

KERR-TAR WORKFORCE DEVELOPMENT BOARD

North Carolina Modification for Local Area Workforce Development Workforce Innovation and Opportunity Act Title I Plans

July 1, 2026 - June 30, 2027

North Carolina Department of Commerce
Division of Workforce Solutions
313 Chapanoke Road, Suite 120
4316 Mail Service Center
Raleigh, NC 27699-4316

Introduction and Instructions

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area Workforce Development Board (WDB) to develop and submit, in partnership with the chief local elected official (CLEO), a comprehensive four-year plan. Comprehensive Four-Year Plans were submitted in May **2024**.

In North Carolina, annually, each Local Area WDB, in consultation with the chief local elected official, is to provide updates to the Comprehensive Four-Year Plan. The WIOA Program Year (PY) **2026** Plan is to provide current information and be effective **July 1, 2026 - June 30, 2027**, and will include updated current local policies. The Local Area Plan will support the alignment strategy described in the **2024-2027** NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. Local Area WDBs shall comply with WIOA Section 108 in the preparation and submission of the Plan.

Through its strategic planning efforts, the NCWorks Commission developed a vision and mission for North Carolina's Workforce System. This vision is to build a job-ready workforce to strengthen North Carolina companies, attract new businesses, and ensure our state can adapt to a changing economy. The mission of the state's workforce development system is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.

Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Local Area WDBs should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: <https://www.dol.gov/agencies/eta>.

North Carolina policy information is available at: <https://www.commerce.nc.gov/jobs-training/workforce-professionals-tools-resources/workforce-policies>. Local Area WDBs should reference the North Carolina WIOA Unified State Plan at: <https://www.commerce.nc.gov/north-carolina-wioa-unified-state-plan-2024/open>.

Local Area Plan Submission and Due Date

The Local Area Plan must be submitted through Workforce Information System Enterprise (WISE), the Division's web-based financial system.

The Program Year 2026 Plan is Due: May 4, 2026

Each attachment must be clearly labeled in either Word or PDF format. Forms requiring original signatures may use DocuSign® (or similar) and may be uploaded in WISE.

If original signatures are obtained, forms may be mailed (and must be uploaded in WISE) to the Local Area WDB's assigned Planner at:

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I. Local Area Workforce Development Board (WDB) Overview

The Local Area WDB Overview provides important contact information that is used throughout the Division of Workforce Solutions (DWS). This section must remain current during the Program Year. Updates should be submitted to the Local Area WDB's assigned DWS Planner when changes occur.

In the first section and anywhere else in the Local Area Plan, please include the appropriate salutation along with Titles such as Dr., The Honorable, Chairperson, and Judge.

1. Provide the **Local Area WDB's** official (legal) name as it appears on the local Consortium Agreement established to administer the WIOA or, if not a Consortium, in the formal request for Local Area designation.

Kerr-Tar Workforce Development Consortium

- If the Local Area is a Consortium and the agreement has been updated since the PY 2025 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY 2025 Plan submission, state N/A. [Click here to enter text.](#)
 - Name document: N/A.
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY 2025 Plan submission, attach a copy of the formal request for Local Area designation. If the Local Area is not a Consortium and there have not been updates since the PY 2025 Plan submission, state N/A. [Click here to enter text.](#)
 - Name document: N/A.
- If the Local Area WDB officially changed its name, please attach a copy of the Status of Incorporation, attorney's letter, or other document to verify the official name change. If not applicable, state N/A. N/A

2. Provide the name, title, organization name, address, phone number, and email address of the **Local Area WDB Director.**

Name: Lou Grillo

Title & Salutation: Workforce Development Director

Organization Name: Kerr-Tar Regional Council of Governments

Address: 1724 Graham Avenue, Henderson, N.C. 27536

Phone Number: (252) 436-2040

Email Address: lgrillo@kerrtarcog.org

3. Provide the name, elected title, local government affiliation, address, phone number, and email address of the **Chief Local Elected Official (CLEO)**.

Name: Rob Williford	Elected Title & Salutation: County Commissioner
Government Affiliation: Granville County Board of County Commissioners	Address: P.O. Box 906, Oxford NC 27565
Phone Number: 919-693-4761	Email Address: rob.williford@granvillecounty.org

4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 3.

Name: N/A	Title & Salutation: Click here to enter text.
Business Name: Click here to enter text.	Address: Click here to enter text.
Phone Number: Click here to enter text.	Email Address: Click here to enter text.

5. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds**. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Name: Patricia S. Cox	Title & Salutation: Executive Director
Organization Name: Kerr-Tar Regional Council of Governments	Address: P.O. Box 709 Henderson, N.C. 27536
Phone Number: (252) 436-2040	Email Address: dcox@kerrtarcog.org

6. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent's signatory official**.

Name: Patricia S. Cox	Title & Salutation: Executive Director
Organization Name: Kerr-Tar Regional Council of Governments	Address: P.O. Box 709 Henderson, N.C. 27536
Phone Number: (252) 436-2040	Email Address: dcox@kerrtarcog.org

7. Attach a copy of the **Administrative Entity/Fiscal Agent’s organizational chart** with an ‘effective as of date’.

- Name document: Kerr-Tar COG Organizational Chart.

8. Provide the **Administrative Entity’s Unique Entity Identifier (UEI)** number and assurance that the ‘System for Award Management’ (SAM) status is current. Administrative Entities must register at least annually on the SAM website <https://sam.gov/content/home> to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

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9. Provide the name of the **Local Area WDB’s Equal Opportunity Officer** who shall be responsible for assuring that discrimination does not occur in its programs or projects. (CPS 10-2021, Change 1)

Kelly Hundley

10. Provide each **Local Area WDB member’s** name, business title, business name and address, phone number, and email address on the provided form. The first block is reserved to identify the Local Area WDB chairperson (*form provided*). Indicate all required representation and if the category is vacant. [WIOA Section 107(b)(2)].

- Name document: Kerr-Tar Workforce Development Board List.
- Composition of the Local Area WDBs shall comply with WIOA Section 107. Local Area WDB Membership Requirements have been provided as a reference in [Appendix D](#).
- If a Local Area WDB list is not in compliance, please provide the current list and state the expected date that a compliant list will be provided (detailing vacant positions). Do not change required category names except to clarify those representing multiple categories. When determining the total number of members, representatives serving in more than one category must be counted and listed only once on the form. Identify any names representing a dual category with an asterisk (*).

Notes:

- Please complete the entire form. Check the block on the last page of the form certifying compliance with the required WIOA Local Area WDB business nomination process.
- Representatives with expired terms will not be included in the counted list of Board members.
- Board member terms must be stated in a month/date/year format.
- Plans that do not have a compliant workforce Board will not receive Final Approval. Formula funds will not be awarded until the Local Area WDB has a compliant workforce Board. Exceptions are allowed only when realignment is occurring in the upcoming program year.

The Chief Local Elected Official must establish by-laws consistent with applicable local procedures, state, and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Local Area WDB shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in [Appendix A](#). Additional by-laws guidance/template and electronic meeting formats have been provided in [Appendix B](#) and [Appendix C](#).

11. Attach the Local Area WDB By-Laws including the date of adoption or more recent amendment, if any revisions have been made since the PY 2025 Plan submission. Please state N/A if there are no updates to the By-Laws for the PY 2026 plan submission, and state the Plan year the By-laws were last submitted. By-Laws must include the required elements found in [Appendix A](#). N/A

- Name document: KTWDB By-Laws

12. To demonstrate that the attached Local Area WDB By-Laws comply, complete the By-Laws Required Elements – Crosswalk chart if the By-Laws have been updated since the PY 2025 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY 2025 Plan submission, and state the Plan year the Crosswalk chart was last submitted. [Click here to enter text](#).

- Name document: KTWDB By-Laws Required Elements- Crosswalk chart.

Sunshine Provision – The Local Area WDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Area WDB, including information regarding the Local Area Plan prior to submission of the Local Area Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Area WDB. [WIOA Section 107(e)]

13. Describe how the Local Area WDB will make copies of the proposed Local Area Plan available to the public. If stating the Local Area Plan will be on the Local Area WDB website, provide the link, as well as the individual’s contact information for the distribution of the Plan. [WIOA Section 108(d) and 108(b)(20)]

Local Area Plans are posted on the Administrative Entity’s website (Kerr-Tar COG) under Workforce Development and a hardcopy of the completed plan is available for review in the office.

<https://www.kerrtarco.org/workforce-development/request-proposals>

Public Comment – The Local Area WDB shall make copies of the proposed Local Area Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed Local Area Plan is made available; and, include with submission of the Local Area Plan any comments that represent disagreement with the Local Area Plan. [WIOA Section 108(d) and 108(b)(20)]

14. Attach a copy of the Local Area WDB’s organizational chart with an ‘effective as of date.’ Include position titles, names, and contact information.

- Name document: KTWDB Organizational Chart.

15. Complete the following chart for the PY 2026 Local Area WDB’s planned meeting schedule to include, the date, time, location, and virtual link (if applicable). (Expand form as needed)

Date	Time	Location (include address, room # and virtual link)
September 8, 2026	6:00 p.m.	Kerr-Tar COG, 1724 Graham Avenue, Henderson, N.C. Board Room
December 8, 2026	6:00 p.m.	Kerr-Tar COG, 1724 Graham Avenue, Henderson, N.C. Board Room
March 9, 2027	6:00 p.m.	Kerr-Tar COG, 1724 Graham Avenue, Henderson, N.C. Board Room
June 8, 2027	6:00 p.m.	Kerr-Tar COG, 1724 Graham Avenue, Henderson, N.C. Board Room

Note: All Local Area WDB meetings shall be held in accessible facilities. All materials and discussions should be available in an accessible format upon request as indicated under North Carolina-specific requirements detailed in [Appendix A](#).

16. Provide the Month and Date of the Local Area WDB meeting that the PY 2026 Local Area Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.

- Name document: KTWDB Plan Approval Minutes.

17. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions’ Form (*form provided*). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 180, participants’ responsibilities.]

- Name document: KTWDB Certification Form.

Documents must have the original signature or DocuSign® (or similar) of the Administrative Entity signatory official. If using original signatures, mail the signed Certification form to the assigned DWS Planner at:

N.C. Division of Workforce Solutions
313 Chapanoke Road, Suite 120
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18. Submit the original Local Area WDB and Chief Local Elected Official (CLEO) Signatory Page (*form provided*), bearing the original signatures of the CLEO(s) and the Local Area WDB Chairperson, and attach a copy of the signed document if not using DocuSign® (or similar).

- Name document: KTWDB Signatory Page.

If using original signatures, mail the Signatory Page to the assigned DWS Planner at:

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II. Local Area WDB Strategic Planning

The Local Area WDB is required to keep the Local Area Plan up to date and adaptable as events and funding changes occur, which may require local area responses. Local Area Plans will require an annual modification. North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state, and regional initiatives and opportunities. North Carolina's workforce development system includes businesses, organizations, agencies, employed and unemployed persons, training and educational institutions, adults, and youth. To enhance services to all constituents, aligning workforce development planning and services with regional labor markets is both effective and productive.

At the local level, the Local Area WDBs are creatively working to address the new challenges of job growth and expansions. Employers in Local Area WDB areas continue to have a shortage of lower-wage, entry-level and middle-skilled level workers. As a Local Area WDB and workforce system, Local Area WDBs are leveraging resources and engaging in new partnerships that include the business community, economic developers, chambers of commerce, NCWorks Career Centers, community colleges, public schools, and community partners. Working together, Local Area WDBs are paving the way for an even stronger economy through sector partnerships and career pathways initiatives.

1. Based on the history of economic development projects in the Local Area, please describe your engagement with local, regional, and state economic developers including industries of focus, frequency of collaboration, and the number of anticipated projects the Local Area WDB expects to engage in during the upcoming program year? Please indicate the type of services the Local Area WDB expects to provide.

The KTWDB engages in approximately 1 economic development project per quarter per county for a total of about 20 projects per year. The projects can be of varying size and have a wide variety as far as complexity of the request. Some projects have simple data and basic workforce service overview request and others although rare have included presentations to potential companies interested in relocation or starting a business in our local area. KTWDB is most frequently involved in face to face and virtual meetings with economic development and companies interested in starting or expanding a business in the local area. The WDB Business Services Manager also coordinates activities that involve the regional economic developers. Examples of those annual events include regional multi-employer job fairs that are rotated through each of our 5 counties and each includes a 5 county employer presence, a Bi-Annual Business & Industry Connect Summit (in partnership with Vance Granville Community College) as well as quarterly industry lead collaborations. The KTWDB collaborated with the regional economic development directors to host a regional Advanced Manufacturing Roundtable and a Health Industry Roundtable to convene partners and industry leaders in discussions around workforce needs and trends.

2. Identify any **new** Career Pathways developed by the Local Area since the last Local Area Plan submission. Complete the chart below.

Pathway Name	Partner WDBs	Year the pathway was developed	Number of trainees (to date) who have utilized the pathway
N/A	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

a. Does the Local Area have plans for the creation and implementation of new career pathways?

Not at this time.

III. NCWorks Career Centers

North Carolina’s workforce system includes multiple agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy workforce system that can adapt to a changing economy.

For any documents that are missing or are unnecessary based on the response provided, please state, “No document is loaded and/or it will be loaded by a specific date”.

1. Identify PY 2026 NCWorks Career Center location(s) including Comprehensive (Tier I) and Access Points (Affiliate or Specialized) Sites; On-site partners; how NCWorks Career Center operator(s) are designated and procurement information; provider(s) of WIOA career services and method of selection; whether the youth service provider is on-site and, if so, youth services offered. Use the PY 2026 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]

- Name document: KTWDB PY 2026 NCWorks Career Centers.

2. Provide the name(s) of the current One-Stop provider(s), date, and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract(s) (one to four years and the current year the contract is (e.g., two of three years). [WIOA Section 108(b)(16)]

NC Commerce Department of Workforce Solutions (DWS)
 On November 5, 2025 Kerr-Tar WDB released a RFP for Bidders for One-Stop Operator. The RFP contained the scope of services, guidelines and requirements, and scoring criteria. An information session was held at the COG office on November 19, 2025 for interested respondents. No proposals were received by the December 19, 2025, 12:00 noon deadline. Since no proposals were received, at the March 10, 2026 WDB meeting, it was recommended and the Board approved requesting DWS to continue as the One Stop Service provider for PY 2026 beginning July 1, 2026 and ending June 30, 2027.

3. Attach the Memorandum of Understanding (MOU) between the Local Area WDB and partners concerning the operation of the NCWorks Career Center system. [WIOA Section 121(c)(1)(2)(A)]

- Name document: KTWDB NCWorks Career Center MOU.

IV. Performance

The U.S. Department of Labor (USDOL) has the following WIOA Performance Indicators:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earnings – 2nd Quarter After Exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in Serving Employers (system-wide measure, not program-specific)

1. Examine the Local Area WDB’s current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2024-2025 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?
 - a. Provide at least two examples of positive factors and two examples of negative factors with an explanation of each. Some examples to consider include:
 - unemployment rate
 - factory closures/openings
 - economic development recruitment
 - retention and expansion efforts
 - regional industry growth priorities
 - weather events and natural disasters that may have impacted the area
 - internal operational factors
 - b. Are there any factors that you anticipate will impact your performance during the upcoming program year(s) either positively or negatively?

The Kerr Tar Workforce Development Board (KTWDB) anticipates that performance outcomes on the Federal Primary Indicators of Performance for Adult, Dislocated Worker, and Youth programs during the PY 2024-2025 program years have been shaped by a combination of positive and negative economic, operational, and workforce system factors. While the local area continues to serve individuals with significant barriers to employment, shifting labor market conditions, internal capacity constraints, and service delivery dynamics have influenced performance levels across all programs.

- a) Several positive factors have contributed to KTWDB’s performance outcomes, for example; strong

collaboration among education and training partners, employers, and economic development stakeholders, which continues to support alignment between workforce services and regional industry needs. Internal and external partnerships have strengthened access to workforce training, credential pathways, and employment opportunities, positively influencing credential attainment and employment after exit. Career center staff have provided consistent job readiness services and participant support, helping individuals navigate career pathways and successfully transition into employment. WDB staff continues to assist career center staff through providing extensive ongoing training and compliance oversight to staff, which has a positive effect on performance outcomes.

Labor market shifts resulting from rising costs of goods and services have also increased demand for retraining and upskilling among jobseekers and incumbent workers. In response, KTWDB has prioritized investments in high demand training programs and expanded work based learning opportunities, including, On the Job Training, Work Experience and recently, Registered Apprenticeship and pre-apprenticeship training. These efforts have and will continue to support improved employment retention and earnings outcomes, particularly for Adult and Dislocated Worker participants seeking advancement or reentry into more stable employment.

At the same time, performance has been negatively impacted by transportation barriers that remain prevalent throughout the rural Kerr Tar region. Limited public transportation and long travel distances to NCWorks Career Center locations continue to affect participant engagement, program completion, and consistency in job placement activities, particularly for youth and individuals in high poverty areas. Internal operational challenges have also influenced performance. Turnover during the current program year occurred only among contractual (RFP) Service Provider delivery staff. This turnover was compounded by deficiencies in sustained oversight and continuity within the service provider's upper management structure, which affected consistency in service implementation. In contrast, Board staff experienced no turnover, but overall WIOA programs' staffing capacity was limited.

During this period, Board program oversight functions were maintained by a small team. Two Board staff were responsible for core oversight activities, with one staff member focused primarily on business engagement activities and employer services, and another dedicated full time to the reentry initiative. In addition, the Performance and Accountability Coordinator assumed responsibilities across multiple critical functional areas, including performance management and accountability, NCWorks Superuser administration, ETPL support and compliance, program monitoring, programmatic and minor fiscal invoice review, policy and procedure development and management, staff training, and coordination of corrective actions. Simultaneously, the WDB Program Specialist served as the Youth Coordinator and Equal Opportunity Officer, monitoring youth program files, providing shared youth program oversight, supporting compliance activities, and delivering technical assistance to service provider staff. While the limited staffing structure increased workload demands and strain on capacity, the Board and staff remained committed to maintaining program integrity, addressing deficiencies, and implementing corrective actions despite the negative impact on workload and timelines.

b) KTWDB anticipates that continued emphasis on in demand industries, alignment of training with regional

labor market priorities, and expanded utilization of State Approved Training Providers will positively impact performance during PY26–PY27. Planned improvements in service coordination, targeted training investments, and strengthened oversight processes are expected to support gains in credential attainment, measurable skill gains, and employment outcomes. However, performance during upcoming program years may also be influenced by anticipated changes to staffing structure, position titles, roles, and responsibilities resulting from a recent failed procurement process. These changes are expected to affect internal workflows and service delivery models in the short term, while longer term restructuring is anticipated to strengthen accountability, clarify oversight roles, and improve performance sustainability.

Planning assumptions further recognize that local labor market conditions remain uneven across the Kerr Tar region. All five counties—Franklin, Granville, Person, Vance, and Warren—have experienced increases in unemployment that may continue to influence employment based performance indicators, particularly those measuring entered employment and employment retention following exit. As a result, KTWDB will continue to implement flexible and responsive service strategies while maintaining a focus on equitable outcomes. The most recent final annual average unemployment data available through NC Commerce’s D4 (Demand Driven Data Delivery) system reflects PY23-PY25; but PY25 unemployment data are preliminary, based on monthly Local Area Unemployment Statistics (LAUS) releases, and are used for planning purposes only. PY25 trends indicate modest increases in unemployment across all five of the Kerr-Tar WDB counties. Although long term trends show improvement in some areas since PY23, sustained unemployment levels in these counties may negatively affect employment outcomes, particularly Employment in the 2nd and 4th Quarters After Exit. Overall, changes support job placement and retention prospects when training aligns with employer demand.

Final annual average unemployment data for PY26 are not yet available. KTWDB will continue to monitor monthly LAUS releases and D4 dashboards to inform service delivery decisions, adjust employer engagement strategies, and refine work based learning approaches, consistent with NC Commerce guidance on the appropriate use of preliminary labor market data.

Unemployment Rates and Trends by County

(Annual Average, Not Seasonally Adjusted – NC Commerce D4 / LAUS)

County	PY23	PY24	PY25*
Franklin	3.3%	3.3%	~3.4%
Granville	3.4%	3.5%	~3.6%
Person	3.5%	3.4%	~3.5%
Vance	4.6%	4.4%	~4.7%
Warren	4.5%	4.7%	~4.9%

*PY25 figures are preliminary estimates based on monthly LAUS releases and D4 trend data and are subject to revision upon final publication by NC Commerce.

2. What strategies and methods are in place to meet or exceed performance goals? Include information about tracking performance, ensuring accountability of positive performance outcomes, and training.

Consider including the following information:

- Who is responsible for tracking performance?
- Which reporting resources are used?
- Is FutureWorks BI employed? If so, how, and how often?
- How often is training provided to staff?

The Kerr-Tar WDB employs committed WIOA staff whose primary roles include meeting the needs of the workforce and jobseeker community, ensuring compliance, and meeting performance outcomes. Staff maintain long-standing relationships with the communities we serve, our external WIOA partners (businesses, employers, community colleges, and training providers), and internal partners (DWS, the NCWorks Commission, COGs, and other WDBs). Maintaining strong partnerships is vital to our success and helps ensure reliable training outcomes for participants. Implementation strategies involving our WIOA Partners are in place to maintain and continually improve customer flow and access to training and employment services. For example, Kerr-Tar will continue enhancing partnerships between the Vance County Kittrell Job Corps and the NCWorks Career Center to meet the 20% WEX expenditure requirement for WIOA Youth, and have begun ongoing collaboration with ApprenticeshipNC, Vance-Granville Community College and the NCWorks Career Center to meet the 6% expenditure requirement for registered apprenticeships and pre-apprenticeship programs.

Ongoing training is conducted with staff to support strong case management, including tracking outcomes and providing robust follow-up services through NCWorks Online and performance indicator summary status through FWS-BI systems. These practices are key to collecting proper documentation to support positive performance outcomes. Performance and data are tracked using NCWorks Online detailed reports, FutureWorks BI, and internal predictive reports and rosters generated by the WDB Finance/Compliance Specialist, program management staff, and the Data Analyst. Staff are expected to correct data issues immediately, and our designated Superuser supports NCWorks Online data validation, updates, and corrections.

Staff are expected to adhere to local area policies and procedures that align with state and federal guidance. Kerr-Tar continues to develop detailed process flows based on field experience to standardize service delivery. This promotes consistency, clarifies staff responsibilities, and helps identify root causes of performance issues. Cross-training is ongoing, allowing team members to function efficiently and innovatively. Case managers also actively build relationships with local training providers, which strengthens communication and supports our ability to sustain service delivery despite reductions in NCWorks Career Center staffing.

NCWorks Career Center staff will continue to receive onsite and remote technical assistance, participate in in-person and live webinar trainings, and access on-demand trainings and resources. Additionally, the WDB Finance/Compliance Specialist is expected to facilitate monthly and as needed performance meetings with program management staff, quarterly performance training sessions with the Kerr-Tar team, routine Data Analyst discussions to ensure we are following current WIOA guidelines and receiving technical assistance as needed or when requested. Continuous learning is central to our strategy for producing positive

performance outcomes. By staying engaged, staff strengthen accountability, adopt new tools and methods, and reinforce a data-driven, results-oriented culture. The WDB will continue to encourage staff to use the NCWorks Training Center and staff resources, and to carve out time to attend workforce conferences for continued professional and personal growth. Participation in events like NCWorks Partnership, SETA, NCETA, and Geographic Solutions provides updates on best practices, service delivery strategies, and compliance, contributing directly to improved outcomes in employment, skills gains, and credential attainment. Through training and collaboration, staff connect with peers and partners, gain new ideas, and strengthen partnerships that support participant success and improved local outcomes.

Kerr-Tar will continue refining process flows, cross-training staff, and expanding case management responsibilities related to developing and cultivating relationships with local training providers. Collectively, these performance-enhancing strategies strengthen accountability and reinforce staff understanding of how day-to-day work impacts performance goals. This level of communication, collaboration, and accountability helps our local area sustain its service model and produce positive performance outcomes in the face of the anticipated changes within the Kerr-Tar WDB's WIOA and service provider staffing structure.

3. Discuss what corrective action steps are in place if, at any point during the program year, the Local Area WDB is not on track to meet or exceed yearly performance indicator goals.

This question is intended to be hypothetical and is seeking what plan the Local Area WDB has in place to address failing performance, if it were to occur. Answers should address how the Local Area WDB:

- monitors performance,
- communicates with staff,
- makes changes to Local Area WDB performance and training strategies based on reporting data,
- and utilizes follow-up accountability measures.

Currently, the Kerr Tar Local Area Workforce Development Board (WDB) is on track to meet or exceed all performance indicator goals for Wagner Peyser (WP) programs and WIOA Youth programs. Trajectory and reporting from FutureWorks-BI and NCWorks Online reflect that Kerr Tar is positioned to meet 16 of the 18 state performance indicators. Two WIOA Adult indicators currently fall below the 90% state target: Median Earnings 2nd Quarter After Exit – 62.28% achieved and Measurable Skill Gains (MSG) – 66.35% achieved. The WIOA Dislocated Worker MSG indicator is 82.79% of the required 90% but is expected to meet the target by the end of the program year. All indicators exceed the 50% federal WIOA threshold, which determines overall local area performance success. (The 90% benchmark is applied by NC DWS for state level performance evaluation.) Should performance fall below expected levels at any point during the program year, the Kerr Tar WDB will implement a structured corrective action process to ensure timely improvement and alignment with state and federal requirements. Corrective Action Approach - If and when corrective action becomes necessary, the specific performance deficiency will be identified, documented, and addressed directly with the service provider and the local area team. The Workforce Development Director will oversee the development and implementation of a formal Corrective Action Plan, ensuring that all required steps are completed and monitored for effectiveness. The WDB and service provider staff will lead monthly performance reviews, coordinate staff training, and ensure that performance expectations are clearly communicated. Staff will continue to participate in quarterly “Kerr Tar Performance Matters” meetings, where

performance data is reviewed, barriers are identified, and solutions are proposed. Quarterly performance reports will be used to track trends, reconcile data, and ensure accurate and timely entry into NCWorks Online. This approach reflects NC DWS expectations for continuous improvement and supports proactive intervention when performance outcomes fall below target. Roles and Responsibilities will be updated for PY 2026–2027- Performance tracking and improvement remain a shared responsibility across the Kerr Tar WDB system. WDB Finance/Compliance Specialist will be responsible for sharing policy updates, coordinating corrective actions, monitoring compliance, and ensuring alignment with state and federal performance requirements. NCWorks Data Analyst is responsible for data validation, report generation, programmatic reviews, monitoring and reconciliation of NCWorks and FutureWorks BI data. NCWorks Career Center Manager continues to track and monitor WP performance goals and Career Center traffic, and results of the outreach events. Business Services Manager and Business Services Representative will support monitoring and improvement of the WBL contracts and the systemwide “Effectiveness in Serving Employers” measure. Employment Specialists and WIOA Service Provider Program Managers are key contributors to customer follow up, documentation collection, accurate data entry, and day to day performance monitoring. WIOA Program Managers will monitor and provide general oversight of all WIOA performance goals and outcomes. This structure ensures that performance accountability is integrated across all service delivery points and that each team member contributes to meeting state and federal expectations. Corrective Action and Resolution Strategies - The Kerr-Tar WDB routinely shares performance updates with all WIOA and WP staff. Performance is monitored using the NCWorks Online system reports, FutureWorks BI dashboards, and predictive analytics tools. When deficiencies are identified, the following strategies are applied: Use of NCWorks Predictive Reports and FutureWorks Predictive Rosters to identify customers needing follow up, documentation, or additional services to support indicators such as Median Earnings, MSG, Credential Attainment, and Entered Employment, targeted customer outreach to collect supplemental documentation that may improve performance outcomes, enhanced follow up services to ensure customers receive timely support during the post exit period, data validation and correction to address keying errors, missing information, or discrepancies between NCWorks and FutureWorks BI. In addition, focused staff coaching and technical assistance will continue to be conducted when patterns of performance challenges or data entry issues are identified; and continuous quality improvement reviews to ensure that service delivery aligns with WIOA federal requirements, NC DWS state guidance, and Kerr-Tar local area policy and procedures. Through these proactive and data driven strategies, the Kerr Tar Local Area WDB remains committed to accurate reporting, continuous improvement, and the successful achievement of WIOA and WP performance goals.

4. How is performance information shared throughout the hierarchy of career center staff? Please detail how the Local Area WDB addresses performance data in its relationship with its service provider(s) and how staff are using performance data to drive Local Area WDB performance.

Consider including the following information:

- a. How is performance tracked in your organization?
- b. How is performance information communicated with all career center staff?
- c. How are career center staff/service providers held accountable?
- d. How is training provided in your organization/career centers?

Performance within the Local Area WDB is tracked through multiple data systems, including NCWorks Online, FutureWorks BI, internal reports, and predictive dashboards. WDB and NCWorks staff regularly

monitor performance data to assess progress toward federal and state performance indicators and local enrollment goals. Data is expected to be reviewed consistently to identify trends, address potential issues, and inform strategies that improve overall program outcomes.

Performance information will continue to be communicated throughout the organization using a structured and consistent approach. Frontline staff service providers will receive updates during monthly performance team meetings, weekly check-ins, monthly leadership meetings, and all-staff meetings. In addition, ongoing technical assistance and WIOA-focused trainings are provided. These communications include updates on key performance indicators, new or revised policies and procedures, expectations for service delivery, and strategies for continuous improvement. Performance data is also used to highlight areas requiring additional attention, such as customer follow-up, employment retention, and to identify and correct data entry or documentation issues.

Accountability is maintained through regular case file reviews, oversight and monitoring activities, and data validation processes. Staff and service providers are expected to make timely corrections when issues are identified. Performance outcomes are incorporated into staff evaluations and contractor monitoring to ensure alignment with established goals and expectations.

Training is delivered through a combination of state-provided resources, including the NCWorks Training Center via in-demand recorded trainings and live webinars, as well as locally developed ongoing trainings and technical assistance. Staff are also encouraged to participate in workforce development conferences and professional development opportunities to stay current with best practices. This comprehensive approach to training supports high-quality service delivery and strengthens overall performance outcomes across the Local Area WDB system.

5. Discuss the factors that contribute to the Local Area WDB's credential attainment indicator.
 - a. What are the challenges that the Local Area WDB faces in achieving its credential attainment goal?
 - b. What are some of the strategies that contribute to the Local Area WDB's success in achieving its credential attainment goal?
 - c. How do case managers make use of NCcareers.org and the NC Workforce Credentials list?

a) The Kerr-Tar Local Area WDB is committed to successfully achieving all performance goals, however; anticipates facing some challenges in meeting its credential attainment goals. These include both systemic and participant-level barriers such as participants facing challenges such as lack of childcare, unstable housing, transportation issues, financial insecurity, and health concerns. These can delay or interrupt training, leading to dropouts and negatively impacting not only credential attainment goals but also Measurable Skills Gains (MSG). Loss of participant contact is especially prevalent among youth, and losing touch with participants can halt services and either delay or prevent the submission of necessary documentation for credential verification. Participants often disengage without notifying staff, or become unreachable due to life circumstances, including incarceration, institutionalization, relocation or sadly even death. Significant staff shortages and turnover rates among staff can also disrupt the consistency of support provided to participants. Without stable guidance, participants may lack the motivation or resources needed to complete training and

earn credentials and this also impacts KTWDB's ability to track credential attainment and adjust programming accordingly.

b) Despite these challenges, the Kerr-Tar Local Area WDB continues to employ a variety of strategies to promote credential attainment success including comprehensive assessments to identify participants' academic levels, strengths, and career interests. This data informs Individual Employment Plans (IEPs) and Individual Service Strategy Plans (ISSPs), designed with S.M.A.R.T. goals that help participants stay focused and progress toward credential completion. Outreach campaigns increase awareness of in-demand credentials, and close partnerships with employers helps to ensure that training aligns with labor market needs. Events like our weekly "Workforce Wednesday" bring together job seekers, training providers, and businesses to create real-time pathways to credentials and employment. The KTWDB also prioritizes sector strategies in Advanced Manufacturing, Healthcare, Construction, and Information Technology—high-growth areas offering clear, progressive credentialing opportunities that lead to higher wages and long-term career stability. Registered Apprenticeship (RAP) and pre-apprenticeship programs, Work Experience (WEX) and On-the-Job Training (OJT) opportunities allow participants to earn while learning, increasing engagement and practical skills that lead to credentials. These models also ease the burden on understaffed centers by relying on employer mentorship. Supportive Services and Monitoring: Career counseling, job placement assistance, transportation assistance, and allowable incentives are offered to help participants overcome obstacles to credential attainment. Improving partnerships with local area eligible training providers will be a factor that is expected to contribute to our success in achieving credential attainment goals. File monitoring and data validation ensure accurate and timely performance reporting, while predictive reporting tools help staff stay on track with performance goals.

c) Kerr-Tar Local Area case managers will continue to make use of NCcareers.org by accessing comprehensive information and informed choices about career pathways, job opportunities, and training programs in North Carolina. They can then use information to guide individuals towards resources that help them explore careers aligned with their interests and skills through providing a snapshot of different careers to include job descriptions, salaries, and education that is needed for a career, etc. Kerr-Tar staff also utilizes the NC Workforce Credentials list to identify industry-recognized credentials that are in demand by our local employers. They can advise individuals on which credentials to pursue based on their career goals and the local job market demand. Our local area uses the Information to review sustainable wages and in-demand certifications with participants. This is particularly helpful prior to enrolling individuals in training to decide if the training and credential attainment aligns to produce high demand employment and favorable opportunities for earning self-sufficient wages.

In reviewing both resources with individuals, staff and individual are better able to assess career needs and desires, and develop a stronger Career Plan, the Roadmap towards successful training, and MSG and ultimately credential attainment outcomes. Overall, by addressing these factors and employing effective strategies while leveraging resources like NCcareers.org and the NC Workforce Credentials, our Local Area WDB's can enhance our efforts in achieving its MSG outcomes and ultimately leading to successful WIOA credential attainment indicator goals.

6. When selecting an eligible training provider from the State Eligible Training Provider List (ETPL) to certify for local use, what is the review process the Local Area WDB uses to make this decision? How does the Local Area WDB ensure informed customer choice in the selection of training providers? In other words, how are customers advised that they have options in choosing their provider? [WIOA Section 108(b)(19)]

The Kerr-Tar Workforce Development Board (WDB) utilizes the State-maintained Eligible Training Provider List (ETPL), which includes training providers and training, education and apprenticeship programs vetted and approved by the NC Division of Workforce Solutions (DWS). The State's ETPL Coordinator and team conduct the initial eligibility and review process, ensuring that providers meet all federal and state criteria, including alignment with high-demand occupations, provision of industry-recognized credentials, and a track record of performance. At the local level, the Kerr-Tar WDB shares a role in the ETPL review process, which is to coordinate and communicate with the State on an ongoing basis to make sure our local area has a significant and diverse number of training providers offering multiple careers and training services to job seekers that best meets their individual needs and complements their training, education, and employment goals. This process helps to ensure that informed customer choices are maximized and leads to competitive integrated employment for our customers. Additionally, the Kerr-Tar local area SuperUser or ETPL support staff or designated staff, reviews providers from the ETPL to determine which programs to endorse for local use. This local review prioritizes training programs that align with current labor market information (LMI), workforce needs, and employer demand within the Kerr-Tar region. Providers with proven outcomes, regional engagement, and a commitment to successful job placement are favored to ensure relevance and return on investment.

Moreover, to help ensure well-informed customer choice for our job seekers, NCWorks Career Center staff are able to provide customers with individualized career counseling, access to multiple tools and resources used for career skills assessment and planning, up-to-date LMI, and entrance to the ETPL through the NCWorks Online system that provides relevant information about the list of in demand training programs and ensures that job seekers can make an informed customer choice regarding career pathways, apprenticeship, and training that leads to employment in high wage jobs/careers.

To ensure informed customer choice, the Kerr-Tar WDB and NCWorks Career Center staff provide, skills assessments, and access to real-time LMI. Customers are introduced to the ETPL via the NCWorks Online platform, where they can view available training programs, performance metrics, costs, duration, and credential outcomes. Career advisors explain the variety of training options available and assist customers in selecting a training provider that best aligns with their career goals, interests, and skill levels. Staff emphasize that participation in training is based on customer choice, not provider preference. The Kerr-Tar WDB ensures that job seekers understand their options and are supported in making training decisions that lead to meaningful, self-sufficient employment in high-demand occupations.

7. Indicate whether the Local Area WDB has additional requirements for training providers above and beyond those requirements stated in the State ETPL policy. Does the Local Area WDB make use of USDOL's trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use? If so, how? Attach the Local Area ETPL Policy, **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the Local Area ETPL Policy has not been revised for the PY 2026 Plan submission, please state N/A, and state the Plan year the Local Area ETPL Policy was last submitted.

All Training Providers are evaluated based on state ETPL policy and procedures. If necessary, the WDB may use stricter performance metrics to evaluate ETPs and to certify locally based on LMI and additional resources. However, Kerr-Tar WDB does not generally make use of USDOL's trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use; although, staff has visited this website for the intent of creating awareness and anticipates investigating the further use of this website.

- Name Document: N/A

V. Equal Opportunity

1. Attach the Local Area WDB's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements, **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the EO Complaint Grievance Procedure has not been updated for the PY 2026 Plan submission, please state N/A, and state the Plan year the EO Complaint Grievance Procedure was last submitted. [29 CFR 38.35]. **Look into updates in position title and Mose contact**

- Name document: Kerr-Tar WDB EO Complaint Grievance Procedure.

VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensure an arms-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 02-2026]

Kerr-Tar Workforce Development Board (KTWDB)

On November 5, 2025 Kerr-Tar WDB released a RFP for Bidders for Adult and Dislocated Worker Programs. The RFP contained the scope of services, guidelines and requirements, and scoring criteria. An information session was held at the COG office on November 19, 2025 for interested respondents. One proposal was received by the December 19, 2025, 12:00 noon deadline. The proposal was reviewed by Board staff and

independent reviewers to assure an arm's length relationship between Board staff in the review process. The RFP was scored and did not reach a passing grade for consideration. Since there were no proposals for consideration, at the March 10, 2026 WDB meeting, it was recommended and the Board approved the KTWDB serving as the Adult and Dislocated Worker Programs service provider for PY 2026 beginning July 1, 2026 and ending June 30, 2027.

Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, Local Area WDBs must have an arms-length relationship to the delivery of services.

2. Attach the Local Area WDB's Adult/Dislocated Worker Service Provider list effective July 1, 2026, using the PY 2026 Adult/Dislocated Worker Service Provider List provided.

- Name document: KTWDB PY 2026 Adult/Dislocated Worker Service Provider List.

3. How does the Local Area WDB ensure that the minimum of 6% of non-administrative Adult funds is spent on registered apprenticeship/pre-apprenticeship activities and is the Local Area WDB expending the 6% minimum on registered apprenticeship/pre-apprenticeship activities? [*The total 6% expenditure may be comprised of non-administrative WIOA Title I Adult funds, Youth funds, or a combination of both. (CPS 04-2025)*]

The Kerr-Tar Local Area Workforce Development Board (WDB) will ensure compliance with the requirement that a minimum of six percent (6%) of non-administrative WIOA Title I funds are expended on registered apprenticeship and pre-apprenticeship activities, consistent with CPS 04-2025. The required six percent (6%) expenditure may be met using non-administrative Adult funds, Youth funds, or a combination of both. For PY 2026–2027, the WDB anticipates meeting the 6% requirement through strategic planning, ongoing fiscal monitoring, and coordinated service delivery. Apprenticeship expenditures will be incorporated into annual budgeting and monitored throughout the program year using NCWorks Online fiscal and participant reporting, internal financial reviews, and regular reconciliation with service providers.

Kerr-Tar WIOA service providers and NCWorks Career Center staff will have opportunities to receive ongoing training support and technical assistance to help them to identify and enroll appropriate Adult and Youth participants into registered apprenticeship and pre-apprenticeship opportunities. The Local Area will utilize State-recognized registered apprenticeship programs, State-approved ETPL apprenticeship-related training, and partnerships with community colleges, apprenticeship sponsors, employers, and industry partners serving in-demand sectors. The Kerr-Tar WDB will also leverage the Incumbent Worker Training program, as appropriate, to support apprenticeship-related training for existing workers, strengthening employer engagement while contributing to allowable apprenticeship expenditures. Supportive services will be provided in accordance with local policy to reduce participation barriers and support successful completion.

Progress toward meeting the 6% requirement will be reviewed regularly and routinely throughout the program year. If and when necessary, the Kerr-Tar WDB will implement corrective strategies, including expanded

employer outreach, increased referrals to apprenticeship programs, and targeted use of Adult, Youth, and Incumbent Worker funds, to ensure compliance with CPS 04-2025 and federal apprenticeship requirements. Although the Kerr Tar Local Area anticipates both positive and negative factors impacting achievement of the six percent (6%) registered apprenticeship expenditure requirement, the local area remains committed to continuous monitoring, corrective action as needed, and sustained collaboration with state apprenticeship partners to ensure compliance.

VII. Youth Services

USDOL provides funds to states who in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment, prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. USDOL and North Carolina's priorities are:

- *Out-of-School Youth (OSY) – A minimum of 75% of the Youth funds allocated to Local Area WDBs, except for the Local Area WDB expenditures for administration, must be used to provide services to OSY;*
- *Work Experience – Not less than 20% of Youth funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide paid and unpaid work experiences;*
- *Registered Apprenticeship – A minimum 6% of Youth and Adult funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide registered apprenticeship/pre-apprenticeship activities. The expenditures may be comprised of Adult funds, Youth funds, or a combination of both; and a*
- *Focus on Partnering – Co-enrollment is encouraged where appropriate with Title II and IV.*

1. Attach the Local Area WDB Youth Service Provider's chart, effective July 1, 2026, using the PY 2026 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided and procurement information.

- Name the document: KTWDB PY 2026 Youth Service Provider List.

2. Provide the date and process for the competitive procurement of the Youth Programs that ensures an arm's-length relationship between the Local Area WDB and service delivery. Include the expected length of the

contract(s) (one to three years and the current year status of the contract (e.g., two to three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

Kerr-Tar Workforce Development Board (KTWDB)

On November 5, 2025 Kerr-Tar WDB released a RFP for Bidders for Youth Programs. The RFP contained the scope of services, guidelines and requirements, and scoring criteria. An information session was held at the COG office on November 19, 2025 for interested respondents. One proposal was received by the December 19, 2025, 12:00 noon deadline. The proposal was reviewed by Board staff and independent reviewers to assure an arm's length relationship between Board staff in the review process. The RFP was scored and did not reach a passing grade for consideration. Since there were no proposals for consideration, at the March 10, 2026 WDB meeting, it was recommended and the Board approved the KTWDB serving as the Youth Programs service provider for PY 2026 beginning July 1, 2026 and ending June 30, 2027.

3. Provide the Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design.

The Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design:

- a) Through heavy emphasis on work based learning activities paired with the Kerr-Tar area high demand career pathways.
- b) Partnering with agencies that assist out-of-school youth such as:
Local high schools - WIOA presentations at local area high schools and community colleges, participation in school/colleges sponsored job fairs, career days, and other career related events and activities located in conjunction with area schools and community colleges.
- c) Providing advertising materials (pamphlets, brochures, digital, electronic outreach information, billboards, radio, newspaper, various newsletters, etc.) to local, schools, colleges, and community events.
- d) Targeted services to provide outreach and assistance for dropouts, justice involved youth, homeless, aging out of foster care, and other individual barriers. Resources for these services mentioned and others are identified through community meetings and partnerships.
- e) Peer to peer recruitment (word of mouth)
- f) Strong partnerships with local businesses to partner with WIOA to provide opportunities for work experiences that will attract youth participants.

Planned Program Design for WIOA Youth Program that will include for all youth participants:

- Objective Assessment- A comprehensive assessment of academic levels, skill sets, and service needs for every participant.
- A personalized Individual Service Strategy Plan - A "living document" co-developed with the youth, identifying career pathways, education goals, and job placement plans tailored to the OA results.
- Provide access to the 14 Youth Program Elements (work experience, financial literacy, occupational skills training, mentoring, follow-up, etc.)

The WDB will achieve the 25% ISY expenditure rate by:

- a) Targeted eligibility and enrollment (justice-involved, parenting/pregnant, those with disabilities, etc.)
- b) Limitations in using the “Requires Additional Assistance” barrier -only 5% of newly enrolled in-school youth may use the “Requires Additional Assistance” barrier.
- c) Collaborations with local secondary and post secondary schools so that these educational institutions can provide needed services that way WIOA funds could be used for more intensive services for in-school youth.

4. How does the Local Area WDB ensure that the minimum of 20% of funds is spent on work experience and is the Local Area WDB expending the 20% minimum on work experience, to include an estimate of expenditures that will be paid wages to youth? If the Local Area WDB has not been meeting the minimum of 20% of funds, please explain additional measures to be taken this year. [WIOA Section 129(c)(4)] (CPS 09-2021, Change 1)

WDB staff determine when negotiating contract amounts and budgets with Youth service providers that the 20% rates are reflected in the budget. When the monthly reimbursements are received, there is a formula built in the Monthly Financial Reimbursement Request spreadsheet that gives a current year-to-date percentage of the allocation to the service providers that are being spent on work experience. The WDB will meet its expenditure requirement to expend at least 20% of funds on WBL opportunities by offering youth year-round paid WEXs and Summer Employment Internships, Pre-Apprenticeships, internships, Job Shadows and On the Job Trainings (OJT) as well as offering incentives for successful completion of these opportunities. The WDB has looked extensively at work experience opportunities and ways to increase expenditure by maximizing the allowed hours per WEX, implementing Job shadowings, increasing OJTs and offering incentives for successful completion and milestone trainings will ensure expending the minimum 20% on work experience. Youth will be able to explore their career options through work experience opportunities while in the program. This will help to create more work-based learning opportunities for youth participants to help service providers spend more of their money on paid work experiences. WIOA funds will be utilized to pay for Participant Wages and Fringes, Employability Skills Training, as well as Staff time and staff wages and fringe expenses while working on these opportunities. The Kerr -Tar WDB plans to continue to attend and host Job Fairs for WEX, OJTs and Summer Employment to ensure that the local area will meet the 20% requirement to expend funds on WBL opportunities.

5. How does the Local Area WDB ensure that the minimum of 6% of non-administrative Youth funds is spent on registered apprenticeship/pre-apprenticeship activities and is the Local Area WDB expending the 6% minimum on registered apprenticeship/pre-apprenticeship activities? [*The total 6% expenditure may be comprised of non-administrative WIOA Title I Adult funds, Youth funds, or a combination of both.* (CPS 04-2025)]

On-the-Job Training wages, supportive services (items required to participate in the program), incentives for completion and/or milestones, , training programs that lead directly to registered apprenticeship enrollment, WBL wages expenditures that lead directly to a registered apprenticeship. As far as Incumbent Worker

Program, non administrative Adult and Youth funds can be used for IWT activities such as classroom training and skills upgrades for existing employees who are enrolled in or planning to enrolled in RA.

6. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. If yes, please state the plan year that the most current Youth Incentive Policy was provided. Please upload **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. The policy should include:

- a. criteria to be used to award incentives;
- b. type(s) of incentive awards to be made available;
- c. whether WIOA funds will be used; and
- d. the Local Area WDB's internal controls to safeguard cash/gift cards.

Yes. Updated 06/02/23

- Name document: N/A

Note: Federal funds may not be spent on entertainment costs. Youth Incentive Policies should include: compliance with the Cost Principles in 2 CFR part 200; identify types of items that may be awarded (gift cards, plaques, certificates, checks); identify types of achievements/completion of activities (an inclusive list is required); practices for internal controls for safeguarding incentives, and provide a sample list of required documentation for reimbursement (diploma, evaluations).

7. If the Local Area WDB does not offer incentives for (NextGen) youth, please explain why.

N/A

8. Please complete the Youth Program Elements chart provided to demonstrate how the Local Area WDB ensures each of the 14 youth program elements is made available to youth participants. Be certain to complete both columns of the chart to demonstrate partnerships and the potential use of shared funding. Please specify partners. [WIOA Section 129(c)(2)(A)]

- Name document: KTWDB Youth Program Elements Chart.

9. Does the Local Area WDB have a standing committee to provide information to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

No

a. If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.

In Planning, the Youth Program Coordinator assists the Workforce Development Director in the development of Comprehensive State Plan and subsequent annual updates for policies and services to be provided. The Youth Program Coordinator attends all statewide YouthLeads meeting to assure that the Local Area remains current on system updates, changes, challenges, and best practices for Youth Programs throughout the State. For technical assistance to the contractors, the Youth Program Coordinator conducts monthly NCWorks OnLine system reviews both randomly and during the times of invoice receipts to assure compliance with eligibility determination and reporting requirements. Training is provided for Youth Contractors at least quarterly, and any information that is pertinent for Youth Contractors are conveyed either via Policy Statement (Local Area) or presented via email or at Career Center weekly On-Staff Meetings. The Youth Program Coordinator is also a part of the NC Works Career Center Leadership Team in order to assure that Youth Services are in alignment with the local NCWorks Career Center. The employee conducts an Annual Comprehensive monitoring review to assure that all policies, MIS changes, and records are in place. In the event of the need of a corrective action, the Youth Program Coordinator works with the Youth Contractor in the correction of files, systems, and policies.

b. If yes, please provide a response to the following:

a) Provide the committee’s purpose/vision.

N/A

b) Provide the youth committee’s top three goals or objectives for PY 2026.

N/A

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c) Provide a list of youth committee members to include members’ agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee’s Chair information in the first block (*who must be a Local Area WDB member*).

- Name document: N/A

c. Complete the following chart for the PY 2026 Youth Committee’s planned meeting schedule to include dates, times, and locations. (Expand form as needed or mark Not Applicable.)

Date	Time	Location (include address and room #)
N/A	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

VIII. Program Year 2026 Local Area WDB Plan Required Updated Policy Attachments

1. The following policies, **if updated** since the PY 2025 Plan submission, are *required* to be attached as separate documents in WISE as part of the PY 2026 Local Area Plan. The Local Area Plan is not complete without these documents.

- Name Each Document: *Local Area WDB Name, Policy Name.*
- In the first column, state if the policy is attached or why it is missing and when it can be expected. If two of the policies have been combined, please make a notation.
- In the second column mark “Yes” **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner.
- In the third column indicate the Plan Year the policy was last submitted, **only** if it is **not** being submitted for the PY 2026 Plan.
- Revised policies **must** be submitted with a highlight or summary of the changes made to the local policy.
- Do not add an empty document in WISE as a “placeholder”.

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
1. Adult/Dislocated Worker Experience Policy	No	PY 2024
2. Competitive Procurement Policy	No	PY 2024
3. Conflict of Interest Policy	Yes	PY 2026
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	No	PY 2024
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	No	PY 2024
6. Individual Training Account Policy	No	PY 2025
7. On-the-Job Training Policy	No	PY 2024
8. Oversight Monitoring Policy, Tool and Schedule	No	PY 2024
9. Priority of Service Policy	No	PY 2024
10. Youth Work Experience Policy	No	PY 2024
11. Supportive Services Policy	No	PY 2025
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	No	PY 2025

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
13. Eligible Training Provider Policy	No	PY 2024
14. Non-Criminal Complaint Procedures	No	PY 2025
15. Apprenticeship/Pre-Apprenticeship Policy	No	

2. Designate whether the following local *Optional Policies* have been **updated** and are included in the Local Area Plan or write “N/A” implying “Not Applicable” if the Local Area WDB does not have this policy and; therefore, does not use these services.

- In the second, column mark “Yes” **only** if the policy has been changed for PY 2026 and has not been previously submitted to the DWS Planner.
- Do not add a blank document in WISE as a “placeholder”.
- These policies are required to operate/offer these services.
- If “Yes”, load the policy as a separate document.
- In the third column, indicate the Plan Year the policy was last submitted, **only** if it is **not** being submitted for the PY 2026 Plan.
- Revised policies should be submitted with a highlight or summary of the changes made to the local policy.
- Name document: *Local Area WDB Name, Policy Name*. (Example: IWT Policy – Yes. Attached as *Board Name IWT Policy*.)

Optional Local Area WDB Policies	Yes - the Local Area WDB has a policy or N/A (Not Applicable)	New or Revised and needs review (Yes or N/A)	Plan Year Policy was last submitted
1. Local Area WDB Guidance for Local Incumbent Worker Grants	Yes	N/A	PY 2024
2. Local Area WDB Needs-Related Payment Policy	No	N/A	
3. Local Area WDB Transitional Jobs Policy	No	N/A	
4. Local Area WDB Youth Incentive Policy	Yes	N/A	PY 2024

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$4,000
Time Limits	2 Years
Degree or Certificates allowed (Associate, Bachelor's, other)	Certificates of Completion, Associates Degree, State License and Certification
Procedures for determining case-by-case exceptions for training that may be allowed	<p>The Kerr Tar Workforce Development Board allows case by case exceptions to established training length and/or cost limitations when necessary to support a participant's successful completion of training and attainment of a recognized credential. All exceptions are evaluated individually and approved in accordance with WIOA requirements, NC DWS policy and guidance, and Kerr Tar local policy to ensure cost reasonableness, participant suitability, and alignment with local workforce priorities.</p> <p>Exceptions may be considered when a participant is making satisfactory progress but requires additional time or funding due to program structure, credential or licensing sequencing, or unforeseen circumstances identified after initial ITA approval. Approval is contingent upon continued alignment with in demand occupations, reasonable expectation of employment outcomes leading to economic self sufficiency, and documentation that other available financial aid sources, including Pell Grants, have been appropriately utilized.</p> <p>Exceptions to the length of training and/or cost limitations, and out of region training must be approved by designated Kerr Tar WDB staff; currently it is the Performance and Accountability Coordinator, or WDB Director or other appropriate WDB staff. Career Center staff submit requests by email to designated Workforce Development Board staff and include, as applicable, the participant's name, enrollment date, date of last service, amount of additional funding expected, the anticipated additional time needed to complete training, and a written justification supporting the request. Kerr Tar staff review each request for policy compliance and issue a response within five business days. Approved exceptions are documented in the participant case file and reflected in the NCWorks case management system.</p> <p>Exception approvals do not waive academic or performance requirements, and participants placed on academic probation are not eligible for continued WIOA training funds. All approved exceptions are subject to ongoing monitoring and local oversight to ensure</p>

Individual Training Accounts (ITA) Summary	
	continued compliance with federal, state, and local policy and to support effective stewardship of WIOA training resources.
Period for which ITAs are issued (semester, school year, short-term, etc.)	ITAs are generally issued by semester or for the duration of a short-term training program, depending on the training provider's structure and program type. The period for which ITAs may be issued for youth and adult are based on school semester, school year, and short-term structured training. Based on local policy, the maximum period is typically 2 years unless otherwise determined through a special-approval process by appropriate WDB staff.
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	Exceptions are typically reviewed by the WDB Performance and Accountability Coordinator staff or Workforce Development Board Director and approved based on individual need, availability of funds, justification provided in the IEP/ISS, and alignment with in-demand occupations.
Other	Click here to enter text.

4. Please specify the supportive services provided by the Local Area WDB Supportive Services Policy. List specific items under Supplies, Emergency, and Other, as identified in the Local Area WDB policy. (Expand form as needed.)

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Mileage reimbursement (supporting documentation required for participant in training) (Youth Program only)	Click here to enter text.	Youth Program Only - Classroom Books, Textbook or study guide for State License	Food vouchers to assist with unexpected emergency crisis while in training	Click here to enter text.
	Click here to enter text.	Technology support and internet support (if for virtual training, may be considered through	Click here to enter text.	Click here to enter text.

Transportation	Childcare	Supplies (include examples)	Emergency (include examples)	Other (include examples)
		special WDB approval process)		
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Note: The Local Area WDB must adequately safeguard all forms of supportive services payments (i.e., gas cards, cash, gift cards, etc.) and assure that they are used solely for authorized purposes. **The Supportive Services Policy must include the Local Area WDB’s internal controls to safeguard supportive services. The internal controls must address the issuance, storage, and reconciliation of supportive services throughout the area and be clearly stated within the policy.**

Attachment Checklist for Local Area Plan Instructions

- Local Area WDB Signed copy of Updated Consortium Agreement (submit only if have been updated - (if applicable))
- Local Area WDB Administrative Entity Organizational Chart
- Local Area WDB Board Members (form provided)
- Local Area WDB By-Laws (submit only if have been updated)
- Local Area WDB By-Laws Required Elements Crosswalk (submit only if By-Laws have been updated - form provided)
- Local Area WDB Organizational Chart
- Local Area WDB Administrative Entity Certification Regarding Debarment* (form provided)
- Local Area WDB Workforce Development Area Signatory Form* (form provided)
- Local Area WDB NCWorks Career Centers (form provided)
- Local Area WDB Adult and Dislocated Worker Service Provider (form provided)
- Local Area WDB 14 Youth Program Elements Chart (form provided)
- Local Area WDB Youth Committee Meeting Schedule (if applicable)
- Local Area WDB Youth Committee Members (if applicable)
- Local Area WDB Youth Service Provider (form provided)
- Local Area Memorandum of Understanding
- Local Area Board Minutes Approving Plan Draft
- Local Area WDB Youth Service Provider (form provided)

Only Policies that are new or have been revised for the PY 2026 Plan and have not been previously submitted to the DWS Planner should be submitted

- Local Area WDB Youth Incentive Policy
- Local Area WDB Eligible Training Provider Policy

- Local Area WDB WIOA and TAA Co-enrollment Policy
- Local Area Adult/Dislocated Worker Work Experience Policy
- Competitive Procurement Policy
- Conflict of Interest Policy
- Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
- Financial Management Policy for Workforce Innovation and Opportunity Act Title I
- Local Area WDB Individual Training Account Policy
- On-the-Job Training Policy
- Local Area WDB Oversight Monitoring Policy, Tool, and Schedule
- Priority of Service Policy
- Youth Work Experience Policy
- Local Area WDB Supportive Services Policy
- Local Area WDB Incumbent Worker Training Policy
- Local Area WDB Needs-Related Policy
- Non-Criminal Complaint Procedures
- Local Area WDB Transitional Jobs Policy
- Apprenticeship/Pre-Apprenticeship Policy

*Mail signed and unfolded originals to assigned DWS Planner at:

N.C. Division of Workforce Solutions
313 Chapanoke Road, Suite 120
4316 Mail Service Center
Raleigh, NC 27699-4316

DocuSign® (or similar) signature pages may be uploaded in WISE.