# Local Workforce Development Area name: Text Effective Date: Text

INTRODUCTION

 1. STRATEGIC PLANNING: Local Area Workforce and Economic Analysis

* 1. *Identify the composition of the local area’s population and labor force.*

# TEXT

* 1. *How are skills gaps defined in the local area? Provide a description of the skills that are required to meet the needs of employers in region and local area?*

# TEXT

* 1. *What are the challenges the local area faces in aligning existing labor force skills and education and training activities with the needs of regional employers?*

# TEXT

* 1. *Provide an analysis of local area workforce development activities, including education and training.*

# TEXT

* 1. *Describe strategic planning elements including a regional analysis of economic conditions.*

# TEXT

 2. STRATEGIC PLANNING: Vision and Goals

* 1. *What are the local board’s strategic vision and goals for preparing its workforce?*

# TEXT

* 1. *What is the local board’s strategy to work with the entities that carry out the core programs to align resources available to the local area, in order to achieve the strategic vision and goals for the local area?*

# TEXT

* 1. *How will the local board’s vision and goals align with, support and contribute to the governor’s vision and goals for the state’s workforce development system, as well as any of the goals and strategies articulated in the regional plan?*

# TEXT

* 1. *What are the local levels of performance that have been negotiated with the governor and chief elected officials?*

How will the local board’s goals relate to the achievement of these measures?

# TEXT

1. *OPERATIONAL PLANNING: Local Area Workforce System and Investment Strategies*
	1. *Provide a descriptive overview of the governance structure for the workforce system, including key stakeholders and entities in the local area.*

# TEXT

* 1. *What are the programs included in the local workforce delivery system and how will the local board work with the entities carrying out all workforce programs to support service alignment?*

# TEXT

* 1. *How will the local board work with the entities carrying out core programs to:*
		+ *Expand access to employment, training, education and supportive services for eligible individuals, particularly individuals with barriers to employment.*

# TEXT

* + - *Facilitate the development of Career Pathways and co-enrollment, as appropriate, in core programs (specify on-ramps from adult education).*

# TEXT

* 1. *What strategies will be implemented in the local area to improve business and employer engagement that:*
		+ *Support a local area workforce development system that meets the needs of businesses in the local area;*

# TEXT

* + - *Manage activities or services that will be implemented to improve business engagement;*

# TEXT

* + - *Better coordinate regional workforce and economic development strategy, messaging, engagement and programs; and*

# TEXT

* + - *Strengthen linkages between the PA CareerLink® service delivery system and unemployment insurance (UI) programs.*

# TEXT

* 1. *How will the local board coordinate local area workforce investment activities with regional economic development activities that are specific to a local area? How will the local board promote entrepreneurial skills training and microenterprise services?*

*4. OPERATIONAL PLANNING: Local Area Workforce Delivery System*

* 1. *Provide a descriptive overview of the local area workforce delivery system, including key stakeholders and entities in the local area.*

# TEXT

* 1. *Identify the one-stop partners (required and other) authorized to provide required and other programs within the local area. Describe briefly the role(s) of the one-stop partners (required and other).*

# TEXT

* 1. *How will the local board facilitate access to services provided through the one-stop service delivery system?*

# TEXT

* 1. *How will entities within the one-stop service delivery system, including one-stop operators and the one-stop partners, comply with WIOA Sec. 188 (as applicable), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) regarding the physical and*

programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities?

# TEXT

* 1. *Describe how the local board will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local area employers, workers and job seekers.*

# TEXT

* 1. *Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.*

# TEXT

* 1. *How will training services be provided using individual training accounts, or ITAs, that fund programs of study, or through the use of contracts for training services that fund work-based trainings.*

# TEXT

* 1. *Provide a description and assessment of the type and availability of youth workforce investment activities in the local area.*

# TEXT

* 1. *How will the local board coordinate workforce investment activities and ensure they are carried out in the local area with statewide rapid response?*

# TEXT

* 1. *How will the local board coordinate relevant secondary and postsecondary education programs and activities with workforce investment activities to support strategies, enhance services, and avoid duplication of service(s).*

# TEXT

* 1. *Describe the plans, assurances and strategies for maximizing coordination, improving service delivery and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop service delivery system.*

# TEXT

* 1. *How will the local board coordinate WIOA Title I workforce investment activities with adult education literacy activities under WIOA Title II?*

# TEXT

* 1. *What services, activities and program resources will be provided to participants, including those outlined at WIOA Sec. 3(24), Individuals with a Barrier to Employment, in the local area?*

# TEXT

* 1. *What services, activities and program resources will be provided to businesses and employers in the local area?*

# TEXT

* 1. *How will the local board coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area?*

# TEXT

1. *COMPLIANCE*
	1. *Describe the cooperative agreements that define how all local area service providers will carry out the requirements for integration of and access to the entire set of services available in the local area one-stop delivery system.*

# TEXT

* 1. *What is the process the local board uses to ensure the collection of the debts of lower-tier sub- recipients, because of audits?*

# TEXT

* 1. *What action(s) is the local board taking (or will take) towards becoming or remaining a high- performing board?*

# TEXT

* 1. *What is the process the local board uses to provide an opportunity to have input into the development of the local plan, particularly for representatives of business, education, labor organizations, program partners, public agencies and community stakeholders?*

# TEXT

* 1. *What is the process the local board uses to provide a 30-day public comment period prior to plan submission?*

# TEXT

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| ATTESTATIONSBy checking the box adjacent to each line item, the local board attests to ensuring the compliance components and documents listed are (or will be) in place and effective prior to June 30, 2021. |
| The following components and documents, including local workforce system policies, must be reviewed and revised as to be aligned with WIOA for the current planning cycle. Each item must be available to L&I at any time during the planning process and monitoring or auditing processes. L&I is not requiring copies of such documents to be attached to regional or local area plans at this time.* The Local Workforce Development Area attests that each of the below referenced policies contain any required language or content and were last revised, if necessary, by this plan’s effective date.
* Agreement between all counties and other local governments, if applicable, establishing the consortium of local and chief elected officials.
* Agreement between the chief elected official(s) and the fiscal agent, if a fiscal agent is designated.
* Agreement between the local area elected official(s) and the LWDB.
* LWDB policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest.
* Financial management policy and process including cost allocation plan; internal controls; cash management; receipts of goods; cost reimbursement; inventory and equipment; program income; travel reimbursement; audit requirements and resolution; annual report; property management; debt collection; and allowable costs.
* Local area procurement policy that must describe formal procurement procedures.
* Local area MOU.
* Program management policies and processes addressing, at a minimum, layoff assistance; equal opportunity for customers; complaints and grievances; supportive services; needs related payments; incentives; file management; eligibility determination and verification; self-sufficiency criteria; self-attestation and certification random sampling; priority of service; stipends and incentives; training verification/refunds; individual training accounts; contracts for training services; statewide training providers list and eligibility verification; local area training provider list and eligibility criteria and process; “additional assistance” definition; transitional jobs thresholds; work-based training policies including incumbent worker training, OJT, CT, and apprenticeship.
* Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident; and disaster recovery plan.
* Human resources policy and process including employee classification; benefits; holidays and PTO; recruitment and selection; employee development; discipline; layoffs, terminations and severance; sexual harassment; and equal opportunity and non-discrimination.
* Professional services contract(s) for administrative services such as staffing and payroll, if applicable.
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