



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting**

Agenda

**January 26, 2023
8:30 am to 9:30 am**

Virtual Meeting
[Click here to join the meeting](#)

**Or call in (audio only):
+1 347-973-6905, Access Code: 778158984#**

Attend In-Person (Optional)
Arlington Department of Human Services
2100 Washington Blvd., LL AUD
Arlington, VA 22204

Welcome Message	<i>Ellen Harpel</i>
Public Comment Period <ul style="list-style-type: none">• 2 minutes per public comment	<i>David Remick</i>
Executive Director's Report & Consent Agenda <ul style="list-style-type: none">• Disclosure Forms	<i>David Remick</i>
Regional Labor Market Update	<i>Tucker Plumlee</i>
Northeastern University Presentation	<i>Marcus Marin</i>
Development of Arlington's 2024 Legislative Priorities	<i>All</i>
Council Member Updates	<i>All</i>
Adjourn	<i>Ellen Harpel</i>

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	April 14, 2023	8:30am – 9:30am	Hybrid
Regional Workforce Council Meeting	April 20, 2023	8:30am – 9:30am	Hybrid
One-Stop Operations Committee Meeting	April 20, 2023	9:30am – 10:30am	Hybrid
Executive Committee Meeting	June 9, 2023	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 22, 2023	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 22, 2023	9:30am – 10:30am	Virtual



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- September 22, 2022 Meeting Minutes – Recommendation: Approval
- January 13, 2023 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Updates to 2020-2024 Alexandria/Arlington Local Talent Development Plan: The Federal Workforce Innovation and Opportunity Act requires that the Local Plan is to be reviewed and updated with current information at the two-year anniversary. The updated plan went through the public comment period in December 2022 and is now ready for the Council's approval. The cover letter that precedes the plan contains information on where the updates to the original plan were made. – Recommendation: Approval
- FY24 WIOA Individual & Follow-up Services Waiver: This waiver request is identical to the request made in FY23 which will allow our two American Job Centers to implement WIOA services through their agencies. Typically, workforce boards procure vendors to perform WIOA services. Receiving a waiver would allow us to bypass this requirement. – Recommendation: Approval
- WIOA Individual Training Account Policy: Request to increase the WIOA Participant Training Account Limit from \$3,500 to \$4,500 within a 12-month period. The Individual Training Account pays for the WIOA Participant's training, certification, and supportive services expenses. Participants in this program require additional training and supportive services so that they can be better prepared to enter occupational training. Increasing the individual limit allows the American Job Centers to provide these additional services. – Recommendation: Approval
- WIOA Supportive Services/Needs Related Payments Policy: Policy has been updated to allow the American Job Centers to provide reasonable expenses required to keep a participant in career services, training, or other program activities, for example textbooks, certification exams, auto repairs, test fees, rent etc. These expenses are allowable under Federal and State WIOA policies and needs to be included in the local WIOA policy. – Recommendation: Approval
- Incentive Awards to WIOA Youth Policy: Policy update increases incentive award for completion of occupational training/earning certification/license from \$300 to \$3,000. American Job Centers request that the Regional Workforce Council increase the award to incentivize youth to participate in a training program that will improve their competitiveness in the workforce. – Recommendation: Approval
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the Regional Workforce Council to approve the transfer of up to \$789,511.00 in funds between the PY22 WIOA Dislocated Worker program and the

PY22 WIOA Adult program. The Council needs to approve this request for the State WIOA Administrator to authorize future PY22 funding transfers. – Recommendation: Approval

- Update on 2023 Education and Workforce Development Priority Suggestions for Arlington County Board: Regional Workforce Council 2023 Priority Suggestions were provided to the Arlington County Board for consideration in September 2022. Arlington County Board's final slate of priorities can be found [here](#). The Consent Agenda includes the County's Liaison response to our suggestions. – For Your Information
- Approval for Council Chair to Sign Letter to Virginia's Labor Secretary: Letter recommends the moving of Wagner-Peyser funding under Title III of the Workforce Innovation and Opportunity Act (WIOA) and Rapid Response funding under Title I of WIOA from the Virginia Employment Commission to the administration of Virginia's LWDBs. Twelve of Virginia's LWDBs have already signed this letter. – Recommendation: Approval
- Incumbent Worker Application: InfoLock is requesting \$2,429.10 in WIOA Dislocated Worker funding to improve the technology skills of one employee. This is the third Incumbent Worker Application from InfoLock. The previous two applications were approved and InfoLock employees successfully earned their certifications. – Recommendation: Approval
- Presentation: Virginia Secretary of Labor's State Workforce Agencies Reorganization Plan. Includes position paper from VA Assoc. of Workforce Directors – For Your Information
- Addition to Eligible Training Provider List: 1) Topcurl LLC has submitted their application to add their various cosmetology/nail services programs to the Eligible Training Provider List. Their application is complete and Topcurl LLC provided evidence that basic professionalism skills are incorporated into their curricula through their Professional Ethics lecture. 2) George Mason University would like to add a program to its current offerings on the ETPL, AI Machine Learning Boot Camp – Recommendation: Approval

Consent Agenda Begins

September 22, 2022 Meeting Minutes



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

**MEETING MINUTES OF THE HYBRID
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL**

September 22, 2022

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting at **8:33am** on **September 22, 2022**.

ATTENDANCE

Kate	Bates	Present-Hybrid
Lisa	Bauer	Present-Hybrid
Joel	Bernstein	Present-Hybrid
Maurice	Blue	Proxy Provided To Vice-Chair
Patrick	Brennan	Present-Hybrid
Karen	Brown	Absent
Dottie	Brown	Present-Hybrid
John	Burczak	Proxy Provided To Vice-Chair
Stacey	Butler	Present-Hybrid
Dennis	Desmond	Present-Hybrid
James	Egenrieder	Present-Hybrid
John	Gallagher	Absent
Lesa	Gilbert	Proxy to K. Ashmore
Daniel	Gomez	Absent
Annette	Haggray	Proxy Provided To Vice-Chair
Ellen	Harpel	Present-Hybrid
Tricia	Jacobs	Present-Hybrid
Kris	Martini	Present-Hybrid
Erik	Pages	Proxy Provided To Chair
Catherine	Pasqualoni	Absent
Kiersten	Portlock	Absent
Sean	Steele	Proxy Provided To Vice-Chair
Brian	Stout	Present-Hybrid
Fernando	Torrez	Present-Hybrid
Ryan	Touhill	Proxy to A. Cooley
Jennifer	Van Buren	Absent
Monica	West	Proxy to L. Carr
Ricardo	Wright	Present-Hybrid
Elizabeth	Yoder	Present-Hybrid

STAFF

David Remick

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

September 22, 2022 Regional Workforce Council Consent Agenda was approved.

- The Council unanimously supported the motion 15-0.

Regional Workforce Council Suggested Priorities to Arlington County Board was approved.

- The Council unanimously supported the motion 15-0.

Meeting adjourned at **9:30am**.

January 13, 2023 Executive Committee Meeting Minutes



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

**MEETING MINUTES OF THE HYBRID
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL'S
EXECUTIVE COMMITTEE MEETING**

January 13, 2023

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting at **8:31am** on **January 13, 2023**.

ATTENDANCE

Meeting Type (Hybrid/Virtual--Dropdown)	Virtual
Shekera Alvarado	Present-Virtual
Lisa Bauer	Absent-Excused
Stacey Butler	Present-Virtual
Dennis Desmond	Present-Virtual
Ellen Harpel	Present-Virtual
Erik Pages	Absent-Excused

STAFF

Alamelu Dev (Virtual), David Remick

MOTIONS & ACTIONS/VOTES

January 13, 2023 Regional Workforce Council Meeting Packet was reviewed and approved.

- The Executive Committee unanimously supported the motion 4-0.

Meeting adjourned at **9:26am**.

One-Stop Operator Quarterly Report

Table 1 S.No.	Period (PY2022 - July 2022 to June 2023)	Q1 PY 21 (July-Sept 2022)		
	Data measure	WDC	AEC	Total
1	Career Services customer satisfaction results	87%	annual data	n/a
2	Business Services satisfaction results	100%	annual data	n/a
3	Businesses served	annual data		
4	Total One-Stop Center Visitors (duplicated)	684	152	836
5	Total One-Stop Center Visitors (unduplicated)	392	92	484
6	Total of daily calls to the One-Stop Center due to COVID related shutdown	1273*	759	759
7	New WIOA Title I Adult Participants	9	4	13
8	New WIOA Title I Dislocated Workers Participants	1	2	3
9	New WIOA Title I Youth Participants	3	n/a	3
10	Total New participants	13	6	19
11	Active WIOA Title 1 Adult Participants	38	10	48
12	Active WIOA Title I Dislocated Workers Participants	10	2	12
13	Active WIOA Title I Youth Participants	11	0	11
14	Total Active participants	59	12	71

Data Source:

Measures #1 to #6 - Respective One-Stop Centers

Measures #7 to 14 - AARWC Data Administrator

Measure #6 - includes client requests on benefits information

PY 22 - YTD		
WDC	AEC	Total
87%	annual data	n/a
100%	annual data	n/a
annual data		
684	152	836
392	92	484
1273*	759	759
9	4	13
1	2	3
3	n/a	3
13	6	19
38	10	48
10	2	12
11	0	11
59	12	71

Table 2 S.No.	Period (PY2022 - July 2022 to June 2023)	PY 22 - Q1		
	WIOA Title 1 Performance Items	WDC	AEC	Regional Total
	Adults			
1(a)	Employment 2nd Quarter after Exit (#)	10/11	6/10	16/21
1(b)	Employment 2nd Quarter after Exit (%)	91%	60%	75%
2(a)	Employment 4th Quarter after Exit (#)	5/6	3/6	8/12
2(b)	Employment 4th Quarter after Exit (%)	83%	50%	67%
3(a)	Credential Attainment Rate (#)	2/2	2/4	4/6
3(b)	Credential Attainment Rate (%)	100%	50%	67%
4	Median Earnings 2nd Quarter after Exit			annual data
5(a)	Measurable Skill Gains (#)	5/15	2/5	7/20
5(b)	Measurable Skill Gains (%)	33.3%	40.0%	35.0%
	Dislocated Workers			
6(a)	Employment 2nd Quarter after Exit (#)	3/3	3/3	6/6
6(b)	Employment 2nd Quarter after Exit (%)	100%	100%	100%
7(a)	Employment 4th Quarter after Exit (#)	2/3	2/2	4/5
7(b)	Employment 4th Quarter after Exit (%)	67%	100%	80%
8(a)	Credential Attainment Rate (#)	0/1	0/2	0/3
8(b)	Credential Attainment Rate (%)	0%	0%	0%
8	Median Earnings 2nd Quarter after Exit			annual data
10(a)	Measurable Skill Gains (#)	3/5	0/0	3/5
10(b)	Measurable Skill Gains (%)	60%	0.0%	60.0%
	Youth			
11(a)	Employment 2nd Quarter after Exit (#)	1/1	0/0	1/1
11(b)	Employment 2nd Quarter after Exit (%)	100%	0%	100%
12(a)	Employment 4th Quarter after Exit (#)	0/0	0/0	0/0
12(b)	Employment 4th Quarter after Exit (%)	0%	0%	0%
13(a)	Credential Attainment Rate (#)	0/0	0/0	0/0
13(b)	Credential Attainment Rate (%)	0%	0%	0%
14	Median Earnings 2nd Quarter after Exit			annual data
15(a)	Measurable Skill Gains (#)	1/3	0/0	1/3
15(b)	Measurable Skill Gains (%)	33%	0%	33%

PY22 Goals
79.0%
78.2%
75.0%
\$6,100
85.3%
85.4%
82.5%
70.0%
\$8,900
69.2%
75.3%
80.30%
68.5%
\$3,250
80.5%

Note:

Table 2 Data Source: AARWC Data Administrator

Measures #4 , #8, #12 - information to be provided by VCCS.

Updated Local Talent Development Plan



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

November 11, 2022

Yolanda Crewe
WIOA Programs Director
Career Education and Workforce Development
Virginia Community College System
300 Arboretum Place, Suite 200
Richmond, VA 23236

Dear Dr. Crewe:

The modifications to the Local Area Plan here enclosed have been reviewed and approved by the Local Board and Chief Elected Officials of LWDA 12, Alexandria/Arlington Region.

Attached is a detailed report specifying the required revision addressed and the location of the revisions.

Once the modifications have been approved by the Governor's Office, the Modified Local Plan will be made available on our local website. Please contact me with questions at 703.228.1412 or dremick@arlingtonva.us.

Sincerely,

A handwritten signature in black ink that reads "David Remick".

David Remick
Executive Director



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Confirmation of Required Revisions Made

The sections listed below have been modified from the previously approved July 1, 2020-June 30, 2024 Local Plan.

Criteria	Page # in Original Plan	Page # in Revised Plan	Brief Description of revision made
1.1	3	3	Labor Market Information Updated
1.2	6	6	Labor Market Information Updated
1.3	8	8	Labor Market Information Updated
1.5	12	11	Office Vacancy Rates Updated
2.2	24	20	Virginia State Plan Goals & AARWC Response Updated
2.3	25	21	VBWD Goals & AARWC Response Updated
4.4D	55	56	Local MOU/RSA Updated
4.4E	55	56	Referral Portal Promotion Updated
4.4G	63	63	OSO Renewal Updated
5.2	70	71	Policies Link Updated
5.4	72	73	CS Waiver Updated
5.7	74	75	Negotiated Performance Levels Updated
5.11	78	80	Public Comment Period for Modification Provided, comments received are included
5.12	78	80	One-Stop Certification Status Updated

LOCAL TALENT DEVELOPMENT PLAN WORKFORCE INNOVATION AND OPPORTUNITY ACT

VCW Alexandria/Arlington

SUBMITTED BY

Alexandria/Arlington

Regional Workforce Council

JULY 1, 2020 – JUNE 30, 2024

UPDATED FEBRUARY 3, 2023

Table of Contents

Section 1: Workforce and Economic Analysis.....3

Section 2: Strategic Vision and Goals.....19

Section 3: Local Area Partnerships and Investment Strategies27

Section 4: Program Design and Evaluation45

Section 5: Compliance.....61

Section 1: Workforce and Economic Analysis

Please try to answer the questions in Section 1 in approximately twelve (12) pages. You will not be penalized for going over the page limit. The Virginia Employment Commission's labor market information website, <https://virginiaworks.com>, contains information that may help you address elements 1.1 through 1.7.

1.1 A descriptive analysis of the regional economic conditions, including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

The Alexandria/Arlington region, part of the Washington, D.C. MSA, is one of the most diverse and, prior to the COVID-19 pandemic, economically healthy regions in the United States. The combined area has a population of approximately 394,743 residents and 272,375 jobs as of Quarter 2 of 2022.¹ A chart highlighting the demographic diversity of the Alexandria-Arlington combined region is listed below, with a comparison to the Commonwealth of Virginia and the United States.

<u>Demographic Variable</u>	<u>Alexandria-Arlington</u>	<u>Virginia</u>
Population, Age 25-34	23.0%	13.9%
Civilian Labor Force Participation Rate	78.1%	65.2%
Education Attainment, Associate Degree or Higher	77.6%	49.8%
Foreign Born Population	24.0%	12.6%
Median Household Income	\$114,529	\$76,398

The region anticipates employment challenges in the coming years as a result of how COVID-19 changed the nature of office work. Most companies switched to a virtual workspace during the pandemic and many are currently operating in a hybrid model, and will continue to do so for the foreseeable future.























As a result, the some of the industries that support business districts and office parks shed employees over the past five years. The most impacted industries include Office and Administrative Support Occupations, which lost 6,022 positions, Food Preparation and Serving Related Occupations, which lost 3,252 positons, and Building and Grounds Cleaning and Maintenance Occupations, which lost 2,914 positions. Fortunately, the hybrid model is bringing staff back to the physical office space and as a

¹ Economic data in this report provided from JobsEQ by Chmura Economics

result Food Preparation and Serving Related Occupations and Building and Grounds Cleaning and Maintenance Occupations are expected to add jobs over the next year.

Because Alexandria City and Arlington County are part of the Greater Washington DC MSA, which is home to the Federal Government, these jurisdictions have a thriving government contracting sector. Important sectors with positive job growth since 2017 included Computer and Mathematical Occupations, Business and Financial Operations Occupations, and Management Occupations. A table of current occupational data and net job gains/losses over the last 5 years for Alexandria/Arlington (LWDA12) is detailed in the chart below.

LWDA 12, 2022Q2¹

SOC	Occupation	CURRENT						5-YEAR HISTORY		1-YEAR FORECAST				
		Empl	Mean Ann Wages ²	LQ	Unempl	Unempl Rate	Online Job Ads ³	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
	13-0000 Business and Financial Operations Occupations	40,020	\$101,500	2.29	821	1.9%	3,373	4,334	2.3%	3,564	1,086	2,340	139	0.3%
	43-0000 Office and Administrative Support Occupations	31,956	\$51,800	0.95	598	3.0%	1,520	-6,022	-3.4%	3,171	1,484	1,943	-256	-0.8%
	15-0000 Computer and Mathematical Occupations	24,325	\$119,900	2.60	350	1.3%	5,697	4,518	4.2%	2,129	531	1,260	339	1.4%
	11-0000 Management Occupations	20,583	\$151,700	1.11	468	1.8%	4,360	1,412	1.4%	1,710	456	1,168	86	0.4%
	35-0000 Food Preparation and Serving Related Occupations	18,861	\$35,800	0.88	676	6.2%	1,476	-3,252	-3.1%	3,756	1,468	2,013	276	1.5%
	41-0000 Sales and Related Occupations	18,468	\$62,100	0.72	598	4.0%	1,842	-2,833	-2.8%	2,220	870	1,433	-83	-0.5%
	53-0000 Transportation and Material Moving Occupations	16,168	\$64,200	0.68	345	4.9%	734	-634	-0.8%	2,119	799	1,234	86	0.5%
	25-0000 Educational Instruction and Library Occupations	12,466	\$74,500	0.86	333	2.0%	530	-485	-0.8%	1,239	533	595	111	0.9%
	29-0000 Healthcare Practitioners and Technical Occupations	11,884	\$105,000	0.75	109	0.8%	1,588	432	0.7%	644	304	338	2	0.0%
	37-0000 Building and Grounds Cleaning and Maintenance Occupations	9,657	\$36,800	1.07	253	4.7%	317	-2,914	-5.1%	1,290	578	686	26	0.3%
	49-0000 Installation, Maintenance, and Repair Occupations	8,653	\$64,900	0.82	51	2.0%	520	-1,512	-3.2%	801	271	533	-3	0.0%
	33-0000 Protective Service Occupations	7,630	\$66,400	1.31	143	2.7%	494	-650	-1.6%	846	353	491	1	0.0%
	17-0000 Architecture and Engineering Occupations	7,623	\$110,700	1.72	143	1.7%	690	-647	-1.6%	514	177	363	-27	-0.3%
	39-0000 Personal Care and Service Occupations	6,899	\$39,600	1.05	182	5.6%	425	-421	-1.2%	1,182	464	583	136	2.0%
	27-0000 Arts, Design, Entertainment, Sports, and Media Occupations	6,886	\$84,300	1.43	379	3.6%	720	-636	-1.8%	736	245	445	47	0.7%
	19-0000 Life, Physical, and Social Science Occupations	5,732	\$105,000	2.40	173	2.4%	314	74	0.3%	497	118	387	-8	-0.1%
	31-0000 Healthcare Support Occupations	5,685	\$38,700	0.47	122	3.6%	471	-219	-0.8%	786	352	380	55	1.0%
	47-0000 Construction and Extraction Occupations	5,517	\$61,000	0.45	125	4.4%	198	-224	-0.8%	519	170	365	-15	-0.3%
	23-0000 Legal Occupations	4,810	\$139,500	2.06	97	1.2%	233	-386	-1.5%	331	139	204	-13	-0.3%
	21-0000 Community and Social Service Occupations	4,253	\$65,400	0.88	77	1.4%	456	-76	-0.4%	471	151	283	37	0.9%
	51-0000 Production Occupations	4,077	\$51,600	0.26	35	3.7%	128	-798	-3.5%	416	162	285	-31	-0.8%
	45-0000 Farming, Fishing, and Forestry Occupations	223	\$44,800	0.13	9	4.5%	3	3	0.3%	33	9	25	-1	-0.3%
Total - All Occupations		272,375	\$81,700	1.00	6,089	2.5%	26,086	-10,936	-0.8%	29,043	10,719	17,353	971	0.4%

Source: JobsEQ®

Data as of 2022Q2 unless noted otherwise

Note: Figures may not sum due to rounding.

1. Data based on a four-quarter moving average unless noted otherwise.

2. Wage data are as of 2021 and represent the average for all Covered Employment

3. Data represent found online ads active within the last thirty days in the selected region; data represents a sampling rather than the complete universe of postings. Ads lacking zip code information but designating a place (city, town, etc.) may be assigned to the zip code with greatest employment in that place for queries in this analytic. Due to alternative county-assignment algorithms, ad counts in this analytic may not match that shown in RTI (nor in the popup window ad list).

For decades the Greater Washington region was thought of as a “Government Town”. In reality, the region, including Alexandria City and Arlington County, is a “Government Contractor Town” as employment in the Professional, Scientific, and Technical Services exceeds the total of employees working in Public Administration. In fact, Professional, Scientific, and Technical Services is expected to add more new net jobs than the other industries serving the region. A table of current industry data and net job gains/losses over the last 5 years for Alexandria/Arlington (LWDA12) is detailed in the chart below.

LWDA 12, 2022Q2¹

NAICS	Industry	CURRENT			5-YEAR HISTORY			1-YEAR FORECAST				
		Empl	Avg Ann Wages	LQ	Empl Change	Trend	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
54	Professional, Scientific, and Technical Services	67,177	\$137,192	3.38	4,708		1.5%	6,362	1,994	3,814	554	0.8%
92	Public Administration	41,349	\$124,079	3.26	-1,641		-0.8%	3,523	1,468	2,365	-310	-0.7%
81	Other Services (except Public Administration)	22,009	\$86,730	1.87	-2,267		-1.9%	2,533	991	1,435	108	0.5%
72	Accommodation and Food Services	19,981	\$32,382	0.88	-5,192		-4.5%	3,614	1,385	1,918	311	1.6%
62	Health Care and Social Assistance	19,642	\$67,419	0.50	248		0.3%	2,001	845	1,027	130	0.7%
61	Educational Services	17,415	\$66,801	0.80	-695		-0.8%	1,780	726	905	149	0.9%
44	Retail Trade	16,051	\$37,847	0.58	-2,021		-2.3%	1,917	853	1,273	-209	-1.3%
56	Administrative and Support and Waste Management and Remediation Services	14,563	\$61,357	0.83	-3,486		-4.2%	1,691	635	1,033	24	0.2%
48	Transportation and Warehousing	12,981	\$82,136	0.96	-816		-1.2%	1,524	551	879	95	0.7%
52	Finance and Insurance	7,476	\$192,902	0.68	314		0.9%	620	228	437	-44	-0.6%
51	Information	7,376	\$147,223	1.34	-17		0.0%	735	228	465	42	0.6%
23	Construction	5,780	\$78,498	0.36	194		0.7%	531	176	376	-20	-0.4%
53	Real Estate and Rental and Leasing	5,272	\$87,528	1.09	-102		-0.4%	504	212	302	-11	-0.2%
71	Arts, Entertainment, and Recreation	5,197	\$31,898	1.02	-10		0.0%	839	288	415	136	2.6%
55	Management of Companies and Enterprises	3,787	\$213,006	0.92	147		0.8%	320	116	223	-18	-0.5%
42	Wholesale Trade	2,629	\$131,850	0.26	-255		-1.8%	261	95	180	-13	-0.5%
31	Manufacturing	2,229	\$72,413	0.10	-362		-3.0%	209	79	151	-20	-0.9%
22	Utilities	775	\$297,438	0.56	128		3.7%	58	23	48	-13	-1.7%
99	Unclassified	650	\$88,988	1.40	172		6.4%	74	28	44	2	0.3%
11	Agriculture, Forestry, Fishing and Hunting	31	\$70,301	0.01	14		13.3%	4	2	2	0	0.3%
21	Mining, Quarrying, and Oil and Gas Extraction	4	\$309,320	0.00	3		19.7%	0	0	0	0	-0.7%
Total - All Industries		272,375	\$100,008	1.00	-10,936		-0.8%	30,530	11,577	17,974	979	0.4%

Source: JobsEQ®
Data as of 2022Q2
Note: Figures may not sum due to rounding.
1. All data based upon a four-quarter moving average
Exits and transfers are approximate estimates based upon occupation separation rates.

1.2 A descriptive analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]

As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the requirements of this section. Local areas are encouraged to utilize regional economic development strategic plans in the identification and prioritization of industry sectors.

The region boasts a highly educated workforce, and many jobs require a bachelor's degree or higher. Due to the region's proximity to the nation's capital, the region is home to many agencies of the federal government, including the Pentagon, which employs more than 20,000 persons, as well as the Transportation Security Administration, the US Patent and Trademark Office, the Drug Enforcement Agency, and the National Science Foundation. Additionally, the region is also the headquarters for numerous industry associations, political organizations, and advocacy organizations, as well as several Fortune 1000 companies. The most competitive industries for the Alexandria/Arlington region at the NAICS 4-digit level are listed in the table below.

LWDA 12, 2022Q2 ¹											
NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
5415	Computer Systems Design and Related Services	21,749	\$151,849	5.06	702	0.7%	2,075	529	1,202	344	1.6%
9281	National Security and International Affairs Management, Scientific, and Technical Consulting Services	19,987	\$124,937	18.94	2,465	2.7%	1,516	591	1,075	-149	-0.7%
5416	Restaurants and Other Eating Places	19,846	\$141,800	5.69	-128	-0.1%	2,044	587	1,190	267	1.3%
7225	Elementary and Secondary Schools	15,757	\$29,842	0.89	-2,339	-2.7%	2,963	1,145	1,561	257	1.6%
6111	Administration of Economic Programs	12,565	\$69,809	0.91	155	0.2%	1,236	515	629	92	0.7%
9261	Business, Professional, Labor, Political, and Similar Organizations	10,855	\$129,549	10.50	-3,564	-5.5%	863	359	607	-102	-0.9%
8139	Justice, Public Order, and Safety Activities	8,741	\$129,636	11.77	-252	-0.6%	772	309	542	-79	-0.9%
9221	Architectural, Engineering, and Related Services	7,498	\$123,094	2.34	346	1.0%	655	269	428	-42	-0.6%
5413	Scheduled Air Transportation	7,224	\$126,109	2.47	-241	-0.7%	559	201	405	-46	-0.6%
4811	Transportation	7,040	\$123,267	9.41	163	0.5%	864	297	488	79	1.1%

Many employers in these competitive industries listed above require a bachelor's degree or higher for their positions. Additionally, many of them require a security clearance and/or industry recognized credentials. The chart below details the top 15 industry certifications, hard skills, and soft, professionalism skills requested by employers in the region over the last 12 months (October 2021 – November 2022). Of the 133,490 total job postings advertised in the region over the last 12 months, the most in-demand certifications and skills requested by employers in Alexandria/Arlington are in information technology, healthcare, and professional business services.

<u>Top Requested Certifications</u>	<u>Top Requested Hard Skills</u>	<u>Top Requested Soft Skills</u>
Secret Clearance	Microsoft Excel	Communication (Verbal and written skills)
Driver's License	Microsoft Office	Cooperative/Team Player
Project Management Professional (PMP)	Microsoft PowerPoint	Customer Service
Certified Information Systems Security Professional (CISSP)	Agile	Organization
Registered Nurse (RN)	Amazon Web Services (AWS)	Problem Solving
Certification in Cardiopulmonary Resuscitation (CPR)	JavaScript	Detail Oriented/Meticulous
Certified Public Accountant (CPA)	Structured Query Language (SQL)	Analytical
Basic Life Support (BLS)	Python	Self-Motivated/Ability to Work Independently/Self Leadership
CompTIA Security+ CE (Continuing Education) Certification	Microsoft Word	Supervision/Management
Cisco Certified Network Associate (CCNA)	Computer Programming/Coding	Interpersonal Relationships/Maintain Relationships
Certified Information Systems Auditor (CISA)	Microsoft Outlook	Project Management
GIAC Security Essentials Certification (GSEC)	Java	Ability to Work in a Fast Paced Environment

First Aid Certification	Presentation	Adaptability/Flexibility/Tolerance of Change and Uncertainty
Certified Nursing Assistant (CNA)	Microsoft SharePoint	Prioritize
Certified Information Security Manager (CISM)	Linux	Leadership

1.3 An analysis of the local workforce, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

Prior to the COVID-19 pandemic, the region's unemployment rate had continued a downward trend since the 2008-10 recession. Over the past 3 years, the region's highest unemployment rate was 5.0% in 2020, which was a direct result of pandemic-related layoffs. Starting in 2021, the unemployment rate has declined each month since September 2021, with the most current unemployment rate estimate at 1.9% for September 2022, which is lower than the rates of Commonwealth of Virginia, and the United States. The latest estimates (2014-2018) from the American Community Survey (ACS) indicate a high labor force participation rate of 78.1% and the number of employed persons for the region at 252,501. Based on the most recent unemployment rate estimates from the Virginia Employment Commission, there are approximately 4,600 unemployed persons in the region currently.

While the region boasts a high rate of higher education attainment, there are still gaps in the skill levels of workers. According to ACS data, 5.4% of residents have less than a high school diploma, 7.9% have only a high school diploma, and 9.1% have attended college but do not have a degree. This represents about 56,228 residents in the region between the ages of 25-64 with less than an associate's degree. While the poverty level in the region is much lower than Virginia's, 7.6% of all residents are living below the poverty line, and 3.1% of households are receiving supplemental nutrition assistance. Additionally, the number of People with Disabilities is lower in the region compared to Virginia.

The demographic makeup of the region creates a gap between high- and low-income families, and the jobs most affected by the COVID-19 pandemic are typically filled by lower wage workers. The chart below illustrates key demographic data for the region and its comparison to the Commonwealth of Virginia. Additionally, the number of residents who are foreign born or speak English less than very well is higher in the region than Virginia's, which presents unique barriers to these individuals seeking employment.

Percent of Population with Barriers to Employment (Source: American Community Survey)

<u>Demographic Variable</u>	<u>Alexandria-Arlington</u>	<u>Virginia</u>
Poverty Level	7.6%	10.0%
Households Receiving Food stamps / SNAP	3.1%	7.9%
Uninsured	7.5%	8.2%
Speak English less than very well	9.7%	5.8%
Foreign Born	24.0%	12.6%
People with Disabilities	4.5%	9.4%

1.4 An analysis of the workforce development activities (including education and training) in the region to address the identified education and skill needs of the workforce and the employment needs of employers in the region [WIOA Sec. 108(b)(1)(D)]

&

1.5 An analysis of the strengths and weaknesses of the workforce development activities identified in 1.4 and the capacity to provide these services [WIOA Sec. 108(b)(1)(D)]

Alexandria/Arlington has a deep talent base due to its ability to attract many young, educated workers. First and foremost, quality career opportunities attract these workers to the region, while its high quality of life and numerous amenities retains them. However, the region’s relatively high cost of living—especially housing—forces many of these younger workers to look elsewhere in the metro area and beyond once they get older and look to buy homes and/or start families. These factors have contributed to several years of net domestic out-migration in Alexandria/Arlington.

Referring to 1.4, opportunities to expand the region’s talent base can occur through the continued attraction of international immigrants, by creating opportunities for veterans leaving the military, and by establishing career pathways for existing workers that may not have a four-year degree. Another potential source of expanding labor supply lies with an underutilized workforce among the region’s lower-income residents. The Alexandria/Arlington Regional Workforce Council and its two VCW Centers continue to outreach to community organizations to support these residents.

The Alexandria/Arlington region’s educational institutions are clear strengths that contribute to the region’s workforce in many ways. Some of the region’s high schools, such as Yorktown and Washington-Lee in Arlington, are viewed as some of the region and nation’s best. However, a big regional challenge remains the achievement gap for Hispanic students relative to other racial and ethnic groups. Whether through bilingual education or other types of programs, closing this achievement gap will be

important for the region to more fully integrate these students into the community and prepare them for either the post-secondary education or the world of work.

A new secondary education asset in the region includes the Governor's Health Sciences Academy at Alexandria City High School. As noted in the data analysis, high employment demand exists in the region for healthcare-related occupations; the program at Alexandria City High School is building the talent pipeline for these jobs. The academy has been designed through a collaborative effort between Alexandria City Public Schools and The George Washington University. Through this collaboration, students will have the ability to receive up to 18 college credits from The GW School of Medicine and Health Sciences. Students will have the opportunity to start a career pathway that leads to an associate's and/or bachelor's degree and career-related industry certifications. Students who successfully complete an academy pathway will be offered guaranteed admissions to the GW School of Medicine and Health Sciences. The Alexandria/Arlington Regional Workforce Council is a proud partner of this tremendous community asset.

Public and private post-secondary institutions that offer an array of programs, particularly for adult learners and continuing education for incumbent workers, serve the region well. Within the region, students can access law schools, graduate schools, university research centers, undergraduate programs and community college and technical training programs. However, many of these institutions are satellite campuses of larger institutions that primarily serve students that are already in the world of work. An economic slowdown could potentially diminish the resources that workers can afford to devote towards professional education. Depressed enrollments would in turn limit the number of available programs.

Even though many companies are operating in a hybrid workplace mode, the region's transit system is important to workers and employers alike. Residents of Alexandria/Arlington commute a relatively shorter commute than other locations in the Washington metro area, and nearly 1 in 4 residents take public transportation². The range of transit options represents one of the region's real competitive advantages in attracting new workers, particularly millennial workers. Nevertheless, the public transit infrastructure, particularly Metrorail, are experiencing significant strains due to declining ridership because of maintenance concerns and diminishing reliability.

A lack of a dedicated funding mechanism for the Washington Metropolitan Area Transit Authority (WMATA) has contributed to these issues and local jurisdictions only have marginal influence in addressing these concerns. Also, the economic slowdown caused by the COVID-19 Pandemic has

² Metropolitan Washington Council of Governments Commuter Connections 2019 State of the Commute Survey Report. <https://www.mwcog.org/file.aspx?&A=1AAuS26tuk0qvTVF52Q7%20D87I582VWw4yNkHhrl8JrM=>.

reduced metro ridership and revenues³. Public transportation is particularly important to federal employees. Encouraged in part by federal transit benefits, 37 percent of the government workers living in Alexandria/Arlington use public transportation³. As public transportation becomes a less attractive option, more workers will take to the roads, thereby causing further congestion and longer commute times and making the region a less attractive place to live.

Referring to 1.5, to maintain and strengthen its existing base, the region must ensure that the business environment allows its existing employers to grow and is attractive to potential new employers. This is not only important for creating jobs, but also for building the region's tax base so that it can fund things like broadband expansion, education, workforce training, mental health or other key government services. Despite strong levels of visitor spending, the region's tax base has been hurt by rising office vacancy rates due to base closure and realignment, workforce cuts from federal budget sequestration, and General Services Administration (GSA) rent caps that forced many federal agencies to reduce their footprint in Arlington and Alexandria or find less expensive office space elsewhere. For private sector employers, the opening of Metro's Silver line and a desire to be in Washington, DC has created more options and increased competition for business within the metro area.

Office vacancy rates are high due to many companies requiring less physical workspace as a result of moving to a hybrid workspace model. Office vacancy rates in the region are 21.4 percent in Arlington and 15 percent in Alexandria. (Source: CoStar 10/11/22)

Alexandria City and Arlington County continue to pursue companies from several new and emerging private sector industries, which should help to diversify the economy and reduce office vacancy rates. Nevertheless, if the level of federal government activity and contracting slows down, trends in office vacancy will be difficult to reverse in the short- and medium-term.

1.6 Describe and assess the type and availability of youth workforce investment activities in the local area including activities for youth with disabilities, which must include an identification of successful models of such activities. Please include:

- Local area's strategy for ensuring the availability of comprehensive services for all youth
- How the area will identify and select successful providers of youth activities and delivery of the fourteen youth program elements required under WIOA
- Strategies to ensure that all eligible WIOA youth receive access to the required program elements and activities during their enrollment in the WIOA youth program
- How the required program design elements will be addressed as part of the development of youth service strategies
- Strategies to identify, recruit, and retain out-of-school youth, and efforts to ensure the required percent of WIOA youth funds are expended

³ <https://www.wmata.com/initiatives/budget/>.

- Policy regarding serving youth who do not meeting income eligibility guidelines, including appropriate referrals
- Efforts to coordinate with Job Corps, youth opportunity grants where applicable, registered apprenticeship programs, local offices on youth, and other youth services, including those administered through community colleges and other higher education institutions and local human services agencies
- Efforts taken to ensure compliance with applicable child labor and safety regulations

VCW Alexandria Center and VCW Arlington Center performs the “framework services” for VCW Alexandria/Arlington Region’s WIOA Title I Youth program with Arlington County serving as the grant recipient and fiscal agent. Under WIOA law the grant recipient may provide framework services and bid out the 14 WIOA Youth Program elements.

Both VCW Centers support Out-Of-School Youth, only, and youth of all abilities are targeted for outreach and program inclusion. The region’s 20 percent youth work experience funding will only be spent on Out-of-School Youth. The Centers promote their youth programs, for recruitment purposes, throughout their respective social services departments, their Ticket-to-Work Employment Networks, their networks of community-based organizations, their public schools’ adult education programs, DC’s and Northern Virginia’s Job Corps agencies, and local restorative justice networks.

The framework services that the Centers provide include intake, objective assessments, development of individual service strategies, case management, supportive services, and follow-up services. Framework services are funded by WIOA Youth funds. Alexandria/Arlington Regional Workforce Council provides both Centers with a WIOA Youth budget at the beginning of each program year and itemizes the funding to be spent on personnel and program expenses. It is through this budget that the Council presents the funding allotment to meet the 20 percent work experience requirement. The Council then reviews WIOA Youth expenditures monthly and communicates with program staff to ensure that 20 percent of WIOA Youth funds are spent on work experience, each program year.

Additionally, both Centers partner with the following local government and nonprofit partners to provide free services to their youth customers for the following 14 WIOA Youth program elements:

Youth Program Element	Provider
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent	<ul style="list-style-type: none"> • Alexandria City Public School, GED Program • Arlington Public School, GED Program
2. Alternative secondary school services, or dropout recovery services, as appropriate	<ul style="list-style-type: none"> • Alexandria City Public School, GED Program • Alexandria City Campaign on Adolescent Pregnancy • Substance Abuse Prevention Coalition of Alexandria City • Alexandria City Court Service Unit • Arlington Public School, GED Program
3. Paid and unpaid work experience that have as a component academic and occupational education, which may include – <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the school year; • Pre-apprenticeship programs; • Internships and job shadowing, and • On-the-job training opportunities 	<ul style="list-style-type: none"> • Local Employer Referrals from the Centers' Business Services Teams • Project Discovery: Empowerment and College Preparation
4. Occupational skills training which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council's Eligible Training Providers List
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council's Eligible Training Providers List • Skill-Up City of Alexandria and Arlington County (http://alexandriaarlington.skillupamerica.org/)
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate	<ul style="list-style-type: none"> • Project Discovery: Empowerment and College Preparation • Alexandria Mentoring Partnership • Alexandria Court Services Unit

7. Supportive Services (<i>Linkages to community services</i>) 1. Transportation 2. Childcare 3. Housing and Accommodation for youth with disabilities 4. Uniforms 5. Referrals to Healthcare 6. Educational Testing	<ul style="list-style-type: none"> • Alexandria City Department of Community and Human Services • Arlington Department of Human Services • Legal Services of Northern Virginia
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	<ul style="list-style-type: none"> • Various Partnerships with local and regional mentorship-focused CBOs
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate	<ul style="list-style-type: none"> • VCW Alexandria Center • VCW Arlington Center
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate	<ul style="list-style-type: none"> • Various Partnerships with local and regional counseling-focused CBOs
11. Financial literacy education	<ul style="list-style-type: none"> • Arlington Community Federal Credit Union
12. Entrepreneurial skills training	<ul style="list-style-type: none"> • Business Development Assistant Group
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council • Virginia Employment Commission • Career Concourse (https://alexandriaarlington.careerconcourse.com/)
14. Activities that help youth prepare for and transition to postsecondary education and training	<ul style="list-style-type: none"> • Alexandria City Public School • Arlington Public School • Project Discovery: Empowerment and College Preparation • Volunteer Alexandria

When the Centers cannot obtain free services to perform the 14-youth program elements they will follow local government procurement procedures to purchase services for their youth customers.

Each participant receiving services from the WIOA Youth Program through the VCW Centers work with program staff to create an Individual Service Strategy (ISS) for their program participation. ISS is a collaboratively built document that details participant's needs for training, education and support services assistance. ISS details the goals for the participant's time in the program and anticipated needs throughout, based on objective assessments completed. ISS plan is updated when any changes occur and reflect the needs of the participant as they meet the needs of the workforce. ISS identifies and documents:

- The educational goal(s) of the participant;

- The employment goal(s) of the participant including non-traditional employment goals, if applicable;
- Appropriate achievement objectives for the participant;
- Appropriate services to be delivered and justification for the services to be provided;
- Any referral(s) to other services/programs and justification for such services needed, but not available in the Alexandria/Arlington’s VCW Centers.

All services delivered to WIOA Youth are detailed in the ISS, along with justifications and resources needed. All expenditures are tied to the goals in the ISS. WIOA Youth program supervisors meet with staff weekly to ensure that all eligible WIOA youth receive access to the 14 program elements. It is important to note, while the Regional Workforce Council maintains an active 5% WIOA Youth Policy, youth referrals predominantly meet WIOA Youth income eligibility guidelines. For youth who do not meet WIOA Youth eligibility guidelines, staff refer these individuals to other relevant programs that the Centers implement.

Finally, all Youth Work Experience Agreements are reviewed annually to ensure that required federal, state, and local regulation language are included. This includes all relevant child labor and safety regulations.

1.7 Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area, including:

- Access to and delivery of career services (basic, individualized, and follow-up)
- The area’s definition of self-sufficiency to be used when determining eligibility for intensive and training services for employed individuals
- The area’s definition of hard-to-serve populations with additional barriers to employment

Basic Career services are universally available at the two VCW Centers. All staff located at the Centers, including reception staff, are trained and knowledgeable about providing universal services. Alexandria/Arlington’s VCW Centers offer a variety of services and programs for both job seekers and employers, including for job seekers with multiple barriers to employment. Job seekers with barriers to employment may include:

- Adult and youth ex- offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Individuals lacking educational and/or occupational skills attainment;

- Individuals with a disability;
- Long-term unemployed individuals;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Individuals with poor work history and/or lack of work experience;
- Pregnant and parenting youth;
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.);
- Runaway youth;
- Youth in, or previously in, foster care.

The Council, along with the two VCW Centers, are also part of Alexandria City’s and Arlington County’s Continuums of Care. The Centers provide various resources and services for populations with multiple barriers, including:

- Resources to support the workforce development needs of these populations with services including a variety of skill-development workshops (interviewing, resume writing, federal job application assistance, social media, and basic computer skills), WIOA/VIEW/TANF/SNAPET programs, refugee services, referrals to public school adult education/ESL programs, Social Security Employment Networks, Skill-Up City of Alexandria and Arlington County, and staffed Resource Centers (computer labs).
- Direct referrals to each jurisdiction’s Department of Social Services to receive housing, financial, medical, and crisis assistance services. The Departments of Social Services also refer job seekers to the two VCW Centers.
- Direct referrals to community-based organizations that provide food, shelter, job-training, and re-entry support services. The community-based organizations also refer job seekers to the two VCW Centers.

While the communities of Alexandria and Arlington provide a wealth of resources to support these

populations, the region's primary need is for employers to provide work experience/internships and to hire individuals facing multiple barriers. The region's Business Services representatives reach out to area employers to create hiring events and work experience opportunities accessible to all job seeker populations.

VCW Center Basic Career Services include, but are not limited to:

- Resource Centers (computer labs) – Fully equipped with over 20 computers, all with high speed internet access; 4 printers; software packages include Microsoft Office Suite and resume preparation; tutorials include those for typing, [Skill-up City of Alexandria/Arlington County](#) distance learning platform; Pesco Vocational Assessment; copiers, telephones, and fax machines.
- Business Services - Pre-screening of qualified job applicants; space for interviewing with private interview rooms; assistance with specialized recruitments; on-site and virtual job fairs; customized workshops and information on financial incentives (conducted in-person and virtually), including Work Opportunity Tax Credits.
- Specialized Services to Individuals with Disabilities – Adaptive technology includes computers for the visually impaired equipped with CC TV (text enlarger), JAWS, Zoom text Xtra, Aladdin (reads text documents), Magnifier, Naturally Speaking Deluxe, Jaws 3.7, SnagIt 32, WYNN wizard, and IBM via voice. The Centers also provide specialized services to customers with disabilities and both are Ticket to Work Employment Networks.
- Services to the Foreign-Born Population – Customized services are made available to newly arrived refugees through the Virginia Refugee Resettlement Program; locally funded ESOL services provided by the public schools' Adult Education programs; and bi-lingual staff who speak a variety of languages including Spanish, Amharic, Arabic, Tigrinya, French and Bengali.
- Employability Workshops – Designed to assist customers in their job search and to improve on their skills. Workshops include resume preparation, interviewing, money management, and basic professionalism skills and are in both in-person and virtual formats.

- Referrals to Adult and Dislocated Worker Individual Career Services – Designed to assist the individual who needs guidance and support beyond core services available in the Resource Centers. Intensive Services include comprehensive assessment of education and skill levels, short term pre-vocational services, development of individual employment plan, career assessment and planning, job placement and retention assistance.
- Career Training and Credentialing – Occupational skills training is offered on a limited basis through WIOA Title I and other federal, state, and local funding. Customers may select from a variety of approved training providers that include the public schools, Northern Virginia Community College, and other for- and non-profit workforce training entities. All WIOA Title I training leads to the attainment of an in-demand industry certification or license.
- Follow-up Services – Follow-up counselling for participants in youth, adult, or dislocated worker WIOA Title I activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Finally, the region’s definition of self-sufficiency and the process to be used when determining eligibility for individual career services for employed individuals is included in the Council’s “[Local Policies for WIOA-Funded Programs](#)” on pages 13, 15, and 17.

Section 2: Strategic Vision and Goals

Please try to answer the questions in Section 2 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Section 2 responses should be greatly influenced by the members of the local workforce development board and other community stakeholders.

2.1 Describe the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). The goals should relate to the performance accountability measures based on primary indicators of performance (found here: <https://www.dol.gov/agencies/eta/performance/performance-indicators>) to support regional economic growth and economic self-sufficiency [WIOA Sec. 108(b)(1)(E)]

The Alexandria/Arlington Regional Workforce Council’s 2020-2024 mission, vision, and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) are:

2020-2024 Mission

We help drive equitable economic growth in Alexandria and Arlington County by implementing an effective, efficient, and inclusive workforce ecosystem that delivers equal access to innovative, integrated, data-driven products and services designed and aligned to meet the needs of businesses and all job seekers. We hold ourselves accountable to the system’s goals and support high-impact outcomes.

2020-2024 Vision

The Alexandria/Arlington Workforce System envisions a region where every business has access to a qualified, job-ready workforce and every resident has the skills needed to connect with meaningful employment and advance in a career.

Goal 1: Build Better Employer Relationships

Build better relationships so that we can deliver value to customers by filling in-demand jobs that are strategic to our diverse economy.

Goal 2: Skill People Up!

Develop a proactive, confident, and qualified workforce with the essential workforce readiness competencies and credentials that meet current and anticipated business needs.

Goal 3: Connect People to Jobs

Connect people to job opportunities that pay a living wage with benefits and that provide equitable opportunities for launching sustainable career pathways for work that is in demand.

Goal 4: Ensure We Are Accessible to Everyone

Increase equitable access to the local workforce system and its services through collaborative partnerships and coordinated, innovative solutions.

Goal 5: Better Promote What We Do

Promote the workforce system and its services through focused communication with employers, schools, and potential employees to meet the needs of all.

These goals will help the VCW Alexandria/Arlington region better serve employers, maximize our outreach to job seekers, and support our measurable skills gains, credential attainment, employment, and median earnings WIOA Title I performance accountability measures over the next four years.

2.2 Describe how the local board’s strategic vision and goals will support the strategies identified in the Virginia Combined State Plan (found here: <https://virginiacareerworks.com>).

The vision and goals of the VCW Alexandria/Arlington region support the strategies identified in the Virginia Combined State Plan as follows:

<u>Virginia Combined State Plan Goals</u>	<u>How VCW Alexandria/Arlington Plan Will Support Virginia’s Combined State Plan Goals (Full Strategies Listed in 2.4)</u>
<ul style="list-style-type: none"> • Goal 1: Build Virginia’s talent supply to align with current and anticipated business needs and to earn sustainable wages. • Goal 2: Increase opportunities for Virginia’s businesses to fill jobs in high demand occupations that are strategic to Virginia’s economy and strengthen Virginia’s regions. • Goal 3: Increase outreach and recruitment efforts to make available 	<ul style="list-style-type: none"> • All five VCW Alexandria/Arlington goals will support the State’s first, second, and third goals. • Goals 2, 3, and 4, “Skill People Up!”, “Connect People to Jobs”, and “Ensure We Are Accessible to Everyone”, support State’s fourth goal.

<p>services more well-known and accessible to stimulate job readiness and career awareness.</p> <ul style="list-style-type: none"> • Goal 4: Reduce workforce system barriers through collaboration and innovative solutions. 	
--	--

2.3 Describe how the local board’s vision and goals align with and/or supports the vision of the Virginia Board of Workforce Development (VBWD) (found here: <https://viriniacareerworks.com>).

The VBWD approved their 2020-2023 Strategic Plan in September 2020.

<u>VBWD Goals</u>	<u>How VCW Alexandria/Arlington Plan Will Support Virginia’s Combined State Plan Goals (Full Strategies Listed in 2.4)</u>
<ul style="list-style-type: none"> • Goal 1: Identify short and long-term workforce strategies for businesses and workers in response to changing economic conditions. • Goal 2: Expand equitable access to education and training programs. • Goal 3: Increase access to the technology needed for the education, training, and career pathway development for Virginia’s workforce of the future. • Goal 4: Address systemic barriers to workforce success through innovative strategies, policy changes, and investments. 	<ul style="list-style-type: none"> • All five goals will help more Alexandria/Arlington employers and job seekers in response to changing economic conditions. • Goal 4, “Ensure We Are Accessible To Everyone” supports the VBWD’s second goal. • Goals 1, 2, and 4, “Build Better Employer Relationships”, “Skill People Up!”, and “Ensure We Are Accessible to Everyone”, support increasing access to the technology needed for the education, training, and career pathway development for Alexandria/Arlington’s workforce of the future. • All goals, and particularly Goal 4, Ensure We Are Accessible to Everyone”, focus on improving the access to and fostering the success of the VCW Alexandria/Arlington workforce system.

2.4 Taking into account the analyses described in 1.1 through 2.3, describe a strategy to work with the entities that carry out the core programs and required partners to align resources available to the local areas to achieve the local board’s strategic vision and goals. [WIOA Sec. 108(b)(1)(F)]

VCW Alexandria/Arlington strives for continual improvement of its partner relationships, coordination of services, and resource sharing. Specific roles and resource contributions are detailed in

the [One-Stop Memorandum of Understanding](#). Partner staff have regularly scheduled One-Stop Operations Committee meetings to discuss options for additional resource sharing opportunities that support stronger integrated service delivery for jobseeker and employer customers. The programs included in the system are:

Mandatory Federal and/or State One Stop Partner Program	Administrative Agency	Operational Agency
WIOA Title I Adult, Youth & Dislocated Workers	Virginia Community College System	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Virginia Initiative For Employment not Welfare (VIEW); Supplemental Nutrient Assistance Program Employment and Training (SNAPET)	Virginia Department of Social Services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
HUD Community Development Block Grant; HHS Community Services Block Grant	Arlington Department of Community Planning, Housing and Development	Arlington Department of Human Services
WIOA Title III – Wagner-Peyser; Unemployment Compensation; Veterans Employment and Training; Trade Adjustment Assistance	Virginia Employment Commission	Virginia Employment Commission (Co-located at both Centers)
WIOA IV – Rehabilitation Act, as amended	Virginia Department for Aging and Rehabilitative Services; Virginia Department for the Blind & Vision Impaired	Virginia Department for Aging and Rehabilitative Services (Co-located at both Centers)
Title V of the Older Americans Act	National Council on Aging	National Council on Aging, Washington (Co-located at both Centers)
WIOA Title II – Adult Education	Virginia Department of Education	Alexandria City Public Schools & Arlington County Public Schools (Virtual presence at both Centers)
Carl D. Perkins Career and Technical Education Programs & Rapid Response	Virginia Community College System	Northern Virginia Community College (Virtual presence at the Alexandria Center/Physical presence at the Arlington Center)

		Alexandria City Public Schools & Arlington County Public Schools (Virtual presence at both Centers)
Registered Apprenticeship	Virginia Department of Labor and Industry	Regional Registered Apprenticeship Consultant (Virtual presence at both Centers)
Business Services	Regional Business Services Team	Regional Business Services Team (Co-located at both Centers)

All partners participated in Alexandria/Arlington Regional Workforce Council's strategic planning process and provided input. The following strategies will be used to carry out the core programs and alignment of resources to achieve the vision and goals over the next four years:

<u>Goals</u>	<u>Strategies</u>
1. Build Better Employer Relationships: Build better employer relationships so that we can deliver value to customers by filling their in-demand jobs that are strategic to our diverse economy.	<ul style="list-style-type: none"> • Develop new business partnerships with those who have not used or have underutilized the workforce system • Build relationships with employers so that matches between their needs and job seekers can be facilitated • Increase quality and frequency of communication and collaboration with employers • Use data to help develop employer engagement targets • Provide a rapid response to businesses that have layoffs, and assist affected employees • Provide assessment tools, for example, Career Scope, to align participant interests and skills with job opportunities • Ensure that students and other job seekers are considering the full range of job opportunities and careers, not just those that require higher education
2. Skill People Up!	<ul style="list-style-type: none"> • Improve internal collaboration among workforce system partners to ensure that development opportunities for job seekers are maximized • Ensure that job seekers are prepared for a more virtual, technologically driven workforce environment • Increase/develop a case coordination style of customer service, following up when training/education referrals are made and getting feedback from customers about the

	<p>effectiveness of our efforts to help them develop</p> <ul style="list-style-type: none"> • Provide education and training opportunities for job seekers • Provide work-based learning opportunities for job seekers • Provide cross-cultural orientation to new immigrants so that their job seeking expectations are appropriate and efforts to find work are successful
3. Connect People to Jobs	<ul style="list-style-type: none"> • Increase coordination and partnerships with other regional workforce systems to maximize job seekers' employment opportunities • Elevate work-based learning experiences to become a priority service of our region • Post relevant job opportunities produce and/or participate in virtual or in person hiring events • Provide connections for job seekers to work-based learning opportunities • Monitor and analyze labor market information so that the system is aware of current business needs • Keep school systems informed of labor market information • Provide ongoing training to staff ensuring their up-to-date awareness of all the resources for job seeker preparation
4. Ensure We Are Accessible to Everyone	<ul style="list-style-type: none"> • Provide all communication about and from the workforce system in the languages most often spoken/read in our community • Improve case coordination and follow along, ensuring that there is support for job seekers who encounter barriers • Communicate with community-based agencies (for example, social services) to ensure that their customers know about and can access workforce resources • Communicate with students and their counselors about workforce system services • Ensure that individuals with disabilities have equitable access to workforce system services
5. Better Promote What We Do	<ul style="list-style-type: none"> • Develop and implement targeted outreach activities about the workforce system for schools that would encourage students to use the workforce system for summer and post-graduation jobs

	<ul style="list-style-type: none"> • Develop and implement a broad public relations campaign for the community and our regional system about our activities and needs • Develop and implement targeted outreach activities about the workforce system for employers, especially those who do not utilize or underutilize the workforce system, and promote work-based learning to all employers • Communicate to other regional systems about our activities and our needs • Actively educate local elected officials and others who can support the workforce system
--	---

2.5 Describe the local board strategic plan designed to combine public and private resources to support sector strategies, career pathways, and career readiness skills development. Such initiatives shall include or address:

- Regional vision for workforce development
- Protocols for planning workforce strategies that anticipate industry needs
- Needs of incumbent and underemployed workers in the region
- Development of partners and guidelines for various forms of on-the-job training, such as registered apprenticeships
- Setting of standards and metrics for operational delivery
- Alignment of monetary and other resources, including private funds and in-kind contributions, to support the workforce development system
- Generation of new sources of funding to support workforce development in the region

Adherence to this guidance will satisfy the LWDB's responsibility to prepare a demand plan for the initial year of this local plan, as required in the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(E).

The Alexandria/Arlington Regional Workforce Council and its two VCW Centers are part of two jurisdictional governments. The activities implemented through these agencies are primarily funded by multiple, and many times braided, local, state and federal public funds. Public funding will continue to be used to provide career readiness skills development locally. The Council engages other government and community-based agencies to support sector strategies and career pathways activities. As an example, Northern Virginia Community College provides career pathways education tools to system partners. Additionally, it is important to note that all system partners engage local employers to provide guidance on job training and employment activities, to develop work experience opportunities, and to refer the system's job seekers for employment consideration. All VCW Alexandria/Arlington system partners provided input into the regional vision for workforce development and the same partners meet regularly

during One-Stop Operations Committee Meetings to discuss amongst other topics, protocols for planning workforce strategies that anticipate industry needs, the needs of incumbent and underemployed workers in the region, development of partners and guidelines for various forms of on-the-job training, such as registered apprenticeships, and the setting of standards and metrics for operational delivery. The system's work is not static and continuous improvement is always considered. Alexandria/Arlington Regional Workforce Council has been working with system partners to develop and implement an action plan to deliver on VCW Alexandria/Arlington's strategic plan. Through this action plan the Council will strive to deliver favorable outcomes for all system stakeholders.

Section 3: Local Area Partnerships and Investment Strategies

Please try to answer the questions in Section 3 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board and partners.

3.1 Provide a description of the workforce development system in the local area that identifies:

- The programs that are included in that system
- How the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- How the local board coordinates and interacts with Chief Elected Officials (CEO)

[WIOA Sec. 108(b)(2)]

VCW Alexandria/Arlington Region offers a wide variety of integrated resources and programs that provide conveniently accessed quality services to our customers. The region is home to two high-performing comprehensive VCW Centers, both of which reside within their jurisdiction's Department of Social Services.

Both Centers have partner agencies and their programs and services co-located as required by WIOA. In some cases, partners have a virtual presence wherein their physical operations are within five miles of a Center and are accessible by public transportation and the internet. In these cases, virtual partners will hold regularly scheduled meetings and events at the two VCW Centers.

The two VCW Centers and partner agencies comply with WIOA sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. Both Centers participate in the Social Security Administration's Ticket to Work Employment Network as well. These Centers, in partnership with the Virginia Department for Aging and Rehabilitative Services, have increased opportunities for persons with disabilities (PWD) to obtain training, employment, vocational rehabilitation, and other support services. Each Center employs a certified Disability Employment Counselor to support the employment and training activities of PWD.

Disability Employment staff, along with each jurisdiction’s ADA Compliance staff work with the VCW Centers to ensure that physical space and programing comply with federal, state, and local laws. When a PWD requests an accommodation to access all Center programs, staff work with Disability Employment/ADA Compliance staff to secure the resource. If the resource cannot be secured internally, the Center will procure the resource from an approved third-party vendor.

The Centers are intended to serve, but are not limited to, residents and businesses located in Alexandria City and Arlington County. VCW Alexandria/Arlington Region system partners include:

Mandatory Federal and/or State VCW Center Partner Program	Administrative Agency	Operational Agency
WIOA Title I Adult, Youth & Dislocated Workers	Virginia Community College System	Alexandria City Department of Community and Human Services & Arlington Department of Human Services (Co-located at both Centers)
Virginia Initiative For Employment Not Welfare (VIEW); Supplemental Nutrient Assistance Program Employment and Training (SNAPET)	Virginia Department of Social Services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services (Co-located at both Centers)
HUD Community Development Block Grant;	Arlington Department of Community Planning, Housing and Development	Arlington Department of Human Services

HHS Community Services Block Grant		(Co-located at VCW Arlington Center)
WIOA Title III – Wagner-Peyser; Rapid Response; Unemployment Compensation; Veterans Employment and Training; Trade Adjustment Assistance	Virginia Employment Commission	Virginia Employment Commission (Co-located at both Centers)
WIOA IV – Rehabilitation Act	Virginia Department for Aging and Rehabilitative Services; Virginia Department for the Blind & Vision Impaired	Virginia Department for Aging and Rehabilitative Services (Virtual presence at VCW Alexandria Center/Physical presence at the VCW Arlington Center)
Title V of the Older Americans Act	National Council on Aging	National Council on Aging, Washington (Virtual presence at VCW Alexandria Center/Physical presence at VCW Arlington Center)
WIOA Title II – Adult Education	Virginia Department of Education	Alexandria City Public Schools & Arlington County Public Schools (Virtual presence at both Centers)

Carl D. Perkins Career and Technical Education Programs	Virginia Community College System	Northern Virginia Community College (Virtual presence at both Centers) Alexandria City Public Schools & Arlington County Public Schools (Virtual presence at both Centers)
Registered Apprenticeship	Virginia Department of Labor and Industry	Regional Registered Apprenticeship Consultant (Virtual presence at both Centers)
Business Services	Regional Business Services Team	Regional Business Services Team (Co-located at both Centers)

In June 2015, the local elected officials of Alexandria City and Arlington County agreed to continue their 15-year partnership by renewing their Workforce Development Consortium Agreement⁴. This Agreement delineates the workforce responsibilities of the Chief Elected Officials and the Alexandria/Arlington Regional Workforce Council, the local workforce development board serving VCW Alexandria/Arlington Region. In summary, the Consortium of Chief Elected Officials is required to:

- In collaboration with the Regional Workforce Council, establish the local vision, select the One-Stop Operator, and oversee WIOA activities and funding;
- Appoint the Regional Workforce Council membership, identify key roles and responsibilities of all parties, including the operation and function of the Council, and provisions regarding conflict of interest, and approve the budget;
- Negotiate and reach agreement on local performance measures with the Commonwealth of Virginia;

⁴ <https://workforcecouncil.arlingtonva.us/policies/>

- Conduct oversight of all WIOA Title I programs.

The Regional Workforce Council must develop a local Talent Development Plan every four years, coordinate and conduct oversight of the local one-stop delivery system, and provide oversight of the WIOA Title I activities in partnership with the Consortium. A One-Stop Operator is competitively procured annually to coordinate the service delivery of the region’s workforce system partners at the two VCW Centers. The One-Stop Operator reports to the Regional Workforce Council quarterly.

The One-Stop Operator has responsibility for organizing and delivering access to all required customer services through coordinated solutions as part of a fully integrated, partner-based, partner-led VCW system as follows:

- Maintain effective working relationships with all system partners and career services provider leadership across the region;
- Coordinate exclusively with system partner and career services provider leadership for the management of service delivery of operations and service providers across the entire Alexandria/Arlington Region, as described in the workforce system partners’ Memorandum of Understanding;
- Facilitate the VCW Center Certification Process in accordance with US Department of Labor and Virginia Community College Systems requirements, as well as conduct the annual WIOA Title I local programmatic, financial, and administrative audit.

Finally, the leaders of Alexandria City’s and Arlington County’s Adult Basic Education and Career and Technical Education either serve on or attend the meetings of the Regional Workforce Council. The Council’s Executive Director is an appointed member of both jurisdiction’s Career Technical Education Advisory Commissions, serving as Chair of both commissions. These additional volunteer roles further solidify regional workforce collaboration.

3.2 Describe strategies and services that will be used in the local area to:
--

- | |
|--|
| <ul style="list-style-type: none">• Facilitate engagement of employers, including small employers and employers in in-demand sectors |
|--|

and occupations, in workforce development programs

- Support a local workforce development system that meets the needs of businesses in the local area
- Better coordinate workforce development programs and economic development
- Strengthen linkages between the one-stop delivery system and unemployment insurance programs

These strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the strategy described in 2.1.

The local board generally services as the “regional convener” and each regional convener shall develop, in collaboration with other workforce development entities in the region, a local plan for employer engagement. VBWD Policy No.13-01 Business Service Requirements for Local Workforce Investment Areas outlines the role and requirements of Local Workforce Areas and Virginia Workforce Centers in providing services to business customers, and presents required actions by the LWDA in regard to implementation of business services to enhance the business customer’s outcomes and satisfaction with the workforce system through Business Services Teams.

[WIOA Sec. 108(b)(4), Code of Virginia 2.2. Chapter 24 Section 2.2-2472.1]

In the VCW Alexandria/Arlington Region, most of the system partners employ their own business services staff (ex. VEC, DARS, and NVCC). These staff members communicate regularly with each other, in-person and virtually, for the benefit of the region’s businesses and job seekers. To support continuous improvement for how these staff members support the region on behalf of their agencies, the Business Services supervisors and staff from VCW Alexandria Center and VCW Arlington Center convene bi-monthly physical or virtual meetings with the relevant system partner staff to provide a formal setting to communicate information about upcoming hiring events and needs, to learn about the latest labor market data, to share promising practices, participate in staff development training, and to hear from employers directly about their specific talent needs (ex. skill needs, incumbent worker training, customized training, etc.). All staff take this information and disseminate it through their agencies.

Furthermore, these inter-agency collaborations are also facilitated through quarterly One-Stop Operations Committee meetings. Meeting agendas usually cover:

- Unifying the region’s workforce system partners under a common agenda and shared outcomes;
- Making relevant labor market information accessible and actionable;

- Supporting professional development for workforce system staff;
- Disseminating (quarterly) a list of high-demand occupations that support target sectors in the Alexandria/Arlington and Washington metropolitan regions;
- Delivering career pathway tools that are aligned with priority occupations that are specific to the Alexandria/Arlington and the Washington metropolitan regions, as developed by Northern Virginia Community College;
- Seeking opportunities for improving the referral process between workforce system partners;
- Seeking opportunities for continuous improvement process;
- Identifying additional funding needs that the Regional Workforce Council can support through participating in grant competitions.

Additionally, the Alexandria/Arlington Regional Workforce Council provides the system's business services staff with virtual tools, like JobsEQ, an online real-time labor market analysis tool, and Premier Virtual, a virtual job fair platform, to assist in their efforts to recruit small, medium, and large employer prospects and support their recruitment activities. Finally, should a business contact the Regional Workforce Council, their contact information will be referred to the relevant system partner.

3.3 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region in which the local area is located (or planning region) and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

The Alexandria/Arlington Regional Workforce Council has a strong history of collaboration with each jurisdiction's economic development agencies, the Alexandria Economic Development Partnership (<http://www.alexecon.org/>) and the Arlington Economic Development (<https://www.arlingtoneconomicdevelopment.com/>). Past evidence of this Partnership is found in its collaboration on the development of a Comprehensive Economic Development Strategy (<https://www.vcwalexandriarlington.com/Alexandria-Arlington-Comprehensive-Economic-Development-Strategy>).

On September 19, 2011, the U.S. Department of Commerce’s Economic Development Administration certified the Alexandria/Arlington Workforce Development Board’s Comprehensive Economic Development Strategy (CEDS). CEDS is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS analyzes the state of the workforce and economies of Alexandria City and Arlington County and establishes regional goals and objectives. The Council was the 38th Workforce Board in the United States to achieve this certification and the 1st in Virginia. This partnership is investigating the possibility of developing a second regional CEDS in 2021.

Additionally, leadership from both economic development agencies are members of the Regional Workforce Council and VCW Center staff attend economic development agency meetings regularly as well as participate on the economic development agency’s workforce & education taskforce. There is a formal process for referring clients of these agencies to the Centers’ staff. When the opportunity arises, business development representatives from the economic development agencies refer their clients to the VCW Center Directors to receive talent development support. The Directors, in turn, work through their staff to deliver business services ranging from customized job fairs to incumbent worker training.

The Regional Workforce Council, the two VCW Centers, and two economic development agencies regularly promote the providers of the region’s entrepreneurial skills training and microenterprise services through their networks. These providers are:

- The Alexandria Small Business Development Center (www.alexandriasbdc.org) provides free tools, resources, and confidential services to small businesses in the City of Alexandria.
- BizLaunch (<https://www.arlingtoneconomicdevelopment.com/business-services/start-and-grow-your-small-business-services/about-bizlaunch/>) is Arlington’s small business and entrepreneurial assistance network, offering nearly 40 workshops and seminars every

year, all aimed at helping local entrepreneurs and small business owners plan, develop and grow their businesses.

Finally, the Regional Workforce Council’s Executive Director is a member of the Arlington Chamber of Commerce’s Education & Workforce Committee.

3.4 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]
--

There is a strong history of collaboration between the Alexandria/Arlington Regional Workforce Council, the VCW Centers, Northern Virginia Community College, and the region’s public school systems in Alexandria/Arlington. Alexandria City Public School and Arlington Public Schools run the WIOA Title II Adult Education and Literacy programs for the region. These programs support the development of the region’s workforce by providing foundational education necessary for employment. Services include adult literacy, workplace adult education and literacy, family literacy instruction, English language acquisition instruction, integrated English literacy and civics education and activities, workforce preparation activities, and integrated education and training. WIOA Title I Youth and Adult participants are often referred to WIOA Title II programs.

While there are tuition fees associated with these services, the school systems collaborate with the two VCW Centers, as well as their Departments of Social Services, to subsidize participation for youth and adults in need of financial support. The school systems, Northern Virginia Community College, the Departments of Social Services, and the VCW Centers have formalized points of contact to provide for a seamless referral processes and follow-up activities to ensure positive outcomes of co-enrolled participants. When appropriate, these partners also identify and coordinate outreach efforts to shared customers.

Alexandria City and Arlington Public Schools co-enroll their Career and Technical Education students into Northern Virginia Community College so that these individuals can graduate with a High

School Diploma, an in-demand industry certification, and college course credits. There is regular communication between these institutions so that courses available in the public schools have a pathway to course available at the Community College. Additionally, Alexandria City High School offers its students several healthcare related career pathways through the Governor's Health Sciences Academy. This academy includes on-ramps for students to attend George Washington University and Northern Virginia Community College.

Finally, the Council's Executive Director is an appointed member of both jurisdiction's Career and Technical Education Advisory Commissions, Alexandria City Superintendent's Business Advisory Council, Arlington Public School's Advisory Council on Learning & Instruction, and Northern Virginia Community College's Perkins Advisory Council. The Council's Executive Director presents labor market data, priorities, and industry information during these meetings so that all entities have access to a common set of information to support and better align their program development efforts. The Executive Director has regularly reviewed and provided input in local applications submitted under WIOA Title II and will continue to do so until provided further guidance from the state.

3.5 Describe how the local board will collaborate on local workforce investment activities with the community colleges in their area in the planning and delivery of workforce and training services.

The Alexandria/Arlington Regional Workforce Council enjoys a strong relationship with Northern Virginia Community College. The Community College provides a regional labor market update during all Council meetings and serves as an available resource for all labor market needs. The two VCW Centers use the College's Career Pathways Guides for both Basic and Individual Career Services implementation as well.

Additionally, should a training class not be offered by the College on the State's WIOA Eligible Training Provider List, the Council will request the College to consider adding the course. Should the College not offer the particular course, the Council will request that the College consider developing the course for the region. Finally, on occasions when the College requests input into its workforce and training

activities, the Council provides its recommendations.

It is important to note that the Council’s Executive Director is a member of the College’s Perkins Advisory Council. It is through this role that the Executive Director can provide additional recommendations for the College’s workforce and training activities.

3.6 Describe how the local board will coordinate workforce investment activities in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

The provision of transportation and other supportive services are provided through non-WIOA funded services available through the region’s departments of social services. When those services cannot be provided through social services, career counselors will request the use of WIOA Title I funds to support those activities.

Supportive services, paid by WIOA funds, are usually provided through a voucher system (e.g., transportation or food) or payments made directly to vendors (i.e., clothes, rent, or utilities) in the Alexandria/Arlington region. Staff responsible for approving supportive services adhere to the guidance and procedures set forth in local WIOA Title I policy. It is the Council’s policy that WIOA funds should only be used for supportive services after all other funding options have been exhausted.

Administered through the Centers’ staff, supportive services receive approval from a WIOA program supervisor and reviewed by the fiscal units before customer use. Provision of supportive services is contingent upon funding availability and the customer’s satisfactory performance and adherence to program requirements while participating in and completing WIOA intensive or training activities.

WIOA staff must comply with local jurisdictional policies for procuring goods/services. All supportive services must be purchased from a local jurisdiction-authorized vendor. After service completion and invoice receipt, the fiscal units directly pay the vendors. For direct reimbursement, clients must submit detailed receipts.

WIOA staff must seek services from other community resources as appropriate, prior to authorizing supportive services using WIOA Title I funds. Staff make referrals and follow-up with

agencies or resources for assistance, and they document any positive referrals or denials from service providers in customers' case files.

As mentioned previously, supportive services are available to WIOA customers and range from childcare, transportation, dependent care, housing, to assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye wear. Supportive services are available to WIOA customers while they are participating in and completing individualized career services or training activities.

3.7 Describe the plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services. [WIOA Sec. 108(b)(12)]

Inter-agency collaborations between all WIOA Titles, including Title III/Wagner-Peyser are facilitated during quarterly One-Stop Operations Committee meetings. These meetings are used to:

- Unifying the region's workforce system partners under a common agenda and shared outcomes;
- Making relevant labor market information accessible and actionable;
- Supporting professional development for workforce system staff;
- Disseminating (quarterly) a list of high-demand occupations that support target sectors in the Alexandria/Arlington and Washington metropolitan regions;
- Delivering career pathway tools that are aligned with priority occupations that are specific to the Alexandria/Arlington and the Washington metropolitan regions, as developed by Northern Virginia Community College;
- Seeking opportunities for improving the referral process between workforce system partners;
- Seeking opportunities for continuous improvement process;

- Identifying additional funding needs that the Regional Workforce Council can support through participating in grant competitions.

Additionally, WIOA Titles I and III refer participants to each program and use the Virginia Workforce Connection for labor market research and job search activities. Finally, the Virginia Employment Commission engages Alexandria/Arlington’s WIOA Title I providers to support the region’s Trade Act and WARN/Rapid Response activities.

3.8 Describe how the local board will coordinate workforce investment activities in the local area with the provision of adult education and literacy activities, including a description of how the local board will carry out the review of local applications. [WIOA Sec. 108(b)(13)]
--

There is a strong history of collaboration between the Alexandria/Arlington Regional Workforce Council, the VCW Centers, Northern Virginia Community College, and the region’s public school systems in Alexandria/Arlington. Alexandria City Public School and Arlington Public Schools run the WIOA Title II Adult Education and Literacy programs for the region. These programs support the development of the region’s workforce by providing foundational education necessary for employment. Services include adult literacy, workplace adult education and literacy, family literacy instruction, English language acquisition instruction, integrated English literacy and civics education and activities, workforce preparation activities, and integrated education and training. WIOA Title I Youth and Adult participants are often referred to WIOA Title II programs.

While there are tuition fees associated with these services, the school systems collaborate with the two VCW Centers, as well as their Departments of Social Services, to subsidize participation for youth and adults in need of financial support. The school systems, Northern Virginia Community College, the Departments of Social Services, and the VCW Centers have formalized points of contact to provide for a seamless referral processes and follow-up activities to ensure positive outcomes of co-enrolled participants. When appropriate, these partners also identify and coordinate outreach efforts to shared customers.

Additionally, Alexandria City and Arlington Public Schools co-enroll their Career and Technical Education students into Northern Virginia Community College so that these individuals can graduate with a High School Diploma, an in-demand industry certification, and college course credits. There is regular communication between these institutions so that courses available in the public schools have a pathway to course available at the Community College. Alexandria City High School now offers its students several healthcare related career pathways through the Governor's Health Sciences Academy which includes on-ramps for students to attend George Washington University and Northern Virginia Community College.

Finally, the Council's Executive Director is an appointed member of both jurisdiction's Career and Technical Education Advisory Commissions, Alexandria City Superintendent's Business Advisory Council, Alexandria's Governor's Health Sciences Academy, Arlington Public School's Advisory Council on Learning and Instruction, and Northern Virginia Community College's Perkins Advisory Council. The Council's Executive Director presents labor market data, priorities, and industry information during these meetings so that all entities have access to a common set of information to support and better align their program development efforts. The Executive Director has regularly reviewed and provided input in local applications submitted under WIOA Title II and will continue to do so until provided further guidance from the state.

3.9 Describe how the local plan shall:

- Specify the policies and protocols to be followed by all the region's workforce development entities when engaging the region's employers
- Address how the region's workforce entities will involve employers in the formation of new workforce development activities
- Identify what activities will be undertaken to address employers' specific workforce needs

The Alexandria/Arlington Regional Workforce Council is responsible for ensuring the coordination of business service delivery to businesses in the local area according to the local plan and the combined state plan. Coordinated efforts are focused on creating a streamlined business process and preventing duplicative services and contacts to businesses. The Council will convene business teams, as needed, to coordinate in an orderly manner, the following activities:

- Building relationships with business and business-focused organizations;
- Integrating and streamlining business services;
- Providing informational resources to businesses;
- Assisting businesses in the recruiting process;
- Assisting businesses with training needs;
- Providing customized services to businesses.

Furthermore, the Regional Workforce Council utilizes the “single point of contact” methodology to maximize the opportunities for businesses to create a relationship with the VCW Centers. The Alexandria/Arlington Regional Workforce Council’s Executive Director is listed on the Council’s website as the single point of contact and will refer a business to the appropriate Business Services Team (BST) member within one (1) business day. The BST member will have one (1) business day to contact the referred business and provide an initial consultation.

Finally, VCW Alexandria/Arlington Region is committed to following the standards set below:

- BSTs must include the VCW brand standards and other required EO and funding taglines on all outreach materials.
- BST members must adhere to confidentiality and ethics as it relates to business needs and partner statutory requirements.
- The notion of shared business client ownership and accountability is institutionalized across agencies and programs. Partners buy into the notion that working collectively expands the breadth of services offered to business which is a positive for all.
- Business outreach representatives (across partners) share intelligence and coordinate and strategize follow-up.
- BST members regularly participate in local and state provided training, including cross-training.

- Coordinated business services represent “the whole” when in front of business and follow-up includes bringing in the partners/resources to address the solution.

All staff who received an inquiry from an employer for VCW Center services direct those individuals to the Council’s Executive Director. Furthermore, when it comes to developing new workforce development activities, the Executive Director will source new and existing employer partnerships to participate in facilitated focus groups to refine the scope of future programs and services.

3.10 Describe how the direction given by the Governor and the local board to the one-stop operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
--

The purpose of career and training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. To further this purpose, WIOA establishes a priority order for funding services to eligible participants, and the Commonwealth and the Alexandria/Arlington Regional Workforce Council have developed policy to further establish priority.

Priority for career and training services funded with WIOA Title I Adult funds shall be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient, as well as any covered person under the Veterans’ priority, in the local area. The following sequence of services priority will apply:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Title I Adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Title I Adult formula funds.
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Title I Adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.

- Fourth, to non-covered persons who reside in Alexandria City or Arlington County, who are outside the groups given priority under the WIOA Title I Adult program, with total family income that does not exceed 150 percent of the lower living standard income level.
- Fifth, to non-covered persons who are outside the groups given priority under the WIOA Title I Adult program.

Total WIOA Title I Adult formula fund program year spending for the combined fourth and fifth groups must not exceed 49 percent of the total program year allocation of the Alexandria/Arlington region’s WIOA Title I Adult formula funds. Additionally, the term “covered person” includes anyone who is a veteran and includes spouses of veterans that fall into the following categories:

- Any veteran who died of a service-connected disability;
- Any member of the armed forces on active duty who, at the time of the spouse’s application, is listed in one or more of the following categories and has been so listed for more than 90 days:
- Missing in action;
- Captured in the line of duty by a hostile force; or
- Forcible detained or interned in the line of duty by a foreign government or power.
- Any veteran who has a total disability resulting from a service-connected disability; or
- Any veteran who while a disability so evaluated was in existence.

When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

The term “basic skills deficient” means that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or who is a youth

or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. The Alexandria/Arlington Regional Workforce Council also encourages enrollment of Alexandria City and Arlington County residents as a priority.

Section 4: Program Design and Evaluation

Please try to answer the questions in Section 4 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board and partners.

4.1 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)]

Regarding 4.1, the Alexandria/Arlington Regional Workforce Council and its VCW Centers are part of their jurisdictions Social Services Departments. All workforce and training services are promoted to a majority of the Social Services customers during the Departments' intake sessions. Additionally, social services workers refer their customers to the VCW Centers regularly. The Centers also contact these customers through the Departments' local systems of record.

The Council and its VCW Centers are also part of the local Continuum of Care Networks. All workforce and training services are promoted to a majority of the customers being served by the Networks' community-based organizations that support high-risk populations. Finally, the Centers promote their services directly to the staff of these organizations. Residents who experience barriers to employment are specifically targeted through this outreach strategy.

4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definitions. [WIOA Sec. 108(b)(3)]

The Alexandria/Arlington Regional Workforce Council and its VCW Centers use Northern Virginia Community College's Career Pathways tools (<https://www.nvcc.edu/osi/labor-market/index.html>) to support all resident's awareness of career pathways available in the region, including WIOA Title I participants. Along with the JobsEQ labor market analysis tool, these Community College-provided tools present the region's in-demand occupations and credentials overlaid with the College's non-credit course information and the Public Schools' Career and Technical Education/Adult Education curriculum.

Based on the resident’s desired career pathway, the VCW Centers will determine which career services funding streams are appropriate to be used to access training and supportive services. The resident will be enrolled into the appropriate funding program and receive tuition to participate in occupational certification courses, as well as receive referrals to supportive services provided by the regional departments of social services. If the resident is not eligible for any of the funding streams, the individual will be directed to the resource center/computer labs to access free self-guided online services.

4.3 Describe how the local board will utilize co-enrollment, as appropriate, in core programs to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)]

Regarding 4.3, criteria established under Federal, state, and local WIOA policy determine job seeker eligibility for training funds. WIOA requires the coordination of training costs with funds available under another grant assistance. WIOA limits training funding to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. WIOA prescribes “braided funding” as a strategy to support job seekers’ training and placement needs. As such, the Centers’ staff co-enroll job seeker customers into all eligibility-appropriate publicly funded workforce training programs.

In VCW Alexandria/Arlington Region, the WIOA Title I service providers serve as the service provider for SNAPET, TANF/VIEW, CSBG, and CDBG programs. The WIOA Title I career counselors have the ability, under the direction and approval of their supervisors, to co-enroll customers into multiple job training and employment programs in order to maximize efficiencies and use of resources. Through this braided funding process, the region is able to maximize its support of residents who experience barriers to employment.

4.4 Describe one-stop delivery system in the local area, including:

- A. The local board’s efforts to ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers,

and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

On a quarterly basis, the providers of WIOA Title I services, as well as the secondary and post-secondary education providers receive a labor market update from Northern Virginia Community College to help them guide their efforts. Additionally, all career counselors have access to real-time labor market information through JobsEQ that they use to advise their customers in the development of their Individual Employment Plans.

Additionally, in September of 2019 the Alexandria/Arlington Regional Workforce Council approved “The Importance of Basic Professional Skills” position statement. The Council seeks to infuse its customers with basic professional skills that the region’s employers demand. As a result, the Council updated their Individual Training Account and Eligible Training Provider policies to require, when possible, the use of training programs that have elements of basic professionalism skills incorporated into their curriculums. All new and recertified training providers are requested to provide examples of how they incorporate these skills into their curriculums prior to the Council voting on their inclusion in the WIOA Eligible Training Providers List.

Finally, all front-line staff have participated in Certified Workforce Development Professional training, as well as other state and local initiated training, over the past two years.

B. How the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means. [WIOA Sec. 108(b)(6)(B)]

For all WIOA Title I customers, WIOA and partner staff use the Virginia Workforce Connection, the Commonwealth’s WIOA system of record, for all intake and case management activities, except for the storage of customers’ medical records. All new WIOA Title I participants, as of October 2020, will have their case file information stored virtually on the Virginia Workforce Connection.

Each Virginia Career Works Center also has its own local system of record. The Alexandria Center uses *Harmony*, and the Arlington Center uses *Efforts to Outcomes*. Both local Departments of Social

Services use these record and case management systems as well, which allows staff to view the various financial and housing assistance that jointly-managed customers receive. These systems provide staff a holistic view as they determine how to best serve the customer.

Both VCW Center’s websites offer a variety of interactive resources, from live and pre-recorded workshops, to online job boards and virtual career fair platforms, to distance learning services. All of these resources are free to the job seeker and employer.

<p>C. How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]</p>
--

The two VCW Centers comply with WIOA Sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. Both Centers participate in the Social Security Administration’s Ticket to Work Employment Network as well.

As two of the Commonwealth’s highly used Employment Networks, the Centers, in partnership with the Virginia Department of Aging and Rehabilitative Services, have increased opportunities for persons with disabilities (PWD) to obtain training, employment, vocational rehabilitation, and other support services. Each Center employs a certified Disability Employment Counselor to support the employment and training activities of PWD.

Disability Employment staff, along with each jurisdiction’s ADA Compliance staff work with the VCW Centers to ensure that physical space and programing comply with Federal, state, and local laws. When a PWD requests an accommodation to access all Center programs, staff work with Disability

Employment/ADA Compliance staff to secure the resource. If the resource cannot be secured internally, the Center will procure the resource from an approved third-party vendor.

D. Describe the roles and resource contributions of the one-stop partners. [WIOA Sec. 108(b)(6)(D)]

The roles and resource contributions of the VCW Center partners can be found within the 2019-2022 One-Stop Center Memorandum of Understanding, found here: https://www.vcwalexandriarlington.com/files/content/workcouncil/local-policies-agreements/vcwaa_system-mou-070122_063025.pdf.

E. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

All WIOA Title I services are captured in the Virginia Workforce Connection, as well as in each jurisdiction's local system of record. The Alexandria/Arlington Regional Workforce Council and the VCW Centers promote the VCW Referral Portal, virtually and offline, as well as monitor its activity daily so that referrals can be forwarded to the appropriate parties.

Finally, all WIOA Title I case management files are stored electronically on the Virginia Workforce Connection, except for customers' medical records.

F. Describe the services provided by each partner mandated by federal and state law, and other optional partners.

Alexandria City Department of Community and Human Services & Arlington County Department of Human Services

Alexandria Workforce Development Center and Arlington Employment Center are the region's two Comprehensive VCW Centers. Both Centers are agencies within their respective jurisdiction's Department of Social Services. Employment and training activities at the Centers include:

- *WIOA* –President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education,

training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

- *SNAP E&T*- The Supplemental Nutrition Assistance Program Employment and Training Program (SNAPET) is a multi-component employment and training program that provides job search, job search training, education, training and work experience to non-public assistance SNAP recipients. The program's role is to provide SNAP recipients with opportunities that will lead to paid employment and decrease dependency on assistance programs.
- *Virginia Initiative for Employment Not Welfare* - The Virginia Initiative for Employment Not Welfare (VIEW) program offers employment-related activities, education, training, and needed support services.
- *Employment Advancement for TANF Participants* - The Temporary Assistance for Needy Families (TANF) program provides temporary cash assistance and employment-related services to enable families with children to become self-supporting. Employment Advancement for TANF Participants supplements the VIEW program and is designed to prepare current and certain former TANF clients to enter, succeed and advance in the workforce through proven service approaches and strategies.
- *HUD Community Development Block Grant* - The Community Development Block Grant program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.
- *HHS Community Services Block Grant* - The Community Services Block Grant (CSBG) provides funds to alleviate the causes and conditions of poverty in communities.

Alexandria City Public Schools & Arlington County Public Schools

Alexandria City Public Schools and Arlington County Public Schools administer Title II of WIOA (Adult Education and Family Literacy) as well as activities funded through the Carl D. Perkins Career and Technical Education Act of 2006. Additionally, these institutions administer:

- *Adult Basic Education (ABE)* - These programs consist of instruction that provides basic skills for over 150 adults who are performing below the ninth-grade level in reading, writing, mathematics, and other basic skills. Adult education is a key component in the workforce development continuum in our region. Services are delivered primarily as workforce preparation activities and integrated education and training.
- *Secondary Career Technical Education* – Career and technical education programs in Alexandria City and Arlington County public schools serve more than 6,500 students in grades 6-12. These programs are designed to prepare young people for productive futures while meeting the region's need for well-trained and industry-certified technical workers.

The leaders of Alexandria City's and Arlington County's Adult Basic Education and Secondary Career Technical Education either serve on or attend the meetings of the Regional Workforce Council. The Council's Executive Director is an appointed member of both jurisdiction's Career Technical Education Advisory Commissions, serving as Chair of both commissions. These additional volunteer roles further solidify our regional workforce collaboration.

Virginia Employment Commission

The Virginia Employment Commission (VEC) administers Title III of WIOA (which amends the Wagner-Peyser Act of 1933). The VEC provides system customers:

- *Employment Services (ES)* including job search assistance and recruiting and referral services to employers. Services available to job seekers include job referral and placement, referral to training, and job search activities. Services available to employers include finding qualified workers. There are no fees charged to the employer or applicant for workforce services. Center staff assist employers by screening and referring applicants to job openings, providing critical

labor market intelligence for business and economic planning, and coordinating Northern Virginia Employer Advisory Committee activities.

- *Unemployment Insurance (UI)* - The unemployment insurance program has three broad objectives:
 1. Alleviate hardship for the unemployed;
 2. Promote reemployment;
 3. Provide economic support for communities facing significant job loss.

The program's principal aim is to alleviate hardship by providing transitional income support during periods of unemployment. This task is accomplished by partially replacing the loss of wages for unemployed individuals who have a demonstrated attachment to the workforce.

- *Jobs for Veterans State Grant* - The Jobs for Veterans State Grant (JVSG) provides funds to the Commonwealth to serve eligible veterans, as defined in 38 U.S.C. 4101(4) and 4211(4),³ and other eligible spouses as defined in 38 U.S.C. 4101(5),⁴ and to perform outreach to employers. JVSG funds pay for two types of staff positions:
 - Disabled Veterans Outreach Program (DVOP) Specialists – DVOPs provide intensive services and assist job seeking veterans to find employment, focusing on service to disabled veterans
 - Local Veterans Employment Representatives (LVER) – LVERs assist employers in a locality in identifying qualified veterans for employment. LVERs conduct seminars for employers and, in conjunction with employers, conducting job search workshops; and they refer employers to employment, training, and job placement services. DVOP specialists and LVERs are included among the American Job Center partner staff.
- *Trade Adjustment Assistance Act* - The Trade Adjustment Assistance (TAA) program is a federal program established under the Trade Act of 1974. The TAA Program provides aid to workers who lose their jobs or whose hours of work and wages are reduced because of increased imports. The goal is to help such laid-off workers return to suitable employment as quickly as possible. TAA offers a variety of benefits and reemployment services including training, job search and relocation

allowances, income support and other reemployment services. Employers may file a petition for certification as an affected employer or a petition may be filed by a group of three or more workers, by their union or other authorized representative. Workers on whose behalf a petition is filed must be, or must have been, employed regularly at the firm or subdivision identified in the petition. Workers employment must be, or must have been, related to the production of articles (products) described in the petition.

Department of Labor and Industry

Virginia’s Department of Labor and Industry (DOLI) administers several programs that directly and indirectly impact workforce development activities in the Commonwealth. The DOLI program included in this plan is one that simultaneously achieves many of the goals of WIOA, including business engagement through its strong Partnership with sponsors, credential attainment coupled with an “earn while you learn” approach to skills development, and career and wage progression for apprentices.

Through Registered Apprenticeship, DOLI provides workers with job training opportunities for lifelong skills and helps employers meet their needs for highly skilled workers through a proven, cost-effective system of registered apprenticeship. Our region’s Apprenticeship Consultant helps employers develop training programs and recruit qualified apprentices. Employers provide on-the-job training, and participants spend 4-6 hours per week in related classroom instruction.

The Department for Aging and Rehabilitative Services and the Department for the Blind and Vision Impaired

The Department for Aging and Rehabilitative Services (DARS) and the Department for the Blind and Vision Impaired (DBVI) jointly administer vocational rehabilitation programs through Title IV of WIOA. Vocational rehabilitation employment services help individuals with disabilities prepare for, enter, engage in and retain employment. DARS also partners with a network of community rehabilitation providers, also known as Employment Services Organizations, which provide employment and vocational services throughout the region. For students with disabilities moving from high school to further

education, work or independence, DARS collaborates with schools in providing transition services. DARS works with Alexandria City's and Arlington County's Virginia Career Works Centers to provide workforce services to persons with disabilities. DARS counselors are professionally trained (generally with a master's degree, certified rehabilitation counselor or certified vocational evaluator). DARS is committed to participating in the cross-partner trainings as needed.

DARS is also committed to providing access through direct linkages via a variety of technologies (for example: email, telephone, text messaging and video teleconferencing), to customers who desire it. The current DARS VR business model meets consumers where they are by also developing partnerships with local school systems, community services boards, local departments of social services, and other local service providers to enhance referrals and collaborative outcomes for the individuals served.

DARS continues to emphasize the importance and necessity of cooperating with other community partners (federal, state and local agencies and programs) to assist in providing comprehensive and effective services for vocational rehabilitation customers. DARS provides employment services to help individuals with disabilities prepare for, enter, engage in, or retain employment. DARS staff are embedded in our region's two American Job Centers and provide the following scope of services:

- Vocational Evaluation/Counseling
- Career Exploration/Post-Secondary Education Planning
- Assessment/Training and Credentials
- Work Readiness and Support Services
- Job Development/Coaching/Placement
- Assistive Technology/Job Accommodation

DBVI has established and implemented standards for the prompt and equitable handling of referrals of individuals for vocational rehabilitation services, including referrals of individuals made through the American Job Centers. The standards include timelines for making good faith efforts to inform these individuals of application requirements and to gather information necessary to initiate an assessment for determining eligibility and priority for services. DBVI accepts referrals for vocational rehabilitation services for blind, deafblind, and visually impaired adults and transition-aged students who are interested in obtaining, regaining, or maintaining employment. The agency also accepts referrals from individuals, family members, friends, physicians, advocates, service providers and others interested stakeholders. The intake staff in the regional office is responsible for contacting individuals who have been referred to provide information regarding DBVI services and for referring individuals to the appropriate agency programs for special services and to other community agencies for supplemental services as needed.

Northern Virginia Community College

Northern Virginia Community College's Alexandria City Campus and its Workforce Development Office play a large role in preparing our region's job seekers for the in-demand training needs of our business community. The Workforce Development Office offers various non-credit courses that lead to in-demand industry recognized certifications. The Workforce Development Office is also a thought leader in the regional workforce conversation and publishes labor market and career pathway information for the benefit of the workforce system partners. The Workforce Development Office manages the College's Federal Carl D. Perkins funding and its associated Perkins Funding Advisory Board, which includes the Council's Executive Director as an appointed member.

Northern Virginia Community College's Alexandria City Campus is home to an industry recognized Cybersecurity program that provides a curriculum mapped to the US Department of Homeland Security's and the National Security Agency's cybersecurity education standards. Twenty-one percent of our region's open positions are information technology and cybersecurity related. Northern Virginia

Community College is a founding member of the National CyberWatch Center, a national consortium of colleges and universities focused on cybersecurity education.

Business Services

For 15 years, the Alexandria and Arlington VCW Centers have employed teams of business services representatives who meet regularly with employers to understand their staffing priorities. These business services representatives then return to the VCW Centers to educate customers and case managers on the opportunities and requirements, as well as facilitate with the pre-screening and recruitment processes. In detail, both Centers provide businesses with the following services:

- Pre-screen eligible candidates for open positions for all occupational categories;
- Provide interview rooms and resources to conduct interviewing off-site (i.e. virtual job fair platform);
- Provide outplacement services (career counseling, resume writing, interview workshops, etc.) for workers who have been or will be laid-off;
- Workplace and workstation accessibility guidance;
- Accessibility survey services;
- Work Opportunity Tax Credit information;
- Access to local labor market information.

G. Identify the Virginia Workforce Center Operator for each site in the local area.

In June 2022, the Alexandria/Arlington Regional Workforce Council renewed the services of RISE Global Talent to serve as the Virginia Workforce Center Operator for the region. RISE can be contacted at:

Alamelu Dev
Co-founder and Principal Consultant
RISE
E: alamelu@riseglobaltalent.com
O: +1 571 344 0981
www.riseglobaltalent.com
linkedin.com/company/riseglobaltalent

- H. Identify the physical locations of each comprehensive Virginia Workforce Center in the local area, and the co-location strategy for each center (current and planned).

The Alexandria/Arlington Regional Workforce Council works in partnership with Alexandria City Department of Community and Human Services and Arlington County Department of Human Services to operate the two Comprehensive VCW Centers:

1) Alexandria Workforce Development Center

1900 N. Beauregard Street, Suite 300

Alexandria, VA 22311

2) Arlington Employment Center

2100 Washington Boulevard, 1st Floor

Arlington, Virginia 22204

- I. If applicable, identify the locations of Virginia Workforce Network affiliated sites, partner sites, or specialized centers.

N/A

4.5 Describe the policy, process, and criteria for issuing individual training accounts (ITAs) including any limitations on ITA amounts. [WIOA Sec. 108(b)(19)]

Regarding 4.5, criteria established under Federal, state, and local WIOA policy determine job seeker eligibility for training funds. WIOA requires the coordination of training costs with funds available under other grants. WIOA limits training funding to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. WIOA prescribes “braided funding” as a strategy to support job seekers’ training and placement needs. As such, Center staff co-enroll job seeker customers into all eligibility-appropriate publicly funded workforce training programs.

To achieve its purpose of providing eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed, WIOA-funded training targets occupations in

demand in the regional labor market and prioritized by the Alexandria/Arlington Regional Workforce Council (<https://www.vcwalexandriarlington.com/Labor-Market-Information>). Training will be provided for priority occupations only as determined by the Council by an institution or organization certified as meeting the criteria and having completed the procedures outlined in the Council's Eligible Training Providers Policy. Training length varies according to the type of training and the requirements outlined in the vendor agreement. Training cannot exceed more than 24 calendar months and must lead to an industry-recognized certification and employment that earns a sustainable wage.

The Council will not provide funding for courses/programs previously funded but not successfully completed. The Council limits training and certification cost to no more than \$3,500 per participant within a 12-month period, except as approved as a waiver by the Council's Executive Director prior to the expenditure of funds. Funding of training, certification, and supportive services payments may not exceed a total of \$3,500 in a 12-month period.

Waivers Available to WIOA Title I Customers

The Council's Executive Director may approve exceptions to the cost limit based on the following:

- Up to \$8,000 maximum limit for hospitality training and certification;
- Up to \$9,500 maximum limit for computer & information systems training and certification;
- Up to \$9,500 maximum limit for healthcare training and certification;
- Up to \$9,000 maximum limit for manufacturing & processing training and certification.

Regarding the process for issuing individual training accounts, all WIOA Title I participants who are interested in participating in a training activity will work with their career counselors to select an appropriate training program. The career counselor will then seek approval from their supervisor to allocate WIOA Title I funding to pay the participant's tuition. Once approved, the supervisor will work with the VCW's finance department to procure the training activity, in accordance with the local procurement regulations.

4.6 If training contracts are used, describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

Regarding 4.6, under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the customer can choose the program and provider for the occupational skills training that meets the goals of their individual development plan. In order to use WIOA funds for training, the customer must choose a training program that has been certified by a Local Workforce Development Board in Virginia. The complete list can be found at <https://www.vawc.virginia.gov/>. Customer Choice must be made in writing by using a “Customer Choice in Training” Form available through each VCW Center and include it with each individual training account request.

4.7 Describe process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

The Council and the VCW Centers use real-time labor market information to prove that requested training is linked to in-demand occupations in the Washington DC Metro area. Evidence must be included with all requests for training and supervisors ensure that the training is relevant and in-demand prior to approving such training requests.

4.8 Describe how rapid response activities are coordinated and carried out in the local area. [WIOA Sec. 108(b)(8)]

The Alexandria/Arlington Regional Workforce Council coordinates rapid response activities in partnership with the regional representative to the statewide rapid response team from the Virginia Employment Commission and our two VCW Centers. We participate in bi-annual rapid response planning meetings as well as discuss new cases during quarterly Rapid Response meetings.

When a WARN announcement is issued to the Alexandria/Arlington region, the Council waits for the regional rapid response representative to contact the employer first. The representative informs the employer of Rapid Responses’ and the VCW Centers’ services. If the employer needs rapid response

services for their employees, then the regional representative will coordinate activities with the VCW Center staff.

Section 5: Compliance

Please try to answer the questions in Section 5 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Most of the response should be staff-driven responses as each are focused on the organization's compliance with federal or state requirements.

5.1 Describe how the local board meets its responsibilities for oversight, monitoring, and corrective action for WIOA Title I programs.

The Mayor of Alexandria City and the Chair of the Arlington County Board, and their designees, have established clear lines of regular communication with the Regional Workforce Council, to include participation in developing the Council's annual strategic direction, goals, and benchmarks, attending Council meetings, and jointly attending workforce events. The Council Chair works with the Chief Elected Official (CLEO) to provide leadership and direction to Council members and staff.

The Council's Executive Committee is responsible for oversight, monitoring and corrective action of the WIOA Title I programs. The Committee reviews WIOA Title I operations, performance, and budgets. Additional fiscal oversight is conducted by the Arlington Department of Management and Finance following the County's budget, fiscal and accounting policies and procedures. The Council strictly follows the procurement and contract management guidelines of its fiscal agent, Arlington County Government, which can be found at: <https://departments.arlingtonva.us/dmf/>.

To ensure timely expenditure of WIOA funds, the fiscal agent prepares a preliminary annual budget for the regional allocation of WIOA Title I funds provided by the Virginia Community College System. The Regional Workforce Council Executive Director, in collaboration with the fiscal agent, then develops a final WIOA Funding Levels Memo for each VCW Center that presents the allowable carry-over funding limits and other Federal and state-imposed funding allocation limits (ex. 40 percent Adult/Dislocated Worker Expenditure on Training Requirement).

The WIOA Title I budget is reviewed and adopted by the Alexandria/Arlington Regional Workforce Council. The Executive Director sends the approved WIOA Title I budget, along with links to relevant Federal, state, and local policies, to the VCW Center Directors, via the Funding Memo. The

Directors include the WIOA Title I budget within their operating budgets which are produced by their jurisdictional Departments of Human Services. These budgets are funded primarily through local tax revenue, as well as other state and Federal grant funds. WIOA Title I funds comprise less than 15 percent of the American Job Center operating budgets.

On the second Friday of each month, the Regional Workforce Council Executive Director, in collaboration with the fiscal agent, reviews WIOA Title I monthly expenditure/obligation and performance reports to monitor spending and output activity. The Executive Director then shares his analysis of year-to-date cash flow and program activity with the VCW Center Directors to ensure timely expenditure of WIOA Title I funds and compliance to negotiate performance goals. The Executive Director periodically updates the Alexandria/Arlington Regional Workforce Council on year-to-date progress for its input.

All Council and Committee meetings are open to the public. All meeting dates and times are made available via <https://www.vcwalexandriarlington.com/>.

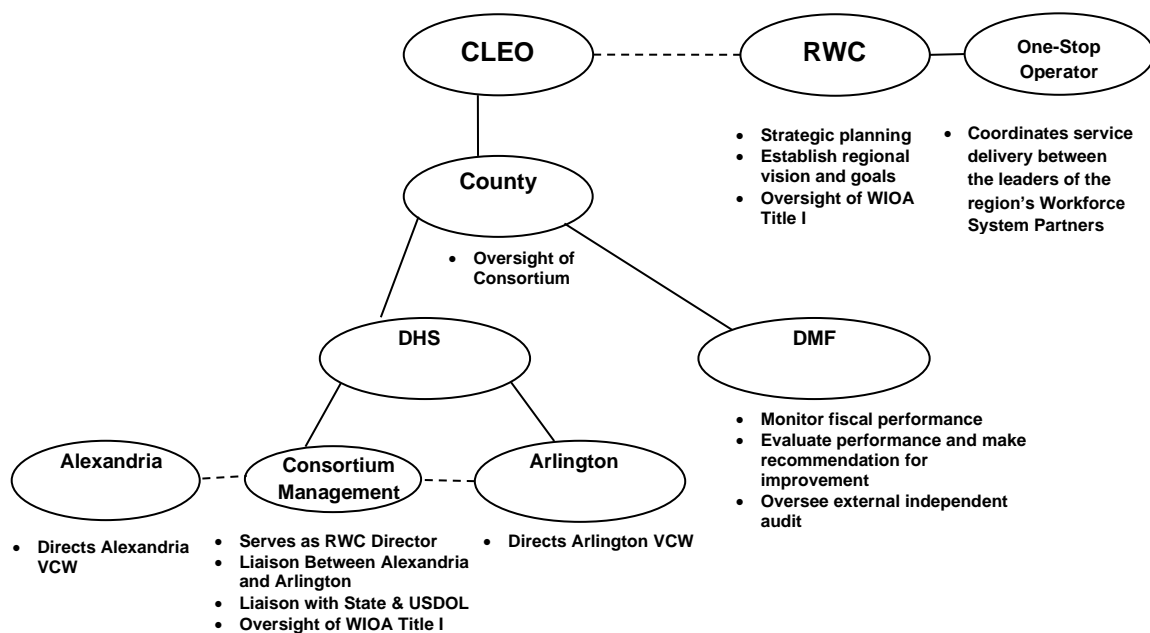
Staffing plans for WIOA Title I and the Regional Workforce Council

In Alexandria/Arlington, Arlington County serves as the grant recipient, fiscal agent, and administrative entity. The Arlington County Board has designated the Arlington County Manager and his staff to manage the Alexandria/Arlington Regional Workforce Council and WIOA Title I operations. As governed by Arlington's local government structure, the County Manager is the chief administrative officer and is responsible for managing the County government. The County Manager has designated two county government departments, the Department of Human Services and the Department of Management and Finance with separate and distinct responsibilities for WIOA.

Within the Arlington Department of Human Services there are separate and distinct positions for WIOA Title I management. The VCW Center Director has responsibility for WIOA Title I service delivery. The Council's Executive Director has responsibility for managing the Alexandria/Arlington Consortium, staffing the Council and managing its oversight functions, as well as liaising with the City of

Alexandria’s VCW Center Director, state WIOA leadership, and US Department of Labor, and oversight of the competitively procured One-Stop Operator which coordinates service delivery among the leadership of the region’s workforce system partners. The One-Stop Operator reports directly to the Regional Workforce Council. Finally, the Arlington County Department of Management and Finance has fiscal monitoring responsibility with duties that include accepting, disbursing and managing of WIOA Title I funds, monitoring fiscal accountability, and overseeing external independent audits.

Local WIOA Staffing and Administrative Structure



From a policy development perspective, the Regional Workforce Council uses both quantitative and qualitative analysis to make strategic decisions. The Council uses JobsEQ, a real-time labor market analysis tool, to review the occupations, soft/hard skills, and certifications that regional employers demand in the short-term. This tool also provides a list of employers who are hiring for many positions based on in-demand occupation. This allows the Council to target specific companies to convene partnership discussions. The Council communicates with these companies to verify that the region’s in-demand information is accurate as well as to obtain additional information on their talent needs. The

Council also invites these companies to participate in hiring events hosted by the Regional Business Services Team.

The Council and the Regional Business Services Team possess relationships with thousands of employers. When grant opportunities or other talent development initiatives arise, the Council invites businesses to participate in discussions at the ground level to obtain advice and information from employers that shape proposals and plans in ways that quantitative data cannot. Additionally, building ongoing business relationships improves the hiring prospects for participants in our workforce programs and helps to build trust among the business community with the public workforce system.

Finally, the Council formalized its intention to continue to convene those stakeholders who serve and benefit from the region’s workforce system. On December 3, 2015, the Council unanimously approved the following declaration:

“As required by VA HB1986 section 2.2-2472.1, the Alexandria/Arlington Regional Workforce Council designates itself as the “Regional Convener” serving Alexandria City and Arlington County, Virginia. The Council, serving as the local Workforce Innovation and Opportunity Act Workforce Development Board, coordinates businesses, economic development agencies, labor, planning commissions, education institutions, and human services organizations in our region to focus on community workforce issues and develop solutions to current and prospective business needs for a skilled labor force.”

5.2 Describe how the local board conducts business in accordance with the Sunshine Provisions of WIOA staffing plans for the local board.

Please see <https://www.vcwalexandriarlington.com/Local-Policies-Agreements>, by clicking the first link and scrolling to page 2.

5.3 Describe the methods and strategies used to ensure timely expenditure of WIOA funds.
--

Additional fiscal oversight is conducted by the Arlington Department of Management and Finance following the County’s budget, fiscal and accounting policies and procedures. The Council strictly

follows the procurement and contract management guidelines of its fiscal agent, Arlington County Government, which can be found at: <https://www.arlingtonva.us/Government/Departments/DMF/>.

To ensure timely expenditure of WIOA funds, the fiscal agent prepares a preliminary annual budget for the regional allocation of WIOA Title I funds provided by the Virginia Community College System. The Regional Workforce Council Executive Director, in collaboration with the fiscal agent, then develops a final WIOA Funding Levels Memo for each American Job Center that presents the allowable carry-over funding limits and other Federal and state-imposed funding allocation limits (ex. 40 percent Adult/Dislocated Worker Expenditure on Training Requirement).

The WIOA Title I budget is reviewed and adopted by the Alexandria/Arlington Regional Workforce Council. The Executive Director sends the approved WIOA Title I budget, along with links to relevant Federal, state, and local policies, to the VCW Center Directors, via the Funding Memo. The Directors include the WIOA Title I budget within their operating budgets which are produced by their jurisdictional Departments of Human Services. These budgets are funded primarily through local tax revenue, as well as other state and Federal grant funds. WIOA Title I funds comprise less than 15 percent of the VCW Center operating budgets.

On the second Friday of each month, the Regional Workforce Council Executive Director, in collaboration with the fiscal agent, reviews WIOA Title I monthly expenditure/obligation and performance reports to monitor spending and output activity. The Executive Director then shares his analysis of year-to-date cash flow and program activity with the VCW Center Directors to ensure timely expenditure of WIOA Title I funds and compliance to negotiate performance goals. The Executive Director periodically updates the Alexandria/Arlington Regional Workforce Council on year-to-date progress for its input.

All Council and Committee meetings are open to the public. All meeting dates and times are made available via <https://www.vcwalexandriaarlington.com/Home>.

5.4 Describe the process for neutral brokerage of adult, dislocated worker, and youth services. Identify the competitive process and criteria (such as targeted services, leverage of funds, etc.) used to award funds to sub-recipients/contractors of WIOA Title I Adult, Dislocated Worker, and Youth services, state the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

Alexandria City and Arlington County Governments, with Arlington County serving as the local grant recipient, directly provides the WIOA Title I Services for Youth, Adults, Dislocated Workers, and Business Customers directly through our two VCW Centers. WIOA Title I Career Services staff are implemented directly by the two local governments, as granted by the Governor via an annual waiver.

Alexandria/Arlington’s WIOA Title I Career Services regularly meets our performance goals and maintains fiscal integrity. This approach for the delivery of WIOA Career Services will serve to build on the excellent programmatic performance outcomes and effective and efficient operational practices demonstrated to date and to provide for continuity of such delivery in the future.

Alexandria Workforce Development Center and Arlington Employment Center, the region’s VCW Centers, perform the “framework services” for the region’s WIOA Title I Youth program. These framework services include intake, objective assessments, development of individual service strategies, case management, supportive services, and follow-up services. Both Centers partner with local government and nonprofit partners to provide free services to their youth customers for the 14 WIOA Youth program elements. The Centers will procure the 14-youth program elements following local government procurement procedures for their youth customers.

The One-Stop Operator has responsibility for organizing and delivering access to all required customer services through coordinated solutions as part of a fully integrated, partner-based, partner-led Virginia Career Works system as follows:

- Maintain effective working relationships with all system partners and career services provider leadership across the region;
- Coordinate exclusively with system partner and career services provider leadership for the management of service delivery of operations and service providers across the entire

Alexandria/Arlington Region, as described in the workforce system partners' Memorandum of Understanding;

- Staff the Council's Regional Business Services Team and conduct regular meetings as necessary for coordinating the provision of WIOA Business Services through the System's Partners;
- Facilitate the American Job Center Certification Process in accordance with US Department of Labor and Virginia Community College Systems requirements, as well as conduct the annual WIOA Title I local audit.

5.5 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

Arlington County Government serves as the fiscal/administrative agent and grant recipient on behalf of the Alexandria/Arlington Workforce Development Consortium and the Alexandria/Arlington Regional Workforce Council. As such, Arlington County Government is the entity responsible for the disbursement of grant funds to Alexandria City Government (sub-contractor) and to WIOA Title I eligible training providers.

5.6 Describe the strategy used by the local board to leverage WIOA funds with other federal, state, local, and philanthropic resources.

Criteria established under Federal, state, and local WIOA policy determine job seeker eligibility for training funds. WIOA requires the coordination of training costs with funds available under other grant assistance. WIOA limits training funding to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. WIOA prescribes "braided funding" as a strategy to support job seekers' training and placement needs. As such, the Centers' staff co-enroll job seeker customers into all eligibility-appropriate publicly funded workforce training programs.

In VCW Alexandria/Arlington Region, the WIOA Title I service providers serve as the service provider for SNAPET, TANF/VIEW, CSBG, and CDBG programs. The WIOA Title I career counselors

have the ability, under the direction and approval of their supervisors, to co-enroll customers into multiple job training and employment programs in order to maximize efficiencies and use of resources.

5.7 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]

Alexandria/Arlington Regional Workforce Council's WIOA Title I Performance Goals for Program Years 2022 and 2023 are:

WIOA Performance Measures	LWDA 12 Negotiated Level
WIOA Adults	
Employment (Second Quarter after Exit)	79.0%
Employment (Fourth Quarter after Exit)	78.2%
Median Earnings	\$ 6,100
Credential Attainment Rate	75.0%
Measurable Skill Gains	85.3%
WIOA Dislocated Workers	
Employment (Second Quarter after Exit)	85.4%
Employment (Fourth Quarter after Exit)	82.5%
Median Earnings	\$ 8,900
Credential Attainment Rate	70.0%
Measurable Skill Gains	69.2%
WIOA Youth	
Employment (Second Quarter after Exit)	75.3%
Employment (Fourth Quarter after Exit)	80.3%
Median Earnings	\$ 3,250
Credential Attainment Rate	68.5%
Measurable Skill Gains	80.5%

5.8 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

Fiscal oversight for the VCW Centers, American Job Center Operator, and WIOA Title I Eligible Training Providers is conducted by the Arlington Department of Management and Finance following the County's budget, fiscal and accounting policies and procedures. The Council strictly follows the procurement and contract management guidelines of its fiscal agent, Arlington County Government, which can be found at: <https://www.arlingtonva.us/Government/Departments/DMF>.

5.9 Provide a description of any replicated cooperative agreements with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

The two VCW Center's staff have participated in multiple trainings on Section 188 facilitated by the LEAD Center and the Disability Employment Initiative's Project Lead. Staff also attended a disability awareness event in celebration of the 30th anniversary of the ADA organized by the VCW Arlington Center's Disability Resource Coordinator.

Additionally, the VCW Arlington Center's Disability Resource Coordinator has attended numerous webinar trainings on topics such as the impact of COVID-19 on individuals with disabilities as it relates to employment, accessibility and accommodations and financial empowerment of individuals with disabilities. These webinars have been presented by organizations that include the National Disability Institute, the Job Accommodation Network, the LEAD Center, the Social Security Administration and Virginia's Department of Aging and Rehabilitative Services. The Disability Resource Coordinator also completed a "train the trainer" course for Windmills Training which is a tool designed to change attitudes and create new perspectives on the abilities of individuals with disabilities.

The Disability Resource Coordinator provides guidance to the Centers' staff on how to most effectively work with individuals with disabilities. This includes tips on how to successfully build rapport as well as communication strategies. The Disability Resource Coordinator assists staff with accessing outside resources such as sign language interpreting services and a non-profit that serves individuals on the autism spectrum.

The Disability Resource Coordinator also attends several events with employers to discuss hiring individuals with disabilities, speaks at transition events to share information about VCW services with individuals with disabilities graduating from high school and gives presentations to local independent living centers.

5.10 Describe the actions the local board will take towards becoming or remaining a high-performing board

The following three criteria will be reviewed on an annual basis to ensure that the Alexandria/Arlington Regional Workforce Council continues to be a high-performing board:

1. Compliance: Successfully negotiate AJC MOUs and all infrastructure funding agreements with all required partners. Additionally, the WIOA funds managed by the Council will sustain fiscal integrity and have no funding recaptured by the state.
2. Program Performance: Exceed 90% of negotiated WIOA levels of local performance.
3. Develop, implement, and sustain at least one (1) sector initiative each program year for in-demand occupations in the DC Metro region that results in the following:
 - a. 10% (or greater) increased enrollment of WIOA participants in training for in-demand occupations versus previous year; and
 - b. 10% (or greater) increased placement of WIOA participants in employment in in-demand occupations versus previous year.

5.11 Describe the process for getting input into the development of the local plan and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plans. If any comments received that represent disagreement with the plan were received, please include those comments here. [WIOA Sec. 108(d)]

These strategies were developed working in concert with the members of the Regional Workforce Council's Executive and One-Stop Operations Committees, with a strategy framework provided by the Virginia Community College System. Members of these committees include:

Executive Committee:

- 1 Adult Basic Education and Secondary Career Technical Member;
- 3 Business Community/Economic Development Members;
- 1 Community Based Organization Member;
- 1 Laborers' International Union of North America Local 11 Member.

One-Stop Operations Committee:

- 1 Alexandria City Department of Community and Human Services Member;
- 1 Alexandria City Public School - Adult Basic Education and Secondary Career Technical Education Member;
- 1 Arlington County Department of Human Services Member;
- 1 Arlington Public School - Adult Basic Education and Secondary Career Technical Education Member;
- 1 Northern Virginia Community College Member;
- 1 Virginia Department for Aging and Rehabilitative Services/Virginia Department for the Blind and Vision Impaired Member;
- 1 Virginia Employment Commission Member.

They were further refined during facilitated discussions and online surveys that engaged over 75 stakeholders from inside and outside the partner programs listed in this plan. In summary, the following stakeholders provided input into the development of this talent development plan:

- *Adult education and literacy programs
- *Business representatives
- Chief Elected Officials
- Chamber of Commerce
- *Community based organizations
- *Economic development
- *Employment services under Wagner Peyser

- Frontline Staff
- *Higher education (including community colleges)
- *Labor organizations
- Parents and guardians
- *Registered apprenticeships
- *Social services
- *Vocational rehabilitation
- *Youth representatives

***Required Regional Partners**

The Alexandria/Arlington Regional Workforce Council published a draft of this regional Strategic Plan for public comment on <https://www.vcwalexandriarlington.com/> from November 14, 2022 through December 12, 2022. The Council distributed the Public Comment URL widely via social media, and received one comment:

Public Comment

I appreciate the time in developing the plan to serve our Arlington community. I have a question regarding a line from page 12 regarding Youth residents, “both VCW Centers support Out-Of-School Youth, only, and youth of all abilities are targeted for outreach and program inclusion.” Why are the out of school youth supported as opposed to those in-school and is it possible to provide assistance to these youth in the future?

5.12 Describe professional staff development strategies, including:

- Process used to ensure staff receive continuous training in workforce development practices
- Methods to ensure effective use of the Virginia Workforce Connection system of record and to adhere to timely data entry requirements for WIOA services
- Process to measure staff performance and delivery of high-quality customer service
- Process to meet and maintain staff certification and Virginia Workforce Center certification as required by Virginia Workforce Council Policy 300-06

All workforce system partners will work closely to ensure that the Centers are high-performance workplaces with staff that have a visible passion for quality of service. Both Centers were designated as “Certified One-Stop Centers” by the Virginia Community College Systems on July 13, 2021. Each of the partners commits to staff certification, cross-training of staff (with-in the Centers) and other professional learning opportunities for staff that promote continuous quality improvement. When possible, invitations to local government-sponsored professional development activities will be extended to all partner staff. Additionally, the American Job Center Operator is contracted to provide all VCW Center staff with four continuous development workshops during each program year. Finally, at least 75 percent of each Center’s front line staff earned and will maintain a Dynamic Works Workforce Development Professional Certification.

Statement of Compliance, Plan Signatures, & Fiscal Agent Designation

Local Plan Modification Signature Page

We hereby certify that this local plan modification was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with the originally approved plan and its modifications and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan modifications were developed by the local workforce development board in partnership with the local elected officials, and with the benefit of an open and inclusive plan development process and the required public comment period.

Local Workforce Development Area Name: Alexandria/Arlington Region *LWDA #* 12

Local Plan Point of Contact Name: David Remick, dremick@arlingtonva.us

LWDB Chair

Chief Elected Official-(Consortium Chair)

Ellen Harpel, Chair

Christian Dorsey, Chair

Signature and Date

Signature and Date

Local Plan Required Attachments

Please provide the links to the documents listed below in the boxes marked “Click here to enter text.” If such links are not available, please include copies of the documents with your submission.

1. Current Chief Elected Official (CEO) Consortium Agreement:
https://www.vcwalexandriaarlington.com/files/assets/workcouncil/alexarlwforcedevconsort_agreement.pdf.
2. Current CEO-Local WBD Agreement:
https://www.vcwalexandriaarlington.com/files/assets/workcouncil/alexarregwkforcecouncil_agreement.pdf.
3. Current Local WBD organizational chart: Chart found on page 59 of this plan.
4. Copies of executed cooperative agreements between the Local WBD or other local entities and the local office of the Virginia agency/unit administering programs carried out under title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination https://www.vcwalexandriaarlington.com/files/content/workcouncil/local-policies-agreements/vcwa_system-mou-070122_063025.pdf.
5. Local WDB Policies:
https://www.vcwalexandriaarlington.com/files/content/workcouncil/local-policies-agreements/as-of-092222_wioa-local-policies-for-the-vcw-alexandria-city_arlington-county-region.pdf.

Career Services Waiver Request

Request for Governor's Approval for Local Workforce Development Board to Provide WIOA Individualized and Follow-up Career Services

Date: January 31, 2023

Local Workforce Development Board: Alexandria/Arlington Regional Workforce Council

Contact Person/Title: David Remick/Executive Director

Mailing Address: 2100 Washington Blvd., 1st Fl.
Arlington, VA 22204

Phone: 703.228.1412

Email Address: dremick@arlingtonva.us

Complete the following questions in the form of a memorandum.

- 1. a. What factors went into the LWDB's decision to submit this request to provide Individualized and Follow-up career services, including those that led the LWDB to believe that participants will be better served by providing these services directly rather than through a competitive procurement process? What is the rationale for this waiver?**
- b. Include in your answer the sole source justification and results of the Request for Information (RFI), noting why competition is not feasible or, if a competitive process was implemented, why the local Board is the most feasible to provide Individualized and Follow-up career services.**

Programmatic synergy and cost-sharing opportunities are the primary factors as to why the Alexandria/Arlington Regional Workforce Council decided that Workforce Innovation and Opportunity Act (WIOA) Title I Individual Career and Follow-up Services should continue to be provided by the Regional Workforce Council through Alexandria City's and Arlington County's Departments of Human Services. We believe that, for the annual amount of WIOA Title I funds that the Council receives, our current organizational arrangement provides the best possible service to our customers.

Alexandria Workforce Development Center and Arlington Employment Center are the Council's two Comprehensive American Job Centers, also known as Virginia Career Works Centers. Both Centers are agencies housed within their local government's Department of Human Services. Together these Centers served approximately 3,500 job seekers and over 1,050 businesses in PY21/FY22.

Activities provided by local government staff at these Centers include:

- Workforce Innovation & Opportunity Act Career Services (Basic, Individual, and Follow-up);
- Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- US Department of Health and Human Services' Community Services Block Grant Program;
- American Rescue Plan Act Workforce Programs;
- Business Services.

There is a great deal of programmatic synergy and cost-sharing achieved by having the two local government agencies implement these programs. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because the local government staff administer these programs, a Center's Career Counselor can pay for the participant's workforce development training activities out of WIOA Title I and other funds.

As an example, the Arlington Employment Center sends several jobseekers through an intensive Child Development Associates Certification training program annually. WIOA pays for textbooks and US Department of Housing & Urban Development's Community Development Block Grants funds the classroom training. If the Council competitively procured WIOA Individual Career and Follow-up Services, then a new provider would not have the ability to use these funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by the two local government agencies are implemented by staff that report into the Centers' Directors, who are all employees of their jurisdictional governments. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution process. Also, Career Services staff regularly participate in various professional development training programs that are funded by the two government agencies. If the Council competitively procured WIOA Title I Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

From a cost-sharing perspective, WIOA Individual Career and Follow-up Services benefit from being performed by the local government agencies. The total budget for the Centers is \$9,297,352 for PY22/FY23. Of this amount, WIOA Title I funding covers 12%, or \$1,155,999, of the Centers' budgets annually. Approximately 80%, or \$7,295,636, of the Centers' budgets are funded directly by the two local governments using a combination of local general funds and other non-WIOA state and federal funds.

Of the \$1,155,999 in PY22/FY23 WIOA funding that our region receives from the Virginia Community College System (the State WIOA Administrator), \$366,488 is allocated to our WIOA Youth Program, leaving \$789,511 to provide WIOA Individual Career and Follow-up Services for Adults and Dislocated Workers. It is important to note that various WIOA policies require \$315,804 of WIOA funding to be spent on workforce development training activities that lead to industry-recognized credentials for these populations. That leaves the Council with \$473,707 to pay for WIOA staff salaries at our two Centers.

In our current organizational arrangement, there are eight WIOA Career Counselors. WIOA funds a portion of their salaries. Should WIOA Individual and Career Services be performed by another party, then they would have \$473,707 per year to pay for the salaries for the above-mentioned role. Procuring these services could reduce the number of staff working on our regional WIOA program.

Finally, the annual "per seat rent fee" at the Alexandria Workforce Development Center is \$6,944 and \$7,242 at the Arlington Employment Center. Alexandria's Human Services Department directly funds the rent of their WIOA program at the Alexandria Workforce Development Center at an annual cost of \$27,776. Arlington's Human Services Department contributes \$28,968 to the Arlington Employment Center to pay for the rent of their WIOA program for the year. If the regional WIOA Title I program was competitively procured, then the contractor would have to pay the jurisdictional governments a total of \$56,744 in annual rent, which would need to come out of WIOA Administrative Funds. The PY22/FY23 WIOA Administrative Fund budget is \$115,599, approximately 50% of these funds would have to be allocated to rent. Maintaining the current operational structure would save the region's WIOA Title I program over \$56,000.

2. Describe the Individualized and Follow-up career services the LWDB plans to provide, including its prior experience providing those services and how long it has done so.

The Alexandria/Arlington Regional Workforce Council, through its two American Job Centers, Alexandria Workforce Development Center and Arlington Employment Center, have for the last five years met a majority of their Federal Performance Outcomes while maintaining fiscal integrity. Under the Workforce Innovation and Opportunity Act, the Alexandria/Arlington American Job Centers will perform the following:

- Comprehensive and specialized assessments of skill levels and service needs;
- Development of an individual employment plan and information on available training and training providers;
- Assistance in establishing eligibility on non-WIOA financial aid for employment and training programs;
- Group and individual counselling;
- Career planning;
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experiences linked to careers;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance;
- English language acquisition and integrated education and training programs;
- Follow-up counselling for participants in adult or dislocated worker WIOA Title I activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

3. Please provide evidence that the LWDB is qualified to provide Individualized and Follow-up Career Services, including any local testimonials that speak to the effectiveness and efficiency with which the LWDB has provided or can provide those services. Attach supporting documentation; include at least two (2) letters of recommendation from partners.

The Alexandria/Arlington Regional Workforce Council, through our American Job Centers, has met our Federal Performance Outcomes and maintained fiscal integrity over the past three years. Over 75% of our Centers' Individual Career Services staff hold, or are currently competing for, the Certified Workforce Development Professional Certification. Two letters of recommendation from partners can be found at the back of this memo. The following are three customer WIOA participant testimonials:

- "IT training and cert made the difference in getting the job", State ID: 3503622. This Veteran successfully completed the Security+ training through Security University. Immediately after the training they took the CompTIA Security+ Certification exam and passed it. As a result, they became gainfully employed and then got another job earning more.
- "Arlington County's WIOA Incumbent Worker Training Program has been invaluable to our company and the development of our employees. As a small business with less than 50 employees, we can invest in our employees and develop their knowledge and skills without worrying about the cost impact to the company. Our employees are our greatest asset and by partnering with Arlington County for this program we can prove that to our employees while also becoming a more strategic services provider to our customers.", InfoLock, an Arlington-based technology company.
- "I work in a quality assurance position, which I was able to get as a result of my attending the

GMU Tester course. I am very grateful for having had the opportunity to have taken that course.”, State ID: 2224626. This individual with a Disability successfully completed and passed the Quality Assurance Testing training at George Mason University. As a result, they became gainfully employed.

4. If the LWDB has provided these services prior, provide the LWDB’s negotiated performance outcomes, cost per participant and cost per employment for its Adult and Dislocated Worker programs for each of the last three years. Describe how those outcomes compare to Virginia’s performance outcomes.

Overall, the region’s performance has been comparable to the Commonwealth’s and our Cost Per Participant is traditionally lower than Virginia’s. Of note, our “Median Earnings 2nd Quarter after Exit” performance over the past three years has supported Virginia’s success regarding this goal. Below, please find our past three years of performance.

PY21

		PY 21 Annual -Actual - Unadjusted - Based on ETA-9169	
PY 2021		PY 21 -Actual - Unadjusted	
State Level		State Level	
Adult	PY 21 Negotiated Level	Actual- Unadjusted Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	79.00%	79.20%	100.3%
Employment 4th Quarter after Exit	85.00%	75.20%	88.5%
Median Earnings 2nd Quarter after Exit	\$6,000.00	\$7,094.00	118.2%
Credential Attainment within 1 year	74.00%	70.50%	95.3%
Measurable Skills Gain	58.00%	73.00%	125.9%
Dislocated Workers			
Employment 2nd Quarter after Exit	85.00%	85.10%	100.1%
Employment 4th Quarter after Exit	90.00%	85.80%	95.3%
Median Earnings 2nd Quarter after Exit	\$8,700.00	\$10,078.00	115.8%
Credential Attainment within 1 year	70.00%	68.80%	98.3%
Measurable Skills Gain	57.00%	75.80%	133.0%
Youth			
Employment 2nd Quarter after Exit	72.00%	78.00%	108.3%
Employment 4th Quarter after Exit	62.80%	75.30%	119.9%
Median Earnings 2nd Quarter after Exit	\$3,500.00	\$3,960.00	113.1%
Credential Attainment within 1 year	70.00%	63.80%	91.1%
Measurable Skills Gain	55.00%	67.50%	122.7%

PY 2021		PY 21 -Actual - Unadjusted
---------	--	----------------------------

LWDA 12	LWDA 12	LWDA 12	
	PY 21 Negotiated Level	Actual- Unadjusted Performance	% of Negotiated Level
Adult			
Employment 2nd Quarter after Exit	79.00%	69.60%	88.1%
Employment 4th Quarter after Exit	85.00%	71.40%	84.0%
Median Earnings 2nd Quarter after Exit	\$5,100.00	\$8,856.00	173.6%
Credential Attainment within 1 year	74.00%	64.30%	86.9%
Measurable Skills Gain	84.60%	88.10%	104.1%
Dislocated Workers			
Employment 2nd Quarter after Exit	85.40%	60.00%	70.3%
Employment 4th Quarter after Exit	90.00%	66.70%	74.1%
Median Earnings 2nd Quarter after Exit	\$8,350.00	\$9,516.00	114.0%
Credential Attainment within 1 year	70.00%	54.50%	77.9%
Measurable Skills Gain	68.10%	61.50%	90.3%
Youth			
Employment 2nd Quarter after Exit	72.00%	83.30%	115.7%
Employment 4th Quarter after Exit	62.80%	83.30%	132.6%
Median Earnings 2nd Quarter after Exit	\$3,100.00	\$2,461.00	79.4%
Credential Attainment within 1 year	70.00%	50.00%	71.4%
Measurable Skills Gain	80.50%	50.00%	62.1%

PY20

		PY 20 - 4th Qtr Cumulative Summary - SAS Preliminary Report - re-run - 8-16-21			
PY 2020		4 Qtr Cumulative Estimate			
State Level		State Level			
	PY 20 Negotiated Level	Num	Den	Estimated Performance	% of Negotiated Level
Adult					
Employment 2nd Quarter after Exit	79.00%	1550	2030	76.40%	96.7%
Employment 4th Quarter after Exit	85.00%	1684	2146	78.50%	92.4%
Median Earnings 2nd Quarter after Exit	\$6,000.00		1550	\$6,166.00	102.8%
Credential Attainment within 1 year	72.00%	1200	1593	75.30%	104.6%
Measurable Skills Gain	55.00%	804	1179	68.20%	124.0%
Dislocated Workers					
Employment 2nd Quarter after Exit	85.00%	654	784	83.40%	98.1%
Employment 4th Quarter after Exit	90.00%	672	825	81.50%	90.6%
Median Earnings 2nd Quarter after Exit	\$8,700.00		654	\$8,960.00	103.0%
Credential Attainment within 1 year	70.00%	383	504	76.00%	108.6%
Measurable Skills Gain	55.00%	321	420	76.40%	138.9%

Youth						
Employment 2nd Quarter after Exit	70.00%		668	903	74.00%	105.7%
Employment 4th Quarter after Exit	62.80%		845	1156	73.10%	116.4%
Median Earnings 2nd Quarter after Exit	\$3,500.00			625	\$3,226.00	92.2%
Credential Attainment within 1 year	70.00%		426	694	61.40%	87.7%
Measurable Skills Gain	55.00%		279	410	68.00%	123.6%

PY 2020			4 Qtr Cumulative Estimate			
LWDA 12	LWDA 12		LWDA 12			
Adult	PY 20 Negotiated Level		Num	Den	Estimated Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	79.00%		67	94	71.30%	90.3%
Employment 4th Quarter after Exit	85.00%		69	101	68.30%	80.4%
Median Earnings 2nd Quarter after Exit	\$5,100.00			67	\$5,216.00	102.3%
Credential Attainment within 1 year	74.00%		46	72	63.90%	86.4%
Measurable Skills Gain	84.60%		27	39	69.20%	81.8%
Dislocated Workers						
Employment 2nd Quarter after Exit	85.40%		20	25	80.00%	93.7%
Employment 4th Quarter after Exit	90.00%		20	26	76.90%	85.4%
Median Earnings 2nd Quarter after Exit	\$8,350.00			20	\$11,204.00	134.2%
Credential Attainment within 1 year	70.00%		8	17	47.10%	67.3%
Measurable Skills Gain	68.10%		9	11	81.80%	120.1%
Youth						
Employment 2nd Quarter after Exit	72.00%		12	13	92.30%	128.2%
Employment 4th Quarter after Exit	62.80%		17	20	85.00%	135.4%
Median Earnings 2nd Quarter after Exit	\$3,100.00			12	\$2,717.00	87.6%
Credential Attainment within 1 year	70.00%		0	5	0.00%	0.0%
Measurable Skills Gain	80.50%		0	0	0.00%	0.0%

PY19

PY 2019		<div>PY19</div> <div>PY 19 Actual/Unadjusted</div>

State Level		State Level	
	PY19 Negotiated Level	PY19 - Actual Performance	% of Negotiated Level
Adult			
Employment 2nd Quarter after Exit	77.00%	84.20%	109.35%
Employment 4th Quarter after Exit	85.00%	80.80%	95.06%
Median Earnings 2nd Quarter after Exit	\$6,000.00	\$5,733.00	95.55%
Credential Attainment within 1 year	70.00%	77.40%	110.57%
Measurable Skills Gain	Baseline	68.00%	
Dislocated Workers			
Employment 2nd Quarter after Exit	85.00%	87.30%	102.71%
Employment 4th Quarter after Exit	90.00%	87.00%	96.67%
Median Earnings 2nd Quarter after Exit	\$8,700.00	\$8,889.00	102.17%
Credential Attainment within 1 year	70.00%	78.00%	111.43%
Measurable Skills Gain	Baseline	60.30%	
Youth			
Employment 2nd Quarter after Exit	68.00%	80.60%	118.53%
Employment 4th Quarter after Exit	62.80%	79.50%	126.59%
Median Earnings 2nd Quarter after Exit	Baseline	\$3,512.00	
Credential Attainment within 1 year	70.00%	71.70%	102.43%
Measurable Skills Gain	Baseline	57.00%	

PY 2019		PY19	
LWDA 12		LWDA 12	
	PY19 Negotiated Level	PY19 - Actual Performance	% of Negotiated Level
Adult			
Employment 2nd Quarter after Exit	80.00%	81.40%	101.75%
Employment 4th Quarter after Exit	85.00%	69.40%	81.65%
Median Earnings 2nd Quarter after Exit	\$6,000	\$5,038.00	83.97%
Credential Attainment within 1 year	84.10%	85.20%	101.31%
Measurable Skills Gain	Baseline	74.60%	
Dislocated Workers			
Employment 2nd Quarter after Exit	84.00%	80.00%	95.24%
Employment 4th Quarter after Exit	87.50%	83.30%	95.20%
Median Earnings 2nd Quarter after Exit	\$9,427	\$8,053.00	85.42%
Credential Attainment within 1 year	86.00%	69.20%	80.47%
Measurable Skills Gain	Baseline	84.60%	
Youth			
Employment 2nd Quarter after Exit	87.00%	68.20%	78.39%
Employment 4th Quarter after Exit	73.50%	75.00%	102.04%
Median Earnings 2nd Quarter after Exit	Baseline	\$3,040.00	
Credential Attainment within 1 year	73.90%	62.50%	84.57%
Measurable Skills Gain	Baseline	28.60%	

5. a. Describe any fiscal impact that procurement of Individualized and Follow-up career services would cause for the grant recipient, local workforce development board, and/or local consortia members.

b. Please provide details on the entity serving as the fiscal agent.

If the Council decided to competitively procure WIOA Individual Career and Follow-up Services, it would need to use the Arlington County Government's Procurement Office (Arlington County Government serves as our WIOA grant recipient/fiscal agent). Should there be an RFP for WIOA Individual Career and Follow-up Services, then the Arlington Employment Center and the Alexandria Workforce Development Center will submit a proposal to Arlington County Government to retain these services. It is necessary to point out that the Arlington Employment Center is part of Arlington County Government.

And while both the USDOL and the Virginia Community College System consider Local Workforce Development Boards, like the Alexandria/Arlington Regional Workforce Council, to be independent bodies, the reality is that the Council is listed as a commission of Arlington County Government. The process for a local government to legally and ethically bid on a procurement that it is awarding is arduous and will certainly come under scrutiny should other entities submit proposals; no matter how many firewalls are established to guarantee an open competition.

Arlington County and Alexandria City would like to continue to provide WIOA Individual Career and Follow-up Services at our two American Job Centers because they benefit our job-seeking and business customers. We want to continue our long track record of providing superior service, meeting/exceeding our Federal Performance Outcomes, and maintaining fiscal integrity. Receiving a waiver to continue to provide WIOA Individual Career and Follow-up Services will allow the Council, through our two American Job Centers, to preserve the programmatic synergy and cost-sharing achieved by having the local government agencies implement our WIOA program.

6. Describe and clarify the roles and responsibilities of the one-stop operator in relation to the career services provider.

While the Council requests that WIOA Individual Career and Follow-up Services continued to be performed by the Alexandria Workforce Development Center and Arlington Employment Center, we recognize that we need to ensure proper oversight over the career services providers. In 2022, the Council procured a One-Stop Operator, Rise Global Talent LLC, who has maintained effective working relationships with all One-Stop System Partner and Career Services Provider managers.

The Operator's role is to maintain effective working relationships with all One-Stop System Partner and Career Services Provider managers through leading the Alexandria/Arlington Regional Workforce Council's One-Stop Operations Committee. The committee's membership includes all One-Stop System and Career Services Provider leadership.

The Operator ensures the implementation of all Partner/Provider roles and responsibilities, as defined in the Local One-Stop System Memorandum of Understanding. The Operator will also:

- Promote effectively integrated, cross-agency business practices in the One-Stop System among the Partners and Providers;
- Facilitate partner-driven solutions for all One-Stop System activities;
- Monitor and report out on a quarterly basis WIOA Title I performance and track all WIOA Career Services output, including referrals to all partners;
- Responsible for performing annual WIOA Title I Local Monitoring Audit.

Finally, the Operator reports to the Council's Executive Committee on One-Stop Operations quarterly.

7. Please provide documentation that appropriate firewalls and conflict of interest protections and disclosures are in place.

Please see our [Fiscal Agreement](#).

We certify that the information that is contained within this document has been reviewed and is accurate.

Chair, Local WDB

Date

Chair, CLEO

Date



Department of Community & Human Services
WORKFORCE DEVELOPMENT CENTER
1900 N. Beauregard St., Suite 300
Alexandria, VA 22311
703.746.5990 • www.alexandriava.gov/WorkforceDevelopment



December 1, 2022

Mr. Thomas Sheeran
Grants Administration Manager
VCCS – WIOA Administration & Compliance
300 Arboretum Place, 3rd Floor
Richmond, VA 23236

RE: WIOA TITLE I CAREER SERVICES WAIVER RECOMMENDATION LETTER

Dear Mr. Sheeran:

On behalf of the Alexandria Workforce Development Center, I am recommending the approval of the Alexandria/Arlington Regional Workforce Council's WIOA Title I Career Services Waiver request. I serve as the Director of the Center, which is a bureau of Alexandria City Government. I currently oversee Alexandria's WIOA Title I program, as well as manage the following services:

- The Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- American Rescue Plan Act Workforce Development Program;
- US Department of Health and Human Services' Community Services Block Grant Program; and
- County-funded Business Services program.

My counterpart in Arlington County Government, Ockidde Harris, manages similar programs and services at the Arlington Employment Center. Our two governments and workforce bureaus have been successfully working together to serve our residents' job training and employment needs for well over a decade.

There is a great deal of programmatic synergy and cost-sharing achieved by having Alexandria City and Arlington County Governments implement these programs and services. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because our local government staff administers these programs, our Center's Career Counselor can pay for a participant's workforce development training activities out of WIOA and other funds. If the Regional Workforce Council competitively procured WIOA Career Services, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by Arlington County are implemented by our staff who are all employees of the local government. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution processes and training opportunities. If the Council competitively procured WIOA Career Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

I share the Alexandria/Arlington Regional Workforce Council's concerns about competitively procuring WIOA Title I Career Services and fully support its request for a waiver. If you have any questions regarding this recommendation letter, please contact me at katrina.ashmore@alexandriava.gov. Thank you for your consideration of this request.

Sincerely,

Katrina Ashmore
Director

A handwritten signature in black ink, appearing to read 'Katrina Ashmore', written in a cursive style.



DEPARTMENT OF HUMAN SERVICES

Arlington Employment Center

2100 Washington Blvd., 1st Fl. Arlington, VA 22204

TEL 703-228-1400 FAX 703-228-1170 TTY 703-228-1498 www.aec.arlingtonva.us

December 1, 2022

Mr. Thomas Sheeran
Grants Administration Manager
VCCS – WIOA Administration & Compliance
300 Arboretum Place, 3rd Floor
Richmond, VA 23236

RE: WIOA TITLE I CAREER SERVICES WAIVER RECOMMENDATION LETTER

Dear Mr. Sheeran:

On behalf of the Arlington Employment Center, I am recommending the approval of the Alexandria/Arlington Regional Workforce Council's WIOA Title I Career Services Waiver request. I serve as the Director of the Center, which is a bureau of Arlington County Government. I currently oversee Arlington's WIOA Title I program, as well as manage the following services:

- The Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- US Department of Health and Human Services' Community Services Block Grant Program; and
- County-funded Business Services program.

My counterpart in Alexandria City Government, Katrina Ashmore, manages similar programs and services at the Alexandria Workforce Development Center. Our two governments and workforce bureaus have been successfully working together to serve our residents' job training and employment needs for well over a decade.

There is a great deal of programmatic synergy and cost-sharing achieved by having Alexandria City and Arlington County Governments implement these programs and services. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because our local government staff administers these programs, our Center's Career Counselor can pay for a participant's workforce development training activities out of WIOA and other funds. If the Regional Workforce Council competitively procured WIOA Career Services, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by Arlington County are implemented by our staff who are all employees of the local government. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution processes and training opportunities. If the Council competitively procured WIOA Career Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

I share the Alexandria/Arlington Regional Workforce Council's concerns about competitively procuring WIOA Title I Career Services and fully support its request for a waiver. If you have any questions regarding this recommendation letter, please contact me at oharris1@arlingtonva.us. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ockidde Harris', with a stylized, flowing script.

Ockidde Harris
Director

Individual Training Account Policy

INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

REFERENCE:

- Workforce Innovation and Opportunity Act (WIOA) Title I

POLICY:

- Customer Choice: Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the customer can choose the program and provider for the occupational skills training that meets the goals of their individual development plan. In order to use WIOA funds for training, the customer must choose a training program that has been certified by a Local Workforce Development Board in Virginia. The complete list can be found at <https://www.vawc.virginia.gov/>. Customer Choice must be made in writing by using the “Customer Choice in Training” Form.
- Eligibility. All recipients of training funds must be eligible based upon criteria established under WIOA. WIOA requires the coordination of training costs with funds available under other grant assistance. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training. WIOA prescribes “braided funding” as a strategy to support job seekers’ training and placement needs. As such, every effort should be placed on co-enrolling the WIOA participant into other publicly-funded workforce training programs available through the One-Stop Center.
- Occupational Areas of Training. The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor market and determined to be of priority by the Alexandria/Arlington Regional Workforce Council (<http://workforcecouncil.arlingtonva.us/data/>).
- Training Selection. Training will be provided for priority occupations only as determined by the Council by an institution or organization certified as meeting the criteria and having completed the procedures outlined in the Council’s Eligible Training Providers Policy. The Alexandria/Arlington Regional Workforce Council prefers that recipients of WIOA funds participate in courses/programs that incorporate basic professional skills into their training curriculum.
- Length of Training. The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Training, cannot exceed more than 24 calendar months and should lead to an industry-recognized certification and employment that earns a sustainable wage. Participants whose individual training plan includes training lasting more than 24 months must request a waiver from the Council Executive Director PRIOR to beginning the training. Participants whose training was planned for less than 24 months but who require additional time to complete the program of study must request a waiver.
- Repeat Training. The Council will NOT provide funding for courses/programs previously funded but not successfully completed.
- Cost Limitation. The Council limits training and certification cost to no more than \$34,500 per participant within a 12-month period, except as approved by the Council Executive Director prior to the expenditure of funds (see WAIVERS below). Funding of training, certification, and supportive services payments may not exceed a total of \$34,500 in a 12-month period.
- Administration. All requests for ITA funding must be supported in the participant’s individual employment plan.

WAIVERS:

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

The Council's Executive Director may approve exceptions to the cost limit based on the following:

- Up to \$8,000 maximum limit for hospitality training and certification;
- Up to \$9,500 maximum limit for computer & information systems training and certification;
- Up to \$9,500 maximum limit for healthcare training and certification;
- Up to \$9,000 maximum limit for manufacturing & processing training and certification.

The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved. Please note, the eligible training provider who receives over ~~\$34~~,500 of WIOA funds to serve a WIOA participant will need to include certification testing and placement into employment as part of their training cost.

Supportive Services/Needs Related Payments Policy

SUPPORTIVE SERVICES/NEEDS RELATED PAYMENTS POLICY

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Title I
- Training and Employment Guidance Letter WIOA NO. 3-15
- Virginia Workforce Letter 14-17 - Minimum Training Expenditure Requirement

DEFINITIONS:

- Needs-related Payments (NRPs) - Financial assistance provided to enable individuals to participate in training and one of the supportive services authorized by WIOA.
- Public Assistance - Federal, state, or local government cash payments for which eligibility is determined by a needs or income test.
- Supportive Services - Services such as transportation, ~~child-care~~childcare, dependent care, housing, and NRPs necessary to enable individuals to participate in activities authorized under WIOA Title I. Aside from NRPs, supportive services are usually provided through a voucher system (e.g., transportation or food) or payments made directly to vendors (i.e., clothes, rent, or utilities).

POLICY:

Program staff responsible for approving supportive services shall adhere to the guidance and procedures as set forth in this policy.

Eligibility Requirements

a. Adults must:

- Be unemployed ~~or underemployed~~;
- Not ~~qualify~~ ~~qualified~~ for (or have ceased to qualify for) unemployment insurance; and
- Be enrolled in a program of training services under WIOA Title I.

b. Dislocated Workers must:

- Be unemployed ~~or underemployed~~;
- Have ceased to qualify for unemployment insurance or Trade Readjustment Allowances (TRA) under TAA;
- Be enrolled in a program of training services under WIOA Title I, by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker; or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months; or
- Be unemployed and not qualified for unemployment insurance compensation or TRA.

Documentation Requirements

- A copy of a UI entitlement decision or confirmation of UI benefits being exhausted, if applicable;
- Evidence of participation in training, such as a copy of ITA or attendance records for each period of training (quarter, semester, class, etc.);
- All eligibility determinations.

Administration and Approval of Supportive Services

- All supportive services are administered through the ~~One-Stop~~American Job Center staff.
- Supportive services must be approved by a WIOA program supervisor and reviewed by the fiscal unit before they are received.

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

- WIOA staff may only approve funds for the types of supportive services and amounts described in this policy. The WIOA managers and fiscal unit must approve all requests for services or costs that exceed the limits of this policy.
- All supportive services are contingent upon the customer's satisfactory performance while participating in and completing WIOA intensive or training activities as well as upon available funding. To maintain satisfactory performance, an ~~in-school~~^{in-school} youth customer who is in training must maintain good attendance and grades (a minimum grade point average of 2.0 or satisfactory progress), and be in compliance with the other program requirements. For a customer who is participating in intensive activities, he/she must be in compliance with program requirements, including active participation and bi-monthly contact with a case manager. The WIOA Program Managers may exercise authority to establish limits on amounts of funding and length of time funding is available to the participant.

Procurement and Payment Process

1. Program staff shall comply with local jurisdictional policies for procuring goods/services and for fiscal procedures. These policies address the competitive bid process, exceptions for sole source procurement and required forms.
2. All supportive service purchases must be made directly from a local jurisdiction authorized vendor. After services have been completed and invoices have been received, payment will be made directly to the vendor. In the event of a client being reimbursed, detailed receipts must be submitted.

Referrals

- WIOA program staff must seek services from other community resources as appropriate, prior to authorizing supportive services under WIOA. Referrals and follow-up will be made for other agencies or resources for assistance. Documentation of referrals indicating agencies/ resources providing services as well as denials will be included in customers' case files.

Allowable Supportive Services

- The range of supportive services available to WIOA customers - child care, transportation, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as laptops, eyeglasses, and protective eye wear. Supportive services are available to WIOA customers while they are participating in and completing individualized career services or training activities. The following items outline the supportive services:
 1. **Child Care**
Customers who may be eligible for childcare services should be referred as appropriate to the local Child Care Assistance Programs for all childcare needs. Customers not qualified for local social service programs may be provided supportive services under WIOA Title I.
 2. **Transportation**
Authorization for transportation assistance may be extended after employment is obtained for up to one month. Requests for other types of transportation assistance must be approved by the WIOA Program Manager and fiscal unit. Situations beyond the time limit will be reviewed and granted on a case-by-case basis by the WIOA Program Manager.
 3. **Gas Assistance**
Customers who drive may be provided with mileage reimbursement at the rate set by the local jurisdiction or receive a \$50 pre-paid gas gift card. Authorization for gas assistance may

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

be extended after employment is obtained for up to one month. Requests for gas assistance must be approved by the WIOA Program Manager and fiscal unit. Situations beyond the time limit will be reviewed and granted on a case-by-case basis by the WIOA Program Manager.

4. **Eye Care, Workplace/Training Accessibility, and Digital Equity/Literacy Assistance**
Program staff may refer customers to an approved vendor for an eye examination and a pair of eyeglasses. Eyeglasses and examination expense cannot exceed \$200.00. Staff may also request approval by the WIOA Program Manager for supportive services to assist customers with workplace/training accessibility issues which cannot be provided by other sources. Workplace/training accessibility expenses cannot exceed \$200.00. Program staff may also refer customers to an approved vendor for Digital Equity/Literacy needs, including the purchase of a laptop. Digital Equity/Literacy expenses cannot exceed \$1,000.00. If a laptop is purchased with WIOA funds, the expense cannot exceed \$500.00.
5. **Work/Training Clothes**
Financial assistance will be limited to an amount not to exceed \$200.00 per customer for these items. The items must be for a work or training related activity. Uniforms or work boots are an example.
6. **~~Minor Work/Training~~ Tools or Supplies**
If the tools or supplies are needed to complete training and certification activities or become employed, staff may provide financial assistance up to \$200.00. Customers must be enrolled in a training or work-related activity or have a specific verifiable job offer.
7. **Financial Crisis Assistance**
Requests for emergency assistance for counseling, housing assistance, meals or other basic needs unable to be provided by other community resources and which are required to help an individual stay in training or to be able to successfully complete program participation must be well documented and must be approved by the WIOA Program Manager.

8. Additional Assistance

Other reasonable expenses required to keep a participant in career services, training or other program activities, for example textbooks, certification exams, auto repairs, test fees, rent etc. The provision of supportive services must be consistently applied to customers.

Formatted: List Paragraph

Formatted: Font: (Default) Gill Sans MT

Needs Related Payments

Please note that the One-Stop Centers serving the City of Alexandria and Arlington County operate within their respective jurisdiction's Human Services Departments. Both Departments offer customers access to a myriad of supportive services and financial assistance. As a result, Needs Related Payments will not be offered through WIOA in LWDA 12.

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

Incentive Awards to WIOA Youth Policy

INCENTIVE AWARDS TO WIOA YOUTH

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA)
- 20 CFR § 681.640
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

POLICY

It is the policy of the Alexandria/Arlington Regional Workforce Council to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I Youth activities. The justification and strategy for awarding incentive must be clearly defined in the youth's case file. Incentive awards shall be made in a uniform and consistent way amongst all WIOA Title I Youth participants during a program year and administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term "incentive" shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable elements as listed in WIOA Title I Youth and/or to the attainment of specific and measurable program outcome. All incentive awards are subject to the availability of WIOA Title I Youth funds and these incentives are not an entitlement.

Additionally, for the purposes of this policy, with regards to Work Experience participants will not have an "employer/employee relationship" with their worksite hosts. The participants' relationship will be with their respective American Job Center (AJC). Furthermore, participants will not receive an hourly wage for participating in an AJC-organized work experience project. A participant may receive an incentive award payment after they complete their first two-weeks on the AJC-organized work experience worksite, after they complete their second two-weeks on the worksite, and after they complete their third two-week period on the worksite. Each incentive award will be valued up to \$1,200 per two-week period, for a total of up to \$3,600 for a full six-week work experience project. A participant is expected to work an average of 30 hours per week over the term of their work experience project. If a participant works less than 30 hours a week, then their bi-weekly incentive award will be reduced by \$20 for each hour under 60 hours that they work during that period.

Youth incentive award payments are limited to a lifetime amount of \$4,000 per eligible youth and documented in accordance with applicable WIOA regulations. Finally, all incentives that are paid to the participant are taxable and should be reported on the participant's annual federal and state tax returns as "income".

Achievements, with award limits, that are also eligible for an incentive include:

- \$100 for attainment of high school diploma;
- \$50 for completion of GED testing (per test completed/maximum 2 attempts per subject);
- \$3,000 for completion of an in-demand occupational skills training and the earning of an in-demand certification/license (proof of successful completion of course work and copy of the certification/license required to receive the incentive award);
- ~~\$300 for completion of an occupational skills training;~~
- \$100 for monthly participation an AJC-facilitated work readiness;

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

- \$100 when the participant creates their cover letter, resume, sample application, and follow-up letter (all four items required for award attainment);
- \$250 per quarterly employment retention goal (to be awarded after quarterly retention is recorded by WIOA staff/limit of four award payments allowed);
- \$100 for attaining a post-secondary credential and/or occupational certificate/license.

AJC staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, Center staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Center staff will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each staff person to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

**Workforce Development Priority Suggestions For Arlington
County Board**

Alexandria/Arlington Regional Workforce Council
Top 3 Education and Workforce Development Priority Suggestions
For Arlington County Board

1. Aligned with [Arlington County Government's Child Care Initiative](#), the Alexandria/Arlington Regional Workforce Council believes that safe and affordable access to early childhood education is critical for parents to participate fully in Virginia's economy, and for children's development. The Commonwealth of Virginia should expand the variety and funding of Pre-K programs offered in the public school system.
2. The local economy is fueled by a highly skilled and educated workforce. The Alexandria/Arlington Regional Workforce Council recognizes that a strong K-12 school system is a key component not only in providing that base of qualified employees, but also in serving as a focal point for businesses looking at Arlington County as a potential site location. The Council supports initiatives and programs to maintain Arlington's school system through efforts to provide the necessary infrastructure to align training and educational programs with projected workforce needs, particularly in the fields of science, technology, engineering, and mathematics (STEM). Furthermore, the Council encourages establishing incentives to motivate employers to develop workplace learning opportunities for high school and adult students to allow school systems to align with the Department of Education's "[Profile of Virginia Graduate](#)".
3. Workplace skills, as presented in the Department of Education's "[Profile of Virginia Graduate](#)", represent the skillset in greatest demand across all businesses, industries, and occupations and are transferrable skills that employees use in every job. Research conducted by Harvard University, the Carnegie Foundation, and Stanford Research Center has concluded that 85% of job success comes from having well-developed professional and people skills, and only 15% of job success comes from technical skills and knowledge (hard skills)[\[1\]](#). LinkedIn found that "57 percent of leaders say workplace skills are more important than hard skills"[\[2\]](#). In the Greater Washington region, 40% of the Top 50 in-demand skills are professional-skills[\[3\]](#). A partial list of such skills includes communication, teamwork, self-motivation, flexibility, leadership, and time management. The Council encourages the Commonwealth to continue the promotion of workplace skills to businesses, education institutions, and to the general public.

[1] <https://www.nationalsoftskills.org/the-real-skills-gap/>

[2] <https://learning.linkedin.com/blog/top-skills/the-skills-companies-need-most-in-2018-and-the-courses-to-get-t>

[3] JObsEQ.



ARLINGTON COUNTY, VIRGINIA

County Board Agenda Item Meeting of November 12, 2022

DATE: November 7, 2022

SUBJECT: Presentation of the 2023 General Assembly package for the County Board's annual public hearing on the proposed General Assembly session priorities.

C. M. RECOMMENDATION:

Conduct a public hearing on the legislative proposals which will then be under consideration for adoption at the December 17, 2022 County Board meeting.

ISSUES: Attached is the package for the County Board's annual public hearing on the proposed General Assembly Session priorities. The County Board will be asked to consider adoption of the final package at the December 17, 2022, County Board meeting.

BACKGROUND: The 2023 General Assembly session begins on January 11, 2023, and is scheduled to adjourn in late February. It is the 45-day "short session." Beginning in January, the General Assembly will consider a myriad of issues, including amendments to the budget signed this past June.

DISCUSSION: Attached is the proposed Arlington County 2023 General Assembly Legislative Priorities to be discussed at a public hearing during the November County Board meeting. In response to comments received during the hearing and immediately thereafter, adjustments may be incorporated into the document before the County Board considers it for final adoption at its December meeting.

PUBLIC ENGAGEMENT:

Level of Engagement: Communicate and Consult

Outreach Methods: Staff has worked with the County's boards and commissions, County departmental staff, members of the general public and County Board members to develop proposals for the 2023 General Assembly session.

Community Feedback: Comments received thus far have been considered as part of the development of the proposal.

FISCAL IMPACT: Due to the complexities of the General Assembly process, it is not possible to quantify the fiscal impact at this time.

County Manager:

MJS/LG

County Attorney:

MNC

Staff: Ilana Creinin, County Manager's Office



ARLINGTON COUNTY, VIRGINIA

2023 GENERAL ASSEMBLY LEGISLATIVE PACKAGE

Every year, Arlington County creates a legislative package that outlines the County's legislative principles and priorities for the Virginia General Assembly Session. The 2023 General Assembly Session will be a "short" 45-day session, beginning January 11, 2023, and ending in late February.

The legislative principles are broader themes that will guide our approach to the General Assembly session and our engagement strategy for our legislative priorities.

- 1) Make Government More Efficient
Streamline state and federal processes to account for local constraints on staffing and strengthen resource pipelines to incentivize filling all staff positions
- 2) Fully Fund Commitments to Local Government
Ensure the state government fully pays for promises made for services and staffing to local governments before funding additional new priorities
- 3) Maintain Intent throughout the Legislative Process
Uphold the integrity of the legislative process and value the importance of amending code sections while not distorting the intent
- 4) Economic Development and Recovery
Support economic development policies and programs that bolster local and regional development efforts by maintaining and expanding state funding, lowering the vacancy rate in office buildings, and granting additional funding and authority to promote tourism and recovery from the pandemic

The legislative priorities, which can be found on the following pages, are specific issues, policies, and revenue measures that the County intends to expend significant political capital on, in addition to asking our General Assembly delegation to support on behalf of the County.



2023 GENERAL ASSEMBLY LEGISLATIVE PRIORITIES

A. Human Services

1. Address Critical Workforce Shortages: Support the Virginia Community Service Board (VACSB) in securing \$166 million in quarterly recruitment and retention bonuses for staff in proportion to what was provided to Virginia's state psychiatric facilities. It is critical to fully fund the entire continuum of care and to create a sustainable workforce pipeline to address the behavioral health crisis in Virginia.
2. Behavioral Health System Services (STEP-VA): Increase funding for the first three services funded as part of the STEP-VA program to account for the cost of inflation. The first three services are Same Day Access, Primary Care Screening and Outpatient Services.
3. State Hospital Bed Crisis: Continue working towards a solution to the lack of available state hospital beds for people in a mental health crisis. Support solutions that prioritize keeping Arlingtonians in Northern Virginia for care, increase funding for local crisis receiving centers, and reduce the burden on law enforcement during the temporary detention and emergency custody order process.
4. Developmental Disability (DD) Waiver Services: Continue to fund Priority One waiver slots and add flexibility to income calculations for people with disabilities to prevent benefits from limiting individuals from working.
5. Reproductive Health Care and Services: Maintain unrestricted access to the full range of reproductive health services for all persons.
6. LGBTQ+ Rights: Protect existing legislation that codifies rights and protections for LGBTQ+ Virginians and support any proposed expansions to those rights.
7. Long-Term Care Staffing Standards: Improve Long-Term Care standards by providing living wages, paid sick days, overtime pay, and training for workers, as well as funding to meet state and national staffing standards for Ombudsman staff-to-patient ratios.
8. Infection Prevention: Require that nursing homes and assisted living facilities employ a full-time infection preventionist and maintain an accessible inventory of appropriate personal protective equipment.



9. Child Care: Increase funding for the state's childcare subsidy program and direct the Virginia Department of Education to enact program changes that increase participation of child-care providers. These changes include, but are not limited to, reducing the administrative burden, and increasing reimbursement rates to account for administrative costs and the actual cost of tuition in a locality. Local flexibility to administer or expand support services for childcare is critical.

B. Land Use and Housing

1. Land Use Policies: Support the authority of local governments to plan, zone, and enforce land use regulations, without restricting local zoning authority or the zoning process.
2. Housing Trust Fund: Support a significant increase and a sustainable source of funding for the Housing Trust Fund. Similarly support increased funding and programming to prevent evictions and to protect our most vulnerable residents.
3. Tenant Rights and Eviction Prevention: Continue to support tenants' rights that shifts the burden of enforcement from residents to the state and support increased funding and programming to prevent evictions to protect our most vulnerable residents.

C. Finance

1. Local Taxing Authority: Preserve all current local taxing authority, including business license, and machinery and tools tax administration, real estate and rate making authority. Any modifications to local taxing authority must include an alternative revenue authority with reliable, sustainable revenue sources.
2. Communications Sales and Use Tax: Modernize the communications tax by resetting the rate to the same level as the state sales tax and broaden coverage to include services that have become available since the original law was adopted. Oppose transfers of these revenues to the state general fund for purposes other than those stipulated in the Code of Virginia.
3. Sales Tax on Groceries: Oppose the exemption of groceries and hygiene products from the local option sales tax unless the General Assembly can establish a viable revenue replacement to local governments. Codify a revenue replacement strategy for education and transportation funding.



D. Transportation

1. Washington Metropolitan Area Transit Authority (WMATA) Funding: Protect existing transit programs, the funding included in the 2020 General Assembly Session's Omnibus Transportation Bill, and all other dedicated funding for WMATA, VRE and the Transforming Rail Program.
2. Northern Virginia Transportation Authority (NVTa) Funding: Protect existing NVTa revenues and continue efforts to restore state funding diverted in 2018 to secure dedicated funding for the State of Good Repair needs of the Washington Metropolitan Area Transit Authority (WMATA). Of the \$102 million annually that was diverted in 2018, \$63.5 million has been restored; \$38.5 million still needs to be restored.
3. Funding for Regional Transportation to Improve Mobility: Ensure the Commonwealth's \$195 million non-general fund investments for new and expanded transportation projects materialize as part of the Amazon HQ2 development. As Amazon brings more than 25,000 jobs to our region, the Commonwealth will support additional Metro entrances at Crystal City and Potomac Yard stations; improvements to U.S. Route 1 in Arlington County; a connection from Crystal City to Reagan National Airport; and a bus route expansion in Pentagon City, Crystal City and Potomac Yard to improve mobility for our region.
4. Towing: Support legislation that provides Planning District 8 parity to the rest of the state when pursuing litigation through the Virginia Consumer Protection Act.
5. Speed Cameras: Grant local authority to expand the implementation of automated traffic enforcement beyond school and work zones.

E. Criminal Justice Reform

1. Revise Prosecutor Office Funding Formula: Reimbursement to counties should include the work performed on misdemeanors instead of only felony convictions. Misdemeanor cases account for the majority of cases and this funding will encourage more evidence-based and public safety oriented solutions. The Prosecutor's Office funding formula is currently based on felony convictions and felony sentencing events, which incentivizes the pursuit of felony convictions rather than diversion programs, deferrals, or amendments to misdemeanor convictions.
2. Immigration: Oppose any state mandate to localities requiring local law enforcement officers to evaluate the immigration status of individuals encountered during lawful stops or other routine police activities.



3. Reimbursable Positions Related to Body Worn Cameras: Provide state funding for additional positions related to body worn cameras to increase transparency and accountability with law enforcement. Additional staff in the Commonwealth's Attorney, Police Department, Sheriff's Office, and Public Defender's Office are all critical to effectively implement Body Worn Camera programs.
4. Sexual and Gender Based Violence: Support measures to combat sexual and gender-based violence and crimes including human trafficking, intimate partner violence, sexual assault, and stalking.
5. Marijuana: Ensure legislation regarding marijuana remains consistent with Arlington County's local revenue, land use, and public health and safety policies.

F. Education

1. Teacher Raises: Support state teacher pay increases without conditions such as local matches, recognizing that Arlington Public Schools annually raises teacher salaries at levels consistent with local revenue and further, funds from local revenue the full salaries and increases of many positions above the state's Standards of Quality-funded positions.
2. Youth Mental Health: Expand funding to provide professional staff and services for student mental health needs.

G. General Government

1. Unfunded Mandates: Oppose any mandates that are not fully funded, including additional administrative burdens on local governments.
2. Broadband Access: Expand access to the Internet to assist with tele-work, tele-medicine, and educational needs. Continue to promote digital equity across the Commonwealth, including access to substantive data and local flexibility to serve residents, businesses, and the community.
3. Electronic Meetings for Public Bodies: Permanently allow virtual participation for public bodies to meet by electronic means under the Virginia Freedom of Information Act.



4. Job Order Construction Contracts: Support the increase of the individual task assignment amount for Job Order Contracts from \$500,000 per contract to \$750,000 per contract. Support associating the maximum threshold amount for Job Order Contracts to an inflationary index such that the threshold would increase with inflation.

H. Public Safety/Emergencies

1. Staffing: Maintain adequate funding for police departments ("599 money"), sheriffs, jail personnel, and other emergency medical services personnel.
2. Jail Diversion Efforts: Adequately fund jail diversion efforts for mental health and substance-abusing individuals who become involved with the criminal justice system.
3. Next Generation 9-1-1: Support the statewide transition to Next Generation 911 using state funds that will be dedicated to the 911 Services Board; this should not be an unfunded mandate for which localities become accountable.
4. Operations Center Personnel Harassment: Update the legislative code to include modern electronic communication devices and modalities that are used to harass emergency personnel.
5. Swatting: Support legislation to combat the act of making a hoax communication to 9-1-1 (or to a private citizen, who communicates with 9-1-1) with the intent of triggering an immediate law enforcement response.

I. Energy and the Environment

1. Protect Virginia Clean Economy Act: Focus on legislative strategies that provide a sustainable and reliable power grid while achieving lower emission levels associated with 100% renewable energy sources in the Commonwealth.
2. Protect Regional Greenhouse Gas Initiative (RGGI): Preserve the cap-and-trade program that caps carbon dioxide emissions, and in turn, requires power plants to reduce their pollution loads to meet this cap or obtain allowances through quarterly auctions. The proceeds from these auctions are important to invest in renewable energy and energy efficiency projects.



3. Public/Private Partnerships: Engage in public private partnerships to drive innovation, safety, and financing in renewable technologies. These partnerships include, but are not limited to, local and regional green banks, building codes, electric vehicle infrastructure, smart metering, and local commercial building efficiency benchmarking.
4. Renewable Energy Choice: Permit individual retail customers the choice to purchase 100% renewable electricity from any licensed competitive supplier of electric energy regardless of whether the incumbent utility also offers it. Purchases can be made individually, as part of a collaborative or alliance, or through local government agencies administering aggregated commercial and residential renewable energy purchases to meet local/regional climate and equity objectives.
5. Preserving and Expanding Tree Canopy: Support legislation to provide local governments with greater authority in the reforestation, preservation, and management of urban forests in recognition of their ability to capture and store carbon, reduce stormwater runoff, improve air quality, reduce energy use, and mitigate urban heat islands and their health effects.
6. Stormwater Local Assistance Fund (SLAF): Increase SLAF funding to support projects that provide Chesapeake Total Maximum Daily Loads (TMDL) nutrient and sediment reductions required under MS4 permits. Evaluate updating proposal scoring criteria to assign points to projects that also support local stormwater resiliency priorities and needs.

Response from Arlington's Legislative Liaison

Thank you for sending the letter! We have this position in our package related to childcare, which I think addresses your concern:

Child Care: Increase funding for the state's childcare subsidy program and direct the Virginia Department of Education to enact program changes that increase participation of child-care providers. These changes include, but are not limited to, reducing the administrative burden, and increasing reimbursement rates to account for administrative costs and the actual cost of tuition in a locality. Local flexibility to administer or expand support services for childcare is critical.

I also give a caveat in our package that the broader our statements are, the more latitude it gives us to support or oppose different efforts. The position we have on childcare gives us the latitude to support different funding options for Pre-K that you mention in Item #1 in your letter. In terms of workforce development/workplace readiness systems, we have a general principle in our package to "strengthen resource pipelines to incentive filling all staff positions". This broadly covers points 2 and 3 from your letter and again, gives us latitude to support the programs you mention.

For 2024 preparation, I would suggest that we get through the 2023 session first. The session in 2023 begins January 11 and concludes in late February. I would recommend tracking what happens there, how your priorities are addresses in the legislature, and then using that as a basis to form 2024 priorities. The earliest I would start on 2024 priorities is in May. Likely in August of next year, I will reach back out to ask for letters, like the one you sent.

VA Secretary Letter

October 18, 2022

The Honorable Bryan Slater
Secretary of Labor
Commonwealth of Virginia
Patrick Henry Building
Third Floor
1111 East Broad Street
Richmond, VA 23219

Dear Secretary Slater,

We, the undersigned leaders of Virginia's fourteen (14) Local Workforce Development Boards (LWDB) and Chief Local Elected Officials (CLEO) Consortiums, fully support the recommendation by the LWDB Directors to move Wagner-Peyser funding under Title III of the Workforce Innovation and Opportunity Act (WIOA) and Rapid Response funding under Title I of the WIOA from the Virginia Employment Commission to the administration of the LWDBs. Following the white papers and policy recommendations submitted by the Virginia Association of Workforce Directors (VAWD), which includes the chief administrative officers and staff of the 14 LWDBs, we believe that this movement will support better efficiency, accountability, and performance of career services provided to job seekers through the public workforce system in Virginia. This movement will also allow the Virginia Employment Commission the ability to laser-focus on its efforts to revamp the administration of unemployment insurance programs without distraction of other program administration, an effort that is many years overdue according to recent General Assembly reviews. Our signatures following this letter signify our support of these policy recommendations and we collectively encourage your office to keep the VAWD engaged in these and other efforts to make Virginia's workforce system the best in the nation as part of the Youngkin Administration's larger reform agenda. We thank you for your consideration and look forward to receiving updates through our directors.

Sincerely,

[INSERT LIST OF BOARD CHAIRS]

[INSERT LIST OF CLEO CHAIRS]

Local Workforce Development Area 12

Alexandria/Arlington

By our signatures below, we signify our region's support for the proposed recommendations for moving the administration of the Wagner-Peyser and Rapid Response funding from the Virginia Employment Commission to the Local Workforce Development Boards.

[INSERT NAME]

Chair

Alexandria/Arlington Workforce Development Board

[INSERT NAME]

Chair

Chief Local Elected Officials (CLEO)

Incumbent Worker Training Application

Incumbent Worker Training Program

Local Workforce Innovation and Opportunity Act (WIOA) funds can be made available through a process designed to assist Alexandria City and Arlington County businesses, which could include a single firm or a group of firms that share similar workforce needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce.

Employer Eligibility

- Private for profit or non-profit businesses operating in Virginia for entire twelve-month period prior to application date;
- Current on all Virginia tax obligations;
- Proposing training for employees in a Virginia facility;
- Demonstration of linkages of the training activity to demand occupations and/or regionally targeted industries;
- The positive relationship of the training to the competitiveness of a participant and the employer;
- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training);
- The potential state, regional, and local economic impact, if any, of the training project.
- A non-eligible employer is a business with a history of failing to provide WIOA participants with continued employment or/and a recently relocated business that has resulted in employee separations.

Incumbent Worker Employee Eligibility

All employees participating in incumbent worker training must meet the eligibility below. An incumbent worker is:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26;
- Must be a full-time employee of the participating employer for at least 6 months;
- Needs skills upgrading or retraining, completion of GED or High School Degree, basic skills upgrade, to retain or be successful in current employment;
- An employee to be trained that works at a facility located in Virginia or working for a staffing agency and placed at a Virginia facility.

Grant Availability

Applications will be accepted as funds become available. All applications will be approved during quarterly Alexandria/Arlington Regional Workforce Council Meetings. Employers participating in the program are required to pay for a share of the training cost. The employer's share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees;
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent of the cost, for employers with more than 100 employees.

Process

- ☐ Employer completes Incumbent Worker Application, including quote for services from Northern Virginia Community College or other training provider, Employee Participation Spreadsheet, W-9 Form, and Supplier Form. The employer must also provide a copy of their business license, DUNS number, and copies of the participating employees' Driver's License, Social Security Card, and Selective Service Card. A copy of an employee's I-9 Form can be used as a substitute for their Social Security Card and Driver's License. All completed forms and documents should be submitted to dremick@arlingtonva.us.
- ☐ Applications are then presented during quarterly Alexandria/Arlington Regional Workforce Council Meetings for review and approval.
- ☐ Upon approval, a contract and purchase order will be provided to the employer for signature. Once signed, the employer may enter into agreement with the training provider for the training services. The employer pays 100% of the cost of the training services. All training includes course work, course materials, and credential testing.
- ☐ Once the employees have received their certifications, the employer can submit the invoice for reimbursement for a portion of the actual training expenses (50% - 90%) to dremick@arlingtonva.us. The invoice must reference the contract and purchase order as well as include copies of the employees' certification. Please note, the Council will not reimburse employers for employees who do not complete the training and/or fail to pass the certification test.
- ☐ Employer will be reimbursed 30 days after final paperwork is successfully submitted.
- ☐ The Council will check-in with employer every quarter for a year after the employees earn their certifications to determine if they a) are still employed with the company, b) have been promoted, and c) have earned a raise.



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Incumbent Worker Training Program

Funding Application

GENERAL INFORMATION

Please check the industry that your company falls under:

- ☐ Healthcare
- ☐ Manufacturing
- ☐ Construction/Trades
- ☐ Transportation & Warehousing
- ☐ Financial Services
- ☐ Food & Beverage Manufacturing
- ☐ Life Sciences
- ☒ Information Technology
- ☐ Other: _____

Company Name: Infolock Technologies LLC

Physical Address: 2900 S Quincy Street, Suite 330

City: Arlington State: VA Zip: 22206

County: ☐ City of Alexandria ☒ Arlington County
☐ Other: _____

Mailing Address: _____
(if different)

City: _____ State: _____ Zip: _____

Parent or Corporate Name (if applicable –
as listed on IRS W-9 Form): _____

Address

Company Contact: Jill Speisman Title: Director, HR

Phone: 202-745-3372 Email: jspeisman@infolock.com

Federal I.D. Number: 73-1724401 Date Established: 2005

Number of Full-Time Workers: 37 Number of Part-Time Workers: 0



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Tax Status of Business: ☒ For-Profit ☐ Not-For-Profit (Designation)
☐ Other: _____

Legal Structure of Business: ☐ Sole Proprietor ☐ Partnership
☒ Limited Liability Company ☐ Corporation

Is your company current on all Federal, State of Virginia, County, City and Local Tax Obligations? ☒ Yes ☐ No

Is your company receiving and/or applying for other public training funds? ☐ Yes ☒ No

If yes, explain: _____

Does your company have an equal opportunity/non-discrimination policy in place? ☒ Yes ☐ No

Is your company subject to a collective bargaining agreement? ☐ Yes ☒ No

*If yes, and if union represented employees will be participating in the training activities of this program, it is required that consent be obtained from the representing union to collect the eligibility data from the employees **PRIOR** to funding approval.*

This company is (check all applicable): ☐ Native-American Owned ☐ Asian-American Owned
☐ African-American Owned ☐ Woman Owned
☐ Hispanic-American Owned

Please provide a brief description of your business, product(s), and/or service(s):

Infolock provides consulting and advisory services to help businesses secure and manage their data.

NEEDS IDENTIFICATION

Indicate which challenge(s) your company/organization is currently facing that potential training would address.

(Check all that apply; at least one must be identified for funding consideration)

- ☐ Declining sales
- ☐ Supply chain issues
- ☐ Adverse industry market trends
- ☐ Changes in management behavior or ownership
- ☐ Phasing out certain functions, introducing new functions/lines that require worker retraining
- ☐ Required skill changes that would otherwise result in downsizing and layoffs if not addressed
- ☒ New technology and/or equipment implementation that increase economic competitiveness
- ☐ Creation of new employment opportunities that require advance skills and knowledge
- ☐ Other: _____



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Please describe the challenges that would be addressed by the proposed training.

Customers are looking to Infolock to have high technical abilities and this training helps meet and exceed our customer expectations and requirements for technical expertise

How will this training make the employees more competitive in this economy and/or retain their employment?

Putting this employee through the Linux bootcamp helps secure his place on the team by obtaining a skillset not held by every employee

How will this training make your company/organization more competitive in this economy?

It allows us to be even more valuable to our customers by being able to show our depth of knowledge and skills

What is the potential for wage increases at the completion of training and/or within one year of training?

High potential for a wage increase within one year of training.

TRAINING INFORMATION

Please describe the training needed for your employees.

PLEASE ATTACH QUOTE SHEET DETAILING REQUESTED TRAINING PROGRAM

Provider Name: Infosec Institute

Provider Status: ☐ Public Training Institution ☒ Private Training Institution
☐ Company Instructor ☐ Community College

Provider Contact: 708-689-0131

Physical Address: 13800 Coppermine Rd, Suite 304

City: Herndon **State:** VA **Zip:** 20171



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Curriculum Name: Infosec RHCSA Training Boot Camp

Total Training Hours: 40

Proposed Training Start Date: 01/9/2023 Anticipated Training End Date: 01/13/2023

of Employees to be Trained: 1

Training will be delivered: ☐ On-site at the Business ☐ At the Training Institution
☒ At a Remote Location ☐ Other: _____

Will employees be paid for the time they attend training? ☒ Yes ☐ No

Is this training for current employees or new employees? ☒ Current ☐ New

Will employees receive an industry recognized credential at the end of training? ☒ Yes ☐ No

FUNDING REQUEST

This section must be completed to show use of proposed training funds.

Tuition Costs: \$ _____

Textbooks: \$ _____

Certification Fees: \$ _____

TOTAL COST \$ 2,699.00

SHARE OF COST PROVIDED BY WIOA \$ 2,429.10

SIGNATURE AND CERTIFICATION

By my signature, I verify the information in this application is accurate to the best of my knowledge and I have the authority to submit this application on behalf of the named employer.

Signature: Jill Speisman Date: 12/06/2022

Printed Name: Jill Speisman

Email Address: jspeisman@infolock.com

Phone Number: 202-745-3372

State Agencies Reorg Presentation



COMMONWEALTH OF VIRGINIA

WORKFORCE DEVELOPMENT OPTIMIZATION INITIATIVE

REIMAGINING HOW WE SKILL OUR WORKFORCE

CONSOLIDATE ● OPTIMIZE ● CENTRALIZE ● STANDARDIZE ● UNIFY

BRYAN SLATER
SECRETARY OF LABOR

THE PROBLEM

Many agencies across the Commonwealth are responsible for workforce development activities, but **no one agency has it as their #1 priority.**

WORKFORCE DEVELOPMENT IN VIRGINIA



\$485M+
Total Funding



12+
Agencies



6
Secretariats



Fragmented, decentralized approach that prevents efficient coordination and administration



Lack of connection between industry demand and talent capabilities



Disparate and confusing entry points



Lack of consistent or reliable data for measuring workforce development program outcomes



Redundant, outdated, and siloed technology systems



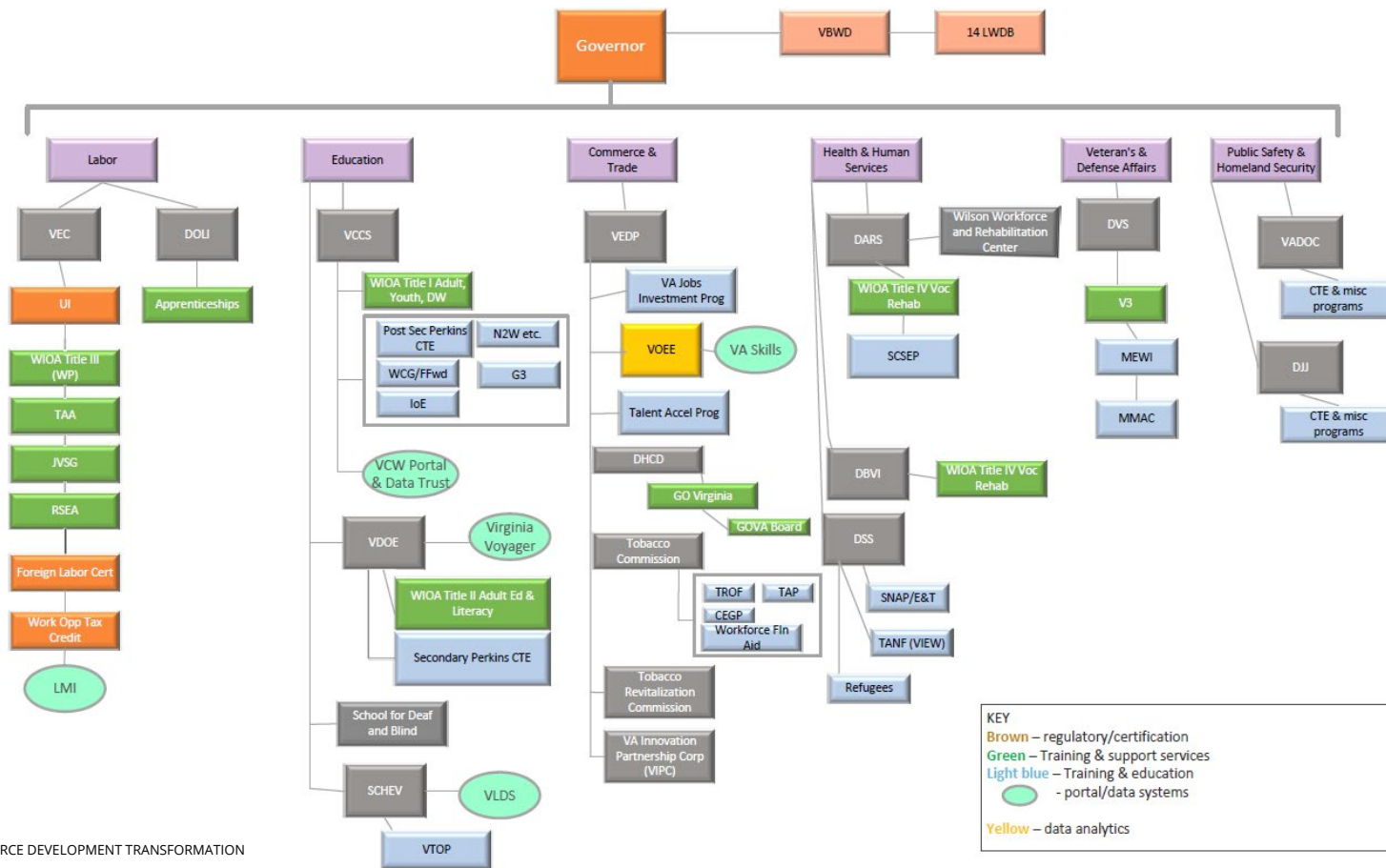
120K fewer Virginians in the Commonwealth's labor force compared to pre-pandemic levels, with a labor force participation rate of **63.6%**¹

50%² of Virginia small businesses are struggling to find workers

¹<https://www.vec.virginia.gov/latest-release>

²https://www.thecentersquare.com/virginia/about-half-of-virginia-small-businesses-still-struggling-to-find-workers/article_909e0012-d2f8-11ec-afd8e37fbee0c0b2.html#:~:text=In%20the%20nationwide%20survey%2C%2063,percentage%20points%20better%20than%20average.

THE CURRENT STATE OF WORKFORCE DEVELOPMENT



THE OPPORTUNITY

A **single, dynamic, nation-leading workforce ecosystem hub** that proactively connects talent capabilities across all Commonwealth sectors and regions with industry demand. The aligned workforce development system will effectively **streamline capabilities** and resources with one goal in mind: a **transformed and transformational system that works for ALL Virginians**.



Balance centralized strategy with regional flexibility by eliminating duplicative programs and processes across the Commonwealth, while providing adaptable guidelines that allow regions to address their unique worker and employer needs.



Standardize goals, metrics, performance incentives, and Key Performance Indicators (KPIs) to drive accountability and enable meaningful outcomes that encourage improved service delivery.



Design a centralized hub to streamline workforce policy and for efficiently gathering, analyzing and sharing data between workforce development programs, while providing insights to inform policy and empower a long-term and best-in-class data and analytics strategy that prioritizes responsiveness and meaningful decision-making.

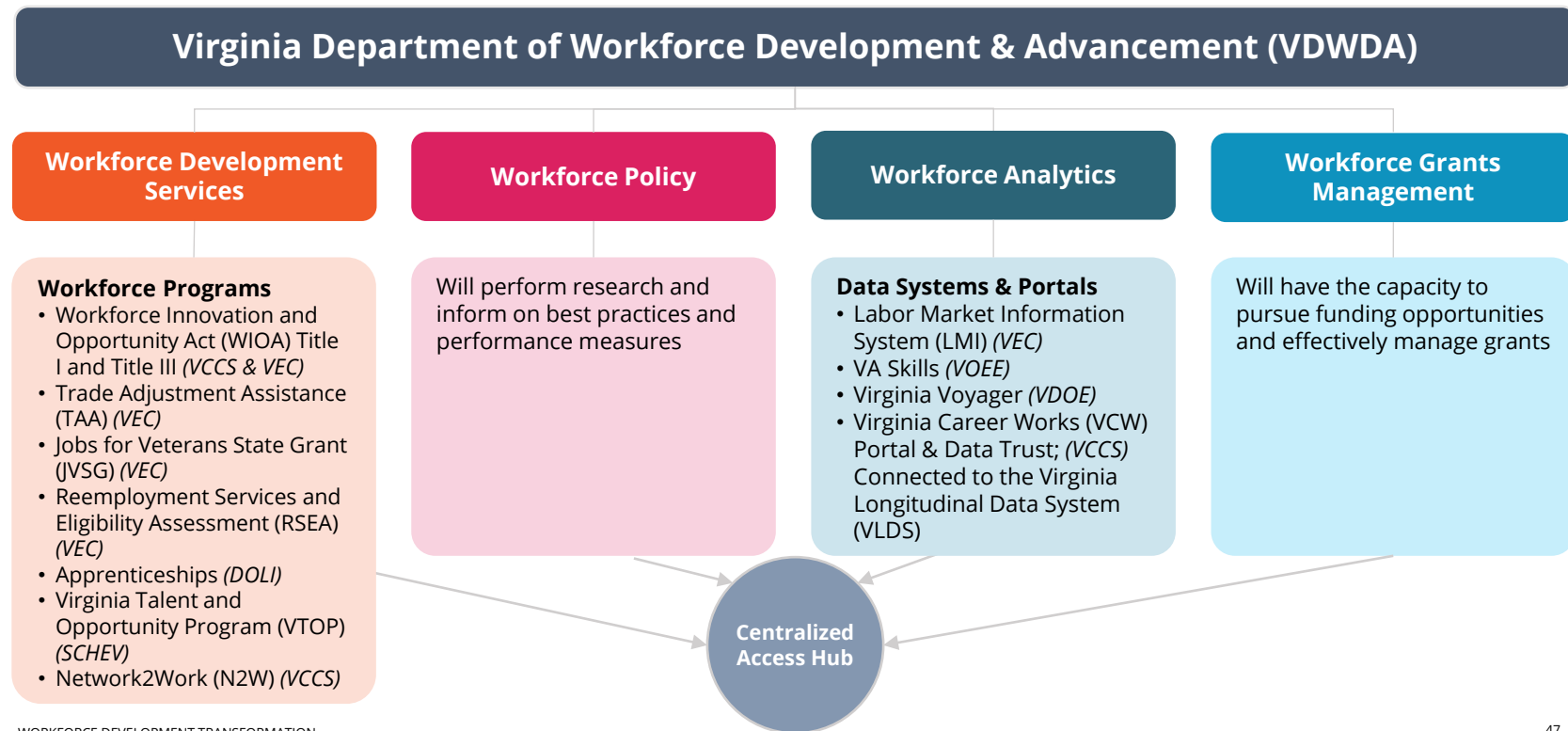


Create a centralized website portal for service seekers that enables them to easily access information, receive opportunities, and connect to employers and job seekers

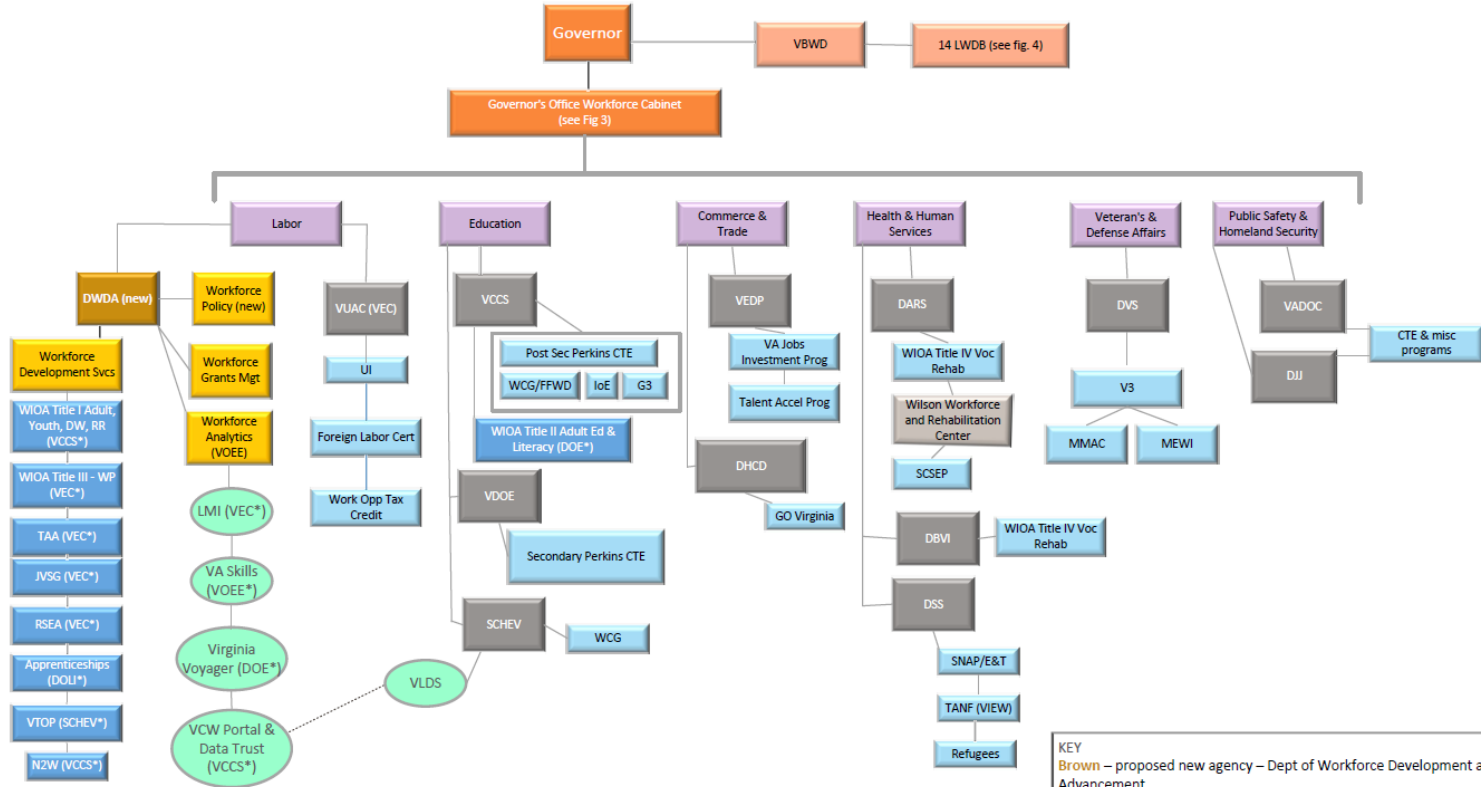
AFTER THE INITIAL INVESTMENT IN WORKFORCE DEVELOPMENT OPTIMIZATION, CONSOLIDATION AND OTHER EFFICIENCIES WILL RESULT IN MEASURES TO TARGET, EXPAND, AND SCALE TO SUCCESS.

THE NEW ORGANIZATIONAL STRUCTURE

We propose the following structure for the VDWD, moving offices and teams that have a similar mission to VDWD under one umbrella department.



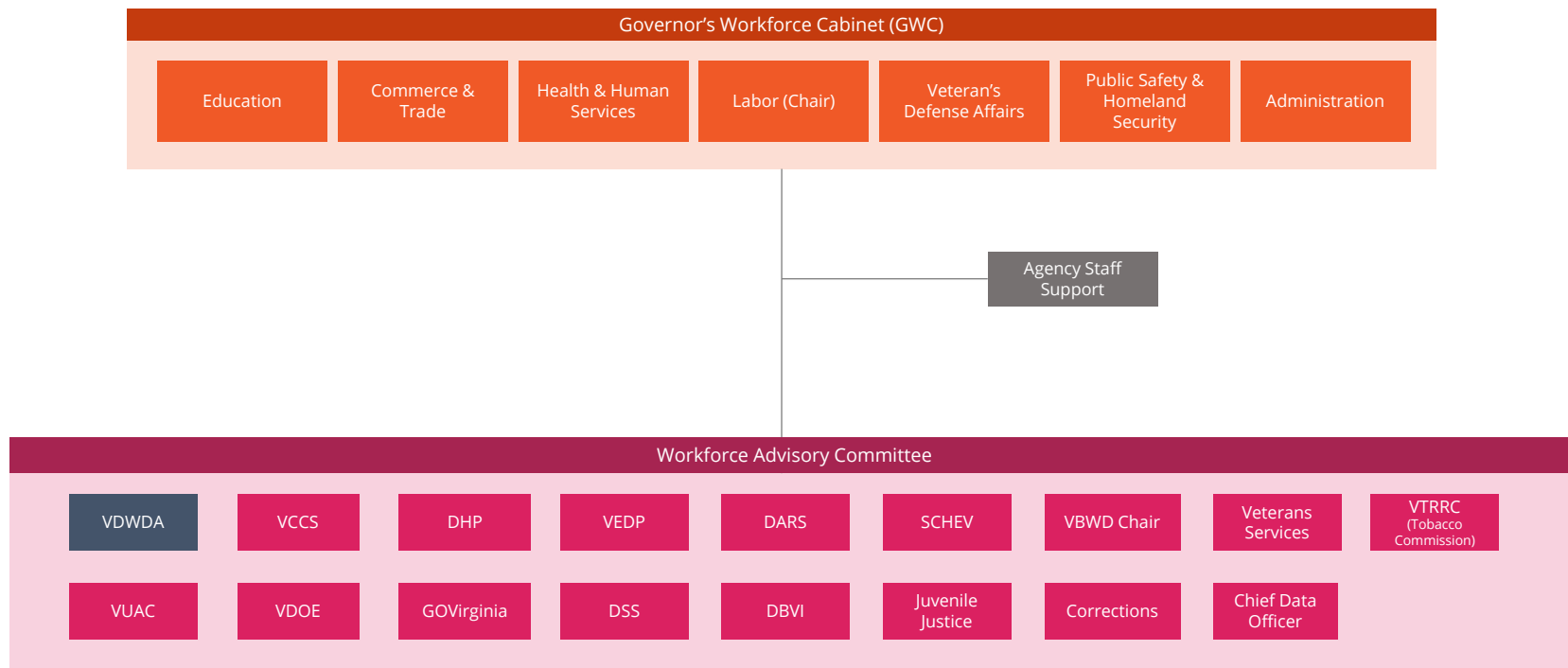
THE FUTURE STATE OF WORKFORCE DEVELOPMENT



* - designates agency currently administering program

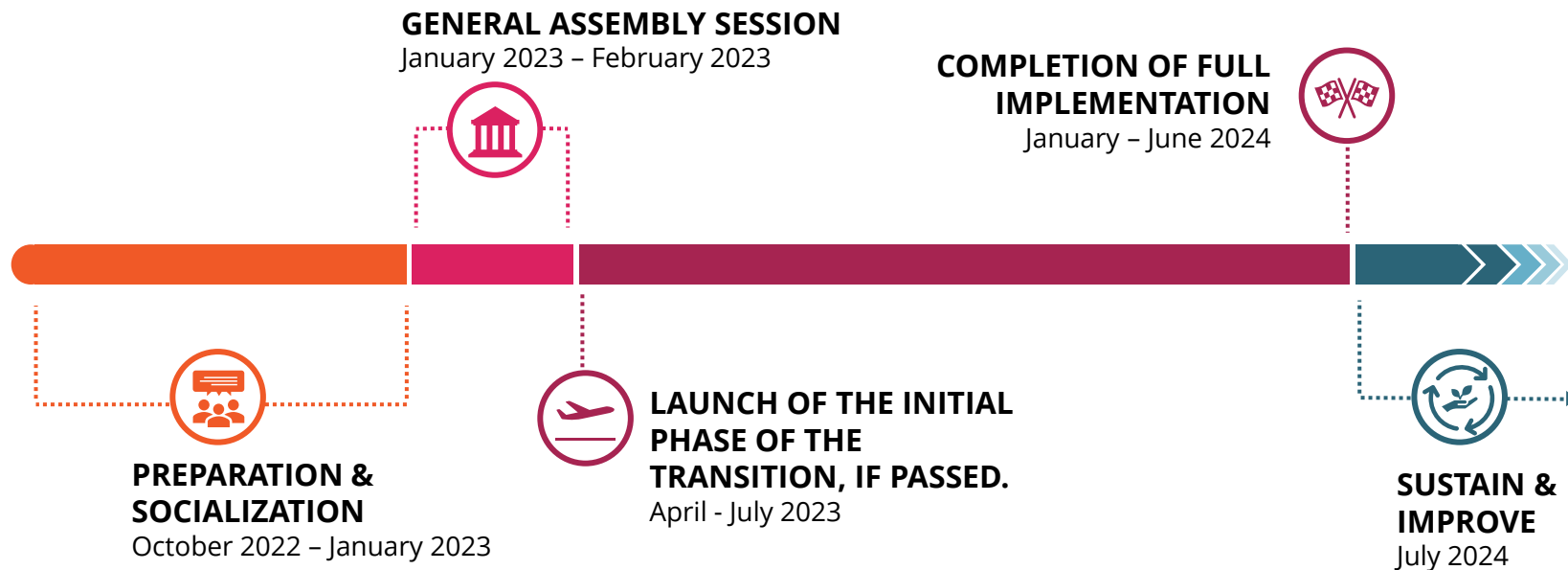
THE GOVERNOR'S WORKFORCE CABINET

The proposed governance structure of the Governor's Workforce Cabinet.



TRANSITION TIMELINE

Our initiative extends across the next two years and features several key milestones.



Questions for Discussion

1. Virginia has introduced a range of innovative programs and strategies to support workforce development over the past five years. How would you describe the successes and challenges of these initiatives?
2. What current programs or services would Virginia's businesses prioritize, and how would these services ideally be delivered?
3. What lessons from past restructuring efforts should we keep in mind as we consider the current organization of, or any potential changes to, the Commonwealth's workforce development network?



Virginia Association of Workforce Directors

Virginia State Workforce Development Agency and Program Reorganization

Introduction: The Virginia Association of Workforce Directors (VAWD) represents the 14 business-led workforce development boards in the Commonwealth that convene regional workforce systems and oversee solutions that provide a host of employment and job training services for its employers, workers, and job seekers. The VAWD represents a critical voice in that our regional members collectively bring together the workforce interests of local government, the business community, and other community partners from each distinctive region in Virginia.

Position Statement: The VAWD recognizes that workforce programs are spread throughout several Virginia state agencies, making effective service delivery challenging. In fact, the Directors and their respective staff are on the front lines of weaving together fragmented programs—many of which are not within administrative oversight—to deliver seamless and cohesive services to customers. The VAWD supports a general concept of a State workforce agency reorganization that seeks more cost effective and efficient service delivery while providing helpful overarching strategic guidance for local and regional service-providing partners, including:

- a. Aligning core programs under the Workforce Innovation and Opportunity Act (WIOA)
- b. Aligning additional workforce programs to the extent practicable
- c. Supporting and streamlining workforce policies and practices at the state level, that provide ultimate flexibility and recognize the importance of service delivery at the local level
- d. Providing improved statewide administration of workforce programs that focus on innovation opportunities rather than compliance
- e. Promoting integrated services and transparent information sharing and accountability across workforce programs
- f. Keeping resources stable for informed regional budget development and investing any cost savings into additional services for businesses and job seekers

The VAWD understands the level of complexity that this Workforce Agency legislation entails, especially in planning and implementation. This proposed legislation does not appear to consider the time and costs involved, including the impact of technology and human capital requirements in consolidating into one organization. A key concern for our members at the local and regional level is how best to continue providing workforce and employment services to thousands of jobseekers throughout the Commonwealth as this large agency reorganization unfolds.



Virginia Association of Workforce Directors

House Bill No. 2195 and Senate Bill No. 1470 (Introduced): The VAWD is generally supportive of the objective of House Bill No. 2195 and Senate Bill No. 1470, which is to reorganize and streamline the administration of various federal and state funded workforce programs. The proposed legislation creates a foundation upon which future enhancements and efficiencies can be built upon. As of this paper's submission on January 20, 2023, State officials have advised that an alternative legislative proposal will be brought forth shortly.

In reviewing the legislation, the VAWD makes the following observations:

1. Establishment of, and transition to, the new Department of Workforce Development and Advancement (DWDA): The legislation creates the new DWDA by integrating several

- workforce programs, notably WIOA titles I and III, Veteran's workforce programs, apprenticeship programs, and labor market information services. (There are multiple technology components identified as programs; it may be worth considering language modifications to delineate programs from technology solutions that support them.)
- a. The timeline for establishment and the transition of the current system to the newly proposed structure is potentially ambitious, particularly during a potential recessionary period and economic slowdown.
 - b. The effective date of the new DWDA is ambiguous and leads to uncertainty during the transition. We specifically note:
 - i. "Formal establishment" of the DWDA is determined administratively by the Secretary of Labor and new DWDA Director based upon adequate staffing levels.
 - ii. An interim period is created—July 1, 2023, to "formal establishment"—and during such time the Virginia Employment Commission is the apparent administering authority. The Virginia Employment Commission has been challenged with managing unemployment compensation programs during the pandemic and continues to manage a backlog of appeals cases. It is unclear what benefit is gained by moving programs or functions from current administering agencies to the Virginia Employment Commission only to move them again to the new DWDA. It is recommended that affected programs remain with their current agencies until DWDA is operational.
 - iii. Appropriations, a broad authority for the Governor to transfer funds among programs as determined necessary and a \$5 million line of credit are established for "the transition of workforce development programs, services, and functions to the Department". This provision of broad funding flexibility and transfer authority is unprecedented; moreover, it is unclear what the priorities of that funding will be and whether it is adequate to enhance services, implement needed modernization, and effectively integrate programs.



Virginia Association of Workforce Directors

- iv. Due to ambiguity of the “formal establishment” of the DWDA, the timeframe for the transition is uncertain while challenging to understand whether stakeholders can meet needed milestones.

2. Impact on Adult Education and Literacy programs (WIOA title II) in Virginia:

Adult Education and Literacy programs provide critical services to populations receiving employment and reemployment services as these basic skills are a significant barrier for people in poverty seeking upward mobility. At the regional level, Local Workforce Development Board staff work closely with Adult Education and Literacy providers, such as community-based organizations and school districts, to ensure access to these important services in concert with employment counseling and training services we provide.

- a. The proposed legislation mandates that all comprehensive community college locations develop and implement adult education programs. Moreover, the bill, as drafted, eliminates the role of local school districts in providing adult education services. It is critical that local flexibility continue to be authorized to local areas and regions to develop service delivery locations, programs, and outlets to serve this vulnerable adult population.

Conclusion: The VAWD looks forward to working collaboratively with state officials and legislators to ensure that there is an informed legislative process in considering a bill intended to strengthen the Virginia workforce system and services to employers, workers, and job seekers. As regional conveners of workforce development systems led by the business community and with direct connections to the frontline service providers, our perspective provides important context for how the administration of such programs translates to services available to the public. Additionally, there are several administrative amendments and changes that the VAWD will recommend to Governor Youngkin’s administration that will further advance the workforce development system in Virginia to best in class.

Contact: To learn more about the workforce development board in your area or ask questions, please see the contact information on the attached.

Area	Name	Email	Region
1 – Southwest	Aleta Spicer	aspicer@swvaworks.com	Counties: Buchanan, Dickenson, Lee, Russell, Scott, Tazewell, Wise Cities: Norton
2 – New River/Mt. Rogers	Marty Holliday	marty.holliday@vcwnrmr.com	Counties: Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington, Wythe Cities: Bristol, Galax, Radford
3 – Greater Roanoke	Morgan Romeo	morgan@greaterroanokeworks.com	Counties: Alleghany, Botetourt, Craig, Franklin, Roanoke Cities: Covington, Roanoke, Salem
4 – Shenandoah Valley	Sharon Johnson	sjohnson@vcwvalley.com	Counties: Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah, Warren Cities: Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro, Winchester
5 – Crater Region	Tabitha Taylor	ttaylor@vcwcraterregion.com	Counties: Dinwiddie, Greensville, Prince George, Surry, Sussex Cities: Colonial Heights, Emporia, Hopewell, Petersburg
6 – Piedmont	Sarah Morton	smorton@vcwpiedmont.com	Counties: Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, Rappahannock Cities: Charlottesville
7 – Central Virginia	Traci Blido	traci.blido@vcwcentral.com	Counties: Amherst, Appomattox, Bedford, Campbell Cities: Lynchburg
8 – South Central	Terra Napier	tnapier@vcwsouthcentral.com	Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway, Prince Edward
9 – Capital Region	Brian Davis	brian.davis@henrico.us	Counties: Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan Cities: Richmond
10 – West Piedmont	Tyler Freeland	tyler@vcwwestpiedmont.org	Counties: Henry, Patrick, Pittsylvania Cities: Danville, Martinsville
11 – Northern Virginia	David Hunn	david.hunn@vcwnorthern.com	Counties: Fairfax, Loudoun, Prince William Cities: Fairfax, Falls Church, Manassas, Manassas Park
12 – Alexandria/Arlington	David Remick	dremick@arlingtonva.us	Counties: Arlington Cities: Alexandria
13 – Bay Consortium	Jackie Davis	jdavis@baywib.org	Counties: Accomack, Caroline, Essex, King George, King William, King and Queen, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Richmond, Spotsylvania, Stafford, Westmoreland Cities: Fredericksburg
14 – Hampton Roads	Shawn Avery	savery@theworkforcecouncil.org	Counties: Gloucester, Isle of Wight, James City, Southampton York Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg

ETPL Application



Training Provider Application

1. Name of Training Organization Topcurl Beauty Academy LLC		2. Federal Tax ID# 92-1514246	
3. Mailing Address 6911 Richmond Highway Suite 215	4. City Alexandria	5. State Virginia	6. Zip 22306
7. Physical Address 6911 Richmond Highway Suite 215	8. City Alexandria	9. State Virginia	10. Zip 22306
11. Name & Title of Contact Person: Shanay Dudley Director			
12. Email Address of Contact Person: Staff@topcurl.com		13. Phone Number of Contact Person: 4438764893	
14. Mailing Address of Contact Person (if different from above)			
15. Year Established 2022		16. Website Address: www.TopcurlBeauty.com	
17. Type of Entity LLC Other (please Describe) _____			
18. Does your organization provide job search assistance or placement services? Yes No (if yes, please describe) Yes, we have an employers list we share with graduates.			
19. What types of financial aid are available to students? none			
20. Does your organization have a tuition refund policy? Yes No (if yes, please attach the policy including time frames and percentage of reimbursement) Yes			
21. Name of Financial Aid Contact Person		22. Email Address of Financial Aid Contact Person	

Training Provider Application

23. Please provide three customer references including contact information:

1. American Job Center – National Harbor
6800 Oxon Hill Road, Suite 298
National Harbor, MD 20745
O: (301) 968-1681

Reginald Glenn
Career Consultant

2. Employ Prince George's, Inc.
1801 McCormick Drive, Suite 400,
Largo, MD 20774
t: (301) 583-4638

Jakeila L. Atkinson
Contracts Specialist

3. Tri-County Council for Southern Maryland
50 Post Office Road
Suite 103
Waldorf, MD 20602
zwalker@tccsmd.org
240-682-9593

Zoe Walker
ARPA Training & Employment Specialist

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

- _____ 1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)
- _____ 2. Copy of License to Conduct Business in Virginia
- _____ 3. Copy of Training Provider Non-discrimination Policy
- _____ 4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.
- _____ 5. Suspension/Debarment Certification (included in packet)
- _____ 6. Anti-Discrimination Certification (included in packet)
- _____ 7. For each training program, fill out training program application (included in packet) and provide documentation which includes:
 - 1) Training Program description, 2) Outline of the Program, 3) Skills to be obtained.

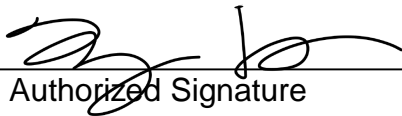
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Topcurl Beauty Academy

Organization



Authorized Signature

1/6/23

Date

Shanay Dudley Director

Printed Name and Title

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

- 1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- 6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability.
- 7) Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

- 1) Will collect and maintain data necessary to show compliance with the non-discrimination provisions of the WIOA Sec. 188, as provided in the regulations.
- 2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
- 3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

Topcurl Beauty Academy

Organization



Authorized Signature

1/6/23

Certification and Representation

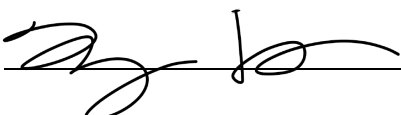
I, Shanay Dudley (Name) as Director (Title) of

Topcurl Beauty Academy (Applicant Agency), hereby

certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
2. That Topcurl Beauty Academy (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

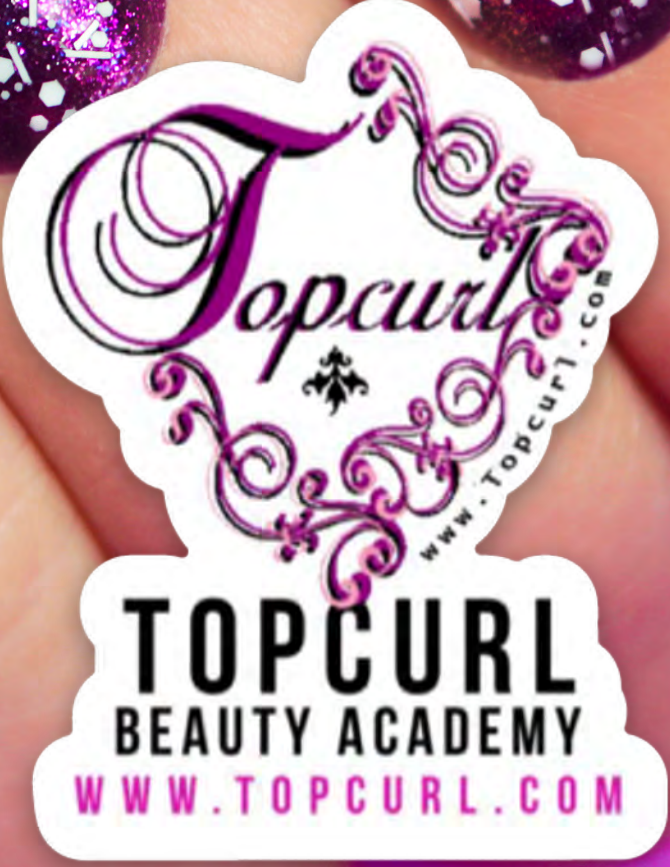
Signed this 6 day of January, 2023

Signature 

Telephone Number 631-867-2875

Email Address sdudley@topcurl.com

FOR LWDB OFFICE USE ONLY			
Date Received by LWDB	Date Approved by LWDB	Date LWDB Submitted to State	Authorized LWDB Signature



VIRGINIA
PROGRAM CATALOG 2023



Welcome Prospective Students!

Topcurl Beauty Academy offers education in Cosmetology, Nail Technology, and Makeup Artistry. A Topcurl Beauty Academy education enables students to obtain required clock hours for industry careers in many beauty specialty areas.

The overview is to advise prospective students of the registration process for Topcurl Beauty Academy.

We welcome your interest in Topcurl Beauty Academy, and we extend a cordial invitation to visit our campus and discuss your ambitions and goals with our staff. Congratulations on taking that new step!

Topcurl Beauty Academy
6911 Richmond Highway
SUITE 215
Alexandria, VA 22306
TEL: 631-TOPCURL (867-2875)
www.TOPCURL.com

STATE APPROVAL

Topcurl Beauty Academy (referenced as "Topcurl" or "TBA") and the logo are registered trademarks of Training By Topcurl, LLC. Topcurl Beauty Academy reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Topcurl Beauty Academy School Director. Changes will be made with the approval of the appropriate state regulatory agency.



Mission Statement

It is the mission of Topcurl Beauty Academy to provide a quality beauty school education and the tools needed for students to become exceptionally trained, and qualified professionals in cosmetology skills for licensure and job entry-level skills for a rewarding career in the field of Cosmetology Arts and Sciences.



Located minutes from downtown Alexandria,VA Topcurl Beauty Academy is the perfect setting for your professional education. Our 1200 square foot facility is decorated as the ideal place to study beauty and maximize learning in a small learning community. Each classroom is equipped with a whiteboard, LCD projector, computer, speakers, tables, chairs, workstations, and state of the art instructional equipment and tools to stay abreast of the growing industry. Each classroom adapts easily either to a lecture, workshop-style class, and work area and contains ample seating, modern audio-visual equipment, storage cabinets, water facilities, and drying area.

ACADEMY LOCATIONS

6911 Richmond Highway Suite 215, Alexandria,
VA 22306

TRANSPORTATION

Topcurl Beauty Academy is minutes from Richmond HWY BRT and walking distances from bus lines 151 and 171.

HOURS OF OPERATIONS

Monday-Thursday 9:00AM -10:00pm

PARKING

- **Parking Lot:** FREE parking in the parking lot. No overnight parking allowed.

PROGRAMS

- **COMING SOON Instructor Programs-**
Explore the latest teaching techniques in Esthetics, Nail Technology & Makeup Artistry. Cosmetology program will be added later.

There will be no classes on the following legal holidays and days:

New Year’s Day	Thanksgiving Day
MLK Birthday	Christmas Eve
President’s Day	Christmas Day
Memorial Day	The day after Christmas
Independence Day	New Year’s Eve
Labor Day	Juneteenth
Columbus Day	
Thanksgiving Day Eve	

- **Makeup-** Learn specialized techniques to enhance the skin naturally with traditional and airbrush makeup.
- **Nail Technology-** Learn manicuring skills and advanced nail enhancements.
- **Esthetics-** Learn specialized techniques to enhance the skin naturally through the use of traditional makeup and facial massage and treatments.

All three programs encompass three types of learning:

- **Theoretical knowledge**, the foundation of the education.
- **Practical experience**, the hands-on application of the knowledge.
- **Clinical experience**, the applied theory and practical knowledge on clinical guest.

2023 VIRGINIA Registration Process

Come in during business hours or make an appointment to complete an application. You may also register online here: <https://www.topcurl.com/va-register-online>

A \$170 Application & Registration Fee applies to begin your registration. Please note: \$170 does not reserve your seat. It only starts your account. Not adhering to the completion steps below may push your start date to the next class.

Minimum age for students who may enroll in a program is **18 or 15 with a parent co-signer.**

The cosigner would then complete the steps.

To be considered registered, all the following must occur 1 month prior to the start date or when last seat filled:

- Valid **Government-issued Picture Identification** on file
- Original **Social Security Card copy for citizens or Tax ID number for non-citizens** on file
- Complete and **signed contract** for enrollment on file.
- Paid registration fee of \$170.
- All students in all programs must submit a **transcript, (high school or college) or GED** showing high school completion; or a **state issued credential for secondary school completion if homeschooled.** Any 1 must be on file.
- Paid at least 1 tuition payment (full tuition cost paid for Makeup Artistry)
- Paid student kit.

After everything above is done, wait for your class start date to begin. First Day Orientation
Payment Plan below is a guide, if needed. You may pay more, but not less.

Instructor Programs	Nail Technology	Makeup Artistry	Esthetician
Registration & Appl Fee \$170	Registration & Appl Fee \$170	Registration & Appl Fee \$170	Registration & Appl Fee \$170
Books & Supplies \$665.50	Books & Supplies \$1451.70	Books & Supplies \$990.50	Books & Supplies \$2,772.10
Tuition \$4,000	Tuition \$3,100	Tuition \$1,250	Tuition \$9,250
Total \$4,795 \$4,832.50	Total \$4,470 \$4721.70	Total \$2,370 \$2,410.50	Total \$11,845 \$12,192.10
\$2,882.50 to reserve a seat 3 payments of \$650 left	\$2,026.70 to reserve a seat 2 payments of \$1210 left	Paid in Full before Class Payments may be made prior	\$3,861 to reserve a seat 6 Payments of \$1,541 left

Email us at staff@Topcurl.com for a registration appointment if you prefer in person.

Prices Effective Octobert 1, 2022-December 31, 2023. Payments are due the 1st of every month while enrolled. *Due to the increasing amount of kit supplies, prices are subject to fluctuate due to COVID.*



Payment Methods

Each student is treated as an individual, and a payment plan will be agreed upon in writing before the start of class. Acceptable payment methods include but are not limited to Zelle, Cashapp, Credit Card, Cashier Check or money order. No Title IV funding at this time. No personal checks accepted. Credit Card payments are subjected to a 3.5% transaction fee.

Please note: 4 students are required for a class to begin. The start date may be adjusted until 4 students are registered for each program or canceled. Cancellations will allow you to start in another upcoming class. You may pre-register for a later start date. Transcripts will not be released to State Board of Cosmetologist for exam until your account reflects a \$0 balance. Email us at staff@Topcurl.com for a registration appointment.

Virginia School Academic Calendar 2022-2023

Program	Start Date	Stop Date
<i>Instructor Programs</i>	<i>HYBRID</i>	
Part Time Thurs 6-10pm	January 5, 2023	April 20, 2023
	May 4, 2023	August 17, 2023
Cosmo, Nails, Esthetics & Makeup (In person, Online & Student Teaching at both locations)	Sept 7, 2023	Dec 14, 2023
<i>NAIL TECHNOLOGY</i>		
Full Time Mon & Tues 9am – 5pm	January 3, 2023	February 21, 2023
	March 6, 2023	April 25, 2023
	May 1, 2023	June 20, 2023
	July 10, 2023	August 29, 2023
	September 5, 2023	October 31, 2023
Part Time Mon-Wed 6-10pm	October 17, 2022 <i>INPERSON</i>	December 21, 2022
<i>HYBRID</i>	<i>December 1, 2022</i>	<i>Feb 28, 2023</i>
	February 1, 2023	April 25, 2023
	April 1, 2023	June 28, 2023
	June 1, 2023	August 30, 2023
	August 1, 2023	October 31, 2023
	October 1, 2023	December 13, 2023
<u>Makeup Artistry</u>		
ONLINE	Any Date	90 days after
<u>Esthetics Program</u>	January 3, 2023	May 11, 2023
Daytime Mon-Thurs 9am-5:00pm	May 22, 2022	November 16, 2023
	January 8, 2024	May 9, 2023
Evening Mon-Thurs 6pm-10:00pm	January 3, 2023	July 27, 2023
<i>HYBRID</i>	July 3, 2023	January 25, 2024
	January 2, 2024	July 25, 2024

End Dates are based on 100% of the scheduled program length, including holidays and scheduled school closings and assuming a student either maintains a 100% rate of attendance, or a minimum of 90% rate of attendance and makeup all missed time during their enrollment period.

Refund Policy, Cancellation & Settlement Policy

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from school within 7 calendar days after having signed a contract. If the student decides not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee and registration fee. A refund due to a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day.

If the school permanently closes or discontinues a program after a student has enrolled, the student will be entitled to a refund of tuition and fees and monies for which the student is liable for tuition and fees.

If after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price of the program and shall include all fees, except the application, registration and late fees and any charges for materials, supplies or books which have been purchased by, and are the property of the student.

The minimum refund the school shall pay a student who withdraws or is terminated after the 7-day cancellation period expires and after instruction has begun, is as follows according to

Topcurl Beauty Academy Refund Policy:

Total Hours Scheduled by Date of Withdrawal	Tuition Refund	Tuition Owed by Student
Less than 10%	90%	10%
10% up to but not including 20%	80%	20%
20% up to but not including 30%	60%	40%
30% up to but not including 40%	40%	60%
40% up to 50%	20%	80%
More than 50%	No Refund	100%

If a student does not pay tuition by the time, they complete 50% of the program, they can be terminated from the program, and required to pay the outstanding balance via legal action.

POLICIES & PROCEDURES

Grading and Evaluation Procedures

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the program curriculum as described or assigned. Written exams are graded in percentage. Practical exams are graded on a Pass/Fail system. Exams (practical and written) may be timed to assess the student's timing and efficiency against the standards in the beauty industry.

Satisfactory Academic Progress (SAP) is consistently applied to all students enrolled at Topcurl Beauty Academy. Satisfactory progress is defined by the following criteria:

- A cumulative attendance rate of 90% or better.
- A cumulative academic grade of 75% or better.

GRADING SCALE

Excellent	95% - 100%
Good	85% - 94%
Average	80% - 84%
Satisfactory	75% - 79%
Failing	74% - 0%

Following are the primary administrative policies and procedures with which every student is required to become familiar. This policy is the same for all students within each course or

program. Evaluations will determine if the student has met the minimum requirements. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the program. Printed evaluations will be provided to students during SAP meetings with the School Director.

EVALUATION PERIODS

Students are evaluated for SAP as follows:

Cosmetology 300, 600, 900, 1200 clock (actual) hours

Makeup Artistry 16 clock (actual) hours

Nail Technology 75, 150 clock (actual) hours

Esthetics 100, 250, 450 clock (actual) hours

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

STUDENT GRADES/RECORDS

Topcurl Beauty Academy maintains a record of all student grades. These records are part of the student's educational, financial, and personal records. Grades and attendance will be recorded on the transcript after each grading period.

At every evaluation for SAP, each student will receive an evaluation with their academic and attendance status and standing with Topcurl Beauty Academy.

Students must be able to maintain Satisfactory Academic Progress (SAP). If they fall below SAP

and there is not enough time left in the program for them to recover, they will be terminated from the program for not meeting SAP requirements.

Graduation Requirements

Students in all programs must have a cumulative attendance rate of 85% or better, a cumulative academic grade of 75% or better, 100% completion of program clock hours, and a balance reflecting \$0 to successfully graduate. Written exams are graded in percentage. Practical exams are graded on a Pass/Fail system. All clock hours completed for the Cosmetology and Nail Tech programs will be sent to the Maryland State Board of Cosmetologist within 14 business days of completion, with a notation that fees are paid in full. Makeup Artistry is not a licensed program, so clock hours are not sent to the Maryland State Board of Cosmetologist.

Transcripts will not be released for transfer or completion until a balance of \$0 is reflected on the account card.

Program completion does not guarantee licensure or employment. Topcurl Beauty Academy will provide job placement assistance for its graduates.

The School will not allow students to obtain a transcript to take the state board examination until all academic and financial obligations have been fulfilled.

Student Exit Interview

Students must attend an exit interview upon completion of the program of study for Cosmetology & Nail Technology. An appointment must be scheduled in advance, with the Director, for the last day of attendance. All curriculum requirements must be completed before the scheduled meeting. At this time, the student will be awarded a School Certificate if she/he has no

financial obligation. The completion of the student's Maryland State Board of Cosmetologist Exam application will be completed if they do not owe the Academy any money.

If a cosmetology or nail tech student has a balance, their exit interview may be scheduled after their account reflects a \$0 balance on the account card.

An exit interview is not required for Makeup Artistry because students do not have to apply for a licensure exam. Their certificate will be issued during the last day of class if there is no outstanding balance on their account.

Statement of Non-Discriminatory Policy

Topcurl Beauty Academy does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

Visitors

Prospective students, school counselors, and members of the community are invited to visit the school to experience the training program. An appointment is required. For security purposes, no one is allowed to walk the school premises unescorted. No children or unenrolled guests are allowed to stay during class time.

Lunches and Breaks

Part-time classes do not take a lunch/dinner break but are allowed one 10-minute educational break. A break is taken approximately 2 hours after the start of the class session. 30-minute lunch breaks

are given for all students who attend daytime hours.

Dress Code

You are provided with a logo smock in your kit the first day of class and are required to wear it at all times. If you lose your smock or apron, it is your responsibility to purchase a new one from Topcurl Beauty Academy for \$30. You are only allowed to wear a smock or apron that is approved by Topcurl Beauty Academy. During class days, students are to wear CLEAN solid black logo scrubs with black closed-toed shoes. No tight clothing, including yoga pants, tights, leggings, jeans or exercise clothing is allowed. No head wraps, head scarves or hats allowed.

Drug-Free & Alcohol-Free Environment

The school does not tolerate the use of alcohol or drugs on the premises or during school-sanctioned events. No smoking is permitted within the school facility or directly outside the building within 300ft.

Probation Policy

If either grades or attendance falls below the minimum standards of SAP, that student will be placed on “probation” for the next two weeks. A student may recover from “probation” by meeting and maintaining satisfactory progress with a cumulative attendance rate of 90% or better and a cumulative academic grade of 75% or better. This must be corrected within two weeks of receiving notice.

If a student is still below the minimum standard after the two weeks probation period, the student will be evaluated on whether or not they can recover before program completion.

If they can recover before program completion, they will remain on probation and be reevaluated in the following two weeks. If they exceed program probation periods, or if it’s not possible to recover before program completion, they will be terminated with the appropriate refund being issued.

Evaluations are early and frequent. A student may not exceed:

- 4 probation SAP evaluations for the Cosmetology Program (300, 600, 900 & 1200 clock hour)
- 3 probation SAP evaluations for the Esthetics Program (150, 250, & 450 clock hour)
- 2 probation SAP evaluations for the Nail Tech Program (75 & 150 clock hours)
- 1 probation SAP evaluation for the Makeup Artistry Program (16 clock hours)

Early and frequent evaluations are defined as checkpoints to monitor and support student’s progress before program completion.

Termination

A student will be terminated for the following reason(s) without warnings or without a probation period:

- Use of drugs and/or alcohol, which includes prescription marijuana.
- Possession of drugs and/or alcohol, which includes prescription marijuana.
- Signing in/out for another student.
- Cheating or stealing.
- Cheating on the clock hours and/or receiving unearned hours.
- Threatening statements made toward staff, service guests, or other students.
- Bullying.

ATTENDANCE

ATTENDANCE/ ABSENCES

Topcurl Beauty Academy expects students to be punctual and prepared to begin class on time. 85% attendance is expected for all programs. The student is required to sign in and out to receive hours for the day. The student must be in uniform to clock in upon arrival and is expected to physically be in his or her classroom or student clinic before its start time. After dismissal, students are required to sign out.

Students will not earn hours for periods in which they do not both sign in and out. Daily attendance is also taken and recorded by each teacher.

Topcurl Beauty Academy recognizes the need for students to work while attending school. Many students need income to help defray personal and educational expenses. The student must be able to combine work with the requirements of the school. Work schedules must not take precedence over school attendance. A student must meet the standards of academic and attendance progress criteria to remain in school.

We understand things come up, family is important and certain absences cannot be avoided. We ask you to be professional and if you plan on being absent, you must let the school know as soon as possible or at least 24 hours before by phone call, just as you would a job. Once you are training on the clinical floor, your customers depend on you to be here and on time-Just as if you are working in your future salon. What you practice is what you learn.

The students are encouraged to call the school before school begins and speak with the Director or Instructor if they are going to be absent.

Absences that are planned must be submitted to the director in writing one week in advance of the day the student will be absent. More than 10 percent absent from any program will result in termination and a refund will be issued in accordance with the refund policy.

Tardy

If a student is going to be tardy, he/she is responsible for calling in before the scheduled class time. All students must sign in. Tardy is defined as not signed in and signed off by the educator at the specified class time. Missed assignments must be made up for program completion. Clock hours are calculated minute by minute.

Early Departure

A student who leaves the Academy prior to regular class dismissal time is considered to be an early departure. If a student must leave the Academy earlier than his or her scheduled dismissal time, he or she is asked to advise the educator in advance of the departure.

Early Departure is defined as signing out before the specified class end. The educator will also sign acknowledging time left. Missed time must be made up in order to obtain required hours for program completion.

Attendance is very important here at Topcurl Beauty Academy. It is expected that you be in class and ready to start on time for your program. You are in training to be a professional you should treat your training education just as you would a job.

MAKEUP WORK

Written assessments, quizzes, assignments, and projects may be submitted or taken on the day following the due date or assessment date. If a student is absent on the due date or assessment date, he or she may turn it in or take the assessment on the day he or she returns. No submission will result in 0%.

If a student has a planned absence, he or she must contact their educator to schedule taking the written assessment early. Students cannot take practical assessments early. Students are responsible for making up any missed clock hours.

LEAVE OF ABSENCE (LOA) :

An LOA is not offered at Topcurl Beauty Academy. At any point, you have to interrupt your education for an extensive period, withdrawing from your program is the best decision. A refund will be issued according to the refund policy.

When you are ready to return, you may reapply. Readmission is not guaranteed and subjected to class availability. A new Enrollment Agreement is required.

ESTHETICS (CERTIFICATE - 600 CLOCK HOURS)

Objective: The study of esthetics encompasses skin care, skin types, and makeup application. Students will receive sufficient and current information and training in the below areas that will enable him/her to professionally perform the required skills of the Arts and Science of Esthetics. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 600-clock hour Esthetics Program prepares the graduate for an entry-level position as an Esthetician, or Makeup Artist (MUA). *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Daytime Schedule

Monday- Thursday 9:00 am to 5:00 pm (22 weeks) 28 hours a week

Evening Schedule

Monday- Thursday 6:00 pm to 10:00 pm (38 weeks) 16 hours a week

HOURS	SUBJECT-UNIT The below hours include Theory, Lab and Clinic
25	<u>Orientation & Business topics:</u> School policies; Management; Sales, inventory, and retailing; Taxes and payroll; Insurance; Client records and confidentiality; and Professional ethics and practices.
10	<u>Laws & Regulation</u> State Laws and Regulations
80	<u>General Sciences:</u> Bacteriology; Microorganisms; Infection control, disinfection, sterilization; Occupational Safety and Health Administration (OSHA) requirements; Material Safety Data Sheet (MSDS); General procedures and safety measures; Cosmetic chemistry; Products and ingredients; and Nutrition.
95	<u>Applied Sciences:</u> Anatomy and physiology; Skin structure and function; Skin types; Skin conditions; and Diseases and disorders of the skin.
255	<u>Skin Care:</u> Health screening; Skin analysis and consultation; Effleurage and related movements and manipulations of the face and body; Cleansings procedures; Masks; Extraction techniques; Machines, equipment, and electricity; Manual facials and treatments; Machine, electrical facials, and treatments; and General procedures and safety measures.
65	<u>Makeup:</u> Setup, supplies, and implements; Color theory; Consultation; General and special occasion application; Camouflage; Application of false lashes and lash extensions; Lash and tinting; Lash perming; Lightning of the hair on

	body except scalp; and General procedures and safety measures.
20	<u>Body & Other Treatments:</u> Body treatments; Body wraps; Body masks; Body scrubs; Aromatherapy; and General procedures and safety measures.
50	<u>Hair Removal:</u> Types of hair removal; Wax types; Tweezing; Chemical hair removal; Mechanical hair removal; and General procedures and safety measures.
<u>600</u>	TOTAL CLOCK HOURS

The curriculum for estheticians shall include the following minimum practical performances:

Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
TOTAL	220

Virginia Detailed Outline

NAIL TECHNOLOGY (CERTIFICATE - 150 CLOCK HOURS)

Objective: The study of nail technology encompasses natural nails and artificial enhancements. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Nails. All programs are taught in the English. Textbooks and program material are only offered in the English language.

Successful completion of the 150-clock hour Nail Tech Program prepares the graduate to take the state board examination necessary to obtain a Nail Tech license for an entry-level position as a manicurist, or nail tech.


Daytime Schedule

Monday and Tuesday 9:00 am to 5:00 pm (11 weeks) 14 hours a week

Evening Schedule

Monday, Tues, & Wed 6:00 pm to 10:00 pm (13 weeks) 12 hours a week

SUBJECT-UNIT
The below hours include Theory, Lab and Clinic
<u>Orientation:</u> School policies; and State law, regulations, and professional ethics
<u>Sterilization, Sanitation, Bacteriology, & Safety</u>
<u>Anatomy & Physiology</u>
<u>Diseases & Disorders of the Nail</u>
<u>NAIL Procedures:</u> Manicuring, Pedicuring, & Nail Extensions
<u>Nail Theory & Nail Structure and Composition</u>



The curriculum requirements for nail care shall include the following minimum performances:

Manicures	30
Pedicures	15
Individual sculptured nails and nail tips	200
Individual removals	10
Individual nail wraps	20
TOTAL	275

COSMETOLOGY (CERTIFICATE - 1500 CLOCK HOURS)

Objective: The study of Cosmetology encompasses hair, nails, makeup, and skincare. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Cosmetology. All programs are taught in English. Textbooks and program material are only offered in the English language.

Successful completion of the 1500-clock hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a Cosmetologist license for an entry-level position as a hairstylist, hairdresser, or cosmetologist. *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Evening Part-Time Schedule Monday through Thursday 6:00 pm to 10:00 pm
 16 hours per week (69 weeks)
 Part-time students have one 10-minute break.

CLOCK HOURS	SUBJECT-UNIT
75 theory	<u>THEORY - CLASSROOM INSTRUCTION:</u> Limited to Orientation, History and Career Opportunities, Life Skills Management, Communicating for Success, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, and Professional Ethics
75 (25 theory 50 practical)	<u>INFECTION CONTROL: PRINCIPLES AND PRACTICES:</u> Health, Decontamination and Cleaning Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety
75 (25 theory 50 practical)	<u>SCALP CARE, SHAMPOOING, AND CONDITIONING:</u> Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices
175 (25 theory 50 practical 100 clinical)	<u>HAIRSTYLING:</u> Principles, Elements, and Philosophy of Hair Design; Creating Harmony; Designing for Men; Principles and Techniques of Wet Styling; Blowdrying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures



200 (25 theory 75 practical 100 clinical)	<u>HAIRCUTTING:</u> Basic Principles and Techniques of Sectioning and Haircutting; Haircutting Tools, Body and Posture Positioning; Removing Length or Bulk with Razor, Scissors, Clippers, Shears; Haircutting Safety Precautions; Basic Haircut Procedures
200 (25 theory 75 practical 100 clinical)	<u>HAIR COLORING - LIGHTENING:</u> Identifying Natural Hair Color and Tone; Types of Haircolor; Client Consultation; Principles and Techniques of Temporary, Semi-permanent, Permanent Colors; Lightening; Tinting; Toning; Highlighting; Special Effects; Haircolor Safety Precautions; Color Procedures
200 (25 theory 75 practical 100 clinical)	<u>CHEMICAL TEXTURE SERVICES:</u> The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Procedures
175 (25 theory 50 practical 100 clinical)	<u>FACIALS AND MAKEUP:</u> Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Makeup Color Theory, Procedures
150 (25 theory 50 practical 75 clinical)	<u>MANICURING, PEDICURING, NAIL EXTENSIONS:</u> Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Nail Art, Procedures
175 (50 theory 50 practical 75 clinical)	<u>SALON BUSINESS, RETAIL SALES:</u> Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Seeking Employment, Job Skills, Salon Safety, Building Your Business
<u>1500</u>	TOTAL CLOCK HOURS (450 Theory, 400 Practical & 650 Clinical)

MAKEUP ARTISTRY (CERTIFICATE - 40 CLOCK HOURS)

Objective: The study of makeup encompasses skin care, skin types, and makeup application. Students will receive sufficient and current information and training in the below areas that will enable him/her to professionally perform the required skills of the Arts and Science of Makeup Artistry. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 40-clock hour Makeup Program prepares the graduate for an entry-level position as a Makeup Artist (MUA). *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Evening Part-Time Schedule

Tuesdays & Thursdays 6:00 pm to 10:00 pm

8 hours per week (5 weeks)

Part-time students have one 10-minute break.

HOURS	SUBJECT-UNIT
4 theory	<u>THEORY - CLASSROOM INSTRUCTION:</u> Orientation, History and Career Opportunities, State Laws and Regulations, Professional Image, and Professional Ethics
8 (2 Theory, 6 Practical)	<u>INFECTION CONTROL: PRINCIPLES AND PRACTICES:</u> Health, Decontamination and Cleaning Methods, Infection Control, Equipment Use and Safety
8 (2 Theory, 2 Practical)	<u>TOOLS OF THE TRADE:</u> Brush knowledge (hair type, brush type and usage), Utensils (eyelash curlers, blotting paper, sharpeners, palettes), Draping, In-depth Information about Single-use tools, Makeup Cases
20 (8 Theory, 12 Practical)	<u>MAKEUP:</u> Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Cosmetic Application, Airbrush, Artificial Eyelashes, Removal of Unwanted Hair, Makeup Color Theory, Procedures
4 theory	<u>SALON BUSINESS:</u> Fundamentals of Business Management, Seeking Employment, Job Skills, Salon Safety, Building Your Business
<u>40</u>	TOTAL CLOCK HOURS (20 Theory & 20 Practical)



COMPLAINTS

Any student who would like to file a complaint against another student or instructor may complete a Grievance Form. Grievance Forms may be obtained from

| https://www.topcurl.com/_files/ugd/e766be_b2ccf04110f242cdbaede9e1a189ec24.pdf

Steps to a Grievance:

1. Complete the Grievance Form within 48 hours of complaint occurrence
2. Email the completed form to the Director at SDudley@topcurl.com
3. A meeting will be arranged with the student to discuss the complaint.
4. Within one week from the meeting, a resolution will be reached.
5. A new meeting will occur so the resolution will be discussed, and all parties involved will sign the Grievance Form.
6. The Grievance Form will be filed for reference.



Grievance Form

Grievant Information	Location:
----------------------	-----------

Name: _____ Date Today: _____

Program: _____ Class Start Date: _____ Class End Date: _____

Home Mailing Address: _____

Date, time and place of event leading to grievance:
Detailed account of occurrence (include names of persons involved, if any):
Please state policies, procedures, or guidelines that you feel have been violated:
Proposed solution to grievance:

The grievant should retain a copy of this form for his/her records, and email the director at SDudley@Topcurl.com The signature below indicates that you are a filing a grievance, and any information on this form is truthful. You will receive a response from the director within 48 hours of emailing.

Student Signature

Date

Received by

Date



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization Topcurl Beauty Academy			
2. Contact Person – Name & Title Shanay Dudley- Director			
3. Training Program or stand-alone course name Esthetics			
4. Program or course description <small>The study of Cosmetology encompasses hair, nails, makeup, and skincare. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Cosmetology. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 1500-clock hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a Cosmetologist license for an entry-level position as a hairstylist, hairdresser, or cosmetologist.</small>			
5. Year Program Established 2022	6. Total Credit or Curriculum Hours N/A	7. Number of training weeks or hours 600 Hours	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: Yes, MD & VA State Board of Cosmetologist Approved <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>Yes (if yes specify)</small>			
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i>			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i> Esthetics License Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/>			
14. Was this training developed in partnership with a business? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, Name of Business(s):			

15. List Businesses that support this training program: N/A

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are located on the route of public transportation for each access. Each class includes technology of LCD projectors for powerpoints, online activities and games.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We offer exam prep to every student to support them on their passing their test. We also allow the retake of each assessment and tutoring during their class enrollment.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 170
19. Tuition (check all items included in Tuition)	\$ 9,250
Books	\$ 200
Required Supplies(Tools, uniforms, etc.	\$ 2,828.10
Testing/Exam Cost	\$172 (VA Practical & Theory Exam)
Licensure/Certification Cost(s)	\$ 90 (VA)
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 12,710.10

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
Student must be 16. No admission test is required.

22. Is a High School Diploma or GED required: Yes No ☒

ESTHETICS (CERTIFICATE - 600 CLOCK HOURS)

Objective: The study of esthetics encompasses skin care, skin types, and makeup application. Students will receive sufficient and current information and training in the below areas that will enable him/her to professionally perform the required skills of the Arts and Science of Esthetics. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 600-clock hour Esthetics Program prepares the graduate for an entry-level position as an Esthetician, or Makeup Artist (MUA). *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Daytime Schedule

Monday- Thursday 9:00 am to 5:00 pm (22 weeks) 28 hours a week

Evening Schedule

Monday- Thursday 6:00 pm to 10:00 pm (38 weeks) 16 hours a week

HOURS	SUBJECT-UNIT The below hours include Theory, Lab and Clinic
25	<u>Orientation & Business topics:</u> School policies; Management; Sales, inventory, and retailing; Taxes and payroll; Insurance; Client records and confidentiality; and Professional ethics and practices.
10	<u>Laws & Regulation</u> State Laws and Regulations
80	<u>General Sciences:</u> Bacteriology; Microorganisms; Infection control, disinfection, sterilization; Occupational Safety and Health Administration (OSHA) requirements; Material Safety Data Sheet (MSDS); General procedures and safety measures; Cosmetic chemistry; Products and ingredients; and Nutrition.
95	<u>Applied Sciences:</u> Anatomy and physiology; Skin structure and function; Skin types; Skin conditions; and Diseases and disorders of the skin.
255	<u>Skin Care:</u> Health screening; Skin analysis and consultation; Effleurage and related movements and manipulations of the face and body; Cleansings procedures; Masks; Extraction techniques; Machines, equipment, and electricity; Manual facials and treatments; Machine, electrical facials, and treatments; and General procedures and safety measures.
65	<u>Makeup:</u> Setup, supplies, and implements; Color theory; Consultation; General and special occasion application; Camouflage; Application of false lashes and lash extensions; Lash and tinting; Lash perming; Lightning of the hair on

	body except scalp; and General procedures and safety measures.
20	<u>Body & Other Treatments:</u> Body treatments; Body wraps; Body masks; Body scrubs; Aromatherapy; and General procedures and safety measures.
50	<u>Hair Removal:</u> Types of hair removal; Wax types; Tweezing; Chemical hair removal; Mechanical hair removal; and General procedures and safety measures.
<u>600</u>	TOTAL CLOCK HOURS

The curriculum for estheticians shall include the following minimum practical performances:

Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
TOTAL	220

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization Topcurl Beauty Academy			
2. Contact Person – Name & Title Shanay Dudley- Director			
3. Training Program or stand-alone course name Nail Technology			
4. Program or course description <small>The study of Cosmetology encompasses hair, nails, makeup, and skincare. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Cosmetology. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 1500-clock hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a Cosmetologist license for an entry-level position as a hairstylist, hairdresser, or cosmetologist.</small>			
5. Year Program Established 2022	6. Total Credit or Curriculum Hours N/A	7. Number of training weeks or hours 150 hours	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: Yes, MD & VA State Board of Cosmetologist Approved <input checked="" type="checkbox"/> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. Nail Tech License Yes <input checked="" type="checkbox"/> No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>			
14. Was this training developed in partnership with a business? Yes No <input checked="" type="checkbox"/>			
If yes, Name of Business(s):			

15. List Businesses that support this training program: N/A

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are located on the route of public transportation for each access. Each class includes technology of LCD projectors for powerpoints, online activities and games.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We offer exam prep to every student to support them on their passing their test. We also allow the retake of each assessment and tutoring during their class enrollment.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 170
19. Tuition (check all items included in Tuition)	\$ 3,100
Books	\$ 200
Required Supplies(Tools, uniforms, etc.	\$ 1,507.70
Testing/Exam Cost	\$172 (VA Practical & Theory Exam)
Licensure/Certification Cost(s)	\$ 90 (VA)
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 5,239.70

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
Student must be 16. No admission test is required.

22. Is a High School Diploma or GED required: Yes No ☒

Virginia Detailed Outline

NAIL TECHNOLOGY (CERTIFICATE - 150 CLOCK HOURS)

Objective: The study of nail technology encompasses natural nails and artificial enhancements. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Nails. All programs are taught in the English. Textbooks and program material are only offered in the English language.

Successful completion of the 150-clock hour Nail Tech Program prepares the graduate to take the state board examination necessary to obtain a Nail Tech license for an entry-level position as a manicurist, or nail tech.


Daytime Schedule

Monday and Tuesday 9:00 am to 5:00 pm (11 weeks) 14 hours a week

Evening Schedule

Monday, Tues, & Wed 6:00 pm to 10:00 pm (13 weeks) 12 hours a week

SUBJECT-UNIT
The below hours include Theory, Lab and Clinic
<u>Orientation:</u> School policies; and State law, regulations, and professional ethics
<u>Sterilization, Sanitation, Bacteriology, & Safety</u>
<u>Anatomy & Physiology</u>
<u>Diseases & Disorders of the Nail</u>
<u>NAIL Procedures:</u> Manicuring, Pedicuring, & Nail Extensions
<u>Nail Theory & Nail Structure and Composition</u>



The curriculum requirements for nail care shall include the following minimum performances:

Manicures	30
Pedicures	15
Individual sculptured nails and nail tips	200
Individual removals	10
Individual nail wraps	20
TOTAL	275

EXPIRES ON
09-30-2024

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
1209005244

BOARD FOR BARBERS AND COSMETOLOGY
NAIL SCHOOL LICENSE
DISPLAY IN PLAIN VIEW OF PUBLIC



TOPCURL BEAUTY ACADEMY LLC
6911 RICHMOND HIGHWAY SUITE 215
ALEXANDRIA, VA 22306



Status can be verified at <http://www.dpor.virginia.gov>

Demetrios J. Mella
Demetrios J. Mella, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

EXPIRES ON
09-30-2024

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
1267000136

BOARD FOR BARBERS AND COSMETOLOGY
ESTHETICS SCHOOL LICENSE
DISPLAY IN PLAIN VIEW OF PUBLIC



TOPCURL BEAUTY ACADEMY LLC
6911 RICHMOND HIGHWAY SUITE 215
ALEXANDRIA, VA 22306



Status can be verified at <http://www.dpor.virginia.gov>

Demetrios J. Mella
Demetrios J. Mella, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)




DPOR-LIC (02/2017)


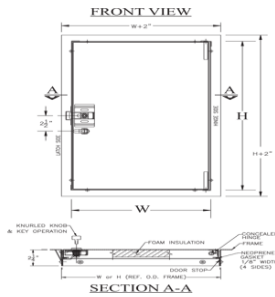

WIOA ELIGIBLE TRAINING PROVIDER




The Americans with Disability Act Compliance Checklist


PROVIDER NAME: Topcurl Beauty Academy

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
<ul style="list-style-type: none"> Does your facility provide accessible parking spaces designed for use by individuals with disabilities? 	<u>X</u>	<u> </u>	 
<ul style="list-style-type: none"> Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are the accessible parking spaces located on a level area? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Is each accessible parking space designed with a sign showing the International Symbol of Accessibility? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Is there at least ONE van accessible space for every SIX accessible parking spaces? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)? 	<u> </u>	<u>X</u>	
IT Accessibility			
<ul style="list-style-type: none"> Do images have alternative text? 	<u> </u>	<u>X</u>	
<ul style="list-style-type: none"> Does video have captions and does audio have a transcript? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Do form fields within web pages and documents have appropriately coded labels and prompts? 	<u> </u>	<u>X</u>	
<ul style="list-style-type: none"> Does the interface have sufficient contrast between text color and background color? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Does the content scale well when text is enlarged up to 200 percent? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse? 	<u> </u>	<u> </u>	
	<u> </u>	<u>X</u>	

<ul style="list-style-type: none"> Do pages that have time limits include mechanisms for adjusting those limits for users who need more time? Have you avoided using content that flashes or flickers? 	<p>—</p>	<p>X</p>	
Accessible Approach and Entrance (Exterior Routes)			
<ul style="list-style-type: none"> Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches? Is the force required to open accessible exterior entrances within a reasonable range? Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate? Are the heights of thresholds at doorways ½ inch or less? 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p>	
ACCESS TO GOODS AND SERVICES			
<ul style="list-style-type: none"> Do the interior doors in public areas have at least a 32-inch clear, unobstructed opening? Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door? Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designed with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille? Can interior doors be opened with 5 pounds or less force? Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface? Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device? If tables or work surfaces are available, is there a 36-inch aisle clearance between tables for wheelchair access? Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? Are accessible tables and accompanying seating spaces distributed through the room or space? 	<p>X</p> <p>X</p> <p>—</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>—</p> <p>X</p> <p>X</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>X</p> <p>—</p> <p>X</p> <p>—</p>	 

<ul style="list-style-type: none"> Do spaces under tables or work surfaces provide clear space for knees and toes? Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches? Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<u>X</u> <u> </u> <u>X</u> <u> </u> <u> </u> <u> </u>	<u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<u>X</u> <u>X</u> <u> </u> <u>X</u> <u>X</u> <u>X</u>	<u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<u> </u> <u> </u> <u> </u>	<u> </u> <u> </u> <u> </u>	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<u>X</u> <u>X</u> <u> </u> <u>X</u> <u>X</u>	<u> </u> <u> </u> <u> </u> <u> </u>	

Signage					
<ul style="list-style-type: none"> • Is adequate signage placed in standardized, appropriate locations throughout the building or facility? • Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille? • Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? • Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators. 		<u>X</u> <u>X</u> <u>X</u> <u>X</u>	 		
I certify that the above information is accurate and true to the best of my ability.					
Name of Authorized Representative		Shanay Dudley			Date: 1/9/23
Title:	Director				
Email:	sdudley@topurl.com	Telephone:	631-867-2875		

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

NUMBER OF ACCESSIBLE SPACES

Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000



**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

Office of the Clerk

August 18, 2022

Shanay Dudley
10901 Woodlawn Rd
Upper Marlboro, MD, 20774

RECEIPT

RE: Topcurl Beauty Academy, LLC
ID: 11124547
FILING NO: 2208184861141
WORK ORDER NO: 202208182988310

Dear Customer:

This is your receipt for \$10.00 to cover the fee for filing an assumed or fictitious name certificate with this office for the above-referenced applicant under the assumed or fictitious name(s) of:

Topcurl Beauty Academy

The effective date of the filing is August 18, 2022.

If you have any questions, please call (804) 371-9733 or toll-free 1-866-722-2551.

Sincerely,

Bernard J. Logan
Clerk of the Commission

Delivery Method: Email



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization			
2. Contact Person – Name & Title			
3. Training Program or stand-alone course name			
4. Program or course description			
5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
9. Is curriculum certified by an accrediting agency or similar national standardization program:			
Yes (if yes specify)		No	
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i> https://careertraining.ed2go.com/georgemason/training-programs/ai-machine-learning-bootcamp/			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i>			
Yes		No	
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?			
Yes		No	
14. Was this training developed in partnership with a business?			
Yes		No	
If yes, Name of Business(s):			

15. List Businesses that support this training program:

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$
19. Tuition (check all items included in Tuition)	\$
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

22. Is a High School Diploma or GED required: Yes No

Consent Agenda Ends