Bay Area Workforce Development Board
Fox Valley Workforce Development Board

Workforce Investment Act
Local Plan Guidelines
Effective October 1, 2012

DETW-17317-P (N. 11/2011)

STATE OF WISCONSIN
DWD
Department of Workforce Development

REQUIREMENTS for PLAN and PROCESS

Submit to:

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Plan Requirements

The templates provided in the Reference Document must be used. The only alteration(s) may be specific additions that tailor the document to local circumstances.
The alphabetical order of the attachments in the Reference Document must be maintained.
Additional attachments other than those noted in the Guidelines and Reference Document may be provided with a list identifying all documents.
Submit one hard copy (Single space, double-sided, 11 point font on 8.5 x 11 white paper).
Submit an electronic copy via a FOB or Disc.
Use MS WORD for the narrative sections.
Documents that require signatures should be current with the individuals holding the designated positions/titles identified in the documents.
All pages numbered including attachments.

Plan Process

The Plan is **due** on **Monday April 1, 2013.** This due date should be sufficient for the required 30-day review and comment period and a Workforce Development Board (WDB) meeting. If it is not sufficient, please consult your Local Program Liaison (LPL).

Copies of the draft WIA Comprehensive Local Plan must be made available to the public in each county in the Workforce Development Area through such means as public hearings, local news media and websites. A published notice on the availability of the draft Plan for public comment is required. [*§ 661.307*]

WIA requires that there be "at least a thirty (30) day period for comment, beginning on the date in which the proposed plan is made available, *prior* to its submission to the Governor."
[*§ 661.345* (b)(3)] The Plan submittal must include:

(a) all comments on the Plan;
(b) any changes to the Plan based on all public input;
(c) a copy of the published notice for the 30-day review; and
(d) a description used by the local board for public comment.

Public comment, at a minimum, is to consist of the following procedures:
"A description of the process used by the local board, consistent with subsections (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan" [WIA Sec. 118 (b)(2)(B)(7,), *§ 661.345]*

After the review of the Comprehensive Plan, a letter will be sent to confirm approval or areas for additional information to meet all of the elements. Once the plan is approved, it will need to be posted on your WDB website. It will also be posted on the Department of Workforce Development (DWD) WIA local plan web page.

Future Modifications

The Local Plans are considered a living document that may need to be modified if there are "significant changes in local economic conditions, changes in the financing available to support WIA title I and partner-provided WIA services, changes to the Local Board structure, or a need to revise strategies to meet performance goals." *[§ 661.355*] DWD has established procedures for modifying the Plans, and the requirements are in WIA policy 03-02.

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NOTE:
Reference Document: WIA Local Plan Reference Document Under Separate Cover

GOVERNOR WALKER's WORKFORCE VISION and PRIORITIES

The cornerstone of the guidelines is based on Governor Scott Walker's workforce vision and priorities. In compliance with WIA, these guidelines are also consistent with the State Plan.

With a focus on a more flexible, nimble and effective system, Governor Walker has articulated his vision for a workforce system in Wisconsin that:

Anticipates employer labor needs while building and strengthening Wisconsin's workforce;

Supports the development of a highly qualified labor force; and

Empowers individuals to pursue and retain good paying careers.

In order to achieve the Governor's vision, the following key workforce investment priorities have been developed in cooperation with the Council on Workforce Investment (CWI). The following six of the eight priorities are relevant to WIA activities:

Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers;

Coordinating federal and state economic and workforce development funds to target resources more effectively, and to explore options such as federal waivers that support innovative solutions;

Designating specific employment sectors for priority spending based on regional sector strategy priorities and sufficient evidence of labor demand;

Improving sector alignment of mutual purposes by requiring each Economic Development Board to have a Workforce Development Board representative;

Improving accountability and transparency in order to measure success and prioritize future funding based on outcomes; and,

Researching and incorporating best practices from other states to support an effective, well-coordinated programming system that is in line with federal requirements.

WORKFORCE PLAN: PART I

The Governor has established workforce goals (page 1) that serve as the basis for local area's responses to the following:

A. Overarching Workforce Priorities

1. Describe how and what the WDB will do to implement each goal;
2. Identify if the WDB will take a leadership role, or, in what manner the WDB will be engaged;
3. Identify how the WDB will measure the progress of the above activities to attain these goals, and any evaluation methodologies;
4. If the WDB had WIA-related state set-aside and/or incentive funds, what top three activities would the WDB pursue?; and,
5. List any other recommendations that would assist the State in meeting these goals.

B. Workforce Investment Description

1. Briefly "identify the workforce investment needs of businesses, jobseekers, and workers in the local area," and how these needs were identified. [*118(b)(1)(A); 20 CFR §661.350(1)*]
2. Briefly describe the WDB's employer linkages per the WIA provisions.
   [*"Employer Linkages. The local board shall coordinate the workforce investment activities authorized under this subtitle and carried out in the local area with economic development strategies and develop other employer linkages with such activities." [Sec. 117 (d)(3)(B)(7)] "The local board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations, to assist such employers in meeting hiring needs." [Sec.117 (d)(3)(B)(8); §661.305(a)(8)*]
3. Provide highlights of your Business Services Team (as required in the Comprehensive Job Center Standards) and list the membership with their organization representation:
   a. In general, how are you working with businesses?: Identify key activities and the WIA partners who actively, collaboratively participate in these activities;
   b. Attachment A Attach a copy of the WDB's regional Business Services Plan, and identify who, including workforce partners, participated in the development of that Plan; and
   c. Describe how the Business Services Team coordinates with business services activities of partners, especially Job Service and Vocational Rehabilitation.
4. Career Pathways: Identify what sectors, programs/courses, and where they are being provided. Describe how the WDB intends to expand career pathways and other similar models. If career pathways training is not available for youth and adults within the WDA at this time, list top action steps in concert with the Wisconsin Technical College System (WTCS) to develop career pathways, and an anticipated timeline as to when career pathways will be incorporated into the WDB's service delivery. Identify other strategies the WDB is using for participants to be competitive in the job market to train-up for the next level of prospective employment.

C. Sector Strategy Activities

1. Identify the WDB's current targeted high-demand industry sectors, how they have been determined, and the evidence used to identify the labor demand.
2. Demand-sectors change based on the changing economy. Describe the methodology used to determine if the existing sector should change, or if new sector strategies should be developed. Identify any new sectors the WDB may intend to pursue.
3. What does the WDB do to ensure that the workforce skills needed by these high-demand industry sectors and other private employers are targeted for WIA-participant training?

4. How does the WDB mesh the workforce strategies/activities with the area's economic development strategies/activities?
5. Describe any "regional planning and coordination."

   [*Governor's workforce goals: Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers; and, "Improving sector alignment of mutual purposes" with economic development activity within the WDAs*.]

POLICY COMPLIANCE: PART II

A. Labor Market Information

WDB's are required to contact and work with their Local Labor Market Analyst on this section of the plan. Identify the staff and their involvement in the development of this section.

1. Provide a detailed analysis of the regional economy, the labor pool, and labor market. This analysis must include the following:
   a. The composition of the economic base by industry.
   b. Industries and occupations that are expected to grow or decline by more than the state and regional average in the short term and over the next decade *["the current and projected employment opportunities in the local area"* [*Sec.118(b)(1)(B)*]
   c. Local industries and occupations that have a high demand for skilled workers, both today and projected over the next decade.
   d. Skill needs for the available, and projected high demand jobs [*"*the job skills necessary to obtain such employment opportunities" *Sec. 118(b)(1)(C)*]
   e. Current and projected demographics of the available labor pool, including the incumbent workforce.
   f. Any "in migration" or "out migration" of workers that affect the regional labor pool.
   g. Current and projected regional area skill gaps.
   h. Known threats and opportunities to the local industries, employment or composition of the labor force.
   i. Commute patterns as they relate to critical industries to the local area.
   j. Training programs that relate to high-demand jobs.
2. Describe any WDA specific labor market characteristics not reported in 1.a. to j.
3. Include an analysis that was provided to the Board and any additional analysis done by staff that was the basis for the above information.

   [*Governor's workforce goal of having "sufficient evidence of labor demand" for priority spending on "regional sector strategy priorities"; WIA high-demand occupations for training requirement*]

B. Governance

Note that WDB recertification and other governance compliance issues are in Administrative Services Compliance: Part III.

1. Describe how the WDB ensures that meetings and information regarding WDB activities are accessible to the public including persons with disabilities. [*Sec. 117 (e)*]
2. If the WDB/WIB employs staff, identify the number of staff (time percentage), general role and as part of what structure/organizational entity. Indicate whether or not this same entity has staff that provide direct WIA services. *["Staff. The local board may employ staff" Sec. 117 (d)(3)(B)(ii*)]

C. One-Stop System and Service Delivery

A description of the one-stop delivery system, including:

1. "A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants." [*Sec. 118 (b)(2)(A; §661.350(a)(3)(i)*]
2. Attachment B Memorandum of Understanding (MOU) Template between the WDB and each of the one-stop partners must be used. The only alteration(s) may be specific WDB <u>additions</u> that tailor the document to local circumstances. Documents that require signatures should be current with the individuals holding the designated positions/titles identified in the documents. If the WDB has all partners sign one MOU, or, if the WDB uses a standard MOU for sign-off by each partner, attach one MOU. If each partner has a different MOU, attach a copy of each MOU. [*Sec.118(b)(2)(B); §662.300-662.310*]
3. Attachment C Comprehensive and affiliated one-stop service delivery system locations and other information. Template must be used. [*§662.100(c)*]

4. Attachment D Provide a summary, and include copies, or, list hypertext links of any area's technical assistance and training materials being used to train WIA staff, other WIA partner's staff and WIA training providers.
   [*Governor's workforce goal is to infuse "research and best practices" for improvements "to support an effective, well-coordinated programming system." DWD is requesting this information to begin assessing what is currently available as a stepping-off point to meet this goal.*]
5. Attachment E Universal access activities, assessment and other information. Address the bullet points in Attachment E. [See reference document]
6. Briefly describe coordination of service delivery strategies with:
   Manufacturing Skills Standards Certification;
   Registered Apprenticeship;
   Youth Apprenticeship;
   Offender Pipeline Initiative; and,
   Continuing implementation of the National Career Readiness Certificate.
7. Briefly describe how the WDB provides or, plans to provide, any specific service strategies to best meet the needs of WIA targeted populations:
   Low-income/economically disadvantaged individuals;
   Individuals with multiple barriers including older workers and persons with disabilities;
   Youth; and,
   Individuals training for non-traditional employment.
8. Attachment F WDB policy(s) and procedures to support and coordinate with Unemployment Insurance re-employment services activities. If the WDB does not have a written policy, describe the coordination processes.
9. Describe the WDB's design for WIA Title I core services. Include
   a. How Title I core activities complement Wagner-Peyser Labor Exchange Services WIA Title II.
   b. Provide a description that ensures these two sources of funds are not duplicative. If a duplication does exist, identify that activity(s) and the plan to coordinate, not supplant, funds. For example, if a WDB is offering a particular service for a fee that the public labor exchange is offering at no cost to employers.
   c. Describe core services provided in addition to those specified in Sec. 134 (d)(2).

[*Governor's workforce goal: "Coordinating federal and state economic and workforce development funds to target resources more effectively.*"]

10. Describe activities to promote Job Center of Wisconsin (JCW), and address
    a. Any participant needs for computer literacy as part of a system improvement; and
    b. How the WDB is coordinating with workforce partners, including Veteran's Services staff, to ensure that JCW is the vehicle for posting job orders for optimal competition of job seekers and available candidates for employers of the job openings.
11. Describe the activities and referrals utilized with faith-based and community-based organizations as active partners in the one-stop delivery system for improved service delivery.
12. Information Technology (IT) in the One-Stop System:
    a. What systems are in place to assess and place job seekers (include all IT services owned or subscribed to)?
    b. What systems are used for employer management (include all IT services owned or subscribed to)?
    c. What systems are used to track participant services (include all IT services owned or subscribed to)?
    d. How are local IT systems coordinated with JCW, ASSET and other federally or state provided systems?
    e. What other system(s) is the WDB utilizing and for what purpose(s)?
    f. What is the assessment process to determine the IT needs?

D. Adult Service Delivery

1. Identify the anticipated percentage of the total Adult and Dislocated Worker formula funds for the three-tier service levels:
   Core
   Intensive
   Training
2 How will special response funds be used to provide core, intensive and training services?
3. Within the total formula funds for training only, identify the anticipated percentage of training formula funds earmarked for Individual Training Account (ITA), On-the-Job Training (OJT), Customized Training and other training contracts for specialized training [*§663.430*]
4. List the U.S. Department of Labor-approved State waiver(s) that the WDB anticipates using, and the method of evaluating the effectiveness of the waiver(s).
   [Governor's workforce goal: "to explore options such as federal waivers that support innovative solutions."]
5. Provide "a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area" [*Sec. 118 (b)(2)(B)(4)*] and "including a description of the local ITA system and the procedures for ensuring that exceptions to the use of ITA's, if any, are justified under WIA section 134(d)(4)(G)(ii)." *[§ 661.350(a)(5)*] [Further detail to address in 15.h.]
6. Methods for ensuring that WIA coordinates enrollments with the Trade Adjustment Assistance Program (TAA):
   a. Describe the methods and procedures used to coordinate service delivery with the TAA Program. Address the following points:
      1. Identification and referral of participants between the programs;
      2. Customer flow and the role of each program in providing assessment, employability plan development, case management, placement services, training and follow-up;
      3. Transition of participants between the programs and program funding; and,
      4. How duplication of services and inappropriate charging of costs is avoided.
   b. Attachment G Any local guidance or policy that has been issued relating to TAA.
7. Attachment H for the WDB's written policies and procedures for Rapid Response. If the WDB does not have a policy or the criteria outlined below are not addressed in the local policy, address the following here:
   [In this section, when a dislocation event is anticipated to affect less than 50 workers, the local rapid response practitioners are responsible for the provision of rapid response services (“local rapid response”). If 50 or more workers are to be affected, the State participates and oversees the rapid response services (“state rapid response”).]
   a. Describe the process involved in carrying out *local* rapid response services, addressing the following:
      1. Whether the WDB directly provides rapid response services or utilizes a third party provider and whether one individual is the designated rapid response coordinator or if multiple individuals share that responsibility. List the name(s) of the local Rapid Response Coordinator(s) and their contact information;
      2. The criteria that generally must be satisfied for local rapid response to occur (e.g., minimum number affected, new dislocation event v. recurring layoffs at same employer, etc.);
      3. The efforts made to ensure rapid response services are provided prior to layoff date, onsite at the company, and on paid time, whenever possible;
      4. The services that are provided as part of local rapid response and the factors that are considered when deciding the level of services to provide;
      5. The local partners that are involved as part of local rapid response; and
      6. How local rapid response coordinates services with TAA in instances where there is a current TAA certification.

b. Describe how the WDB coordinates with the State for dislocations involving state rapid response.
c. Describe how the WDB ensures a seamless transition between rapid response (state and local) and One-Stop activities for the affected workers.
d. Describe the manner in which the WDB tracks dislocation events and its activities. *["A description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate" Sec. 118 (b)(2)(B)(5)]*

8. Provide "a description of the criteria to be used by the Governor and the Local Board, under 20 CFR 663.600, to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited, and the process by which any priority will be applied by the One-Stop operator" *[§661.350 (a)(11)*] Include how the WDB is involved in this process of determining limited funds, and the process that the WDB directs its One-Stop-Operator(s) (OSO) to give priority to veterans and veterans' spouses, low-income individuals and recipients of public assistance if funds become too limited to serve all interested participants.
   a. Attachment I for the WDB policy on the "priority of service" due to limited funding as approved by the WDB *[§663.600*] If this is not in the "priority of service" policy, also attach the WDB policy if income is used as a basis for serving adults, or, indicate that the WDB does not use this criteria.
   b. Attachment J for WDB's policy on serving eligible veterans and spouses first to meet the Jobs for Veterans Act. [*Administrator's Memo 10-2*]
   c. Attachment K for any additional policies for determining eligibility for other services beyond core services.
9. Provide the WDB's definition of “unlikely to return to previous industry or occupation” when required for eligibility for dislocated worker services. [*Sec. 101(9)*]
10. Describe the process and system used for collecting and maintaining equal opportunity information on "every individual who is interested in being considered for WIA title I financially assisted aid…" [§*663.105(c)*]
11. Describe the processes the WDB will use to maximize competition in the selection of service providers for core and intensive services.
12. Describe any changes in service delivery from the previous Local Plan in response to "the financing available" and the "need to revise strategies to meet performance goals." *[§661.355*]
13. Attach the following policies listed below. If the policy does not include the issues identified below, address those issues in narrative form in the attachment for each policy:
   a. Attachment L WDB policy on the definition of Self-Sufficiency that (1) may include criteria such as family size, definition of "dependent" or lack of health care insurance; (2) describe how it is applied to dislocated workers [*"Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage."]*; and, (3) how the "special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency." *[§ 663.230*]
   b. Attachment M WDB policy on Supportive Services that includes what supportive services may be provided; when they may be provided; and, limits on the amount and duration. [*§ 663.800 - 663.810*]
   c. Attachment N WDB policy on Follow-up Services *[§ 662.240(b)(11)*]
   d. Attachment O WDB policy on Needs Related Payments policy, or, indicate that the WDB does not use this WIA provision *[§ 663.815 - 663.840*]
   e. Attachment P WDB policy related to: "Any local area may enter into an agreement with another local area (including a local area that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under this title, including the provision of supportive services. Such agreement shall be approved by each local board providing guidance to the local area and shall be described in the local plan under section 118." [*Sec. 195(3)(A-B)]*

Intensive Services

14. Address the following: "Identification of eligible providers of intensive services. If the one-stop operator does not provide intensive services in a local area, the local board shall identify eligible providers of intensive services described in section 134(d)(3) in the local area by awarding contracts" [*Sec.117 (d)(2)(D)*]

Training Services

15. In relation to adult training services:
    a. Indicate how participants are made aware of training for "occupations in demand in the workforce area" and identify the sources for that information.
    b. Provide a "description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle." If a determination was made that there is an insufficient number of eligible providers, describe how this determination was made and the competitive process to be used in selecting providers under a contract for services including the process to be used to procure training services that are made as exceptions to the Individual Training Account process [*Sec. 118 (b)(2)(B)(9), § 661.350 (a)(10)*]
    c. Attachment Q WDB policy(s) for determining eligibility for training services.
    d. Provide a list of training services that the WDB intends to offer, including services that are not specifically listed in WIA. *["Identification of eligible providers of training services. Consistent with section 122, the local board shall identify eligible providers of training services described in section 134(d)(4)". Sec.117 (d)(2)(C)*]
    e. Attachment R WDBs ITA policy, and other policies that indicates any limits on duration and amounts of ITAs, and policies/documents required of participants to demonstrate a "need for training."
    f. Attachment S WDB policy(s) and procedures for adding, removing, and monitoring training providers on the ITA List.
    g. Attachment T WDB's OJT and Customized Training policy(s).
    h. Describe the WDB's intent to use exceptions instead of, or in conjunction with, the ITA system (e.g. OJT, Customized Training, Apprenticeships, or for "hard-to-serve" individuals). If the WDB intends to serve special participant populations that face multiple barriers to employment that is allowable outside of the ITA system, describe the criteria to be used to determine the demonstrated effectiveness of community-based organizations or other organizations that serve these populations. *[§663.430(3)]*
    i. Describe the (1) specific process and/or method used by which WIA training funds are coordinated with other sources of funding for training and, (2) process by which WIA funds are utilized if other sources of funding are pending approval, and how those WIA funds are accounted for when other sources of funding are approved/disapproved. *[§663.320*]
    j. Provide a description of any WDB program-specific performance information that is used to determine the successful delivery of services by training providers and the validation of eligible training providers.

E. Youth Program

As part of the overarching workforce priorities, the Governor is focusing on aligning the school systems curricula with the education and training needed for successful job placements. Additional educational options for K-12 are also a priority. The 21st century economic landscape is rapidly changing with innovation, technology, and globalization altering the nature of work, and the skills and training needed by workers to compete in the workforce. Today's economic realities necessitate that the publicly-funded workforce system serving youth be aimed at preparing them to secure jobs in high-demand industries and occupations.

1. Describe the WDB strategies to promote collaboration between the local workforce development systems, education, juvenile justice, and others, to focus services on youth including youth in foster care, aging out of foster care, youth offenders, youth with disabilities, children of incarcerated parents, and migrant and seasonal farm worker youth.
2. Provide "a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities" [*Sec. 118 (b)(6); §661.350(a)(7)*]
3. Describe the connection between the WDB WIA program and the Job Center service delivery system and JCW for serving youth, and include the types of referrals made for youth not eligible for WIA services.
4. Out-of- school youth:
   a. Describe the WDB's recruitment strategies to expand and promote services;
   b. Describe the WDB's retention strategies for youth in training/education programs and employment;
   c. List workforce partners and other entities that are actively engaged with the WDB's to retain and assist youth in training/education programs and employment. Describe their role.
5. Attachment U Attach the policy or describe how the WDB will make available each of the ten program elements to youth participants. [*Sec. 129(c)(2)(A-J); §664.410(a)(1-10)*]
6. As part of the youth eligibility definition (in addition to being the age 14 through 21, and is a low income individual as defined by WIA), WIA provides one or more categories that must be met. Of the six categories, the sixth criterion is left to the WDB to define. Provide the WDB's definition for the youth eligibility category: "Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or secure and hold employment." [*Sec. 101(13)(C)(vi); §664.200(c)(6)*]
7. Up to 5% of youth participants served by youth programs may be individuals who do not meet the income criterion for eligible youth. WIA provides eight categories of which one or more must be met. One of those eight categories is: "Face serious barriers to employment." Provide the WDB's definition of "face serious barriers to employment" in this 5% youth context. [*129(c)(5)(H); §664.220(h)*]
8. Attachment V List of youth providers for required State list.
   a. Describe the WDB's request-for-proposal process to be used in awarding contracts for youth services including the frequency of issuance, review criteria, and who reviews the proposals. "The local board shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council." [*Sec.117(d)(2)(B)*]
   b. How does the WDB measure the success of youth service providers?
9. Attachment W List the Youth Council members, their titles, contact information and the organizations they represent on the attached Table. Please make certain that the appointed members are placed in the correct WIA-required categories. [*§ 661.335*] Provide a description of the solicitation and selection processes used to garner nominees from the required membership categories. [*Sec. 117(h)(2(A)(i-vi);§661.335(b)(1-6)]*
   a. Describe the actual process for the Youth Council's oversight with respect to eligible providers of youth services and their role in provider selection and oversight. [*Sec. 117(h)(4)(B)(i-ii); §661.340(c-d)]*

b. Describe how the Youth Council coordinates youth activities. [*Sec. 117(h)(4)(C); 661.340(a)]*c. Provide a list of the Youth Council's top three priorities/goals for improved services to youth.
d. Describe the process the WDB used to meet the duties of the Youth Council in "developing the portions of the local plan related to eligible youth, as determined by the chairperson of the local board." [*§661.340(b)*]

10. WIA allows the provision of incentives for recognition and achievement to eligible youth. [*129(a)(5)*] Please attach the WDB's youth incentive policy.

F. Performance and Accountability

In addition to demonstration of ability to meet to the Federal requirements, local plans must include any locally developed performance standards and assessment methods.

1. List the PY 2012 approved WDB's levels of performance for each common measure:
   Adult and Dislocated Worker (DW) Entered Employment
   Adult and DW Employment Retention
   Adult and DW Average Earnings
   Youth Placement in Employment or Education
   Youth Attainment of a Degree or Certificate
   Youth Literacy and Numeracy Gains
   [*§661.350(a)(4)*]
2. Attachment X If applicable, complete the Performance Improvement Plan Self-Assessment Survey if the WDB has failed for the first year in any performance measure goal(s) for PY 11. Template must be used. [§*666.420(a)*]
   a. What actions has the WDB taken with its youth service providers to identify service delivery weaknesses?
   b. What changes has the WDB made to policy, service delivery, providers, engagement of partners, etc. to ensure improved program performance?
3. Attachment Y If applicable, complete the Corrective Action Plan if the WDB has failed two consecutive program years for any performance measure goal(s) for PY 10 and 11. Template must be used. *[§666.420(b)*]
4. Describe how performance data will be used for local monitoring, evaluation, continuous improvement and oversight processes; and, describe the type of training for staff (and providers where appropriate), and the frequency, on ASSET and performance measures.
5. Provide a detailed description of how the quarterly WIASRD and DRVS performance reports are processed locally to include: how failures are investigated, corrective action steps, follow-up monitoring and correction validation.
6. If the WDB has developed performance standards in addition to those required by WIA, what criteria were used to develop these local area performance standards? Describe how these standards will be evaluated, and corrective actions that will be taken if the performance falls short of expectations.

[Governor's workforce goal: "Improving accountability and transparency in order to measure success and prioritize future funding based on outcomes.*"*]

Plan Review, Public Comment and Documentation

Attachment Z

The final Plan must be submitted to DWD with:

(a) all comments on the Plan;
(b) any changes to the Plan based on all public input;
(c) a copy of the published notice for the 30-day review; and,
(d) a description used by the local board for public comment and key workforce partners including local elected officials, representative of business, labor and economic development, One-Stop partners and other stakeholders.
[*§661.345*]

ADMINISTRATIVE SERVICES COMPLIANCE: PART III

A. **Templates in the Reference Document must be used.** The only alteration(s) may be specific additions that tailor the document to local circumstances. Documents that require signatures should be current with the individuals holding the designated positions/titles identified in the documents.
   1. Attachment AA Assurances and Signatures
   2. Attachment BB Chief Local Elected Official Agreement /LEO Consortium Agreement and Signatures *"In general. the chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability" [Sec. 117 (d)(3)]*
   3. Identify the Fiscal Agent and Entity for Disbursal of Grant Funds "An identification of the entity responsible for the disbursal of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor." [*Sec. 118 (b)(2)(B)(8*)] "An identification of the fiscal agent, or entity responsible for the disbursal of grant funds." *[§ 661.350 (a)(9)]*
   4. Describe the OSO designation process. Indicate whether a competitive or non-competitive process was or will be used to select the OSO(s). If there are multiple operators and/or consortia, be specific as to what each agency's role is and which Job Centers are involved with each.
      a. Provide a description of the roles and responsibilities of the OSO(s) in the Comprehensive Job Center and for service locations in the One-Stop delivery system;
      b. Describe the relationship of the OSO to the WDB;
      c. The duration of OSO agreement(s); and,
      d. If the WDB intends to seek the Governor and CLEO's agreement to allow the WDB to be the OSO, follow the requirements outlined in WIA Policy 02-01.

      ["*Selection of one-stop operators. Consistent with section 121(d), the local board, with the agreement of the chief elected official" "Shall designate or certify one-stop operators as described in section 121(d)(2)(A")* [*Sec.117(d)(2)(A); §662.400-662.420*]
   5. Attachment CC WDB membership form must be used along with the resource information to identify the WDB membership and relevant information to ensure compliance with the required WDB representation [*117 (c)(2)(A)*]. "The Governor shall, once every 2 years, certify 1 local board for each local area in the State." For the following questions, if the response is provided in the LEO Consortium Agreement, the WDB-LEO Agreement, or in the WDB By-laws, indicate which agreement the description can be found in and the section where it is stated. If not included in any of these documents, provide the response here:
      a. Describe the nomination and selection process used to appoint local business representatives to the WDB;
      b. Attach, as part of Attachment CC, a diagram, description of roles and responsibilities, and regular meeting schedule of the WDB subcommittees;

   c. Describe how the WDB ensures that meetings and information regarding WDB activities are accessible to the public including persons with disabilities [*Sec117(e)*];
   d. Describe the process the WDB will use to notify the CLEO of any vacancies and to fill those vacancies with appropriate representatives;
   e. Attach, as part of Attachment CC, a copy of the WDB's By-Laws; and,
   f. Attach, as part of Attachment CC, a signed Conflict of Interest Statement for each member. *"A member of a local board may not (1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan"* [*Sec. 117 (g); State Plan reference: III.B.7*.]
6. Attachment DD Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification and Signatures
7. Attachment EE Lobbying Certification and Signatures
8. Attachment FF A current organizational chart of the WDA operations, including WDB Board staff, OSO(s), and other administrative and/or support staff:
   a. Provide a complete description of the WDB's support and administrative procedures. Include in your description the number and type of staff that are both directly funded by the WDB and those that provide in-kind support from local partner and related organizations.
   b. Describe any programmatic, infrastructure or organizational changes for this program plan period.
9. Attachment GG Most recently approved Cost Allocation Plan.
10. List the Fee for Service(s) activities, and how they are accounted for.
11. Describe any plans for transferring funds between the adult and dislocated worker programs.
12. Attachment HH WDB policy on gifts and awards to staff, providers, and WIA Adult and Youth participants. [*OMB Circular 122; DWD Policy 225; Sec.129(a)(5)]*
13. Describe the local monitoring procedures and schedule (fiscal and programmatic)
14. Describe the Procurement procedures (not selection of service providers).
15. Describe the cash management procedures.
16. Describe the personnel policies and procedures.
17. Describe the complaint process and procedures.
18. Describe the procedures to meet WIA audit requirements.
19. Attachment II Quarterly Budget Information Summary.
20. Describe the document retention and destruction policy. 2 CFR Part 230, Att A, para. 2(g) requires that costs must be adequately documented. Required documentation may include, but is not limited to:
    Invoices/purchase orders;
    Original receipts;
    Credit card statements and verification of approval of credit card charges;
    Payroll and benefits information, including hiring approval and documentation of accrued sick and vacation leave;
    Grant and sub-grant approval; and
    Signed copies of each MOU.