


Attachment A

**RFP Coversheet
One Stop Operator**

Legal Name of Organization	White River Planning and Development District, Inc.
Federal Identification Number	71-0398870
Address, City, State, Zip	4441 Harrison Street Batesville AR, 72501 P.O. Box 2396 Batesville AR, 72501
Contact Person and Title	Jan Smith, Executive Director
Phone Number	1-870-793-5233
E-mail Address	jsmith@wrpdd.org
Type of Organization	501c3
Amount of Proposal	\$35262.34
Timeframe	The contract duration for activities solicited by this Request for Proposal (RFP) will be twelve (12) consecutive months from July 1, 2025 to June 30, 2026. An annual option up to an additional three years may be considered based upon performance, funding availability, acceptable negotiations, and approval by the NCACEOs.

By signing this coversheet, you are stating that any and all documents contained within are complete, accurate, and truthful.

 Signature of Authorized Official	4/29/25 Date
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EXECUTIVE SUMMARY

White River Planning and Development District, Inc., (WRPDD) is interested in continuing to provide the One Stop Operator and to lead Business Services under the Workforce Innovation and Opportunity Act of 2014 for the North Central Arkansas Local Workforce Development Area. WRPDD has been providing these services since October 19, 2015, when the North Central Arkansas Development Council ceased to provide these services. Prior to the WIOA work the District was involved in WIA, CETA, and JTPA. WRPDD also has been the Administrative Entity since 2000, the inception of the WIA program.

Chartered under the Arkansas Nonprofit Corporation Act, the White River Planning and Development District, Inc., was first incorporated in 1967. As a non-profit corporation serving the counties of **Cleburne, Fulton, Independence, Izard, Jackson, Sharp, Stone, Van Buren, White and Woodruff**, the District was designated as an Economic Development District under the provisions of the Public Works and Economic Development Act of 1965 by the Economic Development Administration of the United States Department of Commerce in May of 1968.

Through the District concept, the primary objective has been to strengthen the economic base in order to promote the long-term recovery of economically distressed areas, by achieving the following:

1. **Reduce unemployment and underemployment**
2. **Increase the income of residents**
3. **Foster the capacity for planning and carrying out economic development programs**
4. **Promote sustainable development**
5. **Encourage cluster development**

The primary emphasis of WRPDD has always been to preserve and improve the quality of life within the White River area. The direction of the District activities continue to address economic development and community development. The staff of WRPDD is a diverse, well experienced group. Two staff members have been employed at the District over 40 years while five others have 10+ years' experience. The staff of WRPDD provides assistance to local communities, counties, federal agencies, the private sector, and other entities in such areas as job placement and development, infrastructure development, business development, recreation, solid waste management, transportation planning and job creation/retention.

The District has extensive experience with various fiscal requirements from different agencies. For the year ending June 30, 2019 the District received over \$4.2 million in revenue from various agencies. The District had no audit findings.

The District works with a wide array of federal, state and local agencies including, but not limited to: Arkansas Department of Workforce Services, Arkansas Economic Development Commission, Arkansas Department of Environmental Quality, Economic Development Administration, Delta Regional Authority, United States Department of Agriculture, Arkansas Natural Resources Commission, Arkansas State Highway and Transportation Department, Arkansas Department of Health and Human Services and Arkansas Department of Parks and

Tourism. Because of the District's track record of excellence in service, staff has been asked by many of these agencies to conduct training statewide.

WRPDD's experience in operating the WIOA programs is extensive. The Agency has established strong working partnerships and excellent business relationships with WIOA staff across the state. The WIOA staff is committed to providing excellent service to participants and partners. WRPDD is pleased to present our Qualifications for continuing the services currently being provided and becoming the One-Stop Operator.

Proposal Narrative

Submitted by White River Planning and Development District (WRPDD) For One-Stop Operator Services – North Central Arkansas Workforce Development Area

Documentable Experience as a One-Stop Operator

White River Planning and Development District (WRPDD) has proudly served as the One-Stop Operator for the North Central Arkansas Workforce Development Area (NCAWDA) since October of 2015. Over the past ten years, we have successfully coordinated the delivery of workforce services across multiple partner agencies, maintained compliance with all federal and state guidelines under WIOA, and driven continuous improvements in service integration, customer satisfaction, and performance metrics.

WRPDD has overseen the daily operations of the Arkansas Workforce Center in Searcy, the area's designated comprehensive center. Our role has included facilitating regular partner meetings, implementing operational procedures to align with board policy, ensuring universal accessibility, and tracking customer service performance.

The focal point of all workforce systems is business and industry. The activities provided currently by WRPDD include:

- The District subscribes to all newspapers in the 10-county service area. Staff read these papers to determine not only any job openings which might be advertised, but also any job closings for which assistance might be provided and may not qualify for assistance through the Governor's Dislocated Worker Task Force.
- Use of Workforce Center facilities by a business for a variety of purposes such as meetings, trainings, orientations, interviews, etc.
- Assessments – any test or assortment of tests used to measure the skills, interests and/or personality traits of a jobseeker, potential employee, or current employee.
- Business education – seminars, round tables, workshops, focus groups, etc.
- Business information – Information given to a business pertaining to a variety of incentive programs or other information requested that provides a benefit to that business.

- Hiring events – WRPDD staff holds customized events for single employers that assists with recruiting, interviewing, and hiring of one or more positions.
- Job Fairs – Events for multiple employers that assists with the recruiting, interviewing, and hiring of one or more positions. Staff has attended multiple job fairs and chamber expositions. Booths are set up with informational brochures on the program services.
- Labor Market Information – Information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; and job vacancies survey results
- Rapid Response – A variety of services to businesses that are facing restructuring and downsizing including onsite workshops for employees in transition; job placement assistance; and information on unemployment benefits.
- Screening – Any service that involves the initial evaluation of applications or resumes that assists the employer in the recruiting process; training and retraining of current or future employees including OJTs, Work Experience, Incumbent Worker Training, etc.

The District's goal is to assist businesses in finding skilled workers and to enhance access to other important workforce services. Businesses will be provided with opportunities to participate in training eligible youth and adults and connections to those who have received training from approved education and training providers. Businesses are provided information pertaining to a variety of incentive programs and/or other information that provides benefit to a particular business. Staff will customize services based on the needs of employers. Staff and Career Specialists will contact the human resources departments of the major employers to explain program services and benefits. Other outreach efforts include job fairs, hiring events, distribution of brochures, expansion of Facebook page, creation of a Local Workforce Development Board website, updating District website with more extensive information, and radio public service announcements.

Experience with WIOA and Required Program Partners

WRPDD has extensive experience working with WIOA Title I service providers and required One-Stop partners, including:

- Arkansas Workforce Connections (Wagner-Peyser/Unemployment Insurance)
- Arkansas Rehabilitation Services (Vocational Rehabilitation)
- Adult Education and Literacy programs
- Temporary Assistance for Needy Families (TANF)
- Community-based and nonprofit organizations

We have fostered collaborative working relationships to ensure seamless service referrals, data sharing, co-enrollments, and a unified approach to meeting the needs of both job seekers and employers. Through structured partner engagement and operational alignment, we have enhanced service delivery outcomes and reduced duplication of efforts.

Understanding of Federal and State Laws and Regulations

Our leadership and operational team have in-depth working knowledge of the Workforce Innovation and Opportunity Act (WIOA), Uniform Guidance under 2 CFR Part 200, TEGLs, the State of Arkansas's workforce regulations, and local policies as adopted by the NCAWDB. We ensure all activities are fully compliant with nondiscrimination policies, performance accountability regulations, data security standards, and cost allocation principles.

WRPDD regularly attends federal and state training sessions and has internal processes to monitor changes in law, implement new guidance, and maintain proper documentation and audit readiness.

Outreach to Customers, Partners, and Employers

Our outreach strategy includes:

- Coordinated marketing with workforce partners
- Use of digital and social media platforms for job seeker and employer engagement
- Hosting hiring events and workforce expos
- Presentations to local chambers of commerce and economic development groups
- Partner meetings and cross-training sessions to strengthen referral networks

We maintain an open-door policy for community organizations and employers, ensuring that our workforce center remains a responsive and dynamic hub for regional workforce development.

Disclosures and Adherences

WRPDD confirms:

- No debarment, suspension, or ineligibility of principal employees.
- WRPDD did receive disallowed and/or questioned costs from the State of Arkansas but was able to settle the payment with non-federal funds. More information including the monitoring reports, amounts paid back to the State of Arkansas, and the closeout letters from the State of Arkansas can be submitted upon request. As of April 2025, there are no looming disallowed costs.
- Full bonding and insurance coverage is in place.
- No history of fraud, abuse, or union disputes.
- Compliance with all federal and state requirements including Civil Rights Act Title VI, WIOA Section 188, Executive Orders on EEO, Clean Air/Water Acts, Byrd Anti-Lobbying Amendment, and drug-free workplace provisions.
- Adherence to patent rights, access to records, and document retention policies.