

INDIVIDUAL TRAINING ACCOUNT (ITA) PROGRAM  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
WIOA INITIAL PROGRAM ELIGIBILITY  
TRAINING PROGRAM APPLICATION PACKAGE (APP# ITA-4)  
JULY 30, 2019

I. PURPOSE

The purpose of this document is to outline a process for interested training providers to propose specific occupational skills training programs for possible inclusion on the Hampton Roads Workforce Development Board (HRWDB) Approved Individual Training Account (ITA) Training Programs List. Approved programs will be eligible to receive Vouchers for eligible customers to receive training from the Virginia Career Works – Hampton Roads Region System, otherwise referred to herein as the “One-Stop System”. For the purpose of this Application Package, a program of training services is defined as one (1) or more courses or classes, or a structured regimen that leads the award of a recognized postsecondary credential based on measurable skill gains, as defined under Section VII (K). **Note:** Training Programs, regardless of the occupational area, that are designed to result in a Bachelor’s Degree or above will not be considered, unless the proposed program is for a Bachelor’s Degree in Registered Nursing.

HRWC is **only** interested in occupational skills training programs directly related to occupations in the Healthcare; Information Technology; Transportation, Distribution and Logistics; Construction Trades; Manufacturing; Education; Business; and, Tourism and Hospitality Industry Sectors. Training in areas not listed above such as Cosmetology and Barbering can be provided through the use of On-the-Job Training (OJT) Contracts, either in support of a Registered Apprenticeship Program or as a “stand – alone” training option, based on employer demand and in accordance with the HRWC OJT Policy. In addition, training services may be provided by HRWC through Customized Training (CT) Contracts and Incumbent Worker Training (IWT) Contracts, based on employer demand and in accordance with the HRWC CT and IWT Policies. OJT, CT and IWT training options are not covered under this ITA Application Package. Information regarding such training options can be provided by contacting William Coley, HRWC Workforce Services Officer, at (757) 314-2370.

Programs approved by the HRWDB under this Application Package will also be included on the Virginia Eligible Training Providers List.

This Application Package is issued in order to establish Initial Eligibility for inclusion on the Virginia and HRWDB Approved Training Programs Lists, in accordance with Virginia Board of Workforce Development (VBWD) Policy #404-01 and Virginia Workforce Letter (VWL) #16-06, Change #1. These documents can be found at: <https://virginiacareerworks.com/practitioners-corner/>. In addition, the ITA Program is conducted in accordance with HRWC ITA Policy, which can be provided upon request. Continued Eligibility for approved programs to remain on the aforementioned Lists will be based on the demonstration of satisfactory performance and continued labor market demand.

## II. HAMPTON ROADS WORKFORCE COUNCIL

The Hampton Roads Workforce Council (HRWC), formerly known as Opportunity Inc. of Hampton Roads, is a regional workforce development organization representing the cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the counties of Isle of Wight and Southampton, Virginia. As the operating arm of the HRWDB, the mission of HRWC is to support the development of a workforce that is second to none and can readily compete in a global economy. HRWC is issuing and administering this ITA Program Application Package on behalf of the HRWDB.

## III. TYPES OF ELIGIBLE TRAINING PROVIDERS

- A. Post-secondary Educational Institutions.
- B. Registered Apprenticeship Programs recognized by the Commonwealth of Virginia Department of Labor and Industry.
- C. Providers of Adult Education and Literacy activities under Title II of WIOA, if these activities are provided in combination with Occupational Skills Training.
- D. Providers of a Program of Occupational Skills Training services that under Section 23-276.2 of the Code of Virginia that are exempt from certification as a post-secondary school, such as a professional or occupational training program regulated by another state or federal government agency other than the State Council of Higher Education for Virginia (SCHEV) or any school, institute, or course of instruction offered by any Trade Association or Nonprofit Affiliation of a Trade Association on subjects related to the trade, business, or profession represented by such association. (A list of exemptions is shown on Attachment E)
- E. Other Public and Private Providers of Occupational Skills Training that are authorized to operate as a school for the proposed training program(s) by a cognizant entity of the Commonwealth of Virginia.

**Providers under Categories A, C and E** must provide evidence of active certification by the appropriate state agency to operate or must have program approval from an applicable state agency in order to be considered for approval under this Application Package. (A list of certifying agencies is shown on Attachment D)

**Providers under Category B** will be granted approval under this Application Package following confirmation by the Virginia Department of Labor and Industry that the sponsoring employer and apprenticeship related instruction have been recognized by the Commonwealth, are active and in good standing. Additional information and specific submission requirements related to Registered Apprenticeship Programs is contained in Virginia Board of Workforce Development Policy #404-02 which can be found at <https://virginiacareerworks.com/practitioners-corner/>. Registered Apprenticeship Program questions may be addressed to William Coley, HRWC Workforce Services Officer, at (757) 314-2370.

**Note:** Applicants must be able to fully deliver a proposed program(s) at the time of their Application Package submission. Applicants that are in the planning process of a proposed program(s) will not be considered under this Application Package.

#### IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

##### A. General Requirements

1. **Applicants must submit one (1) original and one (1) copy of the completed Application Package and all required attachments to the HRWC Office, located at the address listed below:**

**Hampton Roads Workforce Council  
Dominion Tower, Suite 1314  
999 Waterside Drive  
Norfolk, VA 23510  
(757) 314-2370**

2. Application Packages may be submitted by current and/or new training providers at any time and will be periodically reviewed and moved forward in the ITA Application Package Review and Approval Process, based on a timeframe determined by HRWC. Current training providers may propose new training programs under this Application Package and need not reapply for currently approved programs. **E-mail or faxed Application Packages will not be accepted.**
3. Application Packages must be signed and dated by an authorized representative of the Applicant organization and must include all required attachments. Applications that are substantially lacking key information or are incomplete, as determined by HRWC, may not be considered.

##### B. Occupational Demand Information

Proposed training programs must be for occupational areas that are currently in demand in the Hampton Roads Region. Applicants are encouraged to provide Labor Market Information to support the demand for each proposed program(s). This may take the form of statistical data from a qualified source or a survey of at least twenty (20) industry related local employers.

##### C. Performance Information Submission for Initial Eligibility

VWL #16-06, Change #1 asks that interested training providers submit performance information for all program participants with regard to the four (4) metrics stipulated under Section A. on page 4 of that VWL. These metrics are as follows:

1. The percentage of program participants who are in unsubsidized employment during the 2<sup>nd</sup> quarter after exit from the program.
2. The percentage of program participants who are in unsubsidized employment during the 4<sup>th</sup> quarter after exit from the program.
3. The median earnings of program participants who are in unsubsidized employment during the 2<sup>nd</sup> quarter after exit from the program.
4. The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during program participation or within one (1) year after exit from the program.

VWL #16-06, Change #1 can be found at <https://viriniacareerworks.com/practitioners-corner/>.

If this performance information is currently maintained, submit it for each proposed program as an addendum to the Application Package.

**If the aforementioned performance information is not available, please indicate such at the bottom of the Training Provider Application Form (Attachment A) for each proposed program, as a Note.**

HRWC will work with those training providers that are approved for Initial Eligibility in order to develop a plan for the tracking and reporting of that information.

Note: The inability to provide the aforementioned information under this Application Package will not be cause for the denial of a proposed program(s).

#### V. TRAINING FUNDS AND ITA PROGRAM DURATION

The current maximum amount of Workforce Innovation and Opportunity Act (WIOA) funds available for authorized combined ITA training tuition and training related costs for WIOA training service customers is up to \$5,000, in total, for up to two (2) consecutive years of training in an approved program. WIOA eligible Out of School Youth may also be served by programs approved under this Application Package, as determined by HRWC. Training funds must be leveraged to the fullest extent possible with other forms of federal Financial Aid, such as Pell Grants, etc.... for those customers who have access to such and meet the qualification requirements. Tuition payments may not exceed the authorized rates for In-State Residents, where applicable.

The maximum duration for any HRWC ITA training program is limited to up to two (2) consecutive years (twenty-four (24) consecutive months), unless otherwise authorized by HRWC. It is expected that a customer be able to fully complete the program requirements and qualify for the related credential, diploma, license or certificate within the required duration for their specific ITA training program, not to exceed the aforementioned overall program duration. Planned breaks in training for any reason that is not health related are not authorized.

#### VI. INCREMENTAL PAYMENTS

HRWC will make incremental payments of the total authorized tuition amount, based on a payment schedule developed by HRWC, unless otherwise agreed. Applicants may propose Incremental Tuition Payment Plans for consideration as part of their ITA Application Package submission, as applicable and appropriate.

#### VII. GENERAL TERMS AND CONDITIONS

A. APPLICABLE LAWS AND COURTS: This Application Package and any resulting ITA Vendor Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Courts of the Commonwealth. The Vendor shall comply with all applicable federal, State and local laws, rules and regulations, inclusive of, but not limited to, The Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended; WIOA Regulations; related DOLETA Guidance Documents, Virginia Board of Workforce Development Policy Documents and Virginia Community College System (VCCS) VWL Documents; Nondiscrimination and Equal Opportunity Laws and Regulations; Drug Free

Workplace Act; applicable federal prohibitions regarding Lobbying; and, the federal Immigration Reform and Control Act of 1986.

Program training sites must provide full physical and programmatic accessibility for participants in accordance with Section 188 of WIOA and the Americans with Disabilities Act (ADA).

- B. DEBARMENT STATUS: By submitting their Application Packages, Applicants certify that they are not currently debarred by the Commonwealth of Virginia, any local public regulatory authority or municipality and/or the Federal Government from submitting bids or applications for the type of services covered by this Application Package, nor are they an agent of any person or entity that is currently so debarred.
- C. PAYMENTS: Payments will be made as soon as possible after approval by the HRWC Finance Department. Charges will not exceed those prices submitted in the Application and subsequently accepted, unless otherwise authorized by HRWC.
- D. QUALIFICATIONS OF APPLICANTS: HRWC reserves the right to inspect the Applicant's physical facilities and/or review the proposed training program (s) prior to HRWDB action on the proposed training program (s) in order to satisfy questions regarding the Applicant's capabilities. In addition, HRWC reserves the right to request additional verification documentation regarding the Applicant's proposal, as needed. HRWC further reserves the right to reject any Application Package if evidence is found that such Applicant is not properly qualified to carry out the obligations of the Vendor Agreement and to provide the services contemplated therein and/or if the Applicant fails to meet the submission requirements of the ITA Application Package, as solely determined by HRWC.
- E. INSURANCE: By signing and submitting under this Application Package, the Applicant certifies that it shall maintain and provide verification upon request during the term of the Vendor Agreement, all required and applicable insurance to include, but not be limited to Comprehensive General Liability Coverage, as appropriate.
- F. AVAILABILITY OF FUNDS: In the event that federal, State or local funds that are the resources for the ITA Vendor Agreements are discontinued, curtailed or otherwise no longer available, Vendor Agreements entered into as a result of this Application Package may be cancelled or reduced, at any time. HRWC will endeavor to notify ITA Vendors in writing as soon as possible, in the event of such.
- G. SUB-CONTRACTS: In the event that the Applicant desires to sub-contract any part of the services specified herein, the Applicant shall furnish to HRWC the scope of work, names, qualifications and experience of their proposed sub-contractors, as part of the Application Package submitted to HRWC, for approval. The Applicant shall, however, remain fully liable and responsible for the services to be done by the sub-contractor and shall assure compliance with all requirements of the ITA Vendor Agreement.
- H. CLARIFICATION OF TERMS: If an Applicant has questions about the Application Package, specifications or other related documents, the Applicant should contact HRWC prior to proposal submission. Any revisions to this Application Package and/or related information updates will be made in writing and posted on the HRWC website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org) without notice. **Questions** may be addressed to William Coley, HRWC Workforce Services Officer, at either (757) 314-2370 or [bcoley@vcwhamptonroads.org](mailto:bcoley@vcwhamptonroads.org).

- I. ITA VENDOR AGREEMENT: All Applicants approved by the HRWDB as a result of this Application Package will be issued an ITA Vendor Agreement with HRWC. This Agreement will identify the specific program(s) and prices approved by the HRWDB, the various terms, conditions and stipulations under which the relationship with HRWC will be governed and the ITA Voucher issuance, payment and invoice requirements and procedures. ITA Vendor participant data collection and reporting requirements for Continued Eligibility will also be outlined. All HRWC **ITA Vendor Agreements for programs approved for Initial Eligibility will be for a period of one (1) year**. Continued Eligibility thereafter will be for one (1) year periods based on satisfactory performance, in accordance with HRWC ITA Policy.

The training program tuition amount (s) proposed in the Application Package and agreed to by HRWC is expected to remain in force for the full duration of the ITA Vendor Agreement, unless otherwise authorized by HRWC. ITA Vendors are not guaranteed any minimum number of customer referrals and/or customer enrollments under this relationship. However, the ultimate right of selection of referrals from HRWC for acceptance into a Vendor's program rests with the Vendor, and in that regard, ITA Vendor's should conduct their own assessments of referrals in order to determine appropriateness for program acceptance. In addition, it is expected that ITA Vendors will provide job search assistance to those participants who successfully complete their programs, to the fullest extent possible.

- J. PERFORMANCE EXPECTATIONS: The minimum expected performance levels for HRWC funded training service participants, are as follows:
- |                              |     |
|------------------------------|-----|
| ➤ Training Completion Rate   | 50% |
| ➤ Credential Attainment Rate | 65% |

Additional Employment Rate and Earnings related performance levels will be determined by HRWC.

- K. RECOGNIZED POSTSECONDARY CREDENTIAL: This term means an occupational skills related credential consisting of an industry-recognized certificate or certification; a certificate of completion for a Registered Apprenticeship; a license recognized by the State involved or Federal Government; or, a diploma, certificate, associate degree. **Note:** No Bachelor's Degree or above programs will be authorized with the exception of Bachelor's Degree in Nursing Programs. Credential documentation is required to be provided to the applicable One-Stop System Staff, upon the successful completion of training. **Note:** all credentials awarded as a result of the successful completion of training must be sufficient in value to support the participant's entry into training related unsubsidized employment.

- L. EQUAL OPPORTUNITY:  
 Equal Opportunity: Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) prohibits discrimination against all individuals in the United States on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or participation in any WIOA Title I financially assisted program or activity. Prohibitions against discrimination are made on the basis of the following:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin, which includes discrimination affecting persons with limited English proficiency;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
4. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

If applicable, HRWC will provide an explanation of the client's rights and protections under 29 CFR Part 38. HRWC will also provide a copy of Virginia's Equal Opportunity Notice (English or Spanish version) to the client and maintain a copy in the client's file.

The ITA Vendor shall comply with Section 188 of the Workforce Innovation and Opportunity Act, and Title VI of the Civil Rights Act as noted above, as well as guidance regarding services and access for persons with limited English proficiency, to the extent they apply to the subject matter of this contract. Specific guidance is provided at Part IV, Department of Labor Federal Register/Volume 68, No. 103, issued Thursday, May 29, 2003, and Department of Health and Human Services Federal Register/Volume 65, No. 169, August 30, 2000 and Department of Health and Human Services Federal Register Volume 68, Number 153, August 8, 2003.

- M. PROPOSAL RECONSIDERATION: Applicants who submit proposed programs in accordance with the requirements and related stipulations of this Application Package, which are not approved for inclusion on the HRWDB Approved List, may have their proposal(s) reconsidered upon written request, in accordance with the requirements stipulated in the HRWDB Ad Hoc Reconsideration Process, which is attached. Applicants must first go through this Process before seeking any further resolution under the State Process.

#### ATTACHMENTS

- A. Training Provider Application Form
- B. Training Program Application Form
- C. Submission Requirements
- D. List of Training Provider Exemptions
- E. List of Certifying Agencies
- F. HRWDB Ad Hoc Reconsideration Process

## ATTACHMENT A

TRAINING PROVIDER APPLICATION FORM  
HRWC APP# ITA-4

1. Name of Training Organization		2. Federal Tax ID#	
3. Mailing Address	4. City	5. State	6. Zip
7. Physical Address	8. City	9. State	10. Zip
11. Name & Title of Contact Person:			
12. Email Address of Contact Person:		13. Phone Number of Contact Person:	
14. Mailing Address of Contact Person (if different from above):			
15. Year Established:		16. Website Address:	
17. Type of Entity:			
Other (please describe):			
18. Does your organization provide job search assistance or placement services? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please describe)			
19. What types of financial aid are available to students?			
20. Does your organization have a tuition refund policy? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please attach the policy including time frames and percentage of reimbursement)			
21. Name of Financial Aid Contact Person		22. Email Address of Financial Aid Contact Person	

ATTACHMENT A

TRAINING PROVIDER APPLICATION FORM  
HRWC APP# ITA-4

23. Please provide three (3) customer references including contact information: **These references must be directly related to your provision of training services.**

1.

2.

3.

## ATTACHMENT B

TRAINING PROGRAM APPLICATION FORM  
HRWC APP# ITA – 4

**A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM OR OCCUPATIONAL SKILLS COURSE OF STUDY.**

1. Training Organization			
2. Contact Person – Name & Title			
3. Training Program or Stand-alone Course name  Is there an Internship/Externship included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Program or Course description			
5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
9. Is Curriculum certified by an accrediting agency/entity or similar national standardization program entity or organization?  <input type="checkbox"/> Yes (if yes, specify the entity/organization) <input type="checkbox"/> No			
10. Description of training and skills to be obtained – <i>Attach a training program description, include an outline of what is covered in the program, and what skills are to be obtained.</i>			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI information to support the sector & occupation.			
12. Does training lead to a Recognized Credential: diploma, license, certification, certificate or associate degree? <i>If yes, indicate Type and Recognition Entity:</i>  <input type="checkbox"/> Yes <input type="checkbox"/> No Credential Type: _____ Entity that Recognizes the Credential: _____			

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Was this training developed in partnership with a Business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Name of Business(s):	

## ATTACHMENT B

TRAINING PROGRAM APPLICATION  
HRWC APP# ITA - 4

15. List Businesses that support this training program:	
16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:	
17. Describe how you will work with the local board to serve individuals with barriers:	
Program Cost	
18. Registration/Pre-screening/Admission Fees	\$
19. Tuition (check all items included in Tuition)	\$
Books	\$
Required Supplies (Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$

Criteria for Admission			
21. Describe the prerequisites or skills and knowledge required to the commencement of training:			
22. Is a High School Diploma or GED required?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

## ATTACHMENT C

SUBMISSION REQUIREMENTS  
HRWC APP# ITA-4

The following items **MUST** be submitted by a Training Provider in order for a proposed program(s) to be considered:

1. Copy of current Virginia oversight documentation (SCHEV, VA Board of Nursing or other qualified entity).
2. Copy of a current License to Conduct Business in Virginia.
3. Copy of current license to operate as a school or training provider for the proposed program(s).
4. Copy of the current Training Provider Grievance Procedures for individuals with Complaints on issues, such as discrimination, accessibility, etc....
5. Copy of the current Training Provider Non-discrimination Policy.
6. Completed Suspension/Debarment Certification Form (Included in the Application Package).
7. Completed Ant-Discrimination Certification Form (Included in the Application Package).
8. Completed Training Provider Application Form (Attachment A)
9. Completed Training Program Application Form(s) (Attachment B)
10. Occupational Demand Information. (See Section IV. B)
11. Performance information addendum by individual program, if available. (See Section IV. C)
12. Completed Certification and Representation Statement (Included in the Application Package)

SUSPENSION/ DEBARMENT FORM  
HRWC APP# ITA – 4

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

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

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

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Organization

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Authorized Signature

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Date

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Printed Name and Title

ANTI-DISCRIMINATION FORM  
HRWC APP# ITA – 4

**ANTI-DISCRIMINATION CERTIFICATION**

The Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 111-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in (a) and (b) below apply:

- (1) During the performance of this contract, the Contractor agrees as follows:
  - (a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - (b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - (d) The Contractor will include the provisions of (a) above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

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Organization

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Authorized Signature

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Date

CERTIFICATION AND REPRESENTATION FORM  
HRWC APP# ITA – 4

**CERTIFICATION AND REPRESENTATION STATEMENT**

I, \_\_\_\_\_ (Name) as \_\_\_\_\_ (Title) of  
 \_\_\_\_\_ (Applicant Agency), hereby certify and  
 represent the following:

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Telephone Number and E-mail address*

<b>FOR LWDB OFFICE USE ONLY</b>			
Date Received by LWDB	Date Approved by LWDB	Date LWDB Submitted to State	Authorized LWDB Signature

## ATTACHMENT D

CERTIFICATION/ACCREDITATION AGENCIES/ENTITIES  
HRWC APP# ITA-4

The following State Agencies can provide approval for Occupational Skills Training programs (please note that this is not an all-inclusive list):

- Criminal Justice Services Department
- Department of Health Professions (DHP)
- Department of Medical Assistance Services (DMAS)
- Department of Motor Vehicles
- Department of Professional and Occupational Regulation (DPOR)
  - a) Board for Barbers and Cosmetology
  - b) Board for Contractors
  - c) Fair Housing Board
  - d) Real Estate Board
  - e) Real Estate Appraisers Board
  - f) Tradesmen
  - g) Board for Waste Management Facility Operators
  - h) Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals
- State Council of Higher Education for Virginia (SCHEV)
- Virginia Board of Pharmacy
- Virginia Board of Nursing

## ATTACHMENT E

EXEMPTIONS FROM CERTIFICATION  
HRWC APP# ITA – 4

§ 23-276.2 OF THE Code of Virginia allows the following exemptions from certification:

1. Public institutions of higher education in Virginia
2. Educational offerings or activities that meet the following:
  - a. A nursing education program or curriculum regulated by the Board of Nursing;
  - b. A professional or occupational training program regulated by another other state or federal governmental agency;
  - c. Those courses or programs of instruction given by or approved by any professional body that are principally for continuing or professional education and for which no degree credit is awarded;
  - d. Those courses or programs offered through approved multistate compacts, including, but not limited to, the Southern Regional Education Board's Electronic Campus;
  - e. Those courses offered and delivered by a postsecondary school that is accredited by an entity recognized by the U.S. Department of Education for accrediting purposes, if such courses are provided, solely on a contractual basis for which no individual is charged tuition and for which there is no advertising for open enrollment;
  - f. Any school, institute or course of instruction offered by any trade association or any nonprofit affiliate of a trade association on subjects related to the trade, business or profession represented by such association;
  - g. Any public or private high school accredited or recognized by the Board of Education;
  - h. Tutorial instruction delivered and designed to supplement regular classes for students enrolled in any public or private school or to prepare an individual for an examination for professional practice in higher education;
  - i. Religious institutions whose primary purpose is to provide religious or theological education.

§ 23-275.4 C of the Code of Virginia states that institutions of higher education are not required to obtain further certification if they (i) were formed, chartered or established in the Commonwealth; (ii) have maintained a main campus continuously in the Commonwealth for at least 20 calendar years under their current ownership (iii) were continuously approved or authorized to confer or grant academic or professional degrees by the Council for 20 years; and (iv) are fully accredited by an accrediting agency that is recognized by the United States Department of Education.

Postsecondary institutions that do not meet the requirements of §23-276.2 or §23-276.4 (C) above are required to obtain certification in accordance with the List of Certifying State Agencies.

**ATTACHMENT F  
HRWC APP# ITA-4**

**AD HOC RECONSIDERATION PROCESS  
HAMPTON ROADS WORKFORCE DEVELOPMENT BOARD**

The Hampton Roads Workforce Development Board (HRWDB), the Workforce Development Board for Virginia Workforce Development Area 16 under the Workforce Innovation and Opportunity Act (WIOA) of 2014, has the responsibility for selecting program providers for the Region from among various applicants.

It is the desire of the HRWDB to voluntarily provide an informal process for any applicant who submits a proposal which is not selected or program contract that is not extended or ITA program that is not recertified for continued eligibility, to have the opportunity to request reconsideration of such action.

Therefore, the following process applies to proposals received in response to HRWC RFPs, ITA Applications and HRWC decisions to not extend a program contract or ITA program for an additional performance period, in accordance with the applicable RFP or ITA Application/ Vendor Agreement:

**PROCESS STEPS**

- 1) If a proposal is not accepted, a program contract is not extended or an ITA program is not continued, the HRWC Workforce Services Officer shall formally notify the applicant/program contractor/ITA Vendor of such action within five (5) workdays of the decision. Such notification will have attached thereto a copy of this process.
- 2) In the event the applicant/program contractor/ITA Vendor desires reconsideration of a proposal, a program contract extension decision or removal of an ITA program, such applicant/program contractor/ITA Vendor shall submit a written request for reconsideration to the HRWC Workforce Services Officer within five (5) workdays of notification of the decision.
- 3) Upon receipt of such written request, the HRWC Workforce Services Officer shall within five (5) workdays of receipt of such, notify the Chairperson of the HRWDB. The HRWDB Chairperson shall within five (5) workdays of such notification, appoint an AD HOC Committee to informally meet with the applicant/program contractor/ITA Vendor to discuss the request for reconsideration. In the case of youth proposals/contractors, most of the AD HOC Committee members shall be Youth Committee members.
- 4) The Chairperson of the AD HOC Committee, appointed by the HRWDB Chairperson, shall then set a time for a meeting with the applicant/program contractor/ITA Vendor, to be held within ten (10) workdays or as expeditiously as possible, thereafter.
- 5) Said meeting shall be informal, and be restricted to the AD HOC Committee, the applicant/program contractor/ITA Vendor and HRWC staff, as requested by the AD HOC Committee Chairperson.
- 6) The AD HOC Committee shall allow, under procedures to be set by the AD HOC Committee Chairperson, the applicant/program contractor/ITA Vendor to submit either orally or in writing, any additional information, as it relates to the applicant's proposal, contract extension decision or ITA program removal.
- 7) The AD HOC Committee shall report to the HRWDB Executive Committee at their next regularly scheduled meeting the result of any vote taken as to whether to recommend proposal/contract extension/ITA program removal reconsideration and the reason (s) for any such recommendation or to affirm the original decision.

- 8) The HRWDB Executive Committee shall consider such recommendation and act as it deems appropriate. Any such recommendation which results in the award of funding to an applicant's proposal or an increase in the original award amount of an applicant's proposal or the extension of a program contract shall be presented to the full HRWDB at its next regularly scheduled meeting, for action. ITA programs recommended for inclusion on the HRWDB Approved ITA Programs List may be added by Executive Committee in between HRWDB meetings.
- 9) Nothing contained in this process shall create a right to funding or a right of appeal if the AD HOC Committee does not in its sole discretion, recommend that the applicant's proposal/ contract extension decision/ITA program removal be reconsidered by the HRWDB Executive Committee. **Note:** Applicants seeking resolution for a proposed ITA program(s) not being selected or removed by the HRWDB **must first go through this local process before seeking resolution under the State Process.**