



## **Scope of Work 2019-2020: Regional Organizer (SlingShot 2.0 Implementing the Regional Plans)**

### **Background:**

In 2016, each of the Regional Planning Units (RPUs) and Local Workforce Development Boards (LWDBs) worked collaboratively to hire/designate a Regional Organizer (RO) to assist with the development of the Regional Plan. In 2017, each RPU received additional funding to begin the implementation of the approved Regional Plans. These initial grants end in March 2019. Beginning in April 2019, each RPU will receive additional funding to continue the work of the ROs through September 2020.

### **The 2019 augmented WIOA 15% RO Funds may be used to support the following:**

1. Current salary for RO staff, based on the **Scope of Work** provided below;
2. Travel, equipment, and expenses associated with regional training meetings, statewide training meetings, and implementation of the RPUs' Regional Training Plan; and/or
3. Administrative costs

### **Scope of Work – Regional Organizer:**

Regional Organizers assist in building momentum and strengthening regional leadership by identifying and enhancing partnerships with industry, education, and workforce development leaders, by strategically maintaining ongoing collaborations to accomplish regional plans goals, and enhancing communication between regions and the state.

The ROs are accountable to the LWDB Directors, who are ultimately responsible for the implementation of their Regional Plan. In addition, ROs work with the California Workforce Development Board (CWDB) staff, regional workforce leadership, the state's RO coordinator and the Technical Assistance (TA) provider(s) selected by the CWDB. Each RPU determines their RO priorities for the region. Examples of these RO priorities are:

1. Act as the liaison for regional plan implementation between the CWDB and regional leaders and enhance communication between the CWDB and LWDB Directors.
2. Act as the liaison between the LWDBs in the region, including scheduling and coordinating meetings between the LWDB(s) in the region and acting as the communication pipeline between the LWDB directors and regional workforce leadership.
3. Support ongoing dialogue between labor, business, education, community, economic development, and all partners throughout the public workforce system in an effort to encourage alignment and promote services to individuals with barriers to employment.
4. Support LWDB directors in connecting LWDB board members, CWDB members and TA providers/evaluators with regional partners to assist in identifying implementation opportunities, and overcoming challenges, barriers and policy obstacles.
5. Support implementation of the region's Regional Plan and assess/track progress

towards achieving indicators of regional coordination and alignment.

6. Identify and share promising practices and successful convening efforts that link policy and practice.
7. Identify and share related and relevant state and federal grant projects that should be aligned/coordinated with the regional effort.
8. Communicate and participate in a minimum of two statewide meetings per year.
9. Communicate and participate in meetings with LWDBs and partners to keep them informed about current regional initiatives by sharing challenges, barriers, successes, and lessons learned.
10. Work with Regional Training Coordinators, regional coalitions, professional development partners, and the CWDB to build capacity of LWDB staff and partners.
11. Receive and review regional initiative quarterly reports, ensure report(s) are shared with LWDB directors and project leads, and complete and submit reports to the CWDB by the designated due date.

#### **RPU Fiscal Agent Responsibilities:**

1. Act as fiscal agent for funds, including: accepting funds; allocating funds as directed by the Regional Plan or regional agreement; ensuring that all Local Workforce Area (LWA) subrecipients in the RPU who receive funding agree to report all regional expenditures; and completing fiscal and programmatic reporting.
2. Notify the state of any decision to change the fiscal agent for the RPU and provide evidence of approval by a majority of the LWDBs in the RPU.
3. Compile and submit reports of activities, expenditures, status of cash and closeout information by specific dates as prescribed by the state. Maintain fiscal reporting exhibits, and initiate regional initiative modification requests.
4. Work with the RO to coordinate efforts to align regional investments (Regional Organizer, Regional Training Coordinator, SlingShot, Strong Workforce, Adult Education Block Grant and Career Pathways Trust, etc).
5. Advise the CWDB and EDD RAs if the current regional projects will be serving participants and whether the regional projects need access to additional CalJOBS<sup>SM</sup> participant codes to enter services to additional populations other than eligible adults (i.e. Dislocated Workers, Veterans, Youth, etc.)
6. Advise the CWDB and EDD RAs if other entities within the region need access to CalJOBS<sup>SM</sup> participant codes for regional grants.
7. Notify RTC and/or EDD Capacity Building Unit if CalJOBS<sup>SM</sup> training is needed for new staff working on regional initiatives.

#### **Outcomes:**

The desired outcomes for the RO and SlingShot/RPI 2.0 investments is to make progress towards achieving the indicators of regional coordination and alignment, as outlined in the Local/Regional Plan Modification Guidance. Priority outcomes include:

1. Creation of sector committees and/or councils that act as regional industry decision makers guiding the development of sector strategies, industry-recognized credentials, and apprenticeship programs.
2. Development of an enhanced uniform approach to business services alignment and regional outreach to business, job seekers and partners.
3. Development of enhanced regional partnership councils that act as “supply-side” decision makers to align policies and funding to promote career pathways and enhance service delivery strategies. These will ensure that individuals with barriers to employment enter and successfully complete regional career pathway programs and attain employment in priority industry sectors that provide income mobility.
4. Development of enhanced formal regional agreements and/or governance structures between the LWDBs within an RPU, for the purpose of increasing workforce staff professional development and capacity, incorporating strategies for system alignment, increasing efficiencies, and identifying and reducing duplication through regional cooperation.