

**Commonwealth of Massachusetts
Department of Career Services
Veterans Employment & Training Services**

2015

PERFORMANCE INCENTIVE AWARD NOMINATIONS

Deadline: September 18, 2015

General Information

The Department of Career Services encourages your participation in the FFY 2015 Veterans Employment and Training Services (VETS) *“Performance Incentive Awards”*.

The award recognizes the entire staff of a Massachusetts One-Stop Career Center, not just the Veterans’ Services unit or Veterans’ staff that demonstrate excellence and dedication in the provision of quality employment, training and placement services to U.S. Veterans and other eligible persons.

The Performance Incentive Award recognizes a Career Center that has made a substantial contribution or effort to:

- a. Improve and modernize employment and placement services, as well as training opportunities, for Veterans and other eligible persons.
- b. Reward and celebrate excellence in the provision of “Priority of Service” and integration of services to Veterans and other eligible persons at the Career Center.
- c. Improve performance outcomes for Veterans and other eligible persons.
- d. Establish strong working partnerships with other Veteran organizations and/or the community at large to improve services to Veterans and other eligible persons and;
- e. Design and develop innovations, approaches, supportive services, etc., in short, “best practices” that demonstrate the Career Center’s commitment to excellence in the provision of quality employment and training services to Veterans and other eligible persons.

CRITERIA FOR NOMINATION

To be considered eligible for a “*Performance Incentive Award*” nomination a One-Stop Career Center must:

- a. Provide employment, training and placement services to Veterans under the Jobs for Veterans State Grant (JVSG).
- b. Demonstrate that the Career Center has met at least 80% of the negotiated JVSG Entered Employment Rate (EER – 49%) and Employment Retention Rate (ERR – 79%) measures for Veterans. **Please Note: in a case where the performance measures for Veterans were not met, the committee will consider nominations that provide a clear justification why the measures were unattainable.**

NOTE: Nominees may include a Career Center that does not have a Veterans Employment Representative on site. The Workforce Development Area (WDA) may submit a nomination that includes all of the Career Centers operated in the WDA.

NOMINATION PROCESS

Nominations must be submitted by close of business Friday September 18, 2015, via email to: bcosta2@detma.org. The nomination process consists of the following:

- a. The Nomination package must be submitted electronically no later than close of business Friday, September 18, 2015.
- b. The Nomination activity should cover the period October 1, 2014 – September 30, 2015
- c. The Nomination narrative is limited to three (3) pages double spaced (11 font) that should include Nominee Information as well as, Nominator information.
- d. Supporting documentation is limited to five (5) pages.

AWARDS

Up to four awards will be made in order of ranking:

GOLD:	\$10,500
SILVER:	\$ 8,250
BRONZE:	\$ 6,125
UP COMING STAR:	\$ 5,125

SELECTION CRITERIA

Completed nominations will be reviewed and ranked by Veterans Employment and Training and Central Programs Units. Monetary Incentive Awards will be made to the four highest scoring Career Centers. Awards will be announced on Friday September 25, 2015.

Use of funds: Funds will be awarded to the fiscal agent for distribution to the recognized Career Center(s) within the Workforce Development Area (WDA) for specific Career Center needs such as but not limited to: computer hardware/software; resource room or library materials; transfer to training accounts; or other office-wide uses to promote priority of services to Veterans. **Please Note: no portion of the award monies may be used for administrative costs.**

Contracts must be issued no later than Tuesday September 30, 2015. All funds must be expended by December 31, 2015.