

REGION VI WORKFORCE DEVELOPMENT BOARD
WORKFORCE AND INNOVATION OPPORTUNITY ACT (WIOA)
ASSESSMENT AND CASE MANAGEMENT SERVICES
TECHNICAL ASSISTANCE CONFERENCE

February 13, 2026, 1:00 p.m., Region VI Workforce Development Board, White Hall

In attendance: Region VI Workforce Development staff: Maria Larry, Shelly McCauley

Human Resource Development Board staff: April Pierson

Ross Works staff: Wade Coffindaffer
Lynn Fournier (via Zoom)

The purpose of the Technical Assistance Conference for the Workforce Innovation and Opportunity Act (WIOA) Request for Proposals (RFP) conference was to provide guidance and clarification to prospective applicants regarding the RFP requirements, application procedures, funding priorities, eligibility criteria, performance expectations, and submission deadlines. The following questions were presented and answered:

1. What is the anticipated funding for one year? Can you provide the budget forms in an excel or word format?

Region VI Workforce Development Board (WDB), Executive Director, Maria Larry stated that the WDB has not received information regarding the PY26/FY27 budget yet. However, she gave an estimate of \$450,000 based upon last program year's initial budget and stated carryover from the current year's budget could potentially be added to the contract. Amy Hall has the forms in a Word Document and can send to everyone. Shelly McCauley can also make these forms PDF fillable.

2. Office space-Will there be available space on site in the Career Centers? Can you provide Attachment K? (not provided in the RFP)

Before the conference, Amy Hall stated that there was no Attachment K (her mistake) – The information on contacts for office space is at the bottom of Attachment J.

Maria Larry explained that there are currently four career planners who provide WIOA services in the thirteen-county region located at the Clarksburg Workforce Center, Elkins Workforce Center, Morgantown Workforce Center, all affiliate One-Stop sites, and the Fairmont career planner/business services assistant is located at the comprehensive One-Stop site at Fairmont Veteran Square. Office space may be available at the Workforce WV Career Center sites for \$300/month. Phone and internet is not available at the Workforce centers.

3. What is the anticipated funding for the transition budget?

Maria stated she is expecting an estimated \$25,000 budget for transitional costs, although that is negotiable.

4. How many Adult and Dislocated Workers (DW) participated in Work Experience, Classroom Training, and OJT last year? Should ITA's be included in the budget?

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Maria stated that ITA's, Apprenticeships, Employer Training Funds and support services are not included in the contracted budget amount. These costs are paid through the Region VI WDB fiscal office.

ITA's:	Adult 226	DW 106	
OJT's	Adult 66	DW 15	
Transitional	Adult 2		DW 0
Apprenticeships	Adult 2		DW 0
Customized	Adult 1		DW 0
Incumbent Wkr	Adult 21	DW 0	

5. What were the supportive services costs for the last complete program year?

**Supportive services paid last program year:
Adult-\$47,361.24
DW-\$15,084.70**

6. What improvements/growth areas are you looking to see within the program services?

Maria stated that the improvement and goals for the upcoming program year(s) include improved performance, increased focus on more personalized/individualized career planner services, stronger connections with Apprenticeship training programs in order to increase the number of apprenticeship training participants and build constructive relationships with the trades.

Maria stated that it would be acceptable for the contractor to employ one Program Manager to oversee the Out of School Youth program as well as the Assessment and Case Management program, if awarded both contracts.

The Region VI PY25 Quarter 1 Quarterly Performance of WIOA Participants with a Training Service was provided to attendees.

Maria gave the current Adult/DW participant numbers of those in training as of the end of January 2026:

Adult ITA's – 76 Dislocated Worker ITA's – 40 Employer Trainings – 9