# Attachment 5

## WIOA Title II LWDB Application Review Form

Directions for Addressing New WIOA Requirement: Review WIOA Title II Application by Local Workforce Development Boards.

The Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Board (LWDB) to review adult education and literacy activity providers’ applications and make recommendations to the state agency to ensure the applications are consistent with the local plan. In New York State, the NYSED office of ACCES-AEPP is the state agency. WIOA Title II further requires that potential applicants need to develop applications that:

1. are responsive to the regional needs as identified in the local workforce development plan;

2. serve individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals who:

* have low literacy skills; and/or
* are English Language Learners (ELL).

In awarding grants or contracts to eligible providers for adult education and literacy activities, NYSED must take into account “the extent to which the eligible provider demonstrates alignment between the proposed activities and services and the strategy and goals of the local plan under section 108 of the Act as well as the activities and services of the New York State Career Centers.

NYSED, working closely with the NYS Department of Labor and Local Workforce Development Board (LWDB) directors, has developed a streamlined process for LWDBs to review and provide input to potential applicants to ensure that applications are aligned with the local workforce plan and priorities.

1. The first step is for each LWDB to ensure that their local plan is clear on directions in serving adults with low literacy skills or English Language Learners as well as career pathways and occupational sectors. The NYS Workforce Development Board is requesting, **by August 31, 2017,** that each LWDB outline local plan priorities that relate to Title II applicants on their section of the local plan found on the [NYS Department of Labor website](https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm) under local planning.
* This dedicated narrative will provide a description of the local board’s strategic vision and goals for preparing an educated and skilled workforce, specifically addressing priorities and strategies for serving out-of-school youth and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.
* It will provide a description of how the local board will facilitate access to services provided through the NYS Career Center System for Title II participants with barriers to employment.
* It will identify how the local board will facilitate the development of career pathways and co-enrollment in training and literacy, as appropriate.
* It will provide a description of how the local board will work with the WIOA Title II RFP awardee.
1. Attachment 5, “WIOA Title II LWDB Application Review Form” is for the applicant to demonstrate alignment between the proposed WIOA Title II activities and services and the strategy and goals of the LWDB plan, and for the LWDB to conduct its alignment review for the applicant’s funding proposal(s):
* The applicant should use SECTION 1 to summarize this alignment for each Program Area for which the applicant is seeking funding.
* SECTION 2 provides a uniform assessment tool for the LWDB to assess alignment and advise the applicant how to strengthen that alignment as appropriate.
* SECTION 3 allows the applicant to show how the proposed application has been revised and strengthened, as appropriate, to take into account LWDB recommendations.
* The applicant should submit a completed Attachment 5 to the LWDB for each of the RFP Program Areas, including each Literacy Zone application.
1. The timeline for the LWDB review is as follows:
* WIOA Title II applicant must submit Attachment 5, WIOA Title II LWDB Application Review Form, with Section 1 completed for review by LWDB. 2/12/18
* LWDB must review and return Attachment 5 with completed Section 2 to the applicant 3/23/18
* Applicant must revise their WIOA Title II application(s) as needed and submit to NYSED a completed Attachment 5 for each Program Area of the RFP with the application by 4/11/18.

**Notice to WIOA Title II applicants: The completed form, signed by the LWDB, *must* accompany your application for each WIOA Title II Program Area for which you are seeking funds.**

**Deadline:** Please submit this form to the LWDB by 2/12/18. The LWDB must review Attachment 5 and provide recommendations for alignment and return the Attachment to the Applicant by 3/23/18. The Applicant must submit Attachment 5 with their complete application to NYSED by 4/11/18.

**Attachment 5 (Continued)**

**WIOA Title II LWDB Application Review Form**

**SECTION 1: SUMMARY OF WIOA TITLE II APPLICATION ALIGNMENT WITH LWDB PLAN**

**Lead organization making application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lead organization address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main location of services to be delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**

**Consortium members (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director/Manager email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date application sent to LWDB \_ / \_ / \_**

**WIOA Title II funding area:**

\_\_\_ Adult Basic Education and Literacy Services

\_\_\_ Integrated English Literacy and Civics Education (IELCE)

\_\_\_ Corrections Education and Other Institutionalized Education Programs

\_\_\_ Literacy Zone Program

Primary populations served in the proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or in the case of the Literacy Zone, the census tract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and proposed location of the Family Welcome Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The applicant must demonstrate alignment between the proposed WIOA Title II activities and services and the strategy and goals of the LWDB plan (in each of the 4 areas). Use the space provided on the next page to explain this alignment. The LWDB will assess the applicant’s alignment with the local plan and advise the applicant how to strengthen that alignment as appropriate.

**Part 1. All Applicants must complete the uniform assessment table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Projected # Enrollment** | **Projected # expected to demonstrate Educational Gain\*** | **Projected # to earn an Education Credential** | **Projected # to earn an Occupational Credential** |
|  |  |  |  |

\*An educational gain is defined as advancing a minimum of one Educational Functioning Level in Adult Basic Education (Levels 1 – 4), Adult Secondary Education (Levels 5, 6), and English Language Learners s (Levels 1 – 6) within one fiscal year. For applicants unfamiliar with these levels, please refer to the [Educational Functioning Levels](https://www.adult-education-accountability.org/files/NYS%20Education%20Functioning%20Level%20Descriptors%20August%202017.pdf).

**Primary Next Step:**

Participants in an adult education program may have different next step goals, including moving to a higher level of adult education, becoming an apprentice, enrolling in college or training, or finding a job. The primary next step is the one the applicant expects to be the one taken by the largest number of participants after program completion.

When considering the Primary Next Step, applicants should be placing a strong emphasis on participants’ advancement along their career pathway, of participants’ current work being embedded in a strategy that includes the way the program is structured in collaboration with next step partners.

|  |  |
| --- | --- |
| **Primary Next Step** (higher level adult education, college, apprenticeship, training, or job) |  |
| **Next Step Partner(s)** | (Could be the same organization or one or more partners. Example: if a Title II program focuses on lower literacy level populations, they would identify the next step for those learners that are ready to move on. If it is a referral to another literacy program, that program would be listed as the “Next Step Partner”) |

**Part 2. Only for applicants proposing to offer Integrated Education and Training (IET) programs or applicants for Integrated English Literacy and Civics Education (IELCE):** Contextualized programs teach foundation skills (ESOL, literacy, and numeracy) against the backdrop of a relevant context. This is an engagement technique that grounds coursework in pertinent workforce knowledge, and complements career counseling services. **Briefly describe how your program will do this: (this may differ depending on whether the applicant plans to serve varying levels of ABE and ESL learners. Please provide a summary for all program areas and/or Sectors for Contextualization.**

Please describe the sector the proposed program will be contextualized in, and the rationale for selecting that sector including supporting documentation such as feedback received directly from next step partners or employers.

Sector for Contextualization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of Trainings proposed by applicants for **Integrated Education and Training (IET) programs** or applicants for **Integrated English Literacy and Civics Education (IELCE):**

1. Describe how the target occupation(s) are in –demand in the LWDB in which the program will offer services:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Demonstrate that the training provider has achieved success delivering training for the same occupation (or a similar one) as the one proposed.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Occupation Targeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **Projected outcomes from this training:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Projected # to Enroll in Training | Projected # to Complete Training | Projected # to Obtain Industry-Recognized Credential | Projected # to Obtain Employment | Projected Median Wage in Placements |  | Projected Cost per Trainee |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcomes (minimum one cohort) | # Enrolled in Training | # to Obtain Industry-Recognized Credential | # Completed Training | # Obtained Employment within 3 to 6 Months of Completion |
|  |  |  |  |

 **Previous Outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| Three examples of training graduates’ placements  | Title | Employer | Starting Hourly Wage |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Three examples of employers where graduates were placed | Employer Name | # Individuals Placed | Median Wage of Individuals Placed | Length of Relationship (e.g., months, years) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Previous Experience:**

Applicants must provide data demonstrating their previous effectiveness as a literacy provider.

Literacy Level(s) served (please use the [Educational Functioning Level descriptors](https://www.adult-education-accountability.org/files/NYS%20Educational%20Functioning%20Level%20Descriptors%20August%202017.pdf))

Year(s) of service with the proposed population: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **# Served** |  **# demonstrating Educational Gain\*** | **# earning an Education Credential** | **# earning an Occupational Credential** |
|  |  |  |  |
| **# attaining outcomes** | **# enrolled in postsecondary education** | **# enrolled in training or apprenticeship**  |  **# attained employment**  |
|  |  |  |  |

**SECTION 2: LWDB ALIGNMENT REVIEW (APPLICANT DOES NOT COMPLETE THIS SECTION)**

The LWDB returns this section to the applicant after review.

Lead applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WIOA Title II funding area:

\_\_\_ Adult Basic Education and Literacy Services

\_\_\_ Integrated English Literacy and Civics Education (IELCE)

\_\_\_ Corrections Education and Other Institutionalized Education Programs

\_\_\_ Literacy Zone Program

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LWDB has reviewed this applicant’s Review Form and finds that it:

* ***Meets the criteria for alignment with the Local Workforce Development Plan.***
* ***Does not meet the criteria for alignment with the Local Workforce Development Plan for the following reasons:***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_(list counties) LWDB recommends the applicant strengthen the following areas to better align with the **Local Workforce Development Plan**:

* +
* ***I attest that the proposed program of services is aligned with the LWDB Local Plan.***
* ***I attest that recommendations have been made to strengthen the application.***
* ***I attest that staff who have reviewed the application do not have a conflict of interest in reviewing the application.***
* ***I assure that all information about the application will remain confidential.***

LWDB Chairperson’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Board Director’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LWDB Director signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: APPLICANT REVISIONS BASED UPON LWEDB RECOMMENDATIONS**

After the LWDB has reviewed this application and provided suggestions for improving the application, the applicant must use this space below to indicate how the original proposal has been revised and strengthened to take into account the LWDB recommendations, if applicable. This entire document is then included in the full application submitted to NYSED.