



Lincoln Trail Workforce Development Board
Request for Proposal

Strategic Plan

December 23, 2020

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Purpose

The Lincoln Trail Area Development District (LTADD), local grant subrecipient for the Lincoln Trail Workforce Development Board, (LTWDB) seeks proposals from a consultant/individual to provide strategic planning services for the implementation of the Workforce Innovation and Opportunity Act, including the creation of a workforce development strategic plan for the eight-county workforce area. The Lincoln Trail Workforce Development Area is comprised of the following Kentucky counties: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

General Background

The Workforce Innovation and Opportunity Act (WIOA) was enacted to provide local areas the flexibility to collaborate across systems in order to more effectively address the employment and skills needs of current employees, job seekers, and most importantly employers. To accomplish this, boards need to develop a stronger alignment of workforce, education and economic development systems as well as improve the structure and delivery of the system. One of the most significant roles a local workforce development board can play is that of convening, brokering, and leveraging between the various systems to ensure its region's employers are competitive; its workforce is skilled and the systems are working in concert so the return on their investments are measurable, achievable and effective in making the region grow and prosper.

The Act identifies multiple functions for the local workforce development board:

- Develop and submit local and regional plans;
- Conduct workforce research and regional labor market analysis;
- Convene, broker and leverage other workforce development system stakeholders, expertise and resources;
- Engage employers in the region;
- Develop career pathways with education programs;
- Identify and promote proven and promising practices;
- Develop strategies for using technology to maximize access and effectiveness of system;
- Conduct program oversight;
- Negotiate local performance accountability;
- Select operators and providers;
- Coordinate with education providers;
- Budget and administration; and

- Assess accessibility of one-stop centers.

In order for the local workforce development board to develop and deploy a comprehensive workforce strategy, it requires a thorough understanding of the complex private and public systems. Today's local boards now have an opportunity to have a greater impact on their local communities by being the centralized convener, collaborator and host for community conversations. Simply stated, boards must learn to be more innovative and create opportunities. And that requires the development of a strategic plan.

Scope of Work

The selected consultant/individual will assist the board with the development of a strategic plan building on its current strategic plan, including:

- Mission statement to establish the strategic view of success for the plan, its goals and strategies.
- Goals sufficient to realize the vision.
- Strategies and action steps required to inform the implementation of the plan at the local level.
- Identify the stakeholders in the local system required to achieve success.
- A process which includes stakeholder, board and community engagement and input. (This will include reaching out to individuals not participating in the workforce.)
- Final plan/document and presentation suitable for posting on the board's website.

Questions to be answered in the strategic planning process:

- What does it mean to address issues as a workforce region?
- What is the best way to create meaningful connections among regional players in the workforce, education and economic development areas?
- Who are other relevant players in the system?
- Why are individuals not choosing not to join the workforce?
- Which trends are likely to have the greatest impact on the region going forward?
- Are there financial resources that can be accessed to expand workforce system responses?
- How do we use our assets and strategies to position the region for success?
- Do the targeted sectors as identified by the KY Economic Development Cabinet; accurately reflect the employment opportunities for our region?
They are as follows:
 - Construction, Healthcare, Manufacturing, Transportation, Distribution and Logistics, and Business and Technical Services.
- What career pathways do we need to develop?

- What barriers exist for individuals not in the workforce?
- Do we have the capacity and resources to address those barriers?
- How do we emerge from the Covid-19 pandemic with a solid plan of action to move the region forward?
- What do we already have that is working?
- What are the “missing links” needed for success?
- Do the sectors identified, lead to self-sustaining wages and career opportunities?
- What factors will determine success? (Must identify metrics to define and track return on investment.)

Current strategic efforts

In early 2017, the Lincoln Trail Workforce Development Board began work on a three-year strategic plan focusing on three complex questions:

- Where are we today?
- Where do we need to go?
- How will we get there?

Values - Investing in our people, collaboration, commitment and connection across our counties and sectors.

Vision – A thriving and growing region.

Mission – To ensure a prepared, skilled workforce for regional employers, and great jobs for regional residents.

The result of that work was a plan focused on raising the labor force participation rate, as at that time, the region’s employers were facing a workforce shortage so severe that it posed an existential threat to many businesses, and was the primary constraint on economic development efforts in the region. At the time, more than 40 percent of the region’s working age adults were not working or trying to find employment. The reasons for this were very complex.

To accomplish this, the Lincoln Trail WDB convened a Workforce Crisis Task Force to manage the strategic plan. The Task Force formed three committees to develop new paths for individuals to enter the workforce. The committees and purpose of each are listed below.

Unlock Local Potential - Retain young talent by connecting them early with local jobs.

Grow Business Investment – Increase the likelihood of success in employee recruitment and retention across multiple companies.

Remove Obstacles – Make it economically feasible for people to enter/stay in the workforce without facing severe economic losses due to the cliff effect.

The COVID-19 Impact

The Covid-19 pandemic has had a huge impact on the workforce in the region. Thousands of people were laid off/let go as a result of the pandemic. Many of those have not returned to the workforce but employers continued to have open positions throughout the period. New barriers have appeared – physical and mental health and well-being, basic human needs, food and shelter, children learning remotely, and the list goes on and on. Since March 16, 2020, virtually no federally funded employment and reemployment services have been offered as the sole focus has been unemployment. Work search requirements for those unemployed due to Covid-19 were removed. Individuals seeking training are small in number. Training programs are operating in a non-traditional instruction environment.

Where are we right now? How do we recommit our collective workforce response to meet employer needs as well as the overwhelming needs of the unemployed and those not in the workforce? How do we engage and re-engage them? How do we address the additional barriers now facing them? What does the new workforce look like? Are we still working in a virtual environment? Have we recreated a new workforce model for the future? Do we need to re-think the future of the workforce? What does recovery look like? And most importantly what should be our response for recovery and making our region thrive?

Deliverables

- Request for Proposal issued - December 23, 2020
- Letter of Intent - January 14, 2021
- Question and Answers - January 18, 2021
- Proposals due - February 1, 2021
- Project review - February 23, 2021
- Board consideration - March 16, 2021
- Contract negotiation and signed - April 1, 2021
- Board input - TBA by contract
- Community stakeholder input - TBA by contractor
- First draft of strategic plan - TBA by contractor
- Workforce Crisis Task Force review - TBA by contractor
- Annual Workforce Summit - June – August 2021?
- Plan consideration by Board - September 14, 2021
- Board Support activities begin - September 15, 2021
- Contract for plan and board support ends - June 30, 2022

* Consideration for funding may be acted upon by Executive Committee if full board agrees. Notification will be sent to all bidders once final determination is made.

** Consultant/individual will be required to work closely with the Workforce Crisis Task Force while developing strategy and engagement with community stakeholders and then on an on-going basis for plan refinement, implementation, etc.

Bidder Qualifications/Requirements

The Lincoln Trail Area Development District seeks a consultant/individual with documentable experience, capacity and subject matter expertise required to provide the services above. In your response, please provide the following evidence:

- Experience and capacity with workforce programs.
- Experience and capacity in developing workforce development strategic plans.
- Workforce policy, program design and implementation.
- Alignment with Education, Economic Development and Workforce partners.
- Provide resumes or bios for key members assigned to work on this project.

Collaborative Projects/Subcontracting

Please specify in your proposal, the name(s) and qualifications of any “subcontractor(s)” you plan to use to provide some of the services/deliverables for this project. Subcontractors will be held to the same terms and conditions as the contract in order to meet the statement of work, method of payment and deliverables. Any subcontractor must make available to the Contractor and Lincoln Trail ADD, if requested, copies of personnel records and documentation of employee’s compliance with the contract as it is written.

Period of Performance

Any contract awarded as a result of this procurement is contingent upon the availability of funds. Anticipated funds to be available for this project, is up to \$50,000.00 for plan development and up to \$100,000 for board support for implementation.

The period of performance for any contract resulting from this RFP is tentatively scheduled to begin on or about April 1, 2021 and conclude June 30, 2022. Amendments extending the period of performance, if any, shall be at the sole discretion of the Workforce Development Board and its agent, the Lincoln Trail ADD.

Budget/Available Funds

Please submit a budget and budget narrative for this project. Remember, the amount available may be up to \$50,000 for plan development and up to \$100,000 for board support for implementation but it does not mean that is the amount to be awarded.

General Information

The Coordinator for this solicitation is the sole point of contact at the Lincoln Trail Area Development District. All communications between the bidder and the LTADD must be submitted in writing via email to:

Sherry L. Johnson, Deputy Director
Email address: sherry@ltadd.org

Any other communication will be considered unofficial and non-binding on the Lincoln Trail ADD. Communication directed to other parties other than the coordinator may result in automatic disqualification.

Issuance of Questions and Answers

Written questions should be submitted to the RFP Coordinator during the scheduled Question and Answer period. Questions must be sent via email. All responses will be issued by email and will be sent individually to each consultant. The Lincoln Trail ADD shall be bound only to written answers to questions.

Submission of Proposals

Consultants are required to submit (one unbound original and one electronic copy) of the proposal. The original must contain original signatures. The proposal must arrive at the LTADD no later than 12:00 pm (Eastern) on March 1, 2021. The proposal is to be sent to the RFP Coordinator at the appropriate address listed above. The envelope should clearly be marked to the attention of the RFP Coordinator. In the event, the LTADD offices re-open to the public, an announcement will be posted on the LTADD website.

Consultants mailing proposals should allow normal delivery time to ensure timely receipt of the proposals by the Coordinator. Consultants assume the risk for the method of delivery chosen. The LTADD assumes no responsibility for delays caused by any service. Proposals may not be transmitted using electronic media such as fax or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the LTADD and will not be returned.

Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all potential consultants who have received the RFP. For this purpose, the published questions and answers document and any other pertinent information shall be provided as an addendum to the RFP.

Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Contract, General Terms and Conditions

The successful consultant will be expected to enter into a contract, which contains the same, general terms and conditions as attached in Exhibit B. In no event is a consultant to submit its own standard contract terms and conditions in response to this solicitation. The vendor may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The LTADD will review requested exceptions and accept or reject the same at their discretion.

Costs to Propose

The LTADD will not be liable for any costs incurred by the vendor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

No Obligation to Contract

This solicitation does not obligate the LTADD to contract for services specified herein.

Rejection of Proposals

The LTADD reserves the right at its sole discretion, to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Commitment of Funds

Michael G. Burress, Executive Director of the Lincoln Trail Area Development District is the only individual who may legally commit the LTADD to the expenditure of funds for a contract resulting from the RFP. No cost chargeable to the proposed contract may be incurred before the execution date stipulated in the contract and all required signatures affixed.

Proposal Format

Following the prescribed sequence, each proposal should include:

- Letter of Submittal (Cover Letter) – One original letter of submittal and the attached Certification and Assurance form (Exhibit A to this RFP must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., President, Executive Director, managing partner or proprietor. Along with introductory remarks, the letter is to include by attachment, the following information about the vendor and any proposed subcontractors:
 - Name, address, principal place of business, telephone and fax numbers, email address of legal entity or individual with whom the contract would be written.
 - Name, address and telephone number of each principal officer.
 - Legal status of consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
 - Federal Employment Tax Identification Number (FEIN).
 - Location of the facility from which the consultant would operate.
 - Identify any LTADD employees or former LTADD employees employed or on the consultant's governing board as of the date of the proposal. Include their position and responsibilities within the consultant's group. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the consultant may be disqualified from further consideration for the award of a contract.
- Summary of qualifications of responding organization, including experience of individuals involved with the organization and assigned to this project. (Please attach resumes.)
- Description of proposal to produce desired project.
- Project timeline. Should include timeframe for working with the LTWDB and staff.
- Detailed proposal budget – should include a budget narrative as well.
- Proposal must be signed by an authorized official of the proposer's organization and must contain all required forms and signatures as specified. Contact person for follow up questions should also be identified.

Evaluation Procedure

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. An evaluation team, designated by the Lincoln Trail Workforce Development Board (LTWDB), shall conduct the ranking and evaluation of proposals. The LTWDB, at its sole discretion, may elect to select the top scoring proposals as finalists for an oral presentation.

Evaluation and Scoring

A review panel will evaluate all proposals that pass the initial compliance review. Each reviewer will independently review and score proposals on a 100-point scale using the following criteria:

Demonstrated experience on similar projects **20 points**

Must have demonstrated experience and/or capability in strategic planning and workforce programs. Must have experience with public/private entities. Include examples of work, clients, and reference, etc.

Project Team Structure/Internal Controls Staff Qualifications/Availability **20 points**

The Consultant must commit staff and/or subcontractors identified in its proposal who will actually perform the assigned work. Consultant(s) team must be in communication with the LTWDB Workforce Crisis Task Force on a continuing basis to ensure quality of the ongoing project. Any staff substitution must have prior approval from the LTADD and LTWDB.

Proposed Methodology **35 points**

Specify how Consultant will organize and execute the work described in Project Activities and Deliverables. The RFP evaluation process is designed to award this procurement not necessarily to the consultant of least costs, but rather to the consultant whose proposal best meets the requirements of the board and the requirements as stated in this RFP. Bidders will be required to describe in detail what methodologies they would use in conducting this study; so that proposals can be evaluated on such criteria as comprehensiveness of approach, responsiveness of proposed method, desired outcomes, timeframes, creativity of project design, etc.

Overall Responsiveness to the RFP **20 points**

The RFP evaluation process will review each proposal with the ultimate goal in mind of assisting in the preparation of a Regional Strategic Plan for the Lincoln Trail Workforce Development Board. This will include consideration of the work product as the foundation **and** driver of regional initiatives.

Budget Justification **5 points**

Consultant is to submit a budget including staff cost and any travel or other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Cost reasonableness and competitiveness will be evaluated as one factor, but lowest bid will not be the decisive factor. Budget narrative also accurately explains the proposed expenditure in sufficient detail to warrant the proposed costs.

TOTAL POINTS AVAILABLE: 100

Exhibit A

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Lincoln Trail Area Development District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the Lincoln Trail Area Development District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the Lincoln Trail Area Development District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Workforce Development Area, and I/we claim no proprietary right to the ideas, writing, items or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the bidder and will not be knowingly be disclosed by him/her prior to opening, directly or indirectly to any other bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to the proposal.

8. No attempt has been made or will be made by the Proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer

Consultant/Firm

Title

Date

Exhibit B

General Assurances and Certifications

Any agency/firm/consultant awarded federal funds through the Workforce Innovation and Opportunity Act of 2014 (WIOA) must be in compliance with numerous laws and regulations. Most these will be addressed in a contract. The bidder hereby assures and certifies compliance with each of the requirements where applicable.

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. The bidder is authorized by its Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal.
2. The bidder organization is not currently on any federal, Commonwealth of Kentucky, or local Debarment List.
3. The bidder organization will provide records to show that it is fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
4. The bidder has, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. The bidder will abide by all fiscal and program requirement as provided in the WIOA and federal regulations.
6. The bidder will abide by record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42 and any applicable state retention schedules.
7. The bidder will abide by the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
8. The bidder will abide by Equal Employment Opportunity – All Contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and E.O. 13672, as supplemented by regulations at 41 CFR Part 60, "Office of Federal Agreement Compliance Programs, and Equal Employment Opportunity Department of Labor."
9. The bidder will abide by The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction,

completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the federal awarding agency.

10. The bidder will abide by The Davis-Bacon Act as supplemented by US Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, Contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of an Agreement shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency.
11. Proprietary Information. During both the Agreement timeframe and after its completion, the Contractor agrees to keep and hold all Proprietary Information disclosed by the LEO Governing Board, LWDB, partnering entities, affiliates, customers, or vendors of the local workforce development area in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, and customer lists.

The bidder will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:

- Maintaining records that accurately reflect fiscal accounts;
- Maintaining record confidentiality, as required;
- Reporting financial data, as required;
- Permitting and cooperating with federal investigations undertaken in accordance with the WIOA;
- Complying with federal and state non-discrimination provisions;
- Meeting requirements of Section 504 of the Rehabilitation Act of 1973;
- Meeting all applicable labor laws, including Child Labor Law standards; and
- Accepting funding for and working within the guidelines of other funding opportunities provided the LWDB.

The bidder will not:

- Use WIOA funds to assist, promote, or deter union organizing;

- Use WIOA funds to employ or train persons in sectarian activities; or
- Use WIOA funds for lobbying.

The undersigned hereby assures and certifies that if selected the bidder's organization is in compliance with all of the Assurances and Certifications where applicable.

Name and Title of Authorized Representative

Signature Date

Name of Applicant Organization

Exhibit C

Debarment Certification

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

Applicant Organization

Applicant Organization Address

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective primary participant (i.e. Local grant subrecipient) certifies to the best of its knowledge and belief, that it and its principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
 - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and

- d. Have not within three-year period preceding this application/renewal had one or public transactions (federal, state or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application/renewal package.

Name and Title of Authorized Representative

Signature

Date

Exhibit D

Non-Collusion Affidavit

Commonwealth of Kentucky

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer of the Lincoln Trail Workforce Development Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____

Notary Public

County of

Commission Expiration Date

Exhibit E

Grievance Procedures

LINCOLN TRAIL WORKFORCE DEVELOPMENT AREA GRIEVANCE PROCEDURE FOR WIOA CUSTOMER/PARTICIPANT/INTERESTED PARTIES

The Lincoln Trail Workforce Development Area (LTWDA) Grievance Procedures shall apply to alleged violations of the requirements of title I of the Workforce Innovation and Opportunity Act (WIOA). Except for complaints alleging discrimination brought under WIOA section 188 and/or 29 CFR part 37, which should be filed within one hundred eighty (180) days, you shall have within one year of the alleged occurrence(s) of the incident to file a grievance.

GRIEVANCE PROCEDURE:

The LTWDA grievance procedure for a WIOA customer/participant begins with the service provider/contractor providing the service(s) that resulted in the grievance/complaint. The customer/participant must follow the grievance procedure outlined by the provider's /contractor's policies and procedures and request any decision/resolution in writing. If no resolution is reached within the timeframe specified by the provider's/contractor's policies and procedures the customer/participant should contact the Employment/Training staff of the Lincoln Trail Workforce Development Board (LTWDB) at the Lincoln Trail Area Development District, P. O. Box 604, Elizabethtown, KY 42702-0604.

This must be done in writing and summarize the alleged grievance/complaint. You must also include a copy of the written decision reached through the provider/contractor's grievance procedures. An informal decision must be reached or a hearing completed by the LTWDB staff within sixty (60) days of the filing of the grievance/complaint with the LTWDB. (An individual alleging a labor standards violation is allowed to submit the grievance/complaint to a binding arbitration procedure if a collective bargaining agreement covering the parties to the grievance so provides.)

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet - Department for Workforce Investment, 500 Mero Street, Frankfort, KY 40601. Policies required and/or issued by the Office of Employment and Training will govern this process.

The local grievance/complaint procedure for service providers or other interested parties affected by the Lincoln Trail Workforce Development System begins by notifying the staff of the LTWDB of the grievance/complaint **in writing** at the Lincoln Trail Area Development District, P.O. Box 604, Elizabethtown, KY 42702-0604. The service provider or other interested parties shall include in the written complaint, a summary of the grievance/complaint and any informal steps taken to achieve satisfactory resolution. The staff of the LTWDB will respond in writing to the filing of the grievance/complaint within sixty (60) days with an informal resolution or conduct a hearing that results in a decision.

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet – Department for Workforce Investment, 500 Mero Street, Frankfort, KY 40601. Policies required and/or issued by the Office of Employment and Training will govern this process.

Failure to follow these steps and timeframes may result in your complaint being dismissed.

I have been instructed as to my rights and responsibilities under the WIOA program and do hereby acknowledge my understanding of the same.

Customer/Participant/Interested Party Signature

Date

Signature of Lincoln Trail WDB Staff

Title

Date

References

Workforce Innovation and Opportunity Act of 2014 (WIOA):
<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>

WIOA Final Rules: https://doleta.gov/wioa/Final_Rules_Resources.cfm

Kentucky Career Center (KCC) website: <http://kcc.ky.gov>

Kentucky Workforce Innovation Board website and Strategic Plan:
<http://kwib.ky.gov>

KCC Certification Information:
<http://www.kwib.ky.gov/careercentercertification.htm>

KCC – Lincoln Trail and Lincoln Trail Workforce Development Board: Strategic Plan
www.ltcareercenter.org

Kentucky Skills Network – (Business Services):
<http://www.thinkkentucky.com/workforce/>

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200, including the U.S. Department of Labor specific requirement at 2 CFR part 2900:
<http://www.edfr.gov/cgi-bin/ECFR?page=browse>

Office of Employment and Training (OET) Policies: 15-001 and 15-002 (as amended), 17-001 and 17-002.