

Implementation Date: September 1, 2016 Scheduled Review Date: September 2017 Responsibility: Arapahoe/Douglas Workforce Development Board	Subject: Criteria for the Certification of One-Stop Center by Workforce Development Board, Change 1		Policy Number: ADWB-01-2016
	Summary: To provide guidance for the certification of the one-stop center and one-stop delivery system		
	Scope: All Arapahoe/Douglas Works! Employees		
Category(ies):	Workforce Innovation and Opportunity Act	Replaces:	n/a

The Arapahoe/Douglas Workforce Board has designated Arapahoe/Douglas Works! as the one-stop operator, and thereby the facilitator of the following approved policy and associated language contained herein.

ALL REVISIONS ARE HIGHLIGHTED IN YELLOW

Reference(s):

- [Title I of the Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#), WIOA Section 101(d)(6), 121(e), and 121(g)
- [PGL 15-01 WIOA \(prior #15-04-WIOA\)](#), Local Area Designation and Appeals Process
- [PGL WIOA-2015-02, Change 1](#), WIOA Criteria for the Certification of One-Stop Centers by Local Boards

Purpose:

To provide guidance, process and deadlines for the certification of the one-stop center and one-stop delivery system that is to be conducted by the Arapahoe/Douglas Workforce Development Board (ADWB).

Background:

The Workforce Innovation and Opportunity Act (WIOA) specifies in section 101(d)(6) and 121(g)(1) that the Colorado Workforce Development Council (CWDC) shall establish the minimum criteria for certification of one-stop centers and the one-stop delivery system. Certification is required to be done by the ADWB at least once every three (3) years in order for the one-stop center and the one-stop delivery system to receive infrastructure funding.

Certification Criteria:

In order to be certified, the one-stop center and one-stop delivery system must meet or exceed the standards established for each Focus Area (see page 3 of this policy to view chart).

On an annual basis, the required partners in the local workforce area will work with Workforce Development Programs (WDP) to reach agreed upon levels of performance that apply to Focus Area 1 and with the CWDC to reach agreed upon Continuous Improvement Management System (CIMS) goals that apply to Focus Area 3.

The chair of the ADWB shall be copied on all local plan quarterly and annual reports provided to the CWDC so that the board can maintain data on an ongoing basis. At the request of the ADWB, when it engages in the certification process for the one-stop center and the one-stop delivery system, the CWDC will provide to the ADWB a summary of the performance data that has been provided to the CWDC on the following criteria. The state agencies of required partners shall

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forward quarterly or annual reports to the CWDC so that data on partner programs can be maintained and shared with the ADWB during the assessment process. The ADWB should contact their Workforce Development Programs Regional Liaison to obtain information on performance measurements.

The ADWB is responsible for assessing the one-stop center and one-stop delivery system with these criteria and submitting a record of the assessment and certification determination to the CWDC via email to cwdc@state.co.us within ten (10) days of completing the certification determination.

Per the PGL, the ADWB is required to have policy in place **that contains the criteria** for assessing the one-stop center and one-stop delivery system. The PGL requires local workforce **boards to develop a policy by October 31, 2016.**

Option A: A board may adopt this PGL as the assessment criteria for the one-stop centers and system in the local area.

Option B: A board may adopt a local policy that includes the criteria outlined within this PGL, as well as additional criteria beyond the items outlined in this policy.

This policy:

- Includes the criteria outlined within the PGL;
- May include additional criteria beyond the items outlined in the PGL;
- Will be submitted to the WDP Regional Liaison for review prior to approval by the ADWB;
- Will be incorporated into the compliance review procedures conducted by Regional Liaisons

Certification should be completed by the ADWB prior to the beginning of the second program year under WIOA beginning July 1, 2017, and at least every three (3) years thereafter. **If certification criteria have been incorporated into a competitive process for the one-stop operator, then the selection process may also serve as the certification process.**

In cases where a local board is selected to act as the one-stop operator, the state will ensure certification of one-stop centers.

A statement of certification must be submitted as a component of the local plan. If certification is not completed within the required timeframes, the one-stop center and the one-stop delivery system become ineligible to receive infrastructure funding from partners or the state funds for those areas that utilize the state infrastructure funding mechanism. When the CWDC receives the record of the certification determination, it will be reviewed and a statement will be issued that acknowledges that the ADWB has certified the one-stop operator and that the operator is eligible to receive infrastructure funding.

(See following chart to view establish standards)

ONLY THE ARAPAHOE/DOUGLAS WORKFORCE DEVELOPMENT BOARD MAY GRANT EXCEPTIONS TO PROVISIONS WITHIN THIS POLICY.

	Focus Area	Criteria to be used	Standards to Meet
1	Effectiveness	-Performance accountability as outlined in grant agreements and expenditure authorizations -Local Performance Measures -Sector Partnerships -Career Pathways -Enrollment objectives for targeted populations -Alignment of services with needs of the area -Fiscal Responsibility -Service Hours	<ul style="list-style-type: none"> ➤ Outcomes defined in grant agreements and expenditure authorizations ➤ Thresholds related to negotiated performance targets ➤ Coordination of goal setting across programs exists ➤ Active involvement in initiatives and discretionary grants and expected outcomes for initiatives and discretionary grants are met ➤ Demonstrate that strategies are based on an analysis of the area ➤ Satisfaction of employers with services provided ➤ Expenditure rate exceeds the minimum requirement to maintain compliance
2	Physical and programmatic accessibility	ADA Guidelines	<ul style="list-style-type: none"> ➤ In compliance as shown by an inspection, audit, or review within last 3 years
3	Continuous improvement of one-stop centers and the one-stop delivery system	The CWDC's established Continuous Improvement Management System (CIMS) incorporated into the annual planning process	Standards are connected to current goals and may shift as goals change: <ul style="list-style-type: none"> ➤ Business Services activities in compliance with annual goals ➤ Re-employment and Young Adult activities in compliance with annual goals ➤ Marketing and outreach activities in compliance with annual goals

4	Integration of available services	Service Coordination Agreements	<p>At a minimum:</p> <ul style="list-style-type: none"> ➤ A MOU is in place ➤ The MOU includes all required partners ➤ Co-enrollment is addressed ➤ A referral procedure for all programs is in place ➤ Demonstrate that the level of integration has improved in the past 3 years
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