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**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-17**

Daryl E. Bassett, Director

March 20, 2017

- TO:** All ADWS Employees
Participating Arkansas Sector Partnership Grant (ASP)
Local Workforce Development Boards/Service Providers
- SUBJECT:** Arkansas Sector Partnership Grant (ASP) Partner Roles and Responsibilities Policy
- I. **Purpose:** The purpose of this policy is to define the roles and responsibilities of all Arkansas Sector Partnership Grant (ASP) partners for Arkansas Department of Workforce Services Staff, participating Local Workforce Development Boards, Training and Service Providers.
- II. **General Information:** The Arkansas Sector Partnership Grant (ASP) provides employer-driven workforce training in Arkansas' high-growth industry sectors such as Advanced Manufacturing, Health Care, Information Technology, and the skilled Construction trades. The overarching goal of the ASP Grant is to serve 1,700 eligible participants throughout its period of performance, which is currently set as July 1, 2015 to June 30, 2017.
- III. **Roles and Responsibilities by Partner:** The roles and responsibilities for each partner have been determined through a review of the U.S. Department of Labor's Sector Partnership National Emergency Grant announcement (TEGL 31-14), the Arkansas Sector Partnership grant application (i.e., proposal narrative), and the subaward agreements with participating partners.

Arkansas Department of Workforce Services (ADWS)

ADWS serves as the authorized grantee representative for the receipt of the award from the U.S. Department of DOL. ADWS has overall grant coordination, management, and quarterly reporting (both program and financial) responsibility to DOL. ADWS is responsible for the following activities under ASP:

- Serving as the lead for the ASP collaborative partnership to provide eligible participants with employer-driven training, case management, and supportive services that lead to employment placement
- Continuing partnerships developed through other DOL-funded grants with the Arkansas Community Colleges (ACC), the Arkansas Apprenticeship Coalition (AAC), Winrock International, Local Workforce Development Boards and local employers
- Serving as a participant referral resource to identify eligible dislocated workers
- Collaborating with ADWS Re-employment Specialists, Workforce Center Veterans' staff, UI staff, SNAP and TANF programs for participant referrals
- Establishing and implementing Project Management Team monthly meetings with collaborative partners
- Sharing data with Local Workforce Development Boards to assist in their outreach efforts
- Utilizing Arkansas Job Link (AJL) for participants to search for job openings and submit applications and resumes
- Leveraging other funding streams (e.g., WIOA) to maximize successful participant job placement
- Providing grant monitoring activities as required
- Providing technical assistance to project partners to support overall grant success
- Providing ongoing management oversight of grant performance
- Contracting with the Strategic Planning Organization to facilitate and implement the state and regional sector strategies planning process
- Using information gathered from sector strategies planning efforts and employer input to adjust training activities to meet employer needs
- Participating in regional planning activities structured around WIOA regions

Local Workforce Development Area's (LWDA's)

The ASP has five participating LWDA's that include: Central, North Central, Northeast, Southwest and Eastern. Winrock International is serving the LWDA role for West Central and Southeast. LWDA's will work closely with participating community colleges and apprenticeship programs during the participant referral, participant eligibility, and program enrollment process. Participating LWDA's are responsible for the following activities under ASP:

- Providing initial screening of participants to determine eligibility
- Providing participant referrals into ASP training programs

- Working closely with training providers for program enrollment of eligible participants and providing enhanced career services (e.g., pre-employment services and counseling) to assist with participant training and job placement success
- Tracking participant outcomes over the life of the grant
- Referring eligible underserved population participants who qualify for grant-funded supportive services and wrap-around case management to Winrock International
- Providing monthly financial (via AWIS) and program-based reporting (via NEG Progress Report Form 9104) to ADWS by the 15th of each month
- Providing AJL data entry of ASP participants
- Providing representative to participate in monthly Project Management Team meetings
- Being actively involved in the sector strategies regional planning activities
- Offering job search services, industry contacts, and job placement services
- Utilizing pre-employment career interests and assessment tools to assist with the participant's overall success

Winrock International

Winrock International is serving a dual role under the ASP grant. ASP roles include the LWDA role for the West Central and Southeast regions and providing wrap-around case management and supportive services to qualifying underserved population categories. Over the life of the grant, up to 250 ASP eligible participants that fall within qualifying underserved population categories will receive grant-funded, wrap-around case management services. Additionally, up to 500 ASP eligible participants that fall within qualifying underserved population categories will receive supportive services. The priority underserved population categories qualifying for case management and supportive services include: individuals receiving assistance through the Supplemental Nutrition Assistance Program (SNAP), individuals receiving assistance through the Temporary Assistance for Needy Families (TANF) Program, individuals with disabilities, and Veterans. Winrock International is responsible for the following activities under ASP:

- Providing specialized enhanced services to a minimum of 250 qualifying participants through wrap-around case management
- Providing supportive services assistance to at least 500 qualifying participants based on documented need
- Providing monthly financial (via AWIS) and program-based reporting (via NEG Progress Report Form 9104) to ADWS by the 15th of each month.
- Providing AJL data entry of ASP participants
- Working closely with participating LWDA's and training providers for program enrollment of eligible participants and providing enhanced career services (e.g., pre-employment services and counseling) to assist with participant training and job placement success
- Serving the LWDA role of West Central and Southeast regions
- Participating in monthly Project Management Team Meetings

Employers

Employers are responsible for the follow activities under ASP:

- Hiring successful ASP participants
- Providing ASP partners with ongoing input regarding training needs and employment opportunities

Training Providers

At the time of this Issuance, the ASP includes ten participating Community Colleges and the Arkansas Apprenticeship Coalition (AAC) as training providers. The type of training offered includes both pre-employment and occupational based short-term trainings in the fields of Advanced Manufacturing, Health Care, Information Technology, and the skilled Construction trades. The current ASP participating Community Colleges and their associated Local Workforce Development Area (LWDA) are identified below:

- Arkansas Northeastern College (ANC) – Northeast LWDA
- Arkansas State University Beebe – Searcy (ASUB- Searcy) – North Central LWDA
- Arkansas State University – Newport (ASUN) - North Central LWDA
- Black River Technical College (BRTC) - Northeast LWDA
- East Arkansas Community College (EACC) – Eastern LWDA
- Pulaski Technical College (PTC) – Central LWDA
- Southeast Arkansas Community College (SEARK) – Southeast LWDA (served by Winrock)
- South Arkansas Community College (SouthArk) – Southwest LWDA
- University of Arkansas Community College at Batesville (UACCB) - North Central LWDA
- University of Arkansas Community College at Morrilton (UACCM) – West Central (served by Winrock)

The Arkansas Apprenticeship Coalition (AAC) is served by Winrock International.

Training providers are responsible for the following activities under ASP:

- Providing training in the high-growth industry sectors of Advanced Manufacturing, Health Care, Information Technology and the skilled Construction Trades
- Delivering targeted credit and non-credit pre-employment and occupational-specific training to meet employer needs
- Gauging training programs and determine a participant is a successful completer using pre and post-test assessment exams
- Assessing participants through TABE, CRC, TORQ, or other online skills assessments
- Building customized plans for participants with the goal of ensuring that participants receive the necessary customized employment assistance, counseling and training to succeed in the labor market as quickly as possible

- Tailoring plans to participant needs using re-employment services, short term and work-based learning, accelerated skills training and incorporating all of the partners and resources available

Arkansas Community Colleges

The Arkansas Community Colleges (ACC) Association serves as a subgrantee to ADWS and is responsible for management oversight, communications and reporting coordination, and recruitment of Community Colleges to participate in ASP. ACC is responsible for the following activities:

- Overseeing and recruit Community Colleges to participate in ASP
- Collaborating with project partners to recruit and refer eligible participants
- Collaborating with project partners to identify in-demand training activities based on employer demand
- Participating in monthly Project Management Team Meetings
- Providing monthly financial (via AWIS) and program-based reporting to ADWS by the 15th of each month

Arkansas Apprenticeship Coalition

The Arkansas Apprenticeship Coalition (AAC) serves as a training provider subgrantee to ADWS and is responsible for the following activities:

- Providing pre-employment and occupation based training for Software Architects, Skilled Construction Trades, and other approved in-demand occupations
- Utilizing pre and post-test assessment exams to gauge the program and determine a participant as a successful completer
- Determining through assessment process which candidates need enhanced and supportive services
- Offering pre-employment training for up to 250 eligible participants
- Offering a model of training that incorporates classroom learning, work-based training and training alongside industry professionals
- Participating in monthly Project Management Team Meetings
- Providing monthly financial (via AWIS) and program-based reporting to ADWS by the 15th of each month
- Collaborating with project partners to recruit and refer eligible participants

Targeted Population Service Providers

The targeted population service providers are responsible for referring individuals to ASP for potential training opportunities. ASP participating targeted population service providers include:

- Arkansas Department of Human Services
- Goodwill Industries

- Arkansas Career Technical Institute
- Center for Women in Transition
- Central Arkansas Re-entry Coalition
- ADWS Local Workforce Center Office Veterans Representatives
- ADWS Re-employment Specialists

IV. Action Required: Please communicate this information to the appropriate staff and partnerships involved in the Arkansas Sector Partnership (ASP).

V. Inquiries: Please direct any inquiries concerning this Issuance to ADWS Discretionary Grants Program Coordinator Lisa Ferrell at 501-371-1024 or lisa.ferrell@arkansas.gov.

VI. Resources:

- DOL/ETA TEGL 31-14
- ADWS Arkansas Sector Partnership Proposal Narrative (grant application)

VII. Expiration Date: June 30, 2017 (end of the grant).