



NORTHERN REGION

Board of Directors Meeting

Agenda and Meeting Materials

**Thursday June 4, 2020
8:30 a.m. – 10:00 a.m.**

By Zoom Webinar

<https://us02web.zoom.us/j/83379666980>

**Meeting ID: 833 7966 6980
One tap mobile
+13126266799, 83379666980# US (Chicago)**

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS
Quarterly Meeting**

**Thursday June 4, 2020
8:30 a.m. - 10:00 a.m.**

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Roll Call

Comments by the Chairman

Approval of March 5, 2020 Quarterly Board Meeting Summary Notes

Chairman's Report; Board Committee Reports; The *SkillSource* Group, Inc. Report

Comments By The General Public

Summary of Current Northern Virginia Labor Market Conditions

Necessary Board Actions Aligned with Approved 2017 – 2020 Strategic Priorities

Become a Thought Leader for Workforce Development

- Ratification of Revised FY 2020 Budget and Interim FY 2021 Budget for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region
- Anticipated FY 2020 WIOA Training Expenditure Rate – State Code Mandate

Expand Talent Pipeline of Youth and Adults for Business

- Update on New WIOA Youth Program FY 2021 Request For Proposals
- Virginia Request to Labor to Re-Start WIOA Youth Program Pay For Success Initiative
- Approval of New WIOA Policies for the VCW Northern Region

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

- Outcome of Governor's WIOA Rapid Response COVID-19 Supports for Employers
- Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2020

Board Business Items

- Program Management Reports
- Executive Director Items

Adjourn

Virginia Career Works Northern Region

Thursday March 5, 2020

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Marc Austin	Mohamed Hussein	Linda Seyer
Robert Bartolotta	Susana Marino	John Shaw
Anthony Cancelosi	Jennifer Miller	Olivia Shultz
Joseph Carter	Donna Motsek	Mary Ann Shurtz
Louis Cernak	Steven Partridge	Karen Smaw
Marjorie Clift-Bowman	Bruce Patterson	Zuzana Steen
Robert Frew	Leanne Rerko	Joseph Terry
Kenneth Garrison	Christopher Rieley	William Trumbull
George Harben	Roopal Saran	Hector Velez
Patricia Hughes		

Executive Director: David Hunn

Staff: Ann Hyslop, Seema Jain, Sabrina Walker, Susan Baker, Nancy Nguyen and Karla Quiroz

Observers: Trang Montgomery, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Lori Epp, Kimberly Carr, Aimee Brobst, Lisa Vivian, Attia Mahmood, Renee Brown, Dortha Brown, and Lisa Tatum.

Board Member Roll Call: Sabrina Walker conducted roll call and a quorum was met. The meeting commenced at 8:32 a.m.

Approval of Virginia Career Works Northern Region Board of Directors December 5, 2019 Summary Notes: The Board Chairman sought approval of the December 2019 Board Summary Notes. A motion was made by George Harben to approve the Board of Directors Meeting Summary Notes from December 5, 2019 and was seconded by Zuzana Steen. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

Board of Directors Chairman Chris Rieley made several announcements and shared a few opportunities for Board Members to have more involvement in this Board's activities:

1. The Virginia Department of Education has issued an RFP for new providers of English as a Second Language and Adult Education. State officials have divided responses by local workforce area, and they believe that our local area will have between six – ten proposals submitted, possibly from some of you on the Board. I am seeking several Board Members to serve as Proposal Readers and scorers, along with the Board staff, to respond to these proposals to the State. Proposal scoring rubrics will be shared with local boards by March 25 and will be due back to the State on April 15th. If you are interested, let David Hunn know today, if possible.

2. You will hear later in this meeting of our Board's own Request for Proposals for the renewal of Workforce Innovation and Opportunity Act Youth Program Operator services, for the period starting July 1, 2020. Our RFP will close on March 31, 2020 and we will have a team of Board and Staff reviewers to score and rank the proposals. If you are interested in serving as a Reviewer, let David Hunn and Seema Jain know today, if possible.

3. Our Board Committees, the Quality Assurance, Program and Planning, the Disability Services Subcommittee and the Youth Committee continue to seek Board Member involvement. If you have an interest in a Committee's work, please let Seema Jain and Sabrina Walker know and they will keep you advised of the next Committee meeting schedule.

I will be meeting with the Governor's Workforce Advisor, Dr. Megan Healy, on March 19 in Richmond, as State and Federal Labor officials are meeting with local workforce board leadership. State officials are working to prepare and submit the State's WIOA Five Year Plan to the U.S. Department of Labor in April 2020. I will also be scheduling a meeting with the new Fairfax County Board of Supervisor's Chairman, Jeffrey McKay, in the next month as well, given his likely role as the Board's Chief Elected Official for the next term.

Mr. Rieley then asked for Committee Report Updates, as follows

Quality Assurance Committee: Seema Jain reported for the Quality Assurance Committee.

- The last meeting of the Quality Assurance Committee convened on December 16, 2019.
- The Committee reviewed and approved programs of one (1) new training provider.
- The Committee review and approved 5 training providers request for price increases of their programs.

Youth Committee: Seema Jain reported out for the Youth Committee

- The last meeting of the Youth Committee convened on February 11, 2020.

The SkillSource Group, Inc. (SSG) Board of Directors: George Harben reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in December 2019, the SSG Board of Directors have met in December and February 2020 and have acted on the following items:

- The Board has made multiple revisions to the FY 2020 *SkillSource* Group Budget, with new grants being awarded along with revisions to both revenue and expenditure assumptions. This Board will be asked to ratify these budget revisions at today's meeting.
- Some of the new FY 2020 grant and contract awards include \$110,000 with the Northern Virginia Regional Commission, for providing staff support to the GO Virginia Northern Region 7 Council, \$150,000 from the United Way of the National Capital Area, for Year Two of the Prince William Financial Empowerment Center and two smaller contracts with the Metropolitan Washington Council of Governments and the Prince William County Service Authority.
- The Board authorized the release of the FY 2021 WIOA Youth Program Operator Request for Proposals, with the bid closing on March 31, 2020. This Board will be briefed on the RFP procurement later in this meeting.
- The *SkillSource* Group Board of Directors will next meet on Friday March 13 and in April, May, and June.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

Ratification of Revised FY 2020 Budget for The *SkillSource* Group, Inc., and the Virginia Career Works Northern Region

David Hunn reported that The FY 2020 *SkillSource* Revised Budget reflects revenue of \$6,740,941, expenses of \$6,648,260, **resulting in a projected Increase in Net Assets of \$92,680**. These changes reflect a reduction of \$23,901 from January 2020 in Net Assets due to the following funding assumptions and revisions:

- A reduction of \$452,681 in the FY 2020 Senior Community Service Employment Program, due to a slower than planned caseload growth during the fiscal year to date. The fiscal year started at 54 SCSEP trainees; As of February 2020, there are 68 SCSEP trainees and we are aiming for 121 SCSEP trainees by June 2020. This reduction in SCSEP funding also impacts SCSEP staff and payroll processing, increasing utilization of Unrestricted Funding by \$44,233.
- A reallocation of WIOA funding totaling \$108,880 from One Stop Center Personnel to Jobseeker Training. With the recent State decision not to change the WIOA 40% Training Expenditure funding formula in FY 2020, *SkillSource* Management have determined that the local workforce area cannot meet the 40% Expenditure Training Requirement for FY 2020, but our area will strive to maximize WIOA training expenditures for the remainder of the fiscal year.
- Miscellaneous personnel cost reallocations among the WIOA funding streams to fully utilize the WIOA Administrative allocation.

A motion was made by George Harben and seconded by Joseph Terry for the Board's ratification of the revised FY 2020 *SkillSource Group* budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Impact of Pending FY 2020 WIOA Training Expenditure Rate – State Code Mandate

David Hunn gave an update on the State-mandated 40% Training Requirement progress as of December 2019 with and without the addition of case management to the calculations. He noted that the Virginia Career Works Northern Region is not on track to meet the 40% WIOA Training Expenditure requirement, given the State's decision not to revise the WIOA Expenditure formula requirements.

Virginia General Assembly Anticipated Outcomes – Anticipated Impacts on Local Workforce Programs

David Hunn provided an update on the Virginia General Assembly Workforce-Related Legislation. He also provided a handout of Governor Northam's plan for Tuition-Free Community College Program for low- and middle-income students. There was broad Board member discussion on the General Assembly activities and likely outcomes during the remainder of the legislative session.

Expand Talent Pipeline of Youth and Adults for Business

Update on New WIOA Youth Program FY 2021 Request for Proposals

Seema Jain announced a new ***SkillSource*** Group Request for Proposals on the Workforce Innovation and Opportunity Act (WIOA) Youth Program for the Northern Virginia Workforce Area #11. The RFP will be issued in March 2020 and due in April 2020. The selected program operator will start the new program year in July 2020.

Board Approval to Re-Start WIOA Youth Program Pay for Success Initiative

Seema Jain outlined how in July 2017, the ***SkillSource*** Group, Inc., the non-profit fiscal agent for Northern Virginia Workforce Area #11, and its Workforce Innovation and Opportunity Act (WIOA) Youth Program Operator, Fairfax County Department of Family Services (DFS), launched its first WIOA Pay-for-Performance (P4P) project. The Northern Virginia Team Independence (NVTI) program was designed to improve employment and skills development outcomes for a subset of 100 WIOA young adults involved in foster care and the justice system in Northern Virginia.

In May 2019, the U.S. Department of Labor advised Virginia officials that the NVTI P4P project was to be halted, due to forthcoming Federal guidance that would be released through a TEGL and because Virginia had not received approval for a WIOA grant modification request to implement a P4P project. ***SkillSource*** terminated the P4P contract with DFS and stopped all bonus payments. To date, 82 NVTI eligible young adults have been enrolled, increasing the numbers of adjudicated and foster care youth enrolled in the Northern Virginia WIOA Youth Program from approximately 5% to over 30%.

With new Federal guidance to reactivate the Northern Virginia Team Independence (NVTI) program, ***SkillSource*** is proposing various provisions for the P4P contract addendum to the Northern Virginia WIOA Youth Program Master Services Agreement with DFS and anticipate moving into implementation in Summer or Fall 2020.

Update on Northern Virginia Senior Community Service Employment Program (SCSEP)

Lori Epp gave an update and a PowerPoint presentation of all the activities of the Northern Virginia Senior Community Service Employment Program (SCSEP), focusing on jobseekers over the age of 55 years. These updates included current participants, training sites, and plans moving forward.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Review of Year 1 Services at Prince William Financial Empowerment Center

Seema Jain provided the Year 1 Review of Services of the Prince William Financial Empowerment Center, one of four Centers in the Greater Washington Region, noting that 1,586 clients were served (nearly 50% above initial goals), with 575 client reporting reducing their debt, with 1,700 individual coaching sessions held. With free Federal and State income tax preparation sessions held, over \$172,000 in enhanced income tax returns to nearly 400 applicants was earned. Ms. Jain noted that ***SkillSource*** and the Virginia Career Works Northern Region are in Year Two of the Financial Empowerment Center activities.

Implementation of New Jail Employment Center in Prince William - Manassas

Ann Hyslop gave a presentation on the New Employment Center at the Prince William Manassas Adult Detention Center, which opened January 2020. The Center is temporarily located off campus at the Iron Building in Manassas, where inmates in the Work Release program currently reside. Ann also shared a PowerPoint presentation to include updates on total visits (first 4 weeks), and new center hours. She noted that this Center is the second jail-based employment center operating in our workforce area, as the Fairfax County Alternative Incarceration Branch Employment Center has been operating since 2008.

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2020

Trang Montgomery from the Fairfax County Department of Family Services, the One Stop Operator for the Virginia Career Works Northern Region, gave a presentation reporting on the Employment and Training caseloads, job placements and related outcomes, for fiscal year 2020 through January 2020.

Board Business Items

Program Management Reports

David Hunn provided a brief overview of the Center Program Management report, which highlighted service and performance data for the fiscal year through January 2020.

Executive Director Items

David Hunn discussed a number of management and operating items and highlighted new grant and contract awards that have been made since the December 2019 Board meeting, including the VCCS Economic Equity Grant award, the renewal of the Northern Virginia SCSEP grant funding for FY 2021, the new GO Virginia Northern Region administrative support grant, the renewal of the United Way Financial Empowerment Program grant and the renewal of the annual membership for the United Way of the National Capital Area.

Adjournment

With all Board activities completed, Chairman Christopher Rieley sought a motion to adjourn the meeting. The motion was made and seconded.

The meeting adjourned at 10:25 a.m.



Regional Overview

This report delivers quarterly labor market information to NOVA faculty, staff, students, employers, and community partners to highlight regional employment trends. To ensure that northern Virginia businesses remain globally competitive and continue to create jobs, NOVA provides access to highly skilled, credentialed, and diverse talent and defined career pathways for the region. NOVA's Office of Strategic Partnerships and Workforce Innovation collaborates with employers, economic development organizations, education institutions, community-based organizations, and local governments in the northern Virginia region to address the skills gap and develop a robust talent pipeline.

Job Postings by Location



Fairfax / Falls Church: 86,784 (23.6% increase over 2019)
Arlington: 27,834 (29.3% increase over 2019)
Alexandria City: 13,857 (41.1% increase over 2019)
Loudoun: 13,076 (36.1% increase over 2019)
Prince William / Manassas: 10,967 (39.4% increase over 2019)



Total Job Postings **152,518**



(28.1% increase over 2019)

Total Health Care **11,224**



(51.8% increase over 2019)

7.4% of total job postings

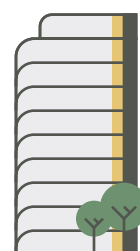
Total Cybersecurity **15,495**



(34.9% increase over 2019)

10.2% of total job postings

The first quarter of 2020 continued an upward growth trend for job postings, which were up approximately 28% across the region over the same time-period in 2019, and increased 16.6% over quarter four of 2019. The combined area of Fairfax County and Falls Church continued to have the largest number of employer job postings in the region, accounting for 56.9% of quarter one job postings. All local jurisdictions in northern Virginia had an increase in the number of job postings from quarter four 2019, as well as an increase over the same time-period in 2019. Job postings in cybersecurity and health care make up 17.6% of total job postings for the region. Employer job postings increased the most in Alexandria City and Prince William and Manassas over the same quarter of 2019. The region remains the number one location for employers advertising positions in cybersecurity, with approximately 8.5% of all quarter one cybersecurity job postings nationwide coming from northern Virginia. The COVID-19 pandemic and its recent effects on our labor market are included in a separate page of this report. We will continue to monitor job postings closely throughout the next several months as they are a leading indicator of economic performance for a region.



Top 25 Companies Hiring by number of job postings

General Dynamics 2,516	Booz Allen Hamilton 1,992	Leidos 1,826	Inova Health System 1,732	CACI 1,648
Deloitte 1,543	SAIC 1,505	Capital One 1,387	Marriott International 1,289	Northrop Grumman 1,205
BAE Systems 1,084	Amazon 1,066	Perspecta 881	Mantech International Corp. 803	National Geospatial Intelligence Agency 745
Anthem Blue Cross 705	Allied Universal 596	Jacobs Engineering Group 543	HCEN 517	Accenture 505
Lowe's Companies 486	U.S. Government 471	Raytheon 466	Sunrise Senior Living 461	CGI Group 458

Top 10 Industries Hiring by number of job postings

Professional, Scientific, & Technical Services 29,591	Health Care & Social Assistance 14,337	Manufacturing 8,071	Finance & Insurance 8,545	Retail Trade 8,145
Public Administration 7,980	Accommodation & Food Services 7,298	Administrative & Support & Waste Management 4,652	Information 4,346	Other Services 3,930

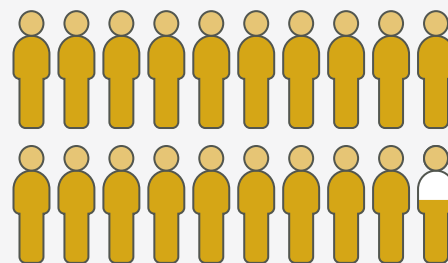
The top 25 companies advertised a combined 26,430 job postings during the quarter, comprising 17.3% of all job postings regionally, which is a similar ratio of job postings share by the top 25 employers from Q4 2019. General Dynamics remained the top employer by number of job postings for the 5th quarter in a row. Notably, Inova Health System climbed significantly in the rankings this quarter to the #4 position, up from #9 in Q4 2019. Nearly all of the top 25 employers advertising open positions are in the government contracting and technology sectors, with a few exceptions in health care, retail, and hospitality. The top hiring industry continues to be professional, scientific, and technical services, which advertised 29,591 job postings this quarter, an increase of 8.7% over Q4 2019.



Top 25 Positions Advertised This Quarter by number of job postings

01. Software Developers, Applications	12,071
02. Managers, All Other	5,367
03. Computer Systems Engineers & Architects	4,631
04. Information Security Analysts	4,090
05. Registered Nurses	3,732
06. Sales Representatives, Wholesale & Manufacturing	3,155
07. Retail Salespersons	2,966
08. Management Analysts	2,936
09. Secretaries & Administrative Assistants	2,455
10. Network & Computer Systems Administrators	2,435
11. Human Resources Specialists	2,255
12. Computer User Support Specialists	2,139
13. Computer Systems Analysts	2,109
14. Information Technology Project Managers	2,095
15. Web Developers	1,959
16. Database Administrators	1,875
17. Customer Service Representatives	1,818
18. Retail Supervisors	1,763
19. Security Guards	1,642
20. Sales Managers	1,602
21. Software Quality Assurance Engineers & Testers	1,410
22. Accountants	1,332
23. General & Operations Managers	1,302
24. Computer Network Architects	1,262
25. Financial Analysts	1,242

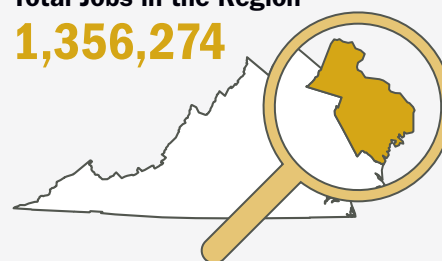
Unemployment Rate **2.1%**



(February 2020)

0.5% decrease from February 2019

Total Jobs in the Region

1,356,274

Job Growth, last 12 months

23,793

Median Wage of Jobs Advertised

**\$68,088**

The unemployment rate decreased 0.5% between February 2019 and February 2020 to 2.1%. However, the impacts of COVID-19 to the region's unemployment rate will likely not be fully reflected until the April 2020 unemployment rates.

This list above highlights the top 25 occupations advertised by employers in the first quarter of 2020, categorized by their 8-digit O*NET title. The O*NET classification system is made up of 974 unique occupations; these 25 occupations listed here accounted for 69,643 job postings, or 45.7% of all employer demand in Q1 2020. Software developers continue to be the most in-demand occupation, with 12,071 postings in the first quarter, and 12 of the top 25 positions advertised are information technology-related occupations. Notably, demand for registered nurses jumped from 2,486 in Q4 2019 to 3,732 in Q1 2020. The median salary of all advertised jobs was \$68,088, which is slightly lower than the median salary advertised in quarter 4 2019.



Top Specialized Skills

by number of job postings

01. Customer Service	23,195
02. Scheduling	19,696
03. Project Management	15,504
04. Budgeting	13,870
05. Sales	12,491
06. Software Development	11,069
07. Customer Contact	10,802
08. Java	10,775
09. SQL	10,135
10. Python	9,411
11. Linux	9,244
12. Information Systems	8,312
13. Systems Engineering	7,115
14. JavaScript	6,913
15. Repair	6,608

Top Baseline Skills

by number of job postings

01. Communication Skills	54,727
02. Teamwork / Collaboration	29,381
03. Planning	23,273
04. Writing	22,859
05. Research	22,474
06. Problem Solving	22,184
07. Organizational Skills	21,355
08. Microsoft Office	20,566
09. Detail-Oriented	19,511
10. Written Communication	14,582
11. Physical Abilities	14,521
12. Troubleshooting	14,002
13. Creativity	12,070
14. Multi-Tasking	11,050
15. Building Effective Relationships	10,492

Top Certifications by number of job postings

01. Security Clearance	23,958
02. Driver's License	9,098
03. CompTIA Security+	3,998
04. Project Management Certification (PMP)	3,965
05. Registered Nurse	3,938
06. Certified Information Systems Security Professional (CISSP)	3,386
07. IT Infrastructure Library (ITIL)	3,079
08. Advanced Cardiac Life Support (ACLS)	1,916
09. SANS/GIAC Certification	1,907
10. Cisco Certified Network Associate (CCNA)	1,881
11. Certified Public Accountant (CPA)	1,880
12. First Aid / CPR / AED	1,717
13. Certified Information Systems Auditor (CISA)	1,326
14. Critical Care Registered Nurse (CCRN)	1,243
15. Cisco Certified Network Professional (CCNP)	1,080

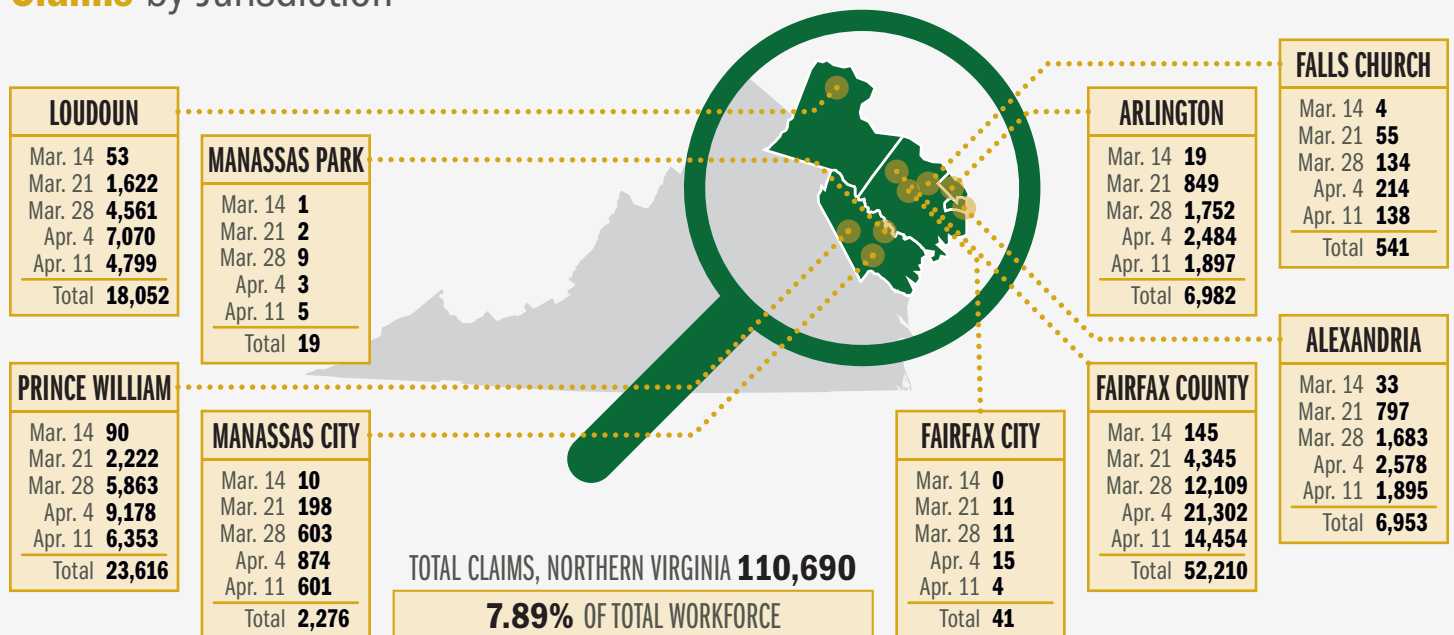
NOVA utilizes two labor market information research tools, JobsEQ by Chmura Economics, and Labor Insight by Burning Glass Technologies, to assist in our effort to provide real time data on the region's labor market. For more information, and to access our detailed interactive data platform, please connect with us on social media or visit our website below:

Facebook: /NOVAWorkforce | **Twitter:** @NOVAWorkforce & #NOVAWorkforce | www.nvcc.edu/IMI
Contact: Alex Cooley, Labor Market Research Manager, acooley@nvcc.edu

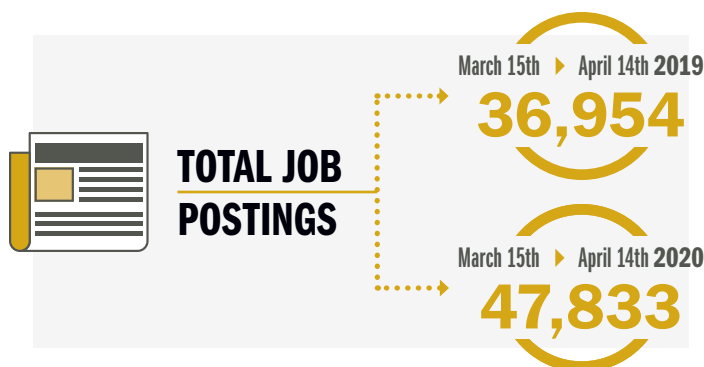
NOVA
Northern Virginia
Community College

COVID-19 IMPACT

Weekly Unemployment Claims by Jurisdiction



Most Recently Published
Unemployment Rate 2.1%
for Northern Virginia (February 2020)



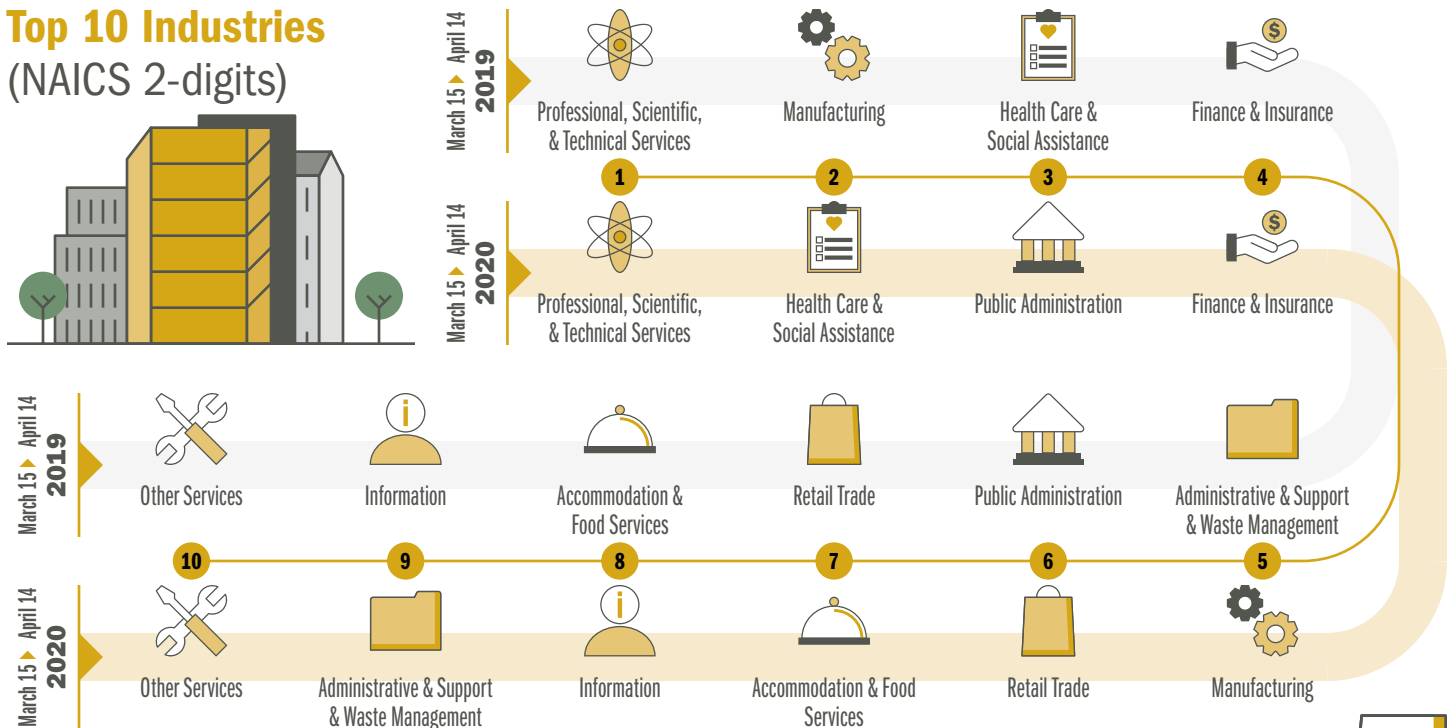
Based on job postings data alone, there doesn't appear to be much of an impact from COVID-19 on job data thus far; however, there could be many factors to consider:

1. The number of job postings increases nationwide year over year as companies do more of their hiring online (normal trend).
2. Greater impacts will be highlighted in the data over the next 60 days and just isn't showing up yet.
3. Many companies and industries in northern Virginia are not as impacted by COVID-19 as other parts of the country.
4. Something else.

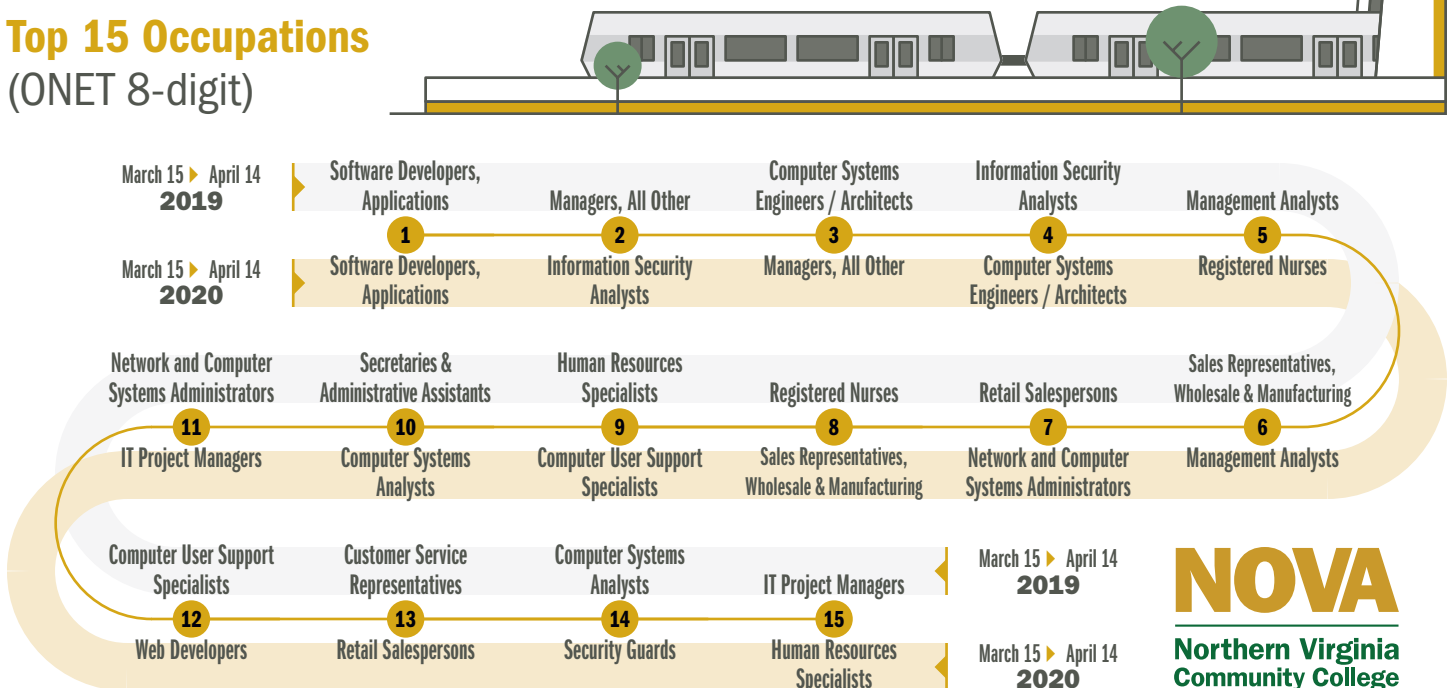
The increased market salary of all advertised positions indicates more of the job postings during the 2020 time period are higher skilled and higher paid than the same time period in 2019.

We will keep monitoring this data and provide frequent updates as the job market continues to rapidly evolve during the COVID-19 pandemic. Job market data that we typically use to measure the economy, like the unemployment rate and the Quarterly Census of Employment and Wages, have a lag time of a few months and therefore will be included in future updates. The most recent unemployment rate for northern Virginia is 2.1% for February 2020.

Top 10 Industries (NAICS 2-digits)



Top 15 Occupations (ONET 8-digit)



**VIRGINIA CAREER WORKS NORTHERN REGION
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: FY 2021 The SkillSource Group Budget – Second Draft

The FY 2021 SkillSource budget reflects approximately \$6.4 million revenues and \$6.5 expenses, with a resulting Decrease in Net Assets of \$113,710.

The State has not provided any guidance on FY 2021 WIOA allocations. The assumptions built into this budget are that WIOA Program Year 2020 allocations are 9% less for WIOA Adult and Youth programs from PY 2019; the WIOA Dislocated Worker program is assumed as unchanged. Since it is anticipated that the WIOA Adult and Dislocated Worker FY20 budgets will be fully expended, carry-in is projected at the FY20 budgeted One-Stop Set Aside or, collectively, \$172,000.

The FY21 budget reflects 10% WIOA Administration (maximum allowable) and transfers of \$405,000 from the Dislocated Worker to Adult program. **The WIOA Adult & Dislocated Worker Training rate stands at 34.88%, as compared to the State-required 40%.**

Additional personnel and fringe budget assumptions include:

***SkillSource* Group**

- 16 FTEs with nearly 2 funded directly by WIOA, including portions of the CFO, Accounting Manager, Accounting Clerk, Deputy Director, and Program Coordinator.
- 1% preliminary cost of living increase
- 2% performance bonus pool
- 0% health insurance increase
- 0% life & disability insurance increase
- 34% calculated fringe rate, which includes continued 10.4% retirement plan contribution and maximum \$520 annual match

One-Stop Operator (Fairfax County Department of Family Services)

- 17 FTEs with 10.5 for the Adult and Dislocated Worker programs and 7.5 for the Youth program (a reduction of 1), and 1 FTE for the WIOA Title V Older Worker funding

Since most grants are cost reimbursable, the Decrease in Net Assets is driven by unrestricted activities. Ticket to Work revenue has been projected to be \$325,000 and Interest is estimated at FY20 budget level. Unrestricted expenditures include 55% of CEO, 15% of the former TANF Program Manager and 6% of the Deputy Director. All staff formerly funded through the Virginia Department for Rehabilitative Services will be funded through Ticket to Work unrestricted revenues. **There are no staff reductions proposed in this Draft Budget for the SkillSource Group or the One Stop Operator.**

Grants and awards incorporated in the interim FY21 budget include:

- National Council on Aging to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program. (1 DFS FTE)
- Renewed annual award from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (1.2 SSG FTEs)
- Renewed annual award from the Virginia Department of Health and Human Services Employment Supports for Lifelong Achievement (ESLA) to assist current and former TANF clients, as well as parent(s) below 200% of the Federal poverty guidelines who reside in Fairfax or Prince William to prepare, secure and maintain employment. (1.25 SSG FTEs)
- Assumed continuation award from the Consolidated Community Funding Pool (CCFP) to coordinate and facilitate work experiences for Fairfax County inmates in the Pre-release program. (.83 SSG FTE)
- Projected renewal of the annual award from Virginia Career Works – Bay Area Consortium to operate the Youth program at 90% of the prior year. (1 SSG FTE)
- Carry-in funding from Go Virginia (.4 FTE)
- Carry-in funding from the Governor’s Employment Equity Initiative through 12/31/20 (.17 FTE)
- Carry-in funding through 9/30/20 from the Virginia Department for Rehabilitation and Aging Services Disability Employment Initiative (DEI) to enhance and facilitate One-Stop services for individuals with disabilities and for the Job Seeker Advocate to bridge the gap between education, skills training and employment. (1.58 SSG FTE)
- Carry-in funding through 12/31/20 from the United Way Financial Empowerment Center award, which provides year-round integrated financial services in the Woodbridge Center, and NVITE, which focuses on jobseekers moving into IT training and employment. (.15 FTE)

Educating Youth through Employment (EYE) is budgeted to continue in FY21 with breakeven financial results. (.1 FTE). The Woodbridge and Alexandria Center budgets are incorporated at breakeven, with the *SkillSource* portions represented in the line item Comprehensive Center Costs. (1.96 FTEs.). Indirect costs are estimated based on historic activity and are allocated as required by the Negotiated Indirect Cost Rate Agreement with the US Department of Labor. The budgeted rate is 10.06% on a provisional rate of 12.77%.

ACTION REQUESTED:

The Virginia Career Works Northern Board of Directors ratifies the second draft assumptions for the FY 2021 Interim *SkillSource* Budget. The SSG Board of Directors will approve at the June 2020 meeting.

STAFF: David Hunn
703-827-3782



The SKILLSOURCE GROUP, INC.
Fiscal Year 2021 Consolidated Budget

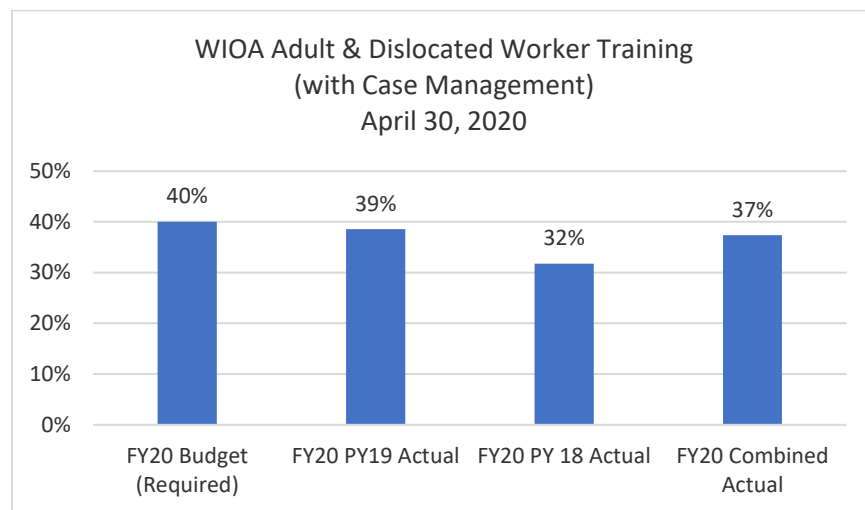
	Budget FY 2021	Budget FY2020	Inc. (Dec) in Budget 2020 to 2021	Discussion of Budget FY 2021 to Budget 2020
Revenues				
Government contracts	\$ 5,334,699	\$ 5,602,043	\$ (267,344)	End of awards
Other restricted income	726,518	834,397	\$ (107,879)	6-Months of UW FEC
Unrestricted income	325,000	300,000	\$ 25,000	
Interest	4,500	4,500	\$ -	
Total Revenues	6,390,717	6,740,940	(350,223)	
Expenditures				
SSG Personnel costs				
Salaries	1,189,433	1,187,766	1,667	
Fringe benefits	404,565	407,290	(2,725)	
Total Personnel Costs	1,593,998	1,595,056	(1,058)	
Operating Expenses				
Annual report production	5,000	5,000	-	
Audit	30,500	30,500	-	
Communications	44,880	47,765	(2,885)	
Contracted maintenance	17,000	17,000	-	
Dues and memberships	6,800	6,800	-	
Equipment leases & maintenance	24,500	24,500	-	
Financial mgt services	50,000	50,000	-	
Insurance (business)	22,000	22,011	(11)	
Leases	433,992	489,523	(55,531)	Revised presentation to remove grant paid shared center payments and reflect leases for Woodbridge, Cherokee & Boone
Meetings and conference fees	6,130	6,391	(261)	
Supplies	53,358	60,038	(6,680)	
Payroll & HR Services	50,914	49,582	1,332	
Professional services	46,950	54,950	(8,000)	
Rent	9,815	-	9,815	New line item for rent or shared costs paid to other agencies. (Bay Area Youth)
Staff training & development	3,430	12,861	(9,431)	
Travel (staff)	11,550	19,188	(7,638)	
Utilities	28,935	28,500	435	
Total - SSG Operating	845,754	924,609	(78,855)	
SSG Program Costs				
Outreach	24,833	25,577	(744)	
Comprehensive center costs	107,184	71,568	35,616	Includes grant paid shared costs which were previously on the "Lease" line.
Incumbent worker training	50,000	50,000	-	
Transitional Employment Work Exp	1,067,170	690,283	376,887	Increase in SCSEP
Other training & support	68,803	89,745	(22,942)	NVITE award conclusion
Bus gas & expense	-	1,273	(1,273)	
Program transportation & vouchers	600	600	-	
One Stop Center FY20 Set Aside	188,694	172,147	16,547	Reduction in PY20 award provides less funds to support the 4-month set aside needs
Unobligated Funds	9,626	29,161	(19,535)	
Total - SSG Program	1,514,910	1,130,354	384,556	
Subcontract services - DFS				
Skillsource Ctr personnel	1,776,382	1,783,382	(7,000)	
Skillsource Ctr operations/supportive	39,831	33,874	5,957	
Subtotal - Operations	1,816,213	1,817,256	(1,043)	
Training	588,480	902,480	(314,000)	25% Adult & Dislocated Worker Training Rate, which is a reduction from 40% in prior year.
Total Subcontract - DFS	2,404,693	2,719,736	(315,043)	
Other subcontract and programmatic services				
Contractual personnel & Services	103,666	124,666	(21,000)	GOVirginia increase in funding
Contractual operations	33,636	45,138	(11,502)	UW FEC for 6 months rather than for one year
Other Training & Services	7,770	108,700	(100,930)	End of DARS awards
Total Subcontract - Others	145,072	278,504	(133,432)	
Total Expenditures	6,504,427	6,648,259	(897,257)	
Increase (Decrease) in Net Assets	\$ (113,710)	\$ 92,681	\$ (206,391)	

	Total	WIOA Admin	USDOL VCCS WIOA Adult	WIOA Dist. Wkr.	WIOA Youth Out	Area 12 WIOA EI	Area 13 WIOA Youth Out	USDOL NCOA SCSEP	DSS ESLS	DSS TANF III	Fairfax Cty CCFP	Other Govt Virginia DARS DEI	Go Virginia	EYE	UW FEC	PW	Alex	TTW	Unrestricted	Indirect Costs
Revenues																				
Government contracts	5,334,699	294,150	1,171,865	662,115	813,378	190,668	208,195	1,114,319	226,285	158,566	72,661	90,339	22,948	201,078	108,133	0	0	0	0	0
Other restricted income	726,518	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37,589	483,838	205,090	0	0
Unrestricted income	325,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	325,000	0	0
Interest	4,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,500	0
Total Revenues	6,390,717	294,150	1,171,865	662,115	813,378	190,668	208,195	1,114,319	226,285	158,566	72,661	90,339	22,948	201,078	108,133	37,589	483,838	205,090	325,000	4,500
Expenditures																				
Personnel costs																				
Salaries	1,188,433	106,568	62,067	62,067	32,629	22,703	54,492	13,790	67,135	64,119	49,573	51,472	15,000	129,949	12,550	6,474	83,858	32,640	195,832	32,499
PWSSC/Cherokee Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intern Salaries & Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fringe benefits	404,565	26,407	14,548	14,548	7,754	5,149	38,157	2,937	36,056	41,465	10,577	17,066	5,000	45,663	2,982	2,270	35,750	6,602	63,245	7,509
Total Personnel Costs	1,593,998	132,975	76,615	76,615	40,383	27,852	92,649	16,727	103,191	105,584	60,150	68,538	20,000	175,612	15,532	8,744	119,608	39,242	259,076	40,008
Operating Expenses																				
Annual report production	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Audit	30,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,500
Communications	44,880	0	500	0	0	3,000	1,500	0	984	1,020	2,400	700	216	0	0	0	19,560	9,400	1,100	4,500
Contracted Maintenance	17,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,000	0	0	0
Dues and memberships	6,800	2,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,500
Equipment lease & Maintenance	24,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,600	5,900	0	0
Financial mgt services	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50,000
Insurance (business)	22,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,000
Leases	433,992	0	0	0	0	0	0	0	4,300	6,600	0	0	0	0	0	0	259,915	141,058	3,200	18,919
Meetings and conference fees	6,130	0	0	0	0	0	0	0	0	0	0	0	0	0	3,030	0	0	0	0	100
Office Supplies	53,358	4,000	1,000	1,000	2,000	6,000	1,650	0	762	1,415	0	1,080	500	7,000	451	1,000	5,500	4,000	1,000	12,500
Payroll & HR Services	50,914	0	0	0	0	0	0	25,898	0	0	0	0	0	0	3,016	0	0	0	0	22,000
Professional services	46,950	3,000	3,500	3,500	0	0	0	0	0	1,000	3,500	0	0	0	550	0	6,100	1,700	0	16,600
Rent	9,815	0	0	0	0	0	9,815	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Training	3,430	500	500	200	0	0	500	0	700	500	0	0	0	0	30	0	0	0	0	500
Travel (staff)	11,550	100	800	1,000	0	0	650	0	1,500	1,300	800	900	300	1,500	0	0	0	2,000	200	500
Utilities	28,935	0	0	0	0	435	0	0	0	0	0	0	0	0	0	28,500	0	0	0	0
Total - SSG Operating	845,754	9,700	6,300	5,700	2,000	9,435	14,115	25,898	8,246	11,835	6,700	2,680	1,016	8,500	7,077	1,000	352,675	162,058	8,000	13,200
SSG Program Costs																				
Outreach	24,833	0	500	500	0	3,525	500	192	300	0	0	500	0	2,316	0	0	0	1,500	5,000	10,000
Comp Center Cost - Woodbridge	96,929	0	16,934	16,934	58,061	0	0	0	0	0	0	0	0	0	5,000	0	0	0	0	0
Comp Center Cost - Cherokee	10,255	0	2,051	2,051	6,153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incumbent worker training	50,000	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transitional Employment Work Exp	1,067,170	0	0	0	0	0	0	953,629	24,606	29,947	0	0	0	58,988	0	0	0	0	0	0
Other training & support	66,803	0	0	0	0	47,308	0	0	900	1,000	0	12,000	0	595	0	0	0	5,000	0	0
SSG Bus gas & maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation & vouchers	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
One Stop Center Set Aside (4 mo less adv)	188,694	0	184,744	3,950	0	0	0	0	0	0	0	0	0	0	0	0	0	600	0	0
Unobligated Fundr/Temp Restricted	9,626	766	5,767	3,093	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - SSG Program	1,514,910	766	234,997	51,528	64,213	50,833	500	953,821	25,806	30,947	0	12,500	0	61,899	5,000	0	7,100	5,000	10,000	0
Subcontract services - DFS	2,360,664	0	587,071	391,380	589,647	86,500	0	104,745	0	0	0	0	0	17,039	0	0	0	0	0	0
SkillSource Ctr personnel	1,776,382	0	6,000	4,000	10,000	5,000	0	1,382	0	0	0	0	0	3,439	0	0	0	0	0	0
Comp Center Cost - Cherokee	29,831	0	6,700	3,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supportive Services	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Operations	1,816,213	0	599,771	398,680	599,647	91,500	0	106,137	0	0	0	0	0	20,478	0	0	0	0	0	0
OJT	9,500	0	0	0	9,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training including ITAs, OJTs	494,480	0	242,000	121,000	113,000	0	18,480	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Training	22,500	0	0	0	13,000	0	9,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Work Experience	62,000	0	0	0	42,000	0	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Training	588,480	0	242,000	121,000	177,500	0	47,980	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Subcontract - DFS	2,404,693	0	841,771	519,680	777,147	91,500	47,980	106,137	0	0	0	0	0	20,478	0	0	0	0	0	0
Subcontract services - Other																				
Contractual Personnel	103,666	0	0	0	0	44,000	0	59,666	0	0	0	0	0	0	0	0	0	0	0	0
Contractual Operations	22,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,000	0	0	0	0
Supplies, Outreach & Telecommunications	8,036	0	0	0	0	0	0	8,036	0	0	0	0	0	0	0	0	0	0	0	0
Travel	3,600	0	0	0	0	0	0	3,600	0	0	0	0	0	0	0	0	0	0	0	0
Other training and services	7,770	0	0	0	0	0	0	7,770	0	0	0	0	0	0	0	0	0	0	0	0
Total Subcontract - Others	145,072	0	0	0	0	44,000	0	79,072	0	0	0	0	0	0	0	22,000	0	0	0	0
Total Subcontract	2,549,765	0	841,771	519,680	777,147	91,500	47,980	106,137	79,072	0	0	0	0	20,478	22,000	0	0	0	0	0
Total Expenses before cost allocation	6,504,427	143,441	1,159,883	653,524	883,744	179,620	199,244	1,102,583	216,315	148,366	66,850	83,718	21,016	184,112	104,986	36,744	472,283	201,299	274,176	58,208
Allocation of Indirect Costs	0	12,847	64,119	45,214	60,868	11,048	8,951	11,736	9,969	10,201	5,811	6,621	1,932	16,966	3,147	845	11,555	3,791	25,030	3,865
Recless indirect charged to WIOA programs to WIOA admin	81%	137,862	-51,937	-36,623	-49,303	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	6,504,427	294,150	1,171,865	662,114	883,308	190,668	208,195	1,114,319	226,285	158,566	72,661	90,339	22,948	201,078	108,133	37,589	483,838	205,090	299,206	62,073
Increase (Decrease) in Net Assets	-113,710																			

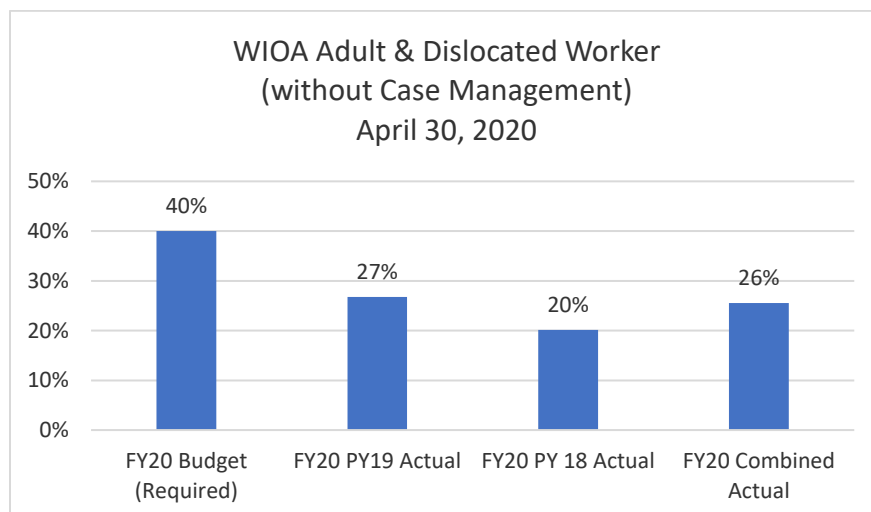
VIRGINIA CAREER WORKS - NORTHERN BOARD MEETING SUMMARY SHEET

SUBJECT: WIOA Adult and Dislocated Worker Training Expenditure Rate

The Commonwealth of Virginia requires that 40% of WIOA Adult and Dislocated Worker funds are expended for participant training. In FY20, the calculation in the budget includes 21% of case management expenditures, which is the estimate of effort dedicated to training activities. The top chart is prepared on this basis and indicates 37% expenditure rate for Training on a budget of 40%.



The chart below reflects the training rate at 26% after ten months in FY20.



STAFF: Nancy Nguyen
Edyta Barrett
David Hunn
(703) 827-3782

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: Update on New WIOA Youth Program FY 2021 Request for Proposals

Since 2002, Virginia Career Works - Northern (Workforce Area #11) and the *SkillSource* Group, Inc. has competitively bid out the contract for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Operator. The Fairfax County Department of Family Services has been the WIOA/WIA Youth Program Operator since 2002. Contract terms are five (5) one-year contracts.

The contract period for the current WIOA Youth Program award ends in June 2020. SSG issued a renewal RFP for new WIOA Youth Program services which was available from February 14, 2020 and originally due March 31, 2020. The RFP was distributed to a list of interested bidders. An advertisement was placed in the Washington Post during the weekends of February 22, 2020, February 29, 2020, and March 8, 2020. The RFP was also posted on the website for the National Association of Workforce Boards (NAWB). A Pre-Proposal Conference was held on February 27, 2020.

Due to the COVID-19 pandemic, *SkillSource* extended the deadline for the RFP to April 17, 2020. One proposal was received in response to this RFP, from Fairfax County Department of Family Services. A RFP Review Committee, comprised of SSG staff, the VCWN Youth Committee Chair, and VCWN Board Members, reviewed the proposal and awarded high marks to the proposal from the Fairfax County Department of Family Services, and unanimously voted for the *SkillSource* Board to approve that the contract award be made to Fairfax County DFS.

As SSG has not yet received its PY20 WIOA Formula funding allocations, the total funding amount for FY 2021 will be negotiated with County officials based on WIOA funding availability.

The *SkillSource* Board of Directors approved this contract award for the FY 2021 WIOA Youth Program Operator for Virginia Career Works – Northern to Fairfax County Department of Family Services at its May 2020 meeting.

STAFF: David Hunn
Seema Jain
703-827-3782



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May 26, 2020

Mr. Michael Becketts
Director
Fairfax County Department of Family Services
12011 Government Center Parkway
Pennino Building, 5th Floor
Fairfax, VA 22035

Dear Mr. Becketts:

Thank you for your organization's proposal to the **SkillSource** Group, Inc. for our recent solicitation seeking a contractor for Workforce Innovation and Opportunity Act (WIOA) Youth Program Services in Northern Virginia Area #11 effective in FY 2021. I am very pleased to report that the **SkillSource** Board of Directors has approved your organization's contract award for the FY 2021 WIOA Youth Program Services. The Fairfax County Department of Family Services had the highest rated proposal and has been selected to continue as the Northern Virginia Youth Program Operator for the next contract period. Our FY 2021 contract agreement will be forthcoming as will the FY 2021 WIOA Youth Program funding allocation, when received.

I congratulate you and the staff of the Fairfax County Department of Family Services for your strong WIOA Youth Services proposal and I thank you for your commitment in working with the **SkillSource** Group, Inc. We look forward to our continued work together.

Sincerely,

David A. Hunn
President and CEO

cc: Lisa Tatum, Fairfax County Department of Family Services
Dai Nguyen, Fairfax County Department of Family Services
Andrew Janos, Fairfax County Department of Procurement and Material Management
Doug Kissick, Fairfax County Department of Procurement and Material Management

*A non-profit entity of Virginia Career Works – Northern Region
enhancing workforce excellence and economic prosperity.*

Reply to the attention of: R2-JLF
Serial #FY20-363

May 5, 2020

Mr. George Taratsas
Administrator, Federal Workforce Programs
Virginia Community College System
300 Arboretum Place, Suite 200
Richmond, VA 23236-3473

Dear Mr. Taratsas,

The U.S. Department of Labor's Employment and Training Administration (ETA) has reviewed Northern Virginia's attached one-page proposal from The SkillSource Group, Inc. (entitled "WIOA Pay-for-Performance Contract Provisions," dated February 25, 2020). ETA interprets this document as a request from the Commonwealth of Virginia to reserve Program Year (PY) 2018 Workforce Innovation and Opportunity Act (WIOA) funds for use in a WIOA Pay for Performance (PFP) contract strategy, and that the funds be given extended disbursement status, per WIOA section 189(g)(2)(D). The Northern Virginia proposal outlines the targeted population, outcome measures, and data validation process for the Northern Virginia PFP contract strategy project.

ETA is willing to approve the Northern Virginia request, pending the successful re-submission of the proposal that includes the information requested in the enclosed ETA attachment. If the proposal requests extended disbursement status for the Commonwealth of Virginia's PY 2018 WIOA funds, please re-submit the proposal by close of business Friday, May 15, 2020. ETA must have at least one full month to execute the transfer of funds.

ETA commends the Commonwealth and Northern Virginia for its desire to implement this innovative strategy to enhance performance for disadvantaged youth involved with the criminal justice system. These kind of proactive initiatives are vital to fulfilling ETA's desire to create a more robust and effective workforce development system.

ETA staff are available to provide technical assistance to ensure that the proposed strategy meets WIOA's statutory and regulatory requirements. If you have questions, please contact Jennifer Friedman at friedman.jennfier@dol.gov and 215-861-5298

Sincerely,

A handwritten signature in blue ink, appearing to read "Leo Miller", with a stylized flourish at the end.

LEO MILLER
Administrator

cc: Megan Healy

Enclosure

The **SkillSource** Group, Inc.
WIOA Pay-for-Performance Project Contract Provisions
February 25, 2020

Background: In July 2017, the **SkillSource** Group, Inc., the non-profit fiscal agent for Northern Virginia Workforce Area #11, and its Workforce Innovation and Opportunity Act (WIOA) Youth Program Operator, Fairfax County Department of Family Services (DFS), launched its first WIOA Pay-for-Performance (P4P) project. The Northern Virginia Team Independence (NVTI) program was designed to improve employment and skills development outcomes for a subset of 100 WIOA young adults involved in foster care and the justice system in Northern Virginia.

In May 2019, the U.S. Department of Labor advised Virginia officials that the NVTI P4P project was to be halted, due to forthcoming Federal guidance that would be released through a TEGL and because Virginia had not received approval for a WIOA grant modification request to implement a P4P project. **SkillSource** terminated the P4P contract with DFS and stopped all bonus payments. To date, 82 NVTI eligible young adults have been enrolled, increasing the numbers of adjudicated and foster care youth enrolled in the Northern Virginia WIOA Youth Program from approximately 5% to over 30%.

Potential Contract Provisions: With new Federal guidance to reactivate the Northern Virginia Team Independence (NVTI) program, **SkillSource** is proposing the following provisions for the P4P contract addendum to the Northern Virginia WIOA Youth Program Master Services Agreement with DFS:

Grant Period: July 1, 2020 – March 31, 2026 (Three years of service delivery; Three years of data validation).

Scope of Services: Deliver WIOA Youth Program services to 100 NVTI eligible young adults, which are young adults between the ages of 18 and 24 at time of enrollment, not attending school, and involved in the foster care and/or the juvenile justice system prior to enrollment.

P4P Funds Allocation: **SkillSource** will set aside, through the WIOA Youth Monthly Expenditure Detail Reports (MEDRs) submitted to the Virginia Community College System as no-year funds, a small portion of its WIOA Youth allocation in the amount of \$25,000 per year during the Service Provision Period, for a total of \$150,000 in P4P funds.

Outcomes and Bonus Milestones Payment Plan:

Outcome Measures (WIOA Performance Measures)	Success Target	Successful Outcomes to Reach Cap	Bonus Milestone Payment Pool	Bonus Milestone Payment Per Youth
Youth Placed in Employment, Training or Education (2Q After Exit)	66.0%	66	\$691.25	\$45,622
Youth Placed in Employment, Training or Education (4Q After Exit)	62.8%	63	\$691.25	\$43,549
Measurable Skills Gain During Programming	53.0%	53	\$691.25	\$36,636
Attainment of Degree or Certificate (4Qs After Exit)	70.0%	35	\$691.25	\$24,193
TOTAL:				\$150,000

Data Validation: In compliance with 20 CFR § 683.500, **SkillSource** will enter into a separate validation contract with a third party to serve as the Independent Validator, to confirm Bonus Milestones during each Validation Period. Upon completing each semiannual validation, the Independent Validator will issue a certificate, which will include (a) the number of Bonus Milestones achieved during the Validation Period, and (b) the total Bonus Payment amount due and payable to DFS for the Validation Period. The P4P Bonus Payment structure outlined in the contract addendum will be made in addition to the cost reimbursement contracting process that has been outlined in the Master Services Agreement for WIOA Youth Program Services with DFS.

ETA Attachment: ETA Requests for Compliance with Pay for Performance WIOA and Regulatory Provisions

We have organized this response to Northern Virginia's proposal by topic, and include the WIOA statutory and regulatory references where applicable.

Extended Disbursement Time Period and Funding Source

The proposal should specifically request ETA permission to allow the requested funding amount to be granted extended disbursement status. It should also identify the applicable funding year; the specific formula grant source of the PFP funding stream (WIOA title I Adult, Dislocated Worker, and/or Youth); the applicable program or fiscal year designation; and the associated document number.

General Issues

We ask that Northern Virginia use the PFP terminology of WIOA and its regulations, to ensure that there is no ambiguity on important points. Also, please ensure that the table headings align with and clearly describe the information included in the columns. For example, when citing percentage increases, state the base numbers from which the percentage increases are calculated.

Please submit the Northern Virginia WIOA Youth Program Master Services Agreement with the Fairfax County Department of Family Services, and any other contract which has a relationship with the proposal.

Specification of Workforce Development Problem and Target Population

Please clarify the workforce development problem and target populations, per 20 CFR 683.510(g) including whether these are individuals involved with both the foster care and the justice system.

Requested Amount

Please provide ETA with the calculations that demonstrate compliance with WIOA section 29(c)(1)(D), which states that "the local board may reserve and use not more than 10 percent of the total funds allocated to the local area under section 128(b)."

Feasibility Study

Please submit the feasibility study required by 20 CFR 683.500(b).

Reallocation of Unused Funds

WIOA section 3(47)(C) requires that a PFP contract strategy include "a description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance...did not occur, for further activities related to such a procurement strategy." Please include this description.

Performance

Number of individuals

Please clarify whether the performance outcomes pertaining to the target population of 100 individuals include the 82 individuals already being served.

Performance vs. bonus measures

Please use the terminology in WIOA and its regulations, to clarify the meaning of the proposal's references to "outcomes and bonus milestones." These terms do not directly align with the terms used for PFP in WIOA and its regulations, in which performance payments and bonuses (optional) are two separate categories.

Performance targets relative to other factors

The performance targets must be "relative to baseline performance," per 20 CFR 683.500(a)(2). Please supply the baseline information. Per the same regulation, please supply the "acceptable cost to government associated with achieving these outcomes."

Cap on performance payments

Please clarify how the payments will be capped to align with the amounts requested in the proposal. For example, does the payment increase once the amounts of each of the four performance targets is reached, or is the payment capped at the amounts listed in the last column, or for the \$150,000 overall amount?

Performance-based payments

Please describe the proposal's payment structure of cost reimbursement to ensure that the proposal is consistent with the WIOA section 3(47)(A) definition of a PFP contract strategy as a "fixed amount that will be paid...based on the achievement of specified levels of performance..." and with the 20 CFR 683.510(c) prohibition on cost-plus-a-percentage-of-costs contracts.

Data Validation

Please use consistent payment and validation time periods, clarifying whether these are annual or semi-annual.

NAME
Title

cc: xx

**VIRGINIA CAREER WORKS – NORTHERN REGION
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: Approval of New and Updated WIOA Policies for the VCW Northern Region

VCWN staff are seeking Board approval of the following new and updated policies:

Work Experience Policy - This policy is an update to the prior WEX policy to conform with recent guidance from the U.S. Department of Labor about the appropriate use of stipends and incentives.

Young Adult Incentive Policy – This new Board policy establishes the process to provide reasonable incentives to young adults who participate in the WIOA Youth Program and successfully complete training or educational programs in order to encourage participation in such activities.

Supportive Services Policy – This new Board policy establishes the guidelines for the provision of supportive services using WIOA funding, including assistance with transportation, assistance with the purchase of uniforms or work-related tools, and other reasonable expenses.

Action Requested:

VCWN Board of Directors approval of one (1) updated policy and two (2) new policies: Work Experience Policy, Young Adult Incentive Policy, and Supportive Services Policy.

STAFF: David Hunn
Seema Jain
703-827-3782



NORTHERN REGION

Virginia Career Works – Northern Region Work Experience Policy

Policy Number: 2019-03

Effective Date: March 7, 2019

Revised: June 4, 2020

Purpose: The purpose of this policy is to establish guidelines for the arrangement of Work Experience where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

Background:

Work experience is applicable to all Workforce Innovation and Opportunity Act (WIOA) core programs because it is an invaluable tool to engage businesses and to support job seekers in overcoming barriers to employment. Work experiences are designed to help individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry and retention in unsubsidized employment.

WIOA acknowledges the critical role work experiences and internships play in helping individuals obtain the skills they need to succeed in the workplace and includes a major focus on providing Youth work experience opportunities with the requirement that local areas must spend a minimum of 20 percent of their Youth funds on work experiences. Work experiences help Youth understand proper workplace behavior and what is necessary in order to attain and retain employment. Work experience can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for Youth.

Definition

A work experience is a planned, structured learning experience that takes place on a worksite for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate, and must be consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be within the private for-profit sector, the non-profit sector, or the public sector.

Work Experience for Adults and Dislocated Workers

Work experience may be provided as an individualized career service to enrolled Adults and Dislocated Workers, if appropriate to obtain employment. The terms internship and work experience are used interchangeably in WIOA for Adults and Dislocated Workers.

To be eligible for a work experience, an individual must meet Adult and Dislocated Worker program eligibility. There is no requirement for career and supportive services. Career services such as work experience may be provided in combination with an Individual Training Account (ITA). There is no minimum expenditure requirement or funding cap for work experience for Adults and Dislocated Workers, except for transitional jobs.

Work Experience for Youth

For Youth, work experiences are one of the fourteen required program elements that must be made available in each local area. Work experiences may be paid or unpaid. The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing;
- On-the-job training (OJT). (see OJT policy)

The academic and occupational education component may occur concurrently or sequentially with the work experience, based on a participant's Individual Service Strategy (ISS) and individual needs. The academic and occupational education component may occur inside or outside the work site. The participants can also receive their academic and occupation education component by attending workshops or during their case management counseling with their case managers.

Summer Employment

Under WIOA, summer employment opportunities are a component of the WIOA Youth work experience program element. Local programs are encouraged to coordinate work experiences, particularly summer employment, with other Youth-serving organizations and agencies. This program element must occur between May 1st to September 30th.

Job Shadowing

Job shadowing is a work experience option where Youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can range from a few hours to a week or more. Job shadowing is designed to increase career awareness, help model appropriate behavior, and reinforce in the Youth the link between academic classroom learning and occupational work requirements. It provides an opportunity for Youth to conduct short interviews with people in their prospective professions to learn more about those fields. Job shadowing is like an expanded informational interview. By experiencing a workplace first-hand, Youth can learn a great deal more about a career than through research alone.

Pre-apprenticeship

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a registered apprenticeship program and includes the following elements:

- Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.

On the Job Training (OJT)

See Virginia Career Works – Northern Region OJT policy.

20% Youth Work Experience Expenditure Requirement

Title I of WIOA includes a requirement that a minimum of 20 percent of local area WIOA Youth funds must be spent on work experience. Program expenditures on the work experience program element can be more than just wages paid to Youth in work experience. Allowable expenditures include:

- Wages/stipends/incentives paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Staff time spent working with clients;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare Youth for a work experience.
- Supportive services that assist youth in participating in the work experience.

The percentage of funds spent on work experience is calculated based on the total local area Youth funds expended for work experience (not calculated separately for in-school and out-of-school Youth).

Employer

An eligible Work Experience employer must meet the following criteria:

- May be in the public, private non-profit, or private sector
- Must have adequate personnel to provide sufficient supervision and training
- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work
- Must not have a history or pattern of failing to provide OJT or Work Experience participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location
- And must not use Work Experience assignments to displace regular employees, or to replace any employee on layoff.

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Incentives and Stipends

Except for OJT, other work experiences are a pre-vocational service; the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in

Work Experience are stipends for participation and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes under the General Welfare Exception in the IRS Internal Revenue Code, nor are the payments considered gross income that would be reportable on a 1099-MISC or W-2.

Incentives are allowable as an award for clients who complete a work experience or other training related activities as outlined by the United States Department of Labor (USDOL).

Work Experience Agreement

A work experience must be provided through a written agreement with the worksite. The agreement must include:

- Responsibilities and expectations of the participant, the worksite employer, and the local area representative;
- Job title, duties, and goals for the participant;
- The length of the work experience;
- The incentive/stipend rate for the participant;
- The requirements for participants and worksite supervisors to complete/sign timesheets.

References:

- Workforce Innovation and Opportunity Act (WIOA) Sections 126-129
- 20 CFR 680, 681, and 683
- Training and Employment Guidance Letters (TEGL) 19-16 and 21-16
- 29 CFR 570 - 579

Approved:

Signed by:

Date of VCW – Northern Region Board Approval

David A. Hunn, Executive Director



NORTHERN REGION

Virginia Career Works – Northern Region Youth Incentive Policy

Policy Number: 2020-02

Effective Date: June 4, 2020

Purpose: The purpose of this policy is to provide guidance to Title I Workforce Innovation and Opportunity Act (WIOA) Youth program for granting incentive awards to enrolled participants in a uniform and consistent manner within the policy parameter.

Background:

Incentives are allowable to youth enrolled in the WIOA Title I Youth Program. They are intended to be used to encourage and motivate the participant to reach specific goals and obtain positive outcomes, as outlined in the Individual Service Strategy (ISS). Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences.

Policy

Virginia Career Works – Northern utilizes a Youth Incentive Policy as part of the Area XI WIOA Youth Employment Program. An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes defined in the individual's ISS. The incentive award must be linked to a tangible achievement and must be tied to training and education, measurable skill gain and/or credential attainment as identified in the ISS. Incentives are considered awards for achievement and participation in the 14 youth program elements. Such achievements must be documented in the participant's file as the basis for an incentive award payment.

Active WIOA-enrolled youth may be considered for incentive disbursements up to \$2,000 while involved in the WIOA Youth Program. There are no circumstances where this amount may be exceeded without approval by the VCWN Executive Director. Incentive disbursements do not include wage or training subsidies. As described in the previous paragraph, "WIOA enrolled" requires an active WIOA youth case record in the Virginia Workforce Connection (VAWC), an initiated Individual Service Strategy (ISS), and all WIOA required eligibility documentation. "Active" involves a participant who is fully participating in necessary activities and has engaged in attaining WIOA Youth Common Measure outcomes. This includes a participant who is in his or her one-year follow-up period after case closure.

Supporting comment(s) must be entered in the participant record that briefly explains why the incentive was given. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Achievements eligible for an incentive award during active participation:

- Measurable Skills Gains
- Attainment of Secondary Credential or its Equivalent,
- Attainment of Occupational Skills Certificate
- Entering Post-Secondary Education
- Attainment of Unsubsidized Employment
- Completion of an entrepreneurial training and/or Attainment of a Business License or its equivalent

Achievements eligible for an incentive award during 12 months of follow-up:

- Attainment of Secondary Credential or its Equivalent,
- Attainment of Occupational Skills Certificate
- Entering Post-Secondary Education
- Retention of Unsubsidized Employment during the 2nd and 4th quarter follow-up

Unless otherwise approved, incentive disbursements will be in the form of a gift card not to exceed the following amounts unless otherwise approved by the Program Supervisor.

\$25 gift card	Providing verification of enrollment in post-secondary education
\$25 gift card	Providing verification of employment
\$25 gift card	Providing verification of leadership/professional development
\$50 gift card	Providing verification of measurable skill gain
\$50 gift card	Successful completion of a work experience
\$100 gift card	Providing verification of credential or diploma/GED (circle one)

Disbursements are limited to the actual incentives (e.g., gift cards) available at time of request unless other arrangements are approved. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. WIOA Youth in need of emergency assistance must be referred by appropriate serve provider.

WIOA Youth Program staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, WIOA Youth staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Service providers will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

References:

- Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor, Employment and Training Administration, (20 CFR 681.580 and 20 CFR §681. 640)
- Virginia Community College System, Virginia Workforce Letter #14-02

Related Form:

- WIOA Youth Incentive Verification Form

Approved:

Signed by:

Date of VCW – Northern Region Board Approval

David A. Hunn, Executive Director



NORTHERN REGION

Virginia Career Works – Northern Region Supportive Services Policy

Policy Number: 2020-01

Effective Date: June 4, 2020

Purpose: The purpose of this policy is to provide guidance regarding the usage and different types of supportive services allowed for eligible Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth participants in the Northern Virginia region.

Background:

Supportive services are necessary to enable an individual to participate in certain activities authorized under WIOA. Supportive services may include, but are not limited to, the following: Assistance with transportation; assistance with educational testing; reasonable accommodations for individuals with disabilities; assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and payments and fees for employment and training-related applications, tests, and certifications.

Youth participants may also receive assistance with educational testing; reasonable accommodations for youth with disabilities; referrals to medical services; and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear. (20 CFR §681.570 and §688.120) Linkages to community services include, but are not limited to, legal aid services, securing government identification, and linkages to organizations that provide you the opportunity to develop their leadership skills through service to their respective communities.

Supportive services for Adults and Dislocated Workers may only be provided when they are necessary to enable individuals to participate in career services or training activities. This includes provision of information relating to the availability of supportive services. For Youth, this is one of the fourteen program elements required by WIOA in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education and/or employment, and career readiness for youth participants.

Policy

Supportive services may be provided only to WIOA clients who are participating in WIOA programs and who are unable to obtain supportive services through other programs. No program operator may provide supportive services funded by a WIOA program until other local area programs (which generally provide the supportive service needed by the client) have been contacted. If a non-WIOA program is capable of providing the supportive service needed by the client, a referral will be made by the program operator. However, if alternative resources cannot be found, then supportive services may be provided using WIOA funds, if it is necessary to enable eligible individuals to participate in program activities under WIOA. Supportive services are intended as temporary assistance and should not be considered or provided as long-term support. Provision of supportive services is not guaranteed and is contingent on availability of funding.

I. Process Management

1. The Participant Request for Supportive Service form will be sent to the supervisor for approval and then forwarded to the designated WIOA staff for processing.
2. The designated WIOA staff will track requests through a tracking log to manage inventory and issue supportive service payments.
 - a. Pre-purchased gas cards, SmarTrip cards, and bus tokens will be issued based on mileage documentation and assessment of participant's need as mentioned above.
 - b. P-Card purchases will be paid directly to vendor upon supportive service request approval by WIOA supervisors.
 - a. Authorized P-Card users must complete county training prior to use.
 - b. Case manager and/or authorized P-Card user will work together to make required purchase.
3. Gas cards, SmarTrip cards, and bus tokens are securely stored by the program supervisor and/or the designated WIOA staff.
4. Case manager provides the gas card, SmarTrip card, and/or bus tokens to the client and has the client signs the Participant Request for Supportive Service form acknowledging their receipt.
5. The WIOA designated staff will compare client receipts with the site inventory monthly. Any discrepancies will be immediately addressed by program management.
6. Supportive service payments will be capped at \$3,000 per participant. Should the need exceed \$3,000, written approval will be submitted by the case manager and approved by the VCWN Executive Director. Supportive services are subject to the availability of funds and assessment of need.
7. All requests and payments are tracked by WIOA designated staff and approved by the WIOA supervisor against fiscal budget.

II. Transportation Service Policy

Transportation assistance may be provided to WIOA participants. Case managers and clients must submit the required forms to justify the need for the supportive service and ensure that the need is tied to client's training and/or employment goals.

The WIOA service provider will complete all supportive service documentation prior to paying for services to support transportation costs. Travel mileage is calculated as the miles traveled from residence to the WIOA authorized activity (round-trip) at a current mileage rate (per Fairfax County's guidelines). Mileage will be verified by the case manager and documentation supported in the case file. WIOA staff have the discretion to provide less than the cost per mile based on client's needs. Transportation assistance will be evaluated throughout the duration of the WIOA approved activity and will end with the completion of the authorized activity. For those accessing public transportation, the amount will be calculated based on WMATA guidelines (www.wmata.com).

Documentation will include the following:

1. Participant Request for Supportive Services. This form assesses the participant's need to ensure that such support services are tied to the goals of the specific participant and addresses the policy outlining the requirement for alternative funding sources.
2. Using the Participant Request for Supportive Service form, the client and case manager will work together to determine alternative funding sources available through community partners and/or other agencies. If no other funding sources are available, a statement indicating unavailability of funds from DSS and/or other agencies will be indicated.

3. Documentation of mileage occurred during approved activity. Tools available include Google Maps, Waze, WMATA, Fairfax County's Mileage policy, etc.
4. Documentation of the actual transportation card provided to client (when applicable).

III. Other Supportive Services

Other supportive services assistance may be provided to WIOA participants who are engaged in WIOA approved activities. Case managers and clients must submit the required forms to justify the need for the supportive service and ensure the need is tied to the client's training and/or employment goals.

1. WIOA funds may pay for services to cover other expenses associated with participating in WIOA funded activities upon prior written approval when no other funding source is available. Additional supportive service payments may include, but are not limited to, assistance in obtaining a driver's license, uniforms and supplies for work and/or training, training support and credential fees.
2. The WIOA service provider will complete all supportive service documentation prior to paying for such services. These documents will include the following:
 - a. Participant Request for Supportive Services. This form assesses the participant's supportive service need and addresses the policy outlining the requirement for alternative funding sources.
 - b. Using the Participant Request for Supportive Service form, the client and case manager will work together to determine alternative funding sources available through community partners and/or other agencies. If no other funding sources are available, a statement indicating unavailability of funds from DSS and/or other agencies will be indicated.
 - c. Documentation of estimated cost (i.e. price quote).
 - d. Verification of purchases made by designated WIOA staff to the vendor (i.e. receipt).

IV. Procedure for Supportive Services

Determination of Need: Supportive services are not automatic or guaranteed; they are based on participant need and necessity to enable the participant to participate in approved programs and only when similar services are unavailable within the community. The participant's need and necessity of the supportive service must be documented in the case file; and for participants enrolled in individualized career or training services, must be included and tied to the goals outlined in the participant's Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

Cost Limitations: Costs for Supportive Services must be reasonable and when necessary, competitively priced. An effort must be made by the service provider to make this determination. The cost limitation includes all supportive services provided during the participant's enrollment and those supportive services provided to the client as part of follow up after exit.

When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the most appropriate based on the customer's needs, ability to access and competitively priced service available.

The cost of reimbursement or direct payment to participants for supportive services shall be the actual costs incurred up to the maximum yearly amount allowed of \$3,000 per participant.

Exceptions to exceed cost limitations: In some instances, there may be a need to exceed the limitations specified by this policy, or to provide a supportive service not defined that otherwise meets the intent of

this policy. Any request for exceeding cost limitations must be pre-approved by the VCWN Executive Director.

All exceptions must include the following:

- Customer name and State ID #;
- Identification of the additional supportive services needed and approximate cost and;
- Justification for the request, including documentation of need and the activity it supports, and;
- Current customer activity status, and
- Documentation of previous funds expended.

The VCWN will evaluate the request on a case-by-case basis and either approve or disapprove the exception request within seven (7) business days.

V. Tracking and Reporting

All requests and payments will be tracked in an internal database by WIOA designated staff and approved by the WIOA supervisor against the fiscal budget.

References:

- Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), (20 CFR §681. 570 and §688.120,20 CFR §680.900 -20 CFR §680,970)
- Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Training and Employment Guidance Letter (TEGL) # 19-16, Dated March 1,2107 & #21-16, Dated March 2, 2017

Related Forms:

- Participant Request for Supportive Services
- Supportive Services Voucher

Approved:

Signed by:

Date of VCW – Northern Region Board Approval

David A. Hunn, Executive Director

THE *SKILLSOURCE* GROUP, INC.
BOARD OF DIRECTORS BOARD OF DIRECTORS MEETING
SUMMARY SHEET

SUBJECT: Outcome of Governor's WIOA Rapid Response COVID-19 Supports for Employers

On March 17, 2020, Virginia Governor Ralph Northam announced new measures to combat the Novel Coronavirus (COVID-19) outbreak, including the release of Workforce Innovation and Opportunity Act (WIOA) Rapid Response funding to support Northern Virginia employers to remain open during this emergency. These funds intended to assist companies with less than 250 employees to avert layoffs and may be used to clean facilities and support other operational needs. These strategies and activities are designed to prevent, or minimize the duration of, unemployment resulting from layoffs due to COVID-19. The *SkillSource* Group, Inc. was awarded \$396,208, representing 26% of the State's population base and funds are available through August 31, 2020. Funds were able to be utilized towards mainly costs for employees to telework, as well as cleaning and sanitization supplies and services.

SkillSource initiated an application process, that included a 1-page application form with a budget line-item form for companies to identify where grant funds would be utilized. Applications were considered in the order in which they were received. To broaden decision-making beyond *SkillSource* Group staff, a Grant Review Panel comprised of Board Members from Virginia Career Works - Northern and the *SkillSource* Group, Inc, met virtually to make funding decisions on the applications received. After approval, *SkillSource* and the Employer entered into an Employer Agreement that outlined the roles and responsibilities of each party. Payments are made to employers on a reimbursement basis, after submission of an invoice and receipts.

SkillSource and the Grant Review Panel have reviewed over 200 of the nearly 450 applications received, and awarded funding to 72 employers. Most awards did not exceed \$10,000 in funding. As of the end of May 2020, *SkillSource* has expended \$192,208 or 49% of the award allocation.

STAFF: David Hunn
Seema Jain
703-827-3782

Department of Family Services

Employment & Training Team Report

April 2020

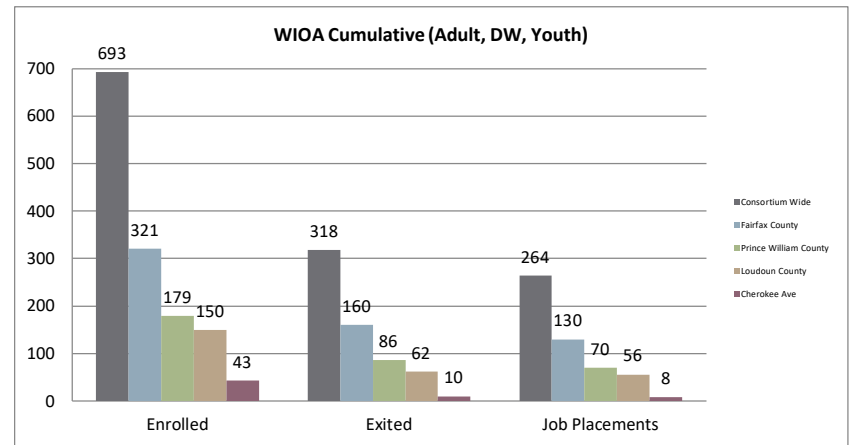
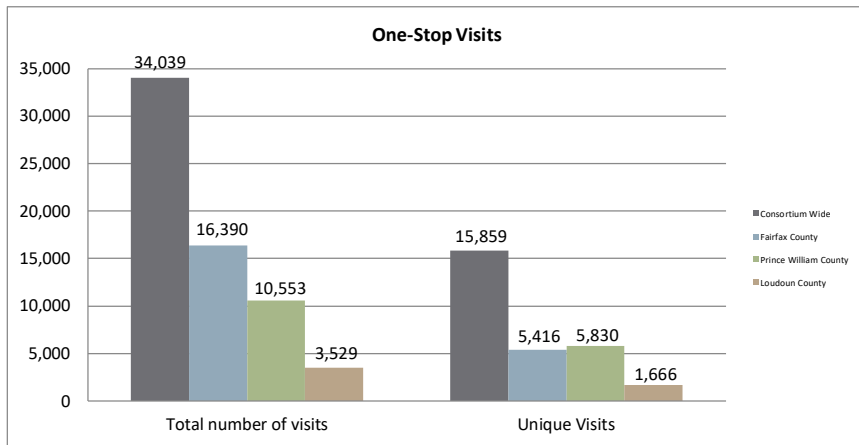


- Pages 1-2: Workforce Innovation and Opportunity Act Program
- Page 3: Workforce Innovation and Opportunity Act/ Other Grants
- Page 4: Fairfax Alternative Incarceration Branch (AIB) Center
- Page 5: ITA and OJT Breakdown
- Page 6: Northern Virginia IT Employment (NVITE) Partnership
- Page 7: Senior Community Service Employment Program (SCSEP)
- Page 8: Prince William Regional Adult Detention Center (PWRADC)



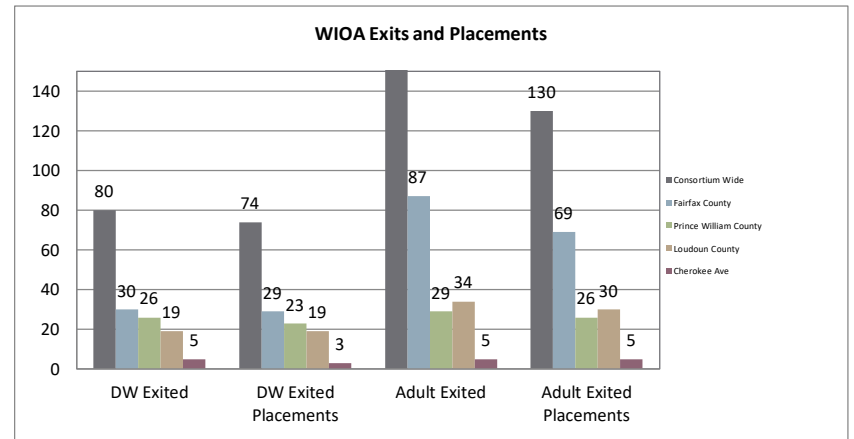
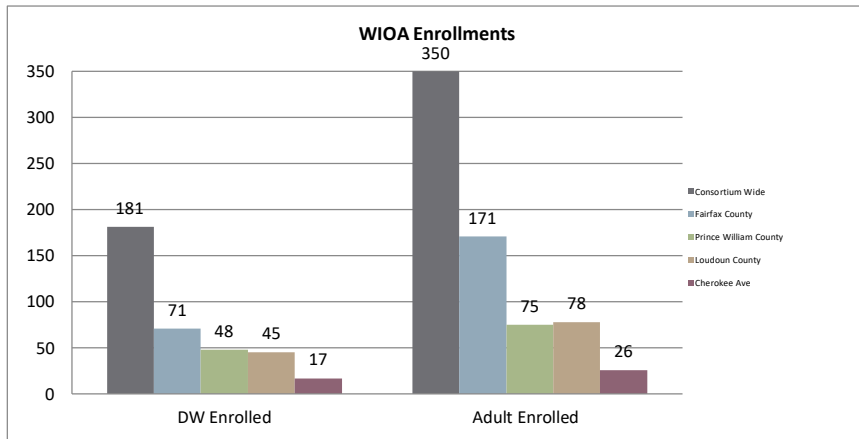
Northern Virginia Workforce Development Area, LWDA XI
WIOA Adult, Dislocated Worker, and Youth Statistics (July 1, 2019- April 30, 2020)

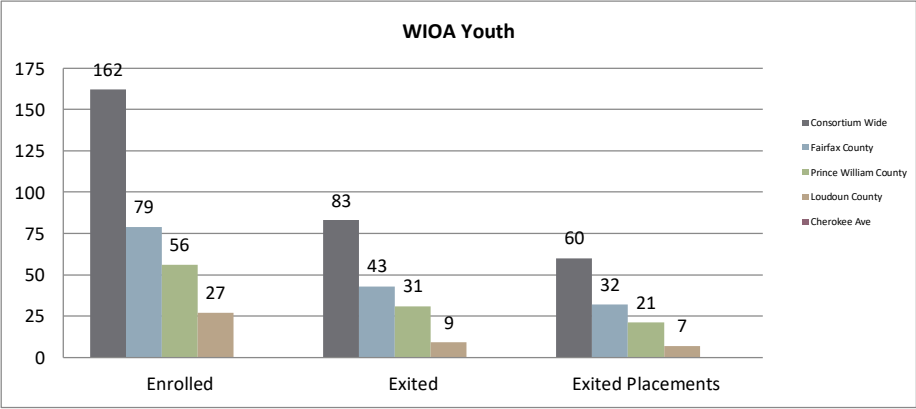
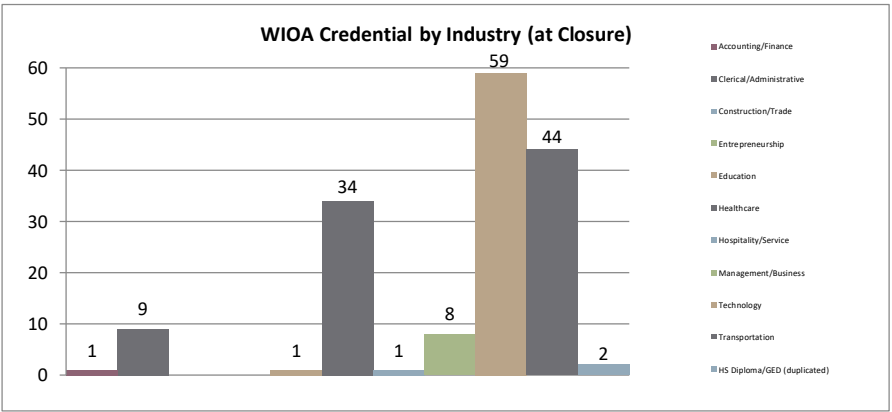
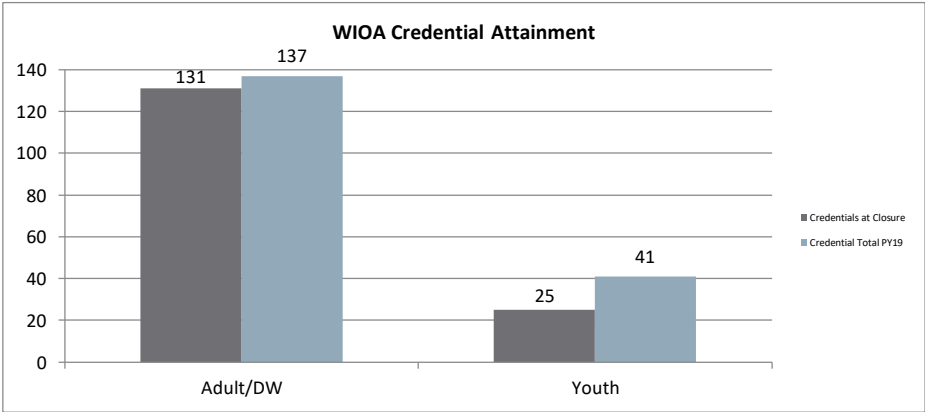
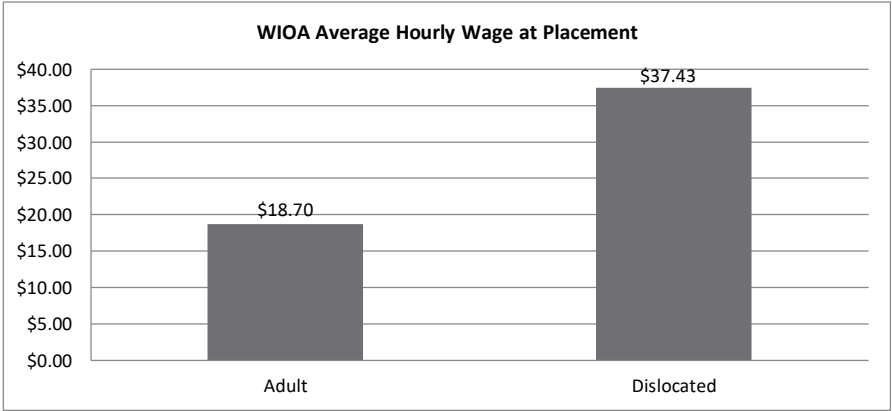
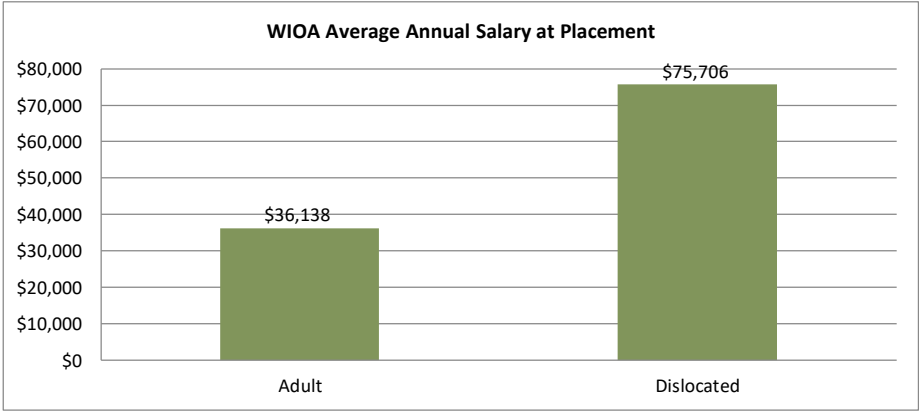
At-A-Glance					
One-Stop Services*		WIOA Services (Youth/Adult/DW)		All Employment & Training Programs	
Center Visits	34,039	Total Participants	693	Total Enrolled	714
Unique One-Stop Visits	15,859	WIOA Job Placements	264	Total Exited	348
One-Stop Job Placements	234	Average Hourly Wage at Placement (Adult)	\$18.70	Total Job Placements	282
Average Hourly Wage at Placement	\$16.86	Average Hourly Wage at Placement (DW)	\$37.43	Total Participants with Disabilities	128
* Data represents visits between July 1, 2019 - February 29, 2020. Reporting will resume when VCW centers reopen after COVID-19 Pandemic.		Average Hourly Wage at Placement (Youth)	\$11.74	Total Veterans	30
		Credentials Received in PY19	178		
		Credentials Received at Closure	156		



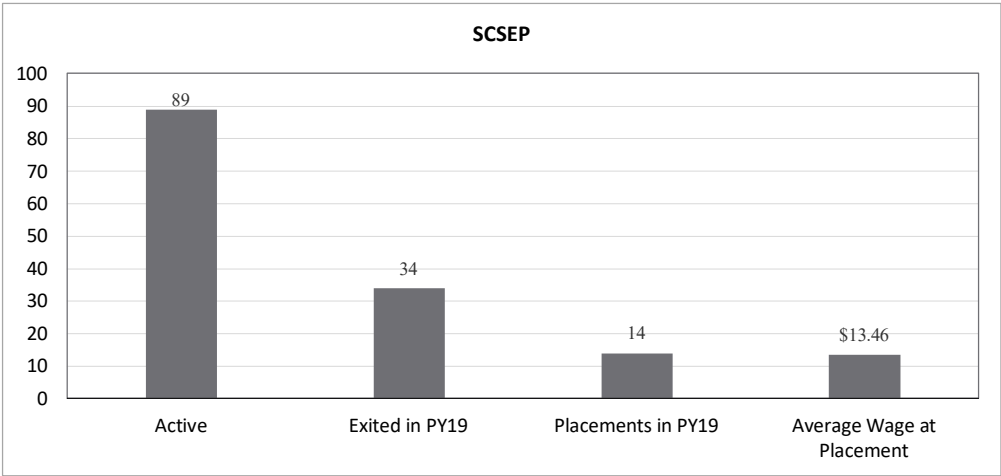
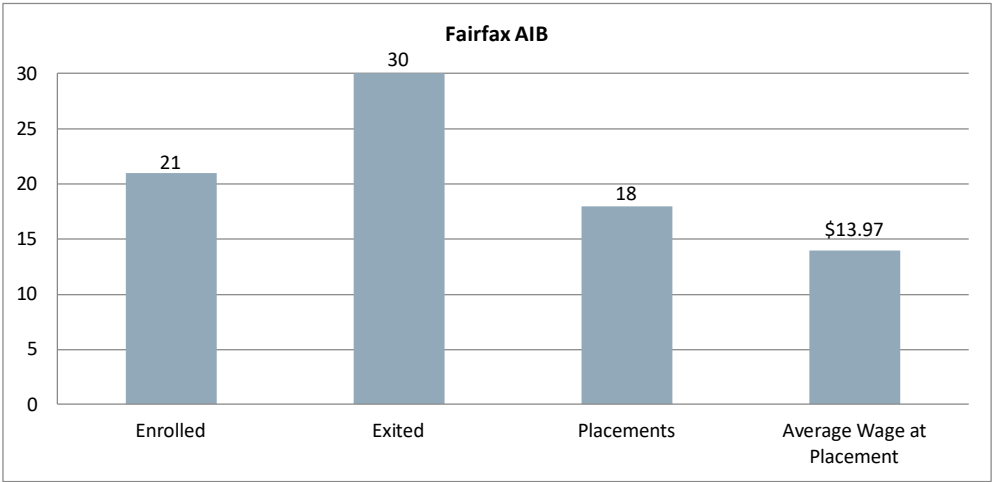
*IWT not included, see Page 3 for Data

WIOA Breakdown - Adult, Dislocated Worker and Youth





Northern Virginia Workforce Development Area, LWDA XI
WIOA Grants and Other Programs Statistics (July 1, 2019- April 30, 2020)
Non WIOA Grants



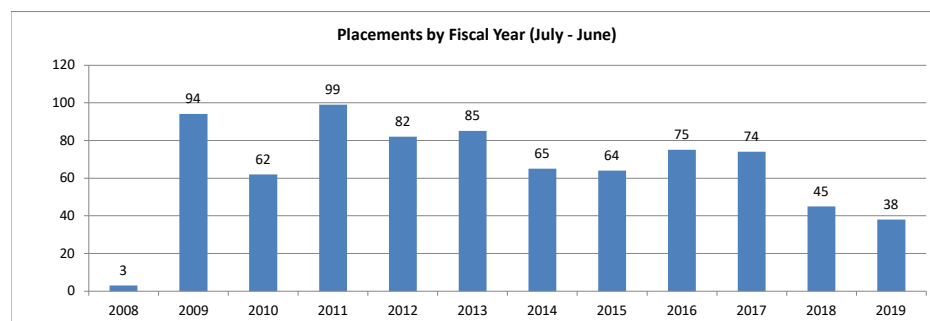
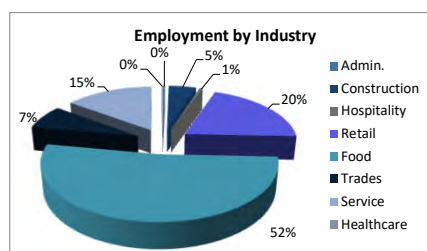
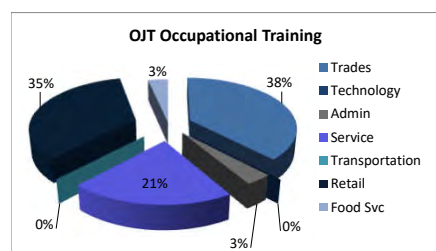
Fairfax AIB (Alternative Incarceration Branch) Center

Monthly Report

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Enrolled	4	2	2	3	2	2	0	2	2	0		
Placed in Employment	0	3	2	2	3	1	2	2	1	0		
Exited	1	5	2	2	3	7	3	2	0	3		
Employed at Exit	1	5	0	1	3	7	3	2	0	2		
Unemployed at Exit	0	0	2	1	0	0	0	0	0	1		
Currently Employed	8	6	8	9	9	3	2	2	3	1		
Average Hourly Wage	\$13.91	\$14.18	\$13.93	\$14.06	\$13.95	\$14.16	\$14.02	\$14.27	\$13.87	\$13.97		

Cumulative	
Enrolled	938
Non-Exited Placements	133
Exited	790
Unemployed at Exit	127
Employed at Exit	657
Insured by Federal Bonding	68
Total Bonding Value	\$340,000
Total On the Job Trainings	29
On the Job Training Expenditures	\$62,628
Re-Offended	74

Recidivism Rate 8%



Sample of Monthly Placements

Positions	Employers	Wage
Laborer	Shirley Contracting	\$12.00
Crew	Chipotle	\$10.75
Laundry Attendant	I&L Laundry	\$9.00

BREAKDOWN REPORT ON ITAS AND OJTS

July 1, 2019 -April 30, 2020

ITAS / INDUSTRY	Obligated Funds	Additional Training Expenses	WIOA YOUTH		WIOA ADULT/DW		TOTAL
			Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$9,888		0	0.00%	4	2.21%	4
Clerical / Administrative (CA)	\$4,955		4	16.00%	3	1.66%	7
Construction / Trade (CT)	\$8,898		0	0.00%	4	2.21%	4
Education (Ed)	\$2,525		0	0.00%	1	0.55%	1
Healthcare (He)	\$97,592		18	72.00%	22	12.15%	40
Hospitality / Services (HS)	\$6,440		1	4.00%	1	0.55%	2
Literacy Activities (LA)	\$0		0	0.00%	0	0.00%	0
Management/Business (MB)	\$36,310		0	0.00%	21	11.60%	21
Technology (Tech)	\$159,904		1	4.00%	73	40.33%	74
Transportation (Tr)	\$157,000		1	4.00%	52	28.73%	53
Others	\$0		0	0.00%	0	0.00%	0
TOTAL	\$483,512	\$0	25	100.00%	181	100.00%	206

AF: bookkeeping

CA: Administrative Certificate, MS Office Certificate

CT: HVAC, plumbing, electric

Ed: teaching, childcare

LA: ESL, basic computer

He: medical, dental, pet health

HS: food, design, massage, hair

Tech: information technology

Tr: CDL (A & B or endorsement)

MB: government contracts, HR, project management

ITA Obligated by Grants	Training Amount
WIOA Adult	\$301,171
WIOA Dislocated	\$127,501
WIOA Youth	\$54,839
TOTAL	\$483,512

OJT Obligated by Grants	OJT /WEX Amount
WIOA Adult	\$0
WIOA DW	\$0
Youth	\$2,850
TOTAL	\$2,850

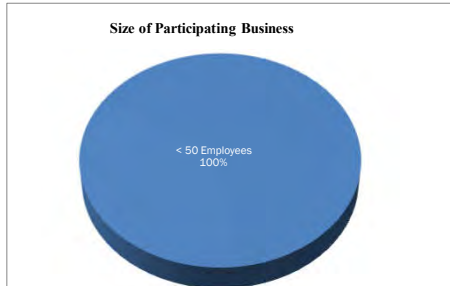
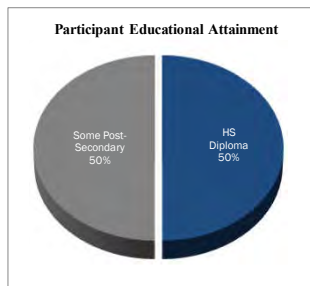
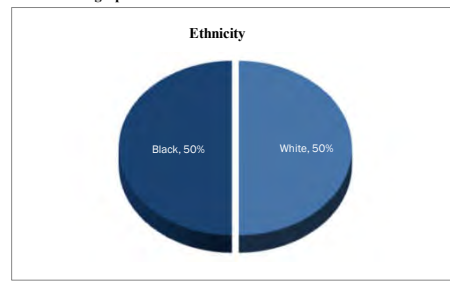
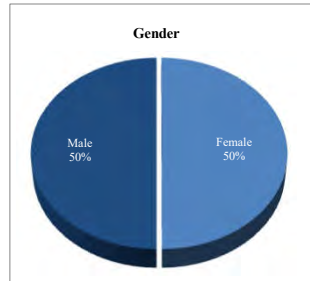
OJTs &WEX / INDUSTRY	Obligated Funds	WIOA YOUTH		WIOA A/WIOA DW		TOTAL
		Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$0	0	0.00%	0	0.00%	0
Clerical / Administrative (CA)	\$0	0	0.00%	0	0.00%	0
Construction / Trade (CT)	\$2,850	1	100%	0	0.00%	1
Education (Ed)	\$0	0	0.00%	0	0.00%	0
Healthcare (He)	\$0	0	0.00%	0	0.00%	0
Hospitality / Services (HS)	\$0	0	0.00%	0	0.00%	0
Literacy Activities (LA)	\$0	0	0.00%	0	0.00%	0
Management/Business (MB)	\$0	0	0.00%	0	0.00%	0
Technology (Tech)	\$0	0	0.00%	0	0.00%	0
Transportation (Tr)	\$0	0	0.00%	0	0.00%	0
TOTAL	\$2,850	1	100.00%	0	0.00%	1

Northern Virginia Workforce Area #11
NVITE Monthly Report

NVITE Eligible Clients Identified	Jul'19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May'20	June'20
NVITE Active Participants	22	22	22	22	22	22	24	24	26	26		
Non-WIOA Participants	0	0	0	1	3	0	1	0	0	0		
Enrolled in Occupational Training (technically related)	22	22	22	22	22	22	24	24	26	26		
Attained Certification	0	0	6	7	8	9	10	10	6	8		
Referred to OJT	0	0	0	0	1	0	0	0	0	0		
Entered OJT	0	0	0	0	1	0	0	0	0	0		
Retained OJT Employment (Unique)	0	0	0	0	0	0	0	0	0	0		
NVITE Participant Exits	0		1	3	5	6	8	8	11	14		
Entered IT-Related Employment	0		1	1	2	3	3	3	3	5		
Entered non-IT Related Employment	0		0	1	1	1	2	2	8	5		
Average Unsubsidized Wage	\$27.00	\$28.03	\$20.00	\$19.00	\$23.33	\$30.00	\$28.49	\$28.49	\$25.78	\$25.05		
Employers Contacted	16	35	49	32	20	16	15	14	12	14		
Employer Commitments Received	0	0	0	0	1	0	0	0	0	\$0.00		

Technically Related Trainings: IT, Electronic Health Records, Medical Billing and Coding

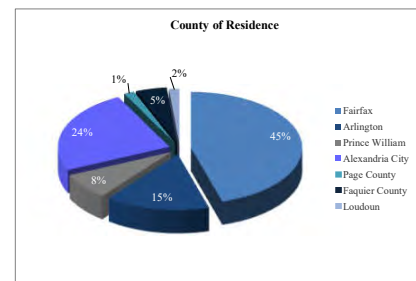
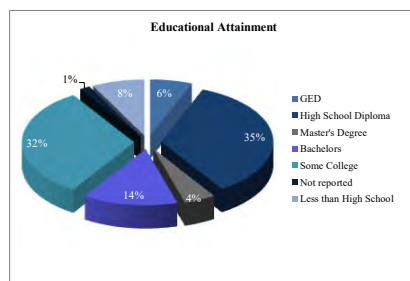
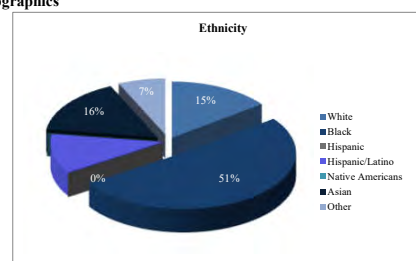
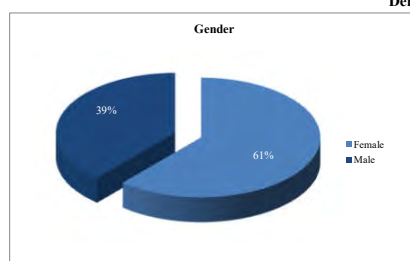
Demographics



Northern Virginia Workforce Area #11
SCSEP Monthly Report

SCSEP Eligible Clients Identified	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
SCSEP Active Participants Each Month	64	58	50	53	53	57	63	73	88	89		
Participants on LWOP	0	1	0	0	1	2	3	2	1	0		
New SCSEP Enrollments	1	0	0	6	3	5	10	12	19	2		
Average Age of Enrolled	66	66	65	66	65	66	66	65	65	65		
New SCSEP Applicants	7	11	15	35	22	11	15	9	3	5		
Referred to Identified Host Site	2	2	3	9	8	7	4	7	0	0		
Exited from Program	7	6	8	3	3	1	1	2	2	1		
Exited with Placement	4	1	1	1	2	1	0	2	1	1		
Average Employed Wage	\$ 13.61	\$ 12.89	\$ 12.74	\$ 12.74	\$ 12.88	\$ 11.62	\$ 11.25	\$ 12.63	\$ 13.24	\$ 13.46		
Active Host Site Agencies	32	32	32	33	32	32	33	31	31	31		
Host Site Agencies with Slots	x	x	x	x	x	12	14	12	n/a	n/a		
Number of Available Slots	x	x	x	x	x	19	21	17	n/a	n/a		
Potential Host Site Agencies Contacted	14	13	5	53	5	6	9	19	7	0		
Referral from WIOA One Stop Centers	3	0	7	13	10	5	64	7	3	1		
Dual Enrolled with WIOA	0	0	0	0	0	1	0	0	1	0		

Demographics

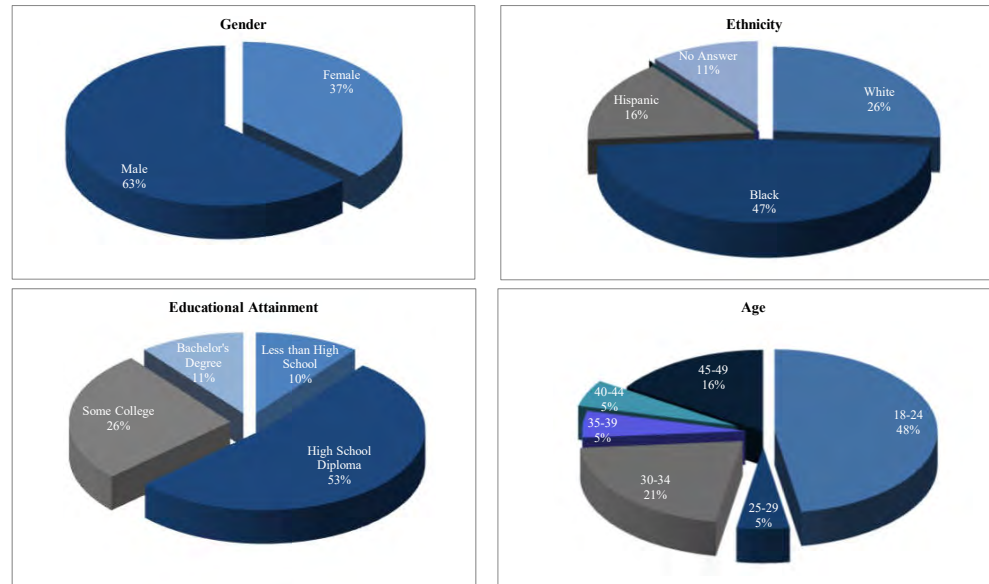


**Northern Virginia Workforce Area XI
Economic Equity Initiative (EEI)
Prince William - Manassas Regional ADC Job Center
Monthly Report**

	Sep-19 - Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Cummulative
Total Center Visits	–	141	43	0							184
Unique Center Visits	–	32	9	0							41
Total Placements	–	19	5	1							25
Wages at Placements	–	\$ 12.43	\$ 17.18	\$ 13.00							\$13.55
Enrolled in EEI Only	–	–	2	1							3
EEI Entered Employment	–	–	0	0							0
EEI Exited	–	–	0	0							0
EEI Wages at Exit	–	–	–	–							–
Enrolled in WIOA*	8	2	3	3							16
Entered WIOA-funded Training	3	0	0	0							3
Received a Credential	0	0	0	1							–
WIOA Entered Employment	0	0	0	0							–
WIOA Exited	0	0	0	0							–
WIOA Employed at Exit	0	0	0	0							–
WIOA Wages at Exit	–	–	–	–							–

*All WIOA clients are also enrolled in EEI

Demographics of EEI and WIOA Enrolled



**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Executive Director Items

The Executive Director will discuss the following items at the Board of Directors meeting.

- **FY 2020 Workforce Area #11 Training and OJT Commitments** – For FY 2020 (through April 2020), Workforce Area #11 has obligated \$483,512 for 208 WIOA Adult, Dislocated Worker and Youth jobseekers. The summary of funding obligations by each approved training provider is included here. **Pgs. 1-2.**
- **Virginia Career Works Northern FY 2019 Return On Investment Report** – For FY 2019, Chmura Economics and Consultants produced our annual Return on Investment Report, indicating that the public benefits of our regional workforce development services exceeded the public costs by 8.3:1. **Pgs. 3-4.**
- **Ongoing Submission of SSG Grant and Contract Proposals** – On behalf of Virginia Career Works Northern workforce programs, the *SkillSource* Group, Inc. continues to prepare and submit contract and grant proposals. The attached summary highlights recent proposal submissions and outcomes. **Pg. 5.**

Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI

FY 2020 ITA Provider Summary

July 1, 2019 - April 30, 2020

A. ITA Obligated by Providers

Provider (A-Z)	Training Amount	Number of ITA	Training Industries
1st CDL Training Center of NOVA	\$55,000	19	Transportation
AAA CDL School	\$61,500	21	Transportation
American School of Nursing & Allied Health	\$1,988	1	Healthcare
ASM Educational Center	\$1,656	1	Technology
Astar Education Institute	\$1,860	1	Healthcare
Career Technology Center	\$3,200	1	Technology
Clary's Nurse Aide Training Center	\$1,525	4	Healthcare
Difference Makers Academy	\$240	1	Education
Excel Health Institute	\$1,008	1	Healthcare
Fairfax County Public School	\$18,847	11	Healthcare, Accounting / Finance, Clerical / Administrative, Construction/Trade, Management/Business
George Mason University	\$26,915	14	Management/Business
Global Educational Institute	\$600	1	Healthcare
Global Institute of Technology	\$10,025	5	Technology
Golden Key Criminal Justice Academy	\$3,600	1	Hospitality/Services
Intellectual Point	\$110,117	58	Technology
Johnny Apple Seed Association, Inc.	\$5,700	2	Construction/Trade
Joyce Carelock Ministries	\$2,800	4	Clerical/Administrative
La Cocina VA	\$2,840	1	Hospitality
Learnix Tree Center	\$10,500	3	Technology
Marshall CDL School	\$2,500	1	Transportation
MedCerts	\$5,500	2	Healthcare
Medical Learning Center	\$6,470	2	Healthcare
Metropolitan Institute of Health & Tech (MIHT)	\$31,287	11	Healthcare, Technology
Northern Virginia Community College	\$30,209	10	Healthcare
Northern Virginia Mediation Service	\$505	1	Healthcare
PeopleNTech Institute of Technology	\$27,000	8	Technology
Project Management Institute	\$1,999	1	Management/Business
Security University	\$2,000	1	Technology
Shipper's Choice of VA	\$38,000	13	Transportation
SmartPath, LLC	\$2,294	2	Management/Business
Sylearn	\$2,499	1	Technology
Transformation Services	\$3,000	1	Healthcare
Ultimate Health School	\$10,328	4	Healthcare
TOTAL	\$483,512	208	

B. ITA Obligated by Grants:

Funding	Training Amount
WIOA Adult	\$301,171
WIOA Dislocated	\$127,501
WIOA Youth	\$54,839
TOTAL	\$483,512

Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI
FY 2020 OJT Provider Summary

July 1, 2019 - April 30, 2020

A. OJT/WEX Obligated by Providers:

Provider (A-Z)	Number of OJT/WEX	Training Industries
Johnny Apple Seed Association	1	Construction/Trade
Total	1	

B. OJT Obligated by Grants:

Grant	OJT Amount
WIOA Adult	\$0
WIOA DW	\$0
Youth	\$2,850
Total	\$2,850

PREPARED FOR
Virginia Career Works Northern Region



NORTHERN REGION

A proud partner of the  AmericanJobCenter® network

Published March 8, 2019

ECONOMIC IMPACT & RETURN ON INVESTMENT OF THE VIRGINIA CAREER WORKS NORTHERN REGION

FISCAL YEAR 2019

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1. Executive Summary

This report assesses the economic impact and return on investment (ROI) attributable to the workforce programs and services provided by the Virginia Career Works Northern Region (VCWNR) for Fiscal Year (FY) 2019 in the region of Northern Virginia.¹ The main findings of the report are summarized below.

The continued expansion of the economy of Northern Virginia accelerated in FY2019.

As of the second quarter of 2019, wage and salaried employment in Northern Virginia reached 1.27 million. Regional employment expanded 1.8% in FY2019 from FY2018, compared with 1.4% in the previous fiscal year.

As of the second quarter of 2019, the average annual wage per worker in Northern Virginia was \$80,434. This was significantly higher than the state average of \$59,313 and the national average of \$58,527.

In FY2019, the Northern Virginia region added 18,108 total wage and salaried jobs. More than eighty percent (85.4%) of new jobs were in the private sector. State and local governments in the region added 74 and 2,346 jobs, respectively, while the federal government added 214.

In FY2019, the largest industry by employment in Northern Virginia was professional, scientific, and technical services followed by health care and social assistance, and retail trade.

At the end of FY2019 (June 2019), the unemployment rate stood at 2.4% in Northern Virginia, lower than 2.9% statewide and 3.9% nationally. The regional unemployment rate further declined to 1.9% in December 2019.

The various workforce programs and services provided by the Virginia Career Works Northern Region have a large economic impact in Northern Virginia.

In FY2019, Virginia Career Works Northern Region provided the following workforce programs and services:

- Workforce Innovation and Opportunity Act (WIOA) Adult Program
- WIOA Dislocated Workers Program
- WIOA Youth Program
- TOGETHER
- Virginia Financial Services Network (VFSN)
- Incumbent Worker Training (IWT)
- NoVA IT Employment Partnership (NVITE)
- Northern Virginia Team Independence (NVTI)
- Fairfax Alternative Incarceration Branch Center (AIB)
- Temporary Assistance for Needy Families (TANF)
- Ticket to Work
- Employment Support for Lifelong Achievement (ESLA)
- One-Stop services, providing self service resources for jobseekers²

¹ Fiscal Year 2019 starts on July 1, 2018 and ends June 30, 2019. Virginia Career Works Northern Region serves the counties of Fairfax, Loudoun, and Prince William, and the cities of Fairfax, Falls Church, Manassas, and Manassas Park. This region is referred to as the VCWNR service area. However, in this report, the study region is defined as Northern Virginia, which also includes Arlington County and the City of Alexandria, in addition to seven localities served by VCWNR.

² In this report, all workforce programs and services excluding One-Stop services are collectively termed VCWNR non-self-service programs. Economic impact and ROI are evaluated for all non-self-service VCWNR programs and all VCWNR programs and services.

In FY2019, the Virginia Career Works Northern Region successfully helped 877 individuals either obtain employment or improve their skills through its non-self-service programs. The increased annual household income associated with those programs is estimated to have been \$37.6 million in FY2019.

The increased income resulting from VCWNR non-self-service programs is estimated to have supported 1,085 total jobs in Northern Virginia in FY2019, associated with \$49.2 million in total regional labor income. In addition, the increased income is estimated to have generated \$35.1 million in additional regional economic output, and \$4.3 million in state, local, and federal tax revenue.

If job placements through One-Stop services were included, VCWNR was instrumental in helping 1,216 individuals either obtain

employment or improve their skills in FY2019. The increased annual household income associated with those job placements is estimated to have been \$48.8 million in FY2019.

Increased income resulting from VCWNR programs is estimated to have supported 1,486 total jobs in Northern Virginia in FY2019, associated with \$63.9 million in total regional labor income. In addition, the increased income was also responsible for \$45.6 million in additional regional economic output, and \$5.6 million in state, local, and federal tax revenue.

The return on investment analysis shows that the benefit of VCWNR programs and services exceeds the cost.

In FY2019, the cost associated with all VCWNR programs and services was \$5.9 million.

The benefit is defined as the total labor income attributable to persons served through VCWNR programs and services.

Excluding One-Stop services, the benefit-to-cost ratio of VCWNR non-self-service programs was 8.3 in FY2019, indicating that the benefit of VCWNR programs was 8.3 times the public cost required.

If the ROI analysis is expanded to encompass One-Stop services, the benefit-to-cost ratio of all VCWNR programs and services in FY2019 would rise to 10.8. This indicates that the benefit is more than 10 times the public cost required.

<p style="text-align: center;">The <i>SkillSource</i> Group, Inc. SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES To The SkillSource Group Finance Committee May 28, 2020</p>				
Project Name/Solicitation	Funding Request	SSG Funding	#s to Be Served	Proposal Status
Commonwealth of Virginia WIOA Rapid Response COVID-19 Business Support Initiative	\$396,208	\$0	374	Awarded in March 2020
Fairfax County, Virginia Consolidated Community Funding Pool for July 2020 - June 2022	\$197,324	\$197,324	150	Awarded in May 2020
U.S. Department of Labor Pathway Homes Initiative Offender Reentry Program (42 months) In Collaboration with the Alexandria/Arlington Regional Workforce Council	\$3,703,940	\$390,705	410	Submitted in April 2020
Commonwealth of Virginia COVID-19 Center Workforce Development Requirements (Available Through 12/31/2020)	\$537,332	\$537,332	TBD	Submitted in May 2020
U.S. Department of Labor National Health Emergency Grant for Opioid Crisis (24 months)	\$10,957,508	\$10,863,819	1500	Submitted by State in September 2019. Labor negotiating with clarifications.
Total Funding Requested in Pending Proposals	\$15,792,312	\$11,989,180	2434	