

Local Board Certification Process

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1. Local Workforce Development Board (Local Board): San Francisco Workforce Investment Board
2. AJCC: <ul style="list-style-type: none"> • Chinatown Neighborhood Access Point (NAP) – Self Help for the Elderly (SHE) • Visitacion Valley NAP – Family and Child Empowerment Services San Francisco (FacesSF) • Mission NAP – Mission Economic Development Agency (MEDA)
3. Reviewer(s): Jessie Oettinger, Caleb van Docto, Kate Dunham
4. Reviewer’s organization: Social Policy Research Associates (SPR)
5. Reviewer’s relationship: Social Policy Research Associates is the One Stop Operator for the local area
6. Outline of certification process: The San Francisco Office of Economic and Workforce Development (OEWD) contracted with SPR, its One-Stop Operator, to certify San Francisco’s three AJCC affiliates: <ul style="list-style-type: none"> • Chinatown Neighborhood Access Point (NAP) – Self Help for the Elderly (SHE) • Visitacion Valley NAP (VFNAP) – Family and Child Empowerment Services San Francisco (FacesSF) • Mission NAP (MNAP) – Mission Economic Development Agency (MEDA) <p>Criteria 1, MOU - SPR verified the MOUs/Contracts that had been established between OEWD (the WIOA Title IB partner) and each affiliate. No affiliate site has another WIOA partner co-located on site.</p> <p>Criteria 2, EEO – SPR verified and reviewed each affiliate’s Spring 2019 EEO review</p> <p>Criteria 3, Board Process – SPR filled out this Board Process Form</p> <p>Criteria 4, Hallmarks of Excellence (HoE) Assessment – SPR conducted an HoE assessment for each affiliate based on the following data:</p> <ul style="list-style-type: none"> • An SPR-designed self-assessment that was filled out by each affiliate AJCC attesting to elements of how it meets the HoE, with specific focus on Hallmarks 1-7. • A review of the completed self-assessments by OEWD staff that oversee the contracts and performance of each affiliate.

- A site visit to each affiliate that was conducted by an SPR staff member with strong knowledge of both WIOA and physical and programmatic accessibility and accommodation. The site visitor completed an observation form regarding each site's accessibility, customer flow, and other physical characteristics.
- Copies of each affiliate's most recent EEO review which was conducted in spring 2019, provided by OEWD.
- Performance data for each affiliate for PY 2018, provided by OEWD.
- Copies of each affiliate's contract to provide WIOA services.

Using these data, SPR completed the HoE certification matrix for each affiliate as well as the certification forms and submitted its recommendations to the WISF.

7. Firewalls: As specified in WSD16-20, local boards can use both internal staff and their One-Stop Operators to certify AJCC's. SPR (the One-Stop Operator) used a combination of self-assessment, OEWD staff assessment (EEO compliance review and grant manager review of self assessment), SPR staff observation and performance data to complete the HoE assessment, providing a balance of information from several sources to inform our final scores and recommendations.

8. Other: n/a