




## **DIRECTIVE**

TO: Odie Donald, Director, Department of Employment Services

FROM: Diane Pabich, Interim Executive Director, District of Columbia Workforce Investment Council 

DATE: January 25, 2018

SUBJECT: One-Stop Certification Business Plan and Application

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### **Background**

DC-WIGL-2017-014-OneStopCertification, released July 28, 2017, stated that, “local entities requesting certification (the “Applicant”) will complete and submit an application and business plan, through the One-Stop Operator, to the DC WIC for approval,” that “the WIC will identify a Certification Team to conduct all certification activities,” and that “once a business plan is approved, the Certification Team will conduct a site review.” This Directive provides some further guidance and direction regarding business plan and application submitted on behalf of the Department of Employment Services.

### **Guidance**

While the business plan is strong overall, containing many of the required elements of the Business Plan Certification Criterion for One Stop Certification, a few elements insufficient, and should be addressed in a revised business plan and submitted for approval. Specific areas requiring further investigation of application through the site visit are also noted.

### **Required Action**

Within 120 days of the date of this Directive, the Department of Employment Services shall provide the following information in a revised business plan for approval:

### **Business Plan**

- *Service Mix and Delivery Structure:* The customer flow is not clear. All services are listed in the narrative, but less information is provided on how customers access them, in what ways. Also, Attachment 2 is a chart “Customer Entry” but this does not capture the flow within programs. There is just one box for “Customer receives needed services” but not information on the movement through those, and particularly nothing on partner services and how those are accessed and delivered in an integrated manner. Specifically:

- Returning citizens and individuals with disabilities should have additional information and context to assist these residents
- Show the full District workforce services; a continuous loop of wrap around services can be used
  - Not have a “start” and “end” as it may signify that once a customer has received the needed services or that the AJC interaction is over. There is still opportunity for follow up and job placement.
- If the Centers offer sign language interpretation/translation for job seekers who speak ASL, mention as part of how the “AJCs remove communication barriers of customers while accessing services at the AJCs”
- Reference that the AJC physical spaces are all fully ADA compliant
- State where customers coming from to access AJC services
  - Required partners, community/faith based organizations, Workforce on Wheels, or walk-in traffic
  - AJC service offerings
    - Orientation, job placement, workshops, trainings, partner supportive services, apprenticeships, case management, follow up, basic career services, individualized career services
- *Partner Engagement:* The mandatory partners are listed/described, but more content should be provided on how all of the partners work together to build a successful system that serves District residents and businesses in an integrated manner—especially the required partners for additional supportive services, but also adult education, Wagner-Peyser/UI or vocational rehabilitation in particular, and how those services are integrated together with WIOA Title I Career Services.
- *Business Engagement:* Engaging the Business Community—there is a section on “Convening education, training and employer partners” but can also include the required and community partners that can also serve as an opportunity to refer qualified job seekers to the business
  - The business engagement can be described as “demand driven” and “proactive” rather than reactive
  - “Work with best in class businesses that offer good wages, career advancement”
    - Educate employers that may not meet wages on what their competitors are doing
      - AJCs can serve as the subject matter experts on LMI and wages
- *Customer Feedback Data:* Include a process for obtaining customer feedback such as customer satisfaction surveys or other data and how such data will be used in guiding future programs and services.
- *Other:*

- Page 33 references “WIA” service providers and community partners
- Page 10 mentions “The District’s High-Demand Sectors and Occupations List identifies six key high-demand sectors: 1. Business Administration and Information Technology, 2. Construction, 3. Healthcare, 4. Hospitality, 5. Security and Law, and 6. Logistics. The most recent addition to the DC WIC in-demand sectors was “Utilities.”

## **Application**

- **Baseline Criteria:**

- *Staffing and Cross-Training/ Criterion 2. DCAJC staff roles and responsibilities are clear at all stages of service delivery:* Further information on and evaluation of the particular roles of all staff with regard to the service flow will need to be included in the site visit. The training and development activities referenced are sufficient to answer the prior question in Criterion 1, but this response does not discuss how staff are aligned with regard to the WIOA system, WIOA customer flow, etc.

- **Performance of Excellence Criteria:**

- *Effectiveness Criteria/Responsiveness to the needs of business:* Remarks do not note how the business service team coordinates across the multiple sites. The notes are at a high-level but further proof of the line-level coordination, between One-Stops, should be provided.
- *Accessibility and Infrastructure Criteria/Service Hours:* Unless DOES is in possession of some specific guidance from USDOL that removes this particular (or other) function of a local system, the unique DC situation and State-level system does not eliminate consideration of evening/weekend accessible hours, should they be necessary.
- *Accessibility and Infrastructure Criteria/Accommodations/ Criterion 2. The DCAJC provides information about available resources and services to customers of varying literacy levels:* The unique DC situation and State-level system does not negate the goal to provide information for customers at a literacy level accessible for all customers.

- **Continuous Improvement Criteria:**

- *Customer Feedback/ Criterion 2, Results of customer satisfaction surveys are reported to the local board:* The unique DC situation and State-level system does not devalue the use customer satisfaction surveys or the operations entity reporting on their outcomes to the DC WIC.
- *Improving Performance:* Again, “not applicable” response is not sufficient. See above comment.



## **DIRECTIVE**

**TO:** Odie Donald, Director, Department of Employment Services

**FROM:** Diane Pabich, Interim Executive Director, DC Workforce Investment Council *D. Pabich*

**DATE:** August 28, 2017

**SUBJECT:** American Job Center Certification under the Workforce Innovation and Opportunity Act (WIOA)

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## **Background**

WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective American Job Centers. To assist in these efforts, the DC Workforce Investment Council developed objective criteria and procedures to use when certifying the DC American Job Centers (DCAJCs). Those criteria and procedures were published through DC-WIGL-2017-014 One Stop Certification on July 28, 2017. This letter provides additional details regarding the 2017 DCAJC certification process. The certification process will be conducted during Fiscal Year (PY) 2017-2018. The One Stop Certification Timeline is included as Attachment 1.

WIOA requires local workforce development areas to evaluate One Stop Centers for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. The District's certification criteria are centered on these key areas and set a system-wide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

## **Certification Levels**

There are two levels of DCAJC certification: Baseline and WIOA Performance of Excellence. The Baseline DCAJC Certification is intended to ensure that every DCAJC is in compliance with key WIOA statutory and regulatory requirements. The WIOA Performance of Excellence DCAJC Certification is intended to ensure continuous improvement by identifying areas where a DCAJC may be exceeding quality expectations, as well as areas where improvement is needed. The WIOA Performance of Excellence DCAJC Certification criteria were developed in alignment with TEGL 4-15, TEGL 16-16, the Unified State Plan, and the System Alignment working group's vision for DC's One Stop Service Delivery System.

### *Baseline DCAJC Certification*

In order to receive Baseline DCAJC Certification, a center must meet all of the following requirements:

- The DCAJC has implemented a signed MOU with all the required DCAJC partners. This includes both Phase I and Phase II of the MOU process.
- The DCAJC has implemented the board-defined roles and responsibilities of the DCAJC One Stop Operator and Title I Adult and Dislocated Worker provider of career services (i.e., a DCAJC One Stop Operator is in place and provider of career services functioning within the DCAJC).
- The DCAJC meets all regulatory requirements to be considered a comprehensive or affiliate DCAJC as identified in the WIOA Joint Final Rule Section 678.305 and 678.310, respectively.
- The DCAJC ensures equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, and all other applicable federal and state guidance.

The Baseline DCAJC Certification criteria have been included on the Application for Certification of One Stop Centers (see Attachment 2).

### *Not Yet Able to Certify*

100% of the Baseline DCAJC Certification criteria must be met. If a DCAJC does not meet one or more of the Baseline DCAJC Certification criteria by October 1, 2017, it will be deemed as “not yet able to certify.” In this instance, the entity must submit a corrective action plan along with their application for certification to the DC Workforce Investment Council. The corrective action plan must outline how the entity will bring the DCAJC into compliance by November 13, 2017 (or prior to the on-site review).

### *WIOA Performance of Excellence DCAJC Certification*

In order to highlight areas where DCAJCs are exceeding or can enhance their service delivery, the DC Workforce Investment Council has identified WIOA Performance of Excellence Certification criteria. In order to receive a WIOA Performance of Excellence DCAJC Certification, a DCAJC must meet Baseline DCAJC Certification and each of the following:

- The DCAJC physical location enhances the customer experience.
- The DCAJC provides integrated, customer-centered workforce system services.
- The DCAJC ensures universal access, with an emphasis on individuals with barriers to employment.
- The DCAJC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
- The DCAJC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and career pathways.

- The DCAJC has high-quality, well-informed, and cross-trained staff.
- The DCAJC achieves results through data-driven continuous improvement.

The WIOA Performance of Excellence Certification criteria are also included on the Application for Certification of One Stop Centers (Attachment 2). At least 80% of the overall criteria must be met by November 13, 2017 (or prior to the on-site visit), and the entity must submit a corrective action plan along with their application for certification outlining how the entity will meet the remaining 20% of the criteria by June 30, 2018.

### **Important Dates**

- **October 1, 2017**  
Local Boards submit the Business Plan and Application for Certification of One Stop Centers that includes both the Baseline DCAJC Certification criteria self-assessment and the WIOA Performance of Excellence DCAJC Certification criteria self-assessment (Attachment 2) for each DCAJC.
- **November 13 - 17, 2017**  
The DC Workforce Investment Council Certification Team will conduct on-site evaluations in order to aid in an official decision on the certification status of each DCAJC.
- **January 26, 2018**  
The DC Workforce Investment Council will have notified local entities of the certification status for each of their DCAJCs.

Please send related questions to:

Lauren Scott  
WIOA Program Manager | DC Workforce Investment Council (DCWIC)  
W: 202-715-2861 | E: [lauren.scott@dc.gov](mailto:lauren.scott@dc.gov)



**DISTRICT OF COLUMBIA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

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**POLICY & GUIDANCE**    **INFORMATION & UPDATES**

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**DATE:** July 28, 2017

**NO:** DC-WIGL-2017-014-OneStopCertification

**TO:** LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS  
AMERICAN JOB CENTERS  
WIOA YOUTH SERVICE PROVIDERS  
WIOA ELIGIBLE TRAINING PROVIDERS  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
DEPARTMENT ON DISABILITY SERVICES (DDS)  
DEPARTMENT OF HUMAN SERVICES (DHS)  
UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE  
(UDC-CC)

**FROM:** DIANE PABICH   
Interim Executive Director, Workforce Investment Council (WIC)

**SUBJECT:** ONE STOP CERTIFICATION

**1. Purpose.**

To provide the criteria and procedures for One Stop Certification in the District of Columbia.

**2. References.**

WIOA sec. 121(g)(1)  
WIOA sec. 121(g)(2)  
WIOA sec. 121(g)(5)  
WIOA sec. 188, set forth at 29 CFR part 38  
20 CFR 678.305  
20 CFR 678.310  
20 CFR 678.800  
34 CFR 463.800  
US Department of Labor Training and Employment Guidance Letter (TEGL) 16-16  
DC WIOA Unified State Plan  
District of Columbia Workforce Investment Council Policy Manual  
DC-WIGL-2017-012-AmericanJobCenterCommonIdentifier  
All Policy Guidance to be housed at <http://dcworks.dc.gov>





**3. Definitions.**

WIGL – Workforce Implementation Guidance Letter

WIC – District of Columbia Workforce Investment Council

DOES – District of Columbia Department of Employment Services

AJC – American Job Center or One Stop Center

LWDA – Local Workforce Development Area

LWDB – Local Workforce Development Board (the DC WIC)

WIA – Workforce Investment Act

WIOA – Workforce Innovation and Opportunity Act

USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will serve as an indicator that a revision has been made, along with a revision number if multiple adjustments are made.

**4. Background.**

The Workforce Innovation and Opportunity Act (WIOA) requires the establishment of local One Stop Service Delivery systems that enable jobseekers and employers to access the employment and training services of multiple partner agencies and organizations. As the state and local workforce investment board, the DC WIC is charged with establishing and overseeing the One Stop Service Delivery system in the District.

Each local system must include at least one physical, comprehensive One Stop Center, as defined in 20 CFR 678.305. The DC WIC may choose to establish multiple comprehensive One Stop Centers and also provide partner programs, services, and activities through affiliate sites (as defined in 20 CFR 678.310) or through a network of eligible One Stop partners that provide at least one or more of the programs, services, and activities at a physical location or through an electronically or technologically linked access point, such as a library (as described in 20 CFR 678.320). The DC WIC must certify each comprehensive and affiliate One Stop Center and partner access point separately (in accordance with 20 CFR 678.800), and select a One Stop Operator(s) to coordinate the local One Stop Service Delivery system activities (in accordance with 20 CFR 678.600).

Through the One Stop certification criteria and processes described herein, the DC WIC seeks to ensure a minimum level of quality and consistency of services at all local One Stop Centers, and will work with the designated One Stop Operator(s) and the Department of Employment Services, as the State Administrative Entity for the District, to ensure such standards are being met. In accordance with the common identifier guidance provided in DC-WIGL-2017-012, all comprehensive and affiliate One Stop Centers in the District will be known as DC American Job Centers (DCAJC), and all other partner access points must clearly indicate that they are “a part of the DC American Job Center network.”

**5. Guidance.**

The Code of Federal Regulations at 20 CFR 678.800 and 34 CFR 463.800 defines the criteria and procedures required for One Stop Center certification. A location must be





certified in order to be eligible to use infrastructure funds in the State funding mechanism described in §463.730. The DC WIC, with the agreement of the Mayor, is responsible for reviewing and updating One Stop certification criteria every 2 years, and must assess One Stop Centers using these criteria at least once every 3 years. WIOA requires local workforce development areas to evaluate One Stop Centers for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

### **EVALUATION OF EFFECTIVENESS**

The evaluation of effectiveness will be based on how well the One Stop Center:

- Integrates available services for participants and businesses;
- Meets the workforce development needs of participants and the employment needs of local employers;
- Operates in a cost-efficient manner;
- Coordinates services among the One Stop partner programs; and
- Provides access to partner program services to the maximum extent practicable, including providing services outside of regular business hours, where there is a workforce need, as identified by the LWDB.

The evaluation will take into account feedback from One Stop customers.

### **EVALUATION OF ACCESSABILITY**

The evaluation of accessibility is based on how well the One Stop Center ensures equal opportunity for individuals with disabilities to participate in or benefit from One Stop Center services. These evaluations include criteria assessing how the One Stop complies with the disability-related regulations implementing WIOA sec. 188, set forth at 29 CFR part 38, such as how the center:

- Provides reasonable accommodations for individuals with disabilities;
- Makes reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities;
- Administers programs in the most integrated setting appropriate;
- Communicates with persons with disabilities as effectively as with others;
- Provides appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity; and
- Provides for the physical accessibility of the One Stop Center to individuals with disabilities.

### **EVALUATION OF CONTINUOUS IMPROVEMENT**

The evaluation of continuous improvement includes how well the One Stop Center supports the achievement of the negotiated local levels of performance for the indicators of performance for the local area described in sec. 116(b)(2) of WIOA and part 463. The

evaluation of continuous improvement also includes an assessment of the systems in place for:

- identifying and responding to technical assistance needs;
- continuing professional staff development; and
- capturing and responding to specific customer feedback.

**6. Action Requested.**

Local entities requesting certification (the “Applicant”) will complete and submit an application and business plan, through the One Stop Operator, to the DC WIC for approval, and must demonstrate that the location satisfies the certification criteria described in this policy. Entities may request technical assistance from the DC WIC to support the development of a business plan or in meeting the criteria. The WIC will identify a Certification Team to conduct all certification activities.

**BUSINESS PLAN**

The business plan must support the District of Columbia’s WIOA Unified State Plan, and must include, at minimum, detailed descriptions of the proposed operations as outlined below and further defined in guidelines to be released by the DC WIC:

- Customer Target Groups (both jobseekers and employers, and including any special populations)
- Marketing, Community Outreach, and Recruitment Strategies (including a plan for increased enrollment in various programs and increased use of facilities)
- Physical and Programmatic Accessibility (including how individuals with disabilities will be served)
- Cultural Competency Plan
- One Stop partners (including the ways in which services will be integrated, delivery structure, resource and service map, customer flow, and identification of a system for referral to training services and use of ITAs)
- Supportive Services and Barrier Remediation Strategies (including those that may be offered by community-based partners)
- Partner Engagement
- Business Services Functional Alignment Strategy
- Organizational Structure
- Management Structure (including site management)
- Staffing Plan and Case Management Caseload Strategy
- Staff Development and Capacity Building
- Sustainability Practices or Plan
- Resource Allocation Report (including identification of leveraged resources with various funding streams, educational grants, and other financial aid programs)
- Management Information System
- Performance Outcomes
- Performance Management Plan
- Monitoring and Evaluation Plan

- Customer Feedback Data (including a description of the process for obtaining and using feedback information)

The DC WIC will provide the Applicant with a written determination within 60 days of submittal of the business plan. If a business plan is denied, the DC WIC will provide the reason(s) for denial and suggestions to assist the Applicant with meeting the criteria for approval of the business plan. An Applicant may submit a revised business plan to the DC WIC at any time, which will re-initiate the certification process.

### **APPLICATION FOR CERTIFICATION**

The application for certification is provided as an attachment to this letter. Each criterion in the application must first be self-evaluated by the Applicant, indicating whether or not the location meets the requirements, by checking “Attained” or “Pending Attainment.”

- If “Attained” is selected, the Applicant must provide the “Basis for Determination” by marking each indicator for which evidence is provided, or marking “Other” and referencing additional evidence that is being provided.
- If “Pending Attainment” is selected, the Applicant must describe the necessary minor improvements that will be put in place to fully meet the criterion.

At least 80% of the criteria must be met, and a plan must be in place to meet the remaining 20% within one (1) year of the date of certification. To facilitate the timely completion of the certification process, supporting documentation and evidence of the achievement of each indicator must be referenced in the “Applicant Comments and Reference to Supporting Documentation” section of the application, under the “Basis for Determination” of each criterion and either:

- included as attachments to the application where appropriate and reasonable, or
- made available for verification through a desk review or site visit.

### **ON-SITE REVIEW**

Once a business plan is approved, the Certification Team will conduct a site review within 60 days of the date of approval. The review will be conducted using the proposed business plan and application and will include on-site monitoring, telephone or email interviews with site and partner staff, interviews with at least one jobseeker and business customer, and review of other materials and information as necessary to verify the Applicant’s achievement of the certification criteria. The DC WIC will provide the Applicant with a written determination within 30 days of the site review.

If the Certification Team determines that the criteria for certification have been satisfied, it will provide a recommendation to the WIC Board that the proposed One Stop Center be certified.

If the Certification Team determines that the criteria for certification have not been satisfied, it will provide a recommendation to the WIC Board that the proposed One Stop Center not be certified, and provide the Applicant with specific remedial actions that are



required to be taken to meet each of the criteria that were not met. An Applicant may resubmit an application for certification at any time. Within 30 days of receipt of a written response from the Applicant addressing the issues of concern and requesting reconsideration, the review process will be reinitiated. The DC WIC will establish an appeals process for the denial of certification.

**7. Attachments.**

Application for Certification of DC One Stop Centers

**8. Inquiries.**

Inquiries regarding this guidance should be directed to:

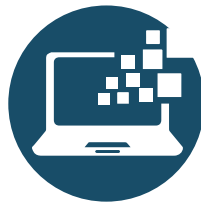
Rosalynce Broadous-Brown  
Policy Analyst | Workforce Investment Council (WIC)  
W: 202.715. 2854 | E: [rosalyce.broadous-brown@dc.gov](mailto:rosalyce.broadous-brown@dc.gov)

**9. Expiration.**

Continuing.

# DEMAND INDUSTRY COUNCIL ENGAGEMENT SESSIONS

## DISTRICT OF COLUMBIA HIGH-DEMAND SECTORS

**Construction****Healthcare****Hospitality****Information  
Technology****Infrastructure****Security  
& Law**

**The Demand Industry Council (DIC)** is comprised of Industry representatives from (6) “High-Demand” sectors (Construction, Healthcare, Hospitality, Information Technology, Infrastructure, Security & Law) working collaboratively to identify District labor market challenges. The council’s primary focus is closing industry-specific skills gaps in their communities by reducing barriers to employment, creating career pathways to high-quality jobs and aligning education with workforce needs.

The council provides strategic advice to assist with program development. The Workforce Investment Council (WIC) will be hosting a series of Demand Industry Council Engagement Sessions. The sessions will be business-driven and employer led to focus on closing the skills gap and increasing the talent pipeline within the High-Demand Industries.

A skilled workforce is widely recognized as one of the most critical factors in economic development. The premier focus will be to identify solutions that will widen and strengthen the talent pool in order to create opportunities and fill positions with qualified talent from the District.

## DEMAND INDUSTRY ENGAGEMENT MEETING

**Date:** Tuesday, July 25, 2017

**Time:** 10:00AM – 11:30AM

**Location:** DC Workforce Investment Council  
2235 Shannon Place SE  
Washington, DC 20020

Please RSVP by contacting Anika Holmes, the Workforce Intermediary Program Manager by phone at **(202) 698.5771** or via email (**[anika.holmes@dc.gov](mailto:anika.holmes@dc.gov)**).

For further information, please visit our web site **<http://dcworks.dc.gov/>**.

**Demand Industry Council Engagement Meeting**  
**Wednesday, April 12, 2017**  
**9:00 AM – 10:30 AM**  
**Workforce Investment Council**  
**2235 Shannon Place SE, Suite 3031**  
**Washington, DC, 20016**  
**Conference Call Number 866-905-1444**  
**Participant Code 2941008**

**AGENDA**

- |      |   |  |
|------|---|--|
| I.   | Welcome and Opening Remarks             | Anika Holmes, Workforce<br>Workforce Intermediary, Program<br>Manager  |
| II.  | Demand Industry Council                 | Diane Pabich, Interim Executive<br>Director, Workforce Investment<br>Council   |
| III. | Focusing on the Demands of the District | Saikou A. Diallo, Chief Economist<br>Director for Economic Research<br>Performance & Data Analytics<br><br>Sharon Carney, Economic Strategy<br>Director for the Executive Office of<br>The Mayor |
| IV.  | Next Meeting                            | Tuesday, July 25, 2017<br>9:00AM – 10:30AM<br>TBD  |

WIOA Grant Awards

FY **FY16** (State Allocations)

Sum of Award Amount			
Grant Name	Total	WIC FY16 MOU	% of Total Allocation
Adult Total	211,952.30	159,451.57	75.2%
Dislocated Worker Total	344,362.70	267,595.48	77.7%
Youth Total	230,779.38	116,497.75	50.5%
Grand Total	787,094.38	543,544.80	69.1%

FY **FY17**

Sum of Award Amount			
Grant Name	Total	WIC FY16 MOU	% of Total Allocation
Adult Total	424,446.15	203,789.66	48.0%
Dislocated Worker Total	675,390.45	320,887.28	47.5%
Youth Total	462,958.20	273,145.34	59.0%
Grand Total	1,562,794.80	797,822.28	51.1%

FY **FY18**

Sum of Award Amount			
Grant Name	Total	WIC FY16 MOU	% of Total Allocation
Adult Total	417,070.95	246,071.89	59.0%
Dislocated Worker Total	726,313.20	447,593.19	61.6%
Youth Total	457,309.05	363,791.92	79.6%
Grand Total	1,600,693.20	1,057,457.00	66.1%



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
WORKFORCE INVESTMENT COUNCIL, DEPARTMENT OF EMPLOYMENT SERVICES AND  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into among the District of Columbia Workforce Investment Council (WIC), the Office of the State Superintendent of Education (OSSE), and the District of Columbia Department of Employment Services (DOES), referred to herein individually as "Party" and collectively as "Parties."

WIC serves as the state workforce board, empowered to advise the Mayor on the development, implementation, and continued improvement of an innovative, integrated, and effective workforce development system. WIC is charged with assisting the Mayor and District agencies in developing a demand driven system and programs to meet the workforce needs of business and industry, support career development and self-sufficiency, and enhance the productivity and competitiveness of the District's workforce.

OSSE is the agency whose mission is to remove barriers and create pathways for District residents to receive a great education and prepare them for success in college, careers, and life. OSSE plays many roles in the lives of children, teens, and adults seeking an education in the District of Columbia. The agency sets statewide policies, provides resources and support, and exercises accountability for all public education in District of Columbia.

DOES's mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES provides a range of programs and services to job seekers, including job development, job assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment and referrals to supportive service and educational programs. Additionally, pursuant to D.C. Official Code § 51-114, DOES administers the Unemployment and Workforce Development Administrative Fund.

**II. PROGRAM GOALS AND OBJECTIVES**

DOES has agreed to the transfer of funds to the WIC and OSSE to fund the Career Pathways Innovation grants partnership between WIC and OSSE to assist in meeting the literacy and workforce needs of District residents. The partnership between WIC and OSSE will focus on the provision of Integrated Education and Training Services to District residents that:

1. Assist adults in becoming literate and in obtaining the knowledge and skills necessary for employment and economic self-sufficiency;

2. Assist adults who are parents or family members in obtaining the education and skills that - (A) are necessary to become full partners in the educational development of their children; and that (B) lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to employment, postsecondary education and training through career pathways; and
4. Assist immigrants and other individuals who are English language learners in (A) improving their -(i) reading, writing, speaking, and comprehension skills in English; and (ii) mathematics skills; and in (B) acquiring an understanding of the American system of government, individual freedom, and the responsibilities of citizenship.

### **III. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties agree to carry out the following responsibilities.

#### **A. RESPONSIBILITIES OF DOES**

1. Transfer \$1,100,000 to OSSE through an Intra-District Transfer for the services identified below in Section C: Responsibilities of OSSE.
2. Transfer \$400,000 to WIC through an Intra-District Transfer for grants and contracts as noted below.

#### **B. RESPONSIBILITIES OF WIC**

1. Plan, design, coordinate and offer Community of Practice workshops to eligible providers, in coordination with OSSE.
2. Participate in quarterly partner meetings with OSSE.
3. Manage and monitor services stated in this MOU and progress of all activities with OSSE.

#### **C. RESPONSIBILITIES OF OSSE**

1. Award Adult Education and Family Literacy Act (AEFLA) and WIC grant funds to eligible providers to develop and implement innovative Integrated Education and Training Program models that include the provision of adult education and literacy activities, workforce preparation activities and training for a specific occupation or occupational cluster and work-based learning opportunities to District residents.

2. Work in collaboration with the WIC to engage eligible providers in technical assistance, professional development, meetings, Community of Practice Forums (e.g. Career Pathways and other relevant topics) and other events including provider fairs, First Fridays and other activities designed to make District residents aware of OSSE AEFLA and WIC funded programs and services.
3. Use funds to support the OSSE Adult and Family Education unit's administrative functions for this MOU, including grants management, service coordination, monitoring, professional development, technical assistance, resources, data collection, and reporting, and to support additional adult literacy and/or state leadership activities relative to this initiative.
4. Participate in OSSE and WIC quarterly partner meetings.
5. Provide monthly reports to the WIC that include eligible provider and customer performance, progress, outcome, and financial data at the aggregate level by provider throughout the duration of the MOU on or before the specified due date(s).
6. Manage and monitor services stated in this MOU and the progress of all activities with the WIC.

**IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2017 through September 30, 2018 (Program Year 2018), unless terminated in writing by the Parties prior to the expiration.

**V. AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01 (k) and any other authority under the Parties' programs

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

1. Total cost for services to be provided under this MOU shall not exceed \$1,500,000 for Fiscal Year 2018. Funding for services shall not exceed the actual cost of the goods or services provided, including labor, materials, and overhead.

2. In the event of termination of the MOU, payment to WIC and OSSE shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

#### **B. PAYMENT**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to the WIC and OSSE based on the amounts specified in Section III, Paragraph A. Payment for all goods and services shall not exceed the actual cost of goods and services.
2. WIC shall submit monthly financial reports to DOES which shall detail the amount of expenditures for that period.
3. WIC shall return any excess advance to DOES within 30 days of the current fiscal year.
4. OSSE shall submit monthly financial reports to the WIC which shall detail the amount of expenditures for that period.
5. OSSE shall submit an annual report to the WIC, which shall detail the total amount of expenditures for the fiscal year.
6. OSSE shall return any excess advance to DOES within 30 days of the end of the current fiscal year.
7. The Parties' shall resolve any adjustments and/or disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District of Columbia's Office of Financial Operations and Systems.
8. OSSE will be responsible for any amounts ultimately disallowed by an audit finding of OSSE non-compliance. It will not be responsible for any amounts ultimately disallowed by an audit finding of WIC non-compliance.

#### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act,

D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47- 105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **VII. COMPLIANCE AND MONITORING**

As this MOU is funded by District of Columbia local funds, WIC and OSSE will be subject to scheduled and unscheduled monitoring reviews by DOES to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

OSSE will maintain records and receipts for the expenditures of all funds. Both OSSE and WIC shall maintain records of project activities for a minimum of 3 years from the date of expiration or termination of the MOU and, upon request, make these documents available for inspection by duly authorized representatives of any Party and/or other District of Columbia officials, at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.

## **X. TERMINATION**

Any Party may terminate this MOU in whole or in part by giving 60 calendar days advance written notice to the other Parties and a report on the status of all customers receiving services pursuant to this MOU.

## **XI. NOTICE**

The following individuals are the contact points for each Party under this MOU:

### **For DOES:**

Melanie D. Winfield  
Deputy Director of Workforce Development, Department of Employment Services  
4058 Minnesota Ave NE, Washington DC 20019  
Phone: 202-671-1900 (w) / 202-487-3442 (c)

### **For WIC:**

**Anika Holmes**  
Workforce Intermediary Specialist  
Workforce Investment Council  
2235 Shannon Place, S.E., Suite 3031 Washington, DC 20020  
Email: Anika.holmes@dc.gov  
Phone: 202.698.5771 (w)/202-769-6216 (c)

**For OSSE:**

**J. Michelle Johnson**  
State Director, Adult and Family Education Office of the State Superintendent of Education  
810 First Street, N.E., 2nd Floor  
Washington, DC 20002  
Email: Jmichelle.johnson@dc.gov  
Phone: 202-741-5533 (w)/202-247-6054 (c)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

## **XIII. PROCUREMENT PRACTICES ACT**

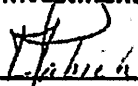
If a District of Columbia agency instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01et seq.), as amended, to procure the goods or services of the agent or third party.

## **XIV. MISCELLANEOUS**

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

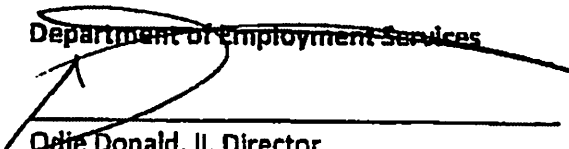
**IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:**

**Workforce Investment Council**

  
\_\_\_\_\_  
Diane Pabich/Interim Executive Director

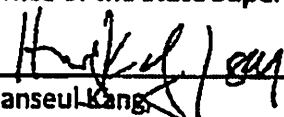
1/27/18  
\_\_\_\_\_  
Date

~~Department of Employment Services~~

  
\_\_\_\_\_  
Odie Donald, II, Director

1/30/18  
\_\_\_\_\_  
Date

**Office of the State Superintendent of Education**

  
\_\_\_\_\_  
Hanseul Kang  
State Superintendent of Education

1/29/18  
\_\_\_\_\_  
Date





INTRA-DISTRICT STANDARD REQUEST FORM  
Government of the District of Columbia



PART I  
GENERAL

MOU NUMBER: \_\_\_\_\_

DATE OF MOU: 01 / 30 / 18

SELLER INFORMATION

AGENCY: Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) AGENCY CODE: EMO

NAME OF CONTACT: M. I. Awan

ADDRESS: 441 4th Street, N.W.

Suite 890 N

Washington, D.C. 20001

TELEPHONE #: 202-727-~~1259~~ 6503

FAX #: 202-727-2202

AUTHORIZING OFFICER C. M. K. Jwe

DATE: 2 / 12 / 2018

BUYER INFORMATION

AGENCY: Department of Employment Services AGENCY CODE: CFO

NAME OF CONTACT: Natalie Mayers, Agency Fiscal Officer

ADDRESS: 4058 Minnesota Avenue, NE, Suite 5700

Washington, D.C. 20019

TELEPHONE #: 202-727-5145

FAX #: \_\_\_\_\_

AUTHORIZING OFFICER Natalie Mayers  
Natalie Mayers, AFO, DOES

DATE: 2 / 6 / 18

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

**INTRA-DISTRICT STANDARD REQUEST FORM**

Government of the District of Columbia

Buyer's initials: \_\_\_\_\_

Seller's initials: \_\_\_\_\_

**PART II**

MOU NUMBER: \_\_\_\_\_

\_\_\_\_\_ 2 OF \_\_\_\_\_ 2

**SERVICE INFORMATION AND FUNDING CODES**

**GOOD/ SERVICE:** FY 2018 Career Pathways Innovation grants partnership to assist in meeting the literacy and workforce needs of District residents. (WIC portion = \$400,000.00)

REQUESTED DATE: \_\_\_ / \_\_\_ / \_\_\_

TOTAL: \$ 400,000.00

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	FUND	AG3
SELLER	EMO	18	4008W	BUS30	4600	4600		EMICFW8/18			
BUYER	CFO	18	8DMGE	49000	0507	0507				0624	

**GOOD/ SERVICE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED DATE: \_\_\_ / \_\_\_ / \_\_\_

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	FUND	AG3
SELLER											
BUYER											

**GOOD/ SERVICE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED DATE: \_\_\_ / \_\_\_ / \_\_\_

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	FUND	AG3
SELLER											
BUYER											

**GOOD/ SERVICE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED DATE: \_\_\_ / \_\_\_ / \_\_\_

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	FUND	AG3
SELLER											
BUYER											

## APPENDIX A

### FY 2018 Career Pathways Funds

FY 2018 Career Pathways Task Force and Innovation Fund Budget - Non-Personnel - Grants and Contracts as Noted	
FY 2018 Appropriation (via DOES MOU, all non-personnel)	\$1,500,000.00
Grant Allocation (comp source code 50)	\$1,100,000.00
Contract Allocation (comp source code 41)	\$400,000.00

Use of Funds	Vendor	PO	CS Code	FY18 Budget
Contracts Renewed through end of FY 2018				
WIC /Career Pathways Consulting	WIC/Kairos Management	TBD	41	\$62,960.00
WIC /District's State Workforce	WIC/Kairos Management	TBD	41	\$175,000.00
WIC /Grant and Technical Writing	WIC/Jeff Marcella	TBD	41	\$37,040.00
WIC /Career Pathways Community of Practice	WIC/Growth Transition Inc.	TBD	41	\$125,000.00
Grants Renewed through end of FY 2018				
OSSE AEFLA Grant	OSSE	TBD	50	\$1,100,000.00

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Department of Employment Services


MURIEL BOWSER  
MAYOR



ODIE DONALD II  
DIRECTOR

**MEMORANDUM**

TO: Odie Donald II  
Director

FROM: Tonya A. Robinson  
General Counsel 

DATE: 19 January 2018

SUBJECT: Legal Sufficiency Review of 2018 MOU with WIC and OSSE

---

This Memorandum is provided in response to your request for legal sufficiency review of the attached 2018 MOU with WIC and OSSE.

I reviewed and revised the 2018 MOU with WIC and OSSE and found it legally sufficient.

Please note that Appendix A must accompany the MOU at all times to maintain legal sufficiency.

---

Office of the General Counsel

4058 Minnesota Ave, N.E. • Suite 5800 • Washington, D.C. 20019 • Office: 202.671.1500 • Fax: 202.724.7472

## Goodluck, Bryan (DOES)

---

**From:** Morgan, Chaia (OCFO)  
**Sent:** Tuesday, February 06, 2018 8:02 AM  
**To:** Goodluck, Bryan (DOES)  
**Cc:** Mayers, Natalie (DOES); Williams, Yasha (DOES); Moureview (OCFO); Beale, Mary (OCFO)  
**Subject:** RE: MOU Between DOES WIC OSSE - for \$1,500,000

Bryan: Pursuant to our conversation and the law, the use of these funds is in line with the MOU. Therefore, it is legally sufficient.

**CHAIA ODOMS MORGAN**  
Assistant General Counsel  
Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of General Counsel  
1100 4th Street, SW, Suite 770 East, Washington, DC 20024  
202.442.8073 (t) / Fax: 202.478.9254 (f) / [chaia.morgan@dc.gov](mailto:chaia.morgan@dc.gov)

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**From:** Goodluck, Bryan (DOES)  
**Sent:** Thursday, February 1, 2018 4:21 PM  
**To:** Morgan, Chaia (OCFO) <[chaia.morgan@dc.gov](mailto:chaia.morgan@dc.gov)>  
**Cc:** Mayers, Natalie (DOES) <[Natalie.Mayers@dc.gov](mailto:Natalie.Mayers@dc.gov)>; Williams, Yasha (DOES) <[Yasha.Williams2@dc.gov](mailto:Yasha.Williams2@dc.gov)>  
**Subject:** RE: MOU Between DOES WIC OSSE - for \$1,500,000

Good Afternoon Chaia,

Attached is a copy of the D.C. Code 51-114 as was discussed this afternoon by telephone (Chaia/Natalie/Bryan). Please refer to item (D) on page 4.

Thanks,

Bryan

## Bryan D. Goodluck

Senior Financial Manager | Office of the Chief Financial Officer  
Government Operations Cluster | Department of Employment Services  
4058 Minnesota Avenue, N.E., Suite 5700 | Washington, DC 20019  
Voice: 202-671-1546 | E-mail: [bryan.goodluck2@dc.gov](mailto:bryan.goodluck2@dc.gov) | Website: <http://www.does.dc.gov>

The Government Operations Cluster: Continuous Improvement is Our Priority

---

**From:** Morgan, Chaia (OCFO)  
**Sent:** Wednesday, January 31, 2018 11:09 AM  
**To:** Goodluck, Bryan (DOES)  
**Cc:** Mayers, Natalie (DOES); Williams, Yasha (DOES)  
**Subject:** FW: MOU Between DOES WIC OSSE - for \$1,500,000

Bryan:

I am reviewing this MOU for legal sufficiency.

Below you state that O-type/special purpose funds will be used, but the MOU states that local funds will be used (See Section VII-Compliance & Monitoring). O-type funds are different from local funds in that they are restricted, and must be used for their specified purpose. Is this consideration part of the legal sufficiency issued by the DOES General Counsel?

Please advise.

Thanks.

Chaia

**CHAIA ODOMS MORGAN**  
Assistant General Counsel  
Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of General Counsel  
1100 4th Street, SW, Suite 770 East, Washington, DC 20024  
202.442.8073 (t) / Fax: 202.478.9254 (f) / [chaia.morgan@dc.gov](mailto:chaia.morgan@dc.gov)

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**From:** Goodluck, Bryan (DOES)  
**Sent:** Tuesday, January 30, 2018 5:19 PM  
**To:** Moureview (OCFO) <[Ocfo.moureview@dc.gov](mailto:Ocfo.moureview@dc.gov)>  
**Cc:** Mayers, Natalie (DOES) <[Natalie.Mayers@dc.gov](mailto:Natalie.Mayers@dc.gov)>; Williams, Yasha (DOES) <[Yasha.Williams2@dc.gov](mailto:Yasha.Williams2@dc.gov)>  
**Subject:** MOU Between DOES WIC OSSE - for \$1,500,000  
**Importance:** High

Good Afternoon OGC Team,

Attached is the DOES WIC OSSE MOU for review, and approval. Funding for this MOU is from DOES' O-Type/Special Purpose Funds - 0624.

Thanks,

Bryan

## **Bryan D. Goodluck**

Senior Financial Manager | Office of the Chief Financial Officer  
Government Operations Cluster | Department of Employment Services  
4058 Minnesota Avenue, N.E., Suite 5700 | Washington, DC 20019  
Voice: 202-671-1546 | E-mail: [bryan.goodluck2@dc.gov](mailto:bryan.goodluck2@dc.gov) | Website: <http://www.does.dc.gov>

The Government Operations Cluster: Continuous Improvement is Our Priority



Workforce Development Program Information and Results--2017

Workforce Intermediary			
Description of program	Target populations	Low income DC residents 20 and over at or below 125% of poverty	
	Program length	4 cycles annually of 6 week classes	
	Educational or other eligibility requirements	DC resident, HSD or GED, DL or LP, drug-free including marijuana, at least 21 yrs old, able to score an average of 8th grade	
	Other descriptive information	This is a construction pre-Apprenticeship training program	
Funding sources and program costs	Total funding and funding amount by revenue type (federal, local, or special purpose)	215,000 for PY 2017 from the DC Workforce Investment Council	
	Funding amounts by federal grant name	\$	
	Funding vehicle type for providers (e.g. grants or Human Care Agreements)	Pilot project; competitively bid	
	Portion of total funding used for wage subsidies, if applicable	0	
	Average cost per participant	\$4,500	
List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)	The Community Services Agency operates the Building Futures Construction Pre-Apprenticeship Program which includes job readiness, hands-on instruction, industry awareness and 5 industry-recognized certifications, as well as intensive case management and job placement and retention assistance.		
List of names of courses of training	AFL-CIO Building Trades Multi-Craft Core Curriculum		
List of sectors and occupations of occupational training, where applicable	Construction Industry		
Total number of participants	73		
Breakdown (%) of total participants	by race	African American 99 % Latino/African/White 1%	
	by gender	Males 83% Females 17%	
Performance metrics: Goals and outcomes	Rate of placement in unsubsidized employment	At least 62%	90%
	Rate of retention in employment	(goal %) N/A	(result %) 73%
	Median or average earnings	(goal \$) \$13.80/hr.	(result \$) \$16.40/hr.
	Credential attainment rate	(goal %) N/A	(result %) 89%
	Completion rate	(goal %) N/A	(result %) 85%
List any performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)	Successful Enrollments	At least 54	73
Provide any additional information to provide context for performance outcomes (optional)	About 70% of students are returning citizens, many are homeless while taking the class, and they have many barriers to successful employment which staff works to alleviate during the 6-week class.		

PROVIDER INFORMATION		Provider 1	
Name	CSA of the MWC AFL-CIO/ Building Futures Pre-Apprenticeship Program		
List of names of courses of training, where applicable	AFL-CIO Building Trades Multi-Craft Core Curriculum		
Total participants	# 73		
Participants per course of training	# No more than 20 per class		
List the services offered for each course of training	Job Readiness skills, resume and interviewing skills, hands-on instruction with tools and equipment, industry-recognized certifications including OSHA 10, CPR, First Aid, Flagger Safety and Scaffolding; case		
List of sectors and occupations of occupational training, if applicable	Construction		
Funding information	Total funding (from District agencies)	\$215,000.00	
	Funding (from District agencies) for each course of training, if applicable	\$	
Initial educational functioning level of program participants, if available	8th grade reading and math		
Performance Outcomes	Rate of placement in unsubsidized employment	77% were placed in construction jobs or apprenticeship	
	Rate of retention in employment	73% stayed employed for at least 3 months	
	Median or average earnings	\$16.40	
	Credential attainment rate	89 % received OSHA 10, CPR, First Aid and AED, Scaffold User, and Flagger Safety Certifications	
	Completion rate	85 % graduated from the pre-apprenticeship program	
List any additional performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Cols. D-G+)	(text--metrics)	(# or % for numerical goals)	Number or % (results)
Additional information to provide context for performance outcomes (optional)	(text)		

**Workforce Development Program Information and Results--2017**

Workforce Intermediary--DC Central kitchen			
Description of program	Target populations	We recruit at-risk, unemployed and underemployed individuals, many with histories of incarceration, addiction, and homelessness.	
	Program length	14 weeks	
	Educational or other eligibility requirements	See Attachment	
	Other descriptive information		
Funding sources and program costs	Total funding and funding amount by revenue type (federal, local, or special purpose)	Workforce Intermediary Funding \$225,000.00	
	Funding amounts by federal grant name	N/A	
	Funding vehicle type for providers (e.g. grants or Human Care Agreements)	Grants	
	Portion of total funding used for wage subsidies, if applicable	0	
	Average cost per participant	\$10,350	
List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)	This list of services include (agency provided): - Culinary Arts Education - Servsafe Food Handler's Certification - Career Readiness Training - Self-Empowerment Sessions - Guaranteed Internships - Guided Job Search - Post-Graduation Support		
List of names of courses of training	This list is not comprehensive but examples of courses offered during the 14 weeks: - National Restaurant Associations Educational Foundations Skills Classes - Self Empowerment - Embarking on a new direction - Culinary Training - Recipes and Measurements - Employment Skills - Elevator Speech - Stipend and Savings Class		
List of sectors and occupations of occupational training, where applicable	Hospitality and restaurant industries		
Total number of participants			
Breakdown (%) of total participants	by race	96.04% African American 1.32% Hispanic 1.32% Pacific Islander 1.32% - White	
	by gender	36.84% Female 63.16% Male	
Performance metrics: Goals and outcomes	Rate of placement in unsubsidized employment*	90%	78%
	Rate of retention in employment**	75%	77%
	Median or average earnings***	\$12.50	\$13.51
	Credential attainment rate	90%	94%
	Completion rate	80%	87%
List any performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)	(text)	Number or % for goals	Number or % for results
Provide any additional information to provide context for performance outcomes (optional)	(text)		

\*Cell C19 - Job placement rates will increase over time as graduates find employment. This snapshot of job placement was taken on January 31, 2018. We anticipate further job placements thus increasing job placement rate.

\*\* Cell C20 - Of the 52 individuals who are at 6month post graduation we see a 76% job retention rate.

\*\*\* Cell C21 - While DC Central Kitchen's minimum wage is \$14.25 per hour, we set our base goal as the District of Columbia's minimum wage of \$12.50 per hour.

**Workforce Development Program Information and Results--2017**

Workforce Intermediary			
Description of program	Target populations	unemployed DC residents facing barriers to employment	
	Program length	(text)	
	Educational or other eligibility requirements	Unemployed or under-employed DC resident, 18 years of age or older, Demonstrated Commitment to 10 week initiative, interest in	
	Other descriptive information	(text)	
Funding sources and program costs	Total funding and funding amount by revenue type (federal, local, or special purpose)	\$	
	Funding amounts by federal grant name	DMPED Targeted Industry Partnership Grant in amount of 105,241.00	
	Funding vehicle type for providers (e.g. grants or Human Care Agreements)	Grant	
	Portion of total funding used for wage subsidies, if applicable	N/A	
	Average cost per participant	5,000	
List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)			
IT Instruction, Career Coaching and Mentoring, Work-Based Learning.			
List of names of courses of training			
CompTIA A+ Certification			
List of sectors and occupations of occupational training, where applicable			
Information Technology			
Total number of participants			
20			
Breakdown (%) of total participants	by race		
	100% African-American		
	by gender		
40% male, 60% female			
Performance metrics: Goals and outcomes	Rate of placement in paid work-based learning experience	60%	100%
	Rate of retention in employment	N/A	N/A
	Median or average earnings	13.85	13.85
	Credential attainment rate		
	Completion rate	60%	85%
List any performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)			
Provide any additional information to provide context for performance outcomes (optional)			
(text)			

PROVIDER INFORMATION		Provider 1
Name	Institute for Equity and Excellence in Public Education	
List of names of courses of training, where applicable	(text)	
Total participants	20	
Participants per course of training	20	
List the services offered for each course of training	IT Instruction, Career Coaching and Mentoring, Work Based Learning	
List of sectors and occupations of occupational training, if applicable	Information Technology	
Funding information	Total funding (from District agencies)	105,000.00
	Funding (from District agencies) for each course of training, if applicable	DMPED
	Initial educational functioning level of program participants, if available	9th grade math and reading level
Performance Outcomes	Rate of placement in unsubsidized employment	N/A
	Rate of retention in employment	N/A
	Median or average earnings	13.85
	Credential attainment rate	85%
	Completion rate	85%
List any additional performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Cols. D-G+)	(text--metrics)	(# or % for numerical goals)
		Number or % (results)
Additional information to provide context for performance outcomes (optional)		
(text)		

Workforce Development Program Information and Results-2017

OSSE AFSC and WIC Career Pathway (Innovation Fund) Sub-grantees	
<b>Target population</b>	Adult learners, inclusive of 1) Youth (18 to 24 years of age); 2) Youth in foster care; 3) Long-term unemployed residents and displaced homemakers; 4) Low-income individuals, including TANF and SNAP participants; 5) Individuals with disabilities, including persons with hearing disabilities; 6) Older individuals (70+); 7) Returning citizens and individuals in a prison, jail, reformatory, work farm, detention center, or halfway house, community-based rehabilitation center, or other similar institution designed for the confinement or rehabilitation of criminal offenders; 8) Individuals who are English language learners; 9) People experiencing or with recent histories of homelessness; and 10) Individuals who have been laid off from work.
<b>Program length</b>	1 year - July 6, 2017 to June 30, 2018 (Federal grant cycle)
<b>Educational or other eligibility requirements</b>	An eligible individual is a person who: 1. Is 18 years of age or older; 2. Is not enrolled or required to be enrolled in secondary school under state law; and 3. Has basic skills deficiencies (includes adults with a high school diploma or other credential but who are determined to have deficiencies by a Comprehensive Adult Student Assessment System (CASAS) pre- and/or post-test on adult that does not have secondary school diploma or its recognized equivalent), and has not achieved an equivalent level of education based on CASAS, or an adult who is an English language learner.
<b>Other descriptive information</b>	(None)
<b>Total funding and funding amount by revenue type (Federal, local, or special purpose)</b>	Total \$4,267,500. Funding amounts: 3885,000 (Federal); \$2,488,000 (local); \$668,000 (WIC).
<b>Funding amounts by federal grant year</b>	\$885,000 (WIC), 784,000, AFSC
<b>Funding vehicle type for providers (e.g. grants or Human Care Agreements)</b>	Grants - \$426,750.00 = 10 Sub-grantees = \$42,675.00
<b>Portion of total funding used for high schools, if applicable</b>	N/A
<b>Average cost per participant</b>	\$4,267.50
<b>List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)</b>	Integrated Education and Training (IET) - Adult Basic Education (ABE), Adult Secondary Education (ASE), English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IELCE). IET includes adult education and literacy activities concurrently and sequentially with workforce preparation activities and workforce training for a specific occupation or occupational cluster. Additionally, providers offer supportive services that may include 1) referral to social service agencies; 2) coordination and follow-up on student's acquisition of social services/public welfare benefits; 3) linkage to community resources to address students' basic needs (food banks, clothing banks, health care providers, health and wellness information, housing, childcare and/or transportation assistance); and 4) other optional direct services including but not limited to childcare, transportation and other related services, if applicable.
<b>List of sectors and occupations of occupational training, where applicable</b>	See the information below per provider agency.
<b>Total number of participants (Projected)</b>	1000
<b>Breakdown (%) of total participants</b>	By race: 77% Black or African American (n=88); 12% Hispanic/Latino (n=17); 6% Asian (n=6); 1% White (n=1); 2% Native Hawaiian or Other Pacific Islander (n=2); 1% More than One Race (n=6); and 1% American Indian or Alaska Native (n=1). By gender: 50% Female (n=500) and 50% Male (n=500).
<b>Performance metrics: Goals and outcomes</b>	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 42% List any performance metrics that the program uses (Col. C), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D): N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)
<b>Provide any additional information to provide context for performance outcomes (optional)</b>	OSSE AFSC implemented new program model for FY18 - 10-year IET Program Provider. Additionally, OSSE AFSC has single federally negotiated performance target for FY18 - 42% Measurable Skill Gains.

PROVIDER INFORMATION	Provider 1	Provider 2	Provider 3	Provider 4	Provider 5	Provider 6	Provider 7	Provider 8	Provider 9	Provider 10	
<b>Name</b>	Academy of Hope Public Charter School	Strope Public Charter School	Catholic Charities of the Archdiocese of Washington	Congress Heights Training Center	Four Walls Career and Technical Education Center	Latin American Youth Center	Opportunity International Center - DC	So Others Might Eat	YouthBuild Public Charter School	NVCA - National Capital Area	
<b>List of names of IET programs, where applicable</b>	1) Career Pathways Prep (Prosperity Success) ABE Bridge Program and 2) Hospitality Academy	2) Helping Professional Career Pathways (ABE Bridge Program, 3) Child Development Associate (CDA) Program, and 4) Medical Assistant Program	1) Building Maintenance Program, 2) Child Development Associate (CDA) Program, 3) Hospitality Program, and 4) ABE Bridge Program (T&C)	1) Building Maintenance Program, 2) Child Development Associate (CDA) Program, 3) Intro to Cyber Security Program and 4) Property Management Program	1) Construction Trades Program, and 2) Career Technical Education (CTE) Program	Digital Pathways Program	1) A+ Computer Repair Certification Training Program, 2) Business Office Support with Microsoft Office Specialist Certification Training (BCS/MCS) Program, 3) Home Health Aide Program, and 4) Career Education (Medical Program)	1) Construction Trades and Maintenance Program, 2) -DIPCC - Healthcare Administration and Information, 3) Patient Care (ABE Bridge Program)	DC Youth Construction Consortium - DIPCC	1) Business Administration/Information Technology Program, 2) Healthcare Program, and 3) Hospitality Program	
<b>Total projected participants</b>	100	100	100	100	100	100	100	100	100	100	
<b>Projected participants per IET Program</b>	1) 70 and 2) 30	1) 41, 2) 31, and 3) 27	1) 20, 2) 22 and 3) 90	1) 20, 2) 20, 3) 50, 4) 40, and 5) 20	100	100	1) 25, 2) 40, 3) 35 and 4) 100	1) 50, 2) 35, and 3) 15	100 total - We anticipate the following number of students in each program: 40 in Program Model 1 - ABE - YouthBuild Academy, 20 in Program Model 2 - ABE - YouthBuild, 15 in Program Model 3 - CTE - YouthBuild Academy, 15 in Program Model 4 - CTA-Career - YouthBuild, etc.	1) 20, 2) 20, and 3) 60	
<b>List the services offered for each course of training</b>	See the information below	See the information below	See the information below	See the information below	See the information below	See the information below	See the information below	See the information below	See the information below	See the information below	
<b>Career Evaluation</b>	00	00	00	00	00	00	00	00	00	00	
<b>Career Preparation</b>	00	00	00	00	00	00	00	00	00	00	
<b>Career Placement</b>	00	00	00	00	00	00	00	00	00	00	
<b>Career Maintenance</b>	00	00	00	00	00	00	00	00	00	00	
<b>Internship</b>	00	00	00	00	00	00	00	00	00	00	
<b>Career Planning</b>	00	00	00	00	00	00	00	00	00	00	
<b>Job Shadowing</b>	00	00	00	00	00	00	00	00	00	00	
<b>Service Learning Projects</b>	00	00	00	00	00	00	00	00	00	00	
<b>Work-based Learning Opportunities</b>	00	00	00	00	00	00	00	00	00	00	
<b>Other Work-based Learning Opportunities</b>	00	00	00	00	00	00	00	00	00	00	
<b>List of sectors and occupations of occupational training, if applicable</b>	Hospitality	Healthcare and Early Childhood Education	Construction	Construction, Information Technology, Security	Construction	Information Technology	Information Technology, Healthcare	Construction, Healthcare	Construction	Business Administration/Information Technology, Healthcare and Hospitality	
<b>Entry educational functioning level of program participants, if available</b>	1) ABE Level 1 - (Beginning ABE) (Intermediate CASAS Scale Score <18) 2) ABE Level 2 - (Low Intermediate ABE) (Intermediate CASAS Scale Score 18-26) 3) ABE Level 3 - (High Intermediate ABE) (Advanced CASAS Scale Score 27-36) 4) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 5) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 6) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 7) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 8) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 9) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 10) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 4 - (High Intermediate Basic Education) (Intermediate CASAS Scale Score 27-36) 2) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 37-45) 3) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 46-54) 4) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 55-63) 5) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 64-72) 6) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 73-81) 7) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 82-90)	1) ABE Level 4 - (High Intermediate Basic Education) (Intermediate CASAS Scale Score 27-36) 2) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 37-45) 3) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 46-54) 4) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 55-63) 5) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 64-72) 6) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 73-81) 7) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 82-90)	1) ABE Level 4 - (High Intermediate Basic Education) (Intermediate CASAS Scale Score 27-36) 2) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 37-45) 3) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 46-54) 4) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 55-63) 5) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 64-72) 6) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 73-81) 7) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 82-90)	1) ABE Level 2 - (Beginning Basic Education) (CASAS Scale Score 18-26) 2) ABE Level 3 - (Low Adult Secondary Education) (CASAS Scale Score 27-36) 3) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 4) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 5) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 6) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 7) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 8) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 9) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 3 - (Low Adult Secondary Education) (CASAS Scale Score 27-36) 2) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 3) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 4) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 5) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 6) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 7) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 8) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 3 - (Low Adult Secondary Education) (CASAS Scale Score 27-36) 2) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 3) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 4) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 5) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 6) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 7) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 8) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 2 - (Beginning Basic Education) (CASAS Scale Score 18-26) 2) ABE Level 3 - (Low Adult Secondary Education) (CASAS Scale Score 27-36) 3) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 4) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 5) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 6) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 7) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 8) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 9) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 2 - (Beginning Basic Education) (CASAS Scale Score 18-26) 2) ABE Level 3 - (Low Adult Secondary Education) (CASAS Scale Score 27-36) 3) ABE Level 4 - (High Intermediate Basic Education) (CASAS Scale Score 37-45) 4) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 46-54) 5) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 55-63) 6) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 64-72) 7) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 73-81) 8) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 82-90) 9) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 91-99)	1) ABE Level 4 - (High Intermediate Basic Education) (Intermediate CASAS Scale Score 27-36) 2) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 37-45) 3) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 46-54) 4) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 55-63) 5) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 64-72) 6) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 73-81) 7) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 82-90)	1) ABE Level 4 - (High Intermediate Basic Education) (Intermediate CASAS Scale Score 27-36) 2) ABE Level 5 - (Low Adult Secondary Education) (CASAS Scale Score 37-45) 3) ABE Level 6 - (High Intermediate Basic Education) (CASAS Scale Score 46-54) 4) ABE Level 7 - (Low Adult Secondary Education) (CASAS Scale Score 55-63) 5) ABE Level 8 - (High Intermediate Basic Education) (CASAS Scale Score 64-72) 6) ABE Level 9 - (Low Adult Secondary Education) (CASAS Scale Score 73-81) 7) ABE Level 10 - (High Intermediate Basic Education) (CASAS Scale Score 82-90)
<b>Funding information</b>	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	<b>Total Available from District sources</b> N/A	
<b>Funding from District agencies for each course of training, if applicable</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<b>Performance Outcomes</b>	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 27.00%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 27.00%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 15.00%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%	*Rate of placement in unsubsidized employment: N/A *Rate of retention in employment: N/A **Median or average earnings: N/A **Confidential attainment rate: N/A ***Completion rate: 14.30%
<b>List any additional performance metrics that the program uses (Col. C), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)</b>	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	N/A for FY17. However FY18 data is as follows: ***Student gains (Col. D/Col. C) 394 students met a personal goal 287 of 394 students met a personal goal (73%)	
<b>Additional information to provide context for performance outcomes (optional)</b>	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	New IET Program Provider	

Notes:  
 \*Other than Measurable Skill Gains, all other WIOA Core Outcomes will be measured after the end of the program year.  
 \*\*Confidential Attainment Rate - will be applicable to students in an IET Program eligible to earn a credential.  
 \*\*\*NYC Completion Rate means - WIOA Measurable Skill Gains Outcome which includes Educational Functioning Level (EFL) Gains, Acquisition of a High School Diploma/GED and Entrance into Postsecondary Education after Exit.  
 (208 students made an EFL gain and 28 earned a HSD/GED = 126 of 1111 = 28.30%)  
 \*\*\*\* Student gains include but are not limited to 1) complete an educational functioning level, 2) complete college prep and success, 3) earn college credits, 4) enter employment, 5) improve math skills, 6) improve reading skills, 7) earn a workforce certificate, 8) increase contact with child's teacher, 9) more involvement in child's school activities, and 10) increase involvement in community activities.

**Workforce Development Program Information and Results--2017**

DC Quick Path to Energy

quick path			
Description of program	Target populations	District Residents - 21 years or older	
	Program length	5 cohorts 6-8 weeks	
	Educational or other eligibility requirements	DC resident, HSD or GED, DL, drug-free including marijuana, at least 21 yrs old, able to score an average of 9th grade reading and math.	
	Other descriptive information	This is a test prep and job readiness program	
Funding sources and program costs	Total funding and funding amount by revenue type (federal, local, or special purpose)	\$57,000 MOU between the Workforce Investment Council and UDC-CC	
	Funding amounts by federal grant name	Local funds	
	Funding vehicle type for providers (e.g. grants or Human Care Agreements)	Pilot project; District Partnership	
	Portion of total funding used for wage subsidies, if applicable	0	
	Average cost per participant	Cost not calculated by participant. All cost associated by the number of cohorts \$11,400.00 per cohort	
List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)	The DC Quick Path to Energy Program which includes CAST Test Prep, job readiness, hands-on instruction for physical fitness test, industry awareness and 2 industry-recognized certifications (OSHA and First Aid), as well as intensive case management.		
Total number of participants		73	
Breakdown (%) of total participants	by race	African American 99 % Latino/African/White 1%	
	by gender	Males 83% Females 17%	
Performance metrics: Goals and outcomes	Rate of placement in unsubsidized employment	N/A	N/aA
	Rate of retention in employment	(goal %) N/A	Hired in December 2017
	Median or average earnings		
	Credential attainment rate	(goal %) N/A	72% percent OSHA/First Aid
	Completion rate	(goal %) N/A	(result %) 85%
List any performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)	Successful Enrollments		73
Provide any additional information to provide context for performance outcomes (optional)	About 70% of the interested population scored less than satisfactory on the CASAS (5-7 grade levels) and in addition had prior backgrounds that required special consideration.		

PROVIDER INFORMATION		Provider 1
Name	UDC-CC	
List of names of courses of training, where applicable	N/A	
Total participants	73	
Participants per course of training	15-25 per class	
List the services offered for each course of training	Job Readiness skills, resume and interviewing skills, hands-on instruction with tools and equipment, industry-recognized certifications including OSHA 10, CPR, First Aid, Physical Fitness, Construction and Skills Trade (CAST Prep)	
List of sectors and occupations of occupational training, if applicable	Infrastructure	
Funding information	Total funding (from District agencies)	\$57,000.00
	Funding (from District agencies) for each course of training, if applicable	\$
Initial educational functioning level of program participants, if available	9th grade reading and math	
Performance Outcomes	Rate of placement in unsubsidized employment	14 Hired by PEPCO
	Rate of retention in employment	N/A started in December
	Median or average earnings	\$54,000.00
	Credential attainment rate	72 % received OSHA 10, CPR, First Aid and AED Certifications
Completion rate	89 % graduated from the CAST Prep. program	
Additional information to provide context for performance outcomes (optional)	(text)	

Workforce Development Program Information and Results--2017

Eligible Training Providers (WIOA)			
Description of program	Target populations	Targeted populations: Dislocated workers receiving unemployment insurance funds	
	Program length	Program length: Varies according to training. This applies to both ITA training and	
	Educational or other eligibility requirements	Eligibility Requirements: Varies according to program type and training as specified by vendor.	
	Other descriptive information	Training is aligned with needs of demand sectors	
Funding sources and program costs	Total funding and funding amount by revenue type (federal, local, or special purpose)	Federal: Department of Labor (funding source). Total funding amount information is determined by DOES/OCP. Human care agreements are negotiated and created for vendors working with OCP. Individual training accounts (ITAs) are created for each	
	Funding amounts by federal grant name	We do not maintain records in our offices of funding details as those issues are handled by OCP. Our role is to ensure compliance with policy as created by Dept. of Human Care Agreements negotiated with OCP.	
	Funding vehicle type for providers (e.g. grants or Human Care Agreements)		
	Portion of total funding used for wage subsidies, if applicable	Applies solely to apprenticeship programs.	
	Average cost per participant	Cannot exceed \$5,000 per participant for ITA funding according to WIC policy. Apprenticeships not limited to this amount.	
List the services provided and the deliverer of each service (i.e. whether the agency or providers deliver the service)		Program services include industry based training, career services (placement assistance), and some supportive services related to work readiness.	
List of names of courses of training		Culinary, hospitality, information tech, healthcare, paralegal, construction, and	
List of sectors and occupations of occupational training, where applicable		Demand sectors that include healthcare, information tech, construction, and law	
Total number of participants		See below for each vendor	
Breakdown (%) of total participants	by race	Not required for reporting	
	by gender	Not required for reporting	
Performance metrics: Goals and outcomes	Rate of placement in unsubsidized employment	Goal: Not less than 52%	Within 6 months of completion: 59.6%
	Rate of retention in employment	Goal :57%	Annual reporting measurement due 11/2018
	Median or average earnings	At least \$5109 quarterly	
	Credential attainment rate	At least 46%	
	Completion rate	At least 56%	
List any performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Col. D)	(text)	Number or % for goals	Number or % for results
Provide any additional information to provide context for performance outcomes (optional)		(text)	

PROVIDER INFORMATION		Provider 1	Provider 2	Provider 3	Provider 4	Provider 5
Name		Toni Thomas Associates	Paralegal Institute	Healthwrite Training Academy	OIC- Opportunity Industrialization Center	VMT
List of names of courses of training, where applicable		CDL B	Paralegal Preparation	Certified Nursing Assistant; Home Health Aide	MS Office; Home Health Aide, Copper Network and Cabling	HomeHealth Aide; CNA
Total participants		16	9	9 and 8 respectively	31, 11, and 14 respectively	14 for each program
Participants per course of training		17	12	10 and 10 respectively	23, 10, and 11 respectively	12 for each program
List the services offered for each course of training		See above	See above	See above	See above	See above
List of sectors and occupations of occupational training, if applicable		Infrastructure( Logistics)	Legal	Healthcare Paraprofessional training	Business Admin; Healthcare, and Infrastructure	Healthcare Paraprofessionals
Total funding (from District agencies)		WIOA funded: Not to exceed \$5000				
Funding information	Funding (from District agencies) for each course of training, if applicable	0	0	0		\$
Initial educational functioning level of program participants, if available		Not available	High School graduate	High School Graduate	High School Graduate	High School graduate
Rate of placement in unsubsidized employment		93.7% - All placement figures are within 6 month of completion.	63.6%-All placement figures are within 6 month of completion.	55% and 33% respectively-All placement figures are within 6 month of completion.	82%, 100%, and 100% respectively--All placement figures are within 6 month of completion.	85% and 40% respectively- All placement figures are within 6 months of completion
Rate of retention in employment			Data not required before 6/30/2018	Data not required before 6/30/2018	Data not required before 6/30/2018	Data not required before 6/30/2018
Median or average earnings		17.09 per hr.	\$20.00 per hr.	Both at \$14.50 per hour	\$12.00; \$16.64; and \$13.89 respectively	\$14.50 per hour for each
Credential attainment rate		100%	100%	90% and 70% respectively	100%; 70%; and 100% respectively	50% and 83% respectively
Completion rate		94% ( 16 of the 17 persons enrolled completed training)	75% (9 of the 12 person enrolled completed training)	90% and 85% respectively; (9 of the 10 persons enrolled in the Certified Nursing Asst. program completed and 8/10 of the HHA program completed)	74%; 91%; and 78% respectively ; 23/31 in MS Office; 10/11 in HHA, and 11/14 in Copper Network and Cabling completed)	84% and 85% respectively; 12/14 for HHA and 12/14 for Certified Nursing Assistant courses completed the programs)
List any additional performance metrics the program uses (Col. B), the numerical target/goal that the program set in FY17 (Col. C), and the results of the program in FY17 (Cols. D-G+)		(text--metrics)	(# or % for numerical goals)	None	None	None
Additional information to provide context for performance outcomes (optional)		(text)	(text)			(text)



	Provider 6	Provider 7	Provider 8	Provider 9
<b>Name</b>	<b>Westlink</b>	<b>Vets Group</b>	<b>Career Technical Institute</b>	<b>Southwest Welding</b>
<b>List of names of courses of training, when</b>	Emergency Medical Technician	A+; Security +; and Net+	Help Desk Professional; Medical Assistant; and Medical Office Professional	Pipefitting Welding Program
<b>Total Participants</b>	44	16; 5; and 3 respectively	This provider modified results submitted earlier at performance review because many of the participants in those courses were still actively enrolled. Their results will be included in the next performance review of 11/2018.	20
<b>Participants per course of training</b>	33	14; 5; and 3 respectively		15
<b>List of services offered for each course of training</b>	See above	See above	See above	See above
<b>Sectors and Occupations</b>	Paraprofessional Healthcare	Information Technology Training	Business Administration	Construction and Infrastructure
<b>Funding</b>	See above	See above	See above	See above
<b>Rate of placement in unsubsidized employment</b>	72%	50%; 20%; and 33% respectively		86%
<b>Rate of retention in employment</b>	See above	See above		See above
<b>Median or average earnings</b>	\$20.00 per hr.	\$17.00 per hour for all		\$19.00 per hour
<b>Credential attainment rate</b>	100%	14%; 80%; and 100% respectively		86%
<b>Completion rate</b>	75%	87.5%; 100%; and 100% respectively		86%
	33/44 persons enrolled completed this program	14/16 persons completed A+		15/20 persons completed this program
		5/5 completed Security +		
		3/3 completed Net +		

<b>PROVIDER 10</b>						
<b>ASM</b>	<b>Comp TIA A+/Network+ &amp; Security +</b>	<b>Comp TIA A+ and network plus</b>	<b>MCSA</b>	<b>Comp TIA Security+</b>	<b>Comp TIA A+</b>	
<b>Total Participants</b>	58	18	1	3	2	
<b>Participants per course of training</b>	64	20	1	3	2	
<b>List of services offered for each course of training</b>	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	
<b>Sectors and Occupations</b>	I.T.	I.T.	I.T.	I.T.	I.T.	
<b>Funding</b>	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	
<b>Rate of placement in unsubsidized employment</b>	Undeterminable	5.50%	0	33%	0	
<b>Rate of retention in employment</b>	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	
<b>Median or average earnings</b>	Not PROVIDED	Not provided	N/A	N/A	N/A	
<b>Credential attainment rate</b>	14%	38.80%	0	0	0	
<b>Completion rate</b>	90%	90%	100%	100%	100%	
<b>Comp TIA network + and Security+</b>	<b>CISSP</b>	<b>CCNA</b>	<b>Comp TIA Security+, CISSP</b>	<b>Network +, Cisco CNA</b>	<b>Comp TIA Security+, CI SSP, Group 1</b>	<b>CompTIA Security+, CI SSP, group 2</b>
31	5	5	16	3	16	13
42	9	8	19	4	19	13
See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet
I.T.	I.T.	I.T.	I.T.	I.T.	I.T.	I.T.
See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet
16%	Undeterminable: start date precedes training	Undeterminable: start date precedes training	Undeterminable	25%	Undeterminable	Undeterminable
See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet	See information provided on primary data sheet
Not provided	N/A	N/A	N/A	N/A	N/A	N/A
9%	0	37.50%	12.50%	25%	12.50%	15.30%
73%	55%	55%	84%	75%	84%	100%