

KANSAS CITY & VICINITY AREA

Workforce *development* Board

BOARD OF DIRECTOR'S MEETING

Tuesday, July 12, 2022

(12:00 – 1:30 pm)

Location: Via ZOOM

AGENDA

- I. CALL TO ORDER**
Ellen Fairchild, *Chairperson of the Board*
- II. APPROVAL OF MINUTES - April 12, 2022** Tab 1
- III. BUDGET & OVERSIGHT COMMITTEE REPORT - Robert Hughes, Jr. Chairperson** Tab 2
- Budget Report - **Action Approval**
FINANCIAL UPDATE
Tirhas Kidane, FEC-VP/CFO
- Financial Report - May 31, 2022
- Proposed Budget FY 2023
- Financial Monitoring
- VI. ONE STOP OPERATOR ANNUAL MONITORING** Tab 3
Andrea Robins, FEC, Sr. Director of Planning & Compliance
- One Stop Operator Annual Monitoring - **Action Approval**
- V. SUSTAINABILITY PLAN** Tab 4
Clyde McQueen, FEC, President & CEO
- Sustainability Plan - **Action Approval**
- State of Missouri Local Allocation Trends
- VI. BASIC SKILLS ASSESSMENT POLICY** Tab 5
Clyde McQueen, FEC, President & CEO
- Basic Skills Assessment Policy - **Action Approval**
- VII. GREATER KANSAS CITY & VICINITY WORKFORCE ECOSYSTEMS REPORT** Tab 6
Shelley Penn, FEC - Sr. Vice President/COO
- Wagner Peyser - Labor Exchange & Training Report
 • Employer Trends
 • Job Seekers Trends
- State Report Card
- Special Projects Report
- VIII. PRESIDENT'S REPORT** Tab 7
Clyde McQueen, FEC - President & CEO
NEW FUNDING
- Kansas City Municipal Academy
- PortKC
- Growth Opportunities Award
- Restart - Homeless Veterans Grant
- IX. ADJOURNMENT**

1740 Paseo Kansas City, MO 64108 (816) 471-2330

Serving the City of Kansas City, MO and the counties of Cass, Clay, Platte and Ray

MINUTES

MINUTES
Kansas City and Vicinity Workforce Development
Board of Director's Meeting
April 12, 2022
12:00 pm via Zoom

Members Present

Ellen Fairchild
Clyde McQueen
Deborah Briggs
Bridgette Williams
Will McCarther
Clifton Campbell
Edwin Lowndes
Alise Martiny
Kimberly Beatty
Tammy Edwards
Tim Van Zandt
Tammy Edwards
LaCinda Rainey
Joe Reardon
Robert Hughes

FEC Staff

Tirhas Kidane
LaCherl Rainey
Sandi Lemka
Rohina Behrmann
Scott Gordon
Phyllis Gross
April Law

Quest

Mayor Quinton Lucas
Catina Taylor
Anne Jordan
Chester Moyer
Paul Rodriguez

Call To Order

Ellen Fairchild, Chairperson of the Kansas City & Vicinity Workforce Development Board called the meeting to order.

Mr. McQueen introduced the Honorable Quinton Lucas, Mayor, City of Kansas City, Missouri. Mayor Lucas provided information on the workforce, economic development, and Kansas City's growth in our region. Mayor Lucas discussed how do we actually train more people and get more people hired and truly make sure that a lot of the money that we are spending the trillions of dollars going out on housing initiatives, infrastructure investments, and so many other areas are actually going toward making long-term change for our communities. He is trying to see more people launch a career and try to reach more people in our communities, and returning citizens, or individuals that have left the job market for many years, and those persons who are trying to improve their opportunities for life such as income, job benefits, salary, etc. These are reasons why the FEC is so important to us. He further shared that currently there is a conversation about a future data center in Kansas City and that FEC takes us from a "Can't Do Attitude to a We Can Attitude". A lot people aren't aware of good programs like FEC and how it is necessary to have conversations with Mr. McQueen and other representatives to achieve workforce goals. It's so importation as a city to support the FEC and we want to make sure we are in the front of the line in terms of showing how Kansas City is so strong in what it does and how it can become even stronger with greater support from the private and public sectors.

Ms. Fairchild thanked Mayor Lucas for his time and attendance.

Minutes

Ms. Fairchild asked for a motion to approve the minutes of the February 10, 2022 meeting. The motion was seconded, and the Minutes were approved by the board as written.

Audit Presentation - FY 2020 – 2021

The Audit presentation was presented by Chester Moyer and Paul Rodriguez of RubinBrown, LLC. Mr. Moyer provided the financial audit for Full Employment Council. He covered the required communications about the financial statement audit. It was performed under the U.S. Generally Accepted Auditing Standards, Government Auditing Standards and Uniform Guidance. Comments from the report is an unmodified opinion on the Council's financial statements for the year ended June 30, 2021. A report on compliance and on internal control over financial reporting based on an audit of the financial statements in accordance with government auditing standards. A clean unmodified opinion was issued on the Council's compliance and a report on internal controls over federal programs in accordance with Uniform Guidance. He stated that it is a clean audit overall.

He further reported that the Audit estimates are deemed to be reasonable as it relates to financial statements as a whole. The Planned Scope and Timing of the Audit has been what's usually done in prior years; and as far as what's required by the federal government in regard to the timing; and the requirements were met. The Accounting Practices – FEC did not have any new accounting policies adopted and existing policies was not changed. There were no transactions entered into during the year for which there was a lack of authoritative guidance. FEC's Financial Statement Disclosures were consistent and clear and neutral. There were no difficulties encountered in dealing with management related to performing the audit. Mr. Moyer was pleased to report there were no Corrected and Uncorrected Misstatements other than not separately disclosing or presenting the in-kind contributions and related expense of \$82,690. Those contributions are included in "other income" for efficiency purposes. There were no other findings or issues with management or disagreements that arose during the course of the audit.

Mr. Rodriguez provided a high level visual of how the revenues have changed over the last three years. FEC is constantly having to adapt to the new laws and practices that come to fruition. The revenues have decreased and in response to that so has the staff payroll.

The new lease guidance gets pushed due to COVID and the date of implementation for this new accounting standard has been extended. It will change the way cash and income statements look. An overview of what would happen if implemented in the current year and the approximate impact it would be to record an asset and liability for operating leases of approximately \$150,000. A list of qualitative disclosures would be required in the financial statements. This would increase both the assets and liabilities. Effective for FEC for the year ended June 30, 2023; however early adoption is permitted.

Ms. Fairchild asked for a Motion to Approve the Audit, Tammy Edwards moved for approved, and Tim Van Zandt seconded. The Audit was approved as presented.

Financial Update

Tirhas Kidane presented the Financial Report for the period July 1, 2021 - February 28, 2022. Adult Programs is averaging 45%; and Youth Programs 86%. The Youth Program funding stats from April – June. The biggest challenge we have is the work experience portion. Staff is working hard to recruit youth. Given the current environment the challenge is the wage rate we currently pay for youth is only \$11.25 and the market is very competitive, staff are working hard to get the numbers. Discretionary Fund is averaging 52%. We are added new Funding from Jackson County Combat in the amount of \$240,000. The Youth Discretionary Funds is at 25% and the largest funding is from private funding. The One Stop Cost Infrastructure Share we have recouped 6% of the total budget of \$200,000. The budget revision has Combat for calendar year January - December 2022 and we have allocated 25% of the budget and the 75% will be allocated for next fiscal year. The budget is already in the contract, so we took a portion of the budget and added it to our current budget. As of February 28, 2022, Staff Cost is at 60%; Facility is 47%; Supplies is at 65%; Travel is 23%; Professional Services is 37%; and other is 72%. The Overall FEC Operations Expenditure rate is 57%. Program Payments to training supplies and trainees is at 48% expended. Most of the activities under training service payments is relatively low.

A motion was made and seconded to approve the Financial Report. The report was approved as presented.

Performance Report

Mr. McQueen discussed how this performance report represents the workforce system and all of our partners in the system and how all of these entities work together. Kansas City is number 3 and Eastern Jackson County is number 12. KCV is in the green and exceeding performance goals. He reviewed other regions and compared them to FEC. Increasing we are using other systems such as the Apricot Referral System, as well as Board members assistance such as Evergy, Housing Authority, etc., which are very important for us to move forward. Wagner Peyser is considered our labor exchange system and in the color green. This means they use an electronic system to find employment.

Employer Services Report

This report shows the number of employers served and the type of services provided. Mr. McQueen spoke of looking at persons who have limited experience and to get them additional credentialing while they are working; and utilizing organizations like the Chamber to network with small businesses; and accessing people that we know with the opportunities that exist.

Job Seekers Report

The report shows WIOA Adult has a high wage of \$28.50 per hour, medium wage of \$15.75 per hour, and a low wage of \$14.50 per hr. WIOA Dislocated Workers are those persons laid off, terminated or business closures shows a high wage of \$31.25, medium wage of \$21.00; and a low wage of \$19.00 per hour. Training techniques being used are long term internships, contract trial opportunities, etc. The one thing we know is that we must do things a lot differently to serve the population.

President's Report

Draft Bylaws

In reference to the modification of the Board bylaws it does count if attendance is by phone or in person. A board member can have an official proxy / designee, but it must be of their equal stature (not an assistant) and they can only attend 50 percent of the meetings. In addition, they want board members to help identify opportunities for the system to service both employers and job seekers.

A motion was made to approve the amendments and the Bylaws changes were approved as presented. The Bylaws amendments were approved.

Local Plan Modification

Mr. McQueen reported that we had to modify our 2-year plan in order to increase and make available the budget that we had.

Budget Modification

There was a one-third budget reduction and adjustments had to be made in order to meet the need to increase the participation of clients in the work experience component. Mr. McQueen recommended changing the Work Experience Training Wage component to increase the need for clients and request a change from \$11.25 per hour to an increase of \$13.50 per hour, which is a difference of \$2.25 more per hour, which is about the average cost of gasoline. This was based on the workers need to pay carpooling fees and transportation fees, since they are not usually working an 8 am-5 pm shift. This recommendation is to help these persons to Skill Up and get credentials in work experience and to gain a better job.

He also requested the state to change the minimum 60/40% ratio requirement in our system to be removed for FEC to maintain operating expenses. We asked for the removal to maintain the leases that we have and to accommodate the increased cost of gasoline that happened within our system.

A motion to change the wage of \$11.25 to \$13.50 as it relates to the Work Experience jobs was approved as recommended.

Mr. McQueen asked for board members to consider a hybrid Board meeting in July 2022. An email will be sent out in reference to meeting for those comfortable with meeting in-person. Also, we will be working with partner organizations to have a partnership council to look at what's going on within our system and the employers we serve.

Joe Reardon mentioned there will be a last police chief listening session is open to the public and will be held at the KC Chamber at 3:30 pm on Thursday, Feb. 14th.

Adjournment

There being no further business, the meeting adjourned.

**BUDGET & OVERSIGHT COMMITTEE
REPORT**

ACTION APPROVAL

MINUTES
Kansas City & Vicinity Workforce Development Board
Budget & Oversight Committee Meeting
June 28, 2022 | Zoom Meeting
12 -1 pm

MEMBERS PRESENT

Robert Hughes, Jr.
Clyde McQueen
Spencer Fields
George Satterlee

FEC STAFF PRESENT

Tirhas Kidane
Andrea Robins
April Law

CALL TO ORDER

Robert Hughes, Jr. Chairperson of the Kansas City & Vicinity Area Budget & Oversight Committee called the meeting to order.

APPROVAL OF MINUTES

Mr. Hughes motioned for approval of the minutes for the September 9, 2021 meeting and the minutes were unanimously approved as written.

FINANCIAL REPORT

Tirhas Kidane gave an overview of the Financial Report as of May 31, 2022. Ms. Kidane reported on the Adult, Dislocated Workers and Youth Programs, the Adult expenditure is at 93%, the DLW expenditure is at 58%; tracking lower than usual. We need to be at 85% at the end of the fiscal year and WIOA Youth expenditure PY 20 is at 92% and the WIOA Youth PY 21 expenditure is at 86 % of the budget. The Youth Work Experience Program should be at 20% of the budget; it is at 14% as of this reporting period; just 6% is needed to meet the goal. She further reported that the overall expenditure rate which is 74% of the budget. She noted that the telephone expenditure is higher than what was budgeted due to AT&T's delay in transferring old landlines to the new SIP channel system. We anticipate the costs will decrease with the new system in coming years. On the lower end, we have capital outlay, travel, attorney fees and meeting expenses showing lower expenditure rates.

A motion was made, seconded and the Financial Report was approved as presented.

Proposed Budget FY 2022-2023

Ms. Kidane reported on the Proposed Budget FY 2022-2023. She gave a review of the revenue allocations; three year trend report and the proposed expenses budget FY 2023. Ms. Kidane stated that FEC had a 10% net reduction in the formula fund. However, there is an increase in the Discretionary fund to fill this gap. She further noted that 52% of our current year revenue budget comes from the discretionary grant.

Mr. Hughes asked about the allocation for the Discretionary Grant for that year. Ms. Kidane replied that it was approximately at 50% of the budget and Mr. McQueen added that FEC had lost several staff due to retirement and the cost of inflation.

Mr. Fields inquired about the revenue decrease and how that will affect FEC. Ms. Kidane stated that our Expenditure budget is based on the grants received and if there is a reduction in revenue, we cut costs, either personnel or overhead. In addition we consistently apply for grants when the opportunities arise. In the new fiscal year, the reduction in the guaranteed formula funds is offset by the new discretionary grants that we have received. Mr. McQueen shared that the head count had dropped at FEC; we are hiring contract employees to see if they will work out. In addition, the state has changed the requirement to 70/30 for staff and expenses; so the approach is to keep our senior management and team members in place.

Mr. Satterlee asked about the incentives to sustain senior management. Mr. McQueen replied that FEC had received several awards; which will be used to sustain the senior management.

A motion was made, seconded and the Proposed Budget FY 2023 was recommended for approval as presented.

Ms. Kidane stated that the Proposed Budget FY 2023 will be shared at the upcoming full KCV WDB for the final approval.

Financial Monitoring

Ms. Kidane reported on the Financial Monitoring Report. She stated that the staff are working on the report and it will be available for review at the next committee meeting.

FY 2022 Audit Services Update

Ms. Kidane also shared that FEC is in the process of issuing an RFP for Audit Services. The plan is to publish the RFP in July 2022 and to bring the recommendation to the next quarter's meeting.

PY 2020 MONITORING REPORTS

Andrea Robins reported on the Monitoring Reports. Ms. Robins gave a summary of the reports. The objective of review is to verify that WIOA Eligibility is performed in accordance with the required federal, state and local guidance. The scope of the review was July 1, 2021-May 30, 2022 for the WIOA Adult, Dislocated Worker & Youth and a system-generated, randomly selected file sample of 10-20 files was examined for each quarter. She shared that the monitoring included a total of 105 files, the files reviewed were as follows; 33 WIOA Dislocated Workers, 52 WIOA Youth.

PRESIDENT'S REPORT

Kansas City Municipal Academy

Mr. McQueen shared that FEC and the City of Kansas City are in agreement to train potential Dislocated Workers candidates for employment with the City through the Kansas City Municipal Career Academy; and the City is authorizing city funding up to \$9,600 for internships at \$15.00 per hour.

PortKC

He further reported on the PortKC Agreement; which will provide semester-based training for Advanced Manufacturing and Warehouse occupations.

WANTO

FEC has applied and submitted a proposal to the Women's Bureau, U. S. Department of Labor. It was announced the availability of approximately \$3.4 million in grant funds authorized by the Women in Apprenticeship and Nontraditional Occupation (WANTO).

Career Technology Academy

FEC is working with Congressman Cleaver; the Career Technology Academy and local labor unions for highway repair and construction position; the grant will provide \$3.1 million.

Growth Opportunity Award

He further mentioned the Growth Opportunity Award through the Midwest Urban Strategies; which consists of (10) of the big cities and FEC has received a \$1.3 million grant for the next three years.

ReStart

He also shared that FEC is working the Restart and has received a Homeless Veterans grant for three years for \$389,000 to work with homeless veterans to provide training and homes.

He concluded his report by sharing the FEC had negotiated with Blue Cross/Blue Shield Insurance to reduce the healthcare rate increase from 11% to 4.7% for the next fiscal year resulting in a major cost savings.

Mr. Hughes stated that he was glad to see the Career Technology Academy; he stated that we need this program.

A motion was made, seconded and the President's Report was approved as presented.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:47 pm.

FINANCIAL UPDATE TIRHAS KIDANE

FINANCIAL REPORT
For the Period Ending
May 31, 2022

Kansas City & Vicinity Workforce Development Region

FY: July 1, 2020 - June 30, 2021

As of May 31, 2022

	Contract Period		Budget	Expenditures	%	Balance
<u>FORMULA FUNDS</u>						
<u>Adult Programs</u>						
Economically Disadvantaged Adult Program	7/1/2021	- 6/30/2022	1,729,761	1,602,022	93%	127,739
Dislocated Workers Program	7/1/2021	- 6/30/2022	1,258,124	732,270	58%	525,854
<i>Subtotal Adult Programs</i>			\$ 2,987,885	\$ 2,334,291	78%	653,594
<u>Youth Programs</u>						
WIOA Youth PY 20	4/1/2020	- 6/30/2022	1,983,456	1,820,816	92%	162,640
WIOA Youth PY 21	4/1/2021	- 6/30/2023	1,556,763	1,344,597	86%	212,166
<i>Subtotal Youth Programs</i>			\$ 3,540,219	\$ 3,165,413	89%	\$ 374,806
<i>Subtotal Formula Programs</i>			\$ 6,528,104	\$ 5,499,704	84%	\$ 1,028,400
<u>DISCRETIONARY FUNDS</u>						
<u>Adult Programs</u>						
* DSS-Health Professions Opportunity	10/1/2020	- 9/30/2021	1,070,554	990,133	92%	80,421
* Missouri Work Assistance - FY21	10/1/2020	- 9/30/2021	1,034,624	883,437	85%	151,186
Missouri Work Assistance - FY22	10/1/2021	- 9/30/2022	1,034,624	723,849	70%	310,775
EPA -Browns Field	10/15/2020	- 10/14/2023	200,000	127,313	64%	72,687
Dislocated Training State Pool	5/1/2021	- 6/30/2022	98,000	76,051	78%	21,949
Equal Employment Opportunities Officers	7/1/2021	- 6/30/2022	25,000	15,896	64%	9,104
Sanctuary Workshop	7/1/2019	- 3/31/2022	110,000	59,464	54%	50,536
Urban League Pre-Apprenticeship	7/1/2019	- 3/31/2022	220,000	176,633	80%	43,367
** DSS-Skillup - KCV Region	7/1/2021	- 6/30/2022	583,836	563,692	97%	20,144
KCATA -Transportation	9/1/2019	- 9/30/2021	160,000	91,530	57%	68,470
KCMO -First Source	5/1/2021	- 4/30/2022	22,000	21,705	99%	295
KCMO- Jobs for Neighborhood -FY 21	8/1/2020	- 9/30/2021	300,000	295,814	99%	4,186
KCMO- Jobs for Neighborhood - FY 22	10/1/2021	- 8/31/2022	300,000	136,391	45%	163,609
Tech Quest	7/1/2021	- 6/30/2022	30,000	27,221	91%	2,779
Pathway Home	7/1/2020	- 9/30/2023	916,657	152,931	17%	763,726
HUD Choice Grant	7/1/2021	- 6/30/2022	68,000	29,043	43%	38,957
COVID Humantaring Grant -KCV	7/1/2020	- 6/30/2022	120,082	35,332	29%	84,750
KC Pre-Apprenticeship General Revenue	1/1/2021	- 6/30/2022	84,965	31,058	37%	53,907
Missouri Pre-Apprenticeship Programs	6/1/2021	- 6/30/2022	50,000	50,000	100%	-
	5/1/2021	- 12/30/2021	166,030	36,156	22%	129,874
Midwest Urban Strategies DWG Career	10/1/2021	- 11/20/2023	800,000	87,872	11%	712,128
** Youth Combat - Prevention Proj	1/22/2022	- 12/22/2022	240,000	8,052	3%	231,948
<i>Subtotal Adult Programs</i>			\$ 7,634,372	\$ 4,619,574	61%	\$ 3,014,798

**New Funds

*Closed

Kansas City & Vicinity Workforce Development Region

FY: July 1, 2020 - June 30, 2021

As of May 31, 2022

	Contract Period	Budget	Expenditures	%	Balance
<u>Youth Programs</u>					
DSS-Job League - KCV	7/1/2021 - 6/30/2022	73,334	58,325	80%	15,009
Private Contribution (Other)	7/1/2021 - 6/30/2022	225,000	17,444	8%	207,556
<i>Subtotal Youth Discretionary Programs</i>		\$ 298,334	\$ 75,769	25%	222,565
<u>Other</u>					
One Stop Cost /Infrastructure Share	7/1/2021 - 6/30/2022	200,000	71,017	36%	128,984
<i>Subtotal Youth Discretionary Programs</i>		\$ 200,000	\$ 71,017	36%	128,984
<i>Subtotal Discretionary Programs</i>		\$ 8,132,706	\$ 4,766,359	59%	\$ 3,366,347
<i>Total - KCV Funds</i>		\$14,660,810	\$10,266,063	70%	\$4,394,747

Kansas City and Vicinity Workforce Development Region
EXPENDITURE REPORT
For the Period July 1, 2021 - May 31, 2022

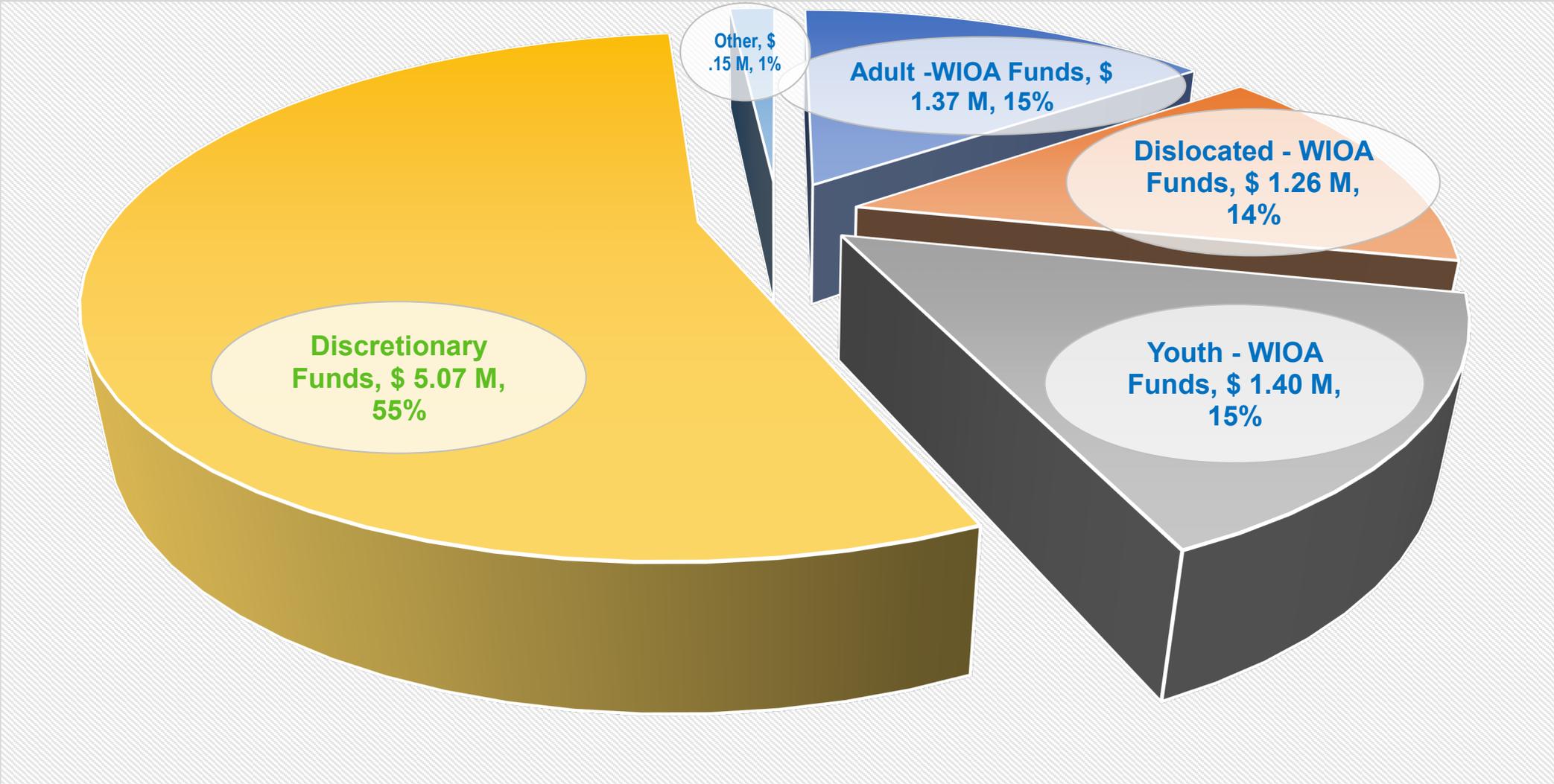
	Revised BUDGET FY- 2021/22	EXPENDITURE May-22	Y-T-D EXPENDITURE	% OF BUDGET EXPENDED
<u>Staff Cost</u>				
Salaries	\$ 3,071,332	\$ 211,043.22	\$ 2,375,717.97	77%
Fringe Benefits	1,058,292	\$ 29,152	\$ 705,010	67%
SUB-TOTAL	\$ 4,129,624	\$ 240,195	\$ 3,080,728	75%
<u>Facility</u>				
Building Rental & Maintenece	\$ 457,663	\$ 42,314	\$ 429,303	94%
Security Services	92,582	\$ 5,421	\$ 55,654	60%
Capital Outlay-	125,000	\$ -	\$ -	0%
Equip. Maintenance/Lease	36,000	\$ 2,039	\$ 23,379	65%
Moving Expenses	11,250	\$ -	\$ -	0%
SUB-TOTAL	\$ 722,495	\$ 49,774	\$ 508,336	70%
<u>Supplies/Community Outreach</u>				
Postage/Printing	\$ 26,905	\$ 1,123	\$ 19,320	72%
Supplies	74,150	\$ 6,518	\$ 66,322	89%
Telephone	120,936	\$ 19,766	\$ 150,387	124%
Advertising	30,500	\$ 4,270	\$ 22,540	74%
Membership/Publication	52,534	\$ 1,725	\$ 36,314	69%
Community Outreach/PR	34,386	\$ 2,977	\$ 17,345	50%
SUB-TOTAL	\$ 339,410	\$ 36,380	\$ 312,227	92%
<u>Travel/Training & Development</u>				
Travel - Local	\$ 48,476	\$ 3,587	\$ 29,952	62%
Travel - Out of Town	27,548	\$ 4,807	\$ 5,315	19%
Staff Training	14,500	\$ 1,354	\$ 8,090	56%
SUB-TOTAL	\$ 90,524	\$ 9,748	\$ 43,357	48%
<u>Professional Services</u>				
Attorney	\$ 72,500	\$ -	\$ 15,868	22%
Professional Services	14,000	\$ 263	\$ 4,737	34%
Board Support Services/Monitoring	50,760	\$ -	\$ -	0%
Payroll Services	40,050	\$ 2,100	\$ 33,774	84%
Audit	61,028	\$ -	\$ 64,100	105%
M I S/Technology	215,000	\$ 13,647	\$ 181,905	85%
SUB-TOTAL	\$ 453,338	\$ 16,010	\$ 300,385	66%
<u>Other</u>				
Insurance	\$ 124,949	\$ 1,094	\$ 95,741	77%
Meeting/Miscellaneous	15,000	\$ 711	\$ 9,400	63%
SUB-TOTAL	\$ 139,949	\$ 1,806	\$ 105,140	75%
TOTAL FEC OPERATIONS	\$ 5,875,339	\$ 353,912	\$ 4,350,172	74%

	Revised BUDGET FY- 2021/22	EXPENDITURE May-22	Y-T-D EXPENDITURE	% OF BUDGET EXPENDED
<u>PROGRAM PAYMENTS- Training Suppliers & Trainees'</u>				
Participants Payments	\$ 653,742	\$ 80,196	\$ 460,293	70%
Training Service Payments	1,889,286	\$ 256,788	\$ 1,803,720	95%
Transportation Payments	134,386	\$ 15,092	\$ 63,716	47%
SUB-TOTAL	\$ 2,677,414	\$ 352,076	\$ 2,327,728	87%
G. Total	\$ 8,552,753	\$ 705,988	\$ 6,677,901	78%

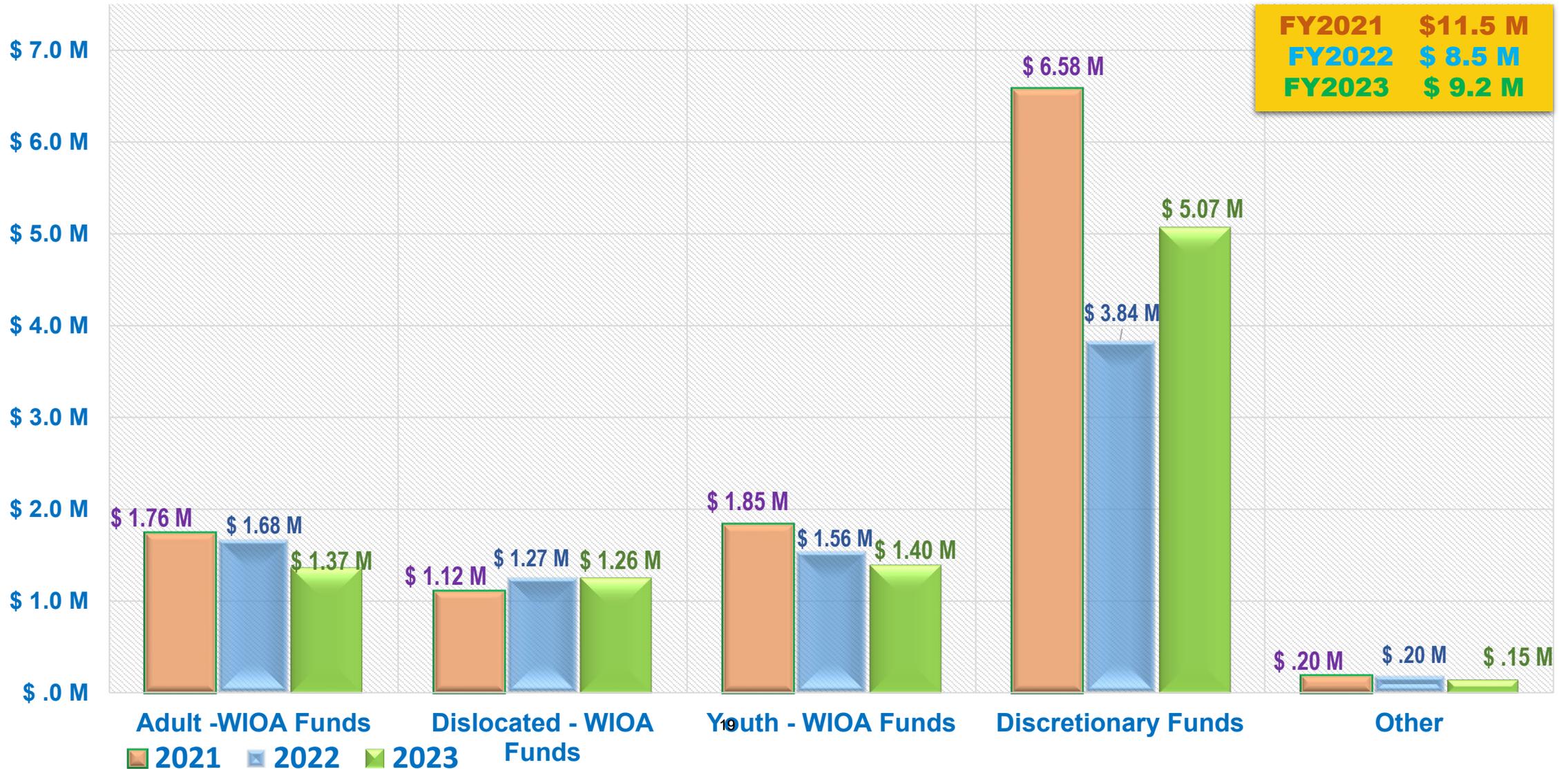
BUDGET FY 2022-2023
JULY 1, 2022 - JUNE 30, 2023

- **Revenue Allocation FY 2023**
- **Three Year Revenue Analysis**
- **Proposed Expenses Budget FY 2023**

Kansas City & Vicinity Workforce Development Region Revenue Allocation FY2023



Kansas City & Vicinity Workforce Development Region Three Years Revenue Analysis



Kansas City and Vicinity Workforce Development Region

Revenue Budget Analysis

July 1, 2022 to June 30, 2023

Funds	BUDGET 2021/2022	BUDGET 2022/2023	Variance	%ag
ADULT PROGRAM				
Formula Funds				
Economically Disadvantaged Adult Program	1,466,474	\$ 1,319,827	(146,647)	-10%
<i>Carry Over Fund- Adult</i>	216,838	51,776	(165,062)	-76%
Dislocated Workers Program	1,202,139	1,081,925	(120,214)	-10%
<i>Carry Over Fund- Dislocated</i>	68,331	180,321	111,990	164%
Subtotal Formula Adult	\$ 2,953,782	\$ 2,633,849	\$ (319,933)	-11%
Discretionary Grants				
DSS-Health Professions Opportunity	453,518	0	(453,518)	-100%
Browns Field - EPA Phase	100,000	80,000	(20,000)	-20%
Pathway Homes	229,164	583,280	354,115	155%
Restart Homes		389,000	389,000	New
** Missouri Work Assistance	1,034,624	1,034,624	0	0%
HUD-Choice Grant	68,000	68,000	0	0%
Equal Employment Opportunities	25,000	25,000	0	0%
Dislocated ITA Pool	52,934	0	(52,934)	-100%
Adult - Training Fund	-	150,000	150,000	New
** Show me Hero		100,000	100,000	New
Sanctuary Workshop pre-apprenticeship pr	75,558	0	(75,558)	-100%
Urban League <i>Pre apprenticeship Training</i>	99,367	0	(99,367)	-100%
DSS - SkillUP Program	583,836	648,340	64,504	11%
Tech-Quest	30,000	35,000	5,000	17%
KCATA - Transportation	160,000	160,000	0	0%
KCMO First Source	22,000	22,000	0	0%
KCMO Jobs for Neighborhood	300,000	300,000	0	0%
Covid Humantarin Grant	108,400	0	(108,400)	-100%
KC Apprenticeship State	84,965.00	0	(84,965)	-100%
Missouri Apprenticeship Fed	50,000	0	(50,000)	-100%
Combat - Prevention Project	60,000	180,000	120,000	200%
MO Green Career Corps Program	41,507.50	124,523	83,015	200%
Midwest Urban Strategies DWG Career grant	100,000	500,000	400,000	400%
Subtotal Adult Discretionary	\$ 3,678,874	\$ 4,399,766	\$ 720,892	20%
Subtotal Adult	6,632,656	7,033,615	400,959	6%

Funds	BUDGET 2021/2022	BUDGET 2022/2023	Variance	%ag
YOUTH PROGRAMS				
Formula Funds				
WIOA Youth	1,556,763	1,401,087	(155,676)	-10%
Subtotal	1,556,763	1,401,087	(155,676)	-10%
Discretionary Grants				
DSS-Job League - KCV	73,334	197,100	123,766	169%
Midwest Urban Strategies - Reentry Employment Opportunities		397,176	397,176	New
Other Private Fund	90,000	75,000	(15,000)	-17%
Subtotal Discretionary Youth	\$ 163,334	\$ 669,276	\$ 505,942	310%
Subtotal Youth Programs	1,720,097	2,070,363	350,266	20%
OTHER PROGRAMS				
One Stop Cost Sharing	200,000	\$ 150,000	(50,000)	-25%
Subtotal Other Programs	200,000	\$ 150,000	(50,000)	-25%
Total Funds -KCV	\$ 8,552,753	\$ 9,253,978	701,225	8%

Kansas City and Vicinity Workforce Development Region
Summary of Revenue Budget Analysis

July 1, 2022 - June 30, 2023

	BUDGET 2021/2022	BUDGET 2022/2023	Variance	%age
<u>Formula Funds</u>				
Adult Programs	2,953,782	2,633,849	(319,933)	-11%
Youth Programs	1,556,763	1,401,087	(155,676)	-10%
<i>Subtotal</i>	4,510,545	4,034,936	(475,609)	-11%
<u>Discretionary</u>				
Adult Programs	3,678,874	4,399,766	720,892	20%
Youth Programs	163,334	669,276	505,942	310%
<i>Subtotal</i>	3,842,208	5,069,042	1,226,834	32%
<u>OTHER PROGRAMS</u>				
One Stop Cost Sharing	200,000	150,000	(50,000)	-25%
<i>Subtotal</i>	200,000	150,000	(50,000)	-25%
<i>Total Funds -</i>	\$ 8,552,753	\$ 9,253,978	\$ 701,225	8.2%

Kansas City and Vicinity Workforce Development Region

Proposed Expenditure Budget

For Fiscal Year 2022/2023

	FY- 2022				FY- 2023	Variance	
	BUDGET	As of May 30 2022	Projected YTD Actual June 30, 2021	%age of budget	BUDGET	Budget 2023/22	%age
Staff Cost							
Salaries & Wages	\$ 3,071,332	\$ 2,375,718	\$ 2,741,692	89%	\$ 3,286,325	214,993	7%
Fringe Benefits	1,058,292	705,010	794,102	75%	1,084,487	26,195	2%
	4,129,624	3,080,728	3,535,794	86%	4,370,812	241,189	6%
Facility							
Building Rental & Maintenance	\$ 457,663	\$ 429,303	\$ 468,331	102%	\$ 471,392	13,730	3%
Security Services	92,582	55,654	60,714	66%	97,211	4,629	5%
Capital Outlay	125,000	-	-	0%	125,000	-	0%
Equip. Rental/Maintenance	36,000	23,379	25,504	71%	36,000	-	0%
Moving Expenses	11,250	-	-	0%	11,250	-	0%
	722,495	508,336	554,548	77%	740,853	18,359	3%
Supplies							
Postage/Printing	\$ 26,905	\$ 19,320	\$ 21,076	78%	\$ 27,169	264	1%
Supplies	74,150	66,322	72,351	98%	74,150	-	0%
Telephone	120,936	150,387	164,059	136%	151,170	30,234	25%
Advertising	30,500	22,540	24,589	81%	33,550	3,050	10%
Membership	52,534	36,314	39,615	75%	57,787	5,253	10%
Community Outreach	34,386	17,345	18,922	55%	39,544	5,158	15%
	339,410	312,227	340,611	100%	383,369	43,959	13%
Travel & Training							
Travel - Local	\$ 48,476	\$ 29,952	\$ 32,675	67%	\$ 48,476	-	0%
Travel - Out of Town	27,548	5,315	5,798	21%	27,548	-	0%
Staff Training & Development	14,500	8,090	8,825	61%	14,500	-	0%
	90,524	43,357	47,298	52%	90,524	-	0%
Professional							
Attorney	\$ 72,500	\$ 15,868	\$ 43,435	60%	\$ 72,500	-	0%
Professional Services/Consulting	14,000	4,737	5,168	37%	14,000	-	0%
Board Support Services/Monitors	61,028	64,100	69,927	115%	55,535	(5,493)	-9%
Payroll Services	50,760	-	-	0%	53,298	2,538	5%
Audit	40,050	33,774	36,845	92%	42,053	2,003	5%
M I S/Technology	215,000	181,905	198,442	92%	215,000	-	0%
	453,338	300,385	353,817	78%	452,386	(952)	0%
Other							
Insurance	\$ 124,949	\$ 95,741	\$ 104,444	84%	\$ 143,691	18,742	15%
Meeting/ Miscellaneous	15,000	9,400	10,254	68%	9,034	(5,966)	-40%
	139,949	105,140	114,698	82%	152,725	12,776	9%
TOTAL FEC OPERATIONS	\$ 5,875,339	\$ 4,350,172	\$ 4,946,767	84%	\$ 6,190,670	\$ 315,331	5%

	FY- 2022				FY- 2023	Variance	
	BUDGET	As of May 30 2022	Projected YTD Actual June 30, 2021	%age of budget	BUDGET	Budget 2023/22	%age
PROGRAM PAYMENTS-							
<u>Training Suppliers & Trainees' Pmts</u>							
Participant Payments	653,742	460,293	575,293	88%	\$ 706,042	52,299	8%
Training Service Provider Pa	1,889,286	1,803,720	2,053,720	109%	2,215,352	326,066	17%
Transportation Payments	134,386	63,716	71,216	53%	\$ 141,915	7,529	6%
SUB-TOTAL	2,677,414	2,327,728	2,700,228	101%	3,063,308	385,894	14%
GRAND TOTAL	\$ 8,552,753	\$ 6,677,901	\$ 7,646,995	89%	\$ 9,253,978	\$ 701,225	8%

FINANCIAL MONITORING

The Full Employment Council, Inc.

Report of the Financial Monitoring
Kansas City & Vicinity Workforce Development Region
UAW Labor Employment Training Corporation
Contract # OSO 21-02
For the Period 1st and 2nd Quarter
July 1, 2021, through December 31, 2021

Issued May 4, 2022

FINANCIAL REVIEW SCOPE

This financial monitoring review of the **UAW-Labor Employment Training Corporation** he monitoring covered the fiscal period from July 1, 2021 through Decem31, 2021. The FEC on behalf of **Kansas City & Vicinity Workforce Development Board** entered contract(s) with the UAW-LETC for the provision of One-Stop Operator Staffing Services. The review was performed to assess the reliability of review period fiscal data attributable to the UAW-LETC contracts with FEC. Additionally, the review evaluated the degree of compliance with the applicable Federal, State and FEC contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The monitoring included the following areas/Items:

- Review of the fiscal terms and conditions of the contract
- Review of internal control structure of the entities
- Examination of supporting documentations for a sample of reimbursement requests
- Review of most recent financial audit of the entities
- Test of allowability of costs claimed from FEC
- Review of insurance policies and bonding for adequacy

1. **Contract:** The following UAW-LETC contracts with FEC are applicable to the review:
 - OSO 21-02 7/1/2021 to 6/30/2022 \$131,680.00
2. **Cash Receipts and Management:** We reviewed bank statements and reconciliations for the UAW-LETC Citizens Business bank account for the months of November 30, 2022. We have traced the FEC check issued for the month of August and November to the bank statement
3. **Budget vs. Expenditures:** We compared the UAW-LETC contract budget to expenditures as of August and November 30, 2021. Expenditures were projected to the end of the current contract period using a straight-line projection method. No issue is observed.
4. **Payroll:** We examined payroll documentation of three (3) UAW-LETC employees directly and/or indirectly charged all or in part, to its contract with the FEC for the pay periods ending as follows:

August 06, 2021	Nov 8, 2021
August 23, 2021	Nov 23, 2021

5. **Disbursements:** We examined supporting documentation for nine (9), judgmentally selected UAW-LETC direct and/or indirect disbursement transactions occurring during the review period.
6. **Audit:** We examined the UAW-LETC Single Audit Report for the period ended June 30, 2020, issued February 23, 2021 by the Harrington Group, Certified Public Accountants. No findings applicable to this contract are indicated.
7. **Insurance:** We examined the UAW-LETC insurance policies in effect for the review period reflecting current coverages as follows:

CATEGORY		EXPIRATION
General & Professional Liability		1/22/2023
Each Occurrence	1,000,000	
Damage to rented premises each occurrence	1,000,000	
Medical Expense	20,000	
Personal & Adv injury	1,000,000	
General Aggregate	3,000,000	
Products-Comp/Op Agg	1,000,000	
Auto Liability		
Each Occurrence	1,000,000	
Umbrella Liability		1/22/2023
Each Occurrence	2,000,000	
Aggregate	2,000,000	
Commercial Property		1/22/2023
Blanket BPP Limit (\$1,000 deductible)	75,000	
Certificate Holder		
Full Employment Council		

REVIEW FINDINGS AND OBSERVATIONS

Determinations

Our financial review of the **UAW-Labor Employment Training Corporation** (UAW-LETC), One-Stop Operator Staffing Services Contractor of the **Full Employment Council** (FEC) evaluated a representative sample of the areas as outlined in the Review Scope section of this report. Our review did not determine any reportable instances of material financial non-compliance and/or significant weaknesses in internal financial controls. **Accordingly, no findings and/or observations are presented.**

SUSTAINABILITY PLAN
ACTION APPROVAL



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Kansas City & Vicinity Workforce Development Board.

**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD
FULL EMPLOYMENT COUNCIL, INC**

MANAGING ENTITY/FISCAL AGENT
SUSTAINABILITY PLAN
FISCAL YEAR 2023

KC Vicinity Workforce Development Board Sustainability Plan

KCMO (Central Region)

Population: 505,000

Poverty: 17.30%

Unemployment: 3.7%

Kansas City, Missouri, is the largest city in the state of Missouri, with a population approximating 505,000 persons; however, this population is spread out over 332 square miles, the fifth largest city land mass wide in the United States. Poverty rates are highest in the city of Kansas City, MO at 17.3%. This area has the highest region of food stamps, TANF, subsidized housing, and low-income housing. Further it is home to the Don Bosco Centers, the third largest resettlement center in the United States serving over 132 different nationalities of resettlement populations, and the location of Project Restart, and City Union Mission, the largest homeless shelters in the region. Mass transportation is available within this sector along with accessibility to childcare and public health facilities. This is the location of our Comprehensive Health Career Center.

Kansas City, Missouri is recognized as the region where many minority populations lived in the east, due to segregation in housing and institutionalized patterns of segregation, and therefore has high concentrations of poverty and minority populations. Further it is the home of the shuttered General Motors Facility known as the "Leeds Manufacturing Plant" and a facility known as the Blue Valley region also recognized as an area that suffered greatly: from industrial disinvestment. This area has high concentrations of poverty and disinvestment. Bus transportation is accessible, along with childcare facilities, and healthcare facilities. Kansas City has a significant number of homeless, TANF, and Food Stamp population.

Clay County

Population: 260,712

Poverty: 7.7%

Unemployment: 4.0%

The Kansas City, Missouri, (Clay County) begins once you cross the Missouri River, and is home to many manufacturing, warehouse distribution, and storage facilities. The KCMO portion of Clay County is home to some of the higher income housing in the region, however, lower income/unemployed populations live in the smaller and more rural communities of Clay County, such as Gladstone, North Kansas City, and Excelsior Springs. The Balance of Clay County (outside of Kansas City) serves major manufacturers, such as Claycomo, the largest Ford Motor Company plant in the world, their supply chain, warehouse distribution, and information technology organizations such as Cerner. Transportation decreases the further you leave the city of KCMO city limits and must focus upon major points of destination. Healthcare facilities are available, but childcare facilities are not as predominant in this area.

Platte County (Platte County)**Population: 109,380****Poverty: 3.87%****Unemployment: 1.6%**

Platte County, Kansas City is the area with the lowest unemployment in the region, as well as the highest per capita income in the region. It is the home of the Kansas City International Airport; Platte County has been selected for a new Facebook Meta has selected a location in Platte County for a \$800 million data center. The airport, which is undergoing a 1 ½ billion-dollar renovation, is also home to a large number of manufacturing businesses that service the aircraft industry, which happens to also be in the city limits of KCMO, also located in Platte County. An industrial park immediately across from the Argosy Casino houses a number of smaller manufacturing businesses, which contract with both the Ford and General Motors auto manufacturing plants. Public transportation to and from Platte County is limited and low-income populations live in low income and public housing scattered throughout the county.

Ray County**Population: 22,237****Poverty: 11.81%****Unemployment: 2.7%**

Ray County is the most rural county of all jurisdictions in the region. This county of 22,237 is comprised of agricultural, retail, and limited small manufacturing facilities. Transportation is limited primarily to Ray County Transit, and childcare options are limited. Ray County has no community college but does have Lex Ray Technical School.

Cass County (South/Cass County)**Population: 108,813****Poverty: 12.29%****Unemployment: 3.8%**

Cass County is within the southern part of the region and is comprised of suburban and rural populations, agricultural, information technology, manufacturing, distribution, and retail comprise. Transportation is sporadic, and relies on private providers such as OATS, and childcare is accessible through the West Central Community Action Agency. Approximately 600/4 of the youth do not go onto post-secondary institutions for training credentials.

The public policy objective of the Public Workforce System lead by the KC & Vicinity Workforce Development Board and the Full Employment Council, Managing Entity, is to develop a skilled workforce for area employers, and given the overall unemployment rates of traditional/skilled workforce populations, a crucial strategic objective is to increase the labor market participation of underserved groups for whom, training, childcare access, and transportation access are critical. Therefore, workforce system office locations; on site program service/training models; times of operation for skills training, transportation, childcare; and co-locations of workforce service/wrap around support services are crucial to increasing the labor market participation of these underperforming populations. These populations typically experience barriers to employment due to their lack of 21st Century skilled credentials, which means access to training institutions, the calendar of training courses, and the time at which they are offered are crucial. The ability to participate in workforce skill training activities, successfully complete them, secure employment, and be retained for at least four quarters is directly related to the career support network of transportation, childcare, healthcare, housing and ongoing career counseling when necessary. Further, time management/consumption is also a consideration for targeted career seekers and therefore maximum collocation/execution of career training and wrap around support services are essential.

In consideration of these factors, the KCWDB has developed the AAA system to assess business operating locations, service models, service matrix, and service delivery system.

WIOA ADULT AND DISLOCATED
WORKER
PROGRAM ACTIVITIES

WIOA Adult and Dislocated Activities	Definition
Basic Services (Staff Assisted)	
ONET	The provision of ONET products to provide job placement services for participants.
Resume Preparation	The provision of resume preparation assistance to participants.
Job Development Contacts (working with Employer and Job Seeker)	Contact with employer in order to develop a job order on behalf of the individual.
Received Bonding Assistance	Assist individual in securing no cost fidelity bonds for returning citizens and other hard-to-place job applicants who face barriers to employment.
Proficiency Testing	Completion of clerical test such as typing or 10-key.
Testing - Assessment	When giving an assessment for Basic Skills Assessment or an Aptitude test, staff can enter this activity.
WorkKeys Curriculum	Using WorkKeys Curriculum to increase skill level of individual towards the NCRC.
Career Guidance	Activities that provide individualized career pathway planning.
Financial Aid Information	Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not provided under WIOA.
Job Search Activity	Staff enter this service when the job search for the job seeker does not result in a job referral within MoJobs; this includes providing referrals to outside job boards, as well as providing job search assistance that results in no referrals to any job leads.
Support Service - Child/Dependent Care	Services which include childcare or dependent care that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current OWD Statewide
Support Service - Transportation Assistance	Services which include transportation assistance that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current OWD Statewide Supportive Services
Support Service - Medical	Services which include medical assistance that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current OWD Statewide Supportive Services
Support Service - Temporary Shelter	Services which include temporary shelter that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current OWD Statewide Supportive Services
Support Service-Other	Other services not defined in the above categories that are necessary to enable an individual to participate in activities authorized under Title I (Example, referred to a local food pantry).
Individualized Services	
Individual Counseling	To advise a single participant at one time. Such counseling may be financial, vocational, or personal.
Group Counseling	To advise several participants at one time. Such counseling may be

WIOA Adult and Dislocated Activities	Definition
Interest and Aptitude Testing	A testing instrument designed for the purpose of measuring and evaluating the level of an individual's ability and interest in, or preference for, specific fields or activities.
Development of IEP/ISS	Developed jointly by the participant and case manager when determined appropriate by the one-stop operator or one-stop partner. The plan is an on-going strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.
Comprehensive Assessment	Individualized career service. Comprehensive and specialized assessments of the skills level and service needs of Adults, Dislocated Workers and SNAP recipients which may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate goals.
Short Term Pre- Vocational Services	Activities designed to develop learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
Out-of-area job search asst.	Reimbursement for expenses incurred by a participant seeking suitable employment or reemployment. Participants must be seeking employment within the United States and cannot be reasonably expected to find satisfactory employment within the commuting area. Activities to cover the costs of approved out-of-area job search. It must be certified that the participant was unable to find satisfactory employment within the commuting area.
Support Service- Relocation Assistance	Reimbursement for expenses incurred by a participant seeking suitable employment or reemployment. Participants must be seeking employment within the United States and cannot be reasonably expected to find satisfactory employment within the commuting area. Reimbursement of participants' reasonable and necessary expense incurred in moving to another locality to accept employment. It must be certified that the participant was unable to find satisfactory employment within the commuting area.
Internships	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for profit sector, the non-profit sector or the public sector.

WIOA Adult and Dislocated Activities	Definition
Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector.
Financial Literacy	Activities that support the participants ability to create budgets, initiate checking and savings accounts, how to manage spending, credit and debt, and the significance of credit
Workforce Preparation Activities	Workforce preparation includes activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self management skills, including competencies in: Utilizing resources, Using information, Working with others understanding systems, Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and Other employability skills that increase an individual's preparation for the workforce.
English Language Acquisition	English language acquisition and integrated education and training
WIOA ETPS Pre-Apprenticeship	A program or set of strategies designed to enter and succeed in a registered apprenticeship program, and has a documented partnership with at least one, if not more, registered apprenticeship programs. Pre- Apprenticeships may be used to provide work experiences that can help obtain the skills needed to be placed into a registered apprenticeship. Pre-Apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship
Training Services	
Occupational Skills Training - Approved Provider (ITA)	Occupation specific training provided by a public or private vendor with demonstrated training capability and paid for through individual training accounts
On-The-Job Training	Training by an employer that is provided to a participant while engaged in paid, productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training.
Entrepreneurial Training	Training designed to provide participants with the skills to start businesses of their own.

WIOA Adult and Dislocated Activities	Definition
Customized Training	Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board.
Show Me Hero OJT	Staff will need to record this service when the client is participating in the Show Me Hero OJT program.
Apprenticeship-Non-Approv Provider	Program Registered under the National Apprenticeship Act as a "Registered Apprenticeship". Record this service when supporting RA activity with an OJT agreement only.
Apprenticeship- Approved Provider List ITA	A program registered under the National Apprenticeship Act as a "Registered Apprenticeship." Record this service when supporting the related technical instruction component of a RA activity through an ITA contract or when supporting the RA activity through an ITA contract and an OJT agreement jointly, as allowable by 2 CFR 680.750 and TEG- 19-16.
Private Sector Training	Formal training programs conducted or sponsored by private business or organized labor.
Workplace Training & Cooperative Education	A combination of training and education, which may include both employer-based, and classroom-based training elements operated either concurrently or sequentially or an employer based program combining vocational and educational elements for which academic credit is received.
Adult Educ Lit w/ Occ. Skills Training	Adult Education and Literacy (AEL) activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with at least one of the following training services such as: Occupational Skills Training, On- the-Job Training, Incumbent Worker Training, Programs that combine workplace training with related instruction, Training programs offered by the private sector, Skill upgrading and retraining, and Entrepreneurial training. AEL is typically conducted in a classroom setting designed to upgrade basic educational skills in preparation for future training, future employment, or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training and study skills, English for non-English speakers, bilingual training and High School Equivalency preparation.

WIOA Adult and Dislocated Activities	Definition
Skills Upgrading and Retraining	Training designed to enhance the skills of currently employed participants who are working at less than their skill potential and have minimal or no advancement capability without gaining the skills needed to upgrade and retrain them to move
Support Service - Needs Related Payments	Services which include needs-related payments that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current OWD Statewide Supportive Service Issuance
NDWG Temporary Employment	Humanitarian or Debris Removal Temporary Employment Position as established under a National Dislocated Worker Grant. Service may only be posted for applicable NDWGs with this allowable service. Confirm with supporting grant manual or other guidance. Durations vary per NDWG; refer to supporting grant manual/guidance for additional details
Job Readiness Training	Job readiness training provided in combination with the at least one of the following training services: Occupational Skills Training, On-the-Job Training, Incumbent worker training, Programs that combine workplace training with related instruction, Training programs offered by the private sector, Skill upgrading and retraining, Entrepreneurial training, and Transitional jobs. Job Readiness training is a formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum based on identified shortcomings
Incumbent Worker Training	A program designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment
Transitional Jobs	Time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Per the PIRL, this service reports as a work experience.

WIOA YOUTH PROGRAM ACTIVITIES

WIOA 14 Youth Program Elements

#	Element Name	Element Description
1	Tutoring, study skills training, instruction, and dropout prevention services	Services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This includes secondary school dropout prevention strategies that keep a youth in school and
2	Alternative secondary school services and dropout recovery services	Alternative secondary school services assist youth who have struggled in traditional secondary school education. Dropout recovery services are aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program.
3	Paid and unpaid work experiences	Services that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: <ol style="list-style-type: none"> a. Summer employment opportunities and other employment opportunities available throughout the school year; b. Pre-apprenticeship programs; c. Internships and job shadowing; and
4	Occupational skills training	Training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area, is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Occupational skills training must meet the following criteria: <ol style="list-style-type: none"> a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy. b. Be of sufficient duration to impart the skills needed to meet the occupational goal. c. Lead to the attainment of a recognized postsecondary credential. d. Meet the quality standards in WIOA Section 123.
5	Education offered concurrently with workforce preparation and training	Training/education for a specific occupation or occupational cluster. This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway.
6	Leadership development opportunities	Includes community service and peer-centered activities, encouraging responsibility, confidence, employability, self-determination, and other positive social behaviors.
7	Supportive services	<ul style="list-style-type: none"> • Linkages to community services; • Assistance with transportation; • Assistance with childcare and dependent care; • Assistance with housing; • Needs-related payments; • Assistance with educational testing; • Reasonable accommodations for youth with disabilities; • Legal aid services; • Referrals to health care; • Assistance with uniforms or other appropriate work attire and work-related tools, including 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; • Other needs related to training or employment retention, as determined by the Career Navigator, to ensure the youth can continue to participate in and complete WIOA activities.

8	Adult mentoring	Mentoring for a duration of at least 12 months, that may occur both during and after program participation.
9	Follow up services	Services for not less than 12 months after the completion of participation.
10	Comprehensive guidance and counseling	Provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs.
11	Financial literacy education	Includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft.
12	Entrepreneurial skills training	Assists youth develop the skills associated with starting and operating a small business.
13	Services that provide labor market information	Information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14	Post-secondary preparation and transition activities	Activities that prepares youth for postsecondary education after attaining a high school diploma or its recognized equivalent.

NON WIOA PROGRAMS ACTIVITIES

NON WIOA Program Descriptions

Missouri Work Assistance (MWA)

The Missouri Worker Assistance program serves recipients of TANF (Temporary Assistance to Needy Families) with training, work experience, supportive services, counseling and follow up services to gain and maintain employment.

SkillUp

For individuals who are currently receiving SNAP or reside in a home that receives snap. Services for this program include Employment Assistance, Skills building activities, Vocational Education, skills training, GED, job readiness training or job search. All activities are entered in MoJobs.

Jobs for Neighborhoods

City of Kansas City, Missouri Jobs For Neighborhood Program funding for work experiences for trainees and one program manager to assist with the abatement of trash, removal of storm debris, removal of snow and ice, and mowing of City and privately owned properties. Participants in the program are leveraged against WIOA for classroom training opportunities. Participants work 20 hours a week and are paid \$15.00 per hour.

Environmental Protection Agency/Brownfield

Environmental Protection Agency leveraging employment and training activities for Brownfield Projects resulting in employment for residence of Kansas City, Missouri on Brownfield Projects operated in their neighborhood. Participants must be residents of Jackson County and reside in Kansas City, Missouri. Training is provided in the following areas for employment on Brownfield Projects. Customers are enrolled in EPA and WIOA, WIOA funds the CDL A training that is provided following the completion of the OSHA Courses: ***EHSM 7901 - HAZWOPER 40 Hour Training Hours: 40, OSHA 2015 – Hazardous Materials four day course, OSHA 7205 – Health Hazard Awareness one day course, EHSM 7941 – Shipping, Handling & Storage of Hazardous Substance (DOT) Ground and OSHA 10.***

Pathway Home

FEC will provide pre-release programming that will include: outreach, recruitment, training, and support to a minimum of 100 eligible pre-release individuals to assist them with obtaining and maintaining employment post-release. Participants will be offered skills attainment through work-based learning and customized upskilling strategies including OJT, registered apprenticeship, paid-work experience, and/or paid internship opportunities. FEC will also deliver cognitive-based job readiness curriculum and other job readiness services to participants pre-release. Activities will occur inside the Missouri Department of Corrections facility local inmates.

Job League

The Job League is specially created for Missouri's emerging workforce, ages 14 to 24, who want to get a jump start on their future while earning extra cash. Job League is a job readiness training and placement program. If you meet the Job League eligibility guidelines you will receive an

assessment to determine your skills level, training in skills to help you succeed in the workplace, and personalized job-matching that places you in a six-week internship.

GET FIT (Financial Literacy/Information Technology)

Funded by Enterprise Bank this project provides paid internships and “Try-Out” employment to graduates of technical courses in nonprofit small, minority businesses in the urban core. Financial literacy workshops are held that focus upon financial skills necessary for individuals starting new careers, establishing or repairing credit, saving to buy a house, apartment, or transportation, and establishing valuable banking relationships.

Municipal Career Academy

The City of Kansas City, Missouri shall identify appropriate internship opportunities within its departments and collaborate with the Full Employment Council to facilitate interviews of eligible intern candidates and placement of selected interns. FEC shall provide training on workplace fundamentals to selected interns and the City of Kansas City, Missouri shall identify appropriate current City employees to assist in these trainings. Upon completion of the internship, interns may be eligible to enter the City’s recruitment process for permanent positions for which they meet the minimum qualifications. The City of Kansas City, Missouri will consider up to 20 of the identified candidates for eight- week internships in various City departments.

Midwest Urban Strategies Growth Opportunities (GO)

Growth Opportunities grant program funded by the Department of Labor will introduce and prepare justice-involved youth and young adults for the world of work through placement into paid work experiences. This grant focus on youth and young adults most impacted by community violence, particularly in areas of concentrated crime and poverty as well as communities that have recently experienced significant unrest.

Port KC Project

This project seeks to address the rising need for skilled employees in logistics, warehousing and manufacturing by targeting residents of neighborhoods that are battling unemployment and underemployment. Designed to overcome barriers to employment, the Port KC project will pair residents looking for careers with an industry that is rapidly growing in the region for the benefit of Kansas City residents.

Missouri Department of Conservation/Heartland Conservation Alliance, Inc.

Heartland Conservation Alliance (HCA), and the Full Employment Council (FEC) will support a project with the Missouri Department of conservation (MDC) to establish a pilot green career Corp (Corp worker) in Kansas City for providing conservation job opportunities and training to young underrepresented adults. The green career Corp workers will help fill a need for trained landscapers that can work with native plants in the Kansas City Metro Area, provide diverse opportunities for careers in conservation for underrepresented KC residents, work on mutually beneficial habitat projects in the Blue River Watershed and enhance the connection of underrepresented populations to nature.

Midwest Urban Strategies Career Dislocated Worker National Disaster Grant Program

Funded by the Department of Labor the Dislocated Worker NEG program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services for dislocated workers are integrated and provided through a national network of American Job Centers (AJCs). The AJCs provide significant resources to states to implement workforce education, training, and employment programs and help displaced workers.

**SECTION 1:
PROPOSED DETAILED PROGRAM AND
STAFFING BUDGET FOR
FISCAL YEAR 2023**

Kansas City and Vicinity Region Plan Budget Summary Dislocated Program

PY22	Dislocated Workers Program	\$ 217,569.00
PY22	DLW Salary and Fringe	\$ 1,087.85
PY22	Other Admin	\$ 7,614.92
PY22	Admin Indirect	\$ 13,054.14
PY22	Subtotal	\$ 21,756.90
PY22	DLW Program Salary & FB	\$ 109,872.35
PY22	DLW Program Other Staffing	\$ 55,262.53
PY22	DLW Program ITA	\$ -
PY22	DLW Program OJT	\$ -
PY22	Training Related Staff	\$ -
PY22	DLW Program - Supportive Services	\$ -
PY22	Indirect Program	\$ 30,677.23
PY22	Subtotal	\$ 195,812.10
	PY21 Total	\$ 217,569.00
FY23	Dislocated Workers Program	\$ 864,357.00
FY23	DLW ADMIN SALARY & FB	\$ 4,321.79
FY23	DLW ADMIN OTHER	\$ 34,574.28
FY23	Admin Indirect	\$ 47,539.64
FY23	Subtotal	\$ 86,435.70
FY23	DLW PROG SALARY & FB	\$ 216,089.25
FY23	DLW PROG OTHER STAFFING COST	\$ 200,230.11
FY23	DLW ITA	\$ 155,584.26
FY23	DLW OJT	\$ 60,504.99
FY23	Training Related Staff	\$ 46,243.10
FY23	DLW SUPPORTIVE SERVICES	\$ 30,293.90
FY23	Indirect Program	\$ 68,975.69
FY23	Subtotal	\$ 777,921.30
	FY 22 Total	\$ 864,357.00

Kansas City and Vicinity Region Plan Budget Summary

<u>PY22</u>	Adult Program	\$ 241,336.00
PY22	Adult Salary and Fringe	\$ 1,206.68
PY22	Other Admin.	\$ 9,291.44
PY22	Admin Indirect	\$ 13,635.48
PY22	Subtotal	\$ 24,133.60
PY22	Adult Program Salary & FB	\$ 123,081.36
PY22	Adult Program Other Staffing	\$ 65,160.72
PY22	Adult Program ITA	\$ -
PY22	Adult Program OJT	\$ -
PY22	Training Related Staff	\$ -
PY22	Adult Program - Supportive Services	\$ -
PY22	Indirect Program	\$ 28,960.32
PY22	Subtotal	\$ 217,202.40
	PY21 Total	\$ 241,336.00

<u>FY23</u>	Adult Program	1,076,491.00
FY23	Adult Salary and Fringe	\$ 5,382.46
FY23	Other Admin.	\$ 32,348.55
FY23	Admin Indirect	\$ 69,918.09
FY23	Subtotal	\$ 107,649.10
FY23	Adult Program Salary & FB	\$ 339,525.26
FY23	Adult Program Other Staffing	\$ 189,462.42
FY23	Adult Program ITA	\$ 215,298.20
FY23	Adult Program OJT	\$ 55,977.53
FY23	Training Related Staff	\$ 43,059.64
FY23	Adult Program - Supportive Services	\$ 43,059.64
FY23	Indirect Program	\$ 82,459.21
	Subtotal	\$ 968,841.90
	FY 22 Total	\$ 1,076,491.00

Kansas City and Vicinity Region Plan Budget Summary Youth WIOA

	Total Fund	1,401,087.00
<i>PY/FY</i>	<i>Grant Title</i>	Budget \$\$\$
PY21	Salary & FB	7,767.29
PY21	Other admin	37,829.35
PY21	Admin indirect	94,573.37
PY21	Subtotal	140,170.01
PY21	IS - Salary & Taxes/FB	28,021.74
PY21	IS - Other staffing cost	14,010.87
PY21	IS – Occupational Skills Training	12,609.78
PY21	IS Work Experience/OJT	16,813.04
PY21	IS WE-Staff	10,508.15
PY21	IS supportive services	3,642.83
PY21	IS other direct part costs	-
PY17	Indirect	30,263.48
PY21	Subtotal	115,869.89
PY21	OS - Salary & Taxes/FB	372,268.82
PY21	OS -Other staffing cost	267,406.20
PY21	OS – Occupational Skills Training	67,392.28
PY21	OS Work Experience/OJT	155,520.66
PY21	OS WE-Staff	72,155.98
PY21	OS supportive services	31,104.13
PY21	OS other direct part costs	-
PY21	OS AEL	89,949.79
PY21	Indirect	89,249.24
	Subtotal	1,145,047.10
	D. Program. Total	1,260,916.99
	Total	1,401,087.00

Kansas City and Vicinity Region

Plan Preliminary Draft Budget Summary

FY 22/23

Postion- Function	%age	Salaries	Taxes/FB	Total
Operations Support	40%	\$ 21,632	\$ 1,655	\$ 23,287
Career Counselor	100%	\$ 31,200	\$ 10,296	\$ 41,496
Sr. Career Development Counselor	40%	\$ 16,432	\$ 5,423	\$ 21,855
Career Facilitator	60%	\$ 24,960	\$ 1,909	\$ 26,869
Billunigal Career Coordinator	100%	\$ 44,990	\$ 14,847	\$ 59,837
Director /Job Developer	25%	\$ 16,411	\$ 5,416	\$ 21,827
Career Counselor	50%	\$ 22,495	\$ 7,423	\$ 29,919
Transportation Coordinator	70%	\$ 29,717	\$ 9,807	\$ 39,524
Planning/Compliance Specialist	80%	\$ 36,808	\$ 12,147	\$ 48,954
Community Engagement	80%	\$ 41,600	\$ 3,182	\$ 44,782
Follow up Coordinator	100%	\$ 48,776	\$ 16,096	\$ 64,872
Director of Career/Employment Services	80%	\$ 48,006	\$ 15,842	\$ 63,849
EEO / Community Outreach	62%	\$ 30,654	\$ 10,116	\$ 40,770
Career Navigator/Counselor	100%	\$ 39,520	\$ 13,042	\$ 52,562
Executive Director	40%	\$ 76,278	\$ 83,906	\$ 160,183
Job Developer	100%	\$ 43,701	\$ 14,421	\$ 58,122
COO	46%	\$ 65,321	\$ 32,660	\$ 97,981
Lead Counselor	100%	\$ 47,133	\$ 15,554	\$ 62,687
Director of Career/Employment Services	50%	\$ 33,498	\$ 11,054	\$ 44,553
Career Facilitator	100%	\$ 40,000	\$ 9,600	\$ 49,600
MIS	90%	\$ 35,568	\$ 11,737	\$ 47,305
Career Facilitator	100%	\$ 40,000	\$ 9,600	\$ 49,600
Planning/Evaluation Director	90%	\$ 66,213	\$ 21,850	\$ 88,063
Financial Aid/Eligibility Sepcialist	90%	\$ 33,696	\$ 11,120	\$ 44,816
Eligibility Specilist/Coordinator	100%	\$ 39,686	\$ 13,097	\$ 52,783
Counselor/Coordinator	50%	\$ 18,502	\$ 6,106	\$ 24,607
Office Systems Manger	70%	\$ 42,000	\$ 10,500	\$ 52,500
Youth Counselor/Coordinator	100%	\$ 40,000	\$ 9,600	\$ 49,600
Career Counselor	100%	\$ 40,000	\$ 9,600	\$ 49,600
Job Developer Central	100%	\$ 43,500	\$ 10,440	\$ 53,940
Job Developer-North	100%	\$ 43,500	\$ 10,440	\$ 53,940
Career Counselor-North	100%	\$ 40,000	\$ 9,600	\$ 49,600
	25	\$ 1,241,797	\$ 428,085	\$ 1,669,881

SECTION 2:
List of all Job Centers
Comprehensive, Affiliate and Connection Centers

SECTION 2: List Of All Job Centers, Sub Recipients, and Locations:

Comprehensive One Stop Center(s)

ONE STOP LOCATION(S)

The Central Kansas City Location - is located in the urban core at 1740 Paseo Blvd., Kansas City, MO. 64108, immediately adjacent to the Metropolitan Transit Authority. This building is fully owned by the Full Employment Council and therefore there is no rent being paid for this building, which is an annual savings of \$450,000.00, based on market rates in the area. This is a full-service MO Career Center which includes the managing entity and finance offices, Vocational Rehabilitation Services, Senior Employment Services, and programs funded by the Missouri Department of Social Services.. Also located in the same parking lot is the Urban League of Greater Kansas City, and Every, bus service is available to this location.

Clay County Location - is located in the suburban core this careers center is 30,000 square foot and is located at 3100 N.E. 83rd Street, Ste. 2800, Kansas City, MO., 64119 in the Northland Human Services Center immediately adjacent to Maple Woods Community College. This location is a full-service MO Career Center, and is co-located with Tri-County Mental Health, Local Investment Commission, Headstart and DWD. The office is on two floors, and there is bus service to this location.

The financial contingency plan would involve reducing office space to one floor which would reduce the training room areas first, but maintain the staff provisions, with more severe reductions resulting in staff reductions, as may be necessary in order to ensure training funds are sustained.

AFFILIATE LOCATIONS

South Kansas City Location-is located in the urban core at 6025 Prospect Ave., Kansas City, MO., 64130 The South KCWDB location is a branch affiliate that is collocated with The TANF program, and all other discretionary programs offered by FEC. Therefore, FEC will formally request that DWD Wagner Peyser staff be assigned to the 6025 Prospect Location to create a comprehensive center to compensate for the closure of the youth center. The contingency plan for this center would be to first lease fewer square feet due to funding reductions and then approach the city of KCMO for rental assistance if funding cuts were dramatic. If this was not possible then complete closure of the facility would occur if funding was not adequate, and staff transferred to the Central City location. Bus service steps immediately in front of the building.

Cass County Location-is a rural and suburban location at 208 W. Walnut, Raymore, MO., 64083, co-located with the West Central Missouri Community Action Agency, Local Investment Commission (TANF) Agency, Head Start, and Community Services Block Grant. Cass County is a rural and suburban community and has access to Oats a rural transportation provider. If funds were reduced FEC would reduce staff contingent and program offerings. If further fund reductions were to occur. FEC would set up a rotation schedule where staff would have specific days to be available.

Ray County/Clay County- is located in the rural core at 103 East North Main Street, Richmond, MO., 64085 in downtown Richmond Missouri, and will be used to service all of Ray County and the extreme northern portion of Clay County anchored by Excelsior Springs, Missouri. This office is accessible to populations and Ray County Transit system. Lex Ray Technical institute is seven miles from the office, and training sessions have been held in the library.

The sustainability/contingency plan for this office is based on the constant pursuit of non-formula workforce funding that presently sustains 50% of KCWDB operations, but if funding were severely curtailed, the office location would be closed and co-located with other community-based organizations, units of government, etc., would be pursued. Given the 25-year presence of FEC in Ray County, this would be

extremely feasible. Staff would be maintained, with service being rotated between different municipalities in the region. FEC would utilize its MOU partners to sustain services and resources to facilitate team based. Case management and support to sustain the office. This plan was developed through the initial development of our 5-year WIOA plan, and the ongoing utilization of community resources in the county such as libraries and other county/city facilities to sponsor training activities.

Platte County (Platte County Services Center) - is located in the suburban core at 11724 N.W. Plaza Circle, Ste. 500, Kansas City, MO., 64153. The Platte location is utilized to service more rural Platte County residents who live between the airport and Platte City, as it is co-located in Platte County Services annex. It is located immediately adjacent to the Platte County EDC, senior citizen center, and community meeting complex. The per square foot cost was extremely discounted for the KCWDB/FEC from 17.50 sq. foot to 3.45 per square foot. Staff operate on a rotation schedule to provide services to the employers and job seekers in the area. The contingency plan for financial strain would be to petition the Platte County Commission for a reduction in the rental costs as personnel costs are minimal.

SECTION 3:
Annual Training Plan
and
Quality Assurance Plan

Section 3 Annual Training Plan and Quality Assurance Plan: The following training will be provided during PY 2022:

FULL EMPLOYMENT COUNCIL TRAINING CALENDAR JULY 1, 2022 – JUNE 30, 2023					
July	August	September	October	November	December
Domestic Violence Training	Non-Discrimination Plan Training	WIOA Section 188 Training	Service Animals	Americans with Disability Act & Assistive Technology	Limited English Proficiency individuals and Language Link
Partner Referrals	Eligibility & Training Justification	Employment Plan & LMI	Activity Codes	Case Notes & Follow-up	Closures & Exits
January	February	March	April	May	June
LGBTQ	Customer Service Training	Sexual Harassment Training	Workplace Harassment	Conflict of Interest & Confidentiality Training	Religious Discrimination
Measurable Skills Gains (MSG)	Credentials	Veteran Services	Youth		

Monitoring Reports, Findings, Final Determinations

Monitoring staff will issue a Monitoring Report by the 1st day of the last month of the Quarter outlining findings and any appropriate questioned costs as well as the corrective action that must be taken to resolve the findings.

A response to the Monitoring Report must be received by the planning staff within 5 business days.

The response must be entered into the Monitoring Report document in the space indicated, and must include all supporting documentation that documents resolution of the issue, as well as any other applicable action that will be taken.

The Career Center Directors are responsible for packaging all responses from the Career Center they manage and submit responses to planning.

The deficiencies shall be corrected within 5 days of receipt of the Monitoring Report.

The monitoring team will review the response and all documents submitted. If all findings are resolved, The Planning Staff will issue a Final Determination on the 1st day following the month the monitoring was completed.

All finalized monitoring reports, including corrective action correspondence, will be maintained in a centralized location accessible and available as official LWDB documents at the LWDB Office by the LWDB Monitoring team.

QUARTERLY MONITORING SCHEDULE

Below are the monitoring dates for Program Year 2022 for the Full Employment Council and subrecipients:

Monitoring 1st Quarter	Monitoring 2nd Quarter	Monitoring 3rd Quarter	Monitoring 4th Quarter
August 16, 2022	November 16, 2022	February 16, 2022	May 16, 2022
Final Report Issued	Final Report Issued	Final Report Issued	Final Report Issued
September 1, 2022	December 1, 2022	March 1, 2023	June 1, 2023

QUALITY ASSURANCE REVIEW

All files are reviewed by the committee prior to enrollment into programs.

Enrollment Files are submitted by Career Development Executives to Managers/Directors for review prior to submission to the Admissions/Quality Control Committee. If the Manager/Director approves the file for submission to the Admissions/Quality Control Committee, they attend the session and present to the committee.

The committee will review the file to ensure all documents are collected and uploaded and that program determinations are accurate and complete for enrollment.

The Committee will do this based upon:

- a.) Completeness of the file per the file checklist, which denotes documents required for file review.
- b.) Consideration of program enrollment options, as to type of program for enrollment.
- c.) Completeness of adequate documentation required, including assessment of skills indicating a customer can complete training; background checks for driving, legal background; or other documentation illustrating the customer can pursue a career in a given occupation.

SECTION 4:
Full List of Centers
and
Participant Volume



FULL SERVICE CENTER
 FEC/Missouri Job Center - Central City - Certified Comprehensive
 Full Employment Council
 1740 Paseo • Kansas City, MO

PARTICIPANT VOLUME

Current Year PY21	Projection for PY22
3,034	3,000



FEC/Missouri Job Center – South - Affiliate Site Certified
 6025 Prospect Ave. • Kansas City, MO

PARTICIPANT VOLUME

Current Year for PY21	Projection for PY21
113	150



FULL SERVICE
 FEC/Missouri Job Center - North - Certified Comprehensive
 Maple Woods Community College
 3100 NE 83rd Street, #2100 • Kansas City, MO

PARTICIPANT VOLUME

Current Year PY21	Projection for PY22
2,164	2,000



Platte County - Full Employment Council
 11724 NW Plaza Circle, #500 • Kansas City, MO 64153

PARTICIPANT VOLUME

Current Year PY21	Projection for PY22
1	26



Ray County - Affiliate Site Certified
 Full Employment Council
 103 East North Main Street • Richmond, MO 64085

PARTICIPANT VOLUME

Previous Years PY21	Current Year PY22
8	50



Cass County - Belton Affiliated Site Certified
West Central Missouri Community Action Agency
208 W. Walnut • Raymore, MO

PARTICIPANT VOLUME

Current Year	Projection
PY21	PY22
11	50

**SECTION 5:
Operational Plan**

SECTION 5: A plan for the local workforce development area detailing how operation and service delivery over the next two program years will be implemented in the event of any unforeseen challenges (good or bad). This plan must ensure a continuation of services to existing and new participants.

ACCESSIBILITY / INTEGRATION OF SERVICES - To facilitate seamless customer service, and less eligibility protocols for job seekers and employers. The closer proximity of workforce services to each other through, co-location, memorandums of understanding, reduction of unnecessary protocols and requirements, this factor increases labor market participation, employer, and job seeker participation. This factor looks at the ability of the participant to access workforce system and employment locations, via personal or public transit. Further the increased emphasis at co-location/partnership management of services to increase the opportunity for one-stop service access for workforce training and wrap around support services, as well as the access for persons with disabilities. Parking, safety, and other factors are also a consideration. The ability to sponsor on site partnerships and partnership sites is essential in this factor. This factor increases job seeker participation.

Integration of services / Facility integration of services - The Kansas City Workforce Development Board will utilize, Memorandums of Understanding to facilitate a user-friendly systems referral that increases labor market participation, and training completion. Memorandums of Understanding have been signed with the following organizations to facilitate program integration:

Colocations One-Stop Partner MOUs

WIOA Adult Program (Title I)
WIOA Dislocated Worker Program (Title I)
WIOA Youth Program (Title I)
Wagner-Peyser Labor-Exchange/Employment Services
Vocational Rehabilitation
The Senior Community Service Program
Trade Adjustment Assistance
Jobs for Veterans State Grants
Community Services Block Grant
State Unemployment Compensation Law Activities
Temporary Assistance for Needy Families (TANF)

Non-Co-located One-Stop Partner MOUs

Job Corps (WIOA Title I)
WIOA Indian and Native American (INA) Programs
WIOA Migrant and Seasonal Farmworker Programs
Metropolitan Community College
Kansas City Housing Authority
Adult Education and Literacy (AEL) Title II
Rehabilitation Services for the Blind

In addition to mandated partners FEC works to increase the number of agencies we work with to offer connection centers that meet job seekers within their communities. FEC has created a referral process for partners to refer applicants for services. FEC has implemented using a community-based technology referral system. This referral system utilizes Apricot 360 technology which is created by Social Solutions, it enables a two-way electronic referral system. The referral organizations will be able to review the status of the referral through a tracking system. The green Code means that the person is successfully referred and has successfully engaged/enrolled within the public workforce system. Some clients may receive a yellow designation that indicates that additional information is needed, and that follow-up is necessary to complete the referral process. The referral agency can see results through the portal channel. The red designation means the participant has not been successfully engaged in the referral portal. This indicates to the sender and receiving agency that major barriers exist within the CTA System. The red designation will facilitate immediate action on behalf of the sending and receiving agency. Specific attention and immediate action to the client will be initiated to resolve the circumstances preventing successful engagement within the system. Staff are available on scheduled days to assist customers with MoJobs registration, create resumes, interview preparation, and job search activities.

Currently this occurs at:

1. Morning Star Missionary Bapt. Church
Youth & Family Center
2525E. 27th St.
Kansas City, Mo 64127

2. Saint Andrew United Methodist Church
4601Benton Blvd.
Kansas City, MO 64130

3. Community Assistance Council
10901Blue Ridge Blvd.
Kansas City, MO 64134

4. Literacy KC
3036 Troost Ave.
KCMO 64109

AVAILABILITY / ACCELERATION OF PROGRAMMING - To facilitate demonstrated proficiency through training, through reduction of classroom training time while increasing competency, through work-based learning, industry expert instruction, and minimization of non-- prescribed protocols. Further collocation of workforce service systems will reduce the time, stress, and expense on financially stressed job seekers. Extended time frames and unnecessary requirements are barriers, and a burden to training completion and job retention of unemployed, underemployed, and low-income job seekers and their families. This factor increases employer and job seeker participation. This factor looks at the times of service offerings and employment, as time availability will also determine success of training completion, and job retention. Further it also looks at availability of wrap around service offerings when they are offered. This factor systematically impacts job seeker training, employment completion and retention.

Just in Time Training:

Just-in-time training that focuses upon 21st Century Careers with Industry advice on a non-semester-based format. Employers require a trained/credentialed skilled workforce through a more accelerated non-semester-based training calendar that enables employers and trainees; as well as to train through industry sanctioned curriculum that accelerate entry into the workplace. This training focuses upon demonstrated proficiency of skill competencies through industry-based certification vs. the reliance upon seat time that does not necessarily demonstrate workplace competence in the specific sector skill arena. This calendar acceleration more rapidly meets employer demand for an industry credentialed workforce that makes them globally competitive, but also meets the needs of career seekers, whose lack of labor force participation is driven by the lack of credential certification or the possession of credentials/certifications that are not relevant in the 21st century labor market. Furthermore, accelerated training creates less stress on the financial means of lower income or unemployed job seekers, whose limited income or means of sustenance are severely stressed during extended semester focused training intervals, decreasing the likelihood of training completion and credential acquisition. This approach requires working with training institutions and the US Department of Education to increase the rate of approval of more contemporary skill training curriculum that is not semester based, while engaging federal approval authorities to sanction non-semester-based training, as Pell eligible coursework. Further, the Public Workforce System overseen by the Kansas City Workforce Development Board, can promote this non debt/industry sanctioned skilled training to dislocated workers, TANF Recipients, opportunity youth, economically disadvantaged, reentry populations, etc., increasing their rate of sign up due to the reduction of training time and debt accumulation perceived by these populations as what they have traditionally expected to accompany their skill building efforts. This advanced calendar approach will be pursued at the Community College, Technical School, Proprietary training institutions, and University levels, to ensure this approach of accelerated training that focuses upon demonstrated proficiency is systematic and not silo oriented in its application. If funds become depleted the Public Workforce System can utilize its highly skilled team of career counselors and its superior skill assessment system to identify the approximate career goals and skills of the applicant; develop an appropriate/objective career development plan, which becomes the basis of their skill-based training pursuits, while increasing the likelihood of credential completion and entry into the workforce. FEC's workforce development professionals with their on the ground employer contacts and working relationships with employers and employers' associations will result in accelerated employment upon completion of training and credential award. Such success will increase the participation of underserved populations in the training and labor market activities that accompany success in a more systematic way, through the efforts of friend and family success dialogue. Sector based training also increases completion rates and retention rates of participants.

Development of Adjunct Faculty:

The identification and utilization of industry sector experts as adjunct faculty at training institutions, is crucial, to alleviating the skill training staff shortages at all levels of the post-secondary training market. The adjunct faculty skill requirements deviate between the community college and university levels, further agitating the lack of skilled industry-based faculty at all levels, contributing to the inability of these institutions to execute expeditiously, contemporary 21st Century skill-based training courses. The KCWDB has been able to secure adjunct faculty on an as needed basis and will continue to utilize its diverse industry network of employers.

Apprenticeship:

The utilization and adaptation of apprenticeship programming to establish the integration of work-based learning and classroom training with a defined career pathway with salary levels defined at each level of proficiency will be institutionalized to accelerate workforce participation, training, and employment with underserved, dislocated, underemployed, and low-income populations while accelerating sector trained workforce for employers. The apprenticeship system reduces the stress on the classroom training sector by integrating work-based learning into the training continuum. The Full Employment Council has been

certified as an apprenticeship intermediary, and is able to act on USDOL's behalf in certifying apprenticeship efforts. In addition, we are able to act as a sponsor.

Sector Based Training:

The KCWDB targeted its limited training resources on targeted industry sectors that include construction, advanced manufacturing, financial services, transportation, warehouse logistics, information technology, and healthcare as well as apprenticeship occupations. Other training occupations are referred to other resources, and new ones may be added based upon demand. This approach maximizes the utilization of training funds to high career paying occupations.

AAA. AFFORDABILITY - This factor relates to the ability of the job seeker to access training, wrap around support services, to facilitate, complete training, credentialing, and job retention within their means to result in successful completion through the KC & Vicinity Workforce system. This relates to the ability of the job seeker working in conjunction with the workforce system to successfully access and utilize the system, within their: financial and economic means, until such time they have successfully transitioned into employment and achieved four quarters of job retention.

This includes:

Pell grants for non-semester-based training

Low cost/no cost transportation

Financial support for work-based clothing/books and supplies

Debt/student default loan relief

Dual credit coursework at the high school level supported by local school districts. Supported by State level education agencies including Missouri Department of Higher Education, and Missouri Department of Secondary Education.

Increased participation for low-income families in A+ post-secondary programming

Low-cost childcare

Annual AAA System Review

The AAA Workforce Systems Review will occur in the fourth quarter of every year to determine WIOA staffing levels, office overhead expenditure analysis, as well as operating expenditure analysis at each location, consistent with these analysis will be conducted in reviewing WIOA funding levels, discretionary funding levels, etc., to determine what system adjustments must be made to insure services can be provided to job seekers and employers in all regions serviced by KCV Workforce Development Board. This analysis will be made to insure the 70% staffing and 30% direct service requirement is maintained.

Sustainability Plan

The sustainability plan PY2022 is focused upon facilitating/coordinating a regional workforce system, utilizing the AAA Workforce System analysis. Further, the memorandums of understanding that have been developed between the Kansas City Workforce Development Board and the Missouri Division of Social Services, the Department of Vocational Rehabilitation, Community Action Agencies, the Adult Education Literacy (AEL) program through the Missouri Department of Elementary and Secondary Education System, the Missouri Department of Labor and Industrial Relations, the Missouri Division of Workforce Development, and the Missouri Department of Social Services/Community Services Block Grant Program. These state agencies and the workforce system components that they administered through a regional delivery network have agreed to partner as a workforce development system framework to increase efficiency in serving employers through a single point of contact approach; reduce redundancy of eligibility determination processes for job seekers; utilize a universal career assessment system; integrate a system of wrap around support services; and integrate training delivery and coordination to reduce costs and trainee/employer confusion. Through the WIOA Four-Year Plan and ongoing continuous improvement and efficiency efforts, the following efforts have been instituted to facilitate workforce system sustainability, create

organizational/system efficiencies; utilize independent monitoring/evaluation for program improvement/corrective action; utilize board engagement oversight duties to solicit employer/job seeker feedback to identify best practices and reduce program inefficiencies; and participate lead on public policy discussions regarding workforce policy systems practice.

Contract Cancellation/Renegotiation Clauses When Funds Are Reduced:

The KCWDB Full Employment Council has a tract renegotiation provision built into all lease contracts in case of funds reduction. This enables FEC to cancel building leases in case of severe fund reduction. This provision exists also in the case of service providers and other contracts.

Youth Career Center/1740 Paseo Blvd. Full-Service Center:

At 1740 Paseo, the FEC again hosts its young adult career center providing youth with full scale services for training and employment. The FEC will also have additional rotating youth services at its Northland and South offices. This move will expand its services and reduce lease, operating, security, and utility costs.

Non-WIOA Formula Funding:

The business model that the KCWDB utilizes through FEC is to leverage approximately 50% of its budget from non-WIOA formula resources. FEC leverages - approximately 51% of its budget through USDOL Direct funding through national competition, local TANF funds, in addition has a 20 plus-year partnership with the Local Investment Commission, while also receiving funds through Jackson County, City of Kansas City, MO, Missouri Division of Social Services, Environmental Protection Agency, United Way of Greater Kansas City Missouri, Port Authority of Kansas City, Midwest Urban Strategies and Missouri Conservation. Partnership system funds through system partners including, Community Services Block Grant administered through one stop system partners , Vocational Rehabilitation , AEL, TANF Funds and United Way.

Utilizing the AAA System, the basis of its review, the KC & Vicinity Workforce Development Board will take the following actions to execute the 70/30 requirement.

Recruitment and Training Staff:

When reviewing our staffing patterns it is important to note that defined systematic goals for the Missouri Public Workforce System, (1) include specific goals for apprenticeship throughout the state (2) utilization of work based learning combined with classroom training for more effective on-the-job training (3) implementing the federal imposed minimum 20% work experience requirement for youth (4) administering the state required protocol for WIOA/Wagner-Peyser registration as a condition of WIOA enrollment (5) real time data entry for all transactions with job seekers or employers etc., (6) 21st Century developed curriculum. developed by industry experts, that industry embraces, etc. (7) increased level of achievement of credentials through the public workforce system (8) increased job placement percentages; executing these objectives and others of the Missouri Public Workforce system there is a very diverse team with a unique set of skills and competencies required to serve employers and job seekers equally in a customer friendly manner with superior results.

Employer services require personnel who: (1) have specific interaction with employers to determine workforce needs present and future (2) develop specific training outlines, protocols, apprenticeship registration for apprenticeships and on the job training (3) develop assessments for unique screening requirements to a specific workplace (4) input into jobs.mo.gov for a 2700-mile region (5) execute federally mandated work experience arrangements with employers. Sufficient staffing in the employer services area to execute employer workforce analysis work experience execution, recruitment, on-the-job training execution, apprenticeship execution, and increased employment rates exist in these positions. All efforts must be made to secure these positions sufficient to meet demand expectations of the system.

Job seekers require personnel who: (1) do orientations and individual employment plans (2) provide real time

data entry into MoJobs regarding (3) monitor training through training providers (4) provide follow-up services to ensure training completion and job retention (5) provide soft skills training and development (6) provide federally required orientations to programs and services. All efforts must be made to secure these positions to increase the job market participation rates of underserved, unemployed, and underemployed populations.

When there are openings, FEC utilizes various methods to recruit staff who meet the requirements outlined above. These efforts include use of social media, staff referrals, posting in local publications that target diverse members of the region's population and the utilization of MoJobs.

Training starts during the first week of employment during the New Hire Orientation. Training includes modules that cover programs and policy. The instruction is delivered by presentations, video, and job shadowing. The Full Employment Council utilizes the Office of Workforce Development's LMS system to support training regarding MoJobs and programming. In addition, monthly training occurs by position and recognized workforce development associations such as the National Association of Workforce Development Professionals and webinars on WorkforceGPS.

REDUCTION/REALIGNMENT OF STAFF

Annually, staffing levels will be reviewed to determine the efficacy of staffing levels, and the utilization of information technology can be used to provide services to job seekers and employers. There is also the evaluation of management systems, and the reviews of management positions. When vacancies occur either through attrition or termination those positions will be evaluated in terms of reposting or position eliminations.

If staffing levels are required to be reduced according to reduced budgetary availability staff positions will be evaluated based on: (1) their interface with job seekers and employers, (2) compliance with regulatory or audit requirements, and (3) strategic or functional relevance. If staff reductions are required, participants will be formally transitioned through four system options:

1. Transition to incumbent staff equipped with virtual means of interface utilizing virtual interviews, DocuSign technology to manage paperwork, and other virtual means to service employers through virtual job fairs and drive through employment events.
2. Working with one stop partners and other partnership agencies to assume customer service responsibilities through transfer of caseloads.
3. Petition alternate funding authorities external to USDOL to enable customers presently being serviced through the Public Workforce System to assume case management responsibility.
4. Petition local funding authorities to replace reduced funding to maintain participant levels.

Reduce the physical office footprint and utilizing more technology-based systems and co-locating with local governmental offices or programs. Any such transition will be systematic as the board and staff review funding and budget trends at quarterly board meetings as well as through the budget/oversight committee which meets in between these board meetings. Staff strategically submit proposals to a diversity of alternate funding authorities and competitive request for proposals to secure nonformula based funding. Through this model, staff reductions will be anticipated or planned vs. an abrupt monetary event.

TECHNOLOGY ENHANCEMENT

VIRTUAL TRAINING COURSES

Virtual skill training courses are offered that include non-semester-based training time frames as well as open entry open exit training for information technology, healthcare, advanced manufacturing, and financial services. Transportation and warehouse are pending but are pursuing those areas presently. Virtual training courses will be able to increase the accessibility, availability, and affordability to KCWDB job seekers and employers.

VIRTUAL JOB/ HIRING EVENTS

The KCWDB will continue to host virtual hiring events to facilitate virtual interviews and job fairs with employers and job seekers. This process will increase accessibility to KCWDB services for job seekers and employers.

ZOOM INTERVIEWS

The KCWDB will continue to offer zoom interviews, to increase the ease of access to workforce services by employers and jobseekers, increase affordability and accessibility of services to FEC target customers, as well as reduce costs borne by the job seekers to travel to and from FEC facilities.

DOCUSIGN UTILIZATION

The KCWDB will utilize DocuSign and drop boxes for system retrieval to increase accessibility and availability to job seekers through enabling job seekers to drop off eligibility information to KCWDB offices at times when offices are not open. This will increase participant access potentially compromised by the lack of transportation and or childcare by job seekers. Further it will make more accessible the training, apprenticeship, and work-based learning documents required of employers as well.

UTILIZATION OF REGIONAL PARTICIPANT ENGAGEMENT/CALL CENTER

The KCWDB will continue to utilize regional participant engagement center which will utilize career services specialists to engage participants through phone, e-mail, and general mail systems. These centers will also engage in participant case management, follow up, and one-on-one counseling in addition to face-to-face interviews. This will enable the KCWDB to, at a minimum, sustain participant interface levels though not necessarily through face-to-face interface.

VIRTUAL WORKSHOPS

The KCWDB will hold virtual workshops on interviewing, resume, financial literacy, and other employment retention techniques.

SECTION 6 PLAN DEVELOPMENT REVIEW AND MODIFICATION PROCESS

The plan was developed through convening with FEC staff members to identify potential solutions for office reductions. Reductions of space locations were considered through the utilization of virtual on-line interviews sessions, training classes and job fair events. These practices have been adopted in the previous 90 days in response to Covid-19 pandemic and have been proven to be applicable. These practices have included, but not limited to, Zoom Rooms for virtual interviewing; DocuSign for electronic signatures of eligibility documents; virtual job fair events for job seekers and employers interviews; and dialogue through internet viewer sessions; the purchase of laptops and cell phones for staff who work virtually from their home residences and to enable to interact with participants from external location outside FEC corporate offices; and finally the conversion of over 60 training courses represented by sectors such as Information Technology, Advanced Manufacturing, Healthcare, Financial Services, and the like. This plan will be updated annually and approved by the appropriate policy boards.

Chief Local Elected Official (CLEO) Agreements and By-Laws

**Kansas City & Vicinity Workforce Development Board
Chief Local Elected Official (CLEO) Agreement:**

1) The CLEO will attend at least one Local Workforce Board meeting annually. The option to attend virtually or by phone will be made available.

2) The CLEO will conduct an annual review and provide any revision to the Board to update.

3.) The CLEO must attend an annual meeting with OWD Director. The option to attend virtually or by phone will be made available.

4.) CHIEF ELECTED OFFICIALS MUST ESTABLISH A FORMAL NOMINATION AND APPOINTMENT PROCESS, CONSISTENT WITH THE CRITERIA ESTABLISHED BY THE GOVERNOR AND STATE WDB UNDER SEC. 107(B)(1) OF WIOA FOR APPOINTMENT OF MEMBERS OF THE LOCAL WDBS, THAT ENSURES:

- **BUSINESS REPRESENTATIVES ARE APPOINTED FROM AMONG INDIVIDUALS WHO ARE NOMINATED BY LOCAL BUSINESS ORGANIZATIONS AND BUSINESS TRADE ASSOCIATIONS.**
- **LABOR REPRESENTATIVES ARE APPOINTED FROM AMONG INDIVIDUALS WHO ARE NOMINATED BY LOCAL LABOR FEDERATIONS (OR, FOR A LOCAL AREA IN WHICH NO EMPLOYEES ARE REPRESENTED BY SUCH ORGANIZATIONS, OTHER REPRESENTATIVES OF EMPLOYEES); AND**
- **WHEN THERE IS MORE THAN ONE LOCAL AREA PROVIDER OF ADULT EDUCATION AND LITERACY ACTIVITIES UNDER TITLE II, OR MULTIPLE INSTITUTIONS OF HIGHER EDUCATION PROVIDING WORKFORCE INVESTMENT ACTIVITIES AS DESCRIBED IN WIOA SEC.**

5.) The members of Local WDB must be selected by the chief elected official consistent with criteria established under WIOA sec. 107(b)(1) and criteria established by the Governor, and must meet the requirements of WIOA sec. 107(b)(2) as listed below:

- **The majority of the members of the Local WDB must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local WDBs also may serve on the State WDB. Each business representative must meet the following criteria:**

- Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

At least 20 percent of the members of the Local WDB must be workforce representatives. These representatives:

- Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
- Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;
- May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

At least one representative from each of the following governmental and economic and community development entities:

- Economic and community development entities;
- The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
- The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

The membership of Local WDBs must include individuals with optimum policy-making authority within the entities they represent including:

- Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
- Governmental and economic and community development entities who represent transportation, housing, and public assistance programs.
- Philanthropic organizations serving the local area; and
- Other appropriate individuals as determined by the chief elected official.



Chief Elected Official Signature

Kansas City & Vicinity Workforce Development Board

11/10/21

Date

ARTICLE V

MEETINGS

- Section 1:** The KCV WDB shall establish at the minimum regularly scheduled quarterly meetings at such time and place as determined by the Chairperson. Additional meetings of the KCV WDB may be held at such time and place as determined by the Chairperson. A quorum is required in order for the KCV WDB to conduct business. A quorum is defined as a majority of appointed members present at a KCV WDB meeting.
- Section 2:** Special meetings may be held if in the judgment of a majority of the Executive Committee there exists a situation requiring action of the KCV WDB and notice is given to all Board members. At any special meeting, a quorum shall be **with at least 51% of those committee members being present** any action taken shall be by a majority vote thereof.
- Section 3:** Notice giving the time, date, place, and agenda for annual and regular meetings of the KCV WDB shall be mailed or electronically transmitted to each member at least five (5) days prior to the meeting date. Notice giving the time, date, place, and agenda for special meetings of the KCV WDB shall be mailed or electronically transmitted to each member at least three (3) days prior to the meeting date.
- Section 4:** Minutes of the KCV WDB's meetings shall be the responsibility of the secretary.
- Section 5:** To the extent required by law, meetings of the KCV WDB and its committees shall be open to the public. Meetings or segments of meetings may be closed to the general public by the KCV WDB Chairperson or committee chairperson in compliance with exemptions granted by public law.
- Section 6:** Technology will be used to promote board member participation. An option will be made available to attend all meetings via zoom or by phone.

ARTICLE VI

STANDING COMMITTEE AND SPECIAL COMMITTEES

- Section 1:** The Chairperson may appoint from among its members one or more standing or temporary committees. The KCV WDB shall be composed of four (4) standing committees and as many other committees as the Chairperson may deem necessary. The standing committees shall be the Executive Committee, Youth Council Committee, Public Workforce System Committee and Budget and Oversight Committee.
- Section 2:** The Chairperson shall have the power at any time to increase the number of members of the committees, or to fill vacancies on them.
- Section 3:** All standing committees shall have a minimum of three members.
- Section 4:** Each standing committee shall be chaired by a member of the KCV WDB
- Section 5:** All standing committees, except the Executive Committee, shall meet on a regular basis subject to call of its chairperson. Each committee shall meet at least quarterly except the Executive Committee. The Executive Committee may meet quarterly or as needed.
- Section 6:** A majority of committee members shall constitute a quorum. Any member missing three consecutive committee meetings may be replaced subject to the vote of two-thirds (2/3) of the appointed KCV WDB members.

ARTICLE VII

CONFLICT OF INTEREST

No director, officer, or employee of the corporation shall have nor shall acquire any interest, direct or indirect, in any project which the corporation is promoting, or in any contract or proposed contract for materials or services, or in any lease, mortgage, sale, or contract of any nature whatever relating to any such project or to the corporation, without forthwith making written disclosure to the corporation of the nature and extent of *his* interest, and such disclosure shall be entered in writing upon the minute book of the corporation. No director who has such an interest shall vote on any matter relating to such interest. Any vote, including abstentions, on any issue that includes a conflict or potential conflict of interest for a director, shall be recorded in the minutes of that meeting. No director shall cast a vote on the provision of services by that director (or any organization which the director directly represents) or vote on any matter which would provide direct financial benefit to that director within the meaning of the Workforce Innovation and Opportunity Act of 2016 (WIOA) as amended from time to time.

ARTICLE VIII

GENERAL PROVISIONS

- Section 1:** **Depositories and Checks.** The monies of the corporation shall be deposited in such banks or trust companies as the director may designate and shall be held and drawn out by checks signed in such manner as may be provided by resolution adopted by the Board of Directors.
- Section 2:** **Bonds.** In addition to the bond, if any, required of the Treasurer, any other officer or employee handling money of the corporation may be bonded at the corporation's expense in such amounts as may be determined by the Board of Directors.
- Section 3:** **Custodian of Securities.** The Board of Directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by the corporation, and to exercise in respect thereof such *powers* as may be conferred by resolution of the Board of Directors. The Board of Directors may remove any such custodian at any time.
- Section 4:** **Certain Loans Prohibited.** The corporation shall not make any loan to any officer or director of the corporation.
- Section 5:** **Indemnification of Directors and Officers.** To the extent permitted by law, by the corporation's Articles of Incorporation, and herein, each director or officer, or former director or officer, of the Corporation and his legal representative, shall be indemnified by the corporation against liabilities, expenses, counsel fees and costs reasonably incurred by him or his estate in connection with, or arising out of, any action, suit, proceeding or claim in which he is made a party by reason of his being, or having been, such director or officer; and any person who, at the request of the corporation, served as director, officer, employee, or agent or of another enterprise in which the corporation had an interest and his legal representative, shall in like manner be indemnified by the corporation; provided that in neither case shall the corporation indemnify such director or officer with respect to any matters as to which he shall be finally adjudged in any such action, suit or proceeding to have been liable for negligence or misconduct in the performance of his duties as such director or officer. The indemnification herein provided for, however, shall apply also in respect of any amount paid in compromise of any such action, suit, proceeding or claim asserted against such director or officer (including *expenses*, counsel fees and costs reasonably incurred in connection therewith), provided the Board of Directors of the corporation shall have first approved such proposed compromise settlement and determined that the director or officer involved was not guilty of negligence or misconduct; but in taking action any director involved shall not be qualified to vote thereon.

In determining whether or not a director or officer was guilty of negligence or misconduct in relation to any such matters, the Board of Directors may rely conclusively upon an opinion of independent legal counsel selected by the Board

of Directors. Unless otherwise provided by law, any compromise settlement authorized herein shall be effective without the approval of any court. The right to indemnification herein provided shall not be exclusively of any other rights to which such director or officer may be lawfully entitled.

No director or officer of the corporation shall be liable to any other director or officer or other person for any action taken or refused to be taken by him as director or officer with respect to any matter within the scope of his official duties except such action or neglect or failure to act shall constitute negligence or misconduct in the performance of his duties as director or officer.

Section 6: **Fiscal Year.** The fiscal year of the corporation shall begin on the first day of July and end on the last day of June or on such other dates as may be fixed from time to time by the Board of Directors.

ARTICLE IX

AMENDMENTS OF THE BYLAWS

Section 1: The Bylaws may be amended at any regular meeting of the KCV WDB with previously written notice having been given to all appointed members at least thirty days in advance. Two-thirds of the appointed KCV WDB members are required to approve any amendment to the Bylaws. Any amendments to these Bylaws shall supersede in their entirety any previous Bylaws of the KCV WDB.

ARTICLE X

EFFECTIVE DATE

Section 1: These Bylaws and any amendments thereto shall become effective immediately upon adoption and shall remain in continuous effect from that date until otherwise mended.

CERTIFICATE

The foregoing Bylaws were duly adopted as and for the Bylaws of the Kansas City and Vicinity Workforce Development Board at its first meeting held on April 3, 1984, were thereafter amended, and are hereby amended and restated at a meeting of the Board held on April 12, 2022.

Ellen Fairchild

4/28/2022

Chairperson / Date

Fiscal Agent Policy

**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**
SERVING THE CITY OF KANSAS CITY, MO
AND CASS, CLAY, PLATTE AND RAY COUNTIES



**EASTERN JACKSON COUNTY
WORKFORCE DEVELOPMENT BOARD**
SERVING EASTERN JACKSON COUNTY MISSOURI INCLUDING:
INDEPENDENCE, BLUE SPRINGS, LEE'S SUMMIT, GRANDVIEW,
RAYTOWN, SUGAR CREEK, BUCKNER, BRAIN VALLEY, OAK
BROVE, LONE JACK AND OTHER MUNICIPALITIES

The Full Employment Council, Inc. (FEC) is the fiscal agent and workforce support organization for the Kansas City & Vicinity Workforce Development Board and the Eastern Jackson County Workforce Development Board.

As the fiscal agent Full Employment Council will:

1. Receive funds.
2. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
3. Respond to audit financial findings.
4. Maintain proper accounting records and adequate documentation.
5. Prepare monthly financial reports and submit to the board.
6. Provide technical assistance to subrecipients regarding fiscal issues.
7. Procure contracts or obtain written agreements.
8. Conduct financial monitoring of service providers.
9. Ensure independent audit of all employment and training programs.

One Stop Operator (OSO) Agreement



Serving the city of Kansas City, Mo. and Cass, Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal agent and workforce support organization for the Kansas City & Vicinity Workforce Development Board.

June 27, 2022

Philip Tan, Vice President/CFO
UAW-Labor Employment Training Corp.
11010 Artesia Blvd
Cerritos, CA 90703

RE: Letter of Intent for Kansas City and Vicinity One-Stop Operating Staffing Services

Dear Mr. Tan,

Please accept this letter of intent for the Kansas City and Vicinity One-Stop Operating Staffing Services Contract in the amount of \$131,680.00 for July 1, 2022 - June 30, 2023. The statement of work of your previous year's contract shall be in effect until such time as a contract for Program Year 2022 -2023 is executed.

The final amount of new funding is contingent upon the level of funding received from the Missouri Department of High Education and Workforce Development. As a subrecipient you must comply with WIOA rules and regulations and all applicable state and federal rules and regulations and with 2 CFR Part 200 and 2 CFR Part 2900

Please sign and return this letter. It is understood that your signature indicates your agreement to the contents of this letter. If you have any questions, please contact Andrea Robins Senior Director Planning, Compliance and Management System

Sincerely,

Clyde McQueen, President/CEO
Full Employment Council, Inc.
Managing Entity/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

cc: Kelly Spangler, UAW-Labor Employment Training Corp
Shelley Penn, Full Employment Council, Sr. VP/Chief Operating Officer
Tirhas Kidane, Full Employment Council, VP/Chief Financial Officer
Andrea Robins, Full Employment Council, Senior Director Planning, Compliance

07-01-2022
Signature of Authorized Official Date

Philip Tan, CFO
Printed Name and Title

**KANSAS CITY AND VICINITY WORKFORCE
DEVELOPMENT BOARD
FULL EMPLOYMENT COUNCIL,
MANAGING ENTITY/FISCAL AGENT**

ONE-STOP OPERATOR SUBRECIPIENT AGREEMENT

**UAW – LABOR EMPLOYMENT TRAINING
CORPORATION**

The Full Employment Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay services at 711.

**SUBRECIPIENT AGREEMENT FOR
ONE-STOP OPERATOR SERVICES AND CAREER SERVICES:
KANSAS CITY AND VICINITY WORKFORCE DEVELOPMENT BOARD**

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**SUBRECIPIENT AGREEMENT
BETWEEN THE
KANSAS CITY AND VICINITY WORKFORCE DEVELOPMENT BOARD
FULL EMPLOYMENT COUNCIL, MANAGING ENTITY/FISCAL AGENT
AND
UAW – LABOR EMPLOYMENT TRAINING CORPORATION
FOR
ONE-STOP OPERATOR SERVICES**

WHEREAS the Kansas City and Vicinity Workforce Development Board issued a request for proposal dated April 1, 2021 for the purpose of awarding a contract to provide One-Stop Operator Services;
WHEREAS, The Kansas City and Vicinity Workforce Development Board selected UAW-Labor Employment Training Corporation (UAW-LETC) and desires to enter into an independent contract agreement with UAW-LETC;
THEREFORE, The Full Employment Council, Managing Entity/Fiscal Agent of the Kansas City and Vicinity Workforce Development Board, and the UAW-Labor Employment Training Corporation do enter into this contractual agreement.

I. IDENTIFYING INFORMATION
Subrecipient Name:

UAW-Labor Employment Training Corp.
11010 Artesia Boulevard
Cerritos, CA 90703
Telephone (562) 989-7700
E-Mail: plm@letc.com
14666402

**Subrecipient DUNS #:
FEC Contract Form#:**

Clyde McQueen, President/CEO
Full Employment Council, Inc.
1740 Paseo Boulevard
Kansas City, MO 64108
Telephone: (816) 691-2296
Fax: (816) 471-6132
E-mail: cmcqueen@feco.org

Contract #:
Fiscal of Performance:
Federal Funds Awarded to Subrecipient:
Award Description:
Federal Awarding Agency:
Federal Award ID#:
Federal Award Start Date:
CFDA #:
Research and Development:
Indirect Cost Rate for Federal Awards:

CEO 21-03
July 1, 2021 – June 30, 2022
\$191,680.00
One-Stop Operator Services,
U.S. Department of Labor
AA-34778-20-55-A-29
04/01/2021
FY 17.278 / FY 17.278 / FY 17.278
N/A
N/A

PROGRAM ACTIVITIES: This agreement is for the provision of One-Stop Operator Services and Career Services, provided by services from one (1) staff person at the 1740 Paseo Boulevard, Kansas City, Missouri location (One-Stop Coordinator), and one (1) One-Stop Coordinator at the Northland Kansas Business Center at 3300 NE 85th Street, Kansas City, Missouri. These staff members will work under the direction of Kansas City and Vicinity Workforce Development Board/FEC Director of Career Services/Functional Liaison at each site. Services provided shall include One-Stop Operations services, and Career Services (coordinating service delivery and follow-up services, and other services as directed by the Director of Career Services/Functional Liaison at the respective location.


Signature _____ Date _____

Clyde McQueen, President/CEO
Full Employment Council
Managing Entity /Fiscal Agent
Kansas City and Vicinity Workforce Development Board
1740 Paseo Boulevard, Kansas City, MO 64108

 8/31/2021
Signature _____ Date _____

Philip Tan, Vice President/CFO
UAW – Labor Employment Training Corporation
11010 Artesia Boulevard
Cerritos, CA 90703

II. PURPOSE

This subrecipient agreement is for the provision of One-Stop Operator Services, which provides services from one (1) staff persons at the 1740 Paseo Boulevard, Kansas City, Missouri Central City location (One-Stop Operator Coordinator), and one (1) One-Stop Coordinator at the Northland Human Services Center at 3100 NE 83rd Street, Kansas City, Missouri. These staff members will work under the direction of the Director of Career Services/Functional Leaders at each site. The Director of Career Services/Functional Leader is responsible for day-to-day operational activities and makes operational decisions concerning customer flow, deployment of staff, and the overall quality and effectiveness of Missouri Job Center services. The employer of record for contracted staff under this Agreement is UAW-LETC, who manages internal human resource functions, including hiring, firing, benefits administration, time and attendance reporting.

A. One-Stop Operator Services

The UAW-LETC will serve as the One-Stop Operator for the Central City and Northland Job Centers, providing services to direct customer flow and intake at these Job Center sites.

Within the job seeker customer base, the focus will be to provide intake, referral and follow up to persons who are:

- Economically disadvantaged
- Have been terminated or laid-off or received a notice of lay off or termination from employment
- Those who have been terminated or laid-off or received a notice of lay off or termination from employment due to permanent plant closure or substantial layoff
- Self-Employed but is unemployed as a result of general economic conditions
- Displaced Homemakers
- Public assistance recipients
- Individuals with special needs, in need of skill training
- Incumbent workers seeking to improve their employment situation by upgrading their skills either for assignment within their current employer's workforce or to find higher-skilled, higher wage jobs
- New entrants to the labor market
- All veterans
- Connection of economically disadvantaged in-school or out-of-school youth to youth programs
- Persons who are unemployed
- Persons who are underemployed
- Persons receiving food stamps

III. PROVISION OF SERVICES

A. One-Stop Operator Services

The One-Stop Operator Services provider UAW-LETC agrees to perform are the following:

Task 1: Utilize a triage connection model, under the auspices and in coordination with the Kansas City and Vicinity Workforce Development Board/FEC's Directors of Career Services/Functional Leaders, to connect job seekers to the appropriate employment and training programs for youth, adults, veterans and dislocated workers, offered by the Job Centers and any of its partners, also ensuring that weekly

reports of these connections are submitted to the Director of Career Services/Functional Leader, and the Senior Director of Planning, Compliance and Management Systems.

Task 2: Provide documentation and follow-up for client connections to employment and training staff within the Full Employment Council, Managing Entity/Fiscal Agent Job Center as well as to the Senior Director of Planning, Compliance and Management Systems;

Task3: Provide documentation and follow-up for client connections made to specific personnel within the Missouri Job Center. This referral must be documented, identifying staff persons to whom the referral was made;

Task 4: Perform any other requirements/activities as may be requested by the Kansas City and Vicinity Workforce Development Board Functional Leader to ensure the appropriate connection and follow up for Job Center customers;

Task 5: Make adjustments to connection, orientation, or program techniques as required by the Director of Career Services/Functional Leader to facilitate quality service to Job Center customers;

Task 6: The One-Stop Operator may be directed to execute any of the following requirements based upon the needs of the Job Center and its clients as requested by the Director of Career Services/Functional Leader or the Job Center manager:

- Conducting center overviews and orientations of Job Center services;
- Providing follow-up services as determined by Director of Career Services/Functional Leader;
- Assist job seekers with a variety of employment and training services provided by the Center;
- Maintaining documentation of job seeker customer activities in MOJOBS, the State of Missouri's information management system;
- Provide weekly and monthly reports to Job Center management.

Task 7: To coordinate and refer customers to One-Stop staff in addition to recruitment and outreach as may be requested. Specific staff receiving the referrals will be specified within the One-Stop Center. Facilitate referrals and conduct orientations as requested by the Full Employment Council Managing Entity.

Task 8: The Subrecipient will meet monthly with the Full Employment Council Directors of Career Services/Functional Leaders and Planning Director. This meeting must indicate day-to-day activities at the Central City and Northland Job Center locations. Each month performance reports are to be submitted regarding contract performance to reports@fckc.org . The meeting contact for the UAW-LETC is the Program Coordinator or Apprenticeship Coordinator of UAW-LETC. The meeting contact for the Kansas City and Vicinity Workforce Development Board is the Senior Director of Planning, Compliance and Management Systems.

Task 9: The subrecipient will meet monthly with the Full Employment Council and report (1) data related to contact with customers and (2.) One-Stop partner coordination and referral that results in successfully meeting WIOA Performance.

Specifically, these measures are:

WIOA Adult Negotiated Performance PY21	KCV LWDB Plan
Employment Q2 Adult	56.5%
Employment Q4 Adult	58.0%
Credential Adult	58.5%
Skill Gains Adult	46.0%
Median Wage	\$4,800.00

Dislocated Negotiated Performance PY21	KCV LWDB Plan
Employment Q2 DW	65.0%
Employment Q4 DW	60.0%
Credential DW	65.9%
Skill Gains DW	56.0%
Median Wage	\$6,985.00

WIOA Youth Negotiated Performance PY21	KCV LWDB Plan
Employment Q2 Youth	66.0%
Employment Q4 Youth	64.0%
Credential Youth	64.0%
Skill Gains Youth	38.0%
Median Wage	\$3,100.00

The One Stop Operator may not:

- Convene system stakeholders to assist in the development of the Local Plan.
- Prepare and submit Local Plans; o Be responsible for oversight of itself;
- Manage or participate in the competitive selection process for OSOs;
- Select or terminate other OSOs, Career Services, or Youth Services providers;
- Negotiate local performance-accountability measures; or
- Develop or submit budgets for activities of the LWDB

IV. REPORTING REQUIREMENTS

The Subrecipient will submit weekly reports of activities to the Director of Career Services/Functional Leader regarding activities performed under the contract. The Subrecipient shall complete a monthly written summary report to the Full Employment Council, Managing Entity, no later than the 10th of the month which documents for the preceding month all Subrecipient activities related to this scope of work, which for the purpose of this contract are connections to Job Center teams, external workforce partners, and specific activities such as orientation, career assessments and other activities as directed by the Director of Career Services/Functional Leader.

V. STAFF TRAINING PROVISIONS

UAW-LBTC's contracted staff members will attend MOJOBS training and any other necessary training sessions as required by the Director of Career Services/Functional Leader.

VL ADMINISTRATIVE PROVISIONS

UAW-LETC further agrees that:

1. Final selected candidates for the One-Stop Operator positions will be jointly interviewed by the Director of Career Services/Functional Leader at the One-Stop Job Center. All positions funded through this effort must be advertised with the Missouri Job Centers.

2. Staff hired for the positions will comply with E-Verify requirements, adhere to Kansas City and Vicinity Workforce Development Board/FEC confidentiality requirements and other requirements as proscribed by federal, state and Kansas City and Vicinity Workforce Development Board/FEC policies.

3. UAW-LETC agrees to provide services for the minimum hours of operation for the Kansas City and Vicinity Workforce Development Board Job Centers, which is 8:00 a.m. to 5:00 p.m., Monday through Friday, and according to the Missouri Job Centers' official days of service.

4. UAW-LETC agrees to provide services during these hours and days, except the designated days for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve and Christmas Day

5. In the event of staff turnover, UAW-LETC will replace full time staff within a maximum of 45 days and part-time staff within a maximum of 14 days. Selections and terminations are to be made with the needs of the Job Center taking precedent.

6. UAW-LETC agrees to discipline and/or terminate ineffective employees within a reasonable amount of time.

7. UAW-LETC will designate a single point of contact, aside from contracted staff members, who will work with the Director of Career Services/Functional Leader in reference to administrative and policy matters.

8. UAW-LETC on-site staff will participate in regular weekly meetings in person, or more frequently if required by the Director of Career Services/Functional Leader.

9. All job postings UAW-LETC will place for the contracted positions will be registered with the Kansas City and Vicinity Workforce Development Board Missouri Job Center, unless registered with another Job Center.

10. UAW-LETC understands that this contract is contingent upon funding availability.

11. The UAW-LETC will provide a full indemnification and hold harmless of any liability the Kansas City and Vicinity Workforce Development Board or its governing bodies for any activities conducted by

the subrecipient. This includes a full statement of responsibility for reimbursing the Kansas City and Vicinity Workforce Development Board for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIOA participant or other interested party.

12. The UAW-LETC shall assume all legal and financial responsibility of its staff for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime and other responsibilities related to its employees. The UAW-LETC agrees to hold the State of Missouri and the Kansas City and Vicinity Workforce Development Board Region, or Full Employment Council, fiscal agent, its officers, agents and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The subrecipient will be responsible for informing their staff of the above statements.

13. Kansas City and Vicinity Workforce Development Board/FEC will conduct the monitoring of contracts, overall program assessment, management of information system access, and implementation of the continuous improvement process.

VII. OTHER PROVISIONS

1. Compensation

The compensation for the services to be provided in the agreement will be in accordance with a budget prepared by the Subrecipient and approved by the Kansas City and Vicinity Workforce Development Board/FEC. The Subrecipient will submit monthly invoices for all work related to this scope on or before the 10th of the following month. Invoices requesting payment will be submitted to reports@fesko.org, along with a written progress report. The Senior Director of Planning, Compliance and Management Systems will review the submitted documentation under the guidance of the Chief Operating Officer who will then forward invoices for payment to the Chief Fiscal Officer. All invoices will be numbered, dated and submitted in duplicate, and contain full descriptive information of services furnished. Invoices should be accompanied by supporting documentation, including documentation of employee hours charged to this contract. Payment will be made within 30 days after receipt of invoice, provided that the documentation has been accepted, or services performed have been acceptable.

2. Subrecipient Agreement Period

The current agreement is for a period of one year beginning from July 1, 2021 to June 30, 2022.

3. Remedies upon Breach

UAW-LETC acknowledges that any breach or evasion of the terms set forth in this Agreement (whether actual or threatened) will result in immediate and irreparable harm to Kansas City and Vicinity Workforce Development Board/FEC and authorizes Kansas City and Vicinity Workforce Development Board/FEC to pursue injunctive relief and/or specific provisions of the Agreement as intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing by law.

4. Assignability

UAW-LETC may not assign or delegate its rights and obligations under this Agreement without the prior consent of Kansas City and Vicinity Workforce Development Board/FEC, and any purported assignment or delegation without Kansas City and Vicinity Workforce Development Board/FEC's prior written consent, shall be null and void.

5. Severability

In the event one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of

the remaining provisions of this Agreement or any other application thereof shall not, in any way, be affected or impaired thereby.

6. Governing law: Jurisdiction

This Agreement is made and entered into in the State of Missouri and shall be governed by and construed in accordance with the laws of the State of Missouri.

7. Miscellaneous

This Agreement constitutes the complete understanding of the parties hereto on the subject matter of the Agreement. This agreement supersedes all prior representations and understandings, whether oral or written. The obligations under this Agreement are binding upon UAW-LETC heirs, executors, administrators, or other legal representatives or assigns and this Agreement inures to the benefit of Kansas City and Vicinity Workforce Development Board/FBC, its successors and assigns.

8. EEO Policy Statement

As a recipient of federal funds for programs pursuant to the Workforce Innovation Opportunity Act (WIOA), the service provider is prohibited from (i) discrimination against any individual on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, by excluding such individual from participation in WIOA-funded program or activity; (ii) denying the benefits of any WIOA-funded program or activity to any individual on such grounds; (iii) subjecting any individual to discrimination on such grounds under any WIOA-funded program or activity; and (iv) denying employment in the administration of or in connection with any WIOA-funded program or activity to any individual on such grounds.

UAW-Labor Employment Training Corporation's designated Equal Opportunity Officer is to report on equal opportunity matters directly to the Full Employment Council, Managing Entity /Fiscal Agent of the Kansas City and Vicinity Workforce Development Board. The Full Employment Council, Managing Entity /Fiscal Agent of the Kansas City and Vicinity Workforce Development Board may from time to time conduct compliance reviews to determine compliance with the nondiscrimination and equal opportunity provisions of WIOA and its pertinent regulations, as well as specific regulations as may be promulgated by the American Job Center. The service provider will institute corrective action as requested and approved by the Full Employment Council, Managing Entity/Fiscal Agent of the Kansas City and Vicinity Workforce Development Board, in order to be in compliance with this provision. Noncompliance with these provisions may result, after an opportunity for a hearing, in the termination or discontinuance of funding.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE DULY EXECUTED THIS AGREEMENT AS OF THE DATE ABOVE WRITTEN.


Signature _____ Date _____

Cloyd McQueen, President/CFO
Full Employment Council
Managing Entity/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

Philip Tan 8/31/2021
Signature _____ Date _____
Philip Tan, Vice President/CFO
UAW – Labor Employment Training Corporation

STATE OF MISSOURI LOCAL ALLOCATION TRENDS

LOCAL ALLOCATIONS (PROPOSED):

WIOA Allocations - 5 Year Trend						
	2018	2019	2020	2021	2022	
Northwest Region	\$ 1,246,911	\$ 1,066,831	\$ 998,330	\$ 845,355	\$ 763,057	
Northeast Region	\$ 1,142,300	\$ 969,441	\$ 869,465	\$ 812,441	\$ 762,005	
Kansas City & Vicinity	\$ 4,574,902	\$ 4,623,701	\$ 4,716,191	\$ 4,225,375	\$ 3,802,839	
West Central Region	\$ 1,388,959	\$ 1,201,844	\$ 1,039,617	\$ 1,398,237	\$ 1,258,414	
St. Louis City	\$ 2,758,595	\$ 2,683,345	\$ 2,532,398	\$ 2,149,047	\$ 1,992,807	
Southwest Region	\$ 1,190,169	\$ 1,068,469	\$ 910,317	\$ 964,640	\$ 989,955	
Ozark Region	\$ 2,633,591	\$ 2,431,724	\$ 2,326,069	\$ 1,989,449	\$ 1,790,504	
Central Region	\$ 2,946,051	\$ 2,637,374	\$ 2,305,605	\$ 3,403,211	\$ 3,062,888	

#MoWorkforce

LOCAL ALLOCATIONS (PROPOSED):

South Central Region	\$ 1,754,749	\$ 1,545,644	\$ 1,358,447	\$ 1,190,415	\$ 1,071,373
Southeast Region	\$ 2,966,607	\$ 2,366,819	\$ 2,130,485	\$ 1,845,364	\$ 1,660,828
East Jackson Co. KC	\$ 1,698,662	\$ 1,502,696	\$ 1,281,174	\$ 1,141,123	\$ 1,028,286
St. Louis County	\$ 4,746,505	\$ 4,876,731	\$ 4,623,188	\$ 3,905,646	\$ 3,515,081
St. Charles County	\$ 1,261,130	\$ 977,143	\$ 905,349	\$ 769,666	\$ 715,435
Jefferson/Franklin	\$ 1,273,401	\$ 1,094,340	\$ 943,595	\$ 918,327	\$ 826,902
Totals:	\$ 31,582,532	\$ 29,048,121	\$ 26,940,230	\$ 25,558,296	\$ 23,240,374
% Change:		-8%	-7%	-5%	-9%
% change over 5 Years:		-26%			

#MoWorkforce

BASIC SKILLS ASSESSMENT POLICY
ACTION APPROVAL



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass, Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal agent and workforce support organization for the Kansas City & Vicinity Workforce Development Board.

Workforce Development Board Policy

BASIC SKILLS ASSESSMENT POLICY

POLICY NUMBER: 2017-001, [Modification 4](#)

EFFECTIVE DATE: 03-27-2017

[MODIFICATION DATE: 05-01-2020](#)

APPROVED BY

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Managing Entity/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

INQUIRIES

Questions about this issuance should be addressed by email to Andrea Robins, Senior Director of Planning, Compliance and Management Systems, at arobins@feckc.org, who shall disseminate the agency response after consulting with Full Employment Council Officers.

PURPOSE

The purpose of this Issuance is to provide guidance regarding basic skills assessment and determination of basic skills deficiency for WIOA Applicants/Participants. This Issuance replaces Issuance No. 2017-001, [Modification 3, Basic Skills Assessment](#).

BACKGROUND

This issuance is based on the Missouri Department of Workforce Development (DWD) Issuance No. 14-2016 (Attachment 1). Basic skills deficiency is defined in the Workforce Innovation and Opportunity Act (WIOA). Tests and measures are included in support of this definition.

Basic Skills Assessment Policy

The Workforce Innovation and Opportunity Act (WIOA) focuses on serving "individuals with barriers to employment" and seeks to ensure access to quality services for these populations.

WIOA states that recipients of public assistance, other low-income individuals, and individuals who are **basic skills deficient** must receive priority for individualized career services and training services.

For purposes of WIOA, Basic Skills Deficient (BSD) means, an individual:

- a. Who is a youth, that has English, reading, writing, or computing skills at or below the eighth (8th) grade level on an accepted standardized test; or
- b. Who is a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or society.

Determining basic skills deficiency during intake assists in qualifying customers for eligibility, allows for quality referrals, and can determine program effectiveness.

Determination of WIOA Youth eligibility based on the BSD barrier: A formalized assessment will be administered to evaluate the youth's strengths as well as any areas of deficiency in the academic skills of Reading, Math and Language. One or more of the following assessments may be utilized: Test of Adult and Basic Education (TABE), ACT, HESI (Health Education Systems, Inc.), Wonderlic, TEAS (Test of Essential Academic Skills), CASAS (Comprehensive Adult Student Assessment System), WorkKeys and the Accuplacer. These assessments may be administered by the region's AEL programs, the client's chosen training provider or workforce staff.

Assessment results are utilized to document basic skills deficiencies for an eligibility barrier or to determine the youth's ability to be successful in an academic program. Reasonable accommodation for the testing process will be available, if necessary, for individuals with disabilities. Previous basic skills assessment results may be used if the assessment was conducted within the previous six-month period of the eligibility determination date.

¹ Department of Labor Employment and Training Administration, Strategies and Considerations: A Brief on Youth Assessments, Youth Connections.
[ITA Strategies and Considerations Youth Assess 20210205 \(1\).pdf](#)

Determination of Basic Skills for the Objective Assessment (OA):

WIOA requires that every youth completes an objective assessment to evaluate the basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs of the participant. The objective assessment must identify the career pathway for the youth participant and is used to develop a corresponding Individual Service Strategy (ISS).

The requirement to review basic skills as part of the objective assessment process is not the same as conducting a basic skills assessment for eligibility determination for the basic skills deficient barrier or as conducting a basic skills assessment for determination of an educational functioning level gain within the measurable skill gains indicator. If using the basic skills deficient component of WIOA Youth eligibility in WIOA (3)(5)(A), programs must use a generally accepted standardized test which DOL defines as an approved test from the list of tests the Secretary of Education determines to be suitable for use in the National Reporting System for Adult Education.¹

Full Employment Council has adopted a screening tool to help identify if an individual is basic skills deficient. The Basic Skills Screening Tool is required for all WIOA youth applicants. The Basic Skills Screening Tool below will help assess the youth for the required basic skills section of the OA and help determine if additional testing is needed to determine “basic skills deficient”. The Basic Skills Screening Tool must not be used to determine a youth’s educational needs. A youth who is unable to complete the screening tool without assistance or answers “No” to one (1) or more questions must automatically be assessed as basic skills deficient using at least one of the approved assessments identified in the previous section.

A youth who can complete the screening tool without assistance and answers “Yes” to all the questions has satisfied the basic skills requirement of the OA. However, for youth entering training services additional assessments may be used to determine the appropriateness of the training program.

Determination of BSD for Adult Priority of Service:

The Basic Skills Screening Tool will help identify if an individual is basic skills deficient for the purposes of priority of service and referrals for Adults or Dislocated Workers. The screening tool should be given prior to conducting any assessment test. The tool is for identification of priority of service and for referral purposes.

Anyone unable to complete the screening tool without assistance or answers “No” to one (1) or more questions must automatically receive a referral for adult basic education services. Any WIOA Adult participant should receive priority of service as having a basic skills deficiency.

¹ Department of Labor Employment and Training Administration, Strategies and Considerations: A Brief on Youth Assessments, Youth Connections.
[ITA Strategies and Considerations Youth Assess 20210205 \(1\).pdf](#)

I. ASSESSMENTS OCCUPATIONAL SKILLS TRAINING:

The one of the following assessments can be used to document ninth grade in reading and math for occupational skills training.

1. American College Testing (ACT). Reading, 14 or above; Mathematics (Pre-Algebra), 15 or
2. HiSet/GED results with passing scores or
3. TABE Survey test Reading and Mathematics if the test was administered in the last 6 months. Those scoring as basic skills deficient shall be referred to remediation. Remediation will be available and ongoing as necessary.
4. WorkKeys level (above a bronze level indicates proficiency).
5. Copies of college transcripts that demonstrate skills proficiency by reflecting passing or failing grades in College Mathematics and College English. If students were required to take remedial courses and passed, this demonstrates proficiency.
6. HESI (Health Education Systems, Inc.),
7. Wonderlic
8. TEAS (Test of Essential Academic Skills),
9. CASAS (Comprehensive Adult Student Assessment System),
10. Accuplacer

II. ACCOMMODATIONS FOR PERSONS WITH BASIC SKILL DEFICIENCIES.

The Full Employment Council (FEC) complies with the Americans with Disabilities Act (ADA) and is committed to the fair and equal services of people with disabilities. The nondiscrimination and equal opportunity (EO) provisions of WIOA prohibit discrimination against applicants, beneficiaries, and employees because of race, color, religion, sex, national origin, age, disability, and political affiliation or belief, and, for beneficiaries only, citizenship or participation in a WIOA Title I financially assisted program or activity. The regulations that implement these provisions are published at 29 CFR Part 38, and further prohibit intimidation of, or retaliation against, complainants. Additionally, the rules mandate reasonable accommodations and reasonable modifications for individuals with disabilities.

All participants with disabilities shall be provided reasonable employment-related accommodations, when necessary, unless the accommodation would impose an undue hardship. This section provides guidelines for participants who wish to apply for reasonable accommodations with FEC and prescribes the steps the participant should take if he or she is the victim of discrimination or retaliation in his or her request for an accommodation.

Resources

- U. S. Equal Employment Opportunity Commission, Chapter XIV – Part 1630 – Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act: <http://www.eeoc.gov>
- Job Accommodation Network (JAN): Website available for questions related to workplace accommodations or the Americans with Disabilities Act (ADA) - www.askjan.org
- FEC Harassment and Discrimination Policy

¹ Department of Labor Employment and Training Administration, Strategies and Considerations: A Brief on Youth Assessments, Youth Connections. 103

III. DEFINITIONS RELATED TO ACCOMMODATIONS

Disability: An individual with a disability has:

A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or is regarded as having such an impairment.

Reasonable accommodation:

Modifications or adjustments to a participant's process that enable them, with a disability to be assisted; or Modifications or adjustments to the learning environment, or to the manner or circumstances under which the participants would require assistance.

Undue hardship: An undue hardship exists if an accommodation:

Would cause the job center to incur significant difficulty or expense, in comparison to the financial resources available. Is overly extensive, substantial, or disruptive or would alter the nature or operation of the business. A job center is not obligated to make an accommodation that would cause an "undue hardship."

IV. ACCOMMODATION REQUEST PROCEDURE

1. Participants may request an accommodation by completing FEC Accommodation Request Form and submitting it, along with supporting medical documentation, if applicable, to Equal Opportunity Office. Participants may request accommodations verbally or in writing.

Please allow 24 to 48 hours, after the request, for the accommodation to be available, unless there are assistive technologies on site that may assist the participants on the day of the request.

Basic Skills Screening Tool

Name: _____

Date of Birth: _____

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)? Yes No Currently in high school (does not include GED or HSED programs)
- 2) Can you follow basic written instructions and diagrams with no help or just a little help? Yes No
- 3) Can you fill out basic medical forms and job applications? Yes No
- 4) Without the aid of a calculator, can you add, subtract, multiply and divide with whole numbers up to 3 digits? Yes No
- 5) Can you do basic tasks on a computer? Yes No
- 6) Do you speak and read English well enough to get and keep a job? Yes No

Signature: _____ Date Signed : _____

For Internal Use Only:

Was the individual able to complete the screening tool without <input type="checkbox"/> Yes <input type="checkbox"/> N	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>For the Adult Program Only:</p> <p>If any question is answered, "No" or the form could not be completed independently, the individual should receive priority.</p> <p>Does the individual receive priority?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>For the Youth Program Only:</p> <p>If any question is answered, "No" or the form could not be completed independently, the individual may have a BSD eligibility barrier.</p> <p>Does the individual have a BSD eligibility barrier?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div>
Name of Career Planner: _____	
Career Planner Signature: _____ Date Signed: _____	

¹ Department of Labor Employment and Training Administration, Strategies and Considerations: A Brief on Youth Assessments, Youth Connections. [ITA Strategies and Considerations Youth Assess 20210205 \(1\).pdf](#)

**GREATER KANSAS CITY & VICINITY
WORKFORCE ECOSYSTEMS REPORT
SHELLEY PENN**

**WAGNER PEYSER
LABOR EXCHANGE &
TRAINING
REPORT**

EMPLOYER TRENDS

KANSAS CITY AND VICINITY

TRAINING AND EMPLOYMENT SERVICES TO TARGETED JOB SEEKERS July 1, 2021 - June 30, 2022

Employer Services

WORKFORCE IMPACT

Effectiveness in Serving Employers Indicators - Summary Report

Employer Services Type	Total Employers Served	Total Locations Served (Establishments)
Employer Information and Support Services	485	537
Workforce Recruitment Assistance (self service and staff assisted)	1,161	1,698
Strategic Planning/Economic Development Activities	151	157
Untapped Labor Pools Activities	280	320
Training Services	60	64
Incumbent Worker Training Services	45	48
Rapid Response/Business Downsizing Assistance	57	59
Planning Layoff Response	47	49



633



18,744



25.50 %



PY21 as of 03/31/2022
Total Number of Job Orders
35,716
Total Job Openings
44,089

Services Provided Employer Reports - by Service

Service	Total Employers	Total Services
E09 - Agricultural Services Marketing	#REF!	#REF!
E04 - Assist with Recruitment	197	408
E03 - Assistance with Job Order	149	207
E27 - CompTIA Contact	#REF!	#REF!
E10 - Customer Service Follow Up	258	586
E11 - DVOP Service Organization Outreach	#REF!	#REF!
E94 - Employers view internal resumes	98	7,432
E22 - ETT Contact	3	8
E13 - Job Development Contact	109	161
E15 - Make Business Presentation	70	84
E92 - Notification to employer of potential applicant	94	192
E93 - Notification to employer or resumes via Virtual Recruiter	2	214
E02 - Participate in Job/Career Fair	37	55
E19 - Participated in Workshop/Seminar/Conference	#REF!	#REF!
E21 - Provide business retention assistance	36	57
E20 - Provide Business Services Information	127	181
E05 - Provide Labor Market Information	43	65
E90 - Referred Qualified Applicants	416	8,995
E12 - Work Based Learning Contract/Monitoring Visit	21	43
E18 - Work Based Learning Marketing	8	9

JOB SEEKERS TRENDS

KANSAS CITY AND VINCINITY

TRAINING AND EMPLOYMENT SERVICES

July 1, 2021 - June 30, 2022

JOB SEEKERS

I. Wagner Peyser

Total number of Distinct Individuals Receiving Services	Enrollment Goal	ACTUAL	VARIANCE
		9,608	
Wagner Peyser Enrollments	10,537	4,841	-5,696
Total Number of Wagner-Peyser Exits		4,544	
Employed 2nd Quarter after Exit	1,880	10,760	
Employed 4th Quarter after Exit	2,486	905	

II. WIOA ADULT

ECONOMICALLY DISADVANTAGED

	GOAL	ACTUAL	VARIANCE
Enrolled in Training (COT/OJT)	106	99	-7
Classroom Training	96	98	2
On-the-Job Training	10	0	-10
Internship/Work Experience	20	1	-19
Credential Received	54	88	34
Employed	71	44	-27
High Wage		\$28.50	
Median Wage	\$15.00	\$15.75	\$0.75
Low Wage		\$14.50	

III. WIOA DLW

LAID OFF, TERMINATED OR BUSINESS CLOSURE

	GOAL	ACTUAL	VARIANCE
Enrolled in Training (COT/OJT)	111	37	-74
Classroom Training	86	34	-52
On-the-Job Training	5	2	-3
Apprenticeship		1	
Internship/Work Experience	16	2	-14
Credential Received	57	37	-20
Employed	83	18	-65
High Wage		\$31.25	
Median Wage	\$16.79	\$21.00	\$9.60
Low Wage		\$19.00	

WORKFORCE IMPACT



34,321

KANSAS CITY AND VICINITY

TRAINING AND EMPLOYMENT SERVICES

July 1, 2021 - June 30, 2022

IV. WIOA YOUTH (AGES 16-24)	ECONOMICALLY DISADVANTAGED		
	GOAL	ACTUAL	VARIANCE
Enrolled in Training (COT/OJT)	80	82	2
Classroom Training	25	34	9
Alternative Secondary School Services	55	48	-7
Work Experience-Internship-OJT	126	71	-55
Credential Received	51	49	-2
Employed	35	20	-15
High Wage		\$30.00	
Median Wage		\$14.00	
Low Wage		\$10.00	
V. INCENTIVE FUNDING	ADULT AND DISLOCATED WORKERS ENROLLMENTS		
	GOAL	ACTUAL	VARIANCE
WIOA Adult and Dislocated Worker Enrollments	463	194	-269
Tier 3 WIOA Adult and Dislocated Worker Enrollments	556	105	-451

A NEW START THROUGH THE FEC

Shay Hawes knows something about starting over.

After getting out of prison, Hawes found life really difficult for someone with his background. He struggled to find steady work and housing.

“Being in prison, having charges...I was running around, trying to find work, and was in and out of transitional housing,” Hawes said. While staying at Welcome House, a Kansas City organization that provides residents with sober living options and recovery programs, Hawes began to focus on gaining skills to help him find a good job.

“I was over at Welcome House, trying to get my life on track,” Hawes said. “I took some forklifting classes, but I was interested in getting my CDL.” He learned that he could do that through the Full Employment Council.

“I had a clear goal to change my life,” said Hawes. “I had the passion, I just didn’t know about the resources. Once I got into the FEC, everything changed.”

Hawes has now been out on the road for five months, driving for Butler Transport in Kansas City, a trucking company that gives former felons the opportunity to have a great career in transportation. The job has also allowed him to get his own home, which he is currently leasing with the option to buy in the future.

“The transition can be hard, but Butler has been a great company for second chances,” Hawes said. He added that becoming a truck driver is a good choice for those coming out of the justice system. “You’re already used to sleeping in close quarters,” he explained.

He is learning how to drive in all weather conditions, and in all types of terrain, as he crosses the country in his truck, with his dog Bellini by his side.

As for anyone else looking to restart Hawes advised to find a place in the community. “Get involved, and be part of your community, and acclimate to society before you make a life-changing decision,” he said. He also recommends understanding the resources available to people - including the services offered through the Full Employment Council.

Lastly, he said that finding a second chance can be hard.

“Sometimes, it feels like there’s no way out of this, this is just the way society is,” he said, but he encouraged people to push through that. “When you see the other side of it, your perception just changes.”

“Keep a positive outlook on life, even when it's hard.”

SHAY HAWES



The Full Employment Council

Your Pathway Home Starts with the FEC.

Open to participants at least 18 years of age who will reside in Cass, Clay, Jackson, Platte or Ray County upon release. Release date must be within 20 to 180 days of enrollment with the FEC. Must complete first interview with FEC while still incarcerated.

Ready to start? Contact
Carrie Rogers
816-877-5207
crogers@feckc.org



What We Do

- Job placement services
- Debt-free training in in-demand fields
- Resume help
- Supportive services, including help with transportation
- Ongoing employment support



OFFICIALLY DESIGNATED BY THE US DEPARTMENT OF LABOR & THE MISSOURI DEPT OF HIGHER EDUCATION AND WORKFORCE DEVELOPMENT



MISSOURI'S TOP-PERFORMING PUBLIC WORKFORCE SYSTEM

The Full Employment Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

THE FULL EMPLOYMENT COUNCIL



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Kansas City, MO 64108
Ph. 816-471-2330

Eastern Jackson
15301 E. 23rd Street
Independence, MO
64055
Ph. 816- 521-5700

Northland
3100 N.E. 83rd Street,
Ste 2800
Kansas City, MO 64119
Ph. 816-468-8767

Cass County
208 W. Walnut St.
Raymore, MO 64083
Ph. 660-476-2185

STATE REPORT CARD

	Employment Q2 Adult	Employment Q4 Adult	Credential Adult	Skill Gains Adult	Employment Q2 DW	Employment Q4 DW	Credential DW	Skill Gains DW	Employment Q2 Youth	Employment Q4 Youth	Credential Youth	Skill Gains Youth
Total	108.55 %	110.19 %	98.40 %	107.94 %	99.23 %	104.57 %	104.86 %	99.07 %	111.69 %	114.61 %	93.08 %	123.46 %
01-Northwest Region	109.84 %	103.70 %	109.52 %	123.46%	116.28 %	120.53 %	88.89 %	120.00 %	124.00 %	104.99 %	110.63 %	145.81 %
02-Northeast Region	114.58 %	108.84 %	122.89 %	127.78%	123.69 %	138.89 %	89.85 %	109.75 %	117.38 %	109.89 %	117.50 %	165.77 %
03-Kansas City & Vicinity	139.35 %	122.61 %	101.87 %	121.65 %	107.45 %	119.59 %	91.55 %	125.81 %	117.85 %	140.22 %	104.17 %	106.11 %
04-West Central Region	110.64 %	126.17 %	103.69 %	99.71 %	89.91 %	93.46 %	124.05 %	107.44 %	114.83 %	118.65 %	123.62 %	135.87 %
06-St. Louis City	108.56 %	103.96 %	81.63 %	186.76 %	166.03 %	171.43 %	200.00%	153.06 %	119.64 %	142.25 %	30.86 %	133.33 %
07-Southwest Region	117.52 %	116.50 %	120.77 %	109.59 %	125.00 %	121.55 %	116.88 %	117.95 %	129.03 %	135.69 %	103.52 %	158.73 %
08-Ozark Region	107.17 %	112.48 %	97.30 %	103.40 %	112.12 %	118.18 %	108.01 %	137.59 %	94.81 %	121.27 %	87.27 %	101.81 %
09-Central Region	117.36 %	119.18 %	118.70 %	126.37 %	119.81 %	102.02 %	107.71 %	123.11 %	119.78 %	125.08 %	100.57 %	139.72 %
10-South Central Region	112.76 %	117.60 %	99.76 %	144.90 %	106.64 %	121.11 %	101.64 %	101.01 %	106.18 %	107.05 %	91.27 %	121.33 %
11-Southeast Region	112.81 %	112.84 %	98.18 %	107.58 %	105.26 %	123.56 %	85.51 %	107.42 %	106.05 %	109.05 %	88.15 %	156.25 %
12-East Jackson County	113.12 %	121.04 %	130.43 %	164.84%	117.62 %	131.99 %	135.14 %	136.78 %	141.66 %	124.22 %	113.38 %	165.29 %
13-St. Louis County	91.11 %	97.62 %	89.89 %	112.73 %	90.60 %	96.67 %	93.63 %	99.09 %	113.98 %	106.42 %	96.19 %	77.94 %
14-St. Charles County	112.61 %	92.63 %	81.70 %	129.87 %	109.09 %	100.90 %	88.89 %	130.43 %	122.22 %	97.98 %	80.65 %	166.67 %
15-Jefferson/Franklin Consortium	119.36 %	113.54 %	102.61 %	110.25 %	105.97 %	103.07 %	97.74 %	159.50 %	123.82 %	107.00 %	101.31 %	151.26 %

AGNER PEYSER BY LOCATI Employment Q2 W employment Q4 WP

Total	92%	91%
01-Northwest Region	97%	93%
02-Northeast Region	97%	96%
03-Kansas City & Vicinity	105%	108%
04-West Central Region	91%	96%
06-St. Louis City	95%	98%
07-Southwest Region	91%	96%
08-Ozark Region	86%	92%
09-Central Region	93%	101%
10-South Central Region	92%	101%
11-Southeast Region	95%	100%
12-East Jackson County	104%	106%
13-St. Louis County	81%	89%
14-St. Charles County	90%	94%
15-Jefferson/Franklin Consortium	92%	97%

SPECIAL PROJECTS REPORT

**KANSAS CITY AND VICINITY
TRAINING AND EMPLOYMENT SERVICES
SPECIAL PROJECTS
July 1, 2021 - June 30, 2022**

Missouri Work Assistance - TANF			
October 1, 2021 - September 30, 2022	GOAL	ACTUAL	VARIANCE
Enrolled in Training (COT/OJT/Subsidized Paid Employment)	60	54	-6
Total Employed	60	10	-50
Low Wage		\$10.00	
High Wage		\$21.00	
Average Wage		\$15.25	
SNAP (SKILL-UP TRAINING)			
July 1, 2021 - June 30, 2022	GOAL	ACTUAL	VARIANCE
Enrolled in Training/ OJT/ Apprenticeship	48	158	110
Enrolled in Internship/Work Experience/Pre-Apprenticeship	5	11	6
Training Completed	38	42	4
Credential Received	27	24	-3
Employed	27	43	16
Low Wage		\$10.00	
High Wage		\$32.00	
Median Wage		\$19.43	
KCV NEG - COVID Recovery			
April 1, 2020 - June 30, 2022	GOAL	ACTUAL	VARIANCE
Enrolled	9	14	5
Classroom Training	9	8	-1
Disaster Relief Employment	9	4	-5
Credential Received	5	5	0
Employed	6	4	-2
Low Wage		\$16.00	
High Wage		\$16.00	
Median Wage	\$11.40	\$16.00	\$4.60
KC Pre-Apprenticeship Non WIOA (GR)			
July 1, 2021 - June 30, 2022	GOAL	ACTUAL	VARIANCE
Pre-Apprenticeship	15	2	-13
Job Search	15	1	-14
Registered Apprenticeship/Employment	15	8	-7
Low Wage		\$15.00	
High Wage		\$21.32	
Average Wage		\$17.46	
KC Pre-Apprenticeship Statewide Adult (FR)			
July 1, 2021 - June 30, 2022	GOAL	ACTUAL	VARIANCE
Pre-Apprenticeship	4	8	4
Job Search	4	8	4
Registered Apprenticeship/Employment	4	9	5
Low Wage		\$15.00	
High Wage		\$23.50	
Average Wage		\$18.30	

**KANSAS CITY AND VICINITY
TRAINING AND EMPLOYMENT SERVICES
SPECIAL PROJECTS
July 1, 2021 - June 30, 2022**

TECHQUEST July 1, 2021 - June 30, 2022	Goals	ACTUAL	VARIANCE
Total participants served in pre-apprenticeship and apprenticeship programs	50	19	-31
Total participants hired by an employer and enrolled in an apprenticeship program	10	4	-6
Total participants who complete an education/training program	9	11	2
Total participants who receives an industry recognized degree or credential	9	11	2
Total unemployed and underemployed participants who complete training and obtain or maintain employment	7	11	4
apprenticeship education/training program and advance into a new position	3	0	-3
Number of employers engaged (those employers that adopt existing or new information technology apprenticeship program	1	1	0
Low Wage		\$13.50	
High Wage		\$30.00	
Average Wage		\$18.68	
Mo Apprenticeship Ready Pre-Apprenticeship			
June 1, 2021 - May 31, 2022	Goals	ACTUAL	VARIANCE
Enrolled & beginning pre-apprenticeship training activities	15	13	-2
Total participants who complete an education/training program	10	1	-9
Total participants who receives an industry recognized degree or credential	10	1	-9
Graduates placed in RA or entered in employment positions	10	0	-10
Sustained employment 6 months after completion	8	0	-8
Sustained employment 12 months after completion	8	0	-8
Low Wage		0	
High Wage		0	
Average Wage		0	
KC JOBS FOR NEIGHBORHOODS			
August 1, 2020 - July 2021	GOAL	ACTUAL	VARIANCE
Served	23	9	-23
Total Enrolled in Training*		9	0
Enrolled in Classroom Training	23	1	22
Enrolled in Work Experience	23	8	15
Placed	16	4	12
Low Wage		\$16.00	
High Wage		\$25.00	
Average Wage		\$20.33	
*Some participants may have participated in COT and Work Experience			

ENVIRONMENTAL PROTECTION AGENCY II

KANSAS CITY AND VICINITY
TRAINING AND EMPLOYMENT SERVICES
SPECIAL PROJECTS
July 1, 2021 - June 30, 2022

September 15,2020 - September 14, 2023	GOAL	ACTUAL	VARIANCE
Enrolled in Training	60	30	-30
Completed Training	50	26	-24
Placed in Environmental Positions	35	14	-21
Placed but Pursuing Further Education	6	0	-6
Low Wage		\$16.00	
High Wage		\$27.50	
Average Wage		\$21.03	

**PRESIDENT'S REPORT
CLYDE MCQUEEN**

NEW FUNDING

**KANSAS CITY MUNICIPAL
CAREER ACADEMY**

COMMITTEE SUBSTITUTE FOR ORDINANCE NO. 220455

Directing the City Manager to enter into an agreement with the Full Employment Council to train candidates for potential employment with the City through the Kansas City Municipal Career Academy; and authorizing city funding up to \$9,600.00 for this demonstrative project.

WHEREAS, the Full Employment Council (FEC) is a non-profit corporation whose mission is to obtain employment for the unemployed and underemployed residents of the Kansas City area by providing job training and connections to job opportunities; and

WHEREAS, it is in the public interest for the City to recruit qualified candidates to fill vacant positions; and

WHEREAS, a partnership between the City and the FEC can facilitate the training of job candidates to help qualify them for available positions within the City; and

WHEREAS, the City and FEC wish to establish the Kansas City Municipal Career Academy through which FEC will identify eligible candidates for City internships and selected interns will participate in a career training and an internship at the City over eight weeks; and

WHEREAS, the FEC has identified funding for an initial class of approximately 15-20 interns and the City and FEC wish to utilize these funds for demonstration project of the Kansas City Municipal Career Academy; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That the City Manager is hereby directed to enter into an agreement with the Full Employment Council under which the FEC will identify candidates for internships at the City and provide career training and the City will consider up to 20 of the identified candidates for eight-week internships in various City departments. The final form of the agreement shall be as determined by the City Manager, but shall include the following provisions:

- a) FEC will recruit potential candidates and determine their eligibility to participate in the program. Recruitment efforts shall be focused on:
 1. unemployed youth and adults
 2. economically disadvantaged youth and adults
 3. Supplemental Nutritional Assistance Program and Temporary Assistance for Needy Families recipients
 4. dislocated and/or laid off workers
 5. persons who earn wages up to 200% of the federal poverty level

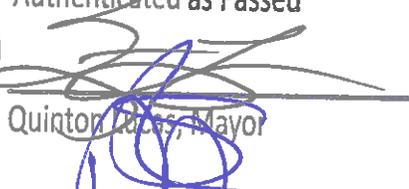
Sub 220455

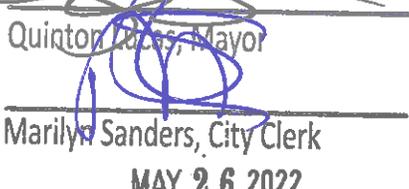
6. persons who reside in high crime zip codes
 7. ex-offender populations
- b) City shall identify appropriate internship opportunities within its departments and collaborate with FEC to facilitate interviews of eligible intern candidates and placement of selected interns; and
 - c) FEC shall provide training on workplace fundamentals to selected interns and City shall identify appropriate current City employees to assist in these trainings; and
 - d) City shall contribute up to \$9,600.00 to the FEC utilizing funds under an existing contract with the FEC under the requisitioning authority of the Director of Public Works. FEC shall be solely responsible for all other costs associated with the demonstration project. City and FEC shall work together to identify funding for any continuation of the Academy past the demonstration project; and
 - e) FEC will pay each selected intern a minimum of \$13.50 per hour, based on specific work experience and internship position the intern is enrolled in, for time spent in the internship and workplace training sessions up to 320 hours. The FEC may provide additional funding to selected interns for support services such as clothing; and
 - f) Upon conclusion of an internship, interns may be eligible to enter the City's recruitment process for permanent positions for which they meet the minimum qualifications. FEC may provide additional funding for required certifications or trainings to facilitate permanent employment; and
 - g) FEC will conduct post-program analysis of the Academy upon completion of the demonstration project, including 12 months of follow-up with the selected interns.

Approved as to form and legality:



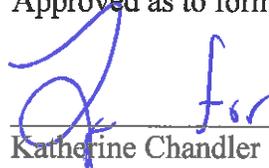
Authenticated as Passed


Quinton Dicks, Mayor


Marilyn Sanders, City Clerk

MAY 26 2022

Date Passed


Katherine Chandler
Assistant City Attorney

PORTKC



Community

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 ORE-MAIL TO: kcglobe@swbell.net

Mo. Sen. Barbara Anne Washington's Urban Farms Tax Credit Passes Missouri General Assembly

JEFFERSON CITY — Legislation championed by State Sen. Barbara Anne Washington, D-Kansas City, creating a tax credit for urban farms won final passage from the Missouri General Assembly during the last week of the 2022 legislative session. On May 10, the General Assembly passed House Bill 1720, an agriculture omnibus bill. Contained within the bill is legislation sponsored by Sen. Washington authorizing a tax credit equal to 50% of the expenses incurred in the construction, development or improvement of an urban farm in an urban area. The tax credit is capped at \$5,000 per urban farm and is not transferable or refundable, but may be carried for-



State Sen. Barbara Anne Washington

ward for three years. "This tax credit will increase agricultural production and education in our urban communities where farming

and food production has not been taught like it should have," Sen. Washington said. "I'm proud to have carried this legislation for the past five years and to finally see it cross the finish line." The passing of this bill strengthens Sen. Washington's commitment to urban agriculture. In addition to HB 1720, Sen. Washington also secured \$575,000 in the state budget for grants and funding dedicated solely for urban farming initiatives. House Bill 1720 now heads to the governor's desk for his consideration. For more information on this legislation, please contact Sen. Washington's office at 573-751-3158.



photo courtesy urbanvine.com

FEC, Port KC Create New System Partnership for Logistics Hiring, Workforce Advancement

In order to address the rising need for skilled employees in logistics, warehousing and manufacturing, the Full Employment Council is partnering with Port KC to create career opportunities for residents of the Kansas City area. This is the first such agreement in the state of Missouri with the Full Employment Council, which is the managing entity of the public workforce system in the Kansas City region. This effort serves as an example of system-based partnership, and will become a model for the public workforce development system on the national level.



Clyde McQueen courtesy photo

addressing the misconception that careers in the logistics, warehouse and manufacturing sectors are low-wage jobs without advancement opportunities. "This partnership is a great way for Kansas City to continue to grow its own workforce through targeted skills training, job placement, and job seeker access to the complete system of support offered through the Full Employment Council," said McQueen.

growing logistics hub, surpassing more than 300 million square feet of logistics facilities in 2021. This recent surge continues to propel Kansas City forward to become the nation's 17th largest market for logistics. The Full Employment Council will promote and highlight job opportunities in the logistics, warehousing and manufacturing sectors; identify and address issues impeding employment in these sectors; offer training and certifications where skill gaps exist; support training programs to youth seeking careers in these sectors; and establish a fund that would provide financial assistance to employees or potential employees in these sectors.

"The FEC is excited about our partnership with Port KC, and working with them in order to bring sustainable, meaningful employment to people. The FEC is always ready to connect people to economic opportunities," said McQueen.

Continued on page 8

"The program highlights Port KC's innovation, and their intent to insure that the economic growth facilitated through these economic development efforts directly and systematically benefit Kansas City residents," said Full Employment Council president and CEO Clyde McQueen.

"I particularly want to recognize the efforts of Port KC board of directors, and their CEO Jon Stephens for this system-based partnership that will help the residents and employers of Kansas City concurrently." The new Logistics Hiring & Workforce Advancement Program will target residents of neighborhoods that are battling unemployment and underemployment. The program is designed to overcome barriers to employment, and pair residents looking for careers with an industry that is rapidly growing in the region. Additionally, Port KC will address the need and interest for logistics companies and developers to locate sites closer to urban centers, while also ad-

"This is an exciting time for logistics facilities in Kansas City as we experience significant expansion and anticipate sustained growth in our future. Opportunities for career advancement have never been better," said Port KC president and CEO Jon Stephens in a press release.

"Yet we face unprecedented challenges in recruiting and retaining a workforce to meet this increased demand, so Port KC is creating worker-centered ways to broaden and strengthen that pipeline of talent." According to Port KC, the Kansas City metro was the fourth-fastest

Paseo Class of 1972 to Celebrate 50th Class Reunion May 19

The 1972 graduating class of Paseo High School will be celebrating its 50th Class Reunion on May 19, 2022 at the Paseo Academy of Fine and Performing Arts in Kansas City, Mo. According to spokesperson Thomas Brown, "The Academy will be showcasing the marvelous skills and talents of its student body in an effort to continue to recruit talented students to Paseo. There will be an All School Assembly (open to the public) as part of the 50th Reunion Celebration.

Brown continued, "The class will always support the student body and what makes this celebration unique is that the 1972 graduating class is the last group of Paseo students who attended Paseo from the 8th Grade through 12th grade 'Last of the Original Pirates'. The 1972 class was 268 students strong and was a particularly unique class of high achievers."

There will be a gift to the school unveiled after the Cavalcade of Arts Program along with the presentation of the renaming of Flora Avenue to "Pirate Way" from Martin Luther King Blvd to 49th Street. City Councilman Kevin O'Neil is scheduled to make the street renaming dedication along with Michael Shaw, director of KCMO public works.

For the complete schedule of events contact Thomas Brown, Paseo High School Class of 1972 at: tjbrown27@sbcglobal.net, or call 816-223-1671.

* THE REGION'S HEART BEATS WHERE THE RIVERS MEET *

WEST BOTTOMS HERITAGE DAYS FESTIVAL

11AM - 5PM SAT MAY 14TH CRAFT FAIR

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KANSAS CITY, MO HEALTH DEPARTMENT

for more information visit:

KCMO.GOV/HealthyHomes

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- Water supply
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- Ventilation
- Electrical safety
- Common areas maintained
- Pests and mice
- Lighting
- Moisture and humidity
- Structural safety
- Evidence of suspect mold
- Chipped paint

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REQUEST FOR BIDS

KCMO PUBLIC SCHOOLS REQUEST FOR PROPOSAL RFP C-22008 SUPPLY AND DELIVERY OF MILK, DAIRY AND JUICE PRODUCTS PUBLISHED May 3, 2022 QUESTIONS DUE BY MAY 16, 2022 BIDS DUE: MAY 24, 2022 at 4:00 PM CDT
KCMO PUBLIC SCHOOLS REQUEST FOR PROPOSAL RFP C-22009 FRESH FRUIT AND VEGETABLES PUBLISHED May 4, 2022 QUESTIONS DUE BY MAY 17, 2022 BIDS DUE: MAY 25, 2022 at 4:00 PM CDT
KCMO PUBLIC SCHOOLS REQUEST FOR PROPOSAL RFP C-22010 REPAIR AND MAINTENANCE OF KITCHEN EQUIPMENT PUBLISHED May 5, 2022 QUESTIONS DUE BY MAY 18, 2022 BIDS DUE: MAY 31, 2022 at 4:00 PM CDT
KCMO PUBLIC SCHOOLS REQUEST FOR PROPOSAL RFP C-22-17 ABATEMENT & DECONSTRUCTION/DEMOLITION OF SE ANNEX BUILDING MANDATORY PRE-PROPOSAL MEETING & SITE VISIT: MAY 16, 2022 @ 9:00 AM CDT

Bids for Upgrade Latrines, Showers, and Exterior Paving, Farmington Readiness Center, Project No. T2136-01, will be received by FMDC, State of MO, UNTIL 1:30 PM, 6/9/2022 via MissouriBUYS. Bidders must be registered to bid. For specific project information, go to: <http://oa.mo.gov/facilities>

Bids for Renovate Latrines, Showers, and Tuck-pointing, Project No. T2133-01 will be received by FMDC, State of MO, UNTIL 1:30 PM, June 2, 2022. For specific project information and ordering plans, go to: <http://oa.mo.gov/facilities>

Pre-Qualification Site Walk-Thru Meeting for Stained Glass Restoration Firms will be held at 10:00 AM (CST), Wednesday, June 1, 2022 at the Missouri State Capitol, Joint Committee Hearing Room 117 (located on the 1st floor of the Capitol behind the Rotunda on the north side of the building), 201 W. Capitol Ave., Jefferson City, MO 65101. Access to State of Missouri property requires presentation of a photo ID by all persons. Pre-Qualification Forms will be received until 3:00 pm (CST), Wednesday, June 8, 2022. Bids for Stained Glass Laylight Restoration and Repairs, Project No. O2040-02 will be received by FMDC, State of MO, UNTIL 1:30 PM, July 7, 2022. For specific project information and ordering plans, go to: <http://oa.mo.gov/facilities>

Bids for Constructions Services – Kansas City and Springfield Regions, Project Nos. IDIQMCA-2011 and IDIQMCA-2012, respectively, will be received by FMDC, State of MO, UNTIL 1:30 PM, 6/16/2022 via MissouriBUYS. Bidders must be registered to bid. For specific project information, go to: <https://oa.mo.gov/facilities>

STOP THE VIOLENCE IN OUR COMMUNITY.

DO YOUR PART.

KEEP THE PEACE!

Bids for Replace HVAC, BAS, and Domestic Hot Water System, Higginsville Habilitation Center, Project No. M1909-01, will be received by FMDC, State of MO, UNTIL 1:30 PM, 6/2/2022 via MissouriBUYS. Bidders must be registered to bid. For specific project information, go to: <http://oa.mo.gov/facilities>

CLASSIFIEDS WORK. E-MAIL YOUR AD FOR A QUOTE: kcglobe@swbell.net

FEC

Continued from page 3

“And that includes providing debt-free skills training to those who need it.” The new program would be funded through an annual financial contribution from Port KC, drawn from existing, budgeted funds. The balance of the program funding would be generated through payments collected from third parties each time Port KC issues its bonds in support of logistics, warehousing and/or manufacturing projects. The program was passed unanimously by the Port KC’s Board of Commissioners unanimously during their April 25 meeting. For more, visit www.feckc.org.

EMPLOYMENT

GRAPHIC DESIGNER/SOCIAL MEDIA MANAGER

The Kansas City Globe seeks an experienced graphic designer/social media manager. A degree in journalism or a related field is preferred. Must be experienced in newspaper layout and design using In Design, photoshop, illustrator and other related programs. Preference will be given to the candidate who has prior experience working in newspaper or magazine publishing. Must be able to meet weekly deadlines. Interested candidates may e-mail resumes to: kcglobe@swbell.net.

REPORTER

The Kansas City Globe seeks a reporter. Must have a degree in journalism or a related field. Hours must be flexible. Interested candidates may e-mail resumes including pdfs of clips to: kcglobe@swbell.net.

PEACE!

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GROWTH OPPORTUNITIES AWARD

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



Dear Grant Authorized Representatives and Program Contacts:

Congratulations on being awarded the Growth Opportunities (GO) (Round 1) grant! The Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant. **The official grant start date is July 1, 2022**, and we wanted to share some important information with you about what to expect in the coming weeks.

ETA staff has completed a thorough review of your documents to ensure that you are in compliance with the requirements outlined in the Federal Funding Opportunity Announcement including, but not limited to:

- Confirming the UEI Information,
- Ensuring activities are allowable, as defined in the FOA;
- Verifying all of the budget documents;
- Clarifying any other programmatic questions or issues deemed appropriate by the Grant Officer.

Please refer to your grant award package for any conditions of award regarding the above items. While you are awaiting your grant award package, you should also know that you should not make any expenditure until you receive your executed grant award. One important thing to note is related to the purchase of equipment. Grantees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per-unit acquisition cost of \$5,000 or more, and a useful life of more than one year (this includes the purchases of ADP equipment). The grant award does not provide approval for equipment even if it is specified in a grantee's Statement of Work (SOW) unless specifically approved in the grant award execution letter by the Grant Officer. To obtain approval, the grantee must submit a detailed equipment purchase list with descriptions to the assigned Federal Project Officer (FPO) for review. The equipment purchase list must include the item name as well as a description of the item, item cost (actual or estimated), estimated useful life of the equipment, and the purpose of the acquisition. We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Once our review of documents is completed, the grant award, also known as the Notice of Award (NOA), will be e-mailed to you. When you receive it, please review it carefully. This document includes vital information such as the regulations and cost principles, Statement of Work, and operating budget under which this grant will be required to comply. In addition, your project narrative is incorporated as the Statement of Work (SOW) in your grant award. **If there is a discrepancy between the project narrative or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.** ETA staff will also include any conditions for grant implementation based on our compliance review. You, as the grant recipient, have the responsibility to confirm that all costs are allowable before expenditure.

If an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP) is required, your organization must have or obtain a current approved Agreement/Plan. This Agreement/Plan must remain current during the life of your grant. Grantees must comply with this requirement as outlined in the grant award or no indirect costs will be allowed for the grant. If this provision applies to your organization, please check your package immediately and follow the instructions, outlined in your grant award, titled "Indirect Cost and Cost Allocation Plan" to begin the process of understanding your responsibility in this regard.

Additionally, the grant award contains essential information on how to access funds and create an ETA Payment Management System Account, and contact information for the Federal Project Officer (FPO)

assigned to your grant. This assigned person will be your primary contact throughout the entire period of performance. Your FPO will assist you with any questions or issues that you may encounter. In addition to monitoring and oversight, your FPO will initiate modifications to your grant as needed.

Updating Contact Information: ETA will need contact information for the individuals who will be working on this grant project as soon as possible. Please send any updated or new grant contact information to the Division of Youth Service (DYS), the program office for GO grants, at REO.eta@dol.gov. We recommend that you have at least one primary programmatic point of contact in addition to those indicated on the SF-424 in the application, especially in those cases where the individuals identified on the form are not directly involved in the day-to-day operations of the program. This person(s) will receive all future communications regarding the new grantee orientation, as well as any necessary policy guidance or other important information from the program office as it pertains to your program or grant award. Please send this contact information in an email to REO.eta@dol.gov with:

- the name of your grant organization,
- grant number, and
- the following information for each Program Contact: name; title; address; telephone number; and email address.

Please be sure to identify if contact information provided is in addition to existing contacts, and/or if contacts identified on the SF-424 should be removed. Also, include the following text in the subject line of your email: "Growth Opportunities Grant <insert your organization name> - Contact Information". Please be sure to add the domain "@dol.gov" to your network safety list as communications will be arriving electronically.

Upcoming Grantee Orientation: A new grantee orientation will be offered over the coming months that will provide an overview of your grant and ETA grants management; financial requirements and management, and performance reporting. The GO grantee kick-off will occur on July 7, 2022, from 1:30 to 3:30pm Eastern Time. Stay tuned for an official email invite and be sure ETA has your grant's contact information. We strongly encourage your program and financial staff to fully participate in this event.

If you have any questions about your grant award, please contact Ariam Ferro via email at Ferro.Ariam@dol.gov. Again, congratulations on your Growth Opportunities (Round 1) grant award.

Sincerely,



Melissa Abdullah
Grant Officer

RESTART HOMELESS VETERANS GRANT

Homeless Veterans' Reintegration Program

Title 38 U.S.C. Section 2021

*"...the Secretary of Labor shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to **expedite the reintegration of homeless veterans into the labor force.**"*



The Homeless Veterans' Reintegration Program¹ (HVRP) is an employment focused competitive grant program of the Department of Labor, Veterans' Employment and Training Service (DOL-VETS), the only federal grant to focus exclusively on competitive employment for homeless veterans. Initially authorized in 1987 under Section 738 of Stewart B. McKinney Homeless Assistance Act, HVRP and its companion programs are currently authorized under Title 38 U.S.C. Sections 2021, 2021A and 2023.

The Dual Purposes of HVRP: Reintegrating Individuals into the Workforce and Building Strong Systems

HVRP has two core objectives which are to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

HVRP grantees accomplish these objectives through a variety of core services:

Knowledge of Population - Grantees understand the unique needs of the veterans they serve and structure to meet those needs.

Outreach - Grantees use a flexible, non-threatening approach to meet veterans where they are. Outreach also includes activities to engage partners and employers.

Assessment / Intake - Grantees assess each veteran to determine program eligibility and to gauge job readiness and willingness to engage in employment services.

Case Management - Grantees use a veteran-centered approach to develop an Individual Employment Plan (IEP) based on individual's strengths and preferences while addressing barriers.

Job driven Training and Placement - Grantees provide training that is targeted to the specific industries, occupations, and skills that are in demand locally. Training services can be provided in-house, through partners in the community, or through the local American Job Center.

Collaboration - Grantees collaborate with public and private partners at all levels (federal, state and local) to provide supportive services and access to housing.

National Priorities and Goals, Local Implementation

HVRP serves three different categories of veteran populations:

Homeless female veterans and veterans with children

Incarcerated veterans

All other veterans experiencing homelessness that meet the criteria of the latest FOA.

The HVRP establishes a set of national goals for the overall program. Each HVRP grantee plays a part in these larger goals by placing veterans in these priority groups into competitive employment at the local level.