5	248	2.4	137	1.3	77
009 - Caddo Parish												
Grade 7	2.6	100	2.1	75	1.5	51	1.0	35	1.1	30	0.7	21
Grade 8	3.8	167	4.1	142	2.4	90	2.5	94	1.4	48	2.1	61
Grade 9	9.2	394	9.6	444	13.1	531	12.3	514	9.3	370	7.9	330
Grade 10	7.6	244	7.0	242	7.9	286	8.8	262	5.6	177	6.8	219
Grade 11	7.3	202	6.7	167	7.0	191	7.1	203	5.7	138	5.9	151
Grade 12	10.0	267	9.4	225	8.8	204	5.9	148	6.4	173	9.7	247
Grades 7 - 12	6.5	1,374	6.5	1,295	6.8	1,353	6.4	1,256	5.1	936	5.6	1,029
Grades 9 - 12	8.6	1,107	8.3	1,078	9.5	1,212	9.0	1,127	7.0	858	7.6	947
010 - Calcasieu Parish												
Grade 7	0.2	6	0.3	9	0.2	4	0.3	7	0.3	8	0.1	2
Grade 8	0.7	19	0.6	14	0.5	13	0.6	15	0.4	11	0.3	8
Grade 9	3.1	97	2.7	75	3.5	95	2.1	60	2.4	60	2.0	52
Grade 10	3.2	82	3.3	77	4.0	92	3.4	79	2.9	71	2.8	66
Grade 11	3.6	83	4.6	99	4.5	95	4.1	83	3.1	67	2.9	63
Grade 12	3.6	74	4.9	95	4.3	83	3.6	69	2.9	56	3.5	70
Grades 7 - 12	2.3	361	2.6	369	2.7	382	2.2	313	1.9	273	1.8	261
Grades 9 - 12	3.3	336	3.7	346	4.0	365	3.2	291	2.8	254	2.7	251
011 - Caldwell Parish												
Grade 7	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Grade 8	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Grade 9	2.4	4	0.6	1	1.3	2	0.6	1	0.0	0	1.2	2
Grade 10	1.6	2	0.7	1	2.1	3	0.9	1	0.0	0	0.0	0
Grade 11	2.4	3	1.0	1	3.1	4	0.8	1	0.0	0	0.0	0
Grade 12	3.1	3	2.6	3	1.1	1	0.0	0	0.8	1	0.9	1
Grades 7 - 12	1.4	12	0.7	6	1.3	10	0.4	3	0.1	1	0.4	3
Grades 9 - 12	2.3	12	1.1	6	1.9	10	0.6	3	0.2	1	0.6	3
012 - Cameron Parish												
Grade 7	0.0	0	0.0	0	0.7	1	0.0	0	0.0	0	0.0	0
Grade 8	0.0	0	0.0	0	0.0	0	1.4	2	0.0	0	1.0	1
Grade 9	2.0	3	0.6	1	2.0	1	1.0	1	0.8	1	1.1	1
Grade 10	0.0	0	1.8	2	1.4	2	2.2	2	0.0	0	2.5	3
Grade 11	1.9	3	3.6	5	0.9	1	3.3	4	0.0	0	3.2	3

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 12	2.3	3	2.3	3	0.7	1	5.7	6	2.7	3	0.0	0
Grades 7 - 12	1.0	9	1.4	11	1.0	7	2.3	15	0.7	4	1.3	8
Grades 9 - 12	1.5	9	2.0	11	1.2	6	3.1	13	1.0	4	1.8	7
013 - Catahoula Parish												
Grade 7	1.3	2	0.0	0	0.0	0	0.9	1	0.0	0	0.7	1
Grade 8	1.7	3	0.8	1	3.8	5	3.0	4	1.9	2	2.0	2
Grade 9	12.5	27	7.5	15	8.2	16	12.9	24	12.3	21	12.7	19
Grade 10	1.7	2	1.7	2	0.0	0	4.9	5	2.4	2	0.0	0
Grade 11	2.7	3	2.3	2	2.9	3	2.9	3	1.1	1	1.2	1
Grade 12	4.6	4	3.1	3	3.7	3	1.0	1	2.9	3	3.6	3
Grades 7 - 12	4.7	41	3.0	23	3.6	27	5.2	38	4.4	29	4.0	26
Grades 9 - 12	6.8	36	4.4	22	4.5	22	6.8	33	6.1	27	5.6	23
014 - Claiborne Parish												
Grade 7	1.2	3	1.4	3	0.5	1	1.4	3	1.3	2	0.0	0
Grade 8	2.3	6	0.9	2	2.1	5	1.4	3	2.3	5	1.8	3
Grade 9	2.6	7	5.4	14	5.7	12	6.5	15	6.5	12	3.9	8
Grade 10	7.1	16	3.5	8	4.9	11	6.0	11	3.9	7	3.3	5
Grade 11	3.6	6	3.6	6	5.7	10	5.0	9	2.6	4	3.7	6
Grade 12	9.1	15	3.2	5	6.0	10	6.5	11	1.2	2	3.5	5
Grades 7 - 12	4.0	53	3.0	38	4.0	49	4.4	52	3.0	32	2.6	27
Grades 9 - 12	5.3	44	4.1	33	5.5	43	6.0	46	3.7	25	3.6	24
015 - Concordia Parish												
Grade 7	1.7	7	0.0	0	0.0	0	0.0	0	0.6	2	0.6	2
Grade 8	0.7	3	0.6	2	1.9	7	1.8	6	1.0	3	1.5	5
Grade 9	11.9	48	10.8	40	12.0	42	7.4	25	11.2	39	8.1	25
Grade 10	1.1	3	5.6	14	3.4	9	2.9	7	5.5	13	5.3	14
Grade 11	3.4	9	6.1	14	1.9	4	3.7	9	3.7	8	3.8	8
Grade 12	4.1	9	4.5	9	3.6	7	5.6	10	3.6	8	3.4	7
Grades 7 - 12	4.0	79	4.6	79	4.0	69	3.5	57	4.4	73	3.8	61
Grades 9 - 12	5.9	69	7.3	77	6.1	62	5.1	51	6.6	68	5.5	54
016 - DeSoto Parish												
Grade 7	1.8	9	1.4	7	0.4	2	0.3	1	1.9	8	0.3	1
Grade 8	3.3	16	3.7	16	2.9	13	3.0	14	2.1	9	0.4	2
Grade 9	7.6	37	7.9	39	8.1	41	11.0	52	13.3	66	4.9	21
Grade 10	7.8	30	7.1	25	10.4	38	5.9	21	6.3	23	1.6	6
Grade 11	7.8	26	6.1	19	4.6	14	6.6	19	5.2	17	2.4	8
Grade 12	3.3	8	5.3	13	6.7	16	5.1	14	2.6	6	1.2	3
Grades 7 - 12	5.2	126	5.1	119	5.4	124	5.4	121	5.7	129	1.8	41

State of Louisiana

District and State-level Dropout

Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grades 9 - 12	7.0	101	6.8	96	7.7	109	7.6	106	7.9	112	2.8	38
017 - East Baton Rouge Parish												
Grade 7	5.2	228	3.3	130	3.5	135	2.3	80	1.7	51	1.2	38
Grade 8	9.5	525	4.9	207	5.0	205	5.2	198	3.7	122	3.3	98
Grade 9	8.2	350	11.1	509	11.0	421	9.4	361	5.3	193	5.5	212
Grade 10	8.9	343	9.5	335	8.9	287	7.6	218	4.4	136	4.7	151
Grade 11	9.7	325	9.1	268	8.1	210	8.2	203	3.9	92	4.1	101
Grade 12	12.1	433	8.9	257	12.5	336	9.5	230	6.2	149	5.0	118
Grades 7 - 12	8.8	2,204	7.7	1,706	7.9	1,594	6.8	1,290	4.2	743	4.0	718
Grades 9 - 12	9.6	1,451	9.8	1,369	10.2	1,254	8.7	1,012	5.0	570	4.9	582
018 - East Carroll Parish												
Grade 7	1.4	2	1.5	2	0.0	0	0.9	1	0.0	0	0.0	0
Grade 8	2.3	4	1.6	2	2.5	4	1.4	2	0.0	0	0.0	0
Grade 9	5.7	7	2.4	4	6.2	8	7.4	13	4.2	7	0.0	0
Grade 10	8.1	9	2.7	3	0.0	0	2.9	2	3.2	3	0.0	0
Grade 11	4.8	5	8.2	8	5.6	5	2.4	2	1.9	1	0.0	0
Grade 12	6.2	6	4.8	5	6.0	6	2.4	2	0.0	0	0.0	0
Grades 7 - 12	4.4	33	3.2	24	3.3	23	3.3	22	1.9	11	0.0	0
Grades 9 - 12	6.2	27	4.2	20	4.7	19	4.6	19	2.7	11	0.0	0
019 - East Feliciana Parish												
Grade 7	1.8	4	0.0	0	0.6	1	3.4	6	1.2	2	1.3	2
Grade 8	6.6	17	3.0	7	1.1	2	1.2	2	3.9	6	2.2	3
Grade 9	12.3	23	12.0	23	10.5	24	12.1	25	13.0	23	6.2	9
Grade 10	7.9	16	6.6	10	5.9	9	4.8	8	4.2	5	3.8	5
Grade 11	6.7	10	6.7	10	1.7	2	2.4	3	4.8	7	1.0	1
Grade 12	7.4	12	7.2	10	2.8	4	7.1	9	1.6	2	3.4	5
Grades 7 - 12	6.9	82	5.8	60	4.3	42	5.5	53	5.1	45	3.1	25
Grades 9 - 12	8.7	61	8.4	53	6.0	39	7.2	45	6.5	37	3.9	20
020 - Evangeline Parish												
Grade 7	3.0	18	2.6	13	1.3	6	1.8	9	0.6	3	0.8	4
Grade 8	8.3	51	5.4	28	2.7	13	2.7	12	0.8	4	1.2	6
Grade 9	11.5	68	8.9	59	9.5	57	10.8	62	6.1	34	3.1	17
Grade 10	7.7	33	6.9	27	5.2	21	7.5	27	3.4	12	1.9	7
Grade 11	7.2	19	3.9	11	5.1	16	4.3	15	2.4	8	1.5	5
Grade 12	5.8	19	6.4	16	4.0	12	3.4	10	4.5	15	1.6	5
Grades 7 - 12	7.4	208	5.9	154	4.9	125	5.3	135	3.0	76	1.7	44
Grades 9 - 12	8.6	139	7.1	113	6.6	106	7.2	114	4.4	69	2.2	34
021 - Franklin Parish												

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 7	3.7	12	1.4	4	0.7	2	1.7	5	0.9	2	0.4	1
Grade 8	8.7	27	3.5	10	2.1	5	3.3	8	0.8	2	0.4	1
Grade 9	8.0	23	11.6	35	12.7	36	17.2	49	7.8	18	6.0	16
Grade 10	13.6	33	12.6	30	3.9	8	5.4	10	11.4	24	4.7	9
Grade 11	8.8	16	8.0	15	4.4	8	8.7	15	2.7	4	3.4	5
Grade 12	11.4	24	11.0	19	5.1	9	8.2	14	4.8	8	3.5	5
Grades 7 - 12	8.6	135	7.7	113	5.0	68	7.5	101	4.7	58	3.0	37
Grades 9 - 12	10.4	96	11.0	99	7.2	61	10.9	88	7.1	54	4.6	35
022 - Grant Parish												
Grade 7	1.2	4	1.0	3	0.3	1	1.3	4	1.1	3	0.0	0
Grade 8	1.1	4	0.3	1	0.7	2	1.2	4	2.3	7	0.0	0
Grade 9	4.1	15	3.8	14	5.3	18	5.7	18	4.3	16	1.5	5
Grade 10	2.2	6	9.2	29	7.0	21	5.0	14	4.4	11	0.7	2
Grade 11	3.9	10	3.5	8	4.3	10	6.5	14	4.6	11	2.9	6
Grade 12	6.4	14	3.2	7	1.6	3	2.8	6	1.0	2	0.5	1
Grades 7 - 12	2.9	53	3.6	62	3.3	55	3.6	60	3.1	50	0.9	14
Grades 9 - 12	4.1	45	5.1	58	4.9	52	5.1	52	3.8	40	1.4	14
023 - Iberia Parish												
Grade 7	0.9	13	1.0	12	1.1	15	0.7	9	1.2	13	1.0	10
Grade 8	1.4	17	1.2	13	0.9	9	1.0	10	0.7	9	0.7	8
Grade 9	3.7	43	3.7	41	9.7	135	7.5	102	7.4	100	4.6	63
Grade 10	5.6	53	4.2	35	3.6	30	4.0	33	2.1	16	1.8	15
Grade 11	12.5	152	9.3	96	5.4	43	4.5	34	2.4	17	0.7	5
Grade 12	6.7	58	11.0	104	8.3	67	3.1	25	2.0	16	2.0	16
Grades 7 - 12	5.0	336	4.9	301	4.9	299	3.5	213	2.9	171	2.0	117
Grades 9 - 12	7.3	306	7.0	276	7.2	275	5.2	194	4.1	149	2.7	99
024 - Iberville Parish												
Grade 7	5.0	25	1.8	8	1.8	8	3.0	12	0.8	3	0.8	3
Grade 8	6.6	31	3.1	12	3.4	13	5.1	19	1.6	6	1.9	7
Grade 9	10.6	51	10.2	51	11.9	57	9.4	57	5.6	26	5.8	25
Grade 10	7.9	26	8.3	23	7.8	24	6.7	19	1.8	5	2.1	6
Grade 11	4.1	10	3.5	8	3.7	8	5.9	15	1.4	3	0.9	2
Grade 12	9.8	41	11.6	41	7.0	21	7.7	25	1.6	4	5.1	12
Grades 7 - 12	7.5	184	6.6	143	6.2	131	6.6	147	2.4	47	2.9	55
Grades 9 - 12	8.7	128	9.0	123	8.4	110	7.9	116	3.2	38	3.8	45
025 - Jackson Parish												
Grade 7	1.0	2	1.1	2	1.1	2	0.0	0	0.6	1	0.0	0
Grade 8	2.1	5	0.5	1	2.6	5	1.1	2	1.1	2	0.0	0

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 9	4.3	8	3.9	8	6.5	12	2.8	5	5.1	10	4.2	8
Grade 10	3.9	6	1.3	2	6.9	11	2.8	4	2.8	4	2.6	4
Grade 11	2.0	3	2.1	3	5.9	8	2.0	3	0.8	1	3.9	5
Grade 12	2.3	4	2.6	4	3.7	5	3.8	5	0.7	1	2.9	4
Grades 7 - 12	2.5	28	2.0	20	4.4	43	1.9	19	2.0	19	2.2	21
Grades 9 - 12	3.1	21	2.6	17	5.8	36	2.8	17	2.6	16	3.5	21
026 - Jefferson Parish												
Grade 7	3.8	192	3.0	115	2.9	108	2.1	78	1.7	55	1.7	60
Grade 8	5.1	262	5.6	210	5.9	219	4.6	162	4.0	147	3.5	117
Grade 9	9.2	506	12.0	513	10.4	408	9.8	390	5.9	221	7.0	282
Grade 10	7.3	310	10.6	351	8.5	281	7.1	218	4.1	128	6.0	189
Grade 11	6.0	225	9.8	268	7.2	193	6.1	169	4.3	116	5.0	138
Grade 12	6.0	183	10.2	267	7.8	184	4.1	97	4.1	105	6.3	168
Grades 7 - 12	6.3	1,678	8.4	1,724	7.1	1,393	5.7	1,114	4.0	772	4.9	954
Grades 9 - 12	7.4	1,224	10.8	1,399	8.7	1,066	7.2	874	4.7	570	6.2	777
027 - Jefferson Davis Parish												
Grade 7	0.2	1	0.0	0	0.4	2	0.2	1	0.0	0	0.0	0
Grade 8	0.6	3	0.0	0	0.0	0	0.2	1	0.0	0	0.0	0
Grade 9	1.1	6	0.7	4	0.5	3	0.5	3	0.3	2	0.2	1
Grade 10	1.9	9	1.9	8	0.5	2	0.2	1	0.0	0	0.3	1
Grade 11	2.3	9	1.3	5	0.6	2	0.5	2	0.0	0	0.3	1
Grade 12	1.5	6	1.6	6	0.3	1	0.6	2	1.6	6	0.0	0
Grades 7 - 12	1.2	34	0.9	23	0.4	10	0.4	10	0.3	8	0.1	3
Grades 9 - 12	1.6	30	1.3	23	0.5	8	0.5	8	0.5	8	0.2	3
028 - Lafayette Parish												
Grade 7	2.2	61	1.9	47	0.9	22	1.8	46	1.4	34	0.4	9
Grade 8	4.7	140	4.7	123	2.9	76	4.0	100	2.1	53	2.1	53
Grade 9	9.2	290	8.6	267	8.1	241	8.7	251	4.0	119	7.0	213
Grade 10	7.4	193	6.8	160	6.6	158	5.9	137	3.0	67	4.8	117
Grade 11	7.9	188	4.7	93	5.0	100	4.7	96	2.5	50	4.0	79
Grade 12	6.2	122	6.0	115	3.9	68	3.2	52	1.9	33	2.2	38
Grades 7 - 12	6.3	994	5.6	805	4.7	665	4.9	682	2.6	356	3.6	509
Grades 9 - 12	7.8	793	6.8	635	6.2	567	6.0	536	3.0	269	4.9	447
029 - Lafourche Parish												
Grade 7	0.0	0	0.1	1	0.3	3	0.7	9	0.0	0	0.0	0
Grade 8	0.6	10	0.2	2	0.5	6	0.8	9	0.2	2	0.2	2
Grade 9	4.6	71	2.8	46	2.2	29	3.2	39	1.3	14	1.2	15
Grade 10	3.4	32	2.8	26	4.0	45	4.9	54	2.0	20	1.4	14

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 11	9.7	117	8.0	93	7.6	84	6.3	71	4.2	46	4.9	49
Grade 12	9.7	94	8.6	79	7.6	74	8.5	83	4.3	43	3.8	37
Grades 7 - 12	4.3	324	3.5	247	3.5	241	3.9	265	1.9	125	1.8	117
Grades 9 - 12	6.7	314	5.2	244	5.1	232	5.6	247	2.9	123	2.7	115
030 - LaSalle Parish												
Grade 7	0.0	0	0.0	0	0.0	0	0.0	0	1.0	2	0.0	0
Grade 8	0.4	1	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Grade 9	2.9	7	4.1	11	3.5	8	1.9	4	2.3	4	2.5	5
Grade 10	5.3	11	1.6	3	5.4	11	1.7	3	2.2	4	2.3	4
Grade 11	1.2	2	6.6	12	3.8	7	3.5	6	1.3	2	4.2	7
Grade 12	3.4	6	3.4	5	2.3	4	4.8	8	1.3	2	1.4	2
Grades 7 - 12	2.1	27	2.6	31	2.6	30	1.9	21	1.3	14	1.6	18
Grades 9 - 12	3.3	26	3.9	31	3.8	30	2.9	21	1.8	12	2.6	18
031 - Lincoln Parish												
Grade 7	0.0	0	0.4	2	0.2	1	0.9	5	0.9	4	0.2	1
Grade 8	1.8	10	0.4	2	1.7	9	1.2	6	1.4	8	2.1	9
Grade 9	6.3	41	6.4	34	3.4	17	3.8	20	2.8	14	1.4	7
Grade 10	6.7	29	3.8	18	3.8	16	2.5	10	4.4	21	3.8	18
Grade 11	4.5	21	13.9	59	6.9	32	7.4	32	7.5	31	2.5	10
Grade 12	2.4	10	5.8	25	7.3	25	4.0	17	4.4	16	2.7	10
Grades 7 - 12	3.6	111	4.9	140	3.6	100	3.2	90	3.4	94	2.1	55
Grades 9 - 12	5.1	101	7.3	136	5.2	90	4.4	79	4.7	82	2.6	45
032 - Livingston Parish												
Grade 7	1.6	34	0.7	13	0.5	10	0.7	14	0.5	9	0.5	10
Grade 8	2.0	43	0.7	13	1.8	36	1.7	34	1.5	31	2.0	41
Grade 9	3.1	61	2.1	44	3.4	70	1.9	37	1.4	27	2.9	63
Grade 10	3.0	52	3.9	64	3.8	67	2.6	47	1.4	24	3.3	59
Grade 11	3.3	52	3.3	48	3.5	52	2.5	38	1.2	19	3.3	50
Grade 12	2.4	30	2.5	31	3.8	49	2.7	36	1.2	17	3.0	45
Grades 7 - 12	2.5	272	2.0	213	2.7	284	1.9	206	1.2	127	2.4	268
Grades 9 - 12	3.0	195	2.9	187	3.6	238	2.4	158	1.3	87	3.1	217
033 - Madison Parish												
Grade 7	3.4	9	1.8	4	0.8	2	3.7	8	1.5	3	4.5	8
Grade 8	6.4	21	8.7	23	1.5	4	6.4	16	3.5	8	5.2	12
Grade 9	10.0	21	10.1	24	14.7	28	7.3	16	11.7	26	14.0	30
Grade 10	17.0	27	11.6	15	5.5	8	8.8	10	6.6	10	4.7	7
Grade 11	8.0	11	10.6	12	6.6	6	4.3	5	2.4	2	3.9	5
Grade 12	19.6	21	12.1	15	12.0	13	4.0	4	1.0	1	0.0	0

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grades 7 - 12	9.1	110	8.6	93	5.8	61	5.8	59	5.1	50	6.4	62
Grades 9 - 12	13.0	80	10.9	66	10.3	55	6.4	35	7.0	39	7.4	42
034 - Morehouse Parish												
Grade 7	2.7	14	4.2	18	2.4	11	3.9	17	1.8	7	0.0	0
Grade 8	1.0	4	1.6	6	2.8	10	2.4	9	2.1	8	1.1	4
Grade 9	15.1	83	20.4	116	23.4	124	20.3	92	12.9	58	12.4	52
Grade 10	6.0	17	4.4	12	6.9	18	7.1	21	6.0	16	5.6	16
Grade 11	4.3	10	5.6	13	4.3	10	6.7	15	5.7	14	3.7	8
Grade 12	5.1	13	5.9	14	7.0	16	7.7	19	2.6	6	3.5	9
Grades 7 - 12	6.4	141	8.4	179	9.2	189	8.5	173	5.5	109	4.6	89
Grades 9 - 12	9.3	123	11.8	155	13.4	168	12.1	147	7.9	94	7.2	85
035 - Natchitoches Parish												
Grade 7	2.4	15	2.2	12	0.8	4	1.2	7	2.0	10	0.0	0
Grade 8	3.7	23	1.1	6	3.4	19	2.2	12	2.4	14	0.8	4
Grade 9	12.8	91	11.9	80	10.1	63	9.5	59	10.6	65	9.9	67
Grade 10	6.5	34	9.8	45	8.0	36	7.4	28	5.3	22	5.2	23
Grade 11	6.3	27	6.7	29	7.5	27	7.0	27	7.9	27	3.3	12
Grade 12	6.3	26	9.7	32	7.5	28	8.8	31	3.2	11	9.0	28
Grades 7 - 12	6.5	216	6.9	204	6.1	177	5.8	164	5.3	149	4.7	134
Grades 9 - 12	8.6	178	9.8	186	8.5	154	8.4	145	7.3	125	7.2	130
036 - Orleans Parish												
Grade 7	9.2	405	3.5	20	0.2	1	0.4	2	0.0	0	0.2	1
Grade 8	8.1	457	4.5	31	2.5	16	1.4	9	1.1	7	0.3	2
Grade 9	4.7	258	6.6	93	3.9	51	3.1	40	1.3	17	0.8	11
Grade 10	2.6	129	6.9	95	4.9	65	2.8	37	1.4	18	0.7	9
Grade 11	1.9	77	6.5	85	3.2	38	2.7	35	1.3	17	1.3	17
Grade 12	3.3	125	10.0	129	3.3	38	1.0	12	1.4	17	1.4	18
Grades 7 - 12	5.1	1,451	6.8	453	3.4	209	2.1	135	1.2	76	0.9	58
Grades 9 - 12	3.2	589	7.4	402	3.9	192	2.4	124	1.4	69	1.1	55
037 - Ouachita Parish												
Grade 7	0.6	11	0.5	8	0.3	4	0.4	6	0.5	8	0.2	4
Grade 8	0.8	13	0.6	9	1.0	16	1.4	22	0.5	8	0.4	6
Grade 9	7.9	162	9.1	179	11.0	216	9.2	167	6.1	109	4.8	82
Grade 10	6.3	93	4.8	71	4.8	66	6.2	89	3.1	41	3.2	44
Grade 11	4.2	47	3.5	41	5.2	63	4.5	50	1.7	20	2.5	30
Grade 12	3.4	39	2.8	31	3.6	42	3.6	43	3.4	39	2.2	26
Grades 7 - 12	4.0	365	3.8	339	4.6	407	4.3	377	2.6	225	2.2	192
Grades 9 - 12	5.9	341	5.6	322	6.8	387	6.3	349	3.8	209	3.3	182

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
LA - State of Louisiana												
Grade 7	2.6	1,577	1.6	864	1.3	738	1.5	808	1.1	584	0.7	379
Grade 8	4.2	2,671	2.8	1,509	2.6	1,432	2.9	1,645	2.2	1,232	1.9	1,000
Grade 9	7.8	5,049	7.7	4,874	8.3	4,931	7.6	4,558	5.5	3,229	4.8	2,941
Grade 10	6.2	3,220	6.0	2,947	6.2	3,107	6.0	2,873	4.0	1,920	3.6	1,767
Grade 11	6.4	2,994	6.3	2,716	6.1	2,666	5.6	2,429	4.0	1,663	3.4	1,442
Grade 12	7.1	3,154	7.1	3,004	6.9	2,876	5.5	2,303	4.5	1,892	4.5	1,847
Grades 7 - 12	5.6	18,665	5.2	15,914	5.2	15,750	4.8	14,616	3.5	10,520	3.1	9,376
Grades 9 - 12	6.9	14,417	6.9	13,541	7.0	13,580	6.3	12,163	4.6	8,704	4.1	7,997
001 - Acadia Parish												
Grade 7	2.9	24	1.3	10	1.3	10	1.3	10	1.1	8	0.9	7
Grade 8	4.1	34	2.0	14	1.6	11	3.4	24	1.2	9	3.3	25
Grade 9	8.0	73	6.5	56	6.4	52	7.0	51	4.4	34	3.7	28
Grade 10	5.3	37	5.5	38	4.3	27	5.8	36	3.1	18	1.5	9
Grade 11	8.0	51	8.1	49	5.5	33	6.8	40	2.2	12	2.9	16
Grade 12	8.7	47	7.1	38	4.3	23	5.0	27	2.7	14	1.5	8
Grades 7 - 12	6.0	266	4.9	205	3.9	156	4.7	188	2.5	95	2.3	93
Grades 9 - 12	7.5	208	6.7	181	5.2	135	6.2	154	3.2	78	2.5	61
002 - Allen Parish												
Grade 7	0.8	3	0.3	1	0.5	2	0.0	0	0.0	0	0.0	0
Grade 8	2.6	10	0.3	1	0.3	1	0.0	0	0.8	3	0.7	2
Grade 9	4.0	15	5.4	20	3.1	10	0.9	3	2.8	10	0.5	2
Grade 10	3.1	11	2.1	6	7.2	21	5.1	14	2.0	6	2.2	7
Grade 11	5.8	16	4.2	13	4.1	11	3.1	8	2.7	7	0.4	1
Grade 12	3.6	10	2.8	7	3.2	9	2.0	5	3.3	8	0.0	0
Grades 7 - 12	3.2	65	2.5	48	2.8	54	1.6	30	1.8	34	0.7	12
Grades 9 - 12	4.0	52	3.8	46	4.4	51	2.7	30	2.7	31	0.8	10
003 - Ascension Parish												
Grade 7	0.5	8	0.3	4	0.3	5	0.4	7	0.1	1	0.1	2
Grade 8	1.2	21	0.7	13	0.8	14	0.8	15	0.4	6	0.4	6
Grade 9	7.2	130	8.6	134	6.5	105	4.4	71	1.1	19	1.0	18
Grade 10	3.8	53	3.3	47	2.8	39	5.7	84	0.9	14	0.7	10
Grade 11	4.3	55	2.7	31	3.1	40	4.6	58	0.6	8	0.1	2
Grade 12	2.9	33	2.0	21	3.1	36	2.9	36	2.0	24	0.6	8
Grades 7 - 12	3.3	300	2.9	250	2.7	239	3.0	271	0.8	72	0.5	46
Grades 9 - 12	4.8	271	4.5	233	4.1	220	4.5	249	1.1	65	0.6	38
004 - Assumption Parish												
Grade 7	1.6	7	0.0	0	0.3	1	2.1	7	0.0	0	0.0	0

State of Louisiana

District and State-level Dropout

Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
038 - Plaquemines Parish												
Grade 7	1.3	6	1.0	3	0.3	1	2.0	6	0.0	0	0.3	1
Grade 8	1.5	7	0.9	3	0.3	1	3.1	9	0.0	0	0.0	0
Grade 9	2.6	14	7.5	32	5.5	24	6.8	26	4.7	18	2.7	10
Grade 10	3.5	16	5.2	17	3.5	12	2.9	10	1.6	5	1.3	4
Grade 11	2.9	12	4.3	13	2.1	6	4.4	13	1.7	5	1.1	3
Grade 12	2.2	7	2.3	6	2.0	5	5.8	16	0.7	2	1.2	4
Grades 7 - 12	2.3	62	3.8	74	2.5	49	4.2	80	1.6	30	1.2	22
Grades 9 - 12	2.8	49	5.2	68	3.6	47	5.0	65	2.3	30	1.6	21
039 - Pointe Coupee Parish												
Grade 7	3.8	12	1.6	4	0.7	2	5.3	12	0.0	0	1.9	4
Grade 8	5.7	21	5.3	14	0.7	2	5.3	12	1.9	4	0.0	0
Grade 9	10.6	31	9.4	34	13.8	45	14.1	36	7.0	17	5.5	13
Grade 10	11.7	23	5.1	9	4.3	9	5.6	7	2.5	3	1.9	3
Grade 11	6.4	12	3.1	4	4.9	7	3.4	4	1.1	1	1.0	1
Grade 12	6.4	12	8.2	14	6.1	7	5.6	5	1.6	2	4.4	4
Grades 7 - 12	7.2	111	5.9	79	5.3	72	7.3	76	2.7	27	2.6	25
Grades 9 - 12	9.0	78	7.3	61	8.6	68	8.9	52	3.9	23	3.6	21
040 - Rapides Parish												
Grade 7	2.3	47	0.6	12	0.4	8	0.6	11	0.6	10	0.5	9
Grade 8	2.7	55	2.2	40	1.5	28	1.9	39	1.4	28	2.5	45
Grade 9	8.9	211	7.6	170	5.4	104	6.8	137	5.1	108	5.5	115
Grade 10	7.7	138	4.7	80	8.1	139	9.1	153	5.9	99	5.5	97
Grade 11	5.8	89	3.3	47	7.1	104	6.4	92	6.3	81	4.4	62
Grade 12	10.3	177	5.4	82	7.4	112	5.1	72	4.9	66	4.0	53
Grades 7 - 12	6.2	717	4.1	431	4.8	495	4.8	504	3.9	392	3.7	381
Grades 9 - 12	8.3	615	5.5	379	7.0	459	6.9	454	5.5	354	5.0	327
041 - Red River Parish												
Grade 7	7.6	17	5.9	11	7.5	15	9.0	16	2.6	4	3.4	4
Grade 8	12.0	31	8.1	19	14.3	32	11.8	26	1.9	3	0.6	1
Grade 9	17.9	38	12.4	31	18.6	45	16.0	38	4.3	9	3.6	7
Grade 10	13.6	17	8.4	10	9.9	10	9.6	10	1.1	1	2.5	3
Grade 11	14.6	14	7.9	6	8.7	8	5.1	4	2.7	2	4.1	3
Grade 12	8.7	8	12.2	9	5.9	4	6.3	5	0.0	0	0.0	0
Grades 7 - 12	12.4	125	9.2	86	12.3	114	11.0	99	2.5	19	2.4	18
Grades 9 - 12	14.7	77	10.8	56	13.3	67	11.4	57	2.7	12	2.8	13
042 - Richland Parish												
Grade 7	1.4	4	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0

State of Louisiana

District and State-level Dropout

Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 8	2.6	9	0.4	1	0.6	2	0.4	1	0.0	0	0.0	0
Grade 9	6.9	25	6.6	25	10.2	32	7.0	25	6.2	21	5.1	16
Grade 10	5.6	13	7.0	18	4.7	11	5.0	10	3.1	8	4.5	10
Grade 11	5.1	11	4.4	8	5.7	13	6.1	13	6.0	11	3.0	7
Grade 12	10.4	19	8.9	17	6.0	10	3.7	8	5.3	10	6.1	10
Grades 7 - 12	5.0	81	4.4	69	4.4	68	3.7	57	3.4	50	2.9	43
Grades 9 - 12	6.8	68	6.8	68	7.0	66	5.7	56	5.2	50	4.6	43
043 - Sabine Parish												
Grade 7	0.0	0	0.6	2	1.0	3	0.7	2	0.3	1	0.3	1
Grade 8	3.2	13	0.9	3	1.4	5	1.0	3	0.6	2	1.8	6
Grade 9	3.8	15	1.9	7	3.5	11	4.0	13	3.5	12	3.9	13
Grade 10	9.0	30	2.2	7	2.8	9	3.8	10	1.1	3	2.8	7
Grade 11	6.9	21	3.1	9	2.0	6	2.1	6	3.5	8	4.7	13
Grade 12	6.5	19	6.7	19	3.7	10	1.4	4	1.9	5	2.8	6
Grades 7 - 12	4.7	98	2.5	47	2.4	44	2.2	38	1.8	31	2.6	46
Grades 9 - 12	6.4	85	3.3	42	3.0	36	2.8	33	2.5	28	3.6	39
044 - St. Bernard Parish												
Grade 7	1.0	8	1.0	3	0.6	2	0.6	2	0.0	0	0.0	0
Grade 8	2.3	17	2.1	7	2.2	8	2.1	8	0.2	1	1.3	6
Grade 9	2.5	21	7.3	32	6.8	29	4.3	18	2.8	12	0.6	3
Grade 10	3.0	21	6.1	20	7.1	26	7.7	31	4.3	17	1.6	7
Grade 11	2.3	14	8.0	22	4.3	13	5.5	17	3.4	12	1.1	4
Grade 12	4.6	22	6.2	17	4.3	10	2.6	7	4.6	13	1.6	5
Grades 7 - 12	2.5	103	5.2	101	4.3	88	3.9	83	2.4	55	1.0	25
Grades 9 - 12	3.0	78	6.9	91	5.9	78	5.2	73	3.7	54	1.2	19
045 - St. Charles Parish												
Grade 7	0.2	2	1.4	11	0.4	3	0.4	3	0.6	4	0.1	1
Grade 8	1.1	10	1.1	9	0.5	4	0.6	5	1.8	15	0.4	3
Grade 9	4.3	43	2.8	24	5.6	49	2.9	25	3.8	33	1.7	16
Grade 10	4.4	38	1.4	11	3.4	24	5.2	38	3.1	25	2.4	18
Grade 11	3.1	20	2.2	15	3.1	21	3.0	18	2.2	13	1.4	10
Grade 12	3.4	24	3.4	21	2.3	16	2.7	20	2.4	15	1.4	9
Grades 7 - 12	2.7	137	2.0	91	2.6	117	2.4	109	2.3	105	1.2	57
Grades 9 - 12	3.9	125	2.4	71	3.7	110	3.4	101	3.0	86	1.7	53
046 - St. Helena Parish												
Grade 7	2.6	3	2.0	2	0.0	0	1.9	2	1.1	1	~	~
Grade 8	3.4	5	2.3	3	1.0	1	1.0	1	3.6	4	100.0	1
Grade 9	6.3	10	6.8	11	7.2	12	10.5	11	5.2	6	7.8	8

State of Louisiana

District and State-level Dropout

Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 10	4.9	6	12.2	15	7.3	8	9.6	11	6.2	5	10.2	9
Grade 11	7.0	7	7.1	6	3.8	3	13.4	9	3.8	3	4.6	3
Grade 12	15.8	18	14.1	13	3.6	3	5.7	5	3.8	3	4.8	4
Grades 7 - 12	6.5	49	7.2	50	4.2	27	6.8	39	4.0	22	7.4	25
Grades 9 - 12	8.3	41	9.8	45	5.9	26	9.7	36	4.8	17	7.1	24
047 - St. James Parish												
Grade 7	0.9	4	1.1	4	2.2	8	1.1	4	0.6	2	0.7	2
Grade 8	1.9	7	2.2	8	1.7	6	1.7	6	3.1	11	2.7	8
Grade 9	3.3	11	5.0	15	3.9	14	4.3	15	8.9	35	4.8	19
Grade 10	5.8	18	5.0	17	4.6	13	4.5	15	5.8	16	3.1	9
Grade 11	5.4	17	4.1	10	5.0	15	5.0	12	0.4	1	1.7	4
Grade 12	4.2	11	4.4	12	3.9	9	3.8	10	2.4	6	1.1	3
Grades 7 - 12	3.4	68	3.5	66	3.5	65	3.3	62	3.8	71	2.5	45
Grades 9 - 12	4.7	57	4.7	54	4.4	51	4.4	52	4.9	58	2.9	35
048 - St. John the Baptist Parish												
Grade 7	3.8	26	3.4	21	4.1	24	3.6	19	2.2	11	1.3	7
Grade 8	5.5	39	3.9	23	2.9	16	2.0	10	1.5	7	2.9	14
Grade 9	11.8	84	7.8	51	11.7	69	11.5	68	2.1	11	12.8	72
Grade 10	6.2	39	8.6	46	9.3	48	8.3	40	2.6	12	7.4	36
Grade 11	4.3	19	5.7	22	7.4	27	6.8	24	2.4	8	6.6	23
Grade 12	11.4	51	5.9	24	7.7	32	9.7	37	2.4	9	2.2	8
Grades 7 - 12	7.1	258	5.9	187	7.1	216	7.0	198	2.2	58	5.7	160
Grades 9 - 12	8.6	193	7.2	143	9.3	176	9.4	169	2.3	40	7.9	139
049 - St. Landry Parish												
Grade 7	3.1	50	2.2	29	1.3	18	1.4	21	1.6	22	0.8	10
Grade 8	4.0	59	2.3	30	2.6	31	3.1	36	2.9	38	1.6	18
Grade 9	10.3	155	9.0	135	9.9	130	10.5	128	8.2	99	3.2	43
Grade 10	5.0	56	3.6	36	5.7	60	5.9	58	6.6	63	2.6	25
Grade 11	3.8	39	4.8	43	6.9	59	4.7	41	6.6	55	2.3	17
Grade 12	4.3	42	3.7	33	4.0	33	4.3	36	5.0	44	3.5	27
Grades 7 - 12	5.2	401	4.5	306	5.0	331	4.9	320	4.9	321	2.3	140
Grades 9 - 12	6.3	292	5.8	247	7.0	282	6.7	263	6.7	261	3.0	112
050 - St. Martin Parish												
Grade 7	1.6	12	1.0	7	1.2	9	1.3	9	1.4	9	1.0	7
Grade 8	1.6	13	1.8	12	1.0	7	3.4	25	2.1	15	1.9	13
Grade 9	8.6	75	7.0	61	7.1	53	7.1	54	4.0	27	4.5	39
Grade 10	9.3	68	7.5	53	5.1	34	6.5	39	3.9	23	2.2	13
Grade 11	8.1	50	9.5	47	6.2	33	8.1	46	9.3	56	4.2	22

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 12	6.9	35	12.0	69	6.9	37	5.1	28	3.8	20	1.4	7
Grades 7 - 12	5.9	253	6.2	249	4.4	173	5.1	201	4.0	150	2.6	101
Grades 9 - 12	8.3	228	8.7	230	6.3	157	6.8	167	5.3	126	3.3	81
051 - St. Mary Parish												
Grade 7	1.5	15	0.7	6	0.5	4	1.5	11	0.7	5	0.0	0
Grade 8	1.7	16	2.9	23	0.7	5	1.0	8	0.3	2	0.0	0
Grade 9	5.0	51	4.5	48	4.6	44	4.8	42	3.0	26	2.6	21
Grade 10	7.3	60	8.6	66	6.3	51	5.1	39	4.0	30	2.6	19
Grade 11	6.9	55	6.9	47	6.1	41	5.3	36	2.9	19	2.2	14
Grade 12	7.4	57	12.7	93	6.5	44	5.1	35	2.4	16	4.0	27
Grades 7 - 12	4.8	254	5.8	283	4.0	189	3.8	171	2.2	98	1.8	81
Grades 9 - 12	6.5	223	7.8	254	5.8	180	5.0	152	3.1	91	2.8	81
052 - St. Tammany Parish												
Grade 7	0.2	5	0.4	12	0.1	2	0.4	12	0.1	3	0.1	4
Grade 8	0.5	17	0.8	22	0.4	11	0.5	14	0.2	5	0.5	14
Grade 9	2.3	83	3.8	123	3.2	100	3.4	106	1.9	58	2.5	82
Grade 10	2.7	83	4.2	115	3.8	103	4.5	121	3.1	83	2.9	82
Grade 11	3.7	105	5.0	129	4.7	120	4.6	116	3.4	88	3.3	83
Grade 12	3.8	101	5.4	134	4.8	119	4.9	119	4.0	100	4.0	105
Grades 7 - 12	2.1	394	3.2	535	2.8	455	2.9	488	2.0	337	2.2	370
Grades 9 - 12	3.1	372	4.5	501	4.1	442	4.3	462	3.0	329	3.1	352
053 - Tangipahoa Parish												
Grade 7	0.6	10	1.6	27	0.7	12	1.1	18	0.8	12	0.8	13
Grade 8	2.5	50	4.3	70	1.9	34	2.1	37	2.3	39	1.3	21
Grade 9	8.0	151	8.5	173	8.4	154	4.5	84	4.9	90	4.7	88
Grade 10	8.1	131	6.4	96	7.5	117	4.7	63	4.9	68	4.1	59
Grade 11	7.2	97	8.0	109	7.0	94	5.1	68	7.5	91	4.0	51
Grade 12	6.6	82	6.5	76	5.9	71	5.6	67	5.9	73	4.9	56
Grades 7 - 12	5.4	521	5.9	551	5.2	482	3.7	337	4.2	373	3.2	288
Grades 9 - 12	7.6	461	7.5	454	7.4	436	4.9	282	5.7	322	4.4	254
054 - Tensas Parish												
Grade 7	9.9	10	3.7	3	0.0	0	2.9	2	2.0	1	0.0	0
Grade 8	9.4	10	4.4	2	2.9	2	5.0	3	1.8	1	1.8	1
Grade 9	12.8	10	8.0	6	3.6	2	21.1	16	16.4	10	0.0	0
Grade 10	9.3	8	10.2	5	3.5	2	5.9	2	2.2	1	5.3	2
Grade 11	15.5	9	7.7	4	8.1	3	6.4	3	0.0	0	2.5	1
Grade 12	6.8	4	6.8	3	4.3	2	3.1	1	0.0	0	0.0	0
Grades 7 - 12	10.5	51	6.6	23	3.4	11	8.5	27	4.5	13	1.5	4

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grades 9 - 12	11.0	31	8.2	18	4.6	9	11.6	22	6.0	11	1.9	3
055 - Terrebonne Parish												
Grade 7	0.5	8	0.4	7	0.2	3	0.6	10	0.2	2	0.3	4
Grade 8	2.2	37	1.0	15	0.9	15	1.1	17	0.3	5	1.0	14
Grade 9	3.5	56	3.3	52	2.0	27	1.6	24	1.6	21	1.3	20
Grade 10	4.1	54	4.1	53	4.0	47	5.3	59	2.2	28	2.0	23
Grade 11	11.2	186	11.4	165	8.9	136	9.1	129	6.6	87	4.9	64
Grade 12	9.5	121	10.8	142	7.4	90	9.3	122	8.8	111	5.5	63
Grades 7 - 12	5.0	462	5.0	434	3.8	318	4.3	361	3.1	254	2.4	188
Grades 9 - 12	7.1	417	7.3	412	5.7	300	6.3	334	4.8	247	3.3	170
056 - Union Parish												
Grade 7	0.8	2	0.8	2	0.4	1	0.4	1	0.5	1	0.0	0
Grade 8	3.9	15	1.5	4	0.8	2	1.9	5	0.7	2	1.3	3
Grade 9	12.1	40	10.2	41	15.6	53	13.3	39	10.1	29	7.9	23
Grade 10	7.1	17	7.3	17	7.5	18	4.5	9	3.2	6	3.1	7
Grade 11	6.9	14	5.6	10	5.8	10	3.6	6	2.7	4	2.9	4
Grade 12	9.6	21	6.0	11	5.2	10	1.8	3	8.2	16	7.5	12
Grades 7 - 12	6.7	109	5.6	85	6.6	94	4.7	63	4.4	58	3.9	49
Grades 9 - 12	9.3	92	7.9	79	9.6	91	6.9	57	6.7	55	5.7	46
057 - Vermilion Parish												
Grade 7	0.1	1	0.0	0	0.0	0	0.3	2	0.3	2	0.3	2
Grade 8	0.7	5	0.0	0	0.5	3	0.5	3	0.7	5	1.1	7
Grade 9	4.5	36	1.9	13	2.4	17	4.5	33	3.0	21	0.7	5
Grade 10	4.6	35	3.2	23	4.2	27	3.5	21	2.8	15	0.5	3
Grade 11	4.5	27	5.3	34	6.0	37	3.1	16	2.5	13	0.2	1
Grade 12	6.9	41	5.3	30	4.5	25	4.8	25	2.4	12	0.0	0
Grades 7 - 12	3.4	145	2.5	100	2.8	109	2.7	100	1.9	68	0.5	18
Grades 9 - 12	5.1	139	3.8	100	4.2	106	4.0	95	2.7	61	0.4	9
058 - Vernon Parish												
Grade 7	0.9	8	0.5	4	0.1	1	0.2	2	0.4	3	0.5	4
Grade 8	1.2	10	1.6	13	0.8	6	0.3	2	0.2	2	1.3	10
Grade 9	2.9	24	2.7	21	3.1	25	2.5	20	3.1	24	2.2	17
Grade 10	2.8	20	4.1	28	3.7	25	4.3	29	2.6	18	1.9	12
Grade 11	4.9	30	4.4	26	2.3	13	2.5	13	2.5	14	2.0	12
Grade 12	5.1	27	6.6	35	3.2	17	1.7	9	2.2	11	1.0	5
Grades 7 - 12	2.7	119	3.0	127	2.1	87	1.8	75	1.7	72	1.5	60
Grades 9 - 12	3.7	101	4.3	110	3.1	80	2.8	71	2.7	67	1.8	46
059 - Washington Parish												

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 7	0.5	2	1.9	8	0.0	0	1.8	8	1.2	5	0.2	1
Grade 8	1.3	6	2.3	9	1.2	5	2.5	11	2.7	12	0.5	2
Grade 9	3.8	16	5.3	26	3.3	12	3.2	14	3.9	19	0.7	3
Grade 10	5.3	21	4.6	18	3.2	15	5.9	20	5.4	22	0.7	3
Grade 11	8.6	30	11.2	39	3.7	13	5.1	20	5.0	15	0.3	1
Grade 12	3.7	11	2.6	8	3.4	11	1.2	4	2.5	9	1.7	5
Grades 7 - 12	3.7	86	4.6	108	2.4	56	3.2	77	3.4	82	0.6	15
Grades 9 - 12	5.3	78	5.9	91	3.4	51	3.9	58	4.2	65	0.8	12
060 - Webster Parish												
Grade 7	0.5	3	0.6	4	0.2	1	0.7	5	0.7	4	0.2	1
Grade 8	1.8	13	1.7	10	0.8	5	2.0	13	1.3	9	1.6	9
Grade 9	4.8	32	3.5	24	5.9	37	5.8	41	5.9	38	2.2	16
Grade 10	5.6	30	5.4	28	5.5	29	5.0	22	4.3	24	1.9	9
Grade 11	5.6	31	4.0	18	3.3	15	4.6	21	2.9	11	2.7	13
Grade 12	5.3	26	6.9	35	3.5	15	2.9	12	5.0	22	8.7	32
Grades 7 - 12	3.8	135	3.5	119	3.0	102	3.4	114	3.3	108	2.5	80
Grades 9 - 12	5.3	119	4.9	105	4.7	96	4.7	96	4.7	95	3.4	70
061 - West Baton Rouge Parish												
Grade 7	0.3	1	0.7	2	2.2	7	0.6	2	0.7	2	0.3	1
Grade 8	2.0	8	1.4	4	1.7	5	1.7	5	1.0	3	1.4	4
Grade 9	10.2	37	9.1	33	7.3	22	10.7	37	5.1	18	9.9	38
Grade 10	10.4	38	8.4	25	3.8	11	3.4	8	5.4	13	1.6	4
Grade 11	10.4	30	4.5	11	2.9	7	6.0	16	2.9	6	3.8	8
Grade 12	9.4	21	4.6	10	3.0	7	0.9	2	5.2	13	4.7	9
Grades 7 - 12	6.9	135	5.0	85	3.5	59	4.2	70	3.4	55	3.9	64
Grades 9 - 12	10.2	126	7.0	79	4.4	47	5.9	63	4.8	50	5.7	59
062 - West Carroll Parish												
Grade 7	0.0	0	0.0	0	0.0	0	0.9	2	1.8	3	1.0	2
Grade 8	0.4	1	0.5	1	1.7	3	1.0	2	1.0	2	0.0	0
Grade 9	9.3	24	12.7	32	11.3	26	12.3	23	6.4	14	4.8	10
Grade 10	3.1	5	4.0	7	2.9	5	3.0	5	6.0	7	0.0	0
Grade 11	1.4	2	5.5	7	2.0	3	1.2	2	3.4	5	1.0	1
Grade 12	2.3	3	2.5	3	2.6	3	1.8	2	2.8	4	2.0	3
Grades 7 - 12	3.0	35	4.7	50	3.8	40	3.5	36	3.5	35	1.7	16
Grades 9 - 12	4.9	34	7.2	49	5.5	37	5.1	32	4.8	30	2.3	14
063 - West Feliciana Parish												
Grade 7	0.0	0	0.5	1	0.5	1	0.0	0	1.3	2	0.0	0
Grade 8	0.0	0	0.0	0	0.0	0	0.0	0	0.5	1	0.0	0

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 9	3.6	8	3.1	6	1.0	2	1.9	3	3.8	7	1.1	2
Grade 10	4.8	10	1.8	3	2.5	4	0.6	1	2.7	4	0.0	0
Grade 11	5.3	10	2.5	4	5.5	10	2.9	4	1.2	2	1.4	2
Grade 12	10.6	20	5.6	9	8.4	15	5.4	9	5.4	8	1.6	3
Grades 7 - 12	3.7	48	2.1	23	2.9	32	1.7	17	2.4	24	0.7	7
Grades 9 - 12	5.9	48	3.2	22	4.3	31	2.7	17	3.2	21	1.1	7
064 - Winn Parish												
Grade 7	0.4	1	1.4	3	0.0	0	0.9	2	1.5	3	0.5	1
Grade 8	1.3	3	1.5	3	1.3	3	1.4	3	0.0	0	0.0	0
Grade 9	6.6	18	5.2	12	4.4	9	4.7	11	2.5	5	0.5	1
Grade 10	5.8	11	8.6	17	4.2	8	5.5	9	3.9	7	1.8	3
Grade 11	4.4	7	4.5	8	2.5	4	4.4	7	2.2	3	1.2	2
Grade 12	3.6	6	4.1	6	1.8	3	1.8	3	1.7	3	0.7	1
Grades 7 - 12	3.6	46	4.2	49	2.4	27	3.0	35	1.9	21	0.7	8
Grades 9 - 12	5.3	42	5.7	43	3.3	24	4.1	30	2.6	18	1.0	7
065 - City of Monroe												
Grade 7	2.7	25	3.0	27	0.8	6	1.2	8	2.9	18	0.4	3
Grade 8	3.3	29	2.9	23	3.4	30	4.2	36	4.7	36	2.6	17
Grade 9	17.4	205	11.0	125	13.1	139	9.4	92	11.2	114	10.0	99
Grade 10	8.6	50	4.7	24	4.2	23	7.1	40	4.0	23	3.2	20
Grade 11	9.0	49	5.7	25	2.7	11	1.7	7	1.8	7	3.3	16
Grade 12	7.9	41	5.7	29	5.4	28	4.6	22	5.2	25	2.6	12
Grades 7 - 12	8.6	399	5.9	253	5.6	237	5.2	205	5.8	224	4.3	167
Grades 9 - 12	12.3	345	7.8	203	7.9	201	6.6	161	6.9	170	5.7	147
066 - City of Bogalusa												
Grade 7	0.4	1	0.0	0	0.0	0	0.0	0	0.0	0	0.6	1
Grade 8	2.8	7	2.5	5	1.8	3	3.0	5	0.6	1	0.7	1
Grade 9	10.2	26	12.3	29	8.9	21	10.1	18	7.4	17	2.9	7
Grade 10	4.0	6	4.2	6	5.9	10	6.9	9	6.4	7	1.0	1
Grade 11	0.6	1	12.0	15	6.6	8	11.2	16	2.7	3	1.2	1
Grade 12	10.3	16	15.7	21	9.8	9	3.3	4	6.7	8	1.7	2
Grades 7 - 12	4.7	57	7.5	76	5.4	51	5.6	52	4.0	36	1.5	13
Grades 9 - 12	6.9	49	11.1	71	7.8	48	8.2	47	6.2	35	2.0	11
067 - Zachary Community School District												
Grade 7	0.3	1	0.0	0	0.3	1	0.2	1	0.0	0	0.0	0
Grade 8	0.5	2	0.3	1	0.3	1	0.0	0	0.5	2	0.0	0
Grade 9	2.5	9	1.5	6	0.6	2	0.5	2	2.7	11	0.9	4
Grade 10	2.9	8	1.4	4	1.4	5	1.8	6	2.5	9	1.4	5

State of Louisiana

District and State-level Dropout Percent and Number of Students Who Dropped Out of School

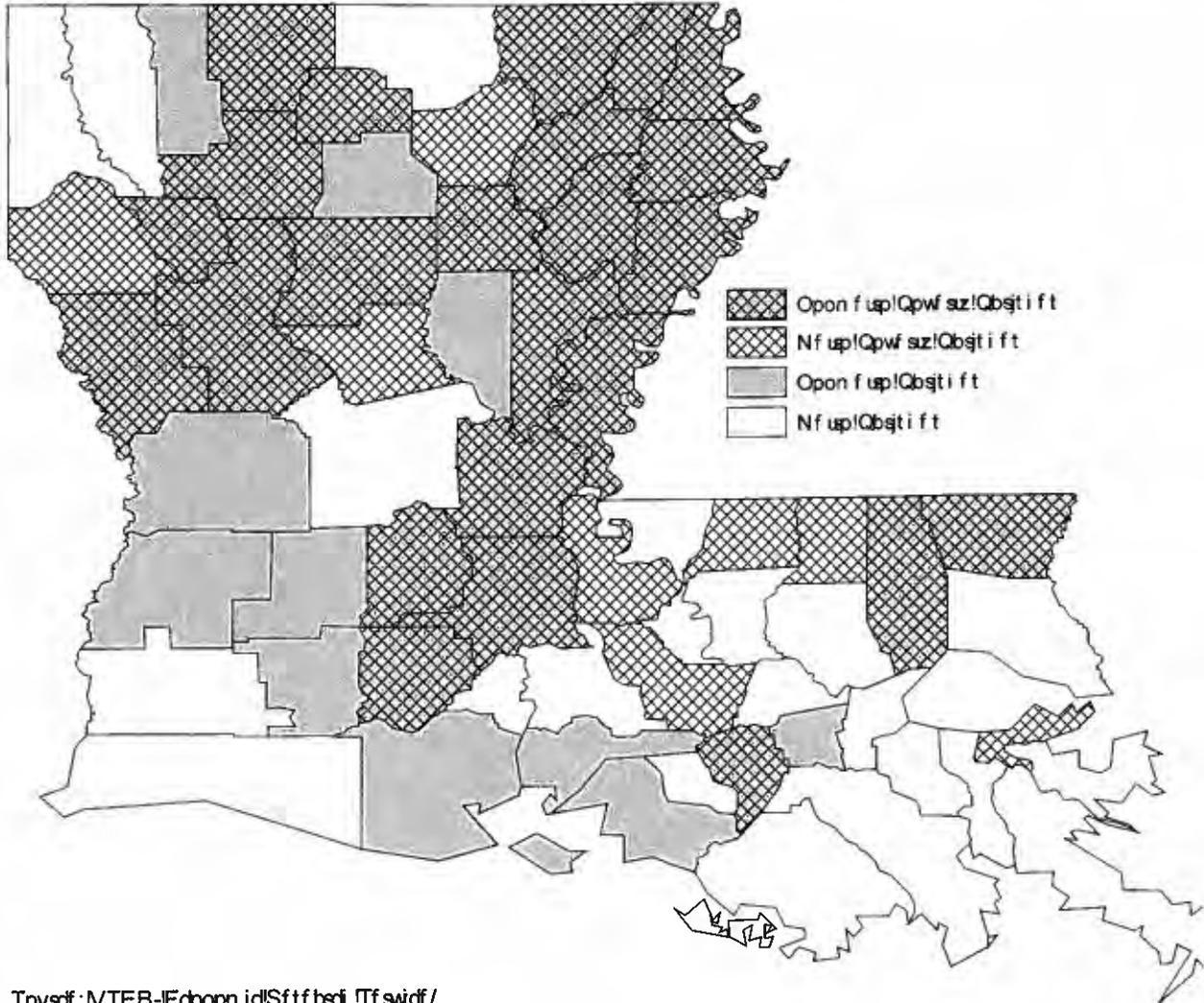
	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11	
	Percent	Number										
Grade 11	4.7	12	1.3	3	1.5	4	1.8	6	1.8	6	2.3	8
Grade 12	1.1	3	2.3	5	2.8	7	1.2	3	1.2	4	1.5	5
Grades 7 - 12	1.9	35	1.1	19	1.0	20	0.9	18	1.4	32	1.0	22
Grades 9 - 12	2.8	32	1.6	18	1.5	18	1.3	17	2.1	30	1.5	22
068 - City of Baker School District												
Grade 7	1.9	5	2.5	5	3.3	6	3.6	6	5.1	8	2.6	4
Grade 8	4.9	14	4.6	11	4.0	8	6.0	10	5.1	9	5.0	7
Grade 9	15.1	32	9.8	18	7.6	13	8.9	14	7.7	12	4.7	9
Grade 10	10.7	21	10.7	18	9.1	15	9.0	15	7.0	10	4.5	6
Grade 11	9.5	20	9.8	14	7.3	8	8.0	11	5.3	7	8.3	10
Grade 12	13.0	24	6.6	10	19.4	25	14.3	17	8.3	10	2.3	3
Grades 7 - 12	8.6	116	7.0	76	7.9	75	8.0	73	6.3	56	4.5	39
Grades 9 - 12	12.1	97	9.3	60	10.6	61	9.8	57	7.1	39	4.9	28
069 - Central Community School District												
Grade 7	~	~	~	~	0.0	0	0.4	1	0.0	0	0.3	1
Grade 8	~	~	~	~	0.4	1	0.6	2	0.7	2	0.3	1
Grade 9	~	~	~	~	0.8	3	4.7	17	3.6	15	2.5	10
Grade 10	~	~	~	~	1.3	4	2.6	9	3.2	10	3.1	11
Grade 11	~	~	~	~	1.5	4	3.4	9	2.9	9	3.0	8
Grade 12	~	~	~	~	1.4	3	2.7	7	6.0	16	1.8	5
Grades 7 - 12	~	~	~	~	0.9	15	2.5	45	2.8	52	1.9	36
Grades 9 - 12	~	~	~	~	1.2	14	3.4	42	3.8	50	2.6	34

Louisiana's Rural Poverty

Facts

- ▶ The poverty rate in Louisiana is 19.6 percent. In the United States, the poverty rate is 12.4 percent.
- ▶ The poverty rate in metro or urban Louisiana is 18.1 percent. Rural poverty is always more severe than urban poverty. The poverty rate in nonmetro or rural Louisiana is 24.2 percent.
- ▶ More than one-half (35 of 64) of the parishes in Louisiana are nonmetro. Of these, 24 are defined by USDA as *persistent poverty parishes*. This means that in those 24 parishes (Acadia, Assumption, Avoyelles, Bienville, Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Evangeline, Franklin, Lincoln, Madison, Morehouse, Natchitoches, Red River, Richland, Sabine, St. Landry, Tangipahoa, Tensas, Washington, West Carroll and Winn) 20 percent or more of the population fell below the poverty line in 1970, 1980, 1990 and 2000 (as measured by the Census of Population and Housing).
- ▶ Almost all (32 of 35) of the nonmetro parishes in Louisiana are defined by USDA as *Black high poverty parishes*. Black high poverty areas are identified in two ways: (a) over half of the poor population in the county is Black, or (b) over half of the poor population is non-Hispanic White, but the high poverty rate of the Black population pushes the parish's poverty rate over 20 percent. The Black high poverty parishes in Louisiana are Assumption, Avoyelles, Bienville, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jefferson Davis, Lincoln, Madison, Morehouse, Natchitoches, Pointe Coupee, Red River, Richland, Sabine, St. Helena, St. Mary, Tangipahoa, Tensas, Vermilion, Washington, West Carroll and Winn.
- ▶ USDA describes eight parishes in Louisiana as *housing stress parishes*: East Carroll, Madison, Tensas, Lincoln, Natchitoches, Evangeline, St. Landry and Orleans. A housing stress parish is defined by USDA as having housing that is (a) lacking complete plumbing, (b) lacking complete kitchen facilities, (c) rent or owner costs over 30 percent of household income, or (d) more than one person per room. Seven of these eight parishes are nonmetro.
- ▶ Poverty is a complex phenomenon with a number of causes. In general, community development strategies that are comprehensive and address the complexity of poverty are more successful than those that focus on one approach. Causes of poverty and the effectiveness of poverty policy vary by location. Policies that address poverty must be locationally specific to be effective.

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State & County QuickFacts

Louisiana

People QuickFacts	Louisiana	USA
Population, 2011 estimate	4,574,836	311,591,917
Population, 2010 (April 1) estimates base	4,533,372	308,745,538
Population, percent change, April 1, 2010 to July 1, 2011	0.9%	0.9%
Population, 2010	4,533,372	308,745,538
Persons under 5 years, percent, 2011	6.9%	6.5%
Persons under 18 years, percent, 2011	24.4%	23.7%
Persons 65 years and over, percent, 2011	12.5%	13.3%
Female persons, percent, 2011	51.1%	50.8%
White persons, percent, 2011 (a)	63.8%	78.1%
Black persons, percent, 2011 (a)	32.4%	13.1%
American Indian and Alaska Native persons, percent, 2011 (a)	0.7%	1.2%
Asian persons, percent, 2011 (a)	1.6%	5.0%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	0.1%	0.2%
Persons reporting two or more races, percent, 2011	1.4%	2.3%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	4.4%	16.7%
White persons not Hispanic, percent, 2011	60.1%	63.4%
Living in same house 1 year & over, 2006-2010	84.3%	84.2%
Foreign born persons, percent, 2006-2010	3.6%	12.7%
Language other than English spoken at home, pct age 5+, 2006-2010	8.7%	20.1%
High school graduates, percent of persons age 25+, 2006-2010	81.0%	85.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	20.9%	27.9%
Veterans, 2006-2010	318,533	22,652,496
Mean travel time to work (minutes), workers age 16+, 2006-2010	25.0	25.2
Housing units, 2010	1,964,981	131,704,730
Homeownership rate, 2006-2010	68.2%	66.6%
Housing units in multi-unit structures, percent, 2006-2010	17.8%	25.9%
Median value of owner-occupied housing units, 2006-2010	\$130,000	\$188,400
Households, 2006-2010	1,641,165	114,235,996
Persons per household, 2006-2010	2.62	2.59
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$23,094	\$27,334
Median household income 2006-2010	\$43,445	\$51,914
Persons below poverty level, percent, 2006-2010	18.1%	13.8%
Business QuickFacts	Louisiana	USA
Private nonfarm establishments, 2009	103,384 ¹	7,433,465
Private nonfarm employment, 2009	1,639,104 ¹	114,509,626
Private nonfarm employment, percent change 2000-2009	2.9% ¹	0.4%
Nonemployer establishments, 2009	313,218	21,090,761
Total number of firms, 2007	375,808	27,092,908
Black-owned firms, percent, 2007	15.9%	7.1%
American Indian- and Alaska Native-owned firms, percent, 2007	0.7%	0.9%
Asian-owned firms, percent, 2007	2.8%	5.7%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	0.0%	0.1%
Hispanic-owned firms, percent, 2007	2.9%	8.3%
Women-owned firms, percent, 2007	27.4%	28.8%
Manufacturers shipments, 2007 (\$1000)	205,054,723	5,338,306,501
Merchant wholesaler sales, 2007 (\$1000)	51,415,553	4,174,286,516
Retail sales, 2007 (\$1000)	56,543,203	3,917,663,456
Retail sales per capita, 2007	\$12,921	\$12,990
Accommodation and food services sales, 2007 (\$1000)	9,729,869	613,795,732
Building permits, 2011	12,173	624,061
Federal spending, 2010	53,214,248 ¹	3,251,308,509 ²
Geography QuickFacts	Louisiana	USA
Land area in square miles, 2010	43,203.90	3,531,905.43
Persons per square mile, 2010	104.9	87.4
FIPS Code	22	

1: Includes data not distributed by county.

2. Includes data not distributed by state.

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
F: Fewer than 100 firms
FN: Footnote on this item for this area in place of data
_NA: Not available
S: Suppressed; does not meet publication standards
X: Not applicable
Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
Last Revised: Thursday, 07-Jun-2012 13:28:54 EDT

State & County QuickFacts

Acadia Parish, Louisiana

People QuickFacts	Acadia Parish	Louisiana
Population, 2011 estimate	61,982	4,574,836
Population, 2010 (April 1) estimates base	61,773	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	0.3%	0.9%
Population, 2010	61,773	4,533,372
Persons under 5 years, percent, 2011	7.5%	6.9%
Persons under 18 years, percent, 2011	27.1%	24.4%
Persons 65 years and over, percent, 2011	13.0%	12.5%
Female persons, percent, 2011	51.3%	51.1%
White persons, percent, 2011 (a)	79.8%	63.8%
Black persons, percent, 2011 (a)	18.5%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.3%	0.7%
Asian persons, percent, 2011 (a)	0.2%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.1%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	1.9%	4.4%
White persons not Hispanic, percent, 2011	78.3%	60.1%
Living in same house 1 year & over, 2006-2010	87.9%	84.3%
Foreign born persons, percent, 2006-2010	0.7%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	16.4%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	69.5%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	10.9%	20.9%
Veterans, 2006-2010	3,495	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	28.9	25.0
Housing units, 2010	25,387	1,964,981
Homeownership rate, 2006-2010	69.8%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	7.1%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$86,700	\$130,000
Households, 2006-2010	21,984	1,641,165
Persons per household, 2006-2010	2.75	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$18,116	\$23,094
Median household income 2006-2010	\$37,261	\$43,445
Persons below poverty level, percent, 2006-2010	20.1%	18.1%
Business QuickFacts	Acadia Parish	Louisiana
Private nonfarm establishments, 2009	1,114	103,384 ¹
Private nonfarm employment, 2009	12,485	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	4.9%	2.9% ¹
Nonemployer establishments, 2009	3,681	313,218
Total number of firms, 2007	4,289	375,808
Black-owned firms, percent, 2007	S	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.7%
Asian-owned firms, percent, 2007	S	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	1.4%	2.9%
Women-owned firms, percent, 2007	25.4%	27.4%
Manufacturers shipments, 2007 (\$1000)	D	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	525,956	56,543,203
Retail sales per capita, 2007	\$8,808	\$12,921
Accommodation and food services sales, 2007 (\$1000)	40,790	9,729,869
Building permits, 2011	149	12,173
Federal spending, 2010	497,866	53,214,248 ¹
Geography QuickFacts	Acadia Parish	Louisiana
Land area in square miles, 2010	655.12	43,203.90
Persons per square mile, 2010	94.3	104.9
FIPS Code	001	22
Metropolitan or Micropolitan Statistical Area	Crowley, LA Micro	

Area

1: Includes data not distributed by county.

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
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State & County QuickFacts

Evangeline Parish, Louisiana

People QuickFacts	Evangeline Parish	Louisiana
Population, 2011 estimate	33,896	4,574,836
Population, 2010 (April 1) estimates base	33,984	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	-0.3%	0.9%
Population, 2010	33,984	4,533,372
Persons under 5 years, percent, 2011	7.5%	6.9%
Persons under 18 years, percent, 2011	26.8%	24.4%
Persons 65 years and over, percent, 2011	13.3%	12.5%
Female persons, percent, 2011	49.6%	51.1%
White persons, percent, 2011 (a)	69.7%	63.8%
Black persons, percent, 2011 (a)	28.6%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.3%	0.7%
Asian persons, percent, 2011 (a)	0.4%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	0.9%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	2.4%	4.4%
White persons not Hispanic, percent, 2011	67.8%	60.1%
Living in same house 1 year & over, 2006-2010	82.5%	84.3%
Foreign born persons, percent, 2006-2010	2.2%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	22.3%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	66.2%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	10.7%	20.9%
Veterans, 2006-2010	1,932	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	33.3	25.0
Housing units, 2010	14,662	1,964,981
Homeownership rate, 2006-2010	69.1%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	6.8%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$76,100	\$130,000
Households, 2006-2010	12,304	1,641,165
Persons per household, 2006-2010	2.64	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$17,561	\$23,094
Median household income 2006-2010	\$34,057	\$43,445
Persons below poverty level, percent, 2006-2010	22.1%	18.1%
Business QuickFacts	Evangeline Parish	Louisiana
Private nonfarm establishments, 2009	523	103,384 ¹
Private nonfarm employment, 2009	5,859	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	-2.4%	2.9% ¹
Nonemployer establishments, 2009	1,625	313,218
Total number of firms, 2007	2,072	375,808
Black-owned firms, percent, 2007	S	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.7%
Asian-owned firms, percent, 2007	F	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	F	2.9%
Women-owned firms, percent, 2007	S	27.4%
Manufacturers shipments, 2007 (\$1000)	D	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	228,598	56,543,203
Retail sales per capita, 2007	\$6,379	\$12,921
Accommodation and food services sales, 2007 (\$1000)	9,263	9,729,869
Building permits, 2011	48	12,173
Federal spending, 2010	365,404	53,214,248 ¹
Geography QuickFacts	Evangeline Parish	Louisiana
Land area in square miles, 2010	662.38	43,203.90
Persons per square mile, 2010	51.3	104.9
FIPS Code	039	22
Metropolitan or Micropolitan Statistical Area	None	

1: Includes data not distributed by county.

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
F: Fewer than 100 firms
FN: Footnote on this item for this area in place of data
NA: Not available
S: Suppressed; does not meet publication standards
X: Not applicable
Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
Last Revised: Thursday, 07-Jun-2012 13:34:27 EDT

State & County QuickFacts

Iberia Parish, Louisiana

People QuickFacts	Iberia Parish	Louisiana
Population, 2011 estimate	73,400	4,574,836
Population, 2010 (April 1) estimates base	73,240	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	0.2%	0.9%
Population, 2010	73,240	4,533,372
Persons under 5 years, percent, 2011	7.7%	6.9%
Persons under 18 years, percent, 2011	27.0%	24.4%
Persons 65 years and over, percent, 2011	12.2%	12.5%
Female persons, percent, 2011	51.1%	51.1%
White persons, percent, 2011 (a)	63.4%	63.8%
Black persons, percent, 2011 (a)	32.4%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.4%	0.7%
Asian persons, percent, 2011 (a)	2.5%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.3%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	3.4%	4.4%
White persons not Hispanic, percent, 2011	60.6%	60.1%
Living in same house 1 year & over, 2006-2010	87.2%	84.3%
Foreign born persons, percent, 2006-2010	3.4%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	13.6%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	74.8%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	13.4%	20.9%
Veterans, 2006-2010	4,772	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	22.6	25.0
Housing units, 2010	29,698	1,964,981
Homeownership rate, 2006-2010	70.1%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	10.2%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$98,100	\$130,000
Households, 2006-2010	26,194	1,641,165
Persons per household, 2006-2010	2.74	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$20,112	\$23,094
Median household income 2006-2010	\$41,783	\$43,445
Persons below poverty level, percent, 2006-2010	21.2%	18.1%
Business QuickFacts	Iberia Parish	Louisiana
Private nonfarm establishments, 2009	1,752	103,384 ¹
Private nonfarm employment, 2009	31,660	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	27.0%	2.9% ¹
Nonemployer establishments, 2009	5,568	313,218
Total number of firms, 2007	7,677	375,808
Black-owned firms, percent, 2007	18.6%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	S	0.7%
Asian-owned firms, percent, 2007	4.0%	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	2.1%	2.9%
Women-owned firms, percent, 2007	28.7%	27.4%
Manufacturers shipments, 2007 (\$1000)	1,586,213	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	910,199	56,543,203
Retail sales per capita, 2007	\$12,167	\$12,921
Accommodation and food services sales, 2007 (\$1000)	73,544	9,729,869
Building permits, 2011	115	12,173
Federal spending, 2010	531,314	53,214,248 ¹
Geography QuickFacts	Iberia Parish	Louisiana
Land area in square miles, 2010	574.11	43,203.90
Persons per square mile, 2010	127.6	104.9
FIPS Code	045	22
Metropolitan or Micropolitan Statistical Area	New Iberia, LA	

Micro Area

1: Includes data not distributed by county.

- (a) Includes persons reporting only one race.
- (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
F: Fewer than 100 firms
FN: Footnote on this item for this area in place of data
NA: Not available
S: Suppressed; does not meet publication standards
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Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
Last Revised: Thursday, 07-Jun-2012 13:34:28 EDT

State & County QuickFacts

Lafayette Parish, Louisiana

People QuickFacts	Lafayette Parish	Louisiana
Population, 2011 estimate	224,390	4,574,836
Population, 2010 (April 1) estimates base	221,578	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	1.3%	0.9%
Population, 2010	221,578	4,533,372
Persons under 5 years, percent, 2011	7.1%	6.9%
Persons under 18 years, percent, 2011	24.3%	24.4%
Persons 65 years and over, percent, 2011	10.4%	12.5%
Female persons, percent, 2011	51.3%	51.1%
White persons, percent, 2011 (a)	70.6%	63.8%
Black persons, percent, 2011 (a)	26.1%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.4%	0.7%
Asian persons, percent, 2011 (a)	1.5%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.3%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	4.0%	4.4%
White persons not Hispanic, percent, 2011	67.2%	60.1%
Living in same house 1 year & over, 2006-2010	83.7%	84.3%
Foreign born persons, percent, 2006-2010	3.8%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	16.2%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	84.2%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	27.6%	20.9%
Veterans, 2006-2010	14,662	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	22.1	25.0
Housing units, 2010	93,656	1,964,981
Homeownership rate, 2006-2010	64.9%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	22.7%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$151,600	\$130,000
Households, 2006-2010	83,810	1,641,165
Persons per household, 2006-2010	2.51	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$26,791	\$23,094
Median household income 2006-2010	\$47,559	\$43,445
Persons below poverty level, percent, 2006-2010	16.4%	18.1%
Business QuickFacts	Lafayette Parish	Louisiana
Private nonfarm establishments, 2009	7,879	103,384 ¹
Private nonfarm employment, 2009	120,998	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	18.0%	2.9% ¹
Nonemployer establishments, 2009	18,537	313,218
Total number of firms, 2007	24,229	375,808
Black-owned firms, percent, 2007	12.3%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	S	0.7%
Asian-owned firms, percent, 2007	2.3%	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	2.4%	2.9%
Women-owned firms, percent, 2007	24.2%	27.4%
Manufacturers shipments, 2007 (\$1000)	2,037,231	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	2,651,421	51,415,553
Retail sales, 2007 (\$1000)	3,814,288	56,543,203
Retail sales per capita, 2007	\$18,588	\$12,921
Accommodation and food services sales, 2007 (\$1000)	584,645	9,729,869
Building permits, 2011	739	12,173
Federal spending, 2010	1,285,358	53,214,248 ¹
Geography QuickFacts	Lafayette Parish	Louisiana
Land area in square miles, 2010	268.72	43,203.90
Persons per square mile, 2010	824.6	104.9
FIPS Code	055	22
Metropolitan or Micropolitan Statistical Area	Lafayette, LA Metro	

Area

1: Includes data not distributed by county.

(a) Includes persons reporting only one race.
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State & County QuickFacts

St. Landry Parish, Louisiana

People QuickFacts	St. Landry Parish	Louisiana
Population, 2011 estimate	83,552	4,574,836
Population, 2010 (April 1) estimates base	83,384	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	0.2%	0.9%
Population, 2010	83,384	4,533,372
Persons under 5 years, percent, 2011	7.8%	6.9%
Persons under 18 years, percent, 2011	27.2%	24.4%
Persons 65 years and over, percent, 2011	13.9%	12.5%
Female persons, percent, 2011	52.1%	51.1%
White persons, percent, 2011 (a)	56.4%	63.8%
Black persons, percent, 2011 (a)	41.8%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.4%	0.7%
Asian persons, percent, 2011 (a)	0.5%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.0%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	1.7%	4.4%
White persons not Hispanic, percent, 2011	55.1%	60.1%
Living in same house 1 year & over, 2006-2010	89.9%	84.3%
Foreign born persons, percent, 2006-2010	0.9%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	12.3%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	73.0%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	12.5%	20.9%
Veterans, 2006-2010	4,461	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	27.2	25.0
Housing units, 2010	35,692	1,964,981
Homeownership rate, 2006-2010	71.2%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	9.3%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$82,100	\$130,000
Households, 2006-2010	30,082	1,641,165
Persons per household, 2006-2010	2.76	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$17,839	\$23,094
Median household income 2006-2010	\$31,813	\$43,445
Persons below poverty level, percent, 2006-2010	28.3%	18.1%
Business QuickFacts	St. Landry Parish	Louisiana
Private nonfarm establishments, 2009	1,620	103,384 ¹
Private nonfarm employment, 2009	22,032	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	32.6%	2.9% ¹
Nonemployer establishments, 2009	5,092	313,218
Total number of firms, 2007	6,291	375,808
Black-owned firms, percent, 2007	20.8%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	S	0.7%
Asian-owned firms, percent, 2007	1.3%	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	1.9%	2.9%
Women-owned firms, percent, 2007	24.3%	27.4%
Manufacturers shipments, 2007 (\$1000)	D	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	970,661	56,543,203
Retail sales per capita, 2007	\$10,633	\$12,921
Accommodation and food services sales, 2007 (\$1000)	56,570	9,729,869
Building permits, 2011	143	12,173
Federal spending, 2010	881,075	53,214,248 ¹
Geography QuickFacts	St. Landry Parish	Louisiana
Land area in square miles, 2010	923.88	43,203.90
Persons per square mile, 2010	90.3	104.9
FIPS Code	097	22
Metropolitan or Micropolitan Statistical Area	Opelousas-Eunice,	

LA Micro Area

1: Includes data not distributed by county

- (a) Includes persons reporting only one race.
- (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

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State & County QuickFacts

St. Martin Parish, Louisiana

People QuickFacts	St. Martin Parish	Louisiana
Population, 2011 estimate	52,917	4,574,836
Population, 2010 (April 1) estimates base	52,160	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	1.5%	0.9%
Population, 2010	52,160	4,533,372
Persons under 5 years, percent, 2011	7.2%	6.9%
Persons under 18 years, percent, 2011	26.1%	24.4%
Persons 65 years and over, percent, 2011	12.0%	12.5%
Female persons, percent, 2011	50.7%	51.1%
White persons, percent, 2011 (a)	66.6%	63.8%
Black persons, percent, 2011 (a)	31.0%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.5%	0.7%
Asian persons, percent, 2011 (a)	0.8%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.1%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	2.3%	4.4%
White persons not Hispanic, percent, 2011	64.7%	60.1%
Living in same house 1 year & over, 2006-2010	89.5%	84.3%
Foreign born persons, percent, 2006-2010	1.5%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	23.2%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	74.1%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	11.6%	20.9%
Veterans, 2006-2010	2,844	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	28.8	25.0
Housing units, 2010	21,941	1,964,981
Homeownership rate, 2006-2010	79.6%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	5.0%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$84,300	\$130,000
Households, 2006-2010	18,931	1,641,165
Persons per household, 2006-2010	2.64	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$20,687	\$23,094
Median household income 2006-2010	\$41,302	\$43,445
Persons below poverty level, percent, 2006-2010	16.9%	18.1%
Business QuickFacts	St. Martin Parish	Louisiana
Private nonfarm establishments, 2009	876	103,384 ¹
Private nonfarm employment, 2009	11,228	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	32.9%	2.9% ¹
Nonemployer establishments, 2009	3,806	313,218
Total number of firms, 2007	3,997	375,808
Black-owned firms, percent, 2007	17.0%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.7%
Asian-owned firms, percent, 2007	1.7%	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	S	0.0%
Hispanic-owned firms, percent, 2007	1.1%	2.9%
Women-owned firms, percent, 2007	28.1%	27.4%
Manufacturers shipments, 2007 (\$1000)	324,338	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	326,091	51,415,553
Retail sales, 2007 (\$1000)	407,646	56,543,203
Retail sales per capita, 2007	\$7,897	\$12,921
Accommodation and food services sales, 2007 (\$1000)	45,107	9,729,869
Building permits, 2011	120	12,173
Federal spending, 2010	364,662	53,214,248 ¹
Geography QuickFacts	St. Martin Parish	Louisiana
Land area in square miles, 2010	737.65	43,203.90
Persons per square mile, 2010	70.7	104.9
FIPS Code	099	22
Metropolitan or Micropolitan Statistical Area	Lafayette, LA Metro	

Area

1: Includes data not distributed by county.

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

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Last Revised: Thursday, 07-Jun-2012 13:34:35 EDT

State & County QuickFacts

St. Mary Parish, Louisiana

People QuickFacts	St. Mary Parish	Louisiana
Population, 2011 estimate	54,210	4,574,836
Population, 2010 (April 1) estimates base	54,650	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	-0.8%	0.9%
Population, 2010	54,650	4,533,372
Persons under 5 years, percent, 2011	7.0%	6.9%
Persons under 18 years, percent, 2011	25.2%	24.4%
Persons 65 years and over, percent, 2011	13.1%	12.5%
Female persons, percent, 2011	50.6%	51.1%
White persons, percent, 2011 (a)	61.8%	63.8%
Black persons, percent, 2011 (a)	32.8%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	1.9%	0.7%
Asian persons, percent, 2011 (a)	1.8%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	0.1%	0.1%
Persons reporting two or more races, percent, 2011	1.6%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	5.6%	4.4%
White persons not Hispanic, percent, 2011	57.1%	60.1%
Living in same house 1 year & over, 2006-2010	86.2%	84.3%
Foreign born persons, percent, 2006-2010	3.7%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	9.4%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	69.9%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	10.4%	20.9%
Veterans, 2006-2010	3,693	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	22.6	25.0
Housing units, 2010	23,028	1,964,981
Homeownership rate, 2006-2010	70.1%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	11.5%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$85,500	\$130,000
Households, 2006-2010	20,054	1,641,165
Persons per household, 2006-2010	2.69	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$20,057	\$23,094
Median household income 2006-2010	\$40,431	\$43,445
Persons below poverty level, percent, 2006-2010	21.0%	18.1%
Business QuickFacts	St. Mary Parish	Louisiana
Private nonfarm establishments, 2009	1,410	103,384 ¹
Private nonfarm employment, 2009	28,134	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	25.7%	2.9% ¹
Nonemployer establishments, 2009	3,727	313,218
Total number of firms, 2007	4,409	375,808
Black-owned firms, percent, 2007	17.5%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	S	0.7%
Asian-owned firms, percent, 2007	S	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	S	2.9%
Women-owned firms, percent, 2007	18.7%	27.4%
Manufacturers shipments, 2007 (\$1000)	2,011,102	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	508,177	56,543,203
Retail sales per capita, 2007	\$9,933	\$12,921
Accommodation and food services sales, 2007 (\$1000)	60,317	9,729,869
Building permits, 2011	49	12,173
Federal spending, 2010	498,391	53,214,248 ¹
Geography QuickFacts	St. Mary Parish	Louisiana
Land area in square miles, 2010	555.38	43,203.90
Persons per square mile, 2010	98.4	104.9
FIPS Code	101	22
Metropolitan or Micropolitan Statistical Area	Morgan City, LA	

Micro Area

1: Includes data not distributed by county.

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State & County QuickFacts

Vermilion Parish, Louisiana

People QuickFacts	Vermilion Parish	Louisiana
Population, 2011 estimate	58,276	4,574,836
Population, 2010 (April 1) estimates base	57,999	4,533,372
Population, percent change, April 1, 2010 to July 1, 2011	0.5%	0.9%
Population, 2010	57,999	4,533,372
Persons under 5 years, percent, 2011	7.4%	6.9%
Persons under 18 years, percent, 2011	26.6%	24.4%
Persons 65 years and over, percent, 2011	13.0%	12.5%
Female persons, percent, 2011	51.4%	51.1%
White persons, percent, 2011 (a)	81.6%	63.8%
Black persons, percent, 2011 (a)	14.7%	32.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.4%	0.7%
Asian persons, percent, 2011 (a)	2.1%	1.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.2%	1.4%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	2.7%	4.4%
White persons not Hispanic, percent, 2011	79.4%	60.1%
Living in same house 1 year & over, 2006-2010	88.4%	84.3%
Foreign born persons, percent, 2006-2010	2.4%	3.6%
Language other than English spoken at home, pct age 5+, 2006-2010	22.7%	8.7%
High school graduates, percent of persons age 25+, 2006-2010	76.0%	81.0%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	11.7%	20.9%
Veterans, 2006-2010	3,421	318,533
Mean travel time to work (minutes), workers age 16+, 2006-2010	28.0	25.0
Housing units, 2010	25,235	1,964,981
Homeownership rate, 2006-2010	75.7%	68.2%
Housing units in multi-unit structures, percent, 2006-2010	5.0%	17.8%
Median value of owner-occupied housing units, 2006-2010	\$93,300	\$130,000
Households, 2006-2010	21,786	1,641,165
Persons per household, 2006-2010	2.59	2.62
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$21,389	\$23,094
Median household income 2006-2010	\$42,693	\$43,445
Persons below poverty level, percent, 2006-2010	17.2%	18.1%
Business QuickFacts	Vermilion Parish	Louisiana
Private nonfarm establishments, 2009	1,037	103,384 ¹
Private nonfarm employment, 2009	10,490	1,639,104 ¹
Private nonfarm employment, percent change 2000-2009	11.7%	2.9% ¹
Nonemployer establishments, 2009	4,011	313,218
Total number of firms, 2007	4,708	375,808
Black-owned firms, percent, 2007	7.8%	15.9%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.7%
Asian-owned firms, percent, 2007	5.8%	2.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.0%
Hispanic-owned firms, percent, 2007	0.9%	2.9%
Women-owned firms, percent, 2007	21.5%	27.4%
Manufacturers shipments, 2007 (\$1000)	D	205,054,723
Merchant wholesaler sales, 2007 (\$1000)	D	51,415,553
Retail sales, 2007 (\$1000)	518,285	56,543,203
Retail sales per capita, 2007	\$9,317	\$12,921
Accommodation and food services sales, 2007 (\$1000)	51,097	9,729,869
Building permits, 2011	221	12,173
Federal spending, 2010	381,020	53,214,248 ¹
Geography QuickFacts	Vermilion Parish	Louisiana
Land area in square miles, 2010	1,173.20	43,203.90
Persons per square mile, 2010	49.4	104.9
FIPS Code	113	22
Metropolitan or Micropolitan Statistical Area	Abbeville, LA Micro	

Area

1: Includes data not distributed by county.

- (a) Includes persons reporting only one race.
- (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

FN: Footnote on this item for this area in place of data

NA: Not available

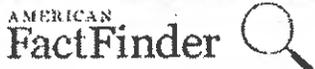
S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
Last Revised: Thursday, 07-Jun-2012 13:34:37 EDT

U.S. Census Bureau



DP03

SELECTED ECONOMIC CHARACTERISTICS 2006-2010 American Community Survey 5-Year Estimates

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

		Louisiana			
Subject	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	
EMPLOYMENT STATUS					
Population 16 years and over	3,455,412	+/-1,512	3,455,412	(X)	
In labor force	2,133,382	+/-6,215	61.7%	+/-0.2	
Civilian labor force	2,116,794	+/-5,978	61.3%	+/-0.2	
Employed	1,952,818	+/-5,980	56.5%	+/-0.2	
Unemployed	163,976	+/-3,017	4.7%	+/-0.1	
Armed Forces	16,588	+/-861	0.5%	+/-0.1	
Not in labor force	1,322,030	+/-6,363	38.3%	+/-0.2	
Civilian labor force	2,116,794	+/-5,978	2,116,794	(X)	
Percent Unemployed	(X)	(X)	7.7%	+/-0.1	
Females 16 years and over	1,788,217	+/-1,218	1,788,217	(X)	
In labor force	1,008,715	+/-4,189	56.4%	+/-0.2	
Civilian labor force	1,006,380	+/-4,147	56.3%	+/-0.2	
Employed	930,258	+/-3,963	52.0%	+/-0.2	
Own children under 6 years	347,714	+/-2,169	347,714	(X)	
All parents in family in labor force	228,257	+/-3,065	65.6%	+/-0.8	
Own children 6 to 17 years	684,748	+/-3,043	684,748	(X)	
All parents in family in labor force	479,696	+/-4,349	70.1%	+/-0.5	
COMMUTING TO WORK					
Workers 16 years and over	1,914,440	+/-6,151	1,914,440	(X)	
Car, truck, or van -- drove alone	1,558,549	+/-6,124	81.4%	+/-0.2	
Car, truck, or van -- carpooled	212,128	+/-3,823	11.1%	+/-0.2	
Public transportation (excluding taxicab)	24,248	+/-1,418	1.3%	+/-0.1	
Walked	37,196	+/-1,782	1.9%	+/-0.1	
Other means	36,547	+/-1,356	1.9%	+/-0.1	
Worked at home	45,772	+/-1,614	2.4%	+/-0.1	
Mean travel time to work (minutes)	25.0	+/-0.1	(X)	(X)	
OCCUPATION					

1	Civilian employed population 16 years and over	1,952,818	+/-5,980	1,952,818	(X)
137 of 137	Management, business, science, and arts occupations	600,334	+/-6,347	30.7%	+/-0.3
	Service occupations	351,169	+/-3,969	18.0%	+/-0.2
	Sales and office occupations	496,315	+/-4,729	25.4%	+/-0.2
	Natural resources, construction, and maintenance occupations	253,826	+/-3,660	13.0%	+/-0.2
	Production, transportation, and material moving occupations	251,174	+/-3,858	12.9%	+/-0.2
	INDUSTRY				
	Civilian employed population 16 years and over	1,952,818	+/-5,980	1,952,818	(X)
	Agriculture, forestry, fishing and hunting, and mining	86,853	+/-2,228	4.4%	+/-0.1
	Construction	171,323	+/-3,462	8.8%	+/-0.2
	Manufacturing	164,918	+/-2,775	8.4%	+/-0.1
	Wholesale trade	60,445	+/-1,706	3.1%	+/-0.1
	Retail trade	233,941	+/-3,551	12.0%	+/-0.2
	Transportation and warehousing, and utilities	99,915	+/-2,301	5.1%	+/-0.1
	Information	31,506	+/-1,378	1.6%	+/-0.1
	Finance and insurance, and real estate and rental and leasing	108,031	+/-2,305	5.5%	+/-0.1
	Professional, scientific, and management, and administrative and waste management services	161,512	+/-2,587	8.3%	+/-0.1
	Educational services, and health care and social assistance	444,024	+/-4,572	22.7%	+/-0.2
	Arts, entertainment, and recreation, and accommodation and food services	181,915	+/-3,250	9.3%	+/-0.2
	Other services, except public administration	101,077	+/-2,526	5.2%	+/-0.1
	Public administration	107,358	+/-2,552	5.5%	+/-0.1
	CLASS OF WORKER				
	Civilian employed population 16 years and over	1,952,818	+/-5,980	1,952,818	(X)
	Private wage and salary workers	1,505,474	+/-6,101	77.1%	+/-0.2
	Government workers	323,145	+/-4,558	16.5%	+/-0.2
	Self-employed in own not incorporated business workers	120,399	+/-3,066	6.2%	+/-0.2
	Unpaid family workers	3,800	+/-498	0.2%	+/-0.1
	INCOME AND BENEFITS (IN 2010 INFLATION-ADJUSTED DOLLARS)				
	Total households	1,641,165	+/-4,814	1,641,165	(X)
	Less than \$10,000	165,101	+/-2,656	10.1%	+/-0.2
	\$10,000 to \$14,999	117,710	+/-2,204	7.2%	+/-0.1
	\$15,000 to \$24,999	211,657	+/-3,118	12.9%	+/-0.2
	\$25,000 to \$34,999	186,360	+/-2,833	11.4%	+/-0.2
	\$35,000 to \$49,999	234,864	+/-2,940	14.3%	+/-0.2
	\$50,000 to \$74,999	281,757	+/-3,367	17.2%	+/-0.2
	\$75,000 to \$99,999	181,881	+/-2,932	11.1%	+/-0.2
	\$100,000 to \$149,999	167,076	+/-2,792	10.2%	+/-0.2
	\$150,000 to \$199,999	50,672	+/-1,547	3.1%	+/-0.1
	\$200,000 or more	44,087	+/-1,257	2.7%	+/-0.1
	Median household income (dollars)	43,445	+/-264	(X)	(X)
	Mean household income (dollars)	60,003	+/-305	(X)	(X)
	With earnings	1,287,818	+/-4,733	78.5%	+/-0.1
	Mean earnings (dollars)	61,853	+/-347	(X)	(X)
	With Social Security	463,799	+/-3,026	28.3%	+/-0.2
	Mean Social Security income (dollars)	13,818	+/-74	(X)	(X)
	With retirement income	267,937	+/-3,013	16.3%	+/-0.2
	Mean retirement income (dollars)	19,283	+/-330	(X)	(X)
	With Supplemental Security Income	92,238	+/-2,104	5.6%	+/-0.1
	Mean Supplemental Security Income (dollars)	7,454	+/-105	(X)	(X)
	With cash public assistance income	26,492	+/-1,218	1.6%	+/-0.1
	Mean cash public assistance income (dollars)	2,871	+/-153	(X)	(X)
	With Food Stamp/SNAP benefits in the past 12 months	274,078	+/-2,890	16.7%	+/-0.2

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Families	1,108,716	+/-5,640	1,108,716	(X)
Less than \$10,000	69,586	+/-1,889	6.3%	+/-0.2
\$10,000 to \$14,999	51,213	+/-1,491	4.6%	+/-0.1
\$15,000 to \$24,999	119,934	+/-2,063	10.8%	+/-0.2
\$25,000 to \$34,999	116,986	+/-2,376	10.6%	+/-0.2
\$35,000 to \$49,999	158,787	+/-2,406	14.3%	+/-0.2
\$50,000 to \$74,999	212,247	+/-2,646	19.1%	+/-0.2
\$75,000 to \$99,999	150,763	+/-2,556	13.6%	+/-0.2
\$100,000 to \$149,999	145,128	+/-2,701	13.1%	+/-0.2
\$150,000 to \$199,999	45,328	+/-1,523	4.1%	+/-0.1
\$200,000 or more	38,744	+/-1,195	3.5%	+/-0.1
Median family income (dollars)	53,702	+/-376	(X)	(X)
Mean family income (dollars)	70,357	+/-421	(X)	(X)
Per capita income (dollars)	23,094	+/-126	(X)	(X)
Nonfamily households	532,449	+/-4,108	532,449	(X)
Median nonfamily income (dollars)	24,649	+/-344	(X)	(X)
Mean nonfamily income (dollars)	35,912	+/-429	(X)	(X)
Median earnings for workers (dollars)	26,415	+/-127	(X)	(X)
Median earnings for male full-time, year-round workers (dollars)	44,380	+/-349	(X)	(X)
Median earnings for female full-time, year-round workers (dollars)	30,172	+/-177	(X)	(X)
HEALTH INSURANCE COVERAGE				
Civilian noninstitutionalized population	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Civilian noninstitutionalized population under 18 years	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Civilian noninstitutionalized population 18 to 64 years	(X)	(X)	(X)	(X)
In labor force:	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL				
All families	(X)	(X)	13.8%	+/-0.2
With related children under 18 years	(X)	(X)	21.0%	+/-0.4
With related children under 5 years only	(X)	(X)	22.6%	+/-1.0
Married couple families	(X)	(X)	5.2%	+/-0.2
With related children under 18 years	(X)	(X)	6.6%	+/-0.3
With related children under 5 years only	(X)	(X)	6.5%	+/-0.7

1	Families with female householder, no husband present	(X)	(X)	37.4%	+/-0.6
	With related children under 18 years	(X)	(X)	47.0%	+/-0.8
	With related children under 5 years only	(X)	(X)	52.7%	+/-1.9
137 of 137	All people	(X)	(X)	18.1%	+/-0.2
	Under 18 years	(X)	(X)	26.2%	+/-0.5
	Related children under 18 years	(X)	(X)	26.0%	+/-0.5
	Related children under 5 years	(X)	(X)	30.5%	+/-0.8
	Related children 5 to 17 years	(X)	(X)	24.2%	+/-0.5
	18 years and over	(X)	(X)	15.4%	+/-0.2
	18 to 64 years	(X)	(X)	15.9%	+/-0.2
	65 years and over	(X)	(X)	12.8%	+/-0.3
	People in families	(X)	(X)	15.6%	+/-0.3
	Unrelated individuals 15 years and over	(X)	(X)	30.3%	+/-0.4

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, 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 open-ended distribution.

An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.

An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An '(X)' means that the estimate is not applicable or not available.

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

There were changes in the edit between 2009 and 2010 regarding Supplemental Security Income (SSI) and Social Security. The changes in the edit loosened restrictions on disability requirements for receipt of SSI resulting in an increase in the total number of SSI recipients in the American Community Survey. The changes also loosened restrictions on possible reported monthly amounts in Social Security income resulting in higher Social Security aggregate amounts. These results more closely match administrative counts compiled by the Social Security Administration.

Workers include members of the Armed Forces and civilians who were at work last week.

Industry codes are 4-digit codes and are based on the North American Industry Classification System 2007. The industry categories adhere to the guidelines issued in Clarification Memorandum No. 2, "NAICS Alternate Aggregation Structure for Use By U.S. Statistical Agencies," issued by the Office of Management and Budget.

Occupation codes are 4-digit codes and are based on the Standard Occupational Classification (SOC) 2010. The 2010 Census occupation codes were updated in accordance with the 2010 revision of the SOC. To allow for the creation of 2006-2010 and 2008-2010 tables, occupation data in the multiyear files (2006-2010 and 2008-2010) were recoded to 2010 Census occupation codes. We recommend using caution when comparing data coded using 2010 Census occupation codes with data coded using previous Census occupation codes. For more information on the Census occupation code changes, please visit our website at <http://www.census.gov/hhes/www/foindex/>.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS 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 2000 data. 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 necessarily reflect the results of ongoing urbanization.

U.S. CENSUS BUREAU
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Source: U.S. Census Bureau | American FactFinder