



INDIVIDUAL TRAINING ACCOUNT (ITA) PROGRAM WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PROGRAM APPLICATION

I. PURPOSE

The purpose of this document is to request Applications from interested training providers to have specific occupational skills training programs considered for inclusion on the New River/Mount Rogers Workforce Development Board (NR/MR WDB) Approved Individual Training Account (ITA) Training Providers List. Approved programs will be eligible to receive Vouchers from the NR/MR WDB WIOA Program Operators for eligible customers to receive approved training services. For the purpose of this Application, a program of training services is defined as one or more courses or classes, or a structured regimen that leads the award of a recognized postsecondary credential based on measureable skill gains, as defined under Section VII (I).

NR/MR WDB is primarily interested in occupational skills training programs (training duration of two (2) years or less) related to occupations in the Healthcare, Information Technology, Transportation and Distribution, Advanced Manufacturing, Trades/Construction and Public Safety Industry Sectors that pay a median hourly wage rate of \$10.50 or greater. Other programs may be proposed and considered in accordance with Section IV (B).

Programs approved by the NR/MR WDB under this Application will also be included on the Virginia Eligible Training Providers List for the Program Year in which they are approved.

This Application is issued in order to establish Initial Eligibility for inclusion on the aforementioned Approved Training Provider/Programs Lists, in accordance with Virginia Board of Workforce Development Policy #15-02 (www.elevatevirginia.org).

II. NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

NR/MR WDB is a regional workforce development organization representing the cities of Bristol, Galax and Radford and the counties of Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington and Wythe.

III. TRAINING PROVIDER CATEGORIES

The following five (5) categories of training providers may apply for consideration under this Application:

- A. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and that provides a program that leads to a certification or license or college certificate, associate degree, or baccalaureate degree.
- B. A postsecondary school that offers formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. Such schools include programs of academic, vocational and continuing professional education that may lead to a certification or licensure. This category excludes avocational and adult education programs.
- C. An entity that carries out related instruction under the National Apprenticeship Act that is recognized by the Virginia Department of Labor and Industry.
- D. A provider of a program of occupational training services that under Section 23-276.2 of the Code of Virginia is exempt from certification as a postsecondary school, such as a professional or occupational training program regulated by another state or federal government agency other than the State Council of Higher Education for Virginia (SCHEV), any school, institute, or course of instruction offered by any trade association or nonprofit affiliation of a trade association on subjects related to the trade, business, or profession represented by such association. (A list of exemptions is posted on the NR/MR WDB website at ?).
- E. A provider of adult education and literacy activities under Title II of WIOA, if these activities are provided in combination with occupational skills training (example: PluggedInVA)

Programs and Providers under Categories A and B must provide evidence of active certification by the appropriate state agency to operate or must have program approval from an applicable state agency in order to be considered for approval under this Application. (A list of certifying agencies is posted on the ?).

Programs and Providers under Category C will be granted approval under this Application, if requested, following confirmation by the Virginia Department of Labor and Industry that the sponsoring employer and apprenticeship related instruction have been recognized by the state and are active and in good standing. Additional information related to Registered Apprenticeship is contained in Virginia Board of Workforce Development Policy #15-03 (www.elevatevirginia.org).

IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements

1. Applicants must submit one (1) original and one (1) copy of the completed application and all attachments to the NR/MR WDB Office, at the address listed below. E-mail or faxed applications will be excepted, but an original must still be mailed to the address below.

New River/Mount Rogers Workforce Development Board
6580 Valley Center Drive, Suite 119
Radford VA 24141

2. Applications must be signed and dated by an authorized representative of the Applicant organization and must include all required attachments. Applications that are substantially lacking key information or are incomplete, as determined by NR/MR WDB, may not be considered.

B. Occupational Demand Information

Proposed training programs must be for occupational areas that are shown on the Occupational Demand List for this Application. The List is posted on the NR/MR WDB website at <http://nrmrwib.org/wp/wp-content/uploads/2016/05/Demand-Occupation-List.pdf>. Any changes or additions to this information will be posted on the NR/MR WDB website, without notice.

Any proposed training program for an occupational area that is not shown on the Occupational Demand List must be supported by alternate labor market information to document demand, in order to be considered. This information must be in writing and may take the form of a labor market survey of at least fifteen (15) local employers. The documentation must be provided for each proposed program that is not related to an occupational area shown on the aforementioned list.

C. Approval and Review Process

It is the intent of the NR/MR WDB to utilize our available training funds in the most effective manner, focusing on high demand occupations that will enable our clients to achieve a level of self-sufficiency and allow them career growth opportunities. The WDB's Training Provider Committee meets annually to approve new applications and to review performance of currently approved programs.

The Training Provider Committee uses local Annual Employment, Employment Projections, Annual Openings and Median Average Wage occupation data to determine In-Demand Occupations. Also considered into the equation are local conditions for various occupations and previously documented client success rates in various training programs.

All programs are reviewed on an annual basis and all Approved Training Providers are expected to provide the following data:

D. Performance Data

Total Number of Students that participated in program/course (during the period)

Total Number of Students currently active in program/course

Total Number of Students that completed the program/course (during the period)

note: For reporting purposes, we'll take the number of students active, plus the number of students that completed the program and subtract that sum from the number of students that participated in the program. The difference will be shown as "dropped out of the program" – please check your numbers carefully.

Total Number of Students that received licensure, certification and/or degree

Total Number of Students that acquired training related employment

Average wage at placement (per hour, annual, other?)

V. TRAINING FUNDS AND ITA PROGRAM DURATION

The maximum amount of Workforce Innovation and Opportunity Act (WIOA) funds available for authorized combined ITA training tuition and training related costs for Program Year WIOA training service customers is \$6,000 per year for a maximum of two (2) consecutive years (twenty-four (24) consecutive months) of training in an approved program. WIOA eligible Out of School Youth may also be served by programs approved under this Application, as determined by NR/MR WDB Training funds must be leveraged to the fullest extent possible with other forms of Federal Financial Aid, such as Pell Grants, etc. for those customers who have access to such and meet the qualification requirements. Tuition payments will not exceed the authorized rates for In-State Residents, where applicable. The maximum duration for any NR/MR WDB ITA training program is limited to two (2) consecutive years (twenty-four (24) consecutive months), unless otherwise authorized by NR/MR WDB. It is expected that a customer be able to fully complete the program requirements and qualify for the related credential, diploma, license or certificate within the required duration for their specific ITA training program, not to exceed the aforementioned duration. The issuance of vouchers to new customers will be reserved for customers who are beginning an approved program with a training provider, with the exception of Healthcare and Information Technology related training programs, where eligible currently enrolled customers may be authorized for ITA Vouchers for the continuation of an approved program.

VI. KEY DATES

March 1: Request for Performance Data is sent to Approved Providers

April 1: New Provider/Program Applications and/or Performance Data forms are due by 5:00 P.M. Eastern Time **at the NR/MR WDB office. The address is shown under Section IV (A) (1).**

At April WDB Meeting: NR/MR WDB Training Provider Committee meets to review applications/performance and formulate selection recommendations.

At June WDB Meeting: NR/MR WDB meets to approve Training Provider recommendations.

July 1: Signed Vendor Agreements are due to NR/MR WDB.

VII. GENERAL TERMS AND CONDITIONS

- A. APPLICABLE LAWS AND COURTS: This Application and any resulting Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Vendor shall comply with all applicable federal, State and local laws, rules and regulations, inclusive of, but not limited to, The Workforce Innovation and Opportunity Act (WIOA) of 2014; Virginia Board of Workforce Development Policy #15-02 (www.elevatevirginia.org); Nondiscrimination and Equal Opportunity Laws and

Regulations; Drug Free Workplace Act; applicable federal prohibitions regarding Lobbying; and, the federal Immigration Reform and Control Act of 1986.

- B. DEBARMENT STATUS: By submitting their Applications, Applicants certify that they are not currently debarred by the Commonwealth of Virginia, any local public regulatory authority or municipality and/or the Federal Government from submitting bids or applications for the type of services covered by this Application, nor are they an agent of any person or entity that is currently so debarred.
- E. QUALIFICATIONS OF APPLICANTS: NR/MR WDB reserves the right to inspect the Applicant's physical facilities and/or review the proposed training program (s) prior NR/MR WDB action on the proposed training program (s) in order to satisfy questions regarding the Applicant's capabilities. In addition, NR/MR WDB reserves the right to request additional verification documentation regarding the Applicant's proposal, as needed. NR/MR WDB further reserves the right to reject any Application if evidence is found that such Applicant is not properly qualified to carry out the obligations of the Vendor Agreement and to provide the services contemplated therein and/or if the Applicant fails to meet the submission requirements of the ITA Application, as solely determined by NR/MR WDB.
- D. INSURANCE: By signing and submitting this Application, the Applicant certifies that it shall maintain and provide verification upon request during the term of the Vendor Agreement, all required and applicable insurance to include, but not be limited to Comprehensive General Liability Coverage, as appropriate.
- E. AVAILABILITY OF FUNDS: In the event that federal, State or local funds, that are the resources for the ITA Vendor Agreements, are discontinued, curtailed or otherwise no longer available, Vendor Agreements entered into as a result of this ITA Application Process may be cancelled or reduced, at any time. NR/MR WDB will endeavor to notify ITA Vendors in writing as soon as possible, in the event of such.
- F. SUB-CONTRACTS: In the event that the Applicant desires to sub-contract any part of the services specified herein, the Applicant shall furnish to NR/MR WDB the scope of work, names, qualifications and experience of their proposed sub-contractors, as part of the Application submitted to NR/MR WDB. The Applicant shall, however, remain fully liable and responsible for the services to be delivered by the sub-contractor and shall assure compliance with all requirements of the Vendor Agreement.
- G. CLARIFICATION OF TERMS: If any Applicant has questions about the Application specifications or other related documents, the Applicant should contact NR/MR WDB prior to the specified deadline for application submission. Any revisions to this Application and/or related information updates will be made in writing and posted on the NR/MR WDB website at ?, without notice. Questions may be addressed to Mrs. Marty Holliday, Executive Director, at either (540) 633-6764 or marty.holliday@nrmrwib.org.
- H. PERFORMANCE EXPECTATIONS: The minimum expected performance levels for NR/MR WDB funded training service participants, are as follows:
- Training Completion Rate 50%
 - Credential Attainment Rate 65%
- I. RECOGNIZED POSTSECONDARY CREDENTIAL: This term means an occupational skills related credential consisting of an industry-recognized certificate or certification; a certificate of completion for a Registered Apprenticeship; a license recognized by the

State involved or Federal Government; or, a college diploma, certificate, associate or baccalaureate degree. Credential documentation is required to be provided to the applicable One-Stop System Staff, upon the successful completion of training.

- J. PROPOSAL RECONSIDERATION PROCESS: Applicants who submit proposed programs in accordance with the requirements and related stipulations of this Application, which are not authorized for inclusion on the NR/MR WDB Approved List, may have their proposal(s) reconsidered upon written request, in accordance with the requirements stipulated in the NR/MR WDB Proposal Reconsideration Process. The Process can be found on the NR/MR WDB website at <http://nrmrwib.org/about-us/training-provider-information-and-applications/>. Applicants must first go through this Process before seeking any further resolution under the State Process, as set forth under Virginia Board of Workforce Development Policy #15-02 (www.elevatevirginia.org).

Note: Any Agreement issued under this ITA Application must comply with the Final WIOA Regulations, which have yet to be issued by the Department of Labor (DOL), and any other WIOA implementation policies that will be subsequently issued by DOL or the Commonwealth of Virginia. In that regard, NR/MR WDB reserves the right to include any such requirements into any initial Vendor Agreement that may be issued as a result of this Application and modify such Agreement at a later date, accordingly.

ATTACHMENTS (Excerpted from Virginia Board of Workforce Development Policy #15-02)

- A. State Training Provider Application Form
- B. State Training Program Application Form
- C. Supplemental Information Submission Requirements
- D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –
Lower Covered Transactions
- E. Anti-Discrimination Certification
- F. Certification and Representation Statement